

Request for Expression of Interest
Adaptation Fund - Short-term consultancy position



ADAPTATION FUND

Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) Secretariat
Financial / Data Analyst STC B1 position

Introduction

The Adaptation Fund was established by the Parties to the Kyoto Protocol of the United Nations Framework Convention for Climate Change to finance concrete adaptation projects and programmes in developing countries that are particularly vulnerable to the adverse effects of climate change. At the Katowice Climate Conference in December 2018, Parties to the Paris Agreement decided that the Adaptation Fund shall also serve the Paris Agreement. As of January 2019, the Fund has dedicated around US\$ 532 million for 80 projects to increase climate resilience in 81 countries around the world. The World Bank acts as an interim trustee of the AF and the Global Environment Facility (GEF), through a dedicated team of officials, provides secretariat services to the Fund's governing body, the Adaptation Fund Board. The Adaptation Fund has pioneered direct access to project funding for accredited National Implementing Entities (NIEs). The other access modalities include through Regional Implementing Entities (RIEs) and, most commonly, through Multilateral Implementing Entities (MIEs). So far, the Fund has accredited 28 NIEs and six RIEs.

The Adaptation Fund Board (the Board) endorsed at its thirteenth meeting an evaluation framework for the Fund, which was developed in accordance with international standards in evaluation; it includes evaluation principles and criteria and two overarching objectives. A revised version of the framework, contained in document AFB/EFC.6/4, was approved at the Board's fifteenth meeting.

The Board had first entrusted the Global Environment Facility - Independent Evaluation Office (GEF IEO)¹ with the evaluation function of the Fund, for an interim three-year period. At its thirtieth meeting, in October 2017, the Board decided to establish a long-term evaluation function for the Fund through a Technical Evaluation Reference Group (AF-TERG). The terms of reference of the AF-TERG were approved at the thirty-first meeting of the Board, in March 2018.

The AF-TERG is an advisory, supervisory and evaluative group, comprised of independent evaluation experts and functionally independent of the Adaptation Fund secretariat. Led by its Chair, it is accountable to the Board and established to ensure the independent implementation of the Fund's evaluation framework.

¹ Known as the Global Environment Facility (GEF) Evaluation Office at the time of decision B.15/23.

The AF-TERG Secretariat

To support the AF-TERG a small AF-TERG Secretariat is currently being established, composed of a full-time staff position – the AF-TERG Secretariat Manager – supported by a part-time consultant. The AF Secretariat administrative staff will also provide support to the AF-TERG as needed.

This hiring is for the part-time AF-TERG Secretariat STC position, to support the AF-TERG Secretariat in several tasks related to the planning and monitoring of the budgets and work plans of the AF-TERG, travel and hotel arrangements, and other day-to-day operational support, including support to organizational work processes and data accuracy assurance.

The successful candidate will be supervised by the Manager of the AF-TERG Secretariat.

Time Commitment

The AF-TERG Secretariat STC should be prepared to commit serious time for the AF-TERG Secretariat work and should also be prepared and able to commit additional time under exceptional circumstances, including before, during and after AF-TERG, Board and Committee meetings.

Duration

The successful candidate will be offered a short-term consultancy position covering FY20, following the World Bank rules, for up to 100 working days/year.

Duties and Accountabilities

The successful candidate will be expected to carry out the following duties and responsibilities:

1. Financial analysis:

- a) Support the AF-TERG Secretariat Manager in the coordinated preparation of annual and multi-annual work plans and their corresponding resourcing plans and budgets for the AF-TERG and AF-TERG Secretariat, drawing on inputs from the AF-TERG Chair and Members.
- b) Support the AF-TERG Secretariat Manager in the development and monitoring of AF-TERG and AF-TERG Secretariat work plans and their corresponding resourcing plans and budgets for evaluative activities under the multi-annual work plan of the AF-TERG, including staffing and scheduling.
- c) Undertake the review and analysis of monthly expenditure reports and other corporate reports for briefing to the Manager.
- d) Ensure the creation and use of charge codes, including making adjustments in expenditures in coordination with the AF Secretariat Financial Analyst.
- e) Undertake additional financial analysis at the various organizational scales, as needed.

