



ADAPTATION FUND

AFB/EFC.33/Inf.2  
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Adaptation Fund Board  
Ethics and Finance Committee  
Thirty-third Meeting  
Bonn, Germany, 16-17 April 2024

Agenda Item: 5

**WORK PROGRAMME UPDATE REPORT OF THE  
TECHNICAL EVALUATION REFERENCE GROUP  
OF THE ADAPTATION FUND (AF-TERG)**

**PROGRESS  
FOR FISCAL YEAR 2023 - 2024 (FY24)**

## Background

1. The Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) is an independent evaluation advisory group, accountable to the Fund's Board (hereafter, 'the Board'), and functionally independent of the Adaptation Fund Board secretariat (hereafter, 'the Secretariat'). It was established to ensure the independent implementation of the Adaptation Fund's (hereafter, 'the Fund') Evaluation Framework, which has been replaced by the Evaluation Policy since October 2023.
2. The AF-TERG has been operational since 1 July 2019 and is comprised of an independent group of four members and a Chair who provide strategic leadership. The AF-TERG is supported in the implementation of its work programme by a full-time secretariat, comprising a Secretariat Coordinator/Senior Evaluation Officer and a Program Assistant. Technical expert consultants and corporate vendors are hired on short-term basis to implement specific work elements.
3. In determining its work priorities, the AF-TERG has been guided by the first strategy and three-year work programme and takes direction from the Fund Board; is informed by evaluative needs of the Fund's key stakeholders and relevant guidance from the various bodies of the UNFCCC; and is guided by the Fund's Evaluation Policy.
4. On 4 June 2020, the Board approved, through inter-sessional decision B.35.a-35. b/29, the first strategy and three-year work programme of the AF-TERG for 2021-2023 (AFB/EFC.26. a-26. b/3)<sup>1</sup>. Through intersessional decision B.35.a-35. b/27, the Board approved the first proposed two-year budget to cover the costs of the operations of the AF-TERG and its secretariat for fiscal years 2021 (FY21) and 2022 (FY22). Adjustments for FY22 and a new requested budget for FY23 were approved by the Board as part of decision B.36/31. At the thirty-eight meeting of the Board, the Chair of the AF-TERG presented an update on the work programme for fiscal years 2023 and 2024 (AFB/EFC.29/7). Adjustments for FY23 and a new budget for FY24 were approved by the Board as part of decision B.38/47. A revised budget for FY23 was approved by the Board in October 2022 as part of decision B.39/58.<sup>2</sup>
5. The AF-TERG's current multi-year work programme delivers against its three functions of evaluation, advisory, and oversight, as defined under the Evaluation Framework. Under the evaluation policy, the original three functions fall under a larger responsibility of evaluation generation, while the roles and responsibilities are defined further to include evaluation utilization and evaluation capacity development. The work of the AF-TERG under these responsibilities will be further elaborated in the new multi-year work programme (AFB/EFC.33/6) which will be presented to the Ethics and Finance Committee at its thirty-third meeting in March 2024.

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<sup>1</sup> Available at: <https://www.adaptation-fund.org/wp-content/uploads/2020/10/AF-TERG-Strategy-and-Work-Programme-final.pdf>

<sup>2</sup> Available at: <https://www.adaptation-fund.org/document/revision-of-the-administrative-budget-of-the-af-terg-and-its-secretariat-for-fiscal-year-2023/>

## Introduction

6. The purpose of this work programme update report is to present an overview of progress in the final year (FY24) of the AF-TERG's initial multi-year work programme (FY21-FY24). Three accompanying annexes serve as background information and include the following: a summary of cumulative progress on the AF-TERG's current work programme activities (Annex 1); a summary of AF-TERG external outreach activities (Annex 2); and a complete list of reports delivered by the AF-TERG to the Board since FY20 (Annex 3).

7. The AF-TERG is separately submitting to the EFC's thirty-third meeting in April 2024 the following documents:

- (i) The AF-TERG's second multi-year work programme for FY25 – FY27 (July 2024 – June 2027), accompanied by an indicative budget (AFB/EFC.33/6).
- (ii) Workplan and budget for FY25 contained in the document AFB/EFC.33/4 and document AFB/EFC.33/5 respectively.
- (iii) Update to the AF-TERG Terms of Reference to bring it in line with updated Fund policies (AFB/EFC.33/7).
- (iv) AF-TERG thematic evaluation on the Adaptation Fund accreditation process (AFB/EFC.33/11)
- (v) AF-TERG thematic evaluation of scalability lessons and evidence from the Fund and broader peers, including recommendations on supporting scalability through Fund (and AF-TERG) strategy and operations (AFB/EFC.33/12)
- (vi) Information notes containing ex-post evaluation summaries for two ex-post studies in Argentina, undertaken in 2023, namely, no. #3: "Increasing Climate Resilience and Enhancing Sustainable Land Management in the Southwest of the Buenos Aires Province" (ARG/MIE/Rural/2011/1), which was implemented by the IBRD from 2015 to 2019 (AFB/EFC.33/Inf.6), and, no. #4: "Enhancing the Adaptive Capacity and Increasing Resilience of Small-Size Agriculture Producers of the Northeast of Argentina" (ARG/NIE/Agri/2011/1), which was implemented from 2013 to 2018 by UNIDAD para Cambio Rural Argentina (AFB/EFC.33/Inf.7).
- (vii) A short paper outlining the proposed approach to the comprehensive evaluation, as well as the MTR of the MTS, which will inform the development of the respective TORs (AFB/EFC.33/Inf.8).

