



ADAPTATION FUND

Short-Term Consultant

Expert member of the Accreditation Panel
of the Adaptation Fund Board

(Audit/Accounting)

BACKGROUND

The Adaptation Fund (AF) 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. From 2008 to 2009, the AF Board set up the strategic priorities and operational procedures of the Fund, including the ground-breaking direct access modality which allows vulnerable developing countries to access financing from the Fund directly, using an accredited National Implementing Entity.

At its seventh meeting the Adaptation Fund Board adopted the fiduciary standards against which implementing entities (NIEs, RIEs and MIEs) shall be accredited:

- Financial Integrity and Management;
- Institutional Capacity; and
- Transparency and Self-investigative Powers

At its twenty-second meeting, the Board approved an Environmental and Social policy including a set of principles that projects/programmes financed by the AF must comply with.

Any organization that will implement Adaptation Fund projects must submit an application for accreditation providing documentation that it meets the fiduciary standards and demonstrate commitment and ability to comply, as a minimum, with the environmental and social policy approved by the Board. The applications are reviewed and assessed by the Accreditation Panel based on each set of fiduciary standards as above.

For the purpose of accreditation, the Board decided to establish an Accreditation Panel that will review applications for accreditation and make recommendations to the Board.

The Board is currently seeking **external experts** to serve on its Accreditation Panel (the Panel).

Duties and responsibilities

The consultant is expected to perform the duties of an Expert Panel Member of the Panel, and as such, he or she will be expected to provide expertise and intellectual leadership in the technical review of applications for accreditation as implementing entities.

The expert will be assigned applications on an ongoing basis. He or she will act as lead reviewer for a number of such applications, and contribute to the Panel considerations for those

where other experts of the Panel are taking the lead. The function of lead reviewer entails close interaction with applicant entities in order to transparently and objectively assess the quality and scope of the information and documents provided vis-à-vis the fiduciary and environmental and social standards of the Adaptation Fund. Field visits to verify and collect information on-site may be required on a case-by-case basis.

The expert shall also be responsible to ensure that all information received from and provided to applicant entities in the conduct of accreditation review remains confidential and is properly recorded in the Adaptation Fund Board secretariat's files and systems. Regular coordination with the rest of the Panel and the secretariat is therefore a key requirement.

The incumbent should demonstrate consistent impeccable professional trajectory at the international level and a solid professional reputation with the highest ethical standards supported by a clean personal and professional track record. Contact details of at least three referees familiar with the applicant's work are requested.

Mandate of the Panel

In accordance with the Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund (hereafter the OPG), the Panel shall make recommendations to 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.

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 consideration of applications for accreditation of implementing entities, based on i.e. information provided in the Application Form.

In case an application is not immediately approved the following considerations may be taken:

- b) Determination of whether technical support needs to be provided to an applicant implementing entity to improve its capacities in order to attain accreditation, and the extent of the required support;
- c) Determination of the existence of exceptional circumstances that would justify the use of an external assessor to help resolve difficult/contentious issues;
- d) Determination of the need to require additional information or resubmission of an application from an applicant implementing entity;
- e) Determination of whether an on-site visit and/or observation of the designated implementing entity is required;
- f) Make recommendations to the Board on the issues above, as applicable.

Membership

The Panel shall be composed of five (5) members selected by the Board. The five Panel members will be comprised of two (2) Board members or alternates and (4) four external experts with demonstrated and recognized capacity in their field of work.

The two members of the Panel who are Board members will be designated by the Board as Chair and Vice-chair of the Panel.

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

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.

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

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

Competence requirements

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 10 years in a national, regional or international capacity.
- b) Professional certification/designation (CPA, CIA, CAM, CGA, etc.)
- c) An understanding of government and nongovernmental financial reporting systems, including financial statements and audit reports.
- d) An understanding of basic concepts of project management, as they relate to the implementation of a project
- e) Knowledge of forensic accounting and internal control mechanisms.
- f) Broad knowledge of project management tools and methodologies; risk identification and mitigation measures.
- g) Ability to communicate fluently, both in writing and orally, in English. Working knowledge of other UN languages would be desirable;
- h) Excellent drafting skills, strong operational and analytical skills, and an ability to work as a member of a team; and
- i) An advanced university degree in economics, accounting, or any related discipline.

Specific IT skills and expertise:

- Ability to easily familiarize with online workflow environments.
- Capacity to analyze spreadsheets, text documents (in MS Word, PDF or other formats) and eventually some basic data bases.

General awareness of most commonly used software for accounting, procurement, project management, and for other core institutional functions

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

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

The mandate of the Panel may be revised or terminated by the Board if necessary.

Panel meetings can be held with panel members being either physically or electronically present. The dates and modalities of panel meetings shall be determined by the Chair and Vice-chair of the Panel, bearing in mind resources available and the need for accreditation review.

Compensation

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

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

Application

Interested professionals may wish to familiarize themselves with the institutional background of the adaptation fund (www.adaptation-fund.org), particularly with:

- the accreditation process (<http://www.adaptation-fund.org/page/accreditation-process>)
- accreditation application (<https://www.adaptation-fund.org/node/192>)

If interested, please send letter of interest, CV, and three references to Ms. Aya Mimura, amimura@adaptation-fund.org.

Availability: Mid-January