



Request for Expressions of Interest

Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) Secretariat

Short Term Consultant (STC) Position

Member of the Technical Evaluation Reference Group of the Adaptation Fund

16 September 2024

The purpose of this request for expressions of interest (REI) is to provide the background, required qualifications as well as key deliverables and processes to select and contract an AF-TERG member as per the attached Terms of Reference (ToR).

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 policy. Specifically, the AF-TERG provides a) evaluation generation, including advisory and oversight b) evaluation utilization, and c) evaluation capacity building function. The AF-TERG is comprised of an independent group of five part-time experts in evaluation, including a Chair, who are all functionally independent of the Adaptation Fund Board, Board committees, and the secretariat, and the Manager of the Adaptation Fund Board Secretariat (the 'Manager') as an *ex officio* member.

A small AF-TERG secretariat (the 'AF-TERG Secretariat') led by a Coordinator/Senior Evaluation Officer provides support to the AF-TERG, in particular with regard to the arrangements for the implementation of the evaluation work programme. The AF-TERG Secretariat consists of two staff members and is supported by consultants as approved in the AF-TERG annual workplan and budget.

The members, including the Chair, of the AF-TERG normally serve for a period of three years and are eligible to serve not more than two consecutive terms or six years. The membership of the AF-TERG is managed so that approximately one-third of its membership should retire by rotation every two years. Due to the rotating out of one of the AF-TERG members we are now hiring a new AF-TERG member.

The start of the position is envisaged to be 1 November 2024.

Qualifications

As per the Revised AF-TERG ToR, each AF-TERG member shall possess the following experience, skills and competencies:

Professional experience

- (a) At least 15 years of professional experience in evaluation work at progressively increasing levels, related to monitoring / evaluation / research and management;
- (b) At least 8 years of professional experience in development at field level and working in developing countries;
- (c) Evaluation experience: extensive knowledge of, and experience in applying, qualitative and quantitative evaluation methods; a strong record in designing and leading overall evaluations; technical competence in the area of evaluation (theory and practice), and a strong methodological background;
- (d) Climate finance experience, especially extensive knowledge of, and experience in applying climate change adaptation concepts;
- (e) Strong knowledge in project management with strong emphasis on monitoring and evaluation;
- (f) Strong experience in policy and programmatic evaluation, in particular policies and programmes implemented in developing countries context.
- (g) Extended experience in designing, implementing and evaluating adaptation projects, programs and policies in developing countries, covering key adaptation thematic areas;
- (h) Experience in least developed countries, working with those most vulnerable to climate change impacts;
- (i) Extended knowledge of the Adaptation Fund and of UNFCCC, Paris Agreement, Kyoto Protocol and climate change and other environmental international regimes and policies;
- (j) Extended knowledge on operational aspects of institutions (policies, governance, and accounting);
- (k) Strong communication and outreach skills;
- (l) Strong skills and experience in gender-related matters.

Language

Language capacity in English. Fluency in at least one of the other six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) is an asset.

Independent evaluation capacity

- (a) Application of ethical guidance.
- (b) Absence of conflict of interest: the AF-TERG member must not have been involved in the design and/or implementation, supervision and coordination of and /or have benefited from the Fund/ project/ programme under evaluation. The AF-TERG members are independent

from the development intervention, including its policy, operations and management functions, as well as intended beneficiaries. The AF-TERG member shall also disclose promptly any connections or relations that may constitute a potential conflict of interest, such as but not limited to being employed under a contract by or delivering services to an implementing entity or a peer fund.

Key personal competencies

The AF-TERG member profile includes the following competencies and responsibilities:

- (a) A knowledge and personal commitment to the Adaptation Fund principles, core values and its activities;
- (b) A facilitative and consultative approach including ability to work independently as well as in a multi-cultural environment;
- (c) Good communication skills;
- (d) High ethical standards; and
- (e) Flexibility and time availability.

Submission requirements

Interested candidates are hereby invited to send their expression of interest explaining how their background fits the required qualifications together with an up-to-date curriculum vitae to af-terg-sec@adaptation-fund.org with “**AF-TERG TERG member EoI**” in the subject line.

