



Announcement for Consultancy

Adaptation Division
Vulnerability Subdivision
Consultant (Nairobi Work Programme – Lima Adaptation Knowledge Initiative)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
21 September 2022 23:59 hrs CET	22/CON07/A	As soon as possible	100 working days until 31 March 2023	home-based

Publication date: 07 September 2022

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the historic Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The Adaptation division of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation. This process includes activities relating to national adaptation plans, national adaptation programmes of action, the Nairobi work programme (NWP), the Warsaw International Mechanism for Loss and Damage and its Executive Committee, the Adaptation Committee, the Local Communities and Indigenous Peoples Platform, research and systematic observation, adaptation communications and the adaptation registry.

The Adaptation division also engages Parties and stakeholders including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders. The division addresses the process of reviewing the adequacy of the long-term global goal, the global stocktake and the consideration of various matters related to climate science

Relevant Background:

The Nairobi work programme (NWP), established at COP 11, is the first stakeholder engagement mechanism created under the Convention. The NWP continues to establish itself as a knowledge-to-action hub for adaptation and resilience. The NWP engages over 450 partner organizations and serves as a technical bridge between the UNFCCC process, constituted bodies and non-Party stakeholders to curate, co-produce, communicate and disseminate knowledge and experience on all aspects of impacts, vulnerability and adaptation. The NWP also convenes and facilitates partnerships for collaborative action on adaptation.

This exercise will inform all projects and activities under the Nairobi work programme, including its mandated thematic work¹, the Lima Adaptation Knowledge Initiative (LAKI)², the UN Climate Change and University Partnership Programme³, supporting constituted bodies and other work programmes⁴, outreach and communications⁵, among other activities.

The June 2022 SBSTA outcomes⁶ noted the Parties request for the NWP to strengthen the monitoring and evaluation of work with the aim of enhancing and facilitating the dissemination of knowledge

¹ Find more details [here](#)

² <https://unfccc.int/documents/8617>

³ Find more details [here](#)

⁴ See more details [here](#)

⁵ See the [Adaptation Knowledge Portal](#) and the [Nairobi work programme webpage](#)

⁶ See https://unfccc.int/sites/default/files/resource/SBSTA2022_L07E.pdf, 7d, p.3



products to, and uptake of these products by, knowledge users at the community, subnational and national level, including by:

- Strengthening the content, applicability and accessibility of the adaptation knowledge portal with a view to sharing relevant and specific adaptation practices with Parties and those responsible for implementing adaptation action at the subnational and national level;
- Obtaining user feedback through modalities such as targeted surveys, annual focal point forums and regional events and considering experience and lessons learned in the implementation of such modalities, as appropriate.

Purpose of the consultancy:

Overarching aim: Support implementation of the NWP by developing a draft monitoring, evaluation, and learning (MEL) framework (mandated) by mapping out how the NWP can plan, integrate and implement MEL processes.. The draft MEL framework developed in this consultancy will help the UNFCCC secretariat learn and assess how knowledge are being closed under its work and enhancing knowledge relevant to target user groups enables scaling up of adaptation action in countries and subregions.

Tasks and indicative timeline:

The consultant will support the Vulnerability subdivision within the Adaptation division at the UNFCCC secretariat and report to the team lead of the NWP unit with an overall guidance of the subdivision manager.

Assignment:

Develop a draft MEL framework for assessing the impact of NWP work with its partners, including applicable variables for assessment. The draft MEL framework should be broad enough to be relevant for the all areas of activities under the NWP.

This would enable the identification of achievements, and the degree to which adaptation outcomes has been informed through its co-produced knowledge. Consultant to review and assess the report produced by graduate students which identified a set of planning tools and approaches that can be of relevance for the NWP: <https://unfccc.int/documents/528925>

Written output: A document containing a draft MEL framework including applicable variables to assess NWP work with its partners in pursuit of its wider vision. The draft MEL framework will contain guidance on designing assessment relevant to thematic areas, work with constituted bodies, subregional work so that the framework can be tailored to the context. It should also contain guidance on the MEL tools and approaches that should be integrated in a systematic manner.

