



ADAPTATION FUND

AFB/B.7/5
August 31, 2009

Adaptation Fund Board
Seventh Meeting
Bonn, September 14-16, 2009

Agenda Item 7.a)

TERMS OF REFERENCE FOR THE ESTABLISHMENT OF THE ADAPTATION FUND BOARD ACCREDITATION PANEL

Mandate

1. In accordance with the *Provisional Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund* (hereafter “the operational policies and guidelines”), the Adaptation Fund Board accreditation panel (hereafter “the Panel”) shall make recommendations to the Adaptation Fund Board (hereafter “the Board”) regarding:

- (a) The accreditation of an implementing entity;
- (b) The conditional accreditation of an implementing entity;
- (c) The suspension of accreditation of an implementing entity;
- (d) The cancellation of accreditation of an implementing entity; and
- (e) The re-accreditation of an implementing entity.

2. The tasks identified in the paragraph above imply that, *inter alia*, the following activities are to be carried out by the Panel:

- (a) Review and consider applications for accreditation of implementing entities;
- (b) Determining whether technical support needs to be provided to an implementing entity to address areas requiring further work in order to get accreditation, and the extent of the required support;
- (c) Determining the existence of exceptional circumstances that justifies the use of an external assessor to help resolve difficult/contentious issues;
- (d) Determining the need to require additional information or resubmission of the application from the applicant implementing entity;
- (e) Determining whether an on-site visit and/or witnessing of the designated implementing entity is required;
- (f) Making recommendations to the Board on the issues above, as applicable.

Membership

3. The Panel shall be composed of five (5) members selected by the Board including two (2) Board members and (3) three external experts with demonstrated and recognized capacity in their field of work.

4. The members of the Panel shall elect a Chair and a Vice-chair one of which shall be a member of the Board.

5. The secretariat shall invite and compile a list of experts for further consideration by the Board. The Board shall select members of the panel from this list, taking fully into account the consideration of regional balance and competence/expertise. In addition, the Board may draw on the advice, as required, of experts identified by the International Accreditation Forum (IAF).

6. Panel members shall be designated to and serve on the panel for two (2) calendar years.

7. Panel members who are also Board members shall be eligible to serve a maximum of two consecutive terms. However, in order to ensure continuity in the work of the Panel after its inaugural period, only one of these two members shall be replaced after his or her first term.

8. Panel members who are external experts may be reelected for as many consecutive terms as the Board deems appropriate, taking into account the performance of the expert.

9. The Board shall strive for a balanced regional representation in the composition of the Panel.

10. The Board shall oversee the performance of the panel and its members as necessary.

Competence requirements

11. The panel members who are external experts shall have:

- (a) Demonstrated relevant work experience in accounting, auditing, public finance or project management of at least [5] [10] years in a national, regional or international capacity. Experience with any national or international accreditation body would be an advantage;
- (b) An understating of government and nongovernmental financial reporting systems. Knowledge of forensic accounting and internal control mechanisms is desirable;
- (c) Ability to communicate fluently, both in writing and orally, in English. Working knowledge of other UN languages desirable;
- (d) Excellent drafting skills, strong operational and analytical skills, and the ability to work as a member of a team; and
- (e) An advanced university degree in economics, accounting, or any related discipline.

12. The Board shall require members of the Panel to commit in writing to comply with the rules defined by the Board, in particular with regard to confidentiality and to independence from commercial and other conflict of interests, including any existing or prior association with an implementing entity to be assessed.

Modalities of work

13. The Panel shall operate under the guidance and authority of the Board and shall be bound by these terms of reference, the operational policies and guidelines and the code of conduct, as adopted by the Board. The *General Guidelines for Board Committees* shall apply *mutatis mutandi* to the Panel.

14. The Panel shall be established as a standing body for the accreditation process. The mandate of the Panel may be revised or terminated by the Board if necessary.

15. Panel meetings can be held either with panel members being physically present or through electronically linking them up. The dates and modalities of panel meetings shall be determined by the chair and vice chair of the Panel, bearing in mind resources available.

Compensation

16. Travel costs and daily subsistence allowance shall be paid to panel members attending a meeting of the panel or for any official site visit as approved by the Board in accordance with UN rules.

17. Members of the Panel who are external experts shall be paid fees for their services.

Revision of the TORs

18. The Board will revise these terms of reference as necessary.