2. Business analysis:

- a) Research and perform statistical analysis of data, using specialized analysis packages, and prepare reports in support of evaluation activities.
- b) Monitor the AF-TERG Secretariat's systems and processes in key organizational areas and provide suggestions for improvement of workflow and controls.
- c) Support the design and implementation of workflow modalities for AF-TERG Secretariat's organizational collaboration with strategic partners such as the AF-TERG Chair and Members, AF Secretariat, and AF Board as applicable.

3. Operations coordination support:

- a) Coordinate and integrate inputs from the AF-TERG Chair, AF-TERG Members and AF-TERG Secretariat Manager for the preparation of meeting documents, including agenda, Chair's notes, budget and business-related documents, reports on evaluation activities, etc.

4. Administrative coordination and support:

- a) Coordinate the preparation of appropriate financial and non-financial instruments (e.g. MOUs) required for meeting/event organization and other projects, in coordination with the World Bank legal office and counterparts and follow through agreement implementation.
- b) Ensure preparation and dispatching of decision letters and other correspondences from the AF-TERG Secretariat.
- c) Ensure creation of requests for purchase orders and STC/STT hiring and payment monitoring.
- d) Ensure the creation of travel requests, flights and hotel bookings for AF-TERG Chair, AF-TERG Members, and consultants hired for evaluative elements of work.

5. Perform any other task as required by the Manager.

Qualifications

The specific qualifications required are:

- Master level degree in economics, business administration, accounting or other relevant field, with at least three years of relevant experience, preferably with experience of climate change adaptation related portfolios / work streams or evaluation – or Bachelor level degree in these fields with an equivalent combination of education and experience.

or

- Master level degree in environment, international development and/or evaluation, with at least three years of relevant experience in business administration and accounting - – or Bachelor level degree in these fields with an equivalent combination of education and experience.

- Proven financial and systems-related analytical and problem-solving skills, and proven ability to apply these skills in a practical setting, including the ability to identify issues, present findings / recommendations and contribute to resolution of secretarial / coordination challenges.
- Experience with developing organizational work plans and budgets, and other analytical outputs, with demonstrated capacity to pay attention to details.
- Knowledge of and experience with the use of the productivity tools of the MS Office package.
- Proven capacity to multi-task—working on a variety of tasks simultaneously, independently adjusting to priorities and achieving results with agreed objectives and meeting tight deadlines.
- Ability to work independently, i.e. to fully comprehend tasks, to develop a strategy for implementing those tasks and drawing up on a variety of resources to ensure completion
- Strong interpersonal skills and ability to work effectively with internal/external partners and promote collaboration in a multi-cultural environment.
- Excellent command of English, written as well as spoken.

Desirable qualifications are:

- Knowledge of and/or experience with the use of World Bank Group admin systems.
- Knowledge of and/or experience with the use of statistical analysis packages (SPSS, R programming, etc.).
- Knowledge of and/or experience with the use of online meeting tools (like Webex) and survey tools (like SurveyMonkey).
- Knowledge of and/or experience with the use of databases, including creating reports and managing automated actions.
- Additional language skills next to English, like French or Spanish, is a plus.
- Experience of working in or with developing countries is a plus.
- Knowledge of and/or experience with the Adaptation Fund or environmental / climate change work streams in the World Bank is an added advantage.
- Knowledge of and/or experience with climate change adaptation and resilience, and countries in fragile situations, is an added advantage.

Submission requirements

Interested consultants are hereby invited to send their expression of interest – expressing how their background fits the required qualifications – together with an up-to-date CV to af-terg-sec@adaptation-fund.org with “AF-TERG Secretariat STC position” in the subject line.

The application deadline is close of business on Friday 24 May 2019 (Washington DC time). Shortlisted candidates will be contacted for a follow-up telephone interview.

For any clarification concerning this communication, please contact the above email address.