

## Request for Expressions of Interest

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

### Short Term Consultant (STC) Position

- December 9, 2022 -



### Rapid Evaluation / Synthesis 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 rapid evaluation STC.

#### 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.

At its 39<sup>th</sup> meeting, the Board requested (see Box 1) the AF-TERG to prepare a “rapid evaluation”<sup>1</sup> in line with Option 1 presented in document [AFB/EFC.30/11](#) which outlined an evaluation synthesis methodological approach to highlight issues identified across different evaluations and learning products.<sup>2</sup>

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<sup>1</sup> The “rapid evaluation”, as requested by the EFC, is understood to be undertaken as a synthesis of existing evaluative evidence and knowledge. This remains consistent with Option 1 as presented in document AFB/EFC.30/11, “Synthesis of experiences and emerging lessons from AF-TERG evaluations”

<sup>2</sup> AF-TERG, 2022. [Options for the overall evaluation of the Fund](#). Document no. AFB/EFC.30/11. AF-TERG, Washington, DC.

**Box 1** Board Decision B.39/57

Having considered the recommendation of the Ethics and Finance Committee, the Board decided:

To take note of the report and the options presented in document AFB/EFC.30/11;

To adopt a phased approach to the overall evaluation, proceeding urgently with a rapid evaluation and undertaking a comprehensive evaluation at a later stage, with a view to contributing to the development of the Adaptation Fund's medium-term strategy for 2028–2032;

*With respect to the rapid evaluation*

To request the Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG):

To prepare terms of reference for the rapid evaluation in line with option 1, for the consideration of the Ethics and Finance Committee during the intersessional period between its thirtieth and thirty-first meetings and, if needed, to present the detailed financial implications of the rapid evaluation for the consideration of the EFC at its thirty-first meeting;

To prepare the rapid evaluation, in line with option 1 and on the basis of the terms of reference referred to in paragraph (c) (i) above, and to submit it for the consideration of the Board, no later than 60 days before the forty-first meeting of the Board;

To request the secretariat to prepare a draft management response to the rapid evaluation for consideration by the Board at its forty-first meeting;

*With respect to the comprehensive evaluation*

To request the AF-TERG:

(i) To prepare terms of reference for the comprehensive evaluation in line with option 3 and detailed financial implications of the comprehensive evaluation for the consideration of the Ethics and Finance Committee at its thirty-fourth meeting

(ii) To prepare the comprehensive evaluation in line with option 3 and on the basis of the terms of reference referred to in paragraph (e) (i) above and to submit it for the consideration of the Board, no later than 60 days before the forty-seventh meeting of the Board;

To request the secretariat to prepare a draft management response to the comprehensive evaluation for consideration by the Board at its forty-seventh meeting.

**(Decision B.39/57)**

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

## **2. Qualifications**

### Essential competencies include:

- A minimum of 12 years of experience in evaluation syntheses, evidence gap maps, consultations, and international environmental and climate-related agreements;
- Synthesis: developing, implementing, and managing evaluation syntheses with a focus on informing strategic decisions at governance, management and operations levels;
- Gap maps: technical competence in conducting positioning analysis (eg, scanning, landscape analysis) and developing evidence gap maps;
- Strong and proven skills and track record in facilitating and managing participatory and multi-stakeholder consultations and practices in different cultural contexts;
- Evaluation: (1) conducting strategic evaluations for purposes of management and governance decision making; (2) technical competence in the area of monitoring, evaluation and learning (theory and practice), including knowledge in a diversity of methodological approaches; and (3) recent experience in MEL reviews of strategies, policies or institutions;
- International environmental and climate-related agreements and international institutional operations and their financial institutions. In particular, the consultant should have sound knowledge and experience on climate change adaptation. Knowledge of and experience with the Adaptation Fund are an advantage.

