

**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 – Evaluability assessment 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.

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 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.

### **The evaluability assessment**

Feeding into the AF-TERG work program, the AF-TERG Secretariat is now hiring a part-time AF-TERG Secretariat STC to execute an assessment of the expected evaluability of projects and programs supported by the Adaptation Fund as presented at project approval.

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 evaluability assessment is one of three studies taking place in parallel and together feeding into the AF-TERG work program. The evaluability assessment will take stock of where we are with respect to the evaluability of the Adaptation Fund project portfolio.
2. A second study will focus on what innovative MEL practices in the climate adaptation space look like.
3. A third study was requested by the Adaptation Fund Board<sup>1</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 evaluability assessment study**

The two main aims of the evaluability assessment are

- (1) to assess the quality of the project proposals as approved by the Adaptation Fund Board from a point of view of their M&E component and project / program output and outcome setting;
- (2) The second aim is to inform the Adaptation Fund's funding criteria and to introduce – or further strengthen existing – evidence-based learning opportunities into projects, programs and processes, in order to improve the overall impact of Adaptation Fund resources.

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<sup>1</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.

## **Duration**

The successful candidate will be offered a short-term consultancy position covering FY20, following the World Bank rules, for up to 70 working days/year. Start of the position is envisaged for October 14 2019.

## **Duties and Accountabilities**

The short-term consultant will be responsible for helping the AF-TERG Secretariat Coordinator assess the evaluability of Adaptation Fund approved proposals and more precisely their performance and impact evaluability using different criteria and best practices in the field. An early task will be to work with the AF-TERG Secretariat Coordinator and TERG members to identify and define key elements in evaluability.

The short-term consultant will be remotely based and will work up to 70 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.

This is a unique opportunity to help inform the evaluability and quality of Adaptation Fund projects and programs at start-up. It also offers the opportunity to think out-of-the-box in innovative ways to focus on evaluations that are regarded by projects, programs and members of the Adaptation Fund as credible, and relevant to the country and the Adaptation Fund's seven outcome areas.

Under the overall guidance of the AF-TERG Secretariat Coordinator the short-term consultant will be responsible for analyzing the Adaptation Fund's portfolio of approved projects and programs. The Coordinator will provide timely access to the necessary materials. The STC will provide interim briefings to the AF-TERG Secretariat at junctures to receive suggestions and inputs from the members of the AF-TERG and to ensure that the study avails of their knowledge and expertise and is aligned with the vision and needs of the AF-TERG and the AFB Secretariat. The AF-TERG will engage with the STC in key aspects of this assignment including design, research and reporting. The final deliverable is a report that analyzes and synthesizes the quality of the projects from the M&E point of view and would recommend improvements to be incorporated in the guidance and design of projects as needed.

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

### **Performance and impact evaluability analyses**

- Develop a framework to assess the evaluability of projects and programs. The framework will be developed with inputs from the AF-TERG and assess the elements and approaches of the project/program M&E plan such as: the feasibility and quality of the results framework, theory of change, evaluation plans, data collection approaches; relevance of the evaluation questions to the country, the Fund and stakeholders; capacity and resources of the project team to implement the M&E plan, and the approaches to assess longer term human and natural system results.
- Using the framework, assess the evaluability of the approved project and program proposals and review M&E relevant elements of the approved projects and programs to outline key areas that may be improved in project and program design, proposals, and reporting, in documentation and in

accreditation requirements, that will increase the evaluability of Adaptation Fund project, programs and processes;

- Examine the project appraisal process and assess the best time and opportunity for evaluability criteria to be incorporated. Evaluability assessment will use the best practices in the climate, sustainability and other relevant fields;
- Examine the Adaptation Fund’s results framework and core impact indicators and assess reporting requirements and reporting on indicators and measurements as included in submitted documents (like the Project Performance Report (PPR), Mid-Term Review (MTR) and Terminal Evaluation (TE)). The review shall cover timing, methods, relevance, measurability, timeliness, feasibility and sufficiency. In relation to the Adaptation Fund’s results framework and outcome areas, consider what would make projects and programs performance and impact more evaluable and suggest changes;
- Prepare a synthesis report that summarizes the findings of the project-by-project assessment, including advice on how to improve the evaluability of projects and programs, and how that may affect the questions and requirements about M&E for NIEs/MIEs during the accreditation process
- Assess project documents (project proposals, project performance report - PPR, mid-term review - MTR, terminal evaluation – TE, as applicable) through a desk study to examine the following topics:
  - *Theory of change*: What is the quality of the (implicit or explicit) theories of change and program logic? Are causal pathways and key mechanisms clearly identified and discussed? Are unintended consequences referred to and identified robustly in the project/program theory of change and/or in the surrounding literature reviews? Is good quality evidence cited to discuss the efficacy of causal linkages? How robust are the causal linkages (implicit or explicit)? Are methods for *measuring attributable causal changes* (outcomes, impact or other) discussed?
  - *Project results*: What is the quality of the description of expected economic, social and environmental results? Is there particular reference to the most vulnerable communities and vulnerable groups within communities? Does the description include gender and women’s empowerment considerations? Is the additionality – what is planned to happen, or what has happened, due to the project?
  - *Targeting*: Are the targeted populations of beneficiaries, the targeted areas and sectors, and the criteria for their selection, well-articulated in submitted documents? Is stakeholder engagement described in the project proposal, or is there a clear focus on relationship building? Does this focus primarily on the targeted population of beneficiaries, or does it go beyond these stakeholders? Is there a specific focus on the most vulnerable, or is there a focus on empowerment? Does the project proposal identify a learning framework or approach, to set direction for learning and project development? Does the intervention plausibly reach to the targets? What else is required?
  - *Performance evaluation*: To what extent is the project’s performance in terms of efficiency, effectiveness, relevance and potential sustainability of planned output and outcome level achievements identifiable and measurable (i.e. performance evaluability) in the proposal, implicitly or explicitly? To what extent is an implementing entity’s and executing entity’s institutional M&E performance identifiable and measurable in the proposal? Has baseline data been collected and/or is there a requirement for this? What is its (potential) quality of data?

- *Impact evaluation:* To what extent is causal change identifiable and measurable (i.e. impact evaluability) in the proposal, implicitly or explicitly; What are possible impact evaluation methods including experimental and quasi- experimental methods but also other methods such as process tracing, etc. that may be used to undertake possible impact evaluations of approved programs? Is baseline data suitable for impact evaluations? Is a project's additionality – the changes to adaptation outcomes that are additional to the changes that beneficiaries would have experienced in the absence of the intervention – described in the proposal or other project documents? To what extent is the potential for scalability identifiable and measurable in the proposal?
- *Implementation:* Is there adequate and reliable information included in the proposal regarding implementation fidelity to ensure the project/program will be well implemented in terms of monitoring method and its frequency? What else can be included judiciously (while considering burdens of time and money) that may increase the evaluability of projects and programs? Are current reporting requirements sufficient?
- To what extent would the data collected before and during implementation facilitate an ex post evaluation 3-5 years after project/program completion?
- *Resources and capacity to conduct the M&E plans:* To what extent is the cost component of undertaking quality evaluations and impact evaluations included in the project proposal? What activities as included in the proposal that focus on 'economic analyses' and 'overall M&E activities', are these sufficient for quality credible evaluations, and are they budgeted for? What are the skills needed and available in the project team to implement the M&E plans within the project team and the implementing / executing entity?

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

### **Qualifications**

**The specific qualifications required are:**

- Master level degree in evaluation, international development, economics or other field of applied social sciences with a strong research component
- At least eight years of relevant experience in evaluation and evaluation related work
- Experience of working in or with developing countries
- Deep knowledge of theory of change, evaluation design and evaluation methodologies including the assessment of causal change
- 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 / advice and contribute to resolution of evaluative challenges
- Experience with data collection, the development of data collection protocols, data management, and data analysis, with experience in applying mixed statistical, data analysis and triangulation methods
- Experience with reporting on results and triangulation, with demonstrated analytical and organizational skills, and capable to work under strict timelines

- 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 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.

**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 Evaluability Assessment 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.