

Request for Expressions of Interest

Adaptation Fund's Technical Evaluation Reference Group (AF-TERG) Secretariat

Short Term Consultant (STC) Position

- November 21, 2022 -



Fin-admin STC position (local hire)

The AF-TERG seeks a motivated, organized, and collaborative Fin-Admin Assistant with strong team working, task management and communication skills. This person will carry out a full range of office administration work, including liaison with internal and external parties and support the team's work processes in a highly dynamic environment.

The purpose of this request for expressions of interest is to provide the background, required qualifications as well as tasks for a fin-admin STC position for a maximum of 80 days in fiscal year 2023, to provide support to the AF-TERG with a focus on meeting management, planning and monitoring of budgets, work plans of the AF-TERG, reporting on activities, support in surveys, and other day-to-day operational and logistical support, including support to organizational work processes and other support activities towards the implementation of evaluative, advisory and oversight work elements of the AF-TERG.

The position is to be based on Washington DC and follows a competitive local hiring process.

1. Scope of work

[The AF-TERG](#) is an independent evaluation advisory group, accountable to the Board, established to ensure the independent implementation of the Fund's evaluation framework. Specifically, the AF-TERG will provide a) evaluation function, b) advisory function, and c) oversight function. The AF-TERG is headed by a Chair and comprised of an independent group of experts in evaluation who are all functionally independent of the Adaptation Fund Board and its committees, and the secretariat. The AF-TERG is supported by an AF-TERG secretariat composed of a full-time dedicated staff position – the AF-TERG Secretariat Coordinator, and this fin/admin STC position.

This hiring is for a part-time AF-TERG Secretariat STC position, to support the AF-TERG Secretariat in several tasks related to meeting management, planning and monitoring of budgets, work plans of the AF-TERG, reporting on activities, support in surveys, and other day-to-day operational support, including support to organizational work processes and other support activities towards the implementation of evaluative, advisory and oversight work elements of the AF-TERG. The successful candidate will be supervised by the Coordinator of the AF-TERG secretariat and is envisaged to start as soon as possible.

2. Qualifications

The specific qualifications and experience required are:

- At least four years of direct relevant experience.
- Bachelor level degree in business administration, accounting or social sciences/international development or other relevant field, preferably with understanding of climate change adaptation related portfolios / work streams or evaluation.
- Proven financial, budgetary, HR and systems-related analytical and problem-solving skills.
- Proven ability to apply these skills in a practical setting, including the ability to identify issues, present findings / recommendations and contribute to resolution of secretarial / coordination challenges.
- Experience with developing and maintaining organizational work plans and budgets, and other analytical outputs, with demonstrated capacity to pay attention to details / accuracy.
- Knowledge of and experience with the use of the productivity tools of the MS Office package.
- Knowledge of and experience with the use of planning and survey software packages.
- Proven capacity to multi-task—working on a variety of tasks simultaneously, independently adjusting to priorities and achieving results with agreed objectives and meeting tight deadlines.
- Ability to work independently, i.e. to fully comprehend tasks, to develop a strategy for implementing those tasks and drawing up on a variety of resources to ensure completion.
- Strong interpersonal skills and ability to work effectively with internal/external partners and promote collaboration in a multi-cultural environment.
- Fluent command of English written as well as spoken.
- Demonstrated ability to ensure total discretion, confidentiality and strong personal ethics.

Desirable qualifications are:

- Knowledge of and/or experience with the use of World Bank Group admin systems.
- Knowledge of and/or experience with the use of statistical analysis packages (SPSS, R programming, etc.).
- Knowledge of and/or experience with the use of online meeting tools (like Webex / Teams) and survey tools (like SurveyMonkey).
- Knowledge of and/or experience with the use of databases, including project portfolios, for creating reports and managing automated actions.
- Additional language skills in French or Spanish, is a plus.
- Experience of working in or with developing countries is a plus.
- Knowledge of and/or experience with the Adaptation Fund or environmental / climate change work streams in the World Bank is an added advantage.

- Knowledge of and/or experience with climate change adaptation and resilience, and countries in fragile situations, is an added advantage.
- Experience of communications and/or managing web page content.

3. Submission requirements

Interested candidates are hereby invited to send their expression of interest – expressing how their background fits the required qualifications – together with an up-to-date curriculum vitae to af-terg-sec@adaptation-fund.org with “**AF-TERG Sec Local Fin-admin STC EoI**” in the subject line.

The application will stay open until a suitable candidate has been identified. Only shortlisted candidates will be contacted for a follow-up interview which may be in-person or virtual.

For any clarification concerning this communication, please contact the above email address. The AF-TERG Secretariat is happy to provide clarification on the terms of reference if needed.