### Desirable competences include

- Development experience at field level and international level, preferably in least developed countries and working with those most vulnerable to climate change impacts and with topics of environment, gender and equity policies;
- Familiarity with key actors in the climate change adaptation space.
- Creatively and successfully adapting evaluative inquiry;
- Being able to bring together data and information from different types of Adaptation Fund stakeholders such as Board members, senior level government officials and representatives of civil society organizations (CSOs) and private sector organizations (PSOs) and experts from different fields such as strategy, adaptation and evaluation;
- Information and communications technology (ICT) for outreach and consultation;
- Project management experience and capacity;
- Knowledge of and/or experience with the use of online meeting tools (like Webex) and survey tools (like Zoho Survey);
- Additional language skills next to English, ie. Arabic, Chinese, French or Spanish.

### **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](mailto:af-terg-sec@adaptation-fund.org) with “**AF-TERG Rapid Evaluation / Synthesis STC EoI**” in the subject line.

The application deadline is Sunday December 25, 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



Technical Evaluation  
Reference Group  
ADAPTATION FUND



ADAPTATION FUND

### Rapid Evaluation / Synthesis STC position

Date:

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

Email: [Dbours@adaptation-fund.org](mailto: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.<sup>3</sup> 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](http://www.adaptation-fund.org)

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<sup>3</sup> 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].<sup>4</sup> 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.<sup>5</sup> 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.<sup>6</sup> 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.<sup>7</sup>

The World Bank serves as an interim trustee of the Fund.<sup>8</sup> 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.<sup>9</sup> From October 2023 onwards, the AF-TERG will be responsible for the implementation of the new Evaluation Policy of the Adaptation Fund.<sup>10</sup> 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

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<sup>4</sup> 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>

<sup>5</sup> 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>

<sup>6</sup> 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>

<sup>7</sup> 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](https://www.adaptation-fund.org/wp-content/uploads/2014/09/Accreditation-Panel-TORs_0.pdf)

<sup>8</sup> 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](https://www.adaptation-fund.org/wp-content/uploads/2019/06/AFB.B.33.b.Inf_2_Amended_and_Restated_Terms_and_Conditions.pdf)

<sup>9</sup> 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/>

<sup>10</sup> 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.

The AF-TERG has been operational since 1<sup>st</sup> July 2019 and is comprised of an independent group of experts, with strategic leadership provided by a Chair, and support by a small secretariat (the AF-TERG secretariat). The Board approved the AF-TERG's three-year work programme in June 2020,<sup>11</sup> and in March 2022 it approved an update to the work programme covering fiscal years 2023 (FY23) and 2024 (FY24).<sup>12</sup>

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/](http://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. Background and context to the rapid evaluation**

As part of the AF-TERG's work programme, an "Overall Evaluation of the Fund" is to be conducted by the AF-TERG. The overall evaluation's intended purpose is to provide accountability and learning for the Fund by offering a comprehensive assessment of the relevance, effectiveness, efficiency, and impact of the Fund. The Overall Evaluation fits into AF-TERG Workstream 1: Conducting Strategy and

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<sup>11</sup> AF-TERG, 2020. [Strategy and Work Programme of the AF-TERG](#). Document no. AFB/EFC.26.a-26.b/3. AF-TERG, Washington, DC.

<sup>12</sup> AF-TERG, 2022. [Fiscal Years 2023 – 2024 Update to the Work Programme of the AF-TERG](#). Document no. AFB/EFC.29/7. AF-TERG, Washington, DC.

Project/Programme Evaluations.<sup>1</sup> According to the AF-TERG Work Programme, the Overall Evaluation of the Adaptation Fund should be informed by studies and thematic evaluations conducted by the Adaptation Fund. The Board, at its 39<sup>th</sup> meeting in October 2022 (see Box 1), decided that a comprehensive evaluation will be conducted through a phased approach: a rapid evaluation to be presented to the Board for its consideration at its forty-first meeting (October 2023) and a comprehensive evaluation to be presented for Board consideration at its forty-seventh meeting (October 2026). The terminology of a “rapid evaluation” approach is understood in the context of the Option 1 as presented in document AFB/EFC.30/11, “Synthesis of experiences and emerging lessons from AF-TERG evaluations”.

Under the auspices of learning and accountability, the overall evaluation will offer insight into two key questions:

- (a) How can the Fund be more impactful, more supportive of, and responsive to country needs in the current climate crisis?
- (b) How can Fund resources reach the needs of the most vulnerable faster and more impactfully?

