



**Request for Expressions of Interest (Eoi)**

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

**Revision 1**

**Development of e-learning modules for the Evaluation Policy of the  
Adaptation Fund**

## **Objective**

The Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) is looking for qualified firms or a consortium of firms to deliver the development of e-learning modules for the Evaluation Policy of the Fund.

## **Background:**

The Adaptation Fund was established by UNFCCC to finance concrete adaptation projects and programmes in developing countries. Since 2010, the Adaptation Fund (AF) has committed over USD 1.2 billion for climate change adaptation (CCA) and resilience projects and programmes, including 176 concrete, localized projects in the most vulnerable communities of developing countries around the world with over 45 million total beneficiaries. The Fund is financed largely by government and private contributors, and also from a two-percent share of proceeds of Certified Emission Reductions (CERs) issued under the UNFCCC Kyoto Protocol's Clean Development Mechanism.

The Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) was established in 2018, as an independent evaluation advisory group accountable to the Adaptation Fund Board (the 'AF Board' or the 'Board'), to ensure the independent implementation of the Fund's Evaluation Framework, which was replaced by the Evaluation Policy in October 2023.

Since the new evaluation policy came into force, the Adaptation Fund has organized several capacity-building events to introduce its implementing entities to the policy and prepare them for its application. The AFB Secretariat and AF-TERG have also provided tailored support to implementing entities to address specific policy-related concerns. In addition to these existing efforts, it is important to provide systematic capacity building and training under the policy. Therefore, the Adaptation Fund would like to seek the support of a qualified vendor for the development of video training modules in line with the Evaluation Policy and the existing guidance notes.

## **Scope of Work:**

The following elements are required as part of this consultancy:

### **Project Management**

- Participate in an initial kick-off meeting to meet with the AF-TERG and its Secretariat to discuss the assignment, validate critical objectives, and to develop a project plan to guide the project through completion.
- Identify a single point of contact for the assignment and establish a mechanism for reporting and monitoring to allow for continuous oversight of the assignment.

### **Content Design and Development**

- Work with the AF-TERG to identify and gather relevant content and to instructionally design the content into storyboards to meet the agreed learning requirements. Where possible, we have found that providing learners with periodic opportunities to reflect on the learning material and to either apply or observe the principles in action (through case study, for example) improve retention and understanding. Participants also should be guided to ongoing resources that may be useful beyond the immediate learning experience.
- Based on conversations with the AF-TERG project team around branding, color schemes and any need to match existing AF-TERG materials, the developer should present three (3) distinct user interface designs for the module. Each should demonstrate an example of a welcome/main navigation screen and one or two examples of how content (sample content is fine) would be presented to a participant. These designs should include color pallets, header and footer sections, navigational and menu buttons, and branding. The AF-TERG team will work with the vendor to refine the designs and select a final interface.

- To validate the selected design, the developer and AF-TERG will agree on a representative 20-25% of a module's content to be developed into a functional prototype. This step intends to validate both the interface and instructional design approaches. This will ensure that the product(s) will have:
  - An overall design plan and architecture.
  - A consistent look and feel.
  - A common and apparent navigation strategy.
  - Activity-related scenarios, critical incident cases, and interactive exercises.
  - Required visuals – flow charts/decision trees/sketches/interactive image maps, etc.
  - A creative use of vector and pixel-based images to amplify or supplement the learning content, and which reflect the AF-TERG's cultural diversity.
  - Additional reading resources and links as required by the AF-TERG.
- Any identified deficiencies in the selected design identified during the prototype review process will be corrected by the developer and approved and accepted by the project sponsor (AF-TERG).
- Upon the AF-TERG's approval and acceptance of each module storyboard, the developer will develop the content and deliver what will be deemed an Alpha version of the module (based on the approved functional prototype).
- The AF-TERG will conduct a review of each Alpha module and provide an itemized (and consolidated, if reviewed by the committee) list of revisions. These revisions should address major functional or presentational issues and are not intended to rewrite large sections of content. However, it should be accepted that some percentage of textual revisions (up to 15% of total material) should be planned for by the developer.
- The developer will be responsible for addressing each of the identified corrections/revisions, discussing any apparent difficulties with the sponsor (AF-TERG) to reach an agreed solution, and then implementing the necessary changes into each module. This version, when completed, will be considered the Beta version for final delivery.
- AF-TERG will validate that all identified revisions have been implemented and are acceptable.
- If additional changes are required beyond those identified during the Alpha review, these must be identified and communicated in writing to the vendor. The vendor will review the changes and determine whether they can be made under the existing work order or if additional resources will be required.
- The vendor is expected to perform functional management of the project through the development stages, coordinating and expediting as necessary, to the timely completion of the project.

**Requirements:**

- All work must be completed as per the technical specifications, including compliance with the World Bank Group's ED11 desktop/laptop platform.

**Qualifications:**

An individual firm or consortium can apply for this assignment. The following qualifications are required by the firm and the team member(s).

**Firm qualifications**

- At least 10 years of experience in M&E for climate projects/programmes and results-based management.
- Experience in development of e-learning modules.
- Experience with similar assignments in the past.
- Experience with the Adaptation Fund or other climate funds is a plus

The consulting team shall consist of a team leader and at least one team member(s).

**Team leader**

- A bachelor’s degree or above in social sciences, monitoring and evaluation, or other relevant fields.
- At least 10 years in M&E and training content development.
- Experience undertaking similar assignments with international organizations.
- Experience undertaking similar assignments in climate finance-related organizations is a distinct advantage.
- Excellent writing skills including the ability to construct key messages/concepts and showcase concrete examples to support the messages/ concepts.

**Team member(s)**

- A bachelor’s degree or above in social sciences, monitoring and evaluation or other relevant fields.
- At least five years of experience in project development or monitoring & evaluation.
- Experience in designing and delivering trainings.
- Experience in working with diverse stakeholders. No travel is required under the assignment.

**Duration of Work:**

The duration of the assignment will be from the signing of the purchase order through a completion date of 30 June 2024. Payment will be made following the schedule below, pending satisfactory completion of assignments and receipt of appropriate invoices:

Activities	Deliverables	Timeline	Payment
Workplan development	Workplan	0.25 months from signing the contract	10%
Completion of the Functional prototype	Functional Prototype		20%
Content outline development	Training content outline- Delivery of Alpha Models	1 months from signing the contract	20%
Content development	Training content and scripts suitable for the development of an online training.	2 months from signing the contract	20%
Upon completion of the project	Delivery of all source files and materials related to the project.		30%

Upon completion of the project, all source files, materials, and codes must be delivered to the project sponsor (and/or Open Learning Campus team) and will become the property of the Adaptation Fund. The Adaptation Fund will hold copyright of the developed materials. The vendor should ensure that all materials supplied by the Adaptation Fund are returned and/or destroyed per the direction of the Adaptation Fund.

**Application**

All applications should be submitted through the World Bank RFX now portal by 29 July 2024.