## Information update to EFC on key elements of the work programme

- (a) Evaluation Policy: Guidance notes and introduction to fund stakeholders

8. In April 2022, the Board requested the AF-TERG to develop, in consultation with the Secretariat, evaluation guidance documents for the implementation of the Fund's Evaluation

Policy, including budget implications (Decision B.38/48). The AF-TERG has since produced a total of twelve guidance notes, which are available on the Adaptation Fund website<sup>3</sup>.

9. Working closely with the Secretariat, the AF-TERG is supporting the roll-out of the guidance for Adaptation Fund stakeholders. The AF-TERG developed a project review checklist and held a session with Secretariat reviewers in August 2023 to familiarize them with elements of proposals that should be monitored for compliance with the policy. The AF-TERG identified the design phase as a key point in the project cycle for integrating the Evaluation Policy. For this reason, it is also working with the Secretariat to ensure that all funding proposals submitted to the Adaptation Fund are compliant with the Evaluation Policy.

10. A series of events on the synthesis of the evaluation policy and its guidance notes were organized in the second half of 2023, including a launching ceremony at COP28. Similar sessions are planned for IEs in 2024 to be delivered together with members of the Secretariat.

(b) Preparations for the Comprehensive Evaluation of the Fund as well as of the midterm review of the Second Medium Term Strategy of the Adaptation Fund

11. The AF-TERG's multi-year strategy and work programme provisioned for an overall evaluation of the Adaptation Fund. The AF-TERG presented to the EFC at its 31<sup>st</sup> meeting (AFB/EFC.31/Inf.2, paras. 16-20) options on the framing of the approach at the macro, meso, and micro levels, and the methodology and sources of evidence and knowledge that would inform the study.

12. The Board reviewed the proposed approach presented by the AF-TERG and decided to adopt a phased approach (AFB/B.39/14, Decision B39/57)<sup>4</sup>, 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 Fund's medium-term strategy for 2028-2032. The Board also requested the AF-TERG to submit the rapid evaluation for the consideration of the Board, no later than 60 days before the 41<sup>st</sup> meeting of the Board; and requested the Secretariat to prepare a draft management response to the rapid evaluation for consideration by the Board at its 41<sup>st</sup> meeting.

13. In line with Decision B.39/57, the AF-TERG shared a Terms of Reference (ToR) intersessionally with the EFC in December 2022 and incorporated comments received in the final ToR. The main objectives of the ToR were to (i) Develop a framework to organize existing evidence around the Fund's mandate, priorities, core indicators, and the Fund's Evaluation Policy; (ii) Synthesize evidence, lessons, and experiences to identify trends and identify potential knowledge gaps, concerning the results (including impact), operations and comparative advantage of the Fund; and (iii) Provide inputs to the Overall Evaluation of the Fund which, as per Decision B.29/57, will conclude in 2026.

<sup>3</sup> Available at: <https://www.adaptation-fund.org/about/evaluation/publications/foundational-documents/>

<sup>4</sup> Available at: <https://www.adaptation-fund.org/document/decision-document-for-the-thirty-ninth-meeting-of-the-adaptation-fund-board/>

14. The Rapid Evaluation study began in February 2023, and the findings and evidence gaps were submitted to the Secretariat and EFC in August 2023<sup>5</sup>. Findings from this evaluation are expected to inform the direction and approach of the comprehensive evaluation of the Fund.

15. As per Board decisions B.39/57 and B.40/72, the Board requested the AF-TERG to prepare a comprehensive evaluation of the Fund, to be delivered sixty days before B.47 (i.e., by August 2026) and a mid-term review of the Fund's MTS 2023-2027, to be delivered by B.46 (March 2026), respectively. The Board decided to follow Option 3 of the three options presented in document AFB/EFC.30/11 when implementing the Comprehensive Evaluation (October 2022). To start this process and following the completion of the rapid evaluation, the AF-TERG started developing TORs for both evaluations and proposes to draw on several inputs as follows:

- All studies, evaluations and documents prepared by the AF-TERG, primarily the rapid evaluation.
- The experiences and lessons from conducting the MTR of the MTS1.
- Consultations with EFC and other Board members and Secretariat.
- Discussions within the AF-TERG, and with other climate funds' evaluation units.
- Synthesis of findings from the survey of the Fund's stakeholders conducted in June 2023.
- Guidance from the EFC.

16. A short paper indicating key questions, elements, and proposed processes will be presented to EFC members during the 33<sup>rd</sup> meeting of EFC in April 2024 (AFB/EFC.33/Inf.8). The draft TORs will be prepared and shared with EFC members by early June 2024. The feedback will be incorporated into the final TORs which will then be used to procure vendors to conduct the evaluations.

