

**Request for Expressions of Interest**  
**Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG)**  
**Short-term consultancy (STC) position**

- July 20, 2020 -



**Chair of the AF-TERG**

The purpose of this request for expressions of interest is to provide the background, required qualifications as well as key deliverables and processes to select and contract a consultant to provide strategic leadership, chair the AF-TERG member meetings and manage relations and accountability with the Adaptation Fund Board and the Ethics and Finance Committee.

**Scope of work**

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, b) advisory function, and c) oversight function. The AF-TERG is comprised of an independent group of experts in evaluation who are all functionally independent of the Adaptation Fund Board, Board committees, and the secretariat. The members will serve in their personal capacities only and will not represent their employers, governments or Fund's entities.

The Chair of the AF-TERG will provide strategic leadership to the AF-TERG, lead the preparation of and chair AF-TERG meetings, and manage relations with and report to the Board and its Ethics and Finance Committee. Details of the scope of work are provided in the attached Terms of Reference.

**Duration**

The successful candidate will be offered a short-term consultancy position covering multiple fiscal years - following the World Bank rules - and is for a maximum of **30 days per fiscal year** at an agreed daily rate commensurate with the candidate's background and experience. All contracts with the Adaptation Fund / AF-TERG are World Bank contracts and follow the relevant rules and regulations of the Bank. Any need for additional days and compensation will need to be determined in consultation with the AF-TERG Secretariat Coordinator (TTL) and the AFB Secretariat Manager and need to be approved prior to the beginning of extra work.

Start of the position is envisaged for October 1, 2020.

## **Qualifications**

### The specific qualifications and experience required are:

- At least 15 years of professional experience in evaluation work at progressively increasing levels, related to monitoring / evaluation / research and management;
- Evaluation experience: extensive knowledge of, and experience in applying, qualitative and quantitative evaluation methods; a strong record in designing and leading overall evaluations; technical competence in the area of evaluation (theory and practice), and a strong methodological background;
- At least 8 years of professional experience in development at field level and international level;
- Strong knowledge in project management with strong emphasis on monitoring and evaluation;
- Extended experience in designing, implementing and evaluating adaptation projects and programs in developing countries, covering key adaptation thematic areas;
- Climate finance experience, especially extensive knowledge of, and experience in applying climate change adaptation concepts;
- Extended knowledge of the Adaptation Fund and of UNFCCC, Paris Agreement, Kyoto Protocol and climate change and other environmental international regimes and policies;
- Experience in least developed countries, working with those most vulnerable to climate change impacts;
- Extended knowledge on operational aspects of institutions (policies, governance, and accounting);
- Strong communication and outreach skills;
- Strong gender skills and experience;
- Language capacity in English.

### Desirable qualifications are:

- Fluency in at least one of the other six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) would be an asset;
- In addition to the expertise and skills mentioned above, the following will be expected when selecting the AF-TERG Chair:
  - Demonstration of high levels of autonomy and integrity;
  - He/she is widely recognized across the evaluation community as a source of knowledge;
  - Ability to communicate on complex and highly specialised issues at senior management and executive meetings;
  - A track record in strategic and global thinking;
  - Excellent relationship and communication management skills;
  - Experience in setting up and executing a budget;
  - Sensitivity to gender, political, and respect for cultural, aspects.

### **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 curriculum vitae to [af-terg-sec@adaptation-fund.org](mailto:af-terg-sec@adaptation-fund.org) with “**AF-TERG Chair EoI**” in the subject line.

The application deadline is close of business on August 15, 2020 (Washington DC time). Only shortlisted candidates will be contacted for a follow-up online or telephone interview.

For any clarification concerning this communication, please contact the above email address. The AF-TERG Secretariat is happy to provide clarification on the terms of reference if needed.



## Terms of Reference

### Short-term consultancy position

#### Chair of the Adaptation Fund Technical Evaluation Reference Group (AF-TERG)

Date:

From:

Email:

Phone:

To:

Email:

### Background

The Adaptation Fund, a trust fund housed within the World Bank, was established by the parties to the Kyoto Protocol to finance concrete adaptation projects and programmes in developing countries that are parties to the protocol and are particularly vulnerable to the adverse effects of climate change. Since 2010 has committed US\$ 745 million to climate adaptation and resilience activities, including supporting 102 concrete adaptation projects in 85 countries around the world. The World Bank acts as an interim trustee of the Adaptation Fund and the Global Environment Facility (GEF), through a functionally independent team of officials, provides secretariat services (the AFB secretariat) 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 32 NIEs, 13 MIEs and six RIEs.