The application deadline is close of business on 10 October 2024 (Washington DC time). Only shortlisted candidates will be contacted for a follow-up 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.



**Technical Evaluation
Reference Group**
ADAPTATION FUND



ADAPTATION FUND

Terms of Reference

Short-term consultancy position

Member of the Adaptation Fund Technical Evaluation Reference Group (AF-TERG)

1. Background

The Adaptation Fund (the '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 programs in developing countries that are particularly vulnerable to the adverse effects of climate change. At COP 24 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.¹ 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. For details, please see: www.adaptation-fund.org.

2. Adaptation Fund governance

The Fund provides climate finance to developing countries who are Parties to the Kyoto Protocol and the Paris Agreement. The Fund is supervised and managed by the Adaptation Fund Board (the 'Board'), which is accountable to CMP and CMA.² 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.³ The PPRC is responsible for assisting the Board with assessing project and program proposals submitted to the Board and review project and

¹ AF. 2022. Medium-Term Strategy 2023-2027. Available at <https://www.adaptation-fund.org/wp-content/uploads/2022/12/Medium-Term-Strategy-2023-2027.pdf>

² 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>

³ AF. 2015. Ethics and Finance Committee Terms of Reference. Amended March 2018. Available at: <https://www.adaptation-fund.org/wp-content/uploads/2013/03/TOR-of-EFC-amended-in-Mar2018.pdf>

program performance reports.⁴ 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 implementing entities ('IEs') and the suspension, cancellation or re-accreditation of implementing entities already accredited.⁵

The World Bank serves as an interim trustee of the Fund.⁶ An Adaptation Fund Board Secretariat (the 'Secretariat') provides support to the Board through a team of dedicated officials, who are part of, but remain operationally independent from the Global Environmental Facility Vice Presidency Unit (GEF VPU) of the World Bank. The 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.⁷ The work of the TERG is governed by its Revised Terms of Reference⁸, adopted at B.42 which constitute a part of this ToR. In case of any contradictions between this ToR and the revised AF-TERG ToR, the Revised AF-TERG ToR shall prevail.

Since October 2023 onwards, the AF-TERG is responsible for the implementation of the new Evaluation Policy of the Adaptation Fund.⁹ The AF-TERG, which is headed by a Chair, provides an evaluative advisory role through performing evaluation generation, evaluation utilization and evaluation capacity building functions. The AF-TERG designs, commissions and oversees independent evaluations and relevant tasks on behalf of the Board and its Committees according to the evaluation policy. In relation to the evaluation utilization (knowledge management) and evaluation capacity building, the AF-TERG works closely with the Secretariat with a view to ensure synergies and synchronize outreach to Fund's stakeholders.

The group is comprised of five part-time independent experts in evaluation, called the AF-TERG members, and the Manager of the Adaptation Fund Board Secretariat (the 'Manager') as an *ex officio* member. The AF-TERG Chair and members serve in their personal capacities only and may not represent their other employers, governments or Fund's entities.

⁴ AF. 2015. Project and Programme Review Committee Terms of Reference. Amended October 2015. Available at: <https://www.adaptation-fund.org/wp-content/uploads/2013/03/TOR-of-PPRC-amended-in-Oct2015.pdf>

⁵ AF. 2012. Terms of Reference for the Establishment of the Adaptation Fund Board Accreditation Panel. Available at: https://www.adaptation-fund.org/wp-content/uploads/2014/09/Accreditation-Panel-TORs_0.pdf

⁶ 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

⁷ AF. 2018. Report of the thirty-first meeting of the Adaptation Fund Board. 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/>

⁸ Decision B. 42/47, for the full text please see: https://www.adaptation-fund.org/wp-content/uploads/2024/05/AF-TERG-revised-ToR_for-publication.pdf

⁹ 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/>

A small AF-TERG secretariat (the 'AF-TERG Secretariat) led by a Coordinator/Senior Evaluation Officer provides support to the AF-TERG, in particular with regard to the arrangements for the implementation of the evaluation work programme. The AF-TERG Secretariat consists of two staff members and is supported by consultants as approved in the AF-TERG annual workplan and budget.