(c) Thematic Evaluations

17. As part of the overall work programme, a suite of three thematic evaluations were identified following initial consultations with Board members, implementing entities, and Secretariat staff as relevant to the evolving context of the Fund. The findings from all three thematic studies have informed the work being undertaken through the rapid evaluation. The first study on the Fund's experience with innovation was presented to the EFC for consideration and recommendation for Board approval (AFB/EFC.30/10, October 2022).<sup>6</sup>

18. The second thematic evaluation on accreditation has been completed. It has been submitted to the EFC at its 33<sup>rd</sup> meeting (AFB/EFC.33/7). The study evaluates the accreditation function of the Adaptation Fund (AF) and provides insights on potential directions for improvement of the function to serve the Fund's mission optimally.

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<sup>5</sup> AFB/EFC.32/6

<sup>6</sup> The document follows the work already presented to the Board on Phase 1 of the thematic evaluation of the Fund's work on Innovation (AFB/EFC.29/Inf.3).

19. The third thematic study on scalability is also presented to the EFC at its 33<sup>rd</sup> meeting (AFB/EFC.33/12). The objective of this thematic evaluation is to derive lessons about the Fund's efforts and progress in the design and delivery of scalable projects and to look at the performance of the investments made by the Board for this purpose. The study includes an assessment of the strengths and potential of the Fund as a supporter of scaling and portfolio analysis of scaling in projects in the Action Pillar of the Fund's work. The evaluation makes recommendations for the Fund to manage scaling support going forward, leveraging existing activities and indicators in the implementation plan of the medium-term strategy.

(d) Information Update on Phase 2 of the *Ex-Post* Project Sustainability Evaluation

20. During its first work programme, the AF-TERG developed a methodology for ex-post evaluation of adaptation projects and applied this to four ex-post evaluations. The first two ex-post evaluations were conducted for projects in Samoa and Ecuador (2022), and the next two were completed for projects in Argentina (2023). A key development is that the AF-TERG shifted its mode of contracting from the use of single consultant evaluators during the pilot ex-post evaluations to the procurement of a corporate vendor (consulting firm) for the third and fourth ex-post evaluations. This approach is more efficient and is expected to be applied to all future ex-post evaluations.

21. The findings from the third and fourth ex-post evaluations (AF/EFC.33/Inf.6 and AFB/EFC.33/Inf.7) were discussed with the implementing entities prior to being submitted to the EFC. The AF-TERG has updated its ex-post training materials and has recorded training sessions, which are available on the Adaptation Fund website<sup>7</sup>. The Evaluation Policy guidance notes on ex-post evaluation and final evaluation reports have been updated to reflect the emerging lessons.

(g) Update to the AF-TERG Terms of Reference

Following discussion with the Secretariat, the AF-TERG is submitting an updated Terms of Reference for the EFC's consideration (AFB/EFC.33/7). The suggested revisions are intended to: (a) align the TOR with the roles and responsibilities set out in the Fund's Evaluation Policy; and (b) update the staffing complement of the AF-TERG and its secretariat as already agreed by the EFC.

### **Forward Priorities**

22. Over the remainder of the current work programme (i.e., up to June 2024), the AF-TERG will complete the delivery of activities included in its current work programme and proposes to initiate some preparatory work towards the next work programme, as follows:

<sup>7</sup> Available at: <https://www.adaptation-fund.org/document/training-material-for-ex-post-pilots/>

(e) Completion of on-going activities

23. **Continued support to guide the implementation of the Evaluation Policy.** The AF-TERG will continue to work closely with the Secretariat to disseminate the Evaluation Policy and its guidelines and to provide technical advice on its implementation. This may involve online or other training resources to help guide Fund stakeholders, the development of additional guidance notes, and the organization of webinars and other events, with prioritized outreach to those projects that are required to apply the evaluation policy this year. The AF-TERG proposes to commission a guidance note on integrating the Evaluation Policy into the project design phase and may identify further guidance notes to be developed based on emerging needs of Fund stakeholders to meet the requirements of the Evaluation Policy. The AF-TERG will also continue to work with the Secretariat to ensure that project reviewers address compliance with the Evaluation Policy in their reviews of Funding Proposals.

24. **Next set of thematic studies:** The MTS-2 Implementation Plan identified a thematic evaluation of the Fund's readiness programme as a priority. The AF-TERG has initiated discussions with the Secretariat and other stakeholders to scope out this work and develop a ToR. Another thematic evaluation is planned to cover the systems, processes, and governance of the Adaptation Fund, in line with the approved approach for the development of the Comprehensive Evaluation of the Fund.

25. **Ex-post evaluations:** The AF-TERG has shortlisted two eligible completed projects for the upcoming *ex-post* evaluations from a pool of 18 Fund projects that fall within the 3-5-year post-completion window. These two ex-posts #5 and #6 are likely to be in Africa, and the AF-TERG is in the process of seeking agreement from the concerned implementing entities.

26. **Synthesis of final evaluations:** The second synthesis of final evaluations is in the process of finalization and will be submitted to the EFC intersessionally between its thirty-third and thirty-fourth meetings. This second synthesis assesses the quality of 12 final evaluations using a newly developed comprehensive methodology. Over time, this is intended to help in tracking improvements in the quality of the Fund's project-level final evaluations in line with the new Evaluation Policy, and with emerging lessons intended to inform future project design and management.

