

Request for Expressions of Interest

Adaptation Fund's Technical Evaluation Reference Group (AF-TERG) Secretariat

Short Term Consultant (STC) Position

- November 20, 2022 -



Technical Evaluation
Reference Group
ADAPTATION FUND



ADAPTATION FUND

Data Analyst STC position

The purpose of this request for expressions of interest is to provide the background, required qualifications as well as scope of work for the STC position to provide support to the AF-TERG as Data Analyst.

1. Scope of work

[The 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 AF-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.

A small AF-TERG Secretariat composed of a full-time dedicated staff position – the AF-TERG Secretariat Coordinator – supported by 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.

As part of the implementation of [the Board-approved work programme](#) and [Fiscal Year \(FY\)23-24 update of the work programme](#), the AF-TERG is now hiring two AF-TERG STC positions, with a focus on data analysis, to support the implementation of evaluative, advisory and oversight work elements of the AF-TERG in several tasks related to data collection, data entry, data accuracy assurance, data analysis, reporting and other support activities towards the AF-TERG's evaluative and learning functions.

Start of the position is envisaged to start as soon as possible.

2. Qualifications

The specific qualifications and experience required are:

- Master level degree in evaluation, international development or environment – or Bachelor level degree in these fields with an equivalent combination of education and experience
- At least three years of relevant experience, with experience in evaluation with a focus on climate change adaptation or environment 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
- 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
- Experience of working in or with developing countries, preferably on two different continents
- Excellent command of English, written as well as spoken is a requirement. An additional language, eg. French or Spanish, used in Adaptation Fund field locations, is a plus.

Desirable qualifications are:

- 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, R programming, etc.)
- Knowledge of and/or experience with the use of online meeting tools (like Zoom / Webex) and survey tools (like Zoho Survey)
- Knowledge of and/or experience with the use of databases, including creating reports and managing automated actions
- An additional third language skill, 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 countries in fragile situations, is an added advantage.

3. Submission requirements

Interested candidates 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 with “**AF-TERG Data Analyst STC EoI**” in the subject line.

The application deadline is close of business on Friday December 2, 2022 (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

Adaptation Fund's Technical Evaluation Reference Group (AF-TERG) Secretariat



Data Analyst STC position

Date:

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

Email: Dbours@adaptation-fund.org

Phone:

To:

Email:

1. Background

The Adaptation Fund was established through decisions by the Parties to the United Nations Framework Convention for Climate Change and its Kyoto Protocol to finance concrete adaptation projects and programmes 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 decided that the Adaptation Fund shall also serve the Paris Agreement.

The Fund supports country-driven projects and programmes, innovation and global learning for effective adaptation.¹ All of the Fund's activities are designed to build national and local adaptive capacities while reaching and engaging the most vulnerable groups, and to integrate gender consideration to provide equal opportunity to access and benefit from the Fund's resources. They are also aimed at enhancing synergies with other sources of climate finance, while creating models that can be replicated or scaled up. www.adaptation-fund.org

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

2. Adaptation Fund governance

The Fund provides climate finance to developing countries who are Parties to the Kyoto Protocol.

The Fund is supervised and managed by the Adaptation Fund Board (the Board), which is accountable to CMP [and CMA].² The majority of Board members are from developing countries. The Board has two committees, namely, the Ethics and Finance Committee (EFC), and the Project and 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.³ The PPRC is responsible for assisting the Board with assessing project and programme proposals submitted to the Board and review project and programme performance reports.⁴ An Accreditation Panel (AP) has been established to ensure that organizations receiving Fund money meet the fiduciary standards. The AP provides recommendations to the Board regarding the accreditation of new IEs and the suspension, cancellation or re-accreditation of entities already accredited.⁵

The World Bank serves as an interim trustee of the Fund.⁶ 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.

