

Request for Expressions of Interest
Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG)
Short-term consultancy (STC) position
- May 16, 2022 -



Thematic Evaluation of Accreditation STCs - 2 positions:

STC1: Team Leader, 43 days

STC2: Readiness Expert, 37 days

The purpose of this request for expressions of interest is to provide the background, required qualifications as well as key deliverables for two short-term consultants (STC1 / STC2) to support a thematic evaluation of accreditation in the Adaptation Fund.

The Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) intends to conduct a thematic evaluation of the Fund's accreditation and related readiness processes. The purpose of the evaluation is to understand if the accreditation process should be strengthened and scaled up to meet the anticipated increase in demand for Fund accreditation and support the Medium-Term Strategy. In doing so, the thematic evaluation will cultivate lessons learned from the past and present evolution of the accreditation and reaccreditation process to identify successful pathways to its future role for the Fund. The evaluation will address questions around the efficacy of the accreditation process and its criteria, including the appropriateness of the IEs selected, the benefits and challenges that emerge through the Accreditation Panel's review and feedback, the effectiveness of the Readiness Programme's small grants to provide peer support to countries seeking accreditation and build capacity for undertaking various climate finance readiness activities, the significance of the Fast Track option, lessons learned from the re-accreditation process, and the capacity of the current accreditation and readiness process to handle the expected influx of applicants. The evaluation may draw upon accreditation and readiness lessons learned from similar funds.

The work for the thematic evaluation will be conducted by a team comprised of one Team Leader (STC1) and one Readiness Expert (STC2), supported by two data analysts. STC1 will serve as Team Leader of the Accreditation Thematic Evaluation, will be responsible for the overall conduct of the evaluation, and will oversee the remaining members of the team. STC 2 will serve as Readiness Expert for the evaluation. This role will contribute to the overall conduct of the

evaluation, will lead the readiness elements, and will work closely with the remaining members of the team.

1. Scope of work

The AF-TERG seeks qualified short term consultants to take up the following responsibilities:

Thematic Evaluation delivery

- (STC1): Lead, and in some cases contribute to, the design, documentation and submission of all thematic evaluation deliverables;
- (STC1): Respond to Fund requests for TE updates and progress reports in a timely manner;
- (STC2): Contribute to, and in some cases lead, the design, documentation and submission of all evaluation deliverables;
- (STC2): Support the team leader response to Fund requests for TE updates and progress reports in a timely manner; and
- (STC1 and STC2) Ensure the conduct of the evaluation conforms to AF-TERG Work Principles, and deliverables conform to AF-TERG quality standards.

Data collection and analysis

- In coordination with other team members, conduct interviews with respondents relevant to the implementation of the evaluation;
- (STC1): Lead the analysis of data relevant to the completion of evaluation deliverables;
- (STC2): Lead the analysis of readiness and other data relevant to the completion of evaluation deliverables.

The work will be implemented in three phases, further explained in the attached Terms of Reference.

2. Qualifications:

The specific qualifications and experience required are:

- Master level degree in evaluation, international development, or environment.
- At least 5 years of relevant professional experience in evaluation
- At least 8 years of relevant professional experience in the field of climate finance and climate change
- Strong understanding of concepts, practices and principles in the area of climate change and climate finance;
- Familiarity with the Adaptation Fund and/or other global climate funds;
- Excellent drafting skills, strong operational and analytical skills, and an ability to work as a member of a team;

- Ability to communicate fluently, both in writing and orally, in English.

Specific requirements STC1:

- Experience with climate change projects, with a focus on adaptation and/or resilience.
- At least 5 years of relevant professional experience leading evaluations, on top of the previous 5 years professional experience in evaluation
- At least 3 years of relevant professional experience on accreditation; or strong understanding of accreditation processes and procedures, on top of the 8 years climate finance / climate change experience
- Strong understanding of multilateral climate governance framework and global climate finance architecture

Specific requirements STC2:

- At least 8 years' experience with capacity building at institutional level, financial readiness capacity building, risk management, financial assurance, or other field relevant to readiness for accreditation for adaptation financing
- Strong understanding of processes related to organizational readiness to climate finance
- Experience with or understanding of climate finance issues and challenges relating to access to climate finance.

