

**Request for Expressions of Interest**  
**Adaptation Fund's Technical Evaluation Reference Group (AF-TERG)**  
**Short Term Consultant (STC) Position**

- November 28, 2022 -



**Technical Evaluation  
Reference Group**  
ADAPTATION FUND



ADAPTATION FUND

**AF-TERG Member**

The purpose of this request for expressions of interest is to provide the background, required qualifications as well as key deliverables and processes to select and contract a consultant as an AF-TERG member, provide strategic leadership and support to the AF-TERG Chair, and act as focal point to steer elements of the AF-TERG work programme.

**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 (and the Fund's evaluation policy from October 2023 onward). Specifically, the AF-TERG will provide a) evaluation function, b) advisory function, and c) oversight function. The AF-TERG is comprised of an independent group of experts in evaluation who are all functionally independent of the Adaptation Fund Board, Board committees, and the secretariat.

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

The Members and Chair of the AF-TERG normally serve for a period of three years and are eligible to serve not more than two consecutive terms or six years. The membership of the AF-TERG is managed so that approximately one-third of its membership should retire by rotation every two years. Due to the rotating out of one of the AF-TERG members we are now hiring a new AF-TERG member.

The position is for 20 days for the fiscal year until 30 June 2023 (FY23) and is envisaged to start as soon as possible.

## Qualifications

As indicated above the AF-TERG as a group will include diversity in areas of relevant expertise, evaluative skills and thematic knowledge including the following (individual members should possess expertise in most but not necessarily all areas):

### The specific qualifications and experience required are:

- At least 15 years of professional experience in evaluation work at progressively increasing levels, related to monitoring / evaluation / research and management
- Evaluation experience: extensive knowledge of, and experience in applying, qualitative and quantitative evaluation methods; a strong record in designing and leading overall evaluations; technical competence in the area of evaluation (theory and practice), and a strong methodological background
- At least 8 years of professional experience in development at field level and international level;
- Strong knowledge in project management with strong emphasis on monitoring and evaluation
- Extended experience in designing, implementing and evaluating adaptation projects and programs in developing countries, covering key adaptation thematic areas
- Climate finance experience, especially extensive knowledge of, and experience in applying climate change adaptation concepts
- Extended knowledge of the Adaptation Fund and of UNFCCC, Paris Agreement, Kyoto protocol and climate change and other environmental international regimes and policies
- Experience in least developed countries, working with those most vulnerable to climate change impacts
- Extended knowledge on operational aspects of institutions (policies, governance, and accounting)
- Strong communication and outreach skills
- Strong gender skills and experience
- Excellent command of English.

### Desirable qualifications are:

- Fluency in at least one of the other six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) would be an asset
- In addition to the expertise and skills mentioned above, the following will be expected when selecting the AF-TERG member:
  - Demonstration of high levels of autonomy and integrity
  - He / she is widely recognized across the evaluation community as a source of knowledge
  - A track record in strategic and global thinking

- Excellent relationship and communication management skills
- Sensitivity to gender, political, and respect for cultural, aspects.

### **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](mailto:af-terg-sec@adaptation-fund.org) with “**AF-TERG member consultant Eol**” in the subject line.

The application deadline is close of business on **December 25, 2022** (Washington DC time). Only shortlisted candidates will be contacted for a follow-up online or telephone interview.

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.



**Technical Evaluation  
Reference Group**  
ADAPTATION FUND



**ADAPTATION FUND**

## **Terms of Reference**

### **Short-term consultancy position**

#### **Member of the Adaptation Fund Technical Evaluation Reference Group (AF-TERG)**

Date:

From:

Email:

Phone:

To:

Email:

#### **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 programs 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.<sup>1</sup> 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](http://www.adaptation-fund.org)

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<sup>1</sup> 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].<sup>2</sup> 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.<sup>3</sup> The PPRC is responsible for assisting the Board with assessing project and program proposals submitted to the Board and review project and program performance reports.<sup>4</sup> 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.<sup>5</sup>

The World Bank serves as an interim trustee of the Fund.<sup>6</sup> 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.<sup>7</sup> From October 2023 onwards, the AF-TERG will be responsible for the implementation of the new Evaluation Policy of the Adaptation Fund.<sup>8</sup> 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

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<sup>2</sup> 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>

<sup>3</sup> 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>

<sup>4</sup> 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>

<sup>5</sup> 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](https://www.adaptation-fund.org/wp-content/uploads/2014/09/Accreditation-Panel-TORs_0.pdf)

<sup>6</sup> 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](https://www.adaptation-fund.org/wp-content/uploads/2019/06/AFB.B.33.b.Inf_2_Amended_and_Restated_Terms_and_Conditions.pdf)

<sup>7</sup> 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/>

<sup>8</sup> 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/>

in evaluation, 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/](http://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 program 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.

