

REQUEST FOR EXPRESSION OF INTEREST
AFRICAN DEVELOPMENT BANK

Climate Change and Green Growth Department (PECG)

**Recruitment of members of the Roster of Experts for the Methodology Panel of
the interim Adaptation Benefits Mechanism Executive Committee**

1. The Climate Finance and Environment Division (PECG1) of the African Development Bank (AfDB) hereby invites Individual Consultants and unpaid experts to indicate their interest in the following position: **Member of the Roster of Experts for the Methodology Panel of the interim Adaptation Benefits Mechanism Executive Committee.**

2. PECG1 has contracted OneWorld Sustainable Investments (OneWorld) to assist with the creation and maintenance of a Roster of Experts to support the work of the Adaptation Benefits Mechanism Methodology Panel (ABM Methodology Panel), an advisory body to the interim Adaptation Benefits Mechanism Executive Committee (ABM EC), hosted by PECG. The short-listing of candidates will be conducted by OneWorld. The final selection of about 20 experts will be conducted by the Chair and Vice Chair of the ABM Methodology Panel, in conformity with the eligibility requirements in the Terms of Reference in Annex 1. The selected individual consultants and unpaid experts will sign a contract with OneWorld.

3. Under the leadership and guidance of the Chair and Vice Chair of the ABM Methodology Panel, the core duties of the members of the ABM Roster of Experts will include the following activities:

- attend a half day induction workshop on the Adaptation Benefits Mechanism (ABM);
- participate in ABM Activity Methodology Panels;
- provide input to draft recommendations of the Methodology Panel to the interim Adaptation Benefits Mechanism Executive Committee (ABM EC) on guidelines for ABM methodologies, consolidation of methodologies, methodology-related processes and methodological tools;
- provide input to reports and other work of the Methodology Panel to the ABM EC.

For more details, please refer to the terms of reference attached (Annex 1) and the documents referred to in the terms of reference (Annexes 2-4).

4. Interested individual consultants and unpaid experts shall provide information on their qualifications and experience demonstrating their ability to undertake the Assignment (relevant documents, information on similar services undertaken in the past, relevant experience, etc.), as referred to in the Terms of Reference in Annex 1.

5. The position will be home-based. The nomination for participating in the ABM Roster of Experts is for two years, renewable. The duration of services is initially 3 months part-time, renewable. The expected starting date is **1 April 2021**. Interested Individuals may obtain further information by email at the address below during the Bank's working hours from 08:00 to 17:00, Abidjan local time.

Expressions of interest must be received by email at the address below no later than **21 March 2021 at 4 p.m. Abidjan local time** and specifically mention: **Roster of Experts for the ABM Methodology Panel**
E-mail: abmsecretariat@afdb.org

with copy to: info@oneworldgroup.co.za

Annexes:

1. Terms of Reference for members of the Roster of Experts for the Methodology Panel of the interim Adaptation Benefits Mechanism Executive Committee.
2. Document ABM EC 2020/5/6. "Guidelines on the Development of an Adaptation Benefits Mechanism Methodology".
3. Document ABM EC 2020/6/4. "Guidelines on the approval of a new, revision of an existing, or request for clarification concerning an Adaptation Benefits Mechanism Methodology and Methodological Tool".
4. Document ABM EC 2020/7/5. "Terms of Reference for a Methodology Panel to support the work of the interim Adaptation Benefits Mechanism Executive Committee".

ANNEX 1

TERMS OF REFERENCE

For members of the Roster of Experts for the Methodology Panel of the interim Adaptation Benefits Mechanism Executive Committee

1. BACKGROUND

The African Development Bank (“the Bank”) is a leading development institution on the African continent, focused on promoting economic development and poverty reduction. It addresses the full range and complexity of development challenges in Africa. The Bank has integrated operations lending directly from the public and private sectors through a variety of instruments.

The African Development Bank has contracted OneWorld Sustainable Investments (OneWorld) to assist with the creation and maintenance of a Roster of Experts to support the work of the Adaptation Benefits Mechanism Methodology Panel (ABM Methodology Panel), an advisory body to the ABM Executive Committee (ABM EC).

OneWorld is an African-based sustainable development consulting organisation focused on adaptive development within the context of a changing climate and resource constraints. It works at a science-policy-development interface with a view to building resilience to the challenge of climate change and in facilitating processes and stakeholder participatory engagement.