3. Technical Evaluation Reference Group of the Adaption Fund (AF-TERG)

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.⁷ From October 2023 onwards, the AF-TERG will be responsible for the implementation of the new Evaluation Policy of the Adaptation Fund.⁸ The AF-TERG, which is headed by a chair, provides an evaluative advisory role through performing evaluative, advisory and oversight functions. The group is comprised of independent experts

² 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>

³ AF. 2015. [Ethics and Finance Committee Terms of Reference](https://www.adaptation-fund.org/wp-content/uploads/2013/03/TOR-of-EFC-amended-in-Mar2018.pdf). Amended March 2018. Available at: <https://www.adaptation-fund.org/wp-content/uploads/2013/03/TOR-of-EFC-amended-in-Mar2018.pdf>

⁴ AF. 2015. [Project and Programme Review Committee Terms of Reference](https://www.adaptation-fund.org/wp-content/uploads/2013/03/TOR-of-PPRC-amended-in-Oct2015.pdf). Amended October 2015. Available at: <https://www.adaptation-fund.org/wp-content/uploads/2013/03/TOR-of-PPRC-amended-in-Oct2015.pdf>

⁵ AF. 2012. [Terms of Reference for the Establishment of the Adaptation Fund Board Accreditation Panel](https://www.adaptation-fund.org/wp-content/uploads/2014/09/Accreditation-Panel-TORs_0.pdf). Available at: https://www.adaptation-fund.org/wp-content/uploads/2014/09/Accreditation-Panel-TORs_0.pdf

⁶ AF. 2019. Amended and restated terms and conditions of services to be provided by the international bank for reconstruction and development as trustee for the Adaptation Fund (2017-2020). Available at: https://www.adaptation-fund.org/wp-content/uploads/2019/06/AFB.B.33.b.Inf_2_Amended_and_Restated_Terms_and_Conditions.pdf

⁷ AF. 2018. [Report of the thirty-first meeting of the Adaptation Fund Board](https://www.adaptation-fund.org/document/report-thirty-first-meeting-afb-20-23-march-2018/). 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/>

⁸ AF-TERG.2022. Evaluation Policy of the Adaptation Fund. Available at: <https://www.adaptation-fund.org/document/evaluation-policy-of-the-adaptation-fund-graphically-edited/>

in evaluation, called the AF-TERG members. A small secretariat provides support for the implementation of evaluative and advisory activities as part of the work programme.

While independent of the operations of the Adaptation Fund, the aim of the AF-TERG is to add value to the Fund's work through independent monitoring, evaluation and learning. www.adaptation-fund.org/about/evaluation/

4. AF-TERG Working Modalities

The AF-TERG will have at least one in-person member meeting annually and bi-weekly or monthly virtual AF-TERG member meetings to keep one another informed; the frequency of meetings depends on work priorities and needs. Meetings will be scheduled at a time convenient to most of the members. Additional in-person or hybrid 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.

5. AF-TERG Secretariat

A small AF-TERG Secretariat composed of a full-time dedicated staff position – the AF-TERG Secretariat Coordinator – supported by 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.

This Terms of Reference is for a Data Analyst STC B1 position. The position would functionally be managed by the AF-TERG Secretariat Coordinator but would be fully budgeted under the evaluation activities. For specific work elements, the data analyst will be delegated to (an) AF-TERG member(s) who will have a focal point role to a specific work element.

6. AF-TERG Data Analyst STC Scope of Work

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

Data Collection

- Maintenance and updating of a project document database on Adaptation Fund projects
- Development of a document archive of Adaptation Fund Board reports and decisions, policies, guidelines and communications
- Development of data collection protocols and project review templates for online and offline data collection
- Development of structured and semi-structured interview protocols
- Development of online surveys in SurveyMonkey for data collection purposes
- The administering of survey tools through online outreach, telephone outreach or in person
- The administering of interview protocols through telephone and in person
- The entering of project data into project review templates
- Review of data quality and data accuracy
- Coding of data and making data machine readable for analysis purposes
- Extraction and preparation of data for analysis
- Perform any other data collection and data entry related tasks that may be deemed necessary.

Data Analysis:

- Review and analysis of Adaptation Fund project documents and other sources of project information according to themes and sectors
- Review and analysis of Adaptation Fund Board meeting reports, decisions, policies, guidelines, communication to Parties and other relevant documentation
- Review and analysis of Adaptation Fund processes and procedures
- Review and analysis of data and information gathered through external document reviews
- 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
- Perform any other data review and data analysis related tasks that may be deemed necessary.

