



ADAPTATION FUND

**TERMS OF REFERENCE OF THE TECHNICAL EVALUATION
REFERENCE GROUP OF THE ADAPTATION FUND (TERG)**

Mandate

1. The Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) is an independent evaluation advisory group, **accountable to the Board**, established to ensure the independent implementation of the Fund's evaluation framework. Specifically, the TERG will provide:

- a) *Evaluation Function*: Independently commission the evaluation of the relevance, effectiveness, efficiency and sustainability of the Fund through its overall operation, including its supported projects and programmes as well as implementing entities and report to the Board on lessons, findings, conclusions, and recommendations from relevant evaluation reports;
- b) *Advisory Function*: Set minimum evaluation standards within the Fund in order to ensure improved and consistent measurement of results;
- c) *Oversight Function*: Provide quality control of the minimum evaluation requirements and their practice in the Fund and track implementation of Board decisions related to evaluation recommendations. This includes providing advice to the Board in its efforts to incorporate findings and recommendations of evaluations into policies, strategies and procedures.

Composition

2. The AF-TERG shall be comprised of an independent group of experts in evaluation who are all functionally independent of the secretariat, Board, and Board committees. The members will serve in their personal capacities only and will not represent their employers, governments or Fund's entities.

3. There shall be **at least 5 members including the Chair**.

4. Membership of the group will be drawn from a range of stakeholders, including practitioners, research institutions, academics, donor and recipient countries, and non-governmental organizations.

Working Modalities

5. The AF-TERG will meet at least once a year, depending on its workload. It is foreseen that during the initial period, at least, there may be a need for additional meetings. The duration of each meeting will be two to three days depending on the agenda to be discussed. Meetings will be scheduled at a time convenient to a majority of the members. Additional meetings may be scheduled if the need arises, as requested by the AF-TERG Chair. To facilitate the exchange of views among AF-TERG members between in-person meetings, other means of communication will be maintained, including electronic discussion groups, conference calls or video conferencing.

6. The Chair of the AF-TERG shall also attend the bi-annual meetings of the Ethics and Finance Committee (EFC) of the Board as ex-officio member.

7. The Chair of the AF-TERG shall report to the Board through the EFC as frequently as

deemed appropriate and will present results of evaluations and other work conducted by the AF-TERG. Recommendations from the AF-TERG – including an annual budget - are expected to be considered by the EFC, as per the EFC's terms of reference, which would in turn forward them to the Board for information, together with any recommended decisions.

8. A small **AF-TERG secretariat** composed of a full-time dedicated staff position supported by a part-time consultant and AFB secretariat administrative staff as needed would provide support to the AF-TERG, in particular with regard to the arrangements for the implementation of the evaluation work programme. The full-time staff will operationally report to the Chair of the AF-TERG and administratively report to the Manager of the AFB secretariat. The workload of the AF-TERG secretariat will vary depending on the work programme.

9. The Board, through the EFC, will oversee the performance of the AF-TERG, in a manner that does not infringe on the **independence of the AF-TERG in terms of content and conclusions of evaluations**. The Board may also commission independent evaluations on the AF-TERG, in order to capture lessons learned and amend the arrangement as needed.

10. The expected workload of AF-TERG members and its Chair would be approximately **16 and 24 days a year**, respectively (6 to 14 days in person meeting including the Chair's participation in Board meetings, and 10 days to be involved remotely in focal point activities on specific reviews or evaluations under the work programme).

11. Additional experts may be brought in as necessary to implement the work programme.

Recruitment and Appointment of AF-TERG Members

12. The **recruitment** of AF-TERG members shall be managed by the EFC with support from the secretariat through an open, transparent and criteria-based process. Criteria for selection will include:

- credibility and independence
- expertise and experience in evaluation
- country experience
- knowledge of topics in adaptation to climate change impacts
- commitment and availability to participate in a part time basis
- absence of conflict of interest
- geographic representation and
- gender balance.

13. The first Chair of the AF-TERG will be appointed by the Board following recommendation from the AF-TERG Recruitment Working Group to be established by the EFC, through a competitive recruitment process administratively supported by the AFB secretariat. The AF-TERG Chair will be a member of the Working Group for the appointment of the other members. Subsequent Chairs and other AF-TERG members will be appointed by the Working Group. Members of the AF-TERG shall normally serve for a period of three years, and shall be eligible to serve not more than two consecutive terms or six years. The membership of the AF-TERG shall be managed so that approximately one-third of its membership shall retire by **rotation** every two years. The very first members of the TERG shall therefore be granted exception in number of years of service to allow for effective initiation of the rotation system.

AF-TERG Work Plan and Budget

14. The AF-TERG will **commission and oversee independent evaluations** and relevant tasks on behalf of the Board and its Committees according to the evaluation framework. The AF-TERG will prepare multi-year work programmes and budget in accordance with the evaluation framework requirements. Where relevant, the content of these multi-year work programmes should be linked to strategies of the Fund, such as medium-term strategies. Proposed multi-year work programmes will be presented to the EFC for consideration and for recommendation for approval by the Board. The AF-TERG will then design, commission and oversee these independent evaluations, with administrative support from its secretariat. As part of its advisory role however, the AF-TERG may develop guidance notes, recommendation papers or any relevant document for consideration by the Board.
15. The AF-TERG, through its Chair, will report annually to the EFC and/or Board on the implementation of its work plan.
16. The annual **budget** of the AF-TERG, its secretariat and work programme will be prepared together with the AFB secretariat and will be submitted for approval by the Board as part of the administrative budget of the Fund.
17. Activities within the work programme are diverse and include the following:
 - a) Review of AF Monitoring & Evaluation (M&E) related Frameworks, Policies and Guidelines;
 - b) Quality review of project-level mid-term and final evaluation reports;
 - c) Performance evaluations, including ex-post evaluations;
 - d) Country studies;
 - e) Thematic evaluations; and
 - f) Overall corporate- or portfolio-level evaluations.