27. **Preparatory work for the Comprehensive Evaluation of the Fund and the Midterm Review of the Second Medium Term Strategy of the Adaptation Fund:** As requested by the Board, the AF-TERG is developing the respective terms of reference for the comprehensive evaluation and the MTR of MTS and detailed financial implications for the consideration of the EFC between its 33<sup>rd</sup> and 34<sup>th</sup> meeting. An approach paper for the development of the ToRs will be submitted for consideration at the 33<sup>rd</sup> meeting of EFC (AFB/EFC.33/Inf.8).

28. **Communications and Knowledge Management:** AF-TERG will continue contributing to the overall knowledge management and communication work of the Adaptation Fund while maintaining its independent function in line with the AF-TERG mandate and its Terms of

Reference. The AF-TERG plans to finalize its knowledge management and communication strategy in alignment with the goals of the Fund's Medium-Term Strategy which outlines learning and sharing as one of the three pillars of the Fund. As part of this work, the AF-TERG will also explore various approaches for the utilization of artificial intelligence (AI) in evaluations and synthesis work, analyse its internal evolution, and explore further synergies and alignment with the overall knowledge management and communication work of the Adaptation Fund.

(h) External engagement and outreach:

29. As part of its external engagements and outreach, which are oriented towards demonstrating the Fund's niche value, results, and facilitating learning, the AF-TERG hosted (virtually) the second meeting of evaluation units from all four climate funds, namely the Adaptation Fund, Global Environment Facility (GEF), Green Climate Fund (GCF), and the Climate Investment Funds (CIFs) in July 2023 and participated in a hybrid format in the third meeting in October 2023. The AF-TERG will continue to engage with evaluation units in GCF, the GEF, and CIFs, as well as UN agencies and multilateral development banks, and with other climate change adaptation and climate finance experts to ensure coherence and to reflect relevant thinking on adaptation monitoring, evaluation, and learning (MEL) in its approach and advice to the Board.

30. The AF-TERG also joined the AF delegation at COP28 and presented at nine different events, including two events co-organized with the Secretariat and two official UNFCCC side events. Additionally, the AF used the opportunity to officially launch the Evaluation Policy of the Fund at COP 29 at a special ceremony held at the Climate Funds Pavilion and participated in three joint events of the evaluation units of the climate funds.

31. The Adaptation Fund was admitted as an observer to the United Nations Evaluation Group (UNEG) in November 2023. Following that, AF-TERG representatives participated in the UNEG EvalWeek and Annual General Meeting in the period 29 January – 2 February 2024 in Malaga, Spain. The observer status to the UNEG – an interagency professional network that brings together the evaluation units of the UN system – provides the Adaptation Fund with the unique opportunity to access wider evaluation networks and resources and to contribute to evaluation practice more broadly.

(i) Budget update

32. As reported in document AFB/EFC.33/5, the overall expenditure level of the evaluation function for the first half of FY24 was 45%, with the execution rate on the management component of the budget standing at 56%, and of the evaluation component – at 30%. While the expenditure on the management component is aligned with the expenditure projections, the expenditure on the evaluation component remained below the original projections. The main reasons are linked to some delays in the development of ToRs for new studies and the need to focus additional efforts on finalizing some of the ongoing evaluative work due to the departure of the consultants supporting that work stream.



33. The AF-TERG and its secretariat are ready to start the procurement of evaluative work for the second half of FY24, including the readiness evaluation and the training modules under the evaluation policy, and new ex-post-evaluation studies which will allow reaching an overall budget utilization rate of approximately 92% by the end of FY24.

34. As of the middle of FY24, the AF-TERG, and its Secretariat are fully staffed, with a new programme assistant having joined the AF-TERG Secretariat on 1 November 2023. The full staffing and the use of more rigorous budget and contract management tools by the AF-TERG secretariat are expected to improve expenditure management and allow for efficient delivery of the final year of the current multi-year work programme.

#### (ii) Lessons Learned

35. The delivery of the first multi-year work programme was a result of collaboration among AF-TERG members, AF-TERG Secretariat, and various external experts. Collaboration with the Secretariat team has been positive and remains vital to delivering the AF-TERG's work programme. Regular engagement with Fund stakeholders has been critically important in deepening the AF-TERG's insights on key issues of relevance to the Fund, and in informing its approach to evaluation activities.

36. At the same time the delivery of the programme faced various challenges linked both to the high turnover of AF-TERG members and the need for better continuity, as well as the delivery modalities of the evaluation work. The AF-TERG has already started transitioning to corporate vendors which is expected to improve the timeliness and efficiency of delivery. The piloting of this approach under the ex-post evaluations demonstrated improved delivery timelines.

37. The experience over the past years demonstrated the need to further strengthen the capacities of the AF-TERG Secretariat to support the delivery of the evolving work programme of the AF-TERG and to allow for continuity of the work of the AF-TERG, as the Secretariat operates as a permanent body supporting the work of the group daily.

38. Finally, the revised ToRs for the AF-TERG will help to better define the changes in the roles and responsibilities based on the evolution of the AF-TERG over the past five years.

## Annex 1: Overall work programme summary update

A summary of progress on the AF-TERG's work programme is presented in Table 1 below.

