

Request for Expression of Interest
Technical Evaluation Reference Group of the Adaptation Fund
Short-term consultancy (STC) position

- August 24, 2020 -



Data Analyst 1 (DA1) – Focus on providing support for the reviewing and revision of the Adaptation Fund Evaluation Framework

Data Analyst 2 (DA2) – Focus on providing support for the mid-term review of the Adaptation Fund Medium-Term Strategy

The purpose of this request for expressions of interest is to provide the background, qualifications as well as key deliverables and processes to select and contract two data analyst short-term consultants to;

(DA1) provide data analyst support for the reviewing and revision of the Adaptation Fund Evaluation Framework, and

(DA2) provide data analyst support for the mid-term review of the Adaptation Fund Medium-Term Strategy.

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.

One of the AF-TERG's responsibilities is to review and revise the evaluation framework: "Activities within the work programme are diverse and include the following: a) Review of AF Monitoring & Evaluation (M&E) related Frameworks, Policies and Guidelines." One of the two data analyst positions (DA1) is to provide support for this work element.

A second AF-TERG responsibility is to conduct a mid-term review (MTR) of the Adaptation Fund Medium-Term Strategy (MTS). The purpose of that work element is to provide feedback to the Fund on how well the MTS is guiding and enabling the Fund overall. One of the two data analyst positions (DA2) is to provide support for this work element.

Duration

The successful candidates will be offered a short-term consultancy position covering fiscal year 2021 (FY21), following the World Bank rules, for

(DA1) up to 80 working days in FY21. Start of the position is envisaged for October 1 2020.

(DA2) up to 60 working days in FY21. Start of the position is envisaged for October 1 2020 and most of the work is expected to take place between October 2020 February 2021.

Qualifications

The specific required qualifications required are:

- Master level degree in evaluation, international development or environment. For (DA2) an MBA would also be acceptable
- At least three years of relevant experience, with experience in evaluation and preferably with experience of climate change adaptation related portfolios / work streams. In case of:
 - (DA1): Experience with evaluation framework / evaluation policy reviewing;
 - (DA2): Experience with the reviewing of climate- / environment-focused strategies.
- 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
- 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 experience with the use of the productivity tools of the MS Office package
- 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, NVivo, R programming, etc.)
- 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
- 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 working in or with 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 for either (DA1) or (DA2) or both (DA1+DA2) – together with an up-to-date curriculum vitae to af-terg-sec@adaptation-fund.org with “**AF-TERG Secretariat Data Analyst (DA1 / DA2 / DA1+DA2)**” in the subject line.

The application deadline is close of business on **September 7, 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. We are happy to provide clarification on the terms of reference if needed.

Terms of Reference short-term consultancy position
Technical Evaluation Reference Group of the Adaptation Fund
(AF-TERG) Secretariat



Data Analyst STC B1 position (DA1 / DA2)

Date: October 1, 2020

From: Dennis Bours, AF-TERG Secretariat Coordinator / Evaluation Officer (TTL – Task Team Leader)
(UPI 473525)

Email: Dbours@adaptation-fund.org / AF-TERG-Sec@adaptation-fund.org

Phone: (202) 458 9153 / (202) 390 2851

To: < Selected candidate > (UPI xxxxxx)

Email: [< Selected candidate >](#)

1.1 Background

The Adaptation Fund (hereafter referred to as the Fund) was established by the Parties to the Kyoto Protocol of the United Nations Framework Convention for Climate Change (CMP) 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, the Parties to the Paris Agreement (CMA) decided that the Adaptation Fund shall also serve the Paris Agreement. The Fund's goal is "People, livelihoods and ecosystems are adequately protected from the adverse impacts of

Mission statement: *The Adaptation Fund serves the Paris Agreement by accelerating and enhancing the quality of adaptation action in developing countries. The Fund does so by supporting country-driven projects and programmes, innovation, & global learning for effective adaptation. All of the Fund's activities are designed to help build gender responsive capacity to reach and benefit the most vulnerable.*

climate change.”¹ The intended impact is “Adaptive capacity enhanced, resilience strengthened and vulnerability of people, livelihoods and ecosystems to climate change reduced.”²

Since 2010, the Adaptation Fund has committed about US\$ 745 million for climate change adaptation (CCA) and resilience projects and programs, including 102 concrete localized adaptation projects in the most vulnerable communities of developing countries around the world with more than 6 million direct beneficiaries.³