Terms of Reference

Adaptation Fund's Technical Evaluation Reference Group (AF-TERG) Secretariat



Technical Evaluation
Reference Group
ADAPTATION FUND



ADAPTATION FUND

Fin-admin STC position (local hire)

Date:

From: Dennis Bours, AF-TERG Secretariat Coordinator / Task Team Leader (TTL), UPI 473525

Email: Dbours@adaptation-fund.org

Phone:

To:

Email:

Phone:

1. Background

The Adaptation Fund was established through decisions by the Parties to the United Nations Framework Convention for Climate Change and its Kyoto Protocol to finance concrete adaptation projects and programmes in developing countries that are particularly vulnerable to the adverse effects of climate change. At the Katowice Climate Conference in December 2018, the Parties to the Paris Agreement decided that the Adaptation Fund shall also serve the Paris Agreement.

The Fund supports country-driven projects and programmes, innovation and global learning for effective adaptation.¹ All of the Fund's activities are designed to build national and local adaptive capacities while reaching and engaging the most vulnerable groups, and to integrate gender consideration to provide equal opportunity to access and benefit from the Fund's resources. They are also aimed at enhancing synergies with other sources of climate finance, while creating models that can be replicated or scaled up. www.adaptation-fund.org

¹ AF. 2018. Medium-Term Strategy 2018-2022. March 2018. Available at: <https://www.adaptation-fund.org/document/medium-term-strategy-2018-2022/>

2. Adaptation Fund governance

The Fund provides climate finance to developing countries who are Parties to the Kyoto Protocol.

The Fund is supervised and managed by the Adaptation Fund Board (the Board), which is accountable to CMP [and CMA].² The majority of Board members are from developing countries. The Board has two committees, namely, the Ethics and Finance Committee (EFC), and the Project and Programme Review Committee (PPRC). The EFC is responsible for advising the Board on issues of conflict of interest, ethics, finance, fund and portfolio monitoring, evaluation and audit.³ The PPRC is responsible for assisting the Board with assessing project and programme proposals submitted to the Board and review project and programme performance reports.⁴ An Accreditation Panel (AP) has been established to ensure that organizations receiving Fund money meet the fiduciary standards. The AP provides recommendations to the Board regarding the accreditation of new IEs and the suspension, cancellation or re-accreditation of entities already accredited.⁵

The World Bank serves as an interim trustee of the Fund.⁶ The Global Environment Facility (GEF), through a team of dedicated officials, provides secretariat services to the Board. The Board Secretariat manages the day-to-day operations of the Adaptation Fund such as research, advisory and administrative services.

3. Technical Evaluation Reference Group of the Adaption Fund (AF-TERG)

The AF-TERG is an independent evaluation advisory group accountable to the Board, established in 2018 to ensure the independent implementation of the Fund's evaluation framework.⁷ From October 2023 onwards, the AF-TERG will guide the implementation of the new Evaluation Policy of the Adaptation Fund.⁸ The AF-TERG, which is headed by a chair, provides an evaluative advisory role through performing evaluative, advisory and oversight functions. The group is comprised of independent experts in evaluation,

² CMP; Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol. See: <https://unfccc.int/process/bodies/supreme-bodies/conference-of-the-parties-serving-as-the-meeting-of-the-parties-to-the-kyoto-protocol-cmp>

CMA; Conference of the Parties serving as the meeting of the Parties to the Paris Agreement. See: <https://unfccc.int/process/bodies/supreme-bodies/conference-of-the-parties-serving-as-the-meeting-of-the-parties-to-the-paris-agreement-cma>

³ AF. 2015. [Ethics and Finance Committee Terms of Reference](#). Amended March 2018. Available at:

<https://www.adaptation-fund.org/wp-content/uploads/2013/03/TOR-of-EFC-amended-in-Mar2018.pdf>

⁴ AF. 2015. [Project and Programme Review Committee Terms of Reference](#). Amended October 2015. Available at:

<https://www.adaptation-fund.org/wp-content/uploads/2013/03/TOR-of-PPRC-amended-in-Oct2015.pdf>

⁵ AF. 2012. [Terms of Reference for the Establishment of the Adaptation Fund Board Accreditation Panel](#). Available at: https://www.adaptation-fund.org/wp-content/uploads/2014/09/Accreditation-Panel-TORs_0.pdf

⁶ AF. 2019. Amended and restated terms and conditions of services to be provided by the international bank for reconstruction and development as trustee for the Adaptation Fund (2017-2020). Available at:

https://www.adaptation-fund.org/wp-content/uploads/2019/06/AFB.B.33.b.Inf_2_Amended_and_Restated_Terms_and_Conditions.pdf