**Table 1:** Current work elements and their status

Work Element	Status	Comment
i. Annual Implementation Plan	In progress, on-track	Activities continue to be implemented in line with the annual work plan and budgets for FY24, as approved by the Board and guided by Fund priorities.
ii. Development of AF-TERG Operational Guidance	Completed, no further action	An organizational development consultant supported the AF-TERG between April and August 2021 to strengthen its operational modalities and ways of working for increased impact and effectiveness. Further work in September 2022 focused on strengthening operational efficiency.
iii. Review / revision of the Evaluation Framework (AFB/EFC.27/7)	Completed	(i) Inception phase (completed, February 2021): Review of the Fund's current Evaluation Framework, which recommended the development of an Evaluation Policy instrument and was approved by the Board in March 2021. (ii) Phase 1 (completed): Development of the draft Evaluation Policy, approved by the Board in April 2022. (iii) Phase 2 (completed): Detailed operational-level Guidance Notes developed, and EFC / Board notified.
iv. Co-learning and Capacity Building	In progress	The AF-TERG has continued to engage with Fund stakeholders as follows: (i) consultative process in developing the Evaluation Policy and its operational guidelines; (ii) engagement with IEs at external events such as NIE and readiness seminars to better understand their evaluation approaches and needs; (iii) piloting training of evaluators on ex-post methodologies in Samoa and Ecuador (concluded) and in Argentina; (iv) Further engagements with Fund stakeholders are planned over the next few months, including through on-going thematic and ex-post work, and in collaboration with the Secretariat, to support the operationalization of the Evaluation Policy.
v. Medium-Term Strategy (MTS) mid-term review (AFB/EFC.27/Inf.2)	Completed (2021)	The Mid-Term Review (MTR) of the first medium-term strategy (MTS) is available on the Fund's website, following the presentation of its findings and recommendations to the EFC and Board in October 2021. A management response and action plan were subsequently developed by the secretariat, in consultation with the AF-TERG.
vi. Comprehensive evaluation of the Fund	Progress in phases	The AF-TERG presented options to the EFC at its 31st meeting (AFB/EFC.31/Inf.2, paras. 16–20) on the framing of the approach at the macro, meso and micro levels, and the methodology and sources of evidence and knowledge that would inform the study.  To guide the preparation for the Comprehensive Evaluation of the Fund, a Rapid Evaluation study was conducted, and the findings were presented to the EFC at its 32 <sup>nd</sup> meeting in October 2023.

<b>Work Element</b>	<b>Status</b>	<b>Comment</b>
vii. Studies and thematic evaluations	In progress, nearing completion	<p>(i) A suite of three thematic evaluations was initiated and taken forward in consultation with the secretariat:</p> <ul style="list-style-type: none"> <li>• Innovation in Climate Change Adaptation was presented at the Board's thirty-ninth meeting (October 2022) and is considered completed. (See Decision B.39/56)<sup>8</sup></li> <li>• Accreditation and related readiness in the Fund - Final evaluation completed and presented to the EFC in March 2024.</li> <li>• Scalability – Final evaluation completed and presented to the EFC in March 2024.</li> </ul>
viii. Ex post evaluations	Advanced progress	<p>(i) Phase 1 (completed in August 2021) developed innovative guidance aimed at evaluating project sustainability and the aim of resilience.</p> <p>(ii) Phase 2: Two pilot studies in Samoa and Ecuador completed in 2022. Findings were shared with country stakeholders and presented at the 30<sup>th</sup> Board meeting in October 2022.</p> <p>(iii) Two ex-posts in Argentina completed, to be presented to the EFC in March 2024.</p> <p>(iv) Identification of next two ex-post candidates completed, work to be initiated in FY24.</p>
ix. Evaluation Synthesis (AFB/EFC.27/8)	<p>Completed (January 2021)</p> <p>A second batch is in progress</p>	<p>The first study (2021) looked at the quality of 17 final evaluations of the Fund. A management response was developed by the secretariat in consultation with the AF-TERG.</p> <p>A second synthesis (2024) of the quality of final evaluations is planned to be completed in FY24 and will be presented intersessionally to the EFC.</p>
x. Sharing Outreach and Communication on evaluation results	On-going, continuous	The AF-TERG was represented at various internal and external events. Details are in Annex 2.

<sup>8</sup> Available at: <https://www.adaptation-fund.org/document/decision-document-for-the-thirty-ninth-meeting-of-the-adaptation-fund-board/>