2. THE ADAPATATION BENEFITS MECHANISM

The African Development Bank is piloting the Adaptation Benefits Mechanism (ABM) in Africa in the period 2019-2023. The ABM is an innovative results-based mechanism for mobilizing public and private sector financing for climate change adaptation and resilience. It is being developed with the view to qualify under Article 6.8 of the Paris Agreement, as a voluntary cooperative non-market approach for adaptation. The ABM is intended to assist developing countries with the implementation of the adaptation component of their Nationally Determined Contributions under the Paris Agreement, in particular with meeting their needs and priorities for adaptation requiring international cooperation and support.

The ABM activities generate certified adaptation benefits, which are quantified and / or equivalently defined outputs or outcomes of the activity. They may include parameters on progress towards resilience, SDGs, other environmental, economic and social benefits and finance. The certified adaptation benefits are generated through a rigorous process, including

- independent third-party validation of an ABM Activity Design Document;
- host country approval or equivalent;
- approval of a request for registration of an ABM activity by the ABM EC;
- independent third-party verification of an ABM monitoring report;
- approval of requests for issuance of certified adaptation benefits by the ABM EC.

The certified adaptation benefits deliver valuable verified information for transparency under the Paris Agreement and other reporting.

One of the basic rules of the ABM is that ABM activities shall apply a baseline and monitoring methodology approved by the ABM EC. If a proposed ABM activity intends to apply a new methodology, such methodology shall be approved by the ABM EC prior to the submission of a request for registration of the ABM activity to the ABM EC. Likewise, a revision of an approved methodology or a new methodological tool shall also be approved by

the ABM EC prior to its application to a proposed ABM activity. If one or more aspects of an approved methodology are in doubt, a clarification may be sought from the ABM EC.

At its fifth meeting the ABM EC adopted the “Guidelines on the Development of an Adaptation Benefits Mechanism Methodology”¹. At its sixth meeting, the ABM EC adopted the “Guidelines on the approval of a new, revision of an existing, or request for clarification concerning an Adaptation Benefits Mechanism Methodology and Methodological Tool”². After its seventh meeting, the ABM EC adopted the “Terms of Reference for a Methodology Panel to support the work of the interim Adaptation Benefits Mechanism Executive Committee”³. These documents frame the role, composition and tasks of the Methodology panel, including its Roster of Experts. More information on the ABM can be found on the website of the African Development Bank⁴.

3. DUTIES AND RESPONSIBILITIES

Each member of the Roster of Experts shall provide support to the Methodology Panel upon request and subject to his/her availability.

The core duties of a member of the Roster of Experts include:

- (a) Attend a half day induction workshop to learn about the ABM modalities and procedures;
- (b) Participate in Activity Methodology Panels with the view to assessing submissions of new ABM methodologies, requests for revision of existing ABM methodologies or requests for clarification concerning an ABM methodology or a methodological tool and preparing draft recommendations for the ABM EC, in accordance with the provisions set out in the following documents: “Guidelines on the Development of an Adaptation Benefits Mechanism Methodology”; “Guidelines on the approval a new, revision of an existing, or request for clarification concerning an Adaptation Benefits Mechanism Methodology and Methodological Tool” and “Terms of Reference for a Methodology Panel”;
- (c) Provide input to draft recommendations of the Methodology Panel to the ABM EC on guidelines for ABM methodologies, consolidation of methodologies, methodology-related processes and methodological tools;
- (d) Provide input to reports of the Methodology Panel to the ABM EC;
- (e) Fulfil any other tasks and advisory functions related to methodological issues assigned by the Chair and Vice Chair of the Methodology Panel that the ABM EC may require.

The member of the Roster of Experts will work closely with the Chair and Vice Chair of the ABM Methodology Panel and other members of the Activity Methodology Panel and will report on the above tasks to the Chair and Vice Chair of the ABM Methodology Panel. For contract-related matters and report, the member of the Roster of Experts will report to OneWorld.

¹ ABM EC 2020/5/6

² ABM EC 2020/6/4

³ ABM EC 2020/7/5

⁴ More information on the Adaptation Benefits Mechanism can be found at:

<https://www.afdb.org/en/topics-and-sectors/initiatives-partnerships/adaptation-benefit-mechanism-abm>

4. SELECTION CRITERIA

We are looking for flexible and pro-active seasoned experts to deliver quality outputs, which will contribute to making the ABM a success, while enhancing the resilience and adapting to the negative effects of climate change of vulnerable communities in Africa and developing countries in other regions.