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/

4. AF-TERG Working Modalities

The AF-TERG members operate remotely and have at least one in-person member meeting annually to discuss work priorities as well as the delivery of the annual work plan. Meetings are scheduled at a time convenient to most of the members. Additional in-person or virtual 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 are maintained, including electronic discussion groups, 1.5-hour video conference calls twice every month, extraordinary video conference calls and others.

The Chair and other members of the AF-TERG, and the AF-TERG Secretariat agree prior to the beginning of each financial year (June – July) on the distribution and delivery of the elements of the AF-TERG annual work plan among the AF-TERG Chair and members, AF-TERG Secretariat staff and its consultants, and external vendors. The distribution of work is done across the three core functions of the AF-TERG and in a manner that ensures equitable distribution of workload in full alignment with the AF-TERG annual work plan and budget. Based on this, each AF-TERG member prepares an annual work plan which is agreed with the AF-TERG Chair and approved by the TTL. Any changes to the AF-TERG member workplan during the financial year have to be agreed with the AF-TERG Chair and approved by the TTL.

In addition to the responsibilities of a member of AF-TERG, the Chair also attends the bi-annual meetings of the Ethics and Finance Committee (EFC) of the Board as *ex officio* member. The Chair of the AF-TERG reports to the Board and/or the EFC as frequently as deemed appropriate by them and presents the results of evaluations and other work conducted by the AF-TERG. Recommendations from the AF-TERG – including an annual budget – are proposed for consideration by the EFC, as per the EFC's terms of reference, which in turn are forwarded 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 program specific evaluation tasks relevant to its work.

The Board, through the EFC, oversees 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.

The Chair and members of the AF-TERG are selected as guided by the Revised Terms of Reference of the AF-TERG ('AF-TERG TOR').¹⁰ The members of the AF-TERG are appointed for a period of three years with

¹⁰ Decision B. 42/47, for the full text please see: <https://www.adaptation-fund.org/wp-content/uploads/2024/05/AF->

one possible reappointment, or a total of six years.

The AF-TERG Secretariat operates as a permanent body supporting the work of the AF-TERG Chair and members in implementing the AF-TERG work programme. The Secretariat also provides administrative support related to the retainment of individual consultants and firms as required by the annual work plan of the AF-TERG.

5. AF-TERG Second Multi-Year Work Programme

At its 42nd meeting, the Board approved the Second Multi-Year Work Programme of the AF-TERG¹¹ covering the period July 2024 – June 2027. The new work programme reflects the changes in the functions of the AF-TERG and the Board mandates received over the past few years.

The AF-TERG work is managed and implemented in three workstreams that broadly correspond to the AF-TERG three functions outlined in the EP, namely 1. Generation of evaluations accompanied by advisory and oversight support, 2. Utilization of evaluations, and 3. Evaluation capacity building.

The section below reproduces the relevant parts of the Second multi-year work programme of the AF-TERG.

Workstream 1: Generation of evaluations

This workstream focuses on three sub-components as outlined in the EP, namely: (i) *evaluation management* to support learning, decision making and accountability at all levels of the Fund and to contribute to the global body of evidence on climate change adaptation (ii) *advisory function* to the EFC to help inform adaptive management as well as inform future directions; and (iii) *oversight function*

(i) Evaluation management

The AF-TERG will commission and manage evaluation studies that are consistent with and guided by the principles and criteria outlined in the EP. The ToRs will be discussed with the secretariat and other stakeholders prior to commissioning the evaluations. The AF-TERG will periodically report to the Board on lessons, findings, conclusions, and recommendations from evaluation reports at all three levels of the EP, namely the macro, *meso* and micro levels as follows:

- (a) Fund level (macro level): A ***comprehensive evaluation*** of the performance of the Fund will be delivered 60 days before the 47th Board meeting in 2026 (August 2026), with a view to this informing the development of the Fund's third medium-term strategy (MTS-3) for 2028-2032. The work will serve as an umbrella evaluation which subsumes other pieces of evaluation activity and knowledge products undertaken by the AF-TERG and across other parts of the Fund. The work on the comprehensive evaluation will also look into the development of case studies and primary data collection. A building block approach will be adopted with phased assessments of the Fund's overall performance to deliver its mission.