⁷ AF. 2018. [Report of the thirty-first meeting of the Adaptation Fund Board](#). March 2018. AFB/B.31/8, Annex III, Terms of Reference of the Technical Evaluation Reference Group (TERG). Available at: <https://www.adaptation-fund.org/document/report-thirty-first-meeting-afb-20-23-march-2018/>

⁸ AF-TERG.2022. Evaluation Policy of the Adaptation Fund. Available at: <https://www.adaptation-fund.org/document/evaluation-policy-of-the-adaptation-fund-graphically-edited/>

called the AF-TERG members. A small secretariat provides support for the implementation of evaluative and advisory activities as part of the work programme.

While independent of the operations of the Adaptation Fund, the aim of the AF-TERG is to add value to the Fund's work through independent monitoring, evaluation and learning. www.adaptation-fund.org/about/evaluation/

4. AF-TERG Working Modalities

The AF-TERG will have at least one in-person member meeting annually and bi-weekly or monthly virtual AF-TERG member meetings to keep one another informed; the frequency of meetings depends on work priorities and needs. Meetings will be scheduled at a time convenient to most of the members. Additional in-person or hybrid meetings may be scheduled if the need arises, as requested by the AF-TERG Chair. To facilitate the exchange of views among AF-TERG members between in-person meetings, other means of communication will be maintained, including electronic discussion groups, conference calls or video conferencing.

The Chair of the AF-TERG shall also attend the bi-annual meetings of the Ethics and Finance Committee (EFC) of the Board as ex-officio member. The Chair of the AF-TERG shall report to the Board and/or the EFC as frequently as deemed appropriate and will present results of evaluations and other work conducted by the AF-TERG. Recommendations from the AF-TERG – including an annual budget - are expected to be considered by the EFC, as per the EFC's terms of reference, which would in turn forward them to the Board, together with any recommended decisions. The Board, drawing from inputs from its committees or the Accreditation Panel, may, as appropriate, request the AF-TERG to include in its work programme specific evaluation tasks relevant to its work.

The Board, through the EFC, will oversee the performance of the AF-TERG, in a manner that does not infringe on the independence of the AF-TERG in terms of content and conclusions of evaluations. The Board may also commission independent evaluations on the AF-TERG, in order to capture lessons learned and amend the arrangement as needed.

5. AF-TERG Secretariat

A small AF-TERG Secretariat composed of a full-time dedicated staff position – the AF-TERG Secretariat Coordinator – supported by a part-time Fin-Admin STC will provide support to the AF-TERG, in particular with regard to the administrative arrangements for the implementation of the evaluation work programme.

This Terms of Reference is for a part-time fin-admin STC position, to support the AF-TERG Secretariat in several tasks related to meeting management, planning and monitoring of budgets, work plans of the AF-TERG, reporting on activities, support in surveys, and other day-to-day operational support, including support to organizational work processes and other support activities towards facilitating the implementation of evaluative, advisory and oversight work elements of the AF-TERG.

The position would functionally be managed by the AF-TERG Secretariat Coordinator.

6. AF-TERG Secretariat Fin-Admin STC Scope of Work

The AF-TERG Secretariat fin-admin STC will be responsible for the following:

1. Financial analysis:

- a) Support the AF-TERG Secretariat Coordinator and AF-TERG Chair in the coordinated preparation and monitoring of (multi-)annual work plans and corresponding budgets for the AF-TERG and AF-TERG Secretariat, drawing on inputs from the AF-TERG Chair and Members.
- b) Undertake the analysis of monthly expenditure reports and other corporate reports for briefing to the Secretariat Coordinator.
- c) Process contracts and payments, as directed by the AF-TERG Secretariat Coordinator.
- d) Ensure the creation and use of charge codes, including making adjustments in expenditures in coordination with the Adaptation Fund Board (AFB) Secretariat Financial Analyst.
- e) Undertake additional financial analysis at the various organizational scales, as needed.

2. Business analysis:

- a) Update the monthly report on the status of contracts
- b) Monitor the AF-TERG Secretariat's systems and processes in key organizational areas and provide suggestions for improvement of workflow and controls.
- c) Support the design and implementation of workflow modalities for AF-TERG Secretariat's organizational collaboration with strategic partners such as the AF-TERG Chair and Members, AFB Secretariat, and other key stakeholders as directed by the AF-TERG.

