

 <p>ADAPTATION FUND</p>	<p style="text-align: center;">Position Description</p> <p style="text-align: center;">Report Writer for the Fourth Annual NIE Climate Finance Readiness Seminar</p> <p style="text-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 function of report writing at the fourth annual seminar for accredited national implementing entities (NIEs) of the Fund that will take place in partnership with the Fundecooperación para el Desarrollo Sostenible (Fundecooperación) 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 report writer 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 AFB 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

The role of the report writer would be to capture the key issues raised and main outcomes of the seminar in a seminar report. The specific terms of reference for delivery of the seminar report are as follows:

Preparation (1/2 day)

In preparation for the meeting the report writer will:

- Attend a preparatory meeting with Adaptation Fund Board secretariat staff on a mutual date before the commencement of the seminar to better understand his/her role.
- Review the meeting objectives as well as all the background notes, and seminar materials to be provided by the Adaptation Fund Board secretariat.

Report writing during the seminar (2 1/2 days)

- The report writer will ensure an accurate and structured recording of the deliberations of the seminar in the form of a seminar report.
- He/She will be responsible for taking notes during the sessions and preparing a report of each session's proceedings as follows:
 - ❖ A summary of key points or key highlights made during the presentation.
 - ❖ An accurate record of key points made during the discussions.
 - ❖ A summary of key recommendations/actions points emanating from the presentation and from the discussions.
- He/She will provide a daily summary of the previous days' key highlights at the beginning of the second and third days.
- He/She will attend the seminar for the full duration of the programme, including the facilitators' sessions and other meetings that may be deemed necessary by the Adaptation Fund Board Secretariat.
- The report writer is expected to work with his/her own equipment including a lap top and any other equipment needed for the scope of these Terms of Reference. No audio recording equipment will be provided for the seminar.

- Where applicable, the report writer will work with other session report writers in order to harmonize key issues and recommendations.
- He/She will provide a written draft summary before the end of the meeting and/or of seminar sessions (if requested by the meeting facilitators for the latter) of the days' sessions and proceedings; recommendations and any action points that have been agreed upon.

Finalizing the report after the seminar (2 days)

- The report writer will work in close consultation with the seminar Facilitator and Readiness Coordinator of the Adaptation Fund Board Secretariat to provide a professionally written and accurate report in soft copy and in English, of the seminar proceedings, take home messages and recommendations according to the agreed format.
- The seminar report shall be submitted to the Adaptation Fund Board Readiness Coordinator no later than 14 work days after the seminar.

SELECTION CRITERIA

The report writer should at a minimum meet the following criteria:

- At least 1 year of experience in capturing notes and writing reports at seminars and seminars.
- General understanding of climate change and adaptation issues or sustainable development issues, terminology and current issues.

DURATION

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