Each member of the Roster of Experts shall have at least the following qualifications:

- (a) An advanced university degree (at least masters or equivalent) in development or environmental studies, economics, engineering, agriculture, forestry or any related disciplines;
- (b) At least five years of recognized technical/scientific experience and/or knowledge relevant for adaptation to climate change, shown for example through peer-reviewed publications; relevant approved project proposals, paid consultancy assignments, international speaking engagements etc;
- (c) Experience in baseline and monitoring methodologies in the context of adaptation to or mitigation of climate change is a requirement. Alternatively, experience with adaptation indicators and their evaluation³, or strong experience in baseline development and monitoring of publicly financed development activities;
- (d) Be able to communicate effectively in English, both in writing and orally. Working knowledge of French or Portuguese would be advantageous;
- (e) Have excellent drafting skills, strong operational and analytical skills, and ability to work as a member of a team;
- (f) Have expertise in one or more of the following areas related to climate change:
 - (i) Finance, with knowledge of project finance;
 - (ii) Adaptation (indicators and metrics)
 - (iii) Monitoring and evaluation;
 - (iv) Transparency under the Paris Agreement and reporting;
 - (v) Sustainable Development Goals (SDGs);
 - (vi) Technical expertise in relevant areas, including one or more of the following technologies/activity types is a pre-requisite: resilient agriculture and/or agroforestry, cooling of agricultural products, flooding prevention, coastal protection, climate change information systems, (solar) water supply, water efficiency, efficient irrigation, waste management, biodiversity conservation and nature-based solutions, and climate resilient settlements.

Applicants should indicate and substantiate their expertise one or more of the following areas of expertise related to climate change adaptation, resilience, and sustainable development:

- (a) Technical expertise in specific adaptation technology/activity types;
- (b) Financial expertise with knowledge of project finance;
- (c) Adaptation expertise (indicators and metrics);
- (d) Monitoring and evaluation expertise;
- (e) Expertise regarding transparency under the Paris Agreement and reporting;

- (f) Sustainable Development Goals (SDGs) expertise.

The Chair and Vice Chair of the ABM Methodology Panel will select about 20 members of the Roster of Experts based on qualifications who will be invited to join the ABM Methodologies Roster of Experts during the ABM Pilot Phase for a period of 2 years. Gender balance and equitable representation of relevant regions, including of African sub-regions, and of areas of expertise will be taken into account. The ABM EC will select three members of the Roster of Experts to become permanent members of the ABM Methodology Panel for the period of 2 years to perform extra tasks in accordance with the needs of the Chair and Vice-Chair of the Methodology Panel.

5. CONTRACTUAL MATTERS

The contract is part-time. It will commence at the completion of the selection, upon signing and last for a period of 3 months, renewable. The post is home-based. Meetings will take place via Zoom, MS Teams and other internet communication technologies. The work may require one or more missions for face to face meetings subject to health, financial and political restrictions. Detailed work plan will be agreed between each selected member of the Roster of Experts and the Chair and Vice Chair of the Methodology Panel upon commencement of the assignment. Selection to the Methodology Panel does not guarantee any work except all members will be asked to join one half day workshop. The volume of work and its sectoral focus will depend upon the submission of methodologies by Project Participants.

6. REMUNERATION

The remuneration is initially US\$ 600⁵ per day, based on work upon request by the Chair and Vice-Chair of the ABM Methodology Panel. Expressions of interest from experts who are not in the position to receive remuneration, but would like to contribute to the operationalization of the ABM are welcome.

7. CONTACT INFORMATION

Interested experts may obtain further information from the ABM secretariat by writing to the following e-mail address:
abmsecretariat@afdb.org

8. SUBMISSION OF EXPRESSIONS OF INTEREST

Expressions of interest by experts wishing to be included in the Roster of Experts, including a curriculum vitae, should be sent per e-mail **by 21 March 2021** to the following e-mail address:

abmsecretariat@afdb.org

with a copy to:

info@oneworldgroup.co.za

mentioning in the Subject of the e-mail:

Roster of Experts for the ABM Methodology Panel

⁵ This is an initial rate reflecting the fact that ABM is not yet on a secure financial footing. Efforts are under way to mobilize additional financial resources, which may translate into an increase in daily rates in the future.