**Annex 2: Summary of external outreach activities by the AF-TERG in FY24**

1. The AF-TERG held its fourth in-person meeting in July 2023 in Malaga, Spain to critically assess emerging findings from the rapid evaluation, discuss forward work planning including emerging findings from the recent survey to AF stakeholders, and discuss and refine ongoing work on ex-post evaluations, thematic studies, and the introduction of the Evaluation Policy guidance notes to key stakeholders. The AF-TERG also used this opportunity to induct three new personnel, including two new AF-TERG members and the new AF-TERG secretariat coordinator, who came on board in July. The meeting spanned three and a half working days.
2. The AF-TERG hosted and moderated the second virtual meeting with evaluation units from all four climate funds, namely the Adaptation Fund, GEF, GCF, and CIF in July 2023 and joined in a hybrid format the third meeting in October 2023. The meetings discussed 'hot topics' that each of the evaluation units was working on and facilitated knowledge and lesson sharing.
3. Mr. Vladislav Arnaoudov, AF-TERG Secretariat Coordinator/Senior Evaluation Officer participated virtually in the 8<sup>th</sup> Asia-Pacific Adaptation Network (APAN) Forum in August 2023 in Songdo.
4. Mr. Vladislav Arnaoudov, AF-TERG Secretariat Coordinator/Senior Evaluation Officer participated in sessions of the Accreditation Panel meetings on 6 September 2023 and 8 February 2024 in Washington DC.
5. Ms. Debbie Menezes, AF-TERG Chair, and Mr. Vladislav Arnaoudov, AF-TERG Secretariat Coordinator/Senior Evaluation Officer participated in the annual NIE seminar in Santo Domingo, Dominican Republic in the period 12-15 September 2023. The event was attended by over 20 NIEs and provided an opportunity for the AF-TERG to have in-depth interactions with NIEs, particularly on the evaluation policy and their forward evaluation priorities.
6. Ms Susan Legro, AF-TERG member participated in the Adaptation Futures Conference in Montreal in October 2023. She held a masterclass on the ex-post evaluation methodology that has been developed by the AF-TERG and piloted in four countries so far.
7. The AF-TERG was represented at COP28 (November - December 2023) as part of the Adaptation Fund delegation. Ms Debbie Menezes participated in the launching ceremony of the Evaluation Policy together with Mr. Mikko Ollikainen, Secretariat Head. Ms. Debbie Menezes, AF-TERG Chair, Ms Sithabiso Gandure, AF-TERG Member, and Mr. Vladislav Arnaoudov, AF-TERG Secretariat Coordinator/Senior Evaluation Officer participated as panel members or moderators in eight other side events, including two official UNFCCC side events and two events co-organized with the Secretariat.
8. Mr Claudio Volonte, AF-TERG Member, and Mr Vladislav Arnaoudov, AF-TERG Secretariat Coordinator/Senior Evaluation Officer represented the AF-TERG in-person at the United Nations Evaluation Group annual general meeting in Malaga, Spain.

9. Ms. Christina Woerlen, AF-TERG Member and Mr. Vladislav Arnaoudov, AF-TERG Secretariat Coordinator/Senior Evaluation Officer participated in the GEF Independent Evaluation Office's annual climate and environment conference (March 2024).

10. The AF-TERG will organize its second in-person meeting in Prague, Czech Republic in May 2024.

11. The AF-TERG keeps an active web presence on social media platforms, such as Instagram, LinkedIn, and X (formerly Twitter), covering updates on on-going and completed work.

### Annex 3: AF-TERG Documents Delivered to the Ethics and Finance Committee

To date the AF-TERG has delivered the following documents to the EFC / Board:

#### FY20:

- (a) Draft Strategy and Work Programme of the Adaptation Fund Technical Evaluation Reference Group (AF-TERG) (AFB/EFC.26. a-26. b/3) (May 2020);<sup>9</sup>

#### FY21:

- (b) Work Update Report of the Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) (AFB/EFC.26. b/Inf.1) (October 2020);<sup>10</sup>
- (c) Evaluating Adaptation: Common Challenges Identified Across Three Studies Commissioned by the Adaptation Fund Technical Evaluation Reference Group (AF-TERG) (AFB/EFC.26. b/Inf.2) (October 2020);<sup>11</sup>
- (d) Progress Update on the Review and Revision of the Evaluation Framework (AFB/EFC.27/7) (March 2021);<sup>12</sup>
- (e) Synthesis of Adaptation Fund Final Evaluations – Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) (AFB/EFC.27/8) (March 2021);<sup>13</sup>
- (f) Board's Participation in Advisory Groups, Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) (AFB/EFC.27/9/Rev.2) (March 2021);<sup>14</sup>
- (g) Work Update Report of the Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) (AFB/EFC.27/Inf.1) (March 2021);<sup>15</sup>
- (h) Mid-Term Review of the Medium-Term Strategy Emerging Findings and Areas for Discussion, Technical Evaluation Reference Group of The Adaptation Fund (AF-

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<sup>9</sup> Available at: <https://www.adaptation-fund.org/document/draft-strategy-and-work-programme-of-the-adaptation-fund-technical-evaluation-reference-group-af-terg/>

<sup>10</sup> Available at: <https://www.adaptation-fund.org/document/technical-evaluation-reference-group-of-the-adaptation-fund-af-terg-work-update-report/>

<sup>11</sup> Available at: <https://www.adaptation-fund.org/document/evaluating-adaptation-common-challenges-identified-across-three-studies-commissioned-by-the-adaptation-fund-technical-evaluation-reference-group-af-terg/>

<sup>12</sup> Available at: <https://www.adaptation-fund.org/document/progress-update-on-the-review-and-revision-of-the-evaluation-framework-technical-evaluation-reference-group-of-the-adaptation-fund-af-terg/>

<sup>13</sup> Available at: <https://www.adaptation-fund.org/document/synthesis-of-adaptation-fund-final-evaluations-technical-evaluation-reference-group-of-the-adaptation-fund-af-terg/>

<sup>14</sup> Available at: <https://www.adaptation-fund.org/document/boards-participation-in-advisory-groups-technical-evaluation-reference-group-of-the-adaptation-fund-af-terg/>

