



ADAPTATION FUND

## Short Term Consultant - Climate Finance Readiness

### BACKGROUND

The Adaptation Fund (AF), a trust fund housed within the World Bank Group, was established by the parties to the Kyoto Protocol to finance concrete adaptation projects and programmes in developing countries that are parties to the protocol and are particularly vulnerable to the adverse effects of climate change. To date, the Fund has committed over \$US 1 billion for 155 concrete, localized projects in more than 100 developing countries which include 22 small island developing states and 34 least developed countries. The projects are benefitting over 40 million people around the world. 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 Board).

The Fund has pioneered direct access to its funds by eligible entities as one of its innovative features. Through its Direct Access modality, countries can have direct access to the Fund's resources via an accredited National Implementing Entity (NIE), without involvement of multilateral agencies such as development banks or UN agencies. Alternatively, the countries can use the conventional path of accessing funding through accredited Multilateral Implementing Entities (MIEs) and Regional Implementing Entities (RIEs).

The AF has been actively providing readiness and capacity-building support to developing countries since accreditation of the Fund's first implementing entities and approval of its first projects by the Board in 2010. The Fund's Readiness Programme for Climate Finance (Readiness Programme in short) aims to increase the capacity of developing country Parties to the United Nations Framework Convention on Climate Change (UNFCCC) and its Paris Agreement, to directly access climate adaptation finance and their overall capacity to develop and initiate implementation of concrete projects and programmes that increase the resilience of vulnerable communities to the impacts of climate change.

In October 2022, the Board approved the 2nd Medium-term Strategy (MTS) of the Fund (2023-2027), which consolidates the Fund's niche and comparative advantage, reconfirms the strategic areas of Action, Innovation and Learning & Sharing and reinforces the crosscutting strategic emphasis on Enhancing Access to Climate Finance and Long-Term Institutional Capacity. The strategy, and its implementation plan approved by the Board in March 2023, foresees an expanded Readiness Programme for Climate Finance through which the AF actively supports use of its Direct Access modality by eligible developing countries and provides readiness and capacity-building support for project development and implementation. The Readiness Programme employs a variety of instruments and tools such as grants, seminars, workshops and

country exchanges to deliver support to accredited implementing entities and developing countries seeking to access funds from the Fund. It is intricately linked to knowledge management activities within the Fund, and the Fund's knowledge management and action plan deliberately links knowledge generation, capture and dissemination to the Fund's Readiness activities. The Readiness Programme is implemented in complementarity and coherence with the readiness and capacity building activities of other actors in the international climate change cooperation landscape, including other providers of climate finance.

The Adaptation Fund is seeking a Short Term Consultant (STC) – Readiness to develop standardized capacity-building and training materials in instruction manual format for the Fund's project funding windows (Regular, EDA and Innovation). In addition to other sources, the instructional training materials will draw on existing e-learning modules for EDA, Innovation and Regular projects and directly address needs identified by NIEs in survey administered to AF accredited NIEs during the 2022 annual NIE seminar. She/He will work under the supervision of the Program Officer (Readiness). The consultant will collaborate with the rest of the Countries and Partnerships Unit and Secretariat teams as appropriate, particularly Programs, Innovation and Results Based Management.

## SCOPE OF WORK

The envisaged scope of work will be implemented in line with the Fiscal Year 2024 workplan of the Readiness Programme, approved by the Adaptation Fund Board at its fortieth meeting held in March 2023. The objective of this consultancy is to develop comprehensive instructional training material in word document and PowerPoint format that explains the various sections and components of the Adaptation Fund Project Proposal Template for Regular, EDA and Innovation projects.

The training material is expected to provide clear instructions and guidance to AF workshop participants on how to complete pre-identified specific sections of the Regular, EDA and Innovation project proposal template accurately and effectively.

The consultant is expected to ensure that the instructional training material is user-friendly, engaging, and applicable to a diverse range of stakeholders.

The specific sections of the proposal templates that will be covered by the instructional training material will be pre-identified by the consultant with guidance from the secretariat. The instructional training material is aimed at enhancing understanding of the importance of specific elements within the regular, EDA and innovation project proposal templates and their relevance to the Fund's proposal writing and review criteria. This is expected to equip AF NIEs with the skills and knowledge necessary to write clear and concise project proposals that effectively communicate their project ideas under the regular project, EDA and innovation funding windows. Each instructional training material developed by the consultant is expected to be developed in format that the Fund's readiness team can use to train accredited NIEs in proposal writing and development. The material is expected to be developed in a modular and adjustable format, so that parts of it can be revised when needed, for instance when the proposal template or related review criteria are amended by the Adaptation Fund.