Capacity support for the NWP team: What are the approaches that can inform the implementation of MEL processes for the NWP to systematically assess the impact of knowledge generated through the NWP on Party and stakeholder efforts to scale up adaptation action over time?

2. Pilot and test the draft MEL framework in one NWP thematic area or initiative.

Written output: A document containing a draft MEL framework including applicable indicators for NWP activities to close adaptation gaps through knowledge, with target knowledge users in mind. Assess how relevant knowledge was taken up by target users in ways that catalysed adaptation action in countries and subregions, including applicable indicators. This would enable the identification of achievements, and the degree to which the knowledge gaps have been filled for target knowledge users, especially in the context of the mandated work in thematic areas, Lima Adaptation



Knowledge Initiative (LAKI), and the UN Climate Change and University Partnership Programme.

Written output: A document containing a draft MEL framework including applicable variables to assess NWP work with its partners to close (priority) adaptation knowledge gaps for target knowledge users in a particular thematic area. The draft MEL framework will contain assessment factors relevant to one thematic area, tailored to the particular context. It should also contain guidance on the MEL tools and approaches that should be integrated in a systematic manner. The draft MEL framework will contain guidance on choosing assessment variables relevant to thematic areas, work with constituted bodies, subregional work so that the framework can be tailored to the context.

Outputs:

		Completion date
1	Prepare a detailed work plan based on the TORs	1 October 2022
2	Initial review and analysis of the NWP's work and impact, stakeholder interviews, including recommendations. Using both desk-based research and interviews with NWP partners, constituted bodies, Parties (e.g. targeted National Focal Points, adaptation contact points) conduct a review and analysis of NWP's work, outcomes, follow up and impact so far.	30 November 2022
3	Develop a first draft of a MEL framework	15 January 2023, first draft
4	Capacity support to NWP team members to inform the integration of MEL indicators and tools in a systematic manner across different areas of work under the NWP. This will include brainstorming sessions and at least two knowledge sharing workshops.	Before Feb 2023
5	Test the draft framework	November 2022- January 2023
6	Refine the MEL framework based on the outcomes of #5	15 February 2023, second draft
7	Develop a draft budget for the implementation of MEL across the NWP to guide the work	February 28, 2023
8	Internal UNFCCC circulation, feedback to contractor, adjustments by the contractor	on a rolling basis
9	Finalize all deliverables	March 31 2023

Timeframe:

The work under the NWP will be assigned 100 working days from October 2022 to March 31, 2023.

Duty station:

The assignment will be home-based. Travel for meetings may be required.



What are we looking for:

Education: Advanced university degree (Master's degree or equivalent) in a discipline relevant to decision sciences, diagnostics and knowledge of qualitative and quantitative data methodologies.

Asset: Education is related to climate change adaptation (such as climate science, ecology, sustainable development, environmental studies, international relations, or related discipline), and assessing intervention impacts.

Experience:

Required: Experience with monitoring, evaluation and learning approaches and frameworks in an international environment.

Asset: A minimum of five years of relevant work experience having led to demonstrable expertise related to assessing impact in adaptation.

Language skills:

Required: Excellent proficiency in the English language (written and spoken).
Excellent writing and presentation skills.
Familiarity with the UN editorial style.

Job related skills:

Required: Demonstrated experience in developing and applying monitoring, evaluation and learning approaches and frameworks in assessing impact.
Demonstrated strong analytical skills.
Demonstrated strong oral and written communication skills.

Asset: Familiarity with monitoring, evaluation and learning of adaptation actions and outcomes for target knowledge users in countries.
Familiarity with understanding on both qualitative and quantitative analysis software.
Demonstrated ability to facilitate engagement of different communities of practice, convene actors and work effectively with experts and expert networks.
Graphic design, visual presentation of data.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.