- (b) Strategic level (meso level): Evaluative work will assess the Fund's strategic direction, processes, policies and core features. A significant piece of work will be the **mid-term review** of the Fund's second Medium Term Strategy (MTS-2) to be presented at the 46th meeting of the Board in March 2026. This is identified in the MTS-2 Implementation Plan to assess progress made in the implementation of targets and outputs as a basis of informing the current strategy and the design of MTS-3. The evaluation will be centered around the core features and niche of the Fund including its three Pillars, six cross-cutting themes, funding windows and governance instruments. The work will be initiated in FY25 with preparations starting in FY24.

Thematic evaluations: Over the three-year work programme period, the AF-TERG will undertake three thematic studies which will serve as building blocks for the comprehensive evaluation of the Fund. Of these three, the MTS-2 implementation plan has identified the need to evaluate the refreshed **readiness programme** to identify specific gaps and provide recommendations for enhancing existing capacity building instruments and grants. The work will be initiated in FY24 and continue in FY25 with the purpose to provide evidence and learnings for the new Adaptation Fund readiness strategy. Additionally, Decision B.39/57 requested the comprehensive evaluation to follow an approach that encompasses both the findings from the rapid evaluation, as well as an evaluation of the **processes, systems and governance** of the Adaptation Fund. Therefore, the second thematic evaluation is proposed to focus on these specific aspects of the work of the Fund. The need for, and the topic for the third thematic evaluation will be determined based on emerging priorities of the Fund.

- (c) Operational level: Evaluation studies will be undertaken to assess performance and identify learnings that can inform the design, implementation, and adaptive management of projects and programmes. A focus will be on how projects and programmes conceptualize and address vulnerability and adaptation to climate change.

Ex post studies: The ex post studies are conducted 3-5 years after project completion and assess the sustainability of outcomes and their resilience, thus bringing critical learning to Fund projects and to the development of future pipelines. The AF-TERG will complete a total of four ex posts (two per year) in the first two years of this second multi-year work programme and increase the number of studies to four in the last year of the programme. This will also involve applying a 'light touch' approach to include evaluations of Fund projects in fragile, conflict-affected or hard to reach areas and reflect the maturity of the Adaptation Fund portfolio. The actual numbers of ex posts will largely depend on the numbers of completed projects that meet the eligibility criteria for ex-posts, that are evaluable, and that secure agreement of partner entities (DAs and IEs) for these studies to be conducted.

Real-time evaluations: In the context of the unpredictable nature and dynamics of climate change, the EP has provisioned for real-time evaluations on emerging issues to support timely learning and adaptive action into programming, decision-making and management responses within the Fund. The AF-TERG proposes to commission up to approximately three studies over the duration of the work programme.

(ii) Advisory function:

The AF-TERG will continue to develop and provide guidance on the EP based on emerging demand from Fund stakeholders. So far, to support compliance with the EP, the AF-TERG has developed twelve **Evaluation Policy Guidance Notes (GNs)** covering all stages of the project funding and implementation cycle and the evaluation criteria and principles. Based on emerging needs from across all AF stakeholders, the AF-TERG will continue its modular approach to developing and socializing further EPGNs. The AF-TERG will also collaborate with the AFB Secretariat to develop/update quality assurance guidance materials and establish mechanisms for tracking improvements over time.

(iii) Oversight function:

The AF-TERG will present to the Board any strategic insights, key lessons, and recommendations emerging from the evaluations conducted by AF-TERG or by evaluators hired by IEs for the improvement of the Fund's performance and provide advice on incorporating evaluation findings and recommendations into policies, strategies, and procedures. In addition, the AF-TERG proposes to put in place a mechanism to track implementation of Board decisions related to the use of evaluation recommendations and to report back periodically to the Board on progress. The AF-TERG therefore proposes to work with the Secretariat to develop a '**management action tracking**' tool of evaluation recommendations and will report annually to the EFC on progress. This tracker will be managed jointly by the Secretariat and AF-TERG Secretariat.

