



ADAPTATION FUND

Position Description

Short-term Temporary – Support in project Monitoring and Evaluation (M&E) and Knowledge Management (KM)

Adaptation Fund Board Secretariat

BACKGROUND

The Adaptation Fund, a trust fund housed within the World Bank, was established by the parties to the Kyoto Protocol to finance concrete adaptation projects and programs in developing countries that are parties to the protocol and are particularly vulnerable to the adverse effects of climate change. Since 2010 the fund has dedicated around US\$ 338 million to increase climate resilience in 61 countries around the world. The Global Environment Facility (GEF), through a dedicated team of officials, provides secretariat services to the Fund's governing body, the Adaptation Fund Board.

One of the innovative features of the Adaptation Fund is that countries can have direct access to the funds through an accredited National Implementing Entity (NIE), without involvement of multilateral agencies such as development banks or UN agencies. Alternatively, the countries can use the conventional path of accessing funding through accredited Multilateral Implementing Entities (MIEs). The other access modalities include through Regional Implementing Entities (RIEs) and through the most commonly used Multilateral Implementing Entities (MIEs). So far, the Fund has accredited 23 NIEs, and 6 RIEs and 12 MIEs.

The Adaptation Fund (AF) secretariat is currently recruiting a short-term temporary (STT) to provide support in project monitoring & evaluation and knowledge management. The incumbent intern will be supervised by the project team consisting of two Senior Climate Change Specialists who coordinate respectively Results and Knowledge Management and Project Development, and a Junior Professional Associate.

DUTIES AND RESPONSIBILITIES

The incumbent's responsibility will be to assist the project team in M&E and updating information on and monitoring the status of the Fund's portfolio of projects and programmes. Specific duties include:

1. Assist in monitoring and reporting on the status of a multi-agency portfolio of adaptation projects funded by the Adaptation Fund, including through regular updates of the trustee's Financial Intermediary Funds (FIFs) platform;
2. Support the operationalization of the Knowledge Management action plan;
3. Assist in editing project-related documents prepared for the Adaptation Fund Board and its committees for their meetings, including the Annual Performance Report and improving readability of M&E-related documents;

4. Collaborate with staff working on the Adaptation Fund website to ensure that project and M&E related information are updated and easily accessible;
5. Assist in preparing presentations and enhancing public awareness on the Adaptation Fund; and
6. Undertake other duties at request of the supervising officers.

SELECTION CRITERIA

- Master's degree in relevant field, preferably with a focus on climate change adaptation and/or Monitoring, Evaluation and Learning.
- Field experience in developing countries on adaptation or related field, including M&E would be a plus.
- Ability to deal with sensitive or time-sensitive issues, in a prioritized manner.
- Excellent written communication and document preparation skills in English.

DURATION

The duration of this paid internship is six months.

APPLICATION

Interested candidates should send a cover letter and resume to afbsec@adaptation-fund.org, with 'M&E - KM Intern' in the subject line by July 8, 2016.