Annex 2

Guidelines

Development of an Adaptation Benefits Mechanism methodology

I. BACKGROUND

1. At its third meeting, the interim Adaptation Benefits Mechanism Executive Committee (ABM EC) considered and discussed the draft “Guidelines on the development of an Adaptation Benefits Mechanism Methodology”. At its fourth meeting, the ABM EC agreed to make this document available for public comments in the period 29 June – 13 July 2020. Comments received during this period have been reviewed and taken into account in this version.

II. OBJECTIVES

2. The purpose of these guidelines is to provide Adaptation Benefits Mechanism (ABM) activity participants with comprehensive guidance for the preparation of an ABM Baseline and Monitoring Methodology (ABM methodology).

III. DEFINITIONS

3. An Adaptation Benefit (AB) is a quantified and / or equivalently defined output or outcome of an adaptation activity registered under the ABM (ABM activity).

4. An ABM methodology serves to quantify the number of ABs created by an ABM activity, by specifying a baseline and activity scenario. It defines metrics, which appropriately reflect the principles set out in paragraph 8 of these guidelines for the activity type the methodology is applied to. A methodology shall define the time period, for which ABs accrue to an activity.

5. For more definitions of terms refer to the document “Definition of key adaptation concepts and terms for the ABM”¹.

¹ This document is under development.

IV.**GUIDELINES****General**

6. Any ABM activity needs to apply an ABM methodology approved by the ABM EC.
7. Activity participants can submit an ABM methodology proposal to the ABM EC at any time. Methodology submissions are to be undertaken using a template made available on the ABM website². Any methodology submission shall be accompanied by a document describing the design of the activity³.

Principles underlying methodology development

8. The following principles shall be fulfilled by an ABM methodology:
 - (a) **Transparency**: assumptions are explicitly explained and choices are substantiated;
 - (b) **Conservativeness** and **internal consistency**: in the case of doubt, values shall be used that show lower climate impacts in the baseline, or generate a lower quantity of ABs. Time periods for AB generation shall be conservatively estimated;
 - (c) **Appropriateness** and **adequacy** of calculations and assumptions;
 - (d) **Accuracy** and/or **reliability** of data; uncertainties shall be limited and evidence in form of references to relevant sources shall be provided;
 - (e) **Measurability**: measurements (quantitative and/or qualitative) are preferred over using estimates. Default values are allowed subject to the condition that a solid rationale for their use and their appropriateness is provided;
 - (f) **Comparability**: in similar ecological, environmental, social and economic contexts ABM methodologies shall achieve similar levels of ABs. Activities of similar types shall apply similar methodological approaches and metrics.

Indication of the applicability of the methodology

9. The potential applicability of the ABM methodology in terms of economic sector, type of intervention, geographical or administrative region, etc., as appropriate, shall be indicated. Eligibility criteria for the use of the proposed methodology are to be specified.

² This template is under development. Until such template is made available, the submission can be format-free.

³ An ABM Activity Design Document (ADD) template is under development. Until such template is made available, the submission can be format-free.

Demonstration that the activity is new and not business as usual

10. An ABM activity shall show that it is new and not business as usual, e.g. not mandated by law or common practice⁴. If the ABM activity does not generate revenues sufficient to fully fund the activity and/or if its promoter declares that no entity has provided or will be requested to provide budget fully funding the activity within the next five years of the activity registration date, it is deemed to be new and not business as usual. Any ABM methodology shall include a related justification.

Activity boundary

11. Any ABM methodology shall specify an activity boundary. The activity boundary, which may be defined in spatial or technological terms shall encompass all parameters under the control of the activity participants that are significant and reasonably attributable to the ABM activity.

Time period

12. Any ABM methodology shall specify and justify a maximum time period, for which ABs accrue, dependent on the activity type.

Baseline methodology

13. The baseline for an ABM activity is the scenario that reasonably represents the situation that would occur in the absence of the proposed activity. A baseline shall cover the adaptation baseline, which should include the ecological, social, economic and/or environmental context, and a climate baseline, which should include climate change trends and projections over the activity period and beyond (a climate scenario up to 2050-2100 is typically used). The adaptation baseline shall capture the major parameters relevant to the activity within the activity boundary, as referred to in paragraph 10 above.

