

**Request for Expressions of Interest**  
**Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG)**  
**Short Term Consultant (STC) Position**  
**- October 27, 2021 -**



**Technical Evaluation  
Reference Group**  
**ADAPTATION FUND**



**ADAPTATION FUND**

**Thematic Evaluation of Innovation STC**

The purpose of this request for expressions of interest is to provide the background, required qualifications as well as key deliverables and processes to select and contract a short-term consultant (STC) to conduct an evaluation of innovation in the Adaptation Fund.

Innovation is one of the three strategic pillars of the Fund to foster its mission to support vulnerable developing countries in adaptation and will remain to be the Fund's focus moving forward. The topic of innovation is one of the selected topics for thematic evaluations to be conducted by the AF-TERG in its work program (Workstream 1).

The STC will help to map, analyze, and derive lessons about the Adaptation Fund (AF) efforts and progress in fostering innovation in climate change adaptation (CCA). Results will inform the current discussion on innovation at the AF.

**Scope of work**

Working with the AF-TERG, the STC will be expected to do the following:

**Phase 1: Evaluation scoping and design**

- Map the issues and questions related to innovation in the AF Board, AF Board Secretariat, Implementing Entities, including the Innovation Facility implementers.
- Review the landscape and evidence base of the field of “innovation” in sustainable development and CCA; and
- Develop a framework about innovation to be used in the evaluation.
- Based on the scoping phase, develop a detailed evaluation design for phases 2, 3 and 4.

**Phase 2. Consultation phase**

- Consult with relevant individuals and organizations working on innovation from inside and outside the Fund. The STC will help the AF-TERG identify those external to the Fund. Within the Fund, the key groups are the Adaptation Fund Board (AFB) Secretariat, the Adaptation Fund Innovation Task Force, implementing entities from the Fund's concrete actions, and from the innovation and learning windows operations.

### Phase 3. Portfolio Analysis

- Portfolio analysis of innovative projects by mapping the Fund operations with innovative components, identify intended outcomes, results, theory of change and main factors that influence their effectiveness.
- Deep dives on selected case studies from inside and outside the AF to understand the results and the factors influencing innovation.
- Assess results, issues, challenges opportunities

### Phase 4: Synthesis and Report

Evaluation report and synthesis of innovation lessons and evidence from the AF and broader peers.

### Qualifications

The specific qualifications and experience required are:

- Master-level degree in the fields of socio-economics, evaluation and research, international development, environment and applied social sciences, public policy/governance or related.
- A minimum of twelve years' experience working in the field of innovation / innovation research in sustainable development in general or climate change in particular.
- Good general knowledge of the issues of sustainable development and climate change adaptation.
- Good knowledge of current innovations networks, stakeholders, mechanisms and platforms.
- Experience with scan, search and appraise methodologies and data collection strategies with expertise in applying mixed statistical, data analysis and triangulation methods.
- Knowledge of and familiarity with the Theory of Change and a range of MEL methods.
- Strong interpersonal skills and ability to work effectively with internal/external partners and promote collaboration in a multi-cultural environment.
- Networked and connected in the world of innovation and innovative MEL thinking, linked to adaptation, resilience and the environment, with connections to new technologies, big data and cutting-edge MEL tools and approaches.
- Ability to think out of the box – comfortable with taking a leap of faith and with experimenting
- Excellent command of English, written as well as spoken fluency.

Desirable qualifications are:

- Experience of or exposure to climate change adaptation-related portfolios/work streams.
- Knowledge of and/or experience with the Adaptation Fund or environmental / climate change workstreams in the World Bank or the Global Environment Facility is an added advantage.
- Knowledge of and/or experience with the use of online meeting tools (like Webex) and survey tools (like SurveyMonkey).
- Additional language skills next to English, like French or Spanish, is a plus.
- Experience of working in or with developing countries is a plus.

### **Submission requirements**

Interested candidates are hereby invited to send their expression of interest – expressing how their background fits the required qualifications – together with an up-to-date curriculum vitae to [af-terg-sec@adaptation-fund.org](mailto:af-terg-sec@adaptation-fund.org) with “**AF-TERG Evaluation of Innovation**” in the subject line.

The application deadline is close of business on **November 14 2021** (Washington DC time). Only shortlisted candidates will be contacted for a follow-up online or telephone 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.