The Chair of the AF-TERG is selected as guided by the Terms of Reference of the AF-TERG (AF-TERG TOR).<sup>9</sup> In January 2019 the Board appointed Eva Lithman as the first Chair of the AF-TERG.<sup>10</sup> Ms. Lithman retired in June 2020 and in November 2020 the AF-TERG Recruitment Working Group – using delegated power from the Board – appointed Debbie Menezes as the second Chair of the AF-TERG.

**A small AF-TERG Secretariat** composed of a full-time dedicated staff position – the AF-TERG Secretariat Coordinator – supported by administrative staff as needed will provide support to the AF-TERG, in particular with regard to the arrangements for the implementation of the evaluation work program.

In addition, the AF-TERG Secretariat will contract expertise (e.g., consultants and firms), as relevant and appropriate, in different subject matters to support the implementation of the AF-TERG work programme

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<sup>9</sup> Ibid.

<sup>10</sup> [Decision B.32-33/15](#), Appointment of the Chair of the AF-TERG.

elements. These implementing consultants or firms will be delivering on these work elements in close collaboration with the AF-TERG members in their focal point role.

## **5. AF-TERG Strategy and Work Programme**

The AF-TERG will commission and oversee independent evaluations and relevant tasks on behalf of the Board and its Committees according to the evaluation framework<sup>11</sup> and from October 2023 onwards according to the Evaluation Policy<sup>12</sup> which will at that point supersede the evaluation framework. The AF-TERG strategy and work programme<sup>13</sup> approved by the Board in June 2020 takes a longer-term planning perspective covering FY21 to FY23 for the work items, and FY21 to FY22 budget-wise. Subsequent approved budget requests have covered FY22-23 and FY23-24. In March 2022 the Board approved an update of the work programme for FY23 and FY24.<sup>14</sup>

The intermediate and long-term outcomes guiding the AF-TERG work programming are as follows:

### **Intermediate Outcomes:**

- i) Solution-focused understanding of the Fund's evaluation needs and expectations
- ii) Co-learning, productive and trustful relationships, and processes
- iii) Fit-for-purpose evaluation tools and approaches are developed and used
- iv) Evaluation results and learning insights articulated and utilised within the Fund
- v) Enhanced planning, monitoring, evaluation and learning capacity across the Fund
- vi) Utilisation of Adaptation Fund evaluation insights beyond the Fund.

### **Long-Term Outcomes:**

- i) MEL knowledge is absorbed and used by the Fund and its partners at all levels to influence and enhance impact and increase resources for adaptation activities
- ii) Relevance and quality of Fund projects, programmes, policies, processes and performance are enhanced
- iii) Adaptation Fund behaviour to enhance climate change adaptation has improved.

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<sup>11</sup> AF. 2012. Evaluation Framework. Amended in 2015. Available at: <https://www.adaptation-fund.org/document/evaluation-framework-4/>

<sup>12</sup> 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/>

<sup>13</sup> AF-TERG. 2020. Draft Strategy and Work Programme of the AF-TERG. Document no. AFB/EFC.26.a-26.b/3. Available at: <https://www.adaptation-fund.org/document/draft-strategy-and-work-programme-of-the-adaptation-fund-technical-evaluation-reference-group-af-terg/>

<sup>14</sup> AF-TERG. 2022. Fiscal Years 2023 – 2024 Update to the Work Programme of the AF-TERG. Document no. AFB/EFC.29/7. Available at: <https://www.adaptation-fund.org/document/fiscal-years-2023-2024-update-to-the-work-programme-of-the-adaptation-fund-technical-evaluation-reference-group-af-terg/>

## 6. Workstreams

The activities part of the work programme will be managed and implemented in **three workstreams** that broadly correspond to the three functions of the AF-TERG, Evaluation, Advisory and Oversight:

Workstream 1: Conducting Strategy and Programme Evaluations

Workstream 2: Enhancing MEL Capacity and Tools

Workstream 3: Co-generating Evaluative Knowledge and Insights.

The Advisory and Oversight functions of the Reference Group will span the three workstreams. The Evaluation function is embedded in Workstream 1.

