



## ADAPTATION FUND

### **Short Term Consultant – Technical Reviewer Specialist Adaptation Fund Board Secretariat (location flexible)**

#### **Background**

The Adaptation Fund, a trust fund housed within the World Bank on an interim basis, was established by the parties to the Kyoto Protocol to finance concrete adaptation projects and programmes in developing countries that are particularly vulnerable to the adverse effects of climate change. Since becoming fully operational in 2010, the Board has approved over 130 projects/programmes in over 100 vulnerable countries, for a total funding of US \$865 million. Grant finance is accessed by developing countries through Implementing Entities that have been accredited by the Adaptation Fund Board. The Board, supported by a dedicated secretariat and an independent Accreditation Panel, has a well-established accreditation process that evaluates the capacities of applicant entities to manage and supervise projects and programmes. Among other aspects (including fiduciary standards on management and transparency) entities must demonstrate the capacity to manage risks related to projects and programmes in order to be accredited as an implementing entity by the Fund.

Once accredited, implementing entities (IEs) submit project/programme proposals on behalf of developing countries to the Adaptation Fund Board. These proposals undergo a technical review process. The review process, undertaken by staff of the secretariat and members of the Project and Programme Review Committee of the Board, examines several criteria that include the potential environmental and social impacts and risks associated with proposed activities.

In an effort to streamline the consideration of environmental and social safeguards across its portfolio, the Adaptation Fund Board approved an Environmental and Social Policy. The approval of this policy implies explicit assessment of the capacities for environmental and social risk management in the accreditation process. It also implies explicit screening and assessment of environmental and social risks at the technical review stage.

#### **Scope of Work**

The secretariat of the Adaptation Fund Board requires short-term consultants with a strong background in key development sectors, relevant to adaptation to climate change, to support its work in reviewing a rapidly increased number of project and programme proposals. The review cycles currently take place three times per year and have a duration of approximately nine weeks. The consultant should also have familiarity with environmental and/or social safeguards to support its work on applying the Environmental and Social Policy throughout its operations.

The consultant will primarily be engaged in the technical review of innovation project and programme submissions to the Adaptation Fund and other work relevant to the review cycles, such as preparation of documents, and would be engaged on a retainer basis in support of two out of the three review cycles that take place in a year. The consultant may, as needed, also support the review process of project/programme

performance reports and various project-related reports, and requests submitted by the implementing entities during project/programme implementation.

Outside the review cycle periods and reporting reviews, consultant may also support other project-related processes, particularly the preparation of and follow-up on the project review cycles and other Board-related work, support on to the secretariat on technical issues, such as, for example, related to Environmental and Social safeguards, and other support, as needed, to the task team leader (TTL).

The consultant may also support the secretariat reporting to Board including the preparation of Fund's annual performance reports and conducting portfolio monitoring missions.

The consultant will receive assignments from, report to and be supervised by the Senior Climate Change Specialist (TTL) in charge.

**Specific duties include:**

- Undertaking desk-based technical review of innovation project and programme proposals during the periodic review cycles, in line with the AF proposal review criteria and Environmental and Social Policy. This work is highly time-sensitive owing to strict milestones that the reviewers and proponents must meet in preparation for meetings of the Adaptation Fund Board. It may involve communication with the AF implementing entities, both written and over the phone during the review process, providing clarifications and guidance.
- Providing support to the work related to the Board meetings, as needed. This includes support in the preparation of the project documents for the Board, and presentations of the projects to the Board, and other related support;
- Support to the coordinator/TTL on coordination matters related to the project review and guidance to and supervision of other reviewers, as needed;
- Advise the Adaptation Fund secretariat management on appropriate corrective measures to management and mitigate portfolio implementation risks, as needed;
- Other ad hoc support to the secretariat on technical issues, as needed.

**Selection Criteria**

- Demonstrated minimum 10 years of experience in the field of climate change adaptation, innovation, environmental and/or social sustainability, assessment of environmental and/or social safeguards in an international development context
- Minimum of master's degree in field related to international development, with specific background related to environmental and/or social sustainability
- Familiarity with the Adaptation Fund and its procedures relating to project/programme review and accreditation of implementing entities
- Ability to address a range of issues related to global environmental management (climate change adaptation and resilience-building, and innovation, would be highly desirable) and its relationship to national sustainable development.
- Demonstrated track record in implementation and monitoring of projects/programmes in in the field of environmental, climate change and/or development. Experience in international organizations and/or climate funds is an advantage

- Excellent communication and drafting skills in English, proficiency in other official UN languages desirable
- Ability to work with limited supervision, self-motivated, objective-oriented.

### **Additional Information**

Interested professionals may wish to familiarize themselves with the institutional background of the adaptation fund ([www.adaptation-fund.org](http://www.adaptation-fund.org)) and relevant documentation on the preparation of proposals that can be found on the following pages:

- <https://www.adaptation-fund.org/apply-funding/innovation-grants/>
- <https://www.adaptation-fund.org/apply-funding/innovation-grants/nie-small-grants-for-innovation/>
- <https://www.adaptation-fund.org/apply-funding/innovation-grants/large-grants-for-innovation/>
- [Approval and Operations Procedures](#)
- [Government Endorsement Letter Template \(Submitted through NIEs/RIEs/MIEs\)](#)
- [Guidance document for Environment and Social Policy](#)
- [Guidance Document for Project/Programme with Unidentified Sub-Projects](#)
- [Guidance Document on compliance with the Adaptation Fund Gender Policy](#)
- [Strategic Results Framework of the Adaptation Fund](#)
- [Guidance to Implementing Entities for Application of Innovation Indicators for Fully Developed Project/Programme Proposals](#)
- [Adaptation Fund's Reporting Templates and Guidance Documents](#)
- [Operational Policies & Guidelines](#)

### **Duration of work**

Specified number of days from 1 August 2022 to 30 June 2023.

### **Application**

Submit your application to [afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org) with a subject line 'Short Term Consultant – Technical Reviewer Specialist' by **August 5, 2022**.