## Terms of Reference

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

#### Short-term consultancy (STC) position



Technical Evaluation  
Reference Group  
ADAPTATION FUND



ADAPTATION FUND

#### Thematic Evaluation of Innovation STC

Date:

From:

Email:

Phone:

To:

Email:

#### **1. Background**

The Adaptation 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 programmes in developing countries that are particularly vulnerable to the adverse effects of climate change. At the Katowice Climate Conference 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.<sup>1</sup> 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.  
[www.adaptation-fund.org](http://www.adaptation-fund.org)

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<sup>1</sup> AF. 2018. Medium-Term Strategy 2018-2022. March 2018. Available at: <https://www.adaptation-fund.org/document/medium-term-strategy-2018-2022/>

## **2. Adaptation Fund governance**

The Fund provides climate finance to developing countries who are Parties to the Kyoto Protocol.

The Fund is supervised and managed by the Adaptation Fund Board (the Board), which is accountable to CMP [and CMA]. 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. The PPRC is responsible for assisting the Board with assessing project and programme proposals submitted to the Board and review project and programme performance reports. 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 IEs and the suspension, cancellation or re-accreditation of entities already accredited.

The World Bank serves as an interim trustee of the Fund. The Global Environment Facility (GEF), through a team of dedicated officials, provides secretariat services to the Board. The Board 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. The AF-TERG, which is headed by a chair, provides an evaluative advisory role through performing evaluative, advisory and oversight functions. The group is comprised of independent experts in evaluation, called the AF-TERG members. A small secretariat provides support for the implementation of evaluative and advisory activities as part of the work programme.

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/](http://www.adaptation-fund.org/about/evaluation/)

## **4. AF-TERG work programme**

At its thirtieth meeting the Board decided:

*a) To approve the option of re-establishing a long-term evaluation function for the Adaptation Fund through a Technical Evaluation Reference Group (TERG), as described in documents AFB/EFC.20/3 and AFB/EFC.21/4.<sup>2</sup>*

[...]

*(Decision B.30/38, October 2017)*

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<sup>2</sup> AF. 2017. Updated Options for an Evaluation Function and Cost Implications. Document AFB/EFC.20/3. Available at: <https://www.adaptation-fund.org/document/updated-options-evaluation-function-cost-implications/>  
AF. 2017. Updated options for an evaluation function and cost implications. Document AFB/EFC.21/4. Available at: <https://www.adaptation-fund.org/document/updated-options-evaluation-function-cost-implications-2/>

To implement the decision above, the secretariat drafted the Terms of Reference of the AF-TERG and shared them with the Global Environment Facility's Independent Evaluation Office (GEF-IEO) and the secretariat of the Global Fund's Technical Evaluation Reference Group, for their inputs and advice.

Having considered the comments and recommendation of the EFC, the Board decided at its thirty-first meeting in March 2018:

- a) To approve the terms of reference of the Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) as contained in Annex III to the report of the Board (AFB/B.31/8);<sup>3</sup>*
- b) To approve the amendment to the terms of reference of the Ethics and Finance Committee (EFC) as contained in Annex IV to the report of the Board (AFB/B.31/8);*
- c) To establish the AF-TERG Recruitment Working Group composed of the following Board members and alternates: Mr. Ibila Djibril (Benin, Africa), Mr. Marc-Antoine Martin (France, Annex I Parties), Ms. Barbara Schäfer (Germany, Annex I Parties) and Ms. Margarita Caso (Mexico, Non-Annex I Parties); and*
- d) To request the AF-TERG Recruitment Working Group, with the support of the secretariat, to undertake the necessary arrangements for the recruitment of the AF-TERG chair and four members intersessionally between the thirty-first and thirty-second meetings of the Board and to report back to the EFC at its twenty-third meeting.*

*(Decision B.31/25, March 2018)*

On February 24, 2019, inter-sessional decision B.32-33/15 resulted in the appointment of the first Chair of the Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG).

*(Decision B.32-33/15)*

At the thirty-fourth Board meeting (October 2019) the manager reported - as noted in meeting report AFB/B.34/20<sup>4</sup> - that the AF-TERG had completed the selection process for four AF-TERG members and had held their first in-person meeting with the members to discuss the set-up, mandate, communication channels and expectations. Preliminary work had taken place on the AF-TERG work programme, with a focus on evaluative components and products.

