

Terms of Reference for Hiring the Consultant to Conduct an Independent Review of the Interim trustee and the Interim Secretariat Servicing the Adaptation Fund Board

BACKGROUND

At the third session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), which was held in Bali, Indonesia from 3-14 December 2007, Parties in decision 1/CMP.3 decided to establish the Adaptation Fund Board (AFB) as the operating entity to supervise and manage the Adaptation Fund, under the authority and guidance of the CMP. The AFB is fully accountable to the CMP, which decides on the overall policies of the Adaptation Fund.

Upon invitation from Parties, the Global Environment Facility (GEF) provides secretariat services to the AFB and the World Bank serves as trustee of the Adaptation Fund on an interim basis. These interim institutional arrangements will be reviewed in 2011.

At CMP 4, Parties expressed their appreciation to the AFB for having carried out the functions of its work plan, in accordance with decisions 5/CMP.2 and 1/CMP.3, and urged it to continue to do so with a view to fully operationalizing the Adaptation Fund. Parties in decision 1/CMP.4 also adopted the rules of procedure of the Adaptation Fund Board. The CMP encouraged the AFB to keep its rules of procedure under review and, if necessary, make recommendations concerning any amendments aimed at enabling the AFB to function in an efficient, cost-effective and transparent manner.

At CMP 5, Parties endorsed the decision of the AFB to accept the offer of Germany to confer legal capacity on the AFB and invited Germany to make the necessary arrangements. Parties also adopted the amendments to the rules of procedure of the AFB as contained in the annex of decision 4/CMP.5.

At CMP 6, Parties expressed appreciation to the Government of Germany for conferring legal capacity on the AFB. And requested the Adaptation Fund Board to undertake independent performance reviews of the interim secretariat and the interim trustee servicing the Adaptation Fund.

With a view to conducting this Independent review, the Adaptation Fund Board requires the services of a consultant to present a report for information and review by the Adaptation Fund Board prior to its fifteenth meeting in September 2011.

Objective

As per the terms of reference established by the CMP, the objective of this initial review is to ensure the effectiveness and adequacy of the Adaptation Fund and its interim institutional arrangements, with a view to the CMP adopting an appropriate decision on this matter at its seventh session.

The following Terms of Reference will govern the award of contract and performance reviews of the Interim Secretariat (Global Environmental Facility) and the Interim Trustee (The World Bank) servicing the Adaptation Fund.

The candidate should:

- Be familiar with the managing of global institutions such as the Adaptation Fund.
- Have expertise on governance and accountability issues, including expertise with regard to fiduciary issues, financial management, and auditing
- Have a degree in social science, business management, project management and/or public administration.
- Have relevant experience in climate change, and/or development/project development related work for at least 10 years.
- Demonstrate analytical and writing skills and ability to assess complex situations.
- Have an excellent command of written and oral English.

In accordance with the 5th Conference of Parties Serving as Meeting of Parties (CMP) decision, the performance review should be placed before the sixth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP). Consequently, the Consultant would be required to submit the performance review latest by the sixteenth meeting of the Adaptation Fund Board in 2011.

In carrying out this review, the consultant shall take into account the following:

For the:

Secretariat

- i. Legal arrangements between the Adaptation Fund Board and the Secretariat;
- ii. Adequacy of planning and implementation process of activities;
- iii. Coherence and effectiveness in the project review process in line with the AFB's operational policies and guidelines;
- iv. Staff and officers dedicated to undertake activities assigned to the AFB Secretariat;
- v. Cost effectiveness of the budget allocated to non-dedicated and dedicated staff;
- vi. Financial practices of other Secretariats;
- vii. Interaction with the implementing entities and other relevant bodies of the Convention and the Kyoto Protocol;
- viii. Cost effectiveness and necessity of maintaining the Secretariat services against an independent Secretariat;

Trustee

- i. Legal arrangements between the AFB and the Trustee and the arrangements between other organizations;
- ii. Cost effectiveness of the administrative services rendered by the Trustee for the Adaptation Fund Board;
- iii. Cost effectiveness of the management of Certified Emission Reduction Certificates (CERs) including its sale to the markets
- iv. Evaluation of the trust fund management and disbursement policy
- v. Adequacy and effectiveness of the reporting to the Adaptation Fund Board

In carrying out the study, the consultant will identify strengths, weaknesses, opportunities and any risks to the Adaptation Fund and will make recommendations to address and improve these arrangements between the Adaptation Fund Board and the Secretariat and the Trustee.

The consultant shall also seek the opinion of the relevant persons, in particular the Chair and the Vice Chair, and institutions and other relevant sources of information deemed useful.

Once the Secretariat receives the bids, these will be forwarded to the members of the Ethics and Finance Committee for an initial review and recommendation to the Board for appointment through a sessional or inter-sessional decision.

To apply:

Please send applications including a CV and letter of intent by May 9, 2011 to secretariat@adaptation-fund.org, copying AFornells@mma.es