14. A baseline shall be established:

(a) By activity participants in accordance with provisions for the use of approved and new methodologies, building on approved methodologies as far as possible, contained in the document “Guidelines on the procedure for approval of a new, revision of an existing, or request for clarification concerning an Adaptation Benefits Mechanism Methodology or a Methodological Tool”⁵ and relevant decisions of the ABM EC;

(b) Respecting the principles laid out in paragraph 8 above;

⁴ See ABM EC document “Definition of key adaptation concepts and terms for the ABM”. This document is under development.

⁵.ABM EC 2020/6/4.

- (c) Taking into account relevant regional, national, sub-national and/or sectoral policies and circumstances, such as Nationally Determined Contributions (NDCs), National Adaptation Plans (NAPs), sectoral reform initiatives and the economic situation in the activity sector. Policies and measures mandating the implementation of adaptation technologies implemented within five years of the activity registration date shall not be considered;
- (d) On an activity-specific basis or in accordance with a national or regional baseline.

15. In developing a baseline methodology for an ABM activity, activity participants shall select from among the following approaches the one deemed most appropriate for the activity, taking into account any existing best practices for similar activities, as well as guidance by the UNFCCC and the ABM EC, and justify the appropriateness of their choice:

- (a) Existing actual or historical level of indicator used, as applicable; or
- (b) Indicator values taking into account an adaptation technology that represents an economically attractive course of action, considering barriers to investment; or
- (c) The average indicator values of similar adaptation activities⁶ undertaken without public funding in the previous five years, in similar ecological, social, economic, environmental and technological circumstances. The indicator shall be consistent with the metric chosen for the methodology as per paragraph 8 (f) above; or
- (d) Any other approach approved by the ABM EC.

Monitoring methodology

16. Each ABM methodology shall include a Monitoring, Reporting and Verification (MRV) procedure, in line with the principles specified in paragraph 8 above, adequate to the proposed ABM activity. In case a more conservative outcome in terms of ABs generated can credibly be achieved, a Monitoring and Evaluation (M&E) and reporting procedure can replace the MRV procedure. The accompanying document describing the design of the activity, as referred to in paragraph 7 above, needs to explain how the MRV/M&E and reporting procedure is implemented by the activity developer.

17. An ABM methodology shall define a monitoring period not less than the maximum time period, for which ABs accrue. Long-term commitment to monitor activity implementation outcomes shall be demonstrated in the accompanying document, describing the design of the activity, as referred to in paragraph 7 above.

⁶ The ABM EC can provide definitions of similar activities.

Use of indicators

18. Each ABM methodology shall specify the indicators used for calculating the baseline, which are also used in the MRV/M&E procedure. Indicators shall respect the principles listed in paragraph 8 above. They may be derived from Adaptation Communications (ACs)⁷, Nationally Determined Contributions (NDCs), National Adaptation Plans (NAPs), National Communications to the UNFCCC (NatComs) or other relevant publicly available national documents; the UN Sustainable Development Goals (SDGs); or other sustainable development priorities of the host country⁸. A detailed explanation on the rationale and use of the indicators shall be provided as part of the methodology submission.

19. Improvements in indicator values shall be adjusted for deterioration of such values elsewhere (leakage/maladaptation), in accordance with the monitoring and verification provisions.

20. Indicators to determine mitigation co-benefits as well as generic sustainable development co-benefits of the adaptation activity may be included in an ABM methodology.

⁷ Including under other relevant international treaties, such as the Biodiversity Convention, the UN Convention for Combating Desertification and the Sendai framework for Disaster Risk Reduction.

⁸ Including under other relevant international treaties, such as the Biodiversity Convention, the UN Convention for Combating Desertification and the Sendai framework for Disaster Risk Reduction.



Annex 3

Guidelines

Procedure for approval of a new, revision of an existing, or request for clarification concerning an Adaptation Benefit Mechanism Methodology or a Methodological Tool

I.