The first AF-TERG strategy and work programme was presented to the Board intersessionally between the first and second part of its 35th meeting. Having considered the document AFB/EFC.26.a-26.b/3 and the recommendation by the Ethics and Finance Committee, the Board decided to approve the draft strategy and work programme of the AF-TERG contained in Annex 1 of the document AFB/EFC.26.a-26.b/3.<sup>5</sup>

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<sup>3</sup> AF. 2018. Report of the Thirty-first meeting of AFB (20-23 March, 2018). Document AFB/B.31/8. Available at: <https://www.adaptation-fund.org/document/report-thirty-first-meeting-afb-20-23-march-2018/>

<sup>4</sup> AF.2020. Report of the Thirty-fourth Meeting of AFB (7-11 October 2019). Document AFB/B.34/20. Available at: <https://www.adaptation-fund.org/document/report-of-the-thirty-fourth-meeting-of-the-afb/>

<sup>5</sup> AF-TERG. 2020. Draft Strategy and Work Programme of the Adaptation Fund Technical Evaluation Reference Group (AF-TERG). Document AFB/EFC.26.a-26.b/3. Available at: <https://www.adaptation-fund.org/document/draft-strategy-and-work-programme-of-the-adaptation-fund-technical-evaluation-reference-group-afb-efc-26-a-26-b-3/>

(Decision B.35.a-35.b/29, April 2020)

The AF-TERG has a three-year work programme spanning across fiscal years 2021 to 2023, ie. July 1, 2020 to June 30, 2023. It is accompanied by a two-year budget, covering fiscal years 2021 and 2022. The budget was presented to the Board as part of the administrative budget. The latest version was presented and approved at the 36th meeting, providing a revision for fiscal year 2022 and an estimate for fiscal year 2023, and can be found in document AFB/EFC.27/.6.<sup>6</sup>

Consultations with Board members, observers and Adaptation Fund Board (AFB) Secretariat staff identified a range of topics related to monitoring, evaluation and learning (MEL) as well as themes related to the operations, strategies and governance of the Fund to be further explored in the context of the AF-TERG work programme.

The AF-TERG Strategy and Work-Programme (Workstream 1) focuses on the review and evaluation of the Medium-Term Strategy (MTS), thematic evaluations and the overall model and performance of the Fund, centred around the core features and niche of the Fund. Thematic evaluations of Fund performance will provide perspectives on core features of the AF, such as the country-driven and innovative character of Fund operations with a view to assessing the potential for scale-up and longer-term impact.

The AF-TERG Strategy and Work-Programme (Workstream 1) envisages an assessment of the experience on how the concept of innovation is applied by the Fund as well as of examples of innovative climate change actions.

## **5. Rationale, goals and tasks**

### **Rationale**

The rationale for the evaluation of the use of innovation in the Fund is as follows:

- a) To harness the potential of innovation in all aspects of the Fund to lever, catalyze scale and transformation.
- b) Input to the current discussion on innovation at the Fund and within the climate change adaptation (CCA) community given (i) the urgency to respond to climate change impacts and (ii) the need to understand what is working and what is not, to learn to further invest, replicate and scale-up.
- c) Input to the overall evaluation of the Fund.

### **Goals**

There are two approaches to the evaluation. The first is a forward-looking one, to provide recommendations to the ongoing discussion on innovation at the AF and within the CCA community. The second one is to look at past and current experience within the Fund and others working in the space of innovation and CCA. The ultimate objective is to derive lessons about the Fund's efforts and progress in

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[fund.org/document/strategy-and-work-programme-of-the-adaptation-fund-technical-evaluation-reference-group-af-terg-2/](https://www.adaptation-fund.org/document/strategy-and-work-programme-of-the-adaptation-fund-technical-evaluation-reference-group-af-terg-2/)

<sup>6</sup> AF/AF-TERG. 2021. Administrative Budgets of the Board and Secretariat, and Trustee for Fiscal Year 2022, and the AF-TERG and its Secretariat for Fiscal Years 2022-2023. Document AFB/EFC.27/.6. Available at: <https://www.adaptation-fund.org/document/administrative-budgets-of-the-board-and-secretariat-and-trustee-for-fiscal-year-2022-and-the-af-terg-and-its-secretariat-for-fiscal-years-2022-2023/>

fostering innovation and to look at the performance of the investment made by the Board in innovation. It is also the goal of this evaluation to bring to the Fund experiences on innovation from the CCA or from sustainable development. Specifically, the study seeks to address the following objectives:

- To learn from other multilateral climate finance mechanisms such as the Green Climate Fund (GCF), the Climate Investment Fund (CIFs), and the Global Environment Facility (GEF) as well as other funds' approaches to innovation.
- To look at synergies and complementarities between the Fund and other funding streams for fostering innovation in adaptation.
- To review and strengthen the understanding and application of innovation concepts, theory and practice in the Medium-Term Strategy (MTS) and Operations of the Fund.
- To learn from the Fund's concrete adaptation actions, innovation and learning funding windows to date.
- To assess how current Adaptation Fund innovation monitoring and evaluation indicators, tools and processes serve Parties to the Paris Agreement by accelerating and enhancing the quality of adaptation action in developing countries.
- To provide strategic recommendations (with relevant stakeholders) to inform the AF decisions on the use of innovation in the Fund, including future MTS, work program and financing.