<sup>15</sup> Available at: <https://www.adaptation-fund.org/document/work-update-report-of-the-technical-evaluation-reference-group-of-the-adaptation-fund-af-terg/>

TERG) (AFB/EFC.27/Inf.2) (March 2021);<sup>16</sup>

FY22:

- (i) Mid-term Review of the Medium-term Strategy of the Adaptation Fund (AFB/EFC.28/7) (October 2021);<sup>17</sup>
- (j) Work Update Report of the Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) (AFB/EFC.28/Inf.2) (October 2021);<sup>18</sup>
- (k) Progress on Development of the Adaptation Fund Evaluation Policy – Information Update (AF-TERG) (AFB/EFC.28/Inf.3) (October 2021);<sup>19</sup>
- (l) Progress Update on Ex-Post Evaluations (AF-TERG) (AFB/EFC.28/Inf.4) (October 2021);<sup>20</sup>
- (m) Draft Evaluation Policy of the Adaptation Fund (AFB/EFC.29/6/Rev.1) (April 2022);<sup>21</sup>
- (n) Fiscal Years 2023 – 2024 Update to the Work Programme of the Adaptation Fund Technical Evaluation Reference Group (AF-TERG) (AFB/EFC.29/7) (April 2022);<sup>22</sup>
- (o) Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) Work Update Report for Fiscal Year 2022 (FY22) and Forward Priorities (FY23) (AFB/EFC.29/Inf.2) (April 2022);<sup>23</sup>
- (p) AF-TERG Information Update on Phase One of the Thematic Evaluation of Innovation (AFB/EFC.29/Inf.3) (April 2022);<sup>24</sup>

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<sup>16</sup> Available at: <https://www.adaptation-fund.org/document/mid-term-review-of-the-medium-term-strategy-emerging-findings-and-areas-for-discussion-technical-evaluation-reference-group-of-the-adaptation-fund-af-terg/>

<sup>17</sup> Available at: <https://www.adaptation-fund.org/document/mid-term-review-of-the-medium-term-strategy-of-the-adaptation-fund/>

<sup>18</sup> Available at: <https://www.adaptation-fund.org/document/44842/>

<sup>19</sup> Available at: <https://www.adaptation-fund.org/document/progress-on-development-of-the-adaptation-fund-evaluation-policy-information-update/>

<sup>20</sup> Available at: <https://www.adaptation-fund.org/document/progress-update-on-ex-post-evaluations-af-terg/>

<sup>21</sup> Available at: <https://www.adaptation-fund.org/document/draft-evaluation-policy-of-the-adaptation-fund/> and as graphically edited version: <https://www.adaptation-fund.org/document/evaluation-policy-of-the-adaptation-fund-graphically-edited/>

<sup>22</sup> Available at: <https://www.adaptation-fund.org/document/fiscal-years-2023-2024-update-to-the-work-programme-of-the-adaptation-fund-technical-evaluation-reference-group-af-terg/>

<sup>23</sup> Available at: <https://www.adaptation-fund.org/document/technical-evaluation-reference-group-of-the-adaptation-fund-af-terg-work-update-report-for-fiscal-year-2022-fy22-and-forward-priorities-fy23/>

<sup>24</sup> Available at: <https://www.adaptation-fund.org/document/af-terg-information-update-on-phase-one-of-the-thematic-evaluation-of-innovation/>

- (q) Progress Update on Ex-Post Evaluations and Emerging Lessons from Phase 2 (On-Going) Technical Evaluation Reference Group of The Adaptation Fund (AF-TERG) (AFB/EFC.29/Inf.4) (April 2022);<sup>25</sup>

FY23:

- (r) Draft framework for the development of evaluation policy guidance documents (AF-TERG) (AFB/EFC.30/.8/Rev.1) (October 2022);<sup>26</sup>
- (s) Revision of the administrative budget of the AF-TERG and its secretariat for the fiscal year 2023 (AFB/EFC.30/.9) (October 2022);<sup>27</sup>
- (t) Thematic Evaluation of the Adaptation Fund's experience with innovation (AF-TERG) (AFB/EFC.30/10) (October 2022);<sup>28</sup>
- (u) Options for the overall evaluation of the Fund (AF-TERG) (AFB/EFC.30/11) (October 2022);<sup>29</sup>
- (v) Information update on phase 2 of the ex-post project sustainability evaluations (AF-TERG) (AFB/EFC.30/Inf.3) (October 2022);<sup>30</sup>
- (w) Draft Terms of Reference – Rapid Evaluation – A Synthesis of Evaluations and Knowledge Products on Climate Change Adaptation (AFB/EFC.30-31/Inf.1) (November 2022).
- (x) Guidance in Support of the Operationalization of the Evaluation Policy (AFB/EFC.31/.7) (March 2023)
- (y) Guidance in Support of the Operationalization of the Evaluation Policy - Annex 1: Draft Guidance Note, Evaluation Principles (AFB/EFC.31/8/Add.1) (March 2023)<sup>31</sup>
- (z) Guidance in Support of the Operationalization of the Evaluation Policy - Annex 2: Draft Guidance Note, Evaluation Criteria (AFB/EFC.31/8/Add.2) (March 2023)<sup>32</sup>