A **synthesis of final evaluations** is proposed to be undertaken at least twice during the span of this work programme. The work will identify emerging lessons and be used to advise the Board on the quality of final evaluations and their compliance with the Fund's EP.

As identified in the MTS-2 implementation plan, the AF-TERG has planned to participate in up to two **portfolio monitoring missions** per year. This will enable direct observation, interaction with implementing entities and beneficiaries, and discussion of challenges related to quality of results and help to surface emerging evaluation needs of implementing entities.

Workstream 2: Utilization of evaluations

This workstream focuses on strengthening the use of knowledge within the Fund to support learning and decision making, as well as external outreach to contribute to the Fund's efforts in building evidence and support for climate adaptation action.

Learning and knowledge are critical to climate change adaptation. The AF-TERG will work closely with the AFB Secretariat to support the **knowledge management functions** of the Fund and to encourage the availability, sharing and use of evidence-based results across the Fund. The AF-TERG will continue to work closely with the AFB Secretariat in promoting **knowledge management and socialization of evidence** for instance through in-person participation in annual COP events and participation in IE seminars and knowledge sharing events based on demand (virtual or in-person), as well as the use of new technologies, such as AI. Drawing on feedback from stakeholders, the AF-TERG is also putting in place mechanisms to improve its own communication of findings and lessons from evaluations so that these are easily digestible and usable by Fund stakeholders.

The growing urgency of climate change also requires a body of evidence so that scarce funds can be better directed and used to support the most vulnerable. As part of its **external outreach**, the AF-TERG's work will also seek to contribute to the Fund's position as a global leader in climate change adaptation through informing global technical knowledge and representing the evidence generated by the Fund in international

forums. Taking its direction from the Ethics and Finance Committee, the AF-TERG will engage in relevant **UNFCCC processes** such as those related to the Global Goal on Adaptation and its technical discussions on metrics, capacity building platforms, and will contribute to building a body of evidence towards addressing the growing adaptation gap and to position the Adaptation Fund as a leader in climate change adaptation. The Adaptation Fund through AF-TERG will participate (initially as an observer) in the **United Nations Evaluation Group (UNEG)** enabling it to represent the evaluation work of the Fund and to exchange lessons and best practice.

Workstream 3: Evaluative capacity building

This workstream focuses on capacity building initiatives to strengthen the Fund's in-house MEL capacity and that of Fund partners.

The AF-TERG will work collaboratively with the AFB Secretariat to help promote and socialize the EP and its Guidance Notes. Initially, this will include developing training materials and socialization of these through webinars and other AF learning events, and will mainly be targeted at supporting Implementing Entities. The AF-TERG will also advance the EP and its Guidance Notes through engagement with the wider climate change adaptation community – for instance at external forums (such as UNFCCC COP), through its participation in UNEG, and its collaboration with the evaluation units of the four climate funds (AF, CIFs, GEF, and GCF). The AF-TERG will also continue to collaborate with the AFB Secretariat on the readiness programme to increase evaluative capacity.

Looking ahead, the AF-TERG will identify emerging evaluation capacity requirements of Fund stakeholders through annual consultations led by the AF-TERG Secretariat. The work will be implemented in close collaboration with the AFB Secretariat and will primarily focus on providing tools, guidance, and practice-based learning to enable AF stakeholders to implement the EP and to guide evaluation practice to consistent and quality standards across the Fund, particularly for assessing projects and programmes at mid-term, at completion, and at ex-post.

As the EP sets out roles and responsibilities for all Fund stakeholders, including the Board and its Committees, Designated Authorities, Civil Society, and the AFB Secretariat, the AF-TERG will make available training and guidance notes for Fund stakeholders that are not directly involved with project implementation. For instance, this could focus on helping Fund stakeholders to interpret their roles and responsibilities as outlined in the EP.

Specific attention will also be paid to the capacities needed to ensure improvements in the quality of data, and to emerging requirements from Fund stakeholders to evaluate grant activities across the different funding windows and cross-cutting themes (e.g., Readiness, Locally Led Adaptation, Capacity of vulnerable populations to adapt to the effects of climate change).

