



ADAPTATION FUND

Short Term Consultant – Technical Reviewer Specialist Adaptation Fund Board Secretariat (location flexible)

Background

The Adaptation Fund, a trust fund housed within the World Bank on an interim basis, was established by the parties to the Kyoto Protocol to finance concrete adaptation projects and programmes in developing countries that are particularly vulnerable to the adverse effects of climate change. Since 2010 the Fund has dedicated more than half a billion US dollars to increase climate resilience in more than 80 countries around the world. Grant finance is accessed by developing countries through Implementing Entities that have been accredited by the Adaptation Fund Board. At present, 12 multilateral implementing entities (MIE), six regional implementing entities (RIE) and 29 national implementing entities (NIE) have been accredited and are eligible to access finance from the Adaptation Fund.

The Board, supported by a dedicated secretariat and an independent Accreditation Panel, has a well-established accreditation process that evaluates the capacities of applicant entities to manage and supervise projects and programmes. Among other aspects (including fiduciary standards on management and transparency) entities must demonstrate the capacity to manage risks related to projects and programmes in order to be accredited as an implementing entity by the Fund.

Once accredited, implementing entities submit project/programme proposals on behalf of developing countries to the Adaptation Fund Board. These proposals undergo a technical review process. The review process, undertaken by staff of the secretariat and members of the Project and Programme Review Committee of the Board, examines several criteria that include the potential environmental and social impacts and risks associated with proposed activities.

In an effort to streamline the consideration of environmental and social safeguards across its portfolio, the Adaptation Fund Board approved an Environmental and Social Policy. The approval of this policy implies explicit assessment of the capacities for environmental and social risk management in the accreditation process. It also implies explicit screening and assessment of environmental and social risks at the technical review stage.

The secretariat of the Adaptation Fund Board is now seeking short-term consultants with a strong background in key development sectors, relevant to adaptation to climate change, to support its work in reviewing a rapidly increased number of project and programme proposals. The consultants should also have familiarity with environmental and/or social safeguards to support its work on applying the Environmental and Social Policy throughout its operations.

Scope of Work

The consultants will primarily be engaged in the technical review of project and programme submissions to

the Adaptation Fund and would be engaged on a retainer basis for review during periodic review cycles. The review cycles currently take place three times per year and have a duration of approximately nine weeks.

The consultants will report to the Senior Climate Change Specialist and be accountable to the Manager of the Adaptation Fund Board secretariat.

Specific duties include:

- Undertaking desk-based technical review of project and programme proposals during the periodic review cycles, in line with the AF proposal review criteria and Environmental and Social Policy. This work is highly time sensitive owing to strict milestones that the reviewers and proponents must meet in preparation for meetings of the Adaptation Fund Board. It may involve communication with the AF implementing entities, both written and over the phone during the review process, providing clarifications and guidance. This would constitute the majority of the work expected from the consultants.
- Providing support to the work related to the Board meetings, as needed. This includes support in the preparation of the project documents for the Board, and presentations of the projects to the Board.

Selection Criteria

- Demonstrated minimum 10 years of experience in the field of environmental and/or social sustainability and assessment of environmental and/or social safeguards in an international development context
- Minimum of master's degree in field related to international development, with specific background related to environmental and/or social sustainability
- Familiarity with the Adaptation Fund and its procedures relating to project/programme review and accreditation of implementing entities
- Excellent communication and drafting skills in English, proficiency in other official UN languages desirable
- Ability to work with limited supervision, self-motivated, objective-oriented.

Additional Information

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

- [Instructions for Preparing a Request for Project/Programme Funding](#)
- [Approval and Operations Procedures](#)
- [Adaptation Fund Project/Programme Review Criteria](#)
- [Request for Project/Programme Funding from Adaptation Fund](#)
- [Government Endorsement Letter Template \(Submitted through NIEs/RIEs/MIEs\)](#)
- [Guidance document for Environment and Social Policy](#)
- [Guidance Document for Project/Programme with Unidentified Sub-Projects](#)
- [Guidance Document on compliance with the Adaptation Fund Gender Policy](#)

Other important resources may be found [Project materials](#)¹, including project templates and project submission instructions/guides for different stages of the project.

Duration of work

Specified number of days (between 10-30, to be determined) from 1 July 2019 to 30 June 2020

Application Process

Interested candidates should submit a CV with a cover letter highlighting their project review, or other relevant experience, to AFB secretariat: afbsec@adaptation-fund.org by **July 15th**.

¹ <https://www.adaptation-fund.org/apply-funding/project-funding/project-proposal-materials/>