The Adaptation Fund Board (the Board) endorsed an evaluation framework for the Fund at its thirteenth meeting, 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.<sup>1</sup>

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<sup>1</sup> [AFB/EFC.6/4](#), Evaluation Framework.

The Board had first entrusted the Global Environment Facility - Independent Evaluation Office (GEF IEO)<sup>2</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 re-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.<sup>3</sup>

**A small AF-TERG secretariat** composed of a full-time dedicated staff position supported by a part-time consultant and Secretariat administrative staff as needed will provide support to the AF-TERG, in particular with regard to the arrangements for the implementation of the evaluation work programme.

The Chair of the Technical Evaluation Reference Group of the Adaptation Fund (the AF-TERG) has been selected as guided by the Terms of Reference of the AF-TERG (AF-TERG TOR),<sup>4</sup> and in January 2019 the Board appointed the first Chair of the AF-TERG.<sup>5</sup>

### **The AF-TERG**

The Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) is an independent evaluation advisory group, comprised of an independent group of experts in evaluation who are all functionally independent of the secretariat, 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 programmes 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 (The AF-TERG Members and Chair) who are all functionally independent of the AFB secretariat, Board, and Board committees. The members serve in their personal capacities only and do not represent their employers, governments or Fund's entities.

### **AF-TERG Working Modalities**

The AF-TERG will meet at least once a year, depending on its workload. It is foreseen that during the initial period, at least, there may be a need for additional meetings. The duration of each meeting will be two

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<sup>2</sup> Known as the Global Environment Facility (GEF) Evaluation Office at the time of decision B.15/23.

<sup>3</sup> [AFB/B.31/8](#), Report of the Thirty-first meeting of AFB (20-23 March 2018), Annex III.

<sup>4</sup> Ibid.

<sup>5</sup> [Decision B.32-33/15](#), Appointment of the Chair of the AF-TERG.

to three days depending on the agenda to be discussed. Meetings will be scheduled at a time convenient to a majority of the members. Additional meetings may be scheduled if the need arises, as requested by the AF-TERG Chair. To facilitate the exchange of views among AF-TERG members between in-person meetings, other means of communication will be maintained, including electronic discussion groups, conference calls or video conferencing.

The Chair of the AF-TERG shall also attend the bi-annual meetings of the Ethics and Finance Committee (EFC) of the Board as ex-officio member.

The Chair of the AF-TERG shall report to the Board and/or the EFC as frequently as deemed appropriate and will present results of evaluations and other work conducted by the AF-TERG. Recommendations from the AF-TERG – including an annual budget - are expected to be considered by the EFC, as per the EFC's terms of reference, which would in turn forward them to the Board, together with any recommended decisions. The Board, drawing from inputs from its committees or the Accreditation Panel, may, as appropriate, request the AF-TERG to include in its work programme specific evaluation tasks relevant to its work.

The Board, through the EFC, will oversee the performance of the AF-TERG, in a manner that does not infringe on the independence of the AF-TERG in terms of content and conclusions of evaluations. The Board may also commission independent evaluations on the AF-TERG, in order to capture lessons learned and amend the arrangement as needed.

### **AF-TERG strategy and work programme**

The AF-TERG will commission and oversee independent evaluations and relevant tasks on behalf of the Board and its Committees according to the evaluation framework. The AF-TERG strategy and work programme approved by the Board in June 2020<sup>6</sup> takes a longer-term planning perspective covering FY21 to FY23 for the work items, and FY21 to FY22 budget-wise.

In developing the work programme, the AF-TERG has been guided by the following **principles and strategic choices**:

- a) Responsiveness to the Fund's evaluation priorities at operational, strategy and governance levels;
- b) Exploring synergies with the AFB secretariat and Fund partners;
- c) Drawing on good practice in the evolution of monitoring, evaluation and learning in climate change adaptation;
- d) Taking an iterative, co-generation and co-learning approach;
- e) Getting the most from human and financial resources invested on MEL;
- f) Ensuring a focus on both natural and human systems.

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<sup>6</sup> [AFB/EFC.26.a-26.b/3](#), Draft Strategy and Work Programme of the Adaptation Fund Technical Evaluation Reference Group (AF-TERG).

The intermediate and long-term outcomes guiding the AF-TERG work programming are as follows:

**Long-Term Outcomes:**

- i) MEL knowledge is absorbed and used by the Fund and its partners at all levels to influence and enhance impact and increase resources for adaptation activities;
- ii) Relevance and quality of AF projects, programmes, policies, processes and performance are enhanced;
- iii) Adaptation Fund behaviour to enhance climate change adaptation has improved.

