

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



**ADAPTATION FUND**

**Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG)**  
**Secretariat – Innovative MEL adaptation practice study STC 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 programs 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 team of dedicated 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 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

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

projects and programs 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.

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

### **The AF-TERG Secretariat**

To support the AF-TERG a small AF-TERG Secretariat has been 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.

### **Innovative Monitoring Evaluation and Learning (MEL) Adaptation Practice study**

Feeding into the AF-TERG work program, the AF-TERG Secretariat is now hiring a part-time AF-TERG Secretariat STC to execute a study to identify and assess innovative MEL practices in the climate adaptation space, using a *rapid scan, search and appraise* method. While there have been mapping exercises on evaluation frameworks used in the adaptation and resilience space, many of these frameworks have been piloted at a small scale but not used at a scale comparable to the Adaptation Fund project portfolio.

A first step in the *scan, search and appraise* method is to listen to the innovation leaders – leading with new tools, technologies and approaches – in the MEL practice space and engage with them in forward thinking processes to identify MEL innovations that can be applied in the adaptation space. The next step is in depth research to gain a deeper understanding of the innovations and their applicability, followed by a third step to analyze opportunities for using these MEL innovations in the Adaptation Fund environment.

The successful candidate will be supervised by the AF-TERG Secretariat Coordinator and will be guided, on technical issues, by the AF-TERG Members.

1. The innovative MEL practices in climate change adaptation study is one of three studies taking place in parallel and together feeding into the AF-TERG work program.
2. A second study will be an evaluability assessment that is taking stock of where we are with respect to the evaluability of the Adaptation Fund project portfolio.

3. A third study was requested by the Adaptation Fund Board<sup>2</sup> and focuses on options for ex-post project and program evaluations with a view to develop an Adaptation Fund specific approach to longer term impact, sustainability and learning.

### **Aim of the study**

The main aim of the innovative MEL adaptation practice study is to identify innovative MEL practice in climate change adaptation and related fields that show promise of enhancing learning and accountability and action at scale in adaptation. The focus should be on approaches that include both human and natural systems, and marginalized and vulnerable populations, and cut across scales – community, country level, system, institutions, Fund Model. Innovative practices identified should be able to be applied in the adaptation space to provide alternatives to the design and implementation of M&E plans of Adaptation Fund projects and programs. Equally these should stimulate thinking on what the current and future monitoring evaluation and learning environment in the Adaptation Fund could look like, incorporating new tools, technologies and country-driven approaches.

### **Duration**

The successful candidate will be offered a short-term consultancy position covering FY20, following the World Bank rules, for up to 50 working days/year. Start of the position is envisaged for October 14 2019.

### **Duties and Accountabilities**

This assignment is a unique opportunity for a dynamic and creative STC to help the AF-TERG Secretariat Coordinator, technically guided by the AF-TERG members, to perform a *rapid scan, search and appraise* method of MEL innovations, feeding into the AF-TERG work program.

The short-term consultant will be remotely based and will work up to 50 days. The consultancy may also include a short visit to Washington DC, United States, so the consultant may engage with key Adaptation Fund Board Secretariat staff and with the AF-TERG Secretariat.

These innovative approaches may not be well known in the traditional public sector climate change M&E practice but may be found in adjacent stakeholder groups such as philanthropy, development innovation (innovation hubs, start-ups), impact investing, nature-based solutions and market-based solutions. For example, such as those featured at MERL Tech, on the Thomson Reuters platform, in the work of Data and Society, Algorithm (Peter York's group), and at Andrew Means' Do Good Data Summit.

With technical guidance from the AF-TERG members, the consultant will further refine the *scan, search and appraise* method, implement the method and report on the findings in an engaging way.

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<sup>2</sup> 12 March 2018, Cost-Effectiveness of Options for Arranging Post-Implementation Learning and Impact Evaluation of Adaptation Fund Projects and Programmes. AFB/PPRC.22/26/Rev.1.

As a starting point, the methodology will include the following tasks:

**Propose and help refine relevant criteria** to be used in a scan for progressive MEL approaches.

The following criteria and filters are proposed as a start. Criteria that:

- Reflect the pillars of the Medium-Term Strategy and desired outcomes of the Fund
- Address human and natural systems and their interaction
- Are country-driven and focus on marginalized and vulnerable populations
- Are relevant to the differentiated scales of the support of the Fund – community, country level, system, institutions, Fund Model
- Include transformational change and resilience MEL
- use innovative approaches to MEL such as crowdsourcing, big data, AI, technology, positive deviance and wild card techniques, prizes and challenges, citizen-led data, ways of engaging stakeholders to co-generate and use evaluative evidence to influence change in climate change adaptation
- Include gender MEL dimensions
- Include MEL for adaptive management, learning and public good knowledge.

**Conduct a rapid scan and search** using appropriate scan/search methodologies, including:

- interviews, group discussions, and crowdsourcing connect with leaders and innovators in the field of adaptation to climate change and relevant field to discuss approaches to MEL to identify cutting-edge tools, technologies and approaches being applied and practically used in the adaptation field
- relevant literature searches and online sources in fields like resilience, complexity science, transformational change, innovation, learning and scaling,
- draw on the knowledge of MERL Tech, Resilience MEL COP, SSIR, CKDN, Issue Lab, Innovation Hubs and their leaders
- engage with Thomson Reuters' network of contacts and resources.

**Assess the results of the scan for relevance and applicability to the Adaptation Fund at field, operational and strategic levels.**

- Map the various selective approaches and practices and resources to the Fund TOC, and to its current operations.
- Consider existing multilateral and country cultures and practices, for the innovative practice identified to be feasible and relevant across the Adaptation Fund setting.

Propose creative ways of sharing and illustrating the most relevant approaches with the Fund Secretariat and its NIEs – consider multi-media, written, webinars, etc. It may also be possible that some of the approaches are those being practiced by the NIEs themselves, in which case this would provide excellent inputs to upcoming Learning events.

**Perform any other task related to the assignment as requested by the Coordinator.**

## **Qualifications**

### **The specific qualifications required are:**

- Master level degree in the fields of evaluation and research, international development, environment and socio-economic fields, applied social sciences, public policy/governance and civil society, journalism, communications.
- At least eight years of experience in MEL or foresight and scan work in developing countries – deep understanding of contextual challenges of both adaptation and using MEL for change
- Experience with scan, search and appraise methodologies and data collection strategies with experience in applying mixed statistical, data analysis and triangulation methods
- Knowledge of and familiarity with theory of change and a range of MEL methods
- Strong interpersonal skills and ability to work effectively with internal/external partners and promote collaboration in a multi-cultural environment
- Networked and connected in the world of innovation and innovative MEL thinking, linked to adaptation, resilience and the environment, with connections to new technologies, big data and cutting-edge MEL tools and approaches
- Ability to think out of the box – comfortable with taking a leap of faith, and with experimenting
- Excellent command of English, written as well as spoken fluency.

### **Desirable qualifications are:**

- Experience of or exposure to climate change adaptation related portfolios / work streams
- Knowledge of and/or experience with the Adaptation Fund or environmental / climate change work streams in the World Bank or the Global Environment Facility is an added advantage
- Knowledge of and/or experience with the use of online meeting tools (like Webex) and survey tools (like SurveyMonkey)
- Additional language skills next to English, like French or Spanish, is a plus
- Experience of working in or with developing countries is a plus.

## **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 innovative MEL adaptation practice STC**” in the subject line. The application deadline is close of business on September 23 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.