BACKGROUND

1. One of the basic rules of the Adaptation Benefit Mechanism (ABM), established by the African Development Bank and the interim Adaptation Benefits Mechanism Executive Committee (ABM EC), is that ABM activities shall apply a baseline and a monitoring methodology approved by the ABM EC. If a proposed ABM activity intends to apply a new methodology, such methodology shall be approved by the ABM EC prior to the submission of a request for registration of the ABM activity to the ABM EC. Likewise, a revision of an approved methodology shall also be approved by the ABM EC prior to its application to a proposed ABM activity. If one or more aspects of an approved methodology are in doubt, a clarification may be sought from the ABM EC.
2. At its sixth meeting, the ABM EC adopted the “Guidelines on the procedure for approval of a new, revision of an existing, or request for clarification concerning an Adaptation Benefits Mechanism Methodology”, as contained in this document.

II.

OBJECTIVES

3. The purpose of these guidelines is to provide ABM activity participants with comprehensive guidance on the procedure and process for submitting a new ABM Baseline and Monitoring Methodology (ABM methodology) for approval by the ABM EC, a request for revision of an already approved ABM methodology before applying it to an ABM activity or a request for clarification of an ABM methodology

III.**DEFINITIONS**

4. In addition to the definitions in the “Definition of key adaptation concepts and terms for the ABM”¹, the following terms apply in these procedure:

- (a) "Shall" is used to indicate requirements to be followed;
- (b) "Should" is used to indicate that among several possibilities, one course of action is recommended as particularly suitable;
- (c) "May" is used to indicate what is permitted;
- (d) “ABM Roster of Experts” denotes methodology experts who provide advisory functions. The ABM Secretariat issues calls for candidacies based on the “Terms of Reference for members of the ABM Roster of Experts for the Methodology Panel of the interim Adaptation Benefits Mechanism Committee” upon request of the ABM EC. The Chair and Vice-Chair of the ABM Methodology Panel decide by consensus which candidates shall be listed on the roster. Once listed, an expert cannot be removed from the roster, except through consensus. The roster shall be developed over time to cover expertise on all relevant adaptation activity types and strive to reflect gender and geographical balance.

IV.**GUIDELINES****Scope and applicability**

5. This procedure defines the processes for the development of new ABM methodologies and methodological tools, for the revision of approved ABM methodologies and methodological tools, and for clarification requests on approved ABM methodologies and methodological tools.

Entry into force

6. This procedure shall become effective upon a decision by the ABM EC.

Normative references

7. The following referenced documents are indispensable for the application of this procedure:

- (a) ABM activity cycle procedure³;
- (b) “Definition of key adaptation concepts and terms for the ABM”⁴;

¹ This document is under development.

² See Annex 1.

³ This document is under development.

- (c) “Guidelines on the development of an ABM methodology”⁵;
- (d) “ABM Activity Description Document”⁶.

Submission process

8. Proposals for new ABM methodologies/methodological tools, revisions of approved ABM methodologies/methodological tools and clarification requests may be submitted to the ABM secretariat at any time by submitting the following documents to the ABM secretariat through the dedicated interface on the ABM website⁷. Until such time as the interface is operational, submissions may be made by email to the ABM secretariat⁸:

- (a) New ABM methodology or methodological tool:
 - (i) The proposed new ABM methodology / methodological tool;
 - (ii) The draft description of the planned ABM activity that intends to apply the proposed new ABM methodology, including application of the proposed ABM baseline and monitoring methodology to the activity;
- (b) Revision of an approved ABM methodology or methodological tool:
 - (i) Current approved ABM methodology/tool showing the proposed changes in a Track-Changes mode⁹;
 - (ii) The draft description of the planned ABM activity that intends to apply the revised ABM methodology/tool, including application of the revised ABM baseline and monitoring methodology to the activity;
 - (iii) An additional paper justifying the proposed change(s);
- (c) Request for clarification of an approved ABM methodology or methodological tool
 - (i) A communication clearly articulating the nature of the clarification requested, accompanied by a commented version of the ABM methodology/tool in question;

⁴ This document is under development.

⁵ Document ABM EC/2020/5/10.

⁶ This document is under development.

⁷ This interface is under development.

⁸ E-mail: ABMEchanism@afdb.org.

⁹ Word versions of approved methodologies shall be made available on the ABM website, which is still under development.

- (ii) Detailed analysis of the issues, options and implications of the requested clarification.

9. No fixed fee shall be payable to the ABM secretariat for the submission of a new ABM methodology, a request for revision or a clarification until further notice.