3. Operations and communication support:

- a) Coordinate and integrate inputs from the AF-TERG Chair, AF-TERG Members and AF-TERG Secretariat Coordinator for the preparation of meeting documents, including agenda, minutes, tracking of decisions, Chair's notes, budget and business-related documents, reports on evaluation activities, etc.
- b) Provide virtual meeting support to AF-TERG Chair, Members and Lead evaluators when requested
- c) Develop and maintain a diary of upcoming events in evaluation and climate change adaptation
- d) Support the maintenance of the AF-TERG web environment.

4. Administrative coordination and support:

- a) Coordinate the preparation of appropriate financial and non-financial instruments (e.g. MOUs) required for meeting/event organization and other projects, in coordination with the World Bank legal office and counterparts and follow through agreement implementation.
- b) Ensure preparation and dispatching of decision letters and other correspondences from the AF-TERG Secretariat.
- c) Supports the process of on-boarding new consultants.

- d) Assist in the preparation and logistical planning of various events, e.g., conferences, workshops, and learning events (BBL), make travel arrangements for participants, oversee conference room arrangements and readiness; when applicable, liaise with counterparts in countries for good coordination, prepare necessary materials as needed.

5. Perform any other task as required by the AF-TERG Secretariat Coordinator.

7. AF-TERG work principles

Based on the AF-TERG's mandate, and in the spirit of guiding its work for the benefit of the Fund, the AF-TERG has developed a set of ten work principles to guide the work of the AF-TERG, including the work that it commissions. The consultant will ensure that these principles are followed in the processes and products.

1. **Be relevant and responsive to the Fund priorities and operating contexts:** Stay tuned and responsive to the Fund's operational strategic and governance priorities; Fund partners' priorities; and relevant developments in the broader field of CCA and operating contexts.
2. **Make contributions that benefit Fund's stakeholders - people, livelihoods and ecosystems:** Observe equity, transparency and impartiality in our work designs, processes and products to serve the interests of Fund stakeholders.
3. **Produce MEL products that add value to the Fund:** Ensure the production of useful, credible, actionable, innovative, independent and timely monitoring, evaluation and learning (MEL) products that contribute to the performance and impact of the Fund at all levels.
4. **Support the development of MEL capacity of the Fund's key stakeholders:** develop the MEL capacity of the Fund's key stakeholders through engaging them in all our work, nurturing relationships of trust, co-learning and co-creation, and cultivating a sense of collective ownership of the MEL tools.
5. **Contribute to the development of the CCA monitoring, learning and evaluation (MEL) field:** Seek opportunities for sharing the Fund's MEL experience with the CCA and evaluation communities and to contribute to the discussion and development of the MEL in CCA and related fields.
6. **Draw on good and innovative MEL practice:** Identify, utilize and build on good, new, ethical MEL approaches and practice in the CCA and related fields.
7. **Respect and utilise different knowledges:** Seek, respect, value and work with traditional and local knowledge alongside other forms of knowledge and apply appropriate standards of quality to all types of knowledge.
8. **Work synergistically to produce optimal results:** Work collaboratively together, equitably share responsibilities, give our best, engage in constructive dialogue, exercise mutual respect, assume good intent and be open to surprise towards getting the most from the Fund's investment in MEL.
9. **Conduct collective, reflexive learning that improves practice:** Undertake purposive, collective, continuous and critical learning to improve our evaluative, oversight and advisory practice and the value it creates for the Fund over time.

10. **Ensure cost-effective utilization of the Fund's resources:** Utilize our time and budget in the most cost-effective ways while ensuring the production of fit-for-purpose MEL products.

8. Duration, compensation and other arrangements

Duties and Responsibilities. The consultant agrees to accept the duties and responsibilities of this assignment, and to work with the AF-TERG Secretariat in order to accomplish the objectives set forth in these terms of reference. The consultant warrants that they will remain available during the time of the assignment.

The location for the position is Washington DC-based, mixed office and home-based, while working EDT/EST time zone office hours and, if applicable, agreed and approved mission countries – for example for AF-TERG meetings on location.

Travel. There is no requirement for travel in this role. However, should the need arise, any travel will be done following World Bank rules and procedures. All travel requires approval of the TTL prior to the trip and requires a specific and separate terms of reference. Travel expenses will be paid and/or reimbursed separately.

Support. The AF-TERG Secretariat will provide the consultant with all necessary documentation needed in support of the above scope of work via access to a cloud-based background documentation repository or will provide access in another way to any documentation.

Arrangements. The position is for a maximum of 80 days under fiscal year 2023 (FY23). All contracts with the Adaptation Fund / AF-TERG are World Bank contracts and follow the relevant rules and regulations of the Bank. Any need for additional days and compensation will need to be determined in consultation with the AF-TERG Secretariat Coordinator (TTL), the AF-TERG Chair and the AFB Secretariat Manager and need to be approved prior to the beginning of extra work.