

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



**ADAPTATION FUND**

**Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) Secretariat**  
**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)<sup>1</sup> 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.

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<sup>1</sup> 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 Coordinator – supported by a part-time financial / data analyst consultant. The AF Secretariat administrative staff will also provide support to the AF-TERG as needed.

As part of the developing work program, the AF-TERG Secretariat is now hiring a part-time AF-TERG Secretariat STC position, with a focus on data analysis, to support the evaluative work and the developing work program of the AF-TERG in several tasks related to data collection, data entry, data accuracy assurance, data analysis, reporting and other support activities towards the AF-TERG's evaluative and learning functions.

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

## **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 125 working days/year. Start of the position is envisaged for September 2 2019.

## **Duties and Accountabilities**

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

### **1. Data collection:**

- Development of a project document database on Adaptation Fund projects
- Development of a document archive of Adaptation Fund Board reports and decisions, policies, guidelines and communications
- Development of data collection protocols and project review templates for online and offline data collection
- Development of structured and semi-structured interview protocols
- Development of online surveys in SurveyMonkey for data collection purposes
- The administering of survey tools through online outreach, telephone outreach or in person
- The administering of interview protocols through telephone and in person
- The entering of project data into project review templates
- Review of data quality and data accuracy
- Coding of data and making data machine readable for analysis purposes

- Extraction and preparation of data for analysis
- Perform any other data collection and data entry related tasks that may be deemed necessary.

## **2. Data analysis:**

- Review and analysis of Adaptation Fund project documents and other sources of project information according to themes and sectors
- Review and analysis of Adaptation Fund Board meeting reports, decisions, policies, guidelines, communication to Parties and other relevant documentation
- Review and analysis of Adaptation Fund processes and procedures
- Review and analysis of data and information gathered through external document reviews
- Perform text analytics with specialized text analytics and qualitative data analysis software
- Perform statistical analysis of data, using specialized statistical analysis packages
- Perform meta-review and meta-analysis of data from multiple sources
- Perform data triangulation of data from multiple sources and collected through various methods
- Perform any other data review and data analysis related tasks that may be deemed necessary.

## **3. Evaluation activities support:**

- Coordinate and integrate inputs from the AF-TERG Chair, AF-TERG Members and AF-TERG Secretariat coordinator for the preparation of analysis reports, good practice reviews, lessons learned reviews and other reporting on data analysis
- Support the design and implementation of evaluative 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.
- Write project portfolio analysis reports in support of the development of the evaluation work program and/or in support of the development of evaluation approach papers
- Write good practice reviews in support of the development of the evaluation work program and/or in support of the development of evaluation approach papers
- Report on the results of the analysis of qualitative and quantitative data
- Report on data quality, data accuracy and the limitations of the data analysis performed
- Write lessons learned reviews based on project documentation and meta-reviews, in support of the evaluation work program and/or the evaluative learning function
- Perform any other reporting and evaluation support tasks that may be deemed necessary.

## **4. Perform any other task as required by the Coordinator.**

## **Qualifications**

The specific qualifications required are:

- Master level degree in evaluation, international development or environment – or Bachelor level degree in these fields with an equivalent combination of education and experience
- At least three years of relevant experience, with experience in evaluation and preferably with experience of climate change adaptation related portfolios / work streams
- Proven 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 evaluative challenges
- Experience with data collection and data entry, and the development of data collection protocols and (semi-)structured interviews
- Experience with data analysis of qualitative, quantitative and mixed data, with experience in applying mixed statistical and data analysis methods
- Experience with reporting on the results of data analysis, 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 statistical analysis packages (SPSS, STATA, R programming, etc.)
- Knowledge of and/or experience with the use of text recognition, text analytics and qualitative analysis packages (MaxQDA, 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](mailto:af-terg-sec@adaptation-fund.org) with “AF-TERG Secretariat Data analysis STC position” in the subject line.

The application deadline is close of business on July 14 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.