This workstream will also include outreach activities, production of papers and contributions to conferences and seminars, and the maintenance and development of an interactive AF-TERG website.

6. AF-TERG work principles

Based on the AF-TERG's mandate and its two overarching objectives, 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. Each AF-TERG member shall ensure that these principles are followed in the processes and products.

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.

7. AF-TERG Member Scope of Work

In accordance with the AF-TERG Terms of Reference and the AF-TERG annual workplan for FY25, the AF-TERG Member shall undertake the activities listed below in three broad areas. The exact activities will be agreed upon appointment as part of the AF-TERG member workplan.

I. Implementation of annual AF-TERG workplan

Workstream 1: Generation of evaluations

(a) Evaluation management

- Act as focal point for specific work elements under the AF-TERG work programme, as agreed in the workplan.
- Provide, as a focal point, on behalf of AF-TERG strategic and technical advice to firms or individual consultants that are contracted on specific activities in the AF-TERG work programme. The focal point will keep the AF-TERG Chair and AF-TERG Secretariat informed on how these activities are evolving, on their implementation as well as any technical issues arising. The AF-TERG member will also provide feedback to the Chair and the AF-TERG Secretariat Coordinator on the quality of products produced by individual consultants or firms.
- Provide peer review or support to other evaluation activities where the Chair or other AF-TERG members act as focal points, mainly through provision or written comments or participation in discussions during meetings with individual consultants or firms and during AF-TERG meetings.

(b) Advisory Function

- As necessary, develop guidance notes, participate in consultations and meetings with AFB Secretariat or Fund stakeholders in order to support further compliance with the Evaluation Policy and promote its socialization among Fund stakeholders.

(c) Oversight function

- As necessary, participate in portfolio monitoring missions organized by the Secretariat.

Workstream 2: Utilization of evaluations

As necessary, perform the following duties:

- provide inputs to or review of new knowledge management products developed by the AF-TERG Secretariat or external consultants.
- Participate in external outreach events, such as webinars, seminars or conferences to share learnings from evaluations and support the AFB secretariat in knowledge management and socialization of evidence.
- Participate in peer groups and platforms of evaluation practitioners, as needed.

Workstream 3: Evaluative capacity building

As necessary, perform the following duties:

- Collaborate with the AFB Secretariat on the design and delivery of MEL capacity building events.
- Support the development of MEL training modules, including those on the application of the evaluation policy.

II. AF-TERG meetings participation (7 days, of which 4 days are allocated for virtual meetings and 3 days are allocated for a face-to-face meeting)

- Identify meeting topics to feed into the meeting agenda
- Raise in advance any conflict of interest, discuss where appropriate and request the AF-TERG Secretariat to document, if needed
- Actively engage on the topics being addressed as part of the meeting agenda
- Provide feedback on key work programme documents, work stream or work element documents and approaches used, during the process of development, design and implementation of the work programme and underlying work streams and approach papers for specific elements of work, when addressed as part of the meeting agenda
- Review and provide feedback on the minutes of the meeting
- Engage in periodic video calls (normally, twice a month for 1.5 hours) between the AF-TERG face-to-face meetings.

III. Preparation of Board documents and participation in Board meetings (2 days per Board meeting)

- Prepare Board documents, including cover notes, for evaluations and other work that the AF-TERG member is a focal point for.
- As necessary, join EFC meetings in person or virtually. In such cases, the AF-TERG member shall prepare relevant presentation materials and deliver presentations to the EFC.