Completeness check

10. As soon as possible after the receipt of a submission, but not longer than 10 working days after the date of receipt, the ABM secretariat shall initiate a completeness check of the received proposal and liaise with the Submitting Party (SP), in a facilitative manner, to receive any missing or additional information.

11. If the ABM secretariat finds that the submission is incomplete and the information requested from the SP is not forthcoming within 10 working days of the date of transmission, the ABM secretariat shall conclude that the submission is incomplete and the proposal shall not be further processed.

12. The ABM secretariat shall inform the SP of the conclusion of the completeness check. If the submission is concluded as incomplete, the ABM secretariat shall communicate the underlying reasons to the SP. In this case, the SP may resubmit their request with revised documentation at any time.

Initial assessment and appointment of an Activity Methodology Panel

13. Upon positive conclusion of a completeness check, the ABM secretariat shall forward the complete set of documentation for an initial assessment to the Chair and Vice-Chair of the Methodology Panel.

14. In the case of a revision or a clarification request, if both the Chair and Vice-Chair agree that the request is simple, non-controversial or unambiguously justified, they may recommend the approval of the revision, or issue a clarification directly to the ABM EC¹⁰. The further procedure is described from paragraph 23 onwards.

15. For all other submissions, the Chair and Vice-Chair shall convene an Activity Methodology Panel (AMP), drawing from the Roster of Experts as needed, to undertake the review of the request, and inform the ABM secretariat. The ABM secretariat shall contact the experts, inviting them to join the AMP. The invited AMP members shall accept or reject the invitation within five working days. In the event of rejection, the Chair and Vice-Chair shall identify an alternative until a complete panel is formed.

¹⁰ Typical examples could be factual errors in the ABM methodology, editorial issues, etc.

16. The AMP shall include, in addition to the Chair or Vice-Chair of the Methodology Panel – who shall chair the AMP and ensure consistency across all approved methodologies, members of the Roster of Experts, as specified in paragraph 17 below.

17. The AMP shall consist of minimum five experts, covering the following areas of expertise:

- (a) Technical expertise with knowledge of the technology / activity type;
- (b) Financial expertise with knowledge of project finance;
- (c) Adaptation expertise (indicators and metrics);
- (d) Monitoring and evaluation expertise;
- (e) Expertise regarding transparency under the Paris Agreement and reporting;
- (f) Sustainable Development Goals (SDGs) expertise;

18. Additional expertise can be added to the AMP on a temporary or permanent basis through consensus of the AMP.

19. If, during this initial assessment, the Chair and Vice-Chair identify any minor issues in the submission, they shall request the SP to submit the missing or revised documents and/or information within 10 working days of receipt of the request. If the SP does not submit the requested documents and/or information by this deadline, the submission shall be considered incomplete.

20. Under the guidance of the Chair of the AMP, the AMP shall meet virtually, or in person, subject to availability of resources, as frequently and as expeditiously as possible in order to complete their review on the requested activity. The first meeting should be within 15 working days of the appointment of the AMP. Brief minutes shall be recorded of the AMP meeting(s). From the nomination of an AMP to the completion of the initial assessment, no more than 25 working days shall pass.

Preparation of draft recommendation

21. The AMP shall reach a conclusion through a qualified majority of members and prepare a recommendation as follows:

- (a) Ask the ABM EC to approve the request (“A case”); or
- (b) Ask the ABM EC to reject the request (“C case”); or
- (c) To request further information from the SP, in case the methodology could be brought to a level, which could lead to a subsequent approval (“B case”).

22. The recommendation shall include substantiation for the proposed decision.
23. The ABM secretariat shall forward the recommendation and accompanying documentation to the ABM EC for approval either on a Lapse of Time Basis (LoTB)¹¹ for consideration at the next ABM EC meeting.

Consideration by the ABM EC

24. Under LoTB approval, if no ABM EC member objects to the recommendation by the AMP, it shall be deemed final after 15 working days.
25. If the recommendation is tabled on the agenda for an ABM EC meeting, the ABM EC shall decide to either:
- (a) Approve the recommendation;
 - (b) Reject the recommendation;
 - (c) Request the AMP to review the recommendation to the ABM EC and provide guidance on the issues for review. The AMP shall address the request from the ABM EC, as per the timeline specified in paragraph 20 above and resubmit a decision recommendation for consideration by the ABM EC.
26. A rejection decision shall include substantiