

**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 – Ex-post evaluation 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.

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.

### **Ex-post evaluation study**

Feeding into the AF-TERG work program, the AF-TERG Secretariat is now hiring a part-time AF-TERG Secretariat STC to develop an AF specific approach to conduct ex-post evaluations, 3-5 years after closure, of process, impact, sustainability and learning of AF projects and programs.<sup>1</sup> To prepare this approach, the consultant will first conduct a study that identifies and assesses approaches for ex-post evaluations of development projects and programs in sectors related to the AF, such as agriculture, natural resource management, urban, water management, ..., with a focus on longer term impact, sustainability and learning, taking place three to five years after project closure, and focusing both on the human and natural systems. The consultant should focus (at least at the beginning) on adaptation to climate change investments and then, if not enough approaches or cases are found, expand to other sectors related to the AF.

The request to focus on ex-post evaluations came from the Adaptation Fund Board, to increase the knowledge basis on how to conduct these evaluations and to identify longer term results of AF interventions.

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 ex-post evaluation study is one of three studies together feeding into the AF-TERG work program. With the ex-post evaluation study developing an AF specific approach to conduct ex-post evaluations.
2. A second study will be an evaluability assessment that will take stock of where we are with respect to the evaluability of the Adaptation Fund project portfolio.
3. A third study will focus on what innovative MEL practices in the climate adaptation space look like.

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<sup>1</sup> The request to focus on ex-post evaluations came from the Adaptation Fund Board, who reviewed the cost-effectiveness of various arrangements for ex-post evaluations. 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.](#)

## **Aim of the study**

The two main aims of the ex-post evaluation study are

- (1) to identify and assess existing approaches to conduct ex-post evaluations in the broader landscape of evaluations of development projects and programs, financed in sectors of relevance to the AF, such as climate, agriculture, urban, natural resources management, water, forestry, etc. and that are implemented in data rich and data poor environments
- (2) to develop AF specific guidelines to conduct this type of ex-post evaluation, including specific advice to improve project design in the areas of assessing causal change, longer term impact and likelihood of sustainability beyond the project's timeframe.

## **Duration**

The successful candidate will be offered a short-term consultancy position covering FY20, following the World Bank rules, for up to 60 working days/year. Start of the position is envisaged for October 14 2019.

## **Duties and Accountabilities**

Under the overall guidance of the AF-TERG Secretariat Coordinator the short-term consultant will be responsible for preparing a report that summarizes the assessment of ex-post evaluation practices and preparing the guidelines for the AF ex-post evaluations. The AF-TERG Secretariat Coordinator will provide technical support, including access to information from AF projects and contacting institutions that could have experience with this type of approaches. Members of the AF-TERG will be available to provide technical guidance for the consultancy including identification of cases, persons and institutions.

The STC work remotely and will work up to 60 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. Most of the research should be conducted via emails, phone and skype calls. It is not envisioned that the STC will visit the institutions conducting this type of approaches.

This is a unique opportunity to support evidence-based learning within the Fund to feed into the 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 come to a pragmatic approach to ex-post evaluations in the area of, or relevant to climate change adaptation.<sup>2</sup>

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

### **Identify and assess ex-post evaluations of projects and programs**

- Examine the landscape of ex-post evaluations of projects and programs with a focus on process, impact, sustainability and learning, including but not limited to climate change

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<sup>2</sup> And related AF sectors, being agriculture, coastal management, disaster risk reduction, ecosystem-based adaptation, food security, forestry, multi-sector projects, rural development, urban development and water management.

interventions, and including but not limited to the Adaptation Fund project and program sectors. The assessment should focus on country-driven long-term impact evaluations, evaluations *of* sustainability and evaluations *for* sustainability, with a focus on both human and natural systems;

- Make an assessment of these approaches, including quality, use, influence, the levels of effort/difficulty, data needs, the type of results identified, and recommendations made. The STC is not expected to conduct a comparison of approaches but identify which ones are more appropriate for the AF and for the specific sectors in which the AF works. The consultant should also indicate who the audience is for the various approaches;
- Identify findings and recommendations in the application of these approaches that have been incorporated into the design of projects and programs and that have improved the quality of project proposals and the implementation of projects.

#### **Development of an Adaptation Fund specific approach to ex-post project and program evaluations**

- Draft guidelines to conduct ex-post evaluations of Adaptation Fund projects and programs, 3 to 5 years after completion;
- The guidelines should include evaluation criteria for different areas of the evaluations (for example, using/adapting the OECD/DAC or GCF evaluation criteria), clear definitions for each of the criteria (some of the definitions may have to have sector specific definitions) as well as for their assessment ratings. The AF-TERG Members will provide guidance on what kind of forms and substance would be most useful.
- Examine whether one post-project evaluation approach would work across the portfolio, for different sectors, for both human and natural systems and for both data poor and data rich environments, or whether different approaches are needed, eg. depending on the availability and quality of (baseline) data;
- Develop a generic ex-post evaluation plan, including a budget template, and reporting template to be applicable across the Adaptation Fund portfolio of projects and programs;

**Perform any other task 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 research, with a focus on longer term impact, sustainability and learning, through ex-post evaluations taking place three to five years after project closure, and focusing both on the human and natural systems.
- Experience of working in or with developing countries
- Deep knowledge of theory of change, evaluation design and impact evaluation methodology including the measurement of causal change in the different sectors relevant to the AF

- 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, the development of data collection protocols, data entry, and data analysis, with experience in applying mixed statistical, data analysis and triangulation methods
- Experience with reporting on the results of data analysis 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 projects funded by the Adaptation Fund or other environmental / climate change funds
- 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 ex-post evaluation 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.