



ADAPTATION FUND

Short-Term Consultant - Climate Finance Readiness Support

BACKGROUND

The purpose of this request for expression of interests is to seek the support of a short-term consultant (STC) in the development of the revised strategy on readiness and capacity building for the Adaptation Fund.

The Adaptation Fund, a trust fund within the World Bank, was established by the Kyoto Protocol parties under the UNFCCC to finance concrete adaptation projects that help developing countries build resilience to climate change. It formally serves the Paris Agreement and pioneered the 'Direct Access' climate finance mechanism, which allows developing countries to access funding directly from the Fund through accredited national implementing entities (NIEs), thereby enhancing country ownership in adaptation efforts. Through Direct Access, NIEs can independently manage all aspects of climate adaptation projects, from design to implementation and evaluation, without the involvement of third parties like multilateral development banks or UN agencies. The Global Environment Facility (GEF) provides secretariat services to the Fund's governing body, the Adaptation Fund Board.

The Adaptation Fund's Readiness Programme for Climate Finance (Readiness Programme) lies within the Country Partnership Unit (CPU) of the Adaptation Fund and was launched in May 2014. The aim of the Readiness Programme is to enhance the capacity of developing countries to access and effectively utilize the Fund's resources. It focuses on building institutional capabilities, strengthening project design and implementation skills, and fostering knowledge sharing to help countries plan, manage, and execute climate resilience and adaptation projects.

The Adaptation Fund has experienced rapid growth in recent years, expanding its offerings to include several additional funding windows for vulnerable developing countries and strengthening its partnerships and reach. In October 2022, the Adaptation Fund Board (the Board) approved the Fund's second Medium-term Strategy (MTS II) for 2023-2027, which consolidates the Adaptation Fund's unique position and comparative advantage. This strategy reaffirms the strategic areas of Action, Innovation, and Learning & Sharing while emphasizing enhanced access to climate finance and long-term institutional capacity building. The accompanying implementation plan, approved by the Board in March 2023, includes an expanded Readiness Programme.

An enhanced and expanded Readiness Programme can empower the Adaptation Fund to capitalize on its recent growth by better equipping developing countries to access its expanding funding windows, improve project quality for stronger impact, foster collaboration through stronger partnerships, and broaden its reach to ensure more vulnerable countries benefit from the Fund's resources.

SCOPE OF WORK

The Adaptation Fund is seeking an STC to play a key role in shaping the future of its Readiness Programme, including contributing to enhancing the management of its portfolio of approved readiness grants. This aligns with the Fund's MTS II, which emphasizes an enhanced Readiness Programme. The STC will directly support the Readiness Unit, particularly in developing a revised readiness and capacity building strategy and will work under supervision of the Task Team Leader (TTL) who is the Programme Officer (Readiness) of the Adaptation Fund Board Secretariat (AFBsec).

The process to revise the Fund's readiness and capacity building strategy will include interviews with key stakeholders and experts as well as desktop research and analysis. It will include two processes that will take place in parallel:

- i) The AFBsec will review the Fund's overall approach to readiness and capacity-building. This includes reflecting on progress and achievements to date and engaging with Adaptation Fund management and relevant staff as well as readiness stakeholders to provide strategic insights into expanding the scope and reach of the enhanced Readiness Programme.
- ii) A thematic evaluation of the Readiness Programme by the Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) to provide recommendations to inform the AFBsec development of the enhanced Readiness Programme.

The successful candidate will be expected to carry out the following duties and responsibilities under the AFBsec process:

Strategy development

- Conduct research and gather relevant reference materials to support development of an enhanced Readiness Programme.
- Review the existing Readiness Programme, including its effectiveness and areas for improvement.
- Synthesize recommendations from the AF-TERG thematic evaluation of the Readiness Programme and incorporate them into the revised strategy.
- Analyze the Adaptation Fund's second Medium Term Strategy, focusing on enhancing the readiness program to manage expanded activities, including a potentially larger grant portfolio.
- Examine readiness and capacity-building support provided by other UNFCCC climate funds, such as the Green Climate Fund, Global Environment Facility, and Climate Investment Funds, to enhance complementarity and leverage the impact of the enhanced Readiness Programme.
- Conduct stakeholder consultations with relevant parties (countries, implementing entities, etc.) to identify needs and priorities.
- Analyze data from questionnaires to identify strengths and weaknesses in the current Readiness Programme, informing the development of the enhanced readiness and capacity-building strategy.
- Draft a comprehensive document outlining the revised readiness and capacity-building strategy, including objectives, target audiences, programme activities, and monitoring & evaluation frameworks.

- Collaborate with other Adaptation Fund teams to identify potential partnerships and collaborations to enhance program reach and impact in line with the Adaptation Fund MTS II.

Supporting readiness grant portfolio management

- Monitor readiness project reports, notifications to implementing entities, and synthesize readiness grant information from the Financial Intermediary Funds (FIF) platform.
- Support the TTL to review readiness project monitoring and completion reports and raise any issues that arise to the CPU Team Lead and Adaptation Fund Board secretariat manager.
- Support the enhancement of monitoring and evaluation frameworks to track the success of grant-funded activities in building readiness.
- Support the TTL to provide ongoing technical support and guidance to grant recipients.
- Support the TTL to facilitate communication between the Adaptation Fund and grant recipients to ensure smooth implementation and address challenges.
- Contribute to the development of indicators to track the effectiveness and impact of the readiness program, include readiness grants.

SELECTION CRITERIA

- Master's degree in degree in environmental management, public policy, economics, international development, or a closely related field.
- A qualification in project management or experience developing and managing complex programs is desirable.
- At least 8 years of relevant experience in capacity development and/or strategy and framework development.
- Strong analytical skills with the ability to conduct comprehensive reviews and synthesize complex information into actionable strategies.
- Proficiency in data analysis and report writing to support strategic development and decision-making.
- Experience in aligning program strategies with broader organizational goals.
- Excellent written and verbal communication skills, with the ability to translate complex information into clear and concise language.
- High degree of adaptability and problem-solving skills to address challenges in programme implementation and strategy development, especially for small grants.
- Understanding of the challenges faced by developing countries in accessing climate finance.
- Familiarity with climate finance mechanisms, especially those under the UNFCCC and Paris Agreement, including the Adaptation Fund, Green Climate Fund, and Global Environment Facility would be a positive.
- Experience or exposure to work in developing countries, especially on capacity-building and strategy development.
- Ability to incorporate feedback from stakeholders and technical evaluations into the development of revised strategies.
- Familiarity with best practices in adult learning and capacity development methodologies.

DURATION

The consultant will be offered a contract for 100 days over the period August 2024 to March 2025 with the possibility of extension subject to satisfactory performance and budget availability.

APPLICATION PROCESS

Interested candidates should send a cover letter and resume to afbsec@adaptation-fund.org with 'Readiness STC' in the subject line by **26 July 2024**.