**Intermediate Outcomes:**

- i) Solution-focused understanding of the Fund's evaluation needs and expectations;
- ii) Co-learning, productive and trustful relationships and processes;
- iii) Fit-for-purpose evaluation tools and approaches are developed and used;
- iv) Evaluation results and learning insights articulated and utilised within the Fund;
- v) Enhanced planning, monitoring, evaluation and learning capacity across the Fund;
- vi) Utilisation of Adaptation Fund evaluation insights beyond the Fund.

**Workstreams:**

The activities part of the work programme will be managed and implemented in **three workstreams** that broadly correspond to the three functions of the TERG, Evaluation, Advisory and Oversight:

- a) Workstream 1: Conducting Strategy and Programme Evaluations;
- b) Workstream 2: Enhancing MEL Capacity and Tools;
- c) Workstream 3: Co-generating Evaluative Knowledge and Insights.

The Advisory and Oversight functions of the Reference Group will span the three workstreams. The Evaluation function is embedded in Workstream 1. Further information on the individual work streams can be found in the AF-TERG strategy and work programme.<sup>7</sup>

The AF-TERG will design, commission and oversee the independent evaluations that make the work programme, with administrative support from its secretariat. As part of its advisory role, the AF-TERG may develop guidance notes, recommendation papers or any relevant document for consideration by the Board.

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<sup>7</sup> Ibid.

## **AF-TERG Chair Scope of Work**

The Chair of the AF-TERG will be responsible for the following:

### **Strategic leadership**

- Provide strategic guidance and vision for the work of the AF-TERG;
- Lead and guide the work of the AF-TERG to fulfil the AF-TERG ToR, including independent commissioning of evaluations, oversight and advisory functions, and implementation of its multi-year work programme;
- Coordinate the implementation of and adjustments to the AF-TERG work programme, and ensure budgets are available in consultation with the Secretariat and EFC;
- Ensure AF-TERG focal persons are assigned to and take responsibility for specific work streams or work elements;
- Direct and provide regular guidance to the AF-TERG Secretariat in work substance related matters;
- Prioritize work between and within the three functions and workstreams of the AF-TERG
- Ensure independence of the AF-TERG work, while liaising and engaging with the Adaptation Fund Board and its Committee as well as the Adaptation Fund Board Secretariat, in order to ensure the independent work of the AF-TERG is appropriately prioritized and relevant, and available in a timely manner;
- Monitor the Board’s follow-up on AF-TERG recommendations, to be able to further advise the Board, as needed, and to inform subsequent evaluations.

### **AF-TERG meetings**

- Identify meeting topics and prepare a meeting agenda with support from the AF-TERG Secretariat;
- Ensure an agenda is discussed for any changes or additions and agreed;
- Ensure any conflict of interest is raised, discussed where appropriate and documented if needed;
- Summarize and approve actions of the meeting at the end of each day;
- Approve the minutes of the meeting;
- Coordinate periodic calls with all available AF-TERG members between the AF-TERG face-to-face meetings.

### **Relations and accountability with the Board and EFC**

- Provide regular updates to the EFC and represent the AF-TERG at EFC meetings and Board meetings;



- Present and discuss multi-year and annual work programmes with the EFC and take into account EFC and Board suggestions for topics for evaluation or review;
- Provide the Board, on an annual basis, with an evaluation assurance statement and a report on the implementation of its work programme and related budget. AF-TERG will also routinely provide the Board with its own independent evaluations.

### **Duration, compensation, payments and other arrangements**

The position covers multiple fiscal years, following the World Bank rules, and is for a maximum of **30 days per fiscal year** at an agreed daily rate commensurate with the candidate's background and experience. All contracts with the Adaptation Fund / AF-TERG are World Bank contracts and follow the relevant rules and regulations of the Bank. Any need for additional days and compensation will need to be determined in consultation with the AF-TERG Secretariat Coordinator (TTL) and the AFB Secretariat Manager and need to be approved prior to the beginning of extra work.

The Chair and Members of the AF-TERG normally serve for a period of three years and are eligible to serve not more than two consecutive terms or six years. The membership of the AF-TERG is managed so that approximately one-third of its membership should retire by rotation every two years.

The consultancy will take place at the consultant's own place of work and, if applicable, agreed and approved mission countries – for example for AF-TERG meetings. Any travel will be done following World Bank rules and procedures. All travel requires approval of the TTL prior to the trip and will require a specific and separate terms of reference. All travel expenses will be paid and/or reimbursed separately.

The AF-TERG Secretariat will provide the consultant with all necessary documentation needed in support of the above scope of work via access to a cloud-based background documentation repository or will provide access in another way to any documentation.