



## BACKGROUND

- The Adaptation Fund (the Fund), a trust fund housed within the World Bank, finances projects and programs that help vulnerable communities in developing countries build resilience and adapt to climate change. The Fund is an innovative financing mechanism set up under the Kyoto Protocol, and as of 1 January 2019, the Fund started serving the Paris Agreement.
- The Fund was the first climate fund to fully operationalize direct access to climate finance through which National Implementing Entities (NIEs) are able to directly access financing and manage all aspects of climate adaptation and resilience projects, from design through implementation to monitoring and evaluation.
- The Fund approved its second five-year Medium-Term Strategy (MTS) and Action Plan for the period 2023-2027 based on pillars of Action, Innovation and Learning and Sharing. Through the Learning and Sharing pillar the Fund supports, among others, the enhancement of technical support to project-level learning processes that will ultimately help implementing entities improve project impact through, inter alia, case studies, best practices, lessons learned, by sector and/or theme. In the MTS, ***‘gender equality and the empowerment of women and girls’*** is one of the cross-cutting themes to be mainstreamed into the Fund’s processes as a necessary condition for the MTW implementation and success.
- The Adaptation Fund has its [own Gender Policy \(GP\) and Gender Action Plan \(GAP\)](#) (Adopted in March 2016 and updated in March 2021) which was built drawing on and applying lessons learnt from then existing gender policies and gender action plans of other climate funds and systematically integrated key principles elaborated in the Fund’s own environmental and social policy (ESP), especially the principles of **access and equity**, on consideration of **marginalized and vulnerable groups** and of **human rights**.
- In order to improve monitoring of gender-related progress and compliance of the AF GP in its portfolio, the AF Gender Scorecard was developed. This tool allows for data collection and analysis to track performance of projects at entry, during implementation and at exit and compare it to gender-responsive standards at the AF portfolio level. The information from the GSC will complement the gender-disaggregated data from project portfolio and corporate reports.
- The Adaptation Fund is recruiting a Gender Data Consultant (Short-Term Consultant) with a strong track record in collecting and analyzing gender-related data (quantitative and qualitative) in the climate change adaptation projects/programmes. Upon selected, the

candidate is expected to support an implementation of the Adaptation Fund Gender Score Card in the projects and programmes funded by the Adaptation Fund, at entry (project proposal), during implementation and at exit (annual project performance reports, mid-term review/evaluation reports and terminal evaluation reports which are submitted by the AF implementing entities). The selected consultant is also expected to contribute to enhancing the systems and procedures for collecting and analyzing quantitative and qualitative gender-related data in the documents related to projects and programmes while applying the AF gender score card to those documents under the supervision of the Task Team Leader who is the Gender Focal Point and Governance Specialist of the Adaptation Fund Board Secretariat.

## Scope or Work

*The consultant will be responsible for the following, but not limited to:*

- Support the implementation of the AF gender scorecard: by applying the gender scorecard to project proposal documents ('at entry'), annual project performance reports, mid-term review/evaluation reports and terminal evaluation reports submitted by the AF implementing entities ('during implementation and at exit'), and document the results and analysis using the GSC recording templates provided by the TTL;
- Provide technical support to applying and implementing **Fund's Gender Score Card** to track and monitor progress in the implementation of the Fund's GP and GAP portfolio-wide: (i) for quality at entry; (ii) for quality during implementation and at exit. This may include assessing, analyzing and documenting gender mainstreaming components in the selected project funding proposals, project performance reports, project mid-term review/evaluation reports, and terminal evaluation reports which are submitted by the AF implementing entities, in a timely and efficient manner;
- Support development of gender-KM products which will be developed based on the data collected in the process of application of AF Gender Score card.
- Support other work related to **implementing the updated Gender Policy and Action Plan**;
- Support in preparing report on the Fund's gender work and progress *for the Adaptation Fund Board Report to CMP(UNFCCC Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol)/ CMA(Conference of the Parties serving as the meeting of the Parties to the Paris Agreement)*
- Support in preparing the gender-dedicated section of **the Fund's Annual Performance Report** which will include the outcome of the application of the Fund's Gender Score Card to AF portfolio;
- Provide technical support in **producing or updating AF instruments, policies and guidance documents** in line with AF Gender Policy and Action Plan (e.g., gender assessment; gender-responsive indicators, gender disaggregated data-collection; gender-responsive evaluation);

- Support organization of **gender trainings in person or in virtual setting** (such as for the Board, the secretariat, and/or implementing entities) and **gender events**, and preparing and/or participating in gender events/meetings organized by other organizations (e.g., UNFCCC, and other partner organizations);
- Provide support in developing and promoting AF gender-related knowledge products;
- Provide support in expanding and regularizing exchanges on gender work with AF partner organizations;

### **Qualifications:**

- Advanced university degree in climate change, environmental and social studies, international relations, sustainable development, communications ('gender-related' is an advantage)
- At least five years of relevant professional experience with gender and climate change adaptation
- Professional experience in reviewing, assessing, analyzing gender mainstreaming interventions in documents related to climate change adaptation projects/programmes (e.g., funding proposal, project performance reports, project evaluation reports)
- Proven understanding/experience of data analysis and methodologies is a strong asset.
- Expertise in gender mainstreaming within projects/programmes, especially in the context of climate change adaptation
- Familiarity with the work of the Adaptation Fund, funding modalities, operations and its Gender Policy and Action Plan
- Excellent analytical skills, strong writing skills, and capable of working with limited supervision meeting the give
- Ability to capably juggle multiple tasks and priorities within tight timeframes
- Ability to communicate often complex and technical ideas to a lay audience
- Ability to build strong working relationship with people from different functions in a multicultural environment

Excellent written and verbal communication and document preparation skills in English.

Proficiency in another UN language is an advantage

### **Duration of work**

- The successful candidate will be offered a short-term consultancy position, following the World Bank rules, for up to 60 days (up to 8 hours/day) during the period from the starting date to 30 June 2024 (contract is renewable based on the performance).
- Start date is in **March 2024** (TBC)

- The work will be remotely with a possibility of travel and under the supervision of the Gender Focal Point & Governance Specialist of the AFB Secretariat.

### **Application Process**

**Interested candidates should submit a CV with a letter of interest, to the AFB secretariat: [afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org) with copy to [ylee12@adaptation-fund.org](mailto:ylee12@adaptation-fund.org) by 29th March 2024 with the subject line: application for Gender-Data STC. Interviews will be conducted virtually.**