Additional desirable qualifications:

- Strong analytical and strategic thinking skills
- Strong communication and outreach skills
- Language skills in addition to English, such as French or Spanish, are a plus.

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 Evaluation of Accreditation – STC1 / STC2**” in the subject line. **Please make specific whether your application is towards the STC1 position, the STC2 position, or both.**

The application deadline is close of business on **May 27, 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.

Terms of Reference

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

Short-term consultancy (STC) position



Technical Evaluation
Reference Group
ADAPTATION FUND



ADAPTATION FUND

Thematic Evaluation of Accreditation STCs – 2 positions

STC1: Team Leader, 43 days

STC2: Readiness Expert, 37 days

Date:

From:

Email:

Phone:

To:

Email:

1. Background

The Adaptation Fund (the Fund) is an innovative financing mechanism set up by the Conference of Parties (COP) to the UN Framework Convention on Climate Change (UNFCCC), established to finance concrete adaptation projects and programmes in developing countries that are parties to the Kyoto Protocol or the Paris Agreement and are particularly vulnerable to the adverse effects of climate change. The Fund is guided by its five-year Medium-Term Strategy and Action Plan, approved in 2018 and based on pillars of Action, Innovation, and Knowledge and Sharing.

To access the Fund's financing for adaptation projects, national implementing entities (NIEs) must first be nominated by a host country Designated Authority (DA), and regional implementing entities (RIEs) must be nominated by at least two host regional DAs, to proceed through the Fund's accreditation process. The process is undertaken by the Accreditation Panel, who, with

support from the Adaptation Fund Board (AFB) Secretariat, reviews the applicant entity's fiduciary and safeguard standards before making accreditation status recommendations to the Adaptation Fund Board (the Board). The Fund also offers Readiness grants and activities to NIEs to provide enhanced support for accreditation by simultaneously employing a suite of tools to advance the delivery of climate finance through Direct Access, which allows NIEs to directly access financing and manage all aspects of climate adaptation and resilience projects, from design through implementation to monitoring and evaluation. Implementing Entities (IEs) that have gained accreditation from the Adaptation Fund Board are then also eligible to "fast-track" their accreditation with the Green Climate Fund. Accreditation remains valid for five years, and entities can be re-accredited through the regular or fast-track processes when appropriate.

2. Purpose and Objectives

New climate adaptation funding pledges made at the recent COP26 reveal that additional resources will be made available to the Fund for adaptation programming, and a recent Board decision authorized Designated Authorities to nominate up to two NIEs for accreditation per country. The result will likely be an influx of new accreditation applications. As such, the Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) intends to conduct a thematic evaluation of the Fund's accreditation and related readiness processes. The purpose of the evaluation is to understand if the accreditation process should be strengthened and scaled up to meet the anticipated increase in demand for Fund accreditation and support the Medium-Term Strategy. In doing so, the thematic evaluation will cultivate lessons learned from the past and present evolution of the accreditation and reaccreditation process to identify successful pathways to its future role for the Fund. The evaluation will address questions around the efficacy of the accreditation process and its criteria, including the appropriateness of the IEs selected, the benefits and challenges that emerge through Accreditation Panel and applicant interactions, the effectiveness of the Readiness Programme's small grants to provide peer support to countries seeking accreditation and build capacity for undertaking various climate finance readiness activities, the significance of the Fast Track option, the usefulness of the re-accreditation process, and the capacity of the current accreditation and readiness process to handle the expected influx of applicants. The evaluation may draw upon accreditation and readiness lessons learned from similar funds. More precisely, the evaluation has the following objectives:

- To determine if the design of the (re-)accreditation and readiness process is currently optimized to meet the Fund's objectives;
- To assess the Fund's capacity to effectively manage the expected influx of (re-) accreditation applications, and
- To provide recommendations on how to strengthen (re-)accreditation and related readiness processes.

