

**Terms of Reference**  
**Short-Term Consultant**  
**Adaptation Fund Secretariat**

---

Climate change will greatly affect the poorest people in the world, who are often hardest hit by weather catastrophes, desertification, and rising sea levels and least able to respond. In some parts of the world, climate change has already contributed to worsening food security, reduced the predictable availability of fresh water, and exacerbated the spread of disease and other threats to human health.

Helping the most vulnerable countries and communities adapt to increasing challenges of climate change is an imperative for the international community, requiring significant resources to achieve the Sustainable Development Goals.

The Adaptation Fund is an innovative financing mechanism set up by the Conference of Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC), with the purpose of financing concrete climate change adaptation projects and programs in developing country Parties. At the request of the COP, the GEF is providing secretariat services to the Adaptation Fund Board (the Board) through a dedicated team. Since becoming fully operational in 2010, the Board has approved 160 projects and programs worth more than USD 1 billion in over 100 countries.

Launched under the Kyoto Protocol of the UNFCCC, the Adaptation Fund has been formally serving the Paris Agreement since 2019.

The Adaptation Fund is implementing its second medium term strategy (2023-2027) that rests on the three pillars of adaptation action, innovation and learning/knowledge management.

The Adaptation Fund supports country-driven projects and programs, innovation, and global learning for effective adaptation. All the Adaptation 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.

The Fund adopted its [\*Environmental and Social Policy\*](#) in 2013 (*currently under update*) and [\*Gender Policy and Action Plan\*](#) in 2016. The Fund's [\*Gender Policy and Action Plan\*](#) was revised in 2021. The Fund also adopted its five-year [\*Medium-Term Strategy and Action Plan 2018-2022\*](#) and [\*Medium-Term Strategy and Action Plan 2023-2027\*](#) in 2023.

In 2022, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) decided to request the AFB to adopt a policy on safeguarding against sexual exploitation and abuse and sexual harassment ([\*Decision 4/CMP.17\*](#) and [\*Decision 18/CMA.4\*](#)). In response to the decisions, the Board made a decision B.40/81 requesting the secretariat to prepare a document with options for a policy on safeguarding against sexual exploitation and abuse and sexual harassment (SEAH) and present it to the Board at its 41<sup>st</sup> meeting (Decision B.40/81). As per decision B.40/81, a comprehensive study on international organizations' policies and framework on safeguarding against SEAH and their implementation was conducted and presented to the Board at the 41<sup>st</sup> AFB meeting ([\*Document AFB/B.42/12 and its annex\*](#)).

At the 42 meeting of the AFB, the Board decided to develop an Adaptation Fund policy on safeguarding against sexual exploitation, sexual abuse and sexual harassment (SEAH), considering the Board's discussion at the 42<sup>nd</sup> meeting and in consultation with the relevant stakeholders of the Adaptation Fund ([Decision B.42/57](#)).

### **Objectives and Scope**

The Fund is recruiting a senior Short-Term Consultant to undertake the work of developing a draft policy on safeguarding against sexual exploitation, sexual abuse and sexual harassment (SEAH) for the Adaptation Fund, considering the Adaptation Fund's operational framework and structure, governance, funding modalities, and other relevant aspects.

### **Deliverables and Timeline:**

The consultant is expected to start work in February 2025 for a 30-day period and produce the following deliverables:

(1) A Draft SEAH policy for the Adaptation Fund:

- The senior consultant will develop a draft policy on safeguarding against SEAH for the Adaptation Fund, building on prior work to map the SEAH policies of international organizations and taking into account the Adaptation Fund's unique operational framework and structure, governance, funding modalities, and other relevant policies.

(2) Consultations with relevant stakeholders of the Adaptation Fund:

- The senior consultant will propose guiding questions for the stakeholder consultations on the draft of the SEAH policy; analyze the input from the consultations towards finalizing the draft of the SEAH policy.

(3) Revised draft of the SEAH policy

A first draft of the policy is due March 16 2025 for which the Secretariat will provide an initial review before consultations.

A revised draft of the policy is due April 11, 2025 for Secretariat review that incorporates stakeholder input from consultations.

## **SELECTION CRITERIA:**

- Master's degree in political science, gender, environmental and social studies, international relations, sustainable development, or other related fields.
- Demonstrated minimum 10 years of professional experience in human rights, international humanitarian law, child protection, protection from sexual exploitation and abuse and sexual harassment (SEAH) and/or sexual and gender-based violence at the international level is required.
- A strong background in developing or implementing policies on safeguarding against sexual exploitation and abuse and sexual harassment (SEAH) and their policy and programmatic implications in an international organization context is required.
- Detail-oriented with excellent analytical abilities and experience working with executive leadership and management teams, including an ability to communicate analysis and recommendations at an executive level and translate analysis into actionable recommendations for staff execution.
- Ability to work independently, quickly and effectively under pressure, prioritize and juggle multiple tasks within tight deadlines, and to deliver time-sensitive high-quality work.
- Ability to work well with diverse international team members and multitask in high-pressure environments to produce high quality, accurate work on tight deadlines.

### **Reporting Relationships**

The Manager of the Secretariat will oversee this analysis, with the consultant reporting to the to the Team Lead for Governance and Operations and supervised by the Governance Specialist of the Adaptation Fund Board secretariat.

### **Application Process**

Interested and qualified candidates are invited to send a resume and a copy (ies) of relevant work to [ylee12@adaptation-fund.org](mailto:ylee12@adaptation-fund.org) with "SEAH policy" in the subject line by 28 February 2025.