Below is an overview of the work streams as it was envisioned in the original FY21 to FY23 work programme of the AF-TERG. Some of these tasks have already concluded, some are ongoing, and a few are to be initiated:

### Workstream 1: Conducting Strategy and Project/Programme Evaluations

Workstream 1 focuses on the review and evaluation of the Medium-Term Strategy (MTS) [completed], thematic evaluations and the overall model and performance of the Fund, centred around the core features and niche of the Fund.

The mid-term review (MTR) of the five-year Medium-Term Strategy 2018-2022 (MTS)<sup>15</sup> assessed progress made in the implementation of targets and outputs expected to inform the current strategy as well as the designing of the next. The evaluation of the strategy will take place after the end of the strategy period to summarise achievements and lessons learned. Over the MTS period the AF-TERG will carry out a phased series of assessments of processes and policies implemented under the three pillars of the MTS: Action, Innovation and Learning and Sharing, the effectiveness and efficiency of the governance of the Fund and the actual and expected outcomes and impacts of the Fund's portfolio. Main processes and policies to be evaluated include Direct Access, Accreditation, Readiness Programme, the Environmental and Social Policy (ESP), and the Gender Policy and Action Plan. This work is ongoing.

Innovation is and will continue to be a key feature of the MTS and the mission of the Fund. The AF-TERG is conducting an assessment of the experience on how the concept of innovation is applied by the Fund as well as of examples of innovative climate change actions. An initial conceptual study and overview was initiated during the FY22. Both the review and the evaluation of the MTS will provide inputs to the Overall Evaluation of the performance of the Fund in 2023. A preparatory scoping study will be initiated in FY21.

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<sup>15</sup> For more information: <https://www.adaptation-fund.org/about/evaluation/publications/evaluations-and-studies/mid-term-review-of-the-fund-medium-term-strategy/>



Thematic evaluations of Fund performance will provide perspectives on core features of the AF, such as the country driven and innovative character of Fund operations with a view to assessing the potential for scale up and longer-term impact. This includes exploring how projects and programmes conceptualise and address vulnerability and adaptation to climate change.

### *Workstream 2: Enhancing MEL Capacity across the Fund*

Workstream 2 focuses on reviewing and updating the Fund's Evaluation Framework and associated tools and guidance [completed].<sup>16</sup> The Evaluation Framework is a key document supporting the implementation of the evaluation function in the Fund and guiding AF evaluation practice. During FY20 an initial gap analysis was carried out and Terms of Reference for the further review and revision of the Evaluation Framework was elaborated. The purpose of the revision was to reflect the evolution of the Fund since the Framework was amended in 2012 and the advances in the evaluation and climate change adaptation community. The review will include updating the evaluation tools used to assess projects and programmes at mid-term and at completion. The new draft evaluation policy of the Adaptation Fund was approved by the Adaptation Fund Board during its 38th meeting. The new policy will come into effect in October 2023 when it will replace the Evaluation Framework that was approved in 2011 and revised in 2012.

This workstream will include enabling capacity building initiatives to strengthen the Fund's in-house MEL capacity and that of Fund partners. Specific attention will be paid to the capacities needed to ensure improvements in the quality of projects and programmes as well as Readiness, Innovation and Learning grants. The AF-TERG will draw on and contribute to evaluation practices that enhance the capacity of vulnerable populations to adapt to the effects of climate change.

### *Workstream 3: Co-generating Evaluative Knowledge and Insights*

Working with the AFB secretariat, IEs, CSOs and other partners, Workstream 3 will include collaborative co-generation of evaluative knowledge and insights of the work of the Fund, exchanging experience with peers involved in MEL related to climate change adaptation, learning from innovation results, and tracking of implementation of evaluation results and actions including management responses to previous evaluations. For example, each year one or two topics may be selected to conduct an evaluative gap mapping exercise to identify lessons and experiences within the AF portfolio and from outside. This knowledge will be synthesised and the AF-TERG would organise an event for project teams to discuss, validate and extrapolate this knowledge and develop plans for closing knowledge gaps. The topics could be discussed using country or sector context.

This workstream will also include country scoping studies, regular e-based meetings and AF-TERG in-person meetings each year. Under this work stream are outreach activities, production of papers and contributions to conferences and seminars and the maintenance and development of an interactive AF-TERG website.