3. Evaluation Questions

The thematic evaluation will meet the objectives by addressing the following illustrative evaluative questions:

- Are the Fund's accreditation criteria aligned to its objectives? How is the accreditation process affecting the Fund's ability to be a country-driven/country-owned fund?
- Are the current review and feedback exchanges between the Accreditation Panel, the AFB Secretariat and the applicant optimized to effective accreditation and approval by the Adaptation Fund Board?
- Does participation in the accreditation component of the Readiness Programme contribute to demonstrable NIE performance improvements in adaptation project implementation? Is there a relationship between Direct Access and NIE performance?
- Are there opportunities to improve the accreditation, re-accreditation and fast-track processes?
- Does the Accreditation Panel and AFB Secretariat hold adequate capacity to meet the current demand for accreditation and readiness services?
- Are there relevant lessons learned from similar climate funds to increase the efficiency of the Fund's accreditation and readiness process?

4. Scope of Work

Once endorsed by the Fund, the thematic evaluation will be conducted through three phases:

Phase 1: Inception

- Understand the issues, nuances and questions related to accreditation and readiness in the Fund
- Conduct a desk review of accreditation and readiness programs held in similar funds, Global Environment Facility (GEF), Green Climate Fund (GCF), etc.
- Develop a framework to capture the accreditation process and populate with performance measures, such as average time of completion and IE type, and post-accreditation performance
- Finalize the evaluation questions, methodology and sample of IEs. IE sample size should maximize diversity and potential for learning.
- Draft an accreditation inception report that finalizes the set of evaluation questions to be explored, identifies relevant individuals from external climate funds to be consulted in Phase 2, and lays out the design of the remaining phases.

Phase 2: Consultation Phase

- Consult with relevant individuals and organizations working on accreditation from inside and outside the Fund.

- Within the Fund, the key groups are the Board, the AFB Secretariat, accreditation and readiness teams, the Accreditation Panel, and a select group of graduated entities (NIEs, RIEs, Readiness grantees, fast-track IEs, etc.).
- Consultations should include relevant individuals at the Green Climate Fund; these individuals will be identified in Phase 1 and AF-TERG will help the STCs identify any other external individuals and/or organizations to the Fund.
- Preliminary findings presentation that summarizes key themes and findings.

Phase 3: Synthesis and Report

- Draft and evaluation report and synthesis of accreditation and readiness lessons and evidence from the Fund and broader peers, including recommendations on Fund capacity to manage the influx of applications.
- Solicit feedback from the AF-TERG and incorporate feedback into a final report.
- Develop an accompanying presentation that could be used to discuss key findings with Fund stakeholders.
- Draft a two-page briefing paper for the AF-TERG that synthesizes key findings and recommendations that can be used for external dissemination.

It must be noted that the AF-TERG is currently implementing two other thematic evaluations that explore innovation and scalability. The team leader (STC1) will be expected to act as the accreditation thematic evaluation main point of contact to explore potential synergies with the points of contact of other thematic evaluations at the end of each phase deliverable.

5. Timetable and Deliverables

Task	Deliverable	Timeframe
TE Framework Developed <ul style="list-style-type: none"> • AF-TERG Internal Discussion • Submission to AFB Secretariat 	TE Framework Finalized (Focal point)	April 19, 2022
TE team assembled <ul style="list-style-type: none"> • TORs finalized • Open bid and selection of consultants • AF-TERG support confirmed 	Consultants are selected and mobilized (Focal point / AF-TERG Secretariat Coordinator)	July 13, 2022
Phase 1 Inception Report <ul style="list-style-type: none"> • TE team orientation • Document review 	Inception Report (STC1)	August 31, 2022

<ul style="list-style-type: none"> • Preliminary talks w/AFB Secretariat • Inception Report drafted • AF-TERG comments • Final Inception Report 		
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<p>Phase 2 Consultation Phase</p> <ul style="list-style-type: none"> • Interviews conducted • Findings consolidated • Presentation given 	<p>Preliminary Findings Presentation (STC1)</p>	<p>October 14, 2022</p>
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<p>Phase 3: Synthesis and Report</p> <ul style="list-style-type: none"> • Draft Final TE Report submitted • AF-TERG feedback provided • Accompanying presentation developed and presented to Fund stakeholders • Final Report and two-page brief finalized 	<p>Final Report and two-page brief (STC1)</p>	<p>December 16, 2022</p>
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6. Management and Resources