8. Selection criteria

As per the Revised AF-TERG ToR, each AF-TERG member shall possess the following experience, skills and competencies:

Professional experience

- (a) At least 15 years of professional experience in evaluation work at progressively increasing levels, related to monitoring / evaluation / research and management;
- (b) At least 8 years of professional experience in development at field level and working in developing countries;
- (c) Evaluation experience: extensive knowledge of, and experience in applying, qualitative and quantitative evaluation methods; a strong record in designing and leading overall evaluations; technical competence in the area of evaluation (theory and practice), and a strong methodological background;
- (d) Climate finance experience, especially extensive knowledge of, and experience in applying climate change adaptation concepts;
- (e) Strong knowledge in project management with strong emphasis on monitoring and

evaluation;

- (f) Strong experience in policy and programmatic evaluation, in particular policies and programmes implemented in developing countries context.
- (g) Extended experience in designing, implementing and evaluating adaptation projects, programs and policies in developing countries, covering key adaptation thematic areas;
- (h) Experience in least developed countries, working with those most vulnerable to climate change impacts;
- (i) Extended knowledge of the Adaptation Fund and of UNFCCC, Paris Agreement, Kyoto Protocol and climate change and other environmental international regimes and policies;
- (j) Extended knowledge on operational aspects of institutions (policies, governance, and accounting);
- (k) Strong communication and outreach skills;
- (l) Strong skills and experience in gender-related matters.

Language

Language capacity in English. Fluency in at least one of the other six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) is an asset.

Independent evaluation capacity

- (c) Application of ethical guidance.
- (d) Absence of conflict of interest: the AF-TERG member must not have been involved in the design and/or implementation, supervision and coordination of and /or have benefited from the Fund/ project/ programme under evaluation. The AF-TERG members are independent from the development intervention, including its policy, operations and management functions, as well as intended beneficiaries. The AF-TERG member shall also disclose promptly any connections or relations that may constitute a potential conflict of interest, such as but not limited to being employed under a contract by or delivering services to an implementing entity or a peer fund.

Key personal competencies

The AF-TERG member profile includes the following competencies and responsibilities:

- (f) A knowledge and personal commitment to the Adaptation Fund principles, core values and its activities;
- (g) A facilitative and consultative approach including ability to work independently as well as in a multi-cultural environment;
- (h) Good communication skills;
- (i) High ethical standards; and
- (j) Flexibility and time availability.

9. Compensation, payments and other arrangements

Duties and Responsibilities. The AF-TERG member, as a World Bank STC, agrees to accept the duties and responsibilities of this assignment, and to work as part of the AF-TERG in order to accomplish the objectives set forth in these terms of reference. The AF-TERG member warrants that they will remain available during the time of the assignment and will make themselves available for the activities described in the ToR and the workplan to be agreed upon appointment.

The TTL of the AF-TERG member within the World Bank administrative system is the AF-TERG Secretariat Coordinator.

This is a part-time position for a total period of 36 expert days over the period 1 November 2024 – 30 June 2025. The number of days cannot be increased unless approved by the TTL to allow the AF-TERG member to undertake additional work required for the delivery of the annual workplan and not described in this ToR and the workplan. The AF-TERG member is required to complete any mandatory trainings that may be required by the World Bank at the beginning or during the duration of the contract, and the completion of such trainings may not constitute a reason for increasing the allocated expert days. The location for the position is home-based while accepting to work as necessary during EDT/EST time zone office hours and, if applicable, in agreed and approved mission countries.

The members of AF-TERG serve for a period of three years from the date of appointment and are eligible to serve not more than two consecutive terms or six years. Under the World Bank administrative rules, which guide the appointment operational aspects, members are issued annually short-term consulting (STC) contracts, which may be renewed during the appointment term depending on the performance of the AF-TERG member. As all contracts with the Fund and the AF-TERG are World Bank contracts, the AF-TERG member shall follow the relevant rules and regulations of the Bank which are an integral part of and take precedence over this ToR.

Travel. There is limited requirement for travel in this role. However, should the need arise, any travel 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 to be developed by the AF-TERG member. Upon completion of each mission, the AF-TERG member shall promptly submit a Back-to-Office (BTO) report. Travel expenses will be paid and/or reimbursed separately in accordance with the WBG policies.

Support. The AF-TERG Secretariat will provide the AF-TERG member 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.

Payments. Payments for deliverables will be processed upon approval by the TTL. Payments for deliverables under work programme implementation support can only be claimed against the approved work plan. The AF TERG member shall submit to the TTL a time sheet of days worked each month at the beginning of the next month.