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<sup>16</sup> For more information: <https://www.adaptation-fund.org/about/evaluation/publications/evaluations-and-studies/review-and-revision-of-the-funds-evaluation-framework/>

The AF-TERG will design, commission and oversee the independent evaluations that make the work programme, with administrative support from its secretariat. As part of its advisory role, the AF-TERG may develop guidance notes, recommendation papers or any relevant document for Board consideration.

## **7. AF-TERG work principles**

Based on the AF-TERG's mandate and its two overarching objectives, 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. AF-TERG Member Scope of Work

In accordance with the AF-TERG Terms of Reference, the AF-TERG Member will undertake the following activities:

(a) AF-TERG team meeting participation (8 days, of which 5 days are allocated for virtual meetings and 3 days are tentatively allocated for a face-to-face meeting)<sup>17</sup>

- Identify meeting topics to feed into the meeting agenda
- Raise any conflict of interest, discuss where appropriate and document if needed
- Actively engage on the topics being addressed as part of the meeting agenda
- Provide feedback on key work programme documents, work stream or work element documents and approaches used, during the process of development, design and implementation of the work programme and underlying work streams and approach papers for specific elements of work, when addressed as part of the meeting agenda
- Review and provide feedback on the minutes of the meeting
- Engage in periodic calls between the AF-TERG face-to-face meetings.

(b) Strategic leadership and support (2 days)

- Support the AF-TERG Chair in providing guidance and vision as TERG Member, as focal point, or as team of multiple focal points as appointed, for the work of the AF-TERG
- Advise and make recommendations which will address potential areas of development and future growth of the AF-TERG work programme, in line with the strategies of the Fund
- Advise in creating partnerships to address potential areas of evaluative collaboration in support of the AF-TERG multi-year work programme
- Ensure independence of the AF-TERG work, and ensure that the independent work of the AF-TERG is relevant and available in a timely manner
- Engage in reflective, self-evaluative processes to improve AF-TERG effectiveness.

(c) AF-TERG Work Programme Implementation Support (10 days, as allocated in the consultant's work plan)

- Support the AF-TERG functions; the independent commissioning of evaluations, oversight and advisory functions, and the implementation of and adjustments to its multi-year work programme
- Act as focal point, as agreed with the AF-TERG Chair, for specific work elements under the AF-TERG work programme

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<sup>17</sup> The face-to-face meeting will depend on WBG travel policy and travel restrictions due to the Covid-19 pandemic.

- As focal point for specific tasks, the AF-TERG member will steer the work of expert teams that are contracted by the AF-TERG Secretariat on specific activities in the AF-TERG work programme, under different ToRs. While the expert team is responsible for the delivery of the work, the focal point's role is to provide strategic and technical advice to these teams on behalf of the AF-TERG.
- The focal point will keep the AF-TERG Chair and AF-TERG Secretariat informed on how these activities are evolving on their implementation as well as technical issues arising.
- In consultation with the AF-TERG Chair and AF-TERG Secretariat, perform other activities to support the implementation of the AF-TERG work programme. These will be determined through a consultative process.

The AF-TERG members will provide feedback to the Chair and the AF-TERG Secretariat Coordinator, on the quality of products produced by the implementing consultants or firms. Separately, the AF-TERG is also developing internal work processes on how to approve payment of implementing consultants and firms.

## **9. Compensation, payments 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 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 home-based while accepting to work as necessary during EDT/EST time zone office hours and, if applicable, agreed and approved mission countries – for example for AF-TERG meetings on location.

The Members and Chair of the AF-TERG normally serve for a period of three years and are eligible to serve not more than two consecutive terms or six years. The membership of the AF-TERG is managed so that approximately one-third of its membership should retire by rotation every two years.

**Travel.** There is limited 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 will require 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 AF-TERG member position is for 20 days for the fiscal year until 30 June 2023 (FY23) at a net / gross daily rate of US\$ XXX. Five days are allocated for virtual AF-TERG team meetings, 3 days are tentatively allocated for a face-to-face AF-TERG team meeting, and 2 days are allocated for strategic work elements. Ten days are allocated for work programme implementation support and can only be claimed against the approved work plan for the consultant.

All contracts with the Fund and the AF-TERG are World Bank contracts and follow the relevant rules and regulations of the Bank.

Payments for deliverables will be processed upon approval by the TTL. Payments for deliverables under work programme implementation support can only be claimed against the approved work plan for the consultant. The consultant should provide the TTL with a time sheet of days worked at the end of each month; this should be done even if the consultant will not put in a payment request for the month.

The total cost of this contract is US\$ XXXXX. 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.