The AF-TERG is the commissioner and owner of the thematic evaluation. The AF-TERG will monitor its implementation, provide guidance, will comment on, and sign off on key deliverables at determined points of the process. The evaluation will be conducted by a team comprised of the two consultants part of this Terms of Reference and two AF-TERG data analysts. One AF-TERG member will be the evaluation’s focal point. This person will monitor and guide the evaluation during its execution and ensure adequate support for the process in collaboration with the AF-TERG Secretariat Coordinator. The focal point shall also ensure that necessary meetings with the stakeholders are convened and will be responsible for making sure that the project is moving forward and for providing institutional guidance as needed.

The evaluation will be conducted following consultative and participatory approaches, according to the AF-TERG principles of co-learning and co-creation of evaluations. All key stakeholders will be requested to participate and provide feedback and views throughout the thematic evaluation. The evaluation process will promote extensive consultations with Fund stakeholders on their interest and needs regarding the Fund, and their experiences with the development, implementation and future of accreditation and readiness. The AF-TERG members will provide their contributions through periodic reviews of the key deliverables, with the AF-TERG Chair having the final sign off.

The AF-TERG Secretariat Coordinator (as TTL) manages the contracting process, the contracts and signs off on payment requests.

The AFB Secretariat will prepare a management response to the thematic evaluation’s final report that considers, as necessary, views expressed by stakeholders and that will be shared with the Board together with the evaluation.

Workday allocations:

- Thematic evaluation Team Leader and Accreditation Expert (STC1 - 43 days)
- Readiness Expert (STC2 - 37 days)
- AF-TERG member as focal point (18 days)
- Data Analyst 1 (29 days)
- Data Analyst 2 (25 days)

Accreditation Workday Allocations and Leads		STC1	STC2	Data Analyst 1	Data Analyst 2	Focal point
Preparation	Consultations with Fund and AF-TERG					2
	TE Framework Developed					2
	Recruitment Support					1
Phase 1	Kick off and Desk Review (STC1)	3	3	1	1	2
	Accreditation Process Map and Measures (STC1)	2		2		
	Readiness Process Map and Measures (STC2)		2		2	
	Finalize TE Design and Sampling (STC1)	2	1	1	1	
	Draft Inception Report Deliverable (STC1)	4	3	1	1	1
	Incorporation of Inception Report Comments and Deliverable Finalization (STC1)	1*	1			1
Phase 2	AF and IE Accreditation Consultations (STC1)	14		14		1
	AF and IE Readiness Consultations (STC2)		12		12	1
	External Accreditation Consultations (STC1)	5		5		1
	External Readiness Consultations (STC2)		4		4	1
	Preliminary Findings Deliverable and Discussion (STC1)	2*	2	1	1	1
Phase 3	Draft TE Report Deliverable Produced (STC1), including Readiness Section (STC2)	7	6	3	2	2
	Incorporation of TE Report Comments and Deliverable Finalization (STC1)	1*	1	1	1	1
	Accompanying Presentation Deliverable (STC1)	1	1			
	Two-page Briefing Paper Deliverable (STC1), including Readiness Section (STC2)	1	1			1
Total Workdays Per Team Member		43	37	29	25	18

*Includes coordination session with other AF-TERG Thematic Evaluation leads on finding synergies.

7. Work Principles

Based on the AF-TERG's mandate and 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 thematic evaluation team 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. Compensation, payments and other arrangements

The consultancy will take place remotely. The position is for a maximum of 43 days (STC1) and 37 days (STC2) under fiscal year 2023 (FY23) for an agreed net / gross daily rate of US\$ xxx. The

contract is envisaged to unfold intermittently from 1 July 2022 until the end of the calendar year. The total cost of this contract is US\$ xxx. 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.

All contracts with the Adaptation Fund / 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.

Although not expected, but in case of any travel, this will be done following World Bank rules and procedures. All travel requires approval of the AF-TERG Secretariat Coordinator prior to the trip and will require a specific and separate terms of reference. All travel expenses will be paid and/or reimbursed separately.

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.