

 <p>ADAPTATION FUND</p>	<p align="center">Position Description</p> <p align="center">Seminar Facilitator</p> <p align="center">Adaptation Fund Board Secretariat</p>
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BACKGROUND

The Adaptation Fund (the Fund) is an innovative financing mechanism set up by the Conference of Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC), with the purpose of financing concrete climate change adaptation projects and programs in developing country Parties. The Adaptation Fund Board (AFB) set up the strategic priorities and operational procedures of the Fund, including the ground-breaking direct access modality which allows vulnerable developing countries to access financing from the Fund directly, using an accredited National Implementing Entity.

At its twenty-first meeting, the AFB recognized the need for a programme to support readiness for direct access to climate finance and articulated the specific objectives of the Readiness Programme through decision B.21/28 to be:

- (i) to increase the preparedness of applicant national implementing entities seeking accreditation by the Adaptation Fund, and
- (ii) to increase the number of high quality project/programme proposals submitted to the Board within a reasonable time period after accreditation.

The decision of the Board was supported by Parties to the Kyoto Protocol at the tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 10), at which the Parties recognized the Adaptation Fund Readiness Programme and decided to invite further support for the readiness programme of the Adaptation Fund Board for direct access to climate finance in accordance with decision 2/CMP.10, paragraph 5. The Parties also requested the Board to consider, under its readiness programme, the following options for enhancing the access modalities of the Adaptation Fund:

- (a) Targeted institutional strengthening strategies to assist developing countries, in particular the least developed countries, to accredit more national or regional implementing entities to the Adaptation Fund;
- (b) Ensuring that accredited national implementing entities have increased and facilitated access to the Adaptation Fund, including for small-sized projects and programmes;

To advance the objectives of the Readiness Programme, the AFB Secretariat has employed a variety of instruments and tools, including regional workshops, seminars, webinars, South-South cooperation grants to support accreditation with the Fund, small grants to support project technical design and implementation of the Fund’s strategies and policies, partnerships with other organizations providing readiness and capacity building support, and guidance documents, including the facilitation of capacity building for the application of such guidance documents by entities, where possible.

It is in this context that the AFB Secretariat is seeking a short term consultant who will perform the functions of facilitation and coordination at the fourth annual seminar for accredited national implementing entities (NIEs) of the Fund that will take place in partnership with the Fundcooperación para el Desarrollo Sostenible (Fundcooperación) at Hotel Club Punta Leona in Costa Rica, from 26 - 28 July 2017.

DUTIES AND RESPONSIBILITIES

The seminar will be participatory in nature involving both group and plenary discussions. The facilitator is expected to familiarize with the language and acronyms that will be used in the discussions. The seminar will provide a platform for accredited NIEs of the Fund to share and exchange lessons, knowledge and experiences in the programming of climate adaptation finance through Direct Access and navigating the project funding cycle of the Fund.

Objectives

The objective of the seminar is to facilitate a forum where accredited NIEs of the Fund can share experiences, learning among peers and engage in open dialogue with the ADF secretariat to strengthen relationships, knowledge and enhance the confidence and capacity in accessing, delivering and reporting on climate finance through the Adaptation Fund's Direct Access modality.

Expected Outputs

At the end of the seminar the following outputs are expected:

- (i) Enhanced knowledge and understanding of the Adaptation Fund fiduciary requirements, project cycle and best practices in the programming of climate finance Direct Access for adaptation.
- (ii) Increased confidence of accredited NIEs to undergo the re-accreditation and project cycle process of the Adaptation Fund.

Specific duties include:

Preparation and Coordination (1 day)

Work with the AFB Secretariat readiness coordinator and designated staff from Fundecooperación to:

- Finalize agenda for the seminar to ensure that seminar proceedings are as interactive as possible
- Develop facilitation materials and presentations as necessary

Facilitation and Presentation (2 days)

- Facilitate two days of the three-day seminar and coordinate the different presenters/speakers.

Report Writing and submission (1 days)

- Provide input to the seminar report by the report writer/rapporteur.

SELECTION CRITERIA

- At least three years of experience in facilitation of workshops and seminars or as a moderator at seminars and workshops.
- General understanding of sustainable development issues, in particular, regarding climate change adaptation and environmental management.

DURATION

Four days including preparation and pre-event individual meeting with the team members.