1.2. Adaptation Fund governance

The Fund provides climate finance to developing countries who are members of the CMP (and CMA)^{4 5} through accredited Implementing Entities (IEs). The three types of IEs are: (i) National Implementing Entities (NIEs) such as national government agencies and Non-Governmental Organizations (NGOs), (ii) Regional Implementing Entities (RIEs) such as regional consortia and banks, and (iii) Multilateral Implementing Entities (MIEs) such as United Nations agencies and development banks. By July 2020, 32 NIEs, 6 RIEs and 13 MIEs had been accredited.⁶

The Fund is supervised and managed by the Board, which is accountable to CMP (and CMA). The majority of Board members are from developing countries. The Board has two committees, namely, the Ethics and Finance Committee (EFC), and the Project/Programme Review Committee (PPRC). The EFC is responsible for advising the Board on issues of conflict of interest, ethics, finance, fund and portfolio monitoring, evaluation and audit. The PPRC is responsible for assisting the Board with assessing project and program proposals submitted to the Board and review project and program performance reports. An Accreditation Panel (AP) has been established to ensure that organizations receiving Fund money meet the fiduciary standards. The AP provides

¹ AF. 2018. Medium-Term Strategy 2018-2022. March 2018. Available at: <https://www.adaptation-fund.org/document/medium-term-strategy-2018-2022/>

² Ibid.

³ AF. 2020. Press Release “Adaptation Fund Board Greenlights Six New Concrete Adaptation Projects on the Ground, Totalling US\$ 31 Million”. June 2, 2020. Available at: <https://www.adaptation-fund.org/adaptation-fund-board-greenlights-six-new-concrete-adaptation-projects-on-the-ground-totaling-us-31-million/>

⁴ CMP; Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol. See: <https://unfccc.int/process/bodies/supreme-bodies/conference-of-the-parties-serving-as-the-meeting-of-the-parties-to-the-kyoto-protocol-cmp>

CMA; Conference of the Parties serving as the meeting of the Parties to the Paris Agreement. See: <https://unfccc.int/process/bodies/supreme-bodies/conference-of-the-parties-serving-as-the-meeting-of-the-parties-to-the-paris-agreement-cma>

⁵ The CMA and CMP also decided to ensure that developing and developed country Parties to the Paris Agreement are eligible for membership on the Adaptation Fund Board. CMP further requested that the Subsidiary Body on Implementation considers the matter and provides a recommendation in November 2019 during COP-25.

⁶ AF. 2020. Press Release “Adaptation Fund Board Accredits United Nations Food and Agriculture Organization as Fund’s 51st Implementing Entity”. July 1, 2020. Available at: <https://www.adaptation-fund.org/adaptation-fund-board-accredits-united-nations-food-and-agriculture-organization-as-funds-51st-implementing-entity/>

recommendations to the Board regarding the accreditation of new IEs and the suspension, cancellation or re-accreditation of entities already accredited.

The World Bank serves as an interim trustee of the Fund. The Global Environment Facility (GEF), through a team of dedicated officials, provides secretariat services to the Board. The Board Secretariat manages the day-to-day operations of the Adaptation Fund such as research, advisory and administrative services.

The Fund pioneered a direct access modality to climate financing through which NIEs are able to directly access financing and manage all aspects of climate adaptation and resilience projects, from design through implementation to monitoring and evaluation.

1.3. Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG)

The Adaptation Fund Board (the Board) endorsed at its thirteenth meeting (March 2011 - Decision B.13/20.a) 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, discussed later. A revised version of the framework, contained in document AFB/EFC.6/4, was approved at the Board's fifteenth meeting.⁷ The framework establishes requirements for how Fund activities should be evaluated in line with international principles, norms, and standards. The evaluation framework is intended to add value and contribute towards the achievement of the Fund's goal, and to the realization of the planned social and environmental impact. 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.