Evaluation activities support:

- Coordinate and integrate inputs from the AF-TERG Chair, AF-TERG Members and AF-TERG Secretariat Coordinator for the preparation of analysis reports, good practice reviews, lessons learned reviews and other reporting on data analysis
- Support the design and implementation of evaluative workflow modalities for AF-TERG Secretariat's organizational collaboration with strategic partners such as the AF-TERG Chair and Members, AF Secretariat, and AF Board as applicable
- Write project portfolio analysis reports in support of the development of the evaluation work programme and/or in support of the development of evaluation approach papers
- Write good practice reviews in support of the development of the evaluation work programme and/or in support of the development of evaluation approach papers
- 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
- Write lessons learned reviews based on project documentation and meta-reviews, in support of the evaluation work programme and/or the evaluative learning function
- Perform any other reporting and evaluation support tasks that may be deemed necessary.

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

7. AF-TERG work principles

Based on the AF-TERG's mandate, and in the spirit of guiding its work for the benefit of the Fund, the AF-TERG has developed a set of ten work principles to guide the work of the AF-TERG, including the work that it commissions. The consultant will ensure that these principles are followed in the processes and products.

1. **Be relevant and responsive to the Fund priorities and operating contexts:** Stay tuned and responsive to the Fund's operational strategic and governance priorities; Fund partners' priorities; and relevant developments in the broader field of CCA and operating contexts.
2. **Make contributions that benefit Fund's stakeholders - people, livelihoods and ecosystems:** Observe equity, transparency and impartiality in our work designs, processes and products to serve the interests of Fund stakeholders.
3. **Produce MEL products that add value to the Fund:** Ensure the production of useful, credible, actionable, innovative, independent and timely monitoring, evaluation and learning (MEL) products that contribute to the performance and impact of the Fund at all levels.
4. **Support the development of MEL capacity of the Fund's key stakeholders:** develop the MEL capacity of the Fund's key stakeholders through engaging them in all our work, nurturing

relationships of trust, co-learning and co-creation, and cultivating a sense of collective ownership of the MEL tools.

5. **Contribute to the development of the CCA monitoring, learning and evaluation (MEL) field:** Seek opportunities for sharing the Fund's MEL experience with the CCA and evaluation communities and to contribute to the discussion and development of the MEL in CCA and related fields.
6. **Draw on good and innovative MEL practice:** Identify, utilize and build on good, new, ethical MEL approaches and practice in the CCA and related fields.
7. **Respect and utilise different knowledges:** Seek, respect, value and work with traditional and local knowledge alongside other forms of knowledge and apply appropriate standards of quality to all types of knowledge.
8. **Work synergistically to produce optimal results:** Work collaboratively together, equitably share responsibilities, give our best, engage in constructive dialogue, exercise mutual respect, assume good intent and be open to surprise towards getting the most from the Fund's investment in MEL.
9. **Conduct collective, reflexive learning that improves practice:** Undertake purposive, collective, continuous and critical learning to improve our evaluative, oversight and advisory practice and the value it creates for the Fund over time.
10. **Ensure cost-effective utilization of the Fund's resources:** Utilize our time and budget in the most cost-effective ways while ensuring the production of fit-for-purpose MEL products.

8. Duration, compensation and other arrangements

Location. The consultancy will take place at the consultant's own place of work, while working EST time zone office hours as needed.

Travel. Any travel undertaken during this consultancy 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.

Support. 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.

Arrangements. The position is for a maximum of 80 days under fiscal year 2023 (FY23), for an agreed net / gross daily rate of US\$ XXX. All contracts with the Adaptation Fund / AF-TERG are World Bank contracts and follow the relevant rules and regulations of the Bank.

The total cost of this contract is US\$ XXXXXX. Any need for additional days and compensation will need to be determined in consultation with the AF-TERG Secretariat Coordinator (TTL), the AF-TERG Chair 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.