<sup>25</sup> Available at: <https://www.adaptation-fund.org/document/progress-update-on-ex-post-evaluations-and-emerging-lessons-from-phase-2-on-going-technical-evaluation-reference-group-of-the-adaptation-fund-af-terg/>

<sup>26</sup> Available at: <https://www.adaptation-fund.org/document/draft-framework-for-the-development-of-evaluation-policy-guidance-documents-af-terg/>

<sup>27</sup> Available at: <https://www.adaptation-fund.org/document/revision-of-the-administrative-budget-of-the-af-terg-and-its-secretariat-for-fiscal-year-2023/>

<sup>28</sup> Available at: <https://www.adaptation-fund.org/document/thematic-evaluation-of-the-adaptation-funds-experience-with-innovation-af-terg/>

<sup>29</sup> Available at: <https://www.adaptation-fund.org/document/options-for-the-overall-evaluation-of-the-fund-af-terg/>

<sup>30</sup> Available at: <https://www.adaptation-fund.org/document/information-update-on-phase-2-of-the-ex-post-project-sustainability-evaluations-af-terg/>

<sup>31</sup> Available at: <https://www.adaptation-fund.org/document/evaluation-principles/>

<sup>32</sup> Available at: <https://www.adaptation-fund.org/document/evaluation-criteria/>



- (aa) Guidance in Support of the Operationalization of the Evaluation Policy - Annex 3: Draft Guidance Note, Evaluation Budgeting (AFB/EFC.31/8/Add.3) (March 2023)<sup>33</sup>
- (bb) Guidance in Support of the Operationalization of the Evaluation Policy - Annex 4: Draft Guidance Note, Commissioning and Managing an Evaluation (AFB/EFC.31/8/Add.4) (March 2023)<sup>34</sup>
- (cc) Guidance in Support of the Operationalization of the Evaluation Policy - Annex 5: Draft Guidance Note, Evaluation Terms of Reference (AFB/EFC.31/8/Add.5) (March 2023)<sup>35</sup>
- (dd) Guidance in Support of the Operationalization of the Evaluation Policy - Annex 6: Draft Guidance Note, Inception Report (AFB/EFC.31/8/Add.6) (March 2023)<sup>36</sup>
- (ee) Guidance in Support of the Operationalization of the Evaluation Policy - Annex 7: Draft Guidance Note, Evaluation Reporting (AFB/EFC.31/8/Add.7) (March 2023)<sup>37</sup>
- (ff) Guidance in Support of the Operationalization of the Evaluation Policy - Annex 8: Draft Guidance Note, Mid-Term Review (AFB/EFC.31/8/Add.8) (March 2023)<sup>38</sup>
- (gg) Guidance in Support of the Operationalization of the Evaluation Policy – Annex 9: Draft Guidance Note, Final Evaluation (AFB/EFC.31/8/Add.9) (March 2023)<sup>39</sup>
- (hh) Guidance in Support of the Operationalization of the Evaluation Policy - Annex 10: Draft Guidance Note, Ex Post Evaluation (AFB/EFC.31/8/Add.10) (March 2023)<sup>40</sup>
- (ii) Work update report of the Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG): Progress update for Fiscal year 2023 (FY23) and forward priorities for fiscal year 2024 (FY24) (AFB/EFC.31/Inf.2) (March 2023)

FY24:

- (jj) Rapid evaluation of the Adaptation Fund (AFB/EFC.32/.6/Rev.2) (October 2024)

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<sup>33</sup> Available at: <https://www.adaptation-fund.org/document/evaluation-budgeting/>

<sup>34</sup> Available at: <https://www.adaptation-fund.org/document/commissioning-and-managing-an-evaluation/>

<sup>35</sup> Available at: <https://www.adaptation-fund.org/document/evaluation-terms-of-reference/>

<sup>36</sup> Available at: <https://www.adaptation-fund.org/document/inception-report/>

<sup>37</sup> Available at: <https://www.adaptation-fund.org/document/evaluation-reporting/>

<sup>38</sup> Available at: <https://www.adaptation-fund.org/document/mid-term-review/>

<sup>39</sup> Available at: <https://www.adaptation-fund.org/document/final-evaluation/>

<sup>40</sup> Available at: <https://www.adaptation-fund.org/document/ex-post-evaluation/>

- (kk) Work programme update report of the Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) - Progress and forward priorities for fiscal year 2023-2024 (AFB/EFC.32/Inf.2) (October 2024)
- (ll) Approach to the second strategy and work programme of the Technical Evaluation Reference Group of the Adaptation Fund for the period 2025-27 (WP2) (AFB/EFC.32/Inf.3) (October 2024)
- (mm) Guidance in support of the operationalization of the Evaluation policy: Real-Time Evaluations (AFB/EFC.32/Inf.4) (October 2024)<sup>41</sup>
- (nn) Guidance in support of the operationalization of the Evaluation Policy: Overarching guidance notes (AFB/EFC.32/Inf.5/Rev.1) (October 2024)<sup>42</sup>

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<sup>41</sup> Available at: <https://www.adaptation-fund.org/document/real-time-evaluation/>

<sup>42</sup> Available at: <https://www.adaptation-fund.org/wp-content/uploads/2023/11/Overarching-Guidance-Note.pdf>