At the 39<sup>th</sup> Board meeting, the Board decided to adopt a phased approach to this overall evaluation and to start the process with a **rapid evaluation to synthesize existing evaluative evidence, experiences, emerging lessons** and knowledge on climate change adaptation generated internally within the Fund.

## **6. Aims and objectives of the rapid evaluation**

The aim of the rapid evaluation is to use existing Fund evaluative evidence to (i) develop a framework for assessing the AF's delivery on its mandate, in line with relevant COP/CMP/CMA decisions, the Fund's MTS, and the Evaluation Policy, (ii) Identify areas where evidence is not yet available to assess the AF's performance, and (iii) assess the Adaptation Fund's performance where evidence is available. The rapid evaluation is therefore intended to provide timely assessment of the Adaptation Fund's performance, results and comparative advantage, drawing on existing Adaptation Fund evaluations and knowledge products (see Annex 1) for the Board consideration. This study is also intended to support learning and reflection within the Fund, with a view of further improving its performance, and accountability.

The main objectives of the rapid evaluation are to:

- Develop a framework to organize existing evidence around the Fund's mandate, priorities, core indicators and the Fund's Evaluation Policy.
- Synthesize evidence, lessons and experiences to identify trends and identify potential knowledge gaps, in relation to the results (including impact), operations and comparative advantage of the Fund.
- Provide inputs to the Overall Evaluation of the Fund which, per Decision B.29/57, will conclude in 2026.

## **7. Scope of the rapid evaluation**

To be able to support the overall aim and the objectives, the synthesis exercise will highlight issues identified across different evaluations and knowledge products. The evaluation synthesis would draw on all AF-TERG issued evaluations to date as well as knowledge products from the AFB Sec.



The documents to be considered in the Rapid Evaluation, as identified in AFB/EFC.30/11, are included in Annex 1.

The following topics are initial suggestions to be used in the framework (to be developed) to organize the existing evaluative evidence and knowledge synthesis:

- (a) how the Fund could be more impactful, supportive, and responsive to country needs regarding climate change adaptation;
- (b) how could Fund resources reach the needs of the most vulnerable faster and more impactfully
- (c) the governance, operations, processes, Fund core indicators and procedures of the Fund;
- (d) implementation of the Fund's key policies and strategies, particularly the Environmental and Social Policy, the Gender Policy and Evaluation Policy;
- (e) issues supporting and/or constraining implementation and performance, as well as risks and opportunities, of Fund projects;
- (f) the sectors supported by Fund project;
- (g) the comparative advantage and additionality of the Fund resources and projects;
- (h) the relevance, coherence, effectiveness, efficiency, impact, equity, adaptive management, scalability and human and ecological sustainability and security of the Fund's supported activities (e.g., Fund's evaluation criteria)

As indicated above, all these topics will be considered in the context and as they are relevant and appropriate to the Fund's mandate and operations. The list of final topics will be developed during the first phase of the assignment through consultations with the AFB secretariat, Board members and AF-TERG members.

## **8. Methodology**

The synthesis will be a desk-based exercise, with selected interviews, consisting of the following steps and tasks:

### **I. Identification and quality appraisal of Evidence Base**

- Identification of the evaluations and learning studies to be included in the synthesis (an initial list is provided in Annex 1). The AF-TERG and the AFB secretariat will support the synthesis process by suggesting documentary sources.
- Development of a quality appraisal framework to determine the evidence that should be included in the synthesis. The quality appraisal framework should provide a basis for excluding evidence that is of insufficient quality, depth or is not relevant to the subject of the synthesis.<sup>13</sup>

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<sup>13</sup> For example, the consultants may want to explore the tools and approaches of the [Campbell Collaboration as well as 3ie](#)

## **II. Development of analytical framework**

- An analytical framework will be developed that contains evaluation questions and topics for which evidence and knowledge the Fund would like to seek (see above for examples of these questions or topics). The framework should be developed through a consultative process with key Fund stakeholders such as Board members, AFB secretariat and AF-TERG staff. Furthermore, the framework should include the evaluation principles established in the Fund's Evaluation Policy (e.g., relevance, and utility, credibility and robustness, transparency, impartiality and objectivity, equitable and gender-sensitive inclusivity, complementarity and complexity).