⁷ AF. 2012. Evaluation Framework. June 2012. Available at: <https://www.adaptation-fund.org/document/evaluation-framework-4/>

The AF-TERG is an independent evaluation advisory group accountable to the Board, established in 2018 to ensure the independent implementation of the Fund's evaluation framework. The AF-TERG reports to the Board through the EFC and provides an evaluative advisory role through performing evaluative, advisory and oversight functions. The Board decided to establish AF-TERG as a long-term evaluation function during its thirtieth meeting held in October 2017 and approved AF-TERG's Terms of Reference in March 2018 during its thirty-first meeting.⁸

The AF-TERG, which is headed by a chair, is comprised of an independent group of experts in evaluation, called the AF-TERG members. A small AF-TERG secretariat, which is led by a coordinator, provides support for the implementation of evaluations and studies as part of the evaluative work program. While being independent of the operations of the Fund, the aim of the AF-TERG is to add value to the Fund's work through conducting independent evaluation and evaluation related work.

This Terms of Reference is for the Data Analyst STC B1 position, to support (DA1) the AF-TERG Secretariat in tasks related to the reviewing and revision of the Adaptation Fund Evaluation Framework, and, to support (DA2) the AF-TERG Secretariat in tasks related to the mid-term review of the Adaptation Fund Medium-Term Strategy.

1.4 AF-TERG Secretariat Data Analyst STC Scope of Work

The AF-TERG Secretariat Data Analyst STC will be responsible for the following:

Data Collection and Analysis:

- (DA1): Develop a database / archive of evaluation frameworks / policies / guidelines of comparable Funds and multilateral organizations, identifying what the coverage is;
- (DA1): Develop an database / archive of Adaptation Fund evaluation framework reviews, evaluation recommendations with a bearing on the evaluation framework, and relevant Board decisions made since 2012;
- (DA1): Develop an overview of all the Fund's relevant decisions, policies, strategies and programs made after the approval of the latest evaluation framework;
- (DA1): Develop a database / archive of good and next evaluation and evaluation-related practice, and useful evaluation approaches, especially in the environment and CCA fields, to inform the revision of the Evaluation Framework;

⁸ AF. 2018. Report of the thirty-first meeting of the Adaptation Fund Board. March 2018. AFB/B.31/8, Annex III, Terms of Reference of the Technical Evaluation Reference Group (TERG). Available at: <https://www.adaptation-fund.org/document/report-thirty-first-meeting-afb-20-23-march-2018/>

- (DA2): Develop a database / archive on the framing and effective use of strategy to guide management, governance and funding of relevant development-oriented organizations;
- (DA2): Develop a database / archive on approaches to the evaluation of strategies to effectively guide management, governance and financing;
- (DA2): Develop a database / archive of good and next evaluation and evaluation-related practice, and useful evaluation approaches, especially in the environment and CCA fields, on conducting mid-term evaluations / reviews of strategies ;
- Development of structured and semi-structured interview protocols
- Development of online surveys (Zoho Survey) for data collection purposes
- The administering of interview protocols virtually or through telephone
- Review of data quality and data accuracy
- Coding of data and making data machine readable for analysis purposes
- Review and analysis of Adaptation Fund project documents and other sources of project information according to themes and sectors
- Review and analysis of data and information gathered
- 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

Evaluation activities support, not mentioned above:

- (DA1): Assist in a critical assessment of the current Evaluation Framework;
- (DA1): Support the gathering of data on current and emerging needs of the Fund internal community with regards to MEL and MEL guidance;
- (DA2): Support the preparation of a synthesis of findings to support the development of the midterm review framework;
- (DA2): Assist in an assessment of the extent to which the medium-term strategy is the right strategy for the Adaptation Fund;
- (DA2): Assist in tracking the implementation of the medium-term strategy;
- 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

Perform any other task of data collection, business analysis, data analysis, evaluation activities support, and operations coordination support, as required by the AF-TERG Secretariat Coordinator.

1.5 Compensation, payments and other arrangements

Under the current Covid-19 situation, consultancy will take place at the consultant's own place of work. The AF-TERG Secretariat will provide you with all necessary documentation needed in support of the above work via access to a cloud-based background documentation repository or will provide access in another way to any documentation.

Although not expected, but in case of any travel, this 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 position is (DA1) for a maximum of 80 days / (DA2) for a maximum of 60 days for an agreed net / gross daily rate of US\$ XXX. All contracts with the AF / AF-TERG are World Bank contracts and follow the relevant rules and regulations of the Bank. **The contract is for a period from XXX to XXX. The total cost of this contract is US\$ XXX covering FY21.**

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.

Payments for deliverables will be processed upon approval by the TTL.