



ADAPTATION FUND

Short Term Consultant (Part time) – Content Management/ Results Based Management Support Adaptation Fund Board Secretariat

Background

The Adaptation Fund (AF) was established by the Parties to the Kyoto Protocol of the United Nations Framework Convention for Climate Change to finance concrete adaptation projects and programmes in developing countries that are particularly vulnerable to the adverse effects of climate change. As of 1 January 2019, the Fund started serving the Paris Agreement.

The World Bank acts as an interim trustee of the AF and the Global Environment Facility (GEF), through a dedicated team of officials, provides secretariat services to the Fund's governing body, the Adaptation Fund Board.

The AF 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 57 accredited entities (IEs) of which 61% are NIEs.

At its tenth meeting, the Adaptation Fund Board (the Board) approved a Results-Based Management (RBM) framework and an approach to its implementation (AFB/EFC.1/3/Rev.2) which describes, at the Fund level, goals, expected impact, outcomes, and outputs, as well as indicators and targets.

As of August 2022, the Fund has committed a total of US\$ 952 million for 135 projects to increase climate resilience in over 100 countries around the world. The approved concrete projects are expected among others to benefit a total of 36 million people; create, protect or rehabilitate about 575,000 hectares of natural habitats; install 516 early warning systems, protect more than 162,000 meters of coastline, train more than one million people in climate resilience measures, and introduce or adjust nearly 100 policies, to address climate change risks.

The information on these projects and programmes is recorded on the Fund's website and the online Financial Intermediary Funds (FIF) platform, to facilitate the exchange of information with relevant stakeholders, keep transparency, and track all the projects' portfolio.

As part of the Fund's reporting requirements, IEs are required to submit a project performance report (PPR). PPRs are reviewed by the Adaptation Fund Board secretariat prior to disbursement of funding by the Fund's Trustee. In order to streamline the PPR submission and review process, the Fund is migrating to a PPR on-line submission using the FIF platform.

To support its results-based management (RBM) team, the secretariat is looking for a short-term consultant (STC) to provide support in activities related to assist in the coordination and data management of the financial platform. The STC will be supervised by the RBM lead (Senior Climate Change Specialist), the RBM Climate Change Specialist and be accountable to the Manager of the Adaptation Fund Board secretariat.

Scope of Work

The consultant will primarily be engaged to support the data management across the Fund's portfolio. S/he will ensure the successful collection and consolidation of data and information on performance of AF's portfolio of projects throughout the lifecycle, to identify data gaps, formulate early warning signal parameters and propose improvement and corrective actions within the Fund's data management system.

S/he will also contribute to key functions across the Secretariat, including but not limited to (1) identify data gaps in the existing portfolio performance management systems using FIF platform and (2) support the team on reporting the results of the AF portfolio as part of the annual performance report (APR).

Specific duties include:

- Undertaking an initial assessment of portfolio data gap using the FIF platform;
- Collect and ensure comprehensive data entry of existing project portfolio including reporting milestones and core indicator results;
- Review of data quality and data accuracy;
- Development of data collection protocols and reporting workflows for online and offline data collection, as part of the FIF enhancement project;
- Providing support to the work related to the enhancement of FIF platform in order to ensure efficient data management and reporting requirements to the Board;
- Propose/suggest the enhancement of portfolio dashboards under FIF to update internal and external stakeholders on a regular basis e.g., APR report, AF secretariat cross team, Board members, and AF external communication;
- Review and analysis of Adaptation Fund project documents and other sources of project information e.g. project performance reports, in order to improve reporting requirements
- Develop operational guidelines, protocols and templates on data and results management as part of the Fund's operational manual;

- Review and analysis of Adaptation Fund processes and procedures and support the finalization of the Fund's operational manual;
- Perform text analytics with specialized text analytics and qualitative data analysis software; Perform statistical analysis of data, using specialized statistical analysis packages;
- Perform any other data collection, data entry and data analysis related tasks that may be deemed necessary.

Selection Criteria

The specific qualifications required are:

- Master's degree in information science, management, development economics, environmental sciences, statistics, or related fields;
- At least 4 years of relevant work experience, with demonstrated experience in data management, preferably with climate change adaptation related portfolios / work streams;
- 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;
- Strong competence, proficiency and full autonomy in standard data analytics and management software and data management tools;
- Strong competence and professional skills in standard software such as Excel, Word, PowerPoint, Outlook, Access and Stata;
- Experience with reporting on the results of data analysis, with demonstrated capacity to pay attention to details;
- Exceptional organizational skills, facilitating communication between various levels of management, and multi-tasking to meet deadlines with high-quality deliverables;
- Excellent command of English, written as well as spoken.

Additional Information

Interested candidate may wish to familiarize themselves with the institutional background of the Adaptation Fund (www.adaptation-fund.org)

Duration of work

Specified number of 50 days from 10 September 2022 to 30 June2023 with a possibility of extension (TBC).

Remote based-work

Application Process

Interested candidates should submit a CV with a letter of interest, or other relevant experience, to the AFB secretariat: afbsec@adaptation-fund.org with copy to mdorigo@adaptation-fund.org by 1 September, 2022 with a subject line: Content management/ Results Based Management Support.

Interviews will be conducted virtually.