Compensation

18. Travel costs and daily subsistence allowance shall be paid to the AF-TERG member who is a Board member and attending a meeting of the AF-TERG or undertaking any official site visit as approved by the Board, in accordance with UN rules.
19. Members of the AF-TERG who are external experts shall be paid fees for their services and travel expenses.

Relations with the AFB Secretariat

20. The AF-TERG will operate in an arrangement that guarantees **the independence** of the evaluations overseen by the AF-TERG. The primary focal point for the AF-TERG in the AFB Secretariat is the Manager.
21. All communications of a strategic nature from the AF-TERG Chair and its members shall be addressed and channeled to the EFC and/or the Board through the Manager of the secretariat.

The AF-TERG will inform the Manager of AF-TERG conclusions and/or activities that require his/her attention or strategic engagement.

22. The Manager will:

- a) Oversee the practical aspects of hiring of AF-TERG members and the management of their contracts within the World Bank administrative system;
- b) Appoint the dedicated secretariat team staff (the AF-TERG secretariat) who will support the AF-TERG, communicate their names and roles to the AF-TERG and supervise the administrative aspects of their work;
- c) Participate in AF-TERG meetings as member ex-officio and ensure timely responses from the secretariat to enquiries of the AF-TERG and efficient cooperation by the secretariat with the AF-TERG;
- d) Ensure relevant communications from the AF-TERG are received by the secretariat and conveyed to the Board, and addressed by the Board or the secretariat as appropriate;
- e) Oversee the preparation of the official reports of AF-TERG meetings, the preparation of Board documents presenting the AF-TERG work programme and budget, as well as the publication or submission to the Board of deliverables of the AF-TERG work programme;
- f) Oversee the compliance of procurement for evaluations with applicable administrative rules and guidelines, including contracting external organizations.

23. The Manager will NOT:

- a) Oversee the technical aspects of hiring of AF-TERG members and their technical work;
- b) Engage in direct supervisory roles of AF-TERG members;
- c) Oversee the technical aspects of the preparation of the official reports of AF-TERG meetings, or the preparation of Board documents presenting the AF-TERG work programme and budget;
- d) Engage in the substance matter aspects of procurement for evaluations.

AF-TERG Member Profile

24. The AF-TERG will be comprised of an independent group of experts in evaluation who will serve in their personal capacities only and will not represent their employers, governments or Fund's entities.

25. Membership of the group will be drawn from a range of stakeholders, including practitioners,

research institutions, academics, donor and recipient countries, and non-governmental organizations, taking into account geographical and gender balance and diversity of technical sector experience.

Expertise and experience - The AF-TERG member profile as a group will include diversity in areas of relevant expertise, evaluative skills and thematic knowledge including the following:

- a) At least 15 years of professional experience in evaluation work at progressively increasing levels, related to monitoring / evaluation / research and management;
- b) At least 8 years of professional experience in development at field level and international level;
- c) Evaluation experience: extensive knowledge of, and experience in applying, qualitative and quantitative evaluation methods; a strong record in designing and leading overall evaluations; technical competence in the area of evaluation (theory and practice), and a strong methodological background;
- d) Climate finance experience, especially extensive knowledge of, and experience in applying climate change adaptation concepts;
- e) Strong knowledge in project management with strong emphasis on monitoring and evaluation;
- f) Extended experience in designing, implementing and evaluating adaptation projects and programs in developing countries, covering key adaptation thematic areas;
- g) Experience in least developed countries, working with those most vulnerable to climate change impacts;
- h) Extended knowledge of the Adaptation Fund and of UNFCCC, Paris Agreement, Kyoto Protocol and climate change and other environmental international regimes and policies;
- i) Extended knowledge on operational aspects of institutions (policies, governance, and accounting);
- j) Strong communication and outreach skills;
- k) Strong gender skills and experience.

Languages –

26. Language capacity in English and extent of international work (all AF regions). Fluency in at least one of the other six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) would be an asset.

27. In addition to the expertise and skills mentioned above, the following will be expected when selecting the AF-TERG Chair:

- Demonstration of high levels of autonomy and integrity;
- He/she is widely recognized across the evaluation community as a source of knowledge;
- Ability to communicate on complex and highly specialised issues at senior management and executive meetings;
- A track record in strategic and global thinking;
- Excellent relationship and communication management skills;
- Experience in setting up and executing a budget;

- Sensitivity to gender, political, and respect for cultural, aspects;

Independent evaluation capacity –

- Application of ethical guidance.
- Absence of conflict of interest: the team/evaluator must not have been involved in the design and/or implementation, supervision and coordination of and /or have benefited from the Fund/ project/ programme under evaluation. Evaluators are independent from the development intervention, including its policy, operations and management functions, as well as intended beneficiaries.

Key personal competencies - The AF-TERG member profile for individual members includes the following competencies and responsibilities:

- a) A knowledge and personal commitment to the Adaptation Fund principles, core values and its activities;
- b) A facilitative and consultative approach including ability to work independently as well as in a multi-cultural environment;
- c) Good communication skills;
- d) High ethical standards; and
- e) Flexibility and time availability.

Revision of the TOR

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