### Tasks

The work will be undertaken in four phases. The consultant will be expected to do the following:

#### Phase 1: Evaluation scoping and design

- Map the issues and questions related to innovation in the Board, AFB Secretariat, Implementing Entities, including the Innovation Facility implementers.
- Review the landscape and evidence base of the field of "innovation" in sustainable development and CCA; and
- Develop a framework about innovation to be used in the evaluation.
- Based on the scoping phase, develop a detailed evaluation design for phases 2, 3 and 4.

#### Phase 2. Consultation phase

- Consult with relevant individuals and organizations working on innovation. The STC will help the AF-TERG identify those external to the Fund. Within the Fund, the key groups are the AFB Secretariat, the Adaptation Fund Innovation Task Force, implementing entities from Adaptation Fund's concrete actions, and from the innovation and learning windows operations.

#### Phase 3. Portfolio Analysis

- Map the Fund's operations with innovative components, identify intended outcomes and results, theory of change, and main factors that influence their effectiveness.
- Deep dives on selected case studies from inside and outside the Fund to understand the results and the factors influencing innovation.
- Assess results, issues, challenges opportunities

#### Phase 4: Synthesis and Report

### Ways of working

- The consultant will receive support from an AF-TERG member and a data analyst for the preliminary research and for setting up the interviews with key stakeholders, or for setting up alternative data collection methods. The approach of the evaluation will be discussed with AF-TERG and AFB Secretariat and agreed upon with the AF-TERG.
- The consultant will draw on relevant Fund and AF-TERG documentation, to ensure that the deliverables are consistent with the objectives and operations of the Fund and the AF-TERG.
- The consultant will rely on remote-based discussions with AF-TERG members and the Secretariat, and with select stakeholders as identified in consultation with the AF-TERG.
- The iterative process of drafting the evaluation framework will require a flexible approach to work with the AF-TERG and other stakeholders. The approach taken is expected to be collaborative and carried out with the AFB Secretariat and selected Implementing Entities.

Time commitment: 80 days in fiscal year 2022.

### Deliverables:

#### *Deliverable 1.* Summary of landscape report on innovation in CCA

The deliverable includes the specification of the evaluation framework, questions, methods and work plan. The STC should seek to find practical ways to assess the overall innovation impact of the AF, both in its operations and its funded projects, and is requested to provide a brief outline of the approach to be employed as part of this application.

The report will also include the Fund's position in the larger landscape for innovation in the development and adaptation finance space.

#### *Deliverable 2.* Portfolio analysis and case studies (internal working document)

The portfolio analysis (including projects under completed and under implementation as well as proposals in the pipeline) will look at how (and to which extent) the AF supports innovation. Based on pre-agreed criteria that include the AF discussion on innovation, case studies internal and external to the AF will be identified and analyzed to extract learnings and provide evidence on the paths, drivers, enabling conditions and barriers of innovation. In addition, case studies from the Fund will contribute to accountability by assessing the manner in which innovation work in practice reflects the strategies and principles which AF has developed to guide these efforts.

Last, the report should contain the mapping of the Fund's operations with innovative components, identification of intended outcomes and results, Theory of Change, and main factors that influence their effectiveness.

#### *Deliverable 3.* Evaluation report and synthesis of relevant innovation lessons and evidence from the Fund and broader peers

Drawing on the work done, the STC will draft the final report of the evaluation. It is envisioned that the draft will go through two rounds of review and revision. The final report should be no longer than 40 pages in length not including annexes.

A PowerPoint presentation on the final results and recommendations will be prepared by the STC.

## **6. 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. The consultant will 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 utilize 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. Compensation, payments and other arrangements**

The consultancy will take place at the consultant's own place of work.

The position is for a maximum of **80 days under fiscal year 2022 (FY22)** for an agreed **net / gross daily rate of US\$ xxx**. All contracts with the Adaptation Fund / AF-TERG are World Bank contracts and follow

the relevant rules and regulations of the Bank. **The contract is for the period from contract start (envisaged for December 1, 2021 to June 30, 2022. The total cost of this contract is US\$ xxx.** Any need for additional days and compensation will need to be determined in consultation with the AF-TERG Secretariat Coordinator (TTL), the AF-TERG Chair and the AFB Secretariat Manager and need to be approved prior to the beginning of extra work.

Payments for deliverables will be processed upon approval by the TTL.

Although not expected, but in case of any travel, this 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. All travel expenses will be paid and/or reimbursed separately.

The AF-TERG Secretariat will provide the consultant 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.