Whilst the instructional training material is not expected to focus on the whole proposal template, but only pre-identified specific sections, it should however include the following sections of the proposal templates as applicable to each of the funding windows:

- i) Adaptation Reasoning;

- ii) Screening, identification and management of risks as per the AF Environmental and Social Policy;
- iii) Integrating gender considerations and addressing related aspects as per the AF Gender Policy;
- iv) Determination of economic, social and environmental benefits, particularly to vulnerable communities;
- v) Cost-effectiveness
- vi) Project sustainability
- vii) Alignment of project results framework with the AF results framework

Other sections of the proposal template can be included in the instructional training materials based on the specific areas that need training under each of the three funding windows.

### **Specific Duties and Responsibilities**

The STC will be expected to show initiative for working independently, and under the general direction of the Programme Officer (Readiness) carry out the following duties and responsibilities:

1. Reviewing the existing Adaptation Fund project proposal templates for Regular, EDA and Innovation projects and gaining a thorough understanding of their structure, content, and purpose.
2. Conducting research and gathering relevant reference materials to support the development of the instructional training material.
3. Provide an inception report, outlining (i) the methodological approaches which will be used to prepare the instructional training materials and (ii) the proposed structure for each instructional training material.
4. Undertake a needs assessment (i) to verify the above pre-identified sections of the proposal templates that are challenging for NIEs when completing project proposal templates (ii) to identify further specific sections that NIEs find challenging to complete.
5. Develop comprehensive instructional training material for the project proposal templates for regular, EDA and innovation projects, that explains each pre-identified section of the project proposal templates, including the purpose, content, and expected format.
6. Prepare a case study/practical example for each funding window and incorporate interactive elements, such as quizzes and exercises for each section of the proposal template included in the instructional training material to reinforce the effectiveness of learning and application of the instructional training materials.
7. Incorporate feedback and revisions based on input from stakeholders such as the secretariat, NIEs, and relevant experts.
8. Ensure that the instructional material is user-friendly, visually appealing, and easy to apply in a training workshop setting.
9. Deliver the final instructional training material in both electronic and printable formats.

## **METHODOLOGY**

The Consultant will use a combination of desk-based analysis of project proposal templates for the AF regular project, EDA and innovation funding windows, review of project proposal documents under each of the three funding windows, coupled with interviews with select NIEs and key secretariat personnel and other stakeholders as relevant. Stakeholders to be consulted will be confirmed at inception stage. The final methodology and work plan will be further detailed based on the proposal of the successful applicant and in the inception report.

## TASKS AND DELIVERABLES

The Consultant will carry out the following tasks over approximately 12 weeks, with the following key milestones:

1. An inception report, outlining (i) the methodological approaches which will be used to prepare the instructional training materials, (ii) the questionnaire to be used to survey NIEs to verify the pre-identified sections and add any other necessary sections of the project proposal templates and (iii) the proposed structure for each instructional training material (by end of week 1)
2. Interviews with stakeholders and prepare consultation report. The report should also include an analysis of the responses to the stakeholder survey (by end of week 4);
3. Draft instructional training manual for regular projects, EDA projects and innovation projects (by end of week 8); and
4. Final instructional training materials as detailed in bullet points 5-9 of the Specific Duties and Responsibilities section (by end of week 12).

## DURATION

The estimated duration of the consultancy is 12 weeks, beginning on 14 August 2023 and ending on 6 November 2023.

## SELECTION CRITERIA

- Master's degree in environmental management, international development, or other relevant field.
- A qualification in project management or specialized training, certifications, or curriculum development experience related to capacity building or instructional design in climate change or environmental management would be an added advantage.
- 5 years work experience in project proposal writing or conducting needs assessments and analyzing training gaps within organizations or with effort targeted at enhancing capacity for proposal writing and project development.
- Working knowledge of readiness practices and capacity-building for climate finance access and disbursement. Strong skills in instructional design and curriculum development would be an asset.
- Understanding of Adaptation Fund proposal submission and review criteria is a plus.
- Experience or exposure to work in developing countries, especially on capacity-building.
- Excellent written and verbal communication skills, and ability to create visually appealing presentations.

If interested please email [fmadziwa@adaptation-fund.org](mailto:fmadziwa@adaptation-fund.org) by 4 August 2023.