## **III. Data extraction and analysis of evidence**

- Analysis of evaluations and knowledge products against the analytical framework using qualitative assessment software or through a manual approach to data extraction

## **IV. Synthesis of evidence**

- Synthesis of emerging findings and findings drawn from the data collected from evaluations and studies.
- The Consultant may want to develop an evidence and gap map (EGMs)<sup>14</sup> to visualize and present the availability of rigorous evidence for a particular topic. A typical EGM is a matrix, for example, of types of interventions categories (rows) and outcome domain (column). EGMs show what evidence there is and not what evidence says.

## **V. Testing and validation of findings**

- Interviews with Fund staff and stakeholders will be conducted to test emerging findings and offers the opportunity to strengthen and clarify the messages emerging from the data.
- Supplementary data gathering from external evaluation sources

## **VI. Reporting**

- A final synthesis report will be drafted with supporting annexes providing an evidence trail for the findings.

## **9. 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.

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<sup>14</sup> For example, White, H, Albers, B, Gaarder, M, et al. [Guidance for producing a Campbell evidence and gap map](#). Campbell Systematic Reviews. 2020; 16:e1125; Snilstveit, B, Bhatia, R, Rankin, K and Leach, B, 2017. [3ie evidence gap maps: a starting point for strategic evidence production and use](#). 3ie Working Paper 28

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.

In addition to be guided by the AF-TERG working principles the STC will also follow the [UNEG ethical guidelines](#) for evaluations.<sup>15</sup>

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<sup>15</sup> UNEG, 2020. [Ethical Guidelines for Evaluation](#). UNEG, New York, NY.

## **10. Indicative Schedule of Deliverables / Key Milestones**

- a. Mid-January 2023: identification of potential sources of evidence and the quality appraisal framework.
- b. Mid-February 2023: Draft EFC meeting document to be submitted to the Manager of the Fund containing: Draft Analytical framework with key evaluation questions and topics to be considered.
- c. End February 2023: EFC meeting document (as described in (b) to be uploaded to 31<sup>st</sup> EFC meeting (March 2023) for information and update.
- d. March 21-24, 2023: 31<sup>st</sup> meeting of the Ethics and Finance Committee and 40<sup>th</sup> meeting of the Board. Detailed financial implications of the rapid evaluation presented, if necessary, to the EFC for consideration;
- e. May 26, 2023: draft synthesis of evidence and EGM ready for consultation with key stakeholders;
- f. July 20, 2023: Final synthesis report for EFC / Board consideration to be submitted to the Manager of the Fund;
- g. August 10, 2023: Final synthesis report to be uploaded for EFC / Board consideration;
- h. October 10-13, 2023: 32<sup>nd</sup> meeting of the Ethics and Finance Committee and forty-first meeting of the Board;

## **11. 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 50 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.

## **Annex 1. Type and sources of documents to be considered in the synthesis**

### (a) Adaptation Fund

- Adaptation Fund Knowledge Products: Lessons learned studies 2017-2022; Portfolio Monitoring Mission (PMM) Reports; Lessons learned from PMM reports
- Project level reports: Annual Performance Reports; mid-term and final evaluation Reports, etc.
- Implementing Entities Knowledge Products: Country specific studies, technical reports, publications, case studies, etc.
- Management responses to AF-TERG evaluations

### (b) AF-TERG Evaluation Products

- Evaluability Assessment
- Study on Approaches to Ex Post Evaluation of Climate Change Adaptation
- Adaptation Fund Innovative Climate Change Adaptation (CCA) Monitoring, Evaluation and Learning (MEL)
- Evaluating Adaptation: Common Challenges Identified Across Three Studies
- Enabling Systems Innovation in Climate Change Adaptation: Exploring the Role for MEL
- Assessing the Evaluability of Adaptation-Focused Interventions: Lessons from the Adaptation Fund
- MTR of the MTS
- Thematic Evaluations on innovation, accreditation and scalability
- Synthesis of final evaluations
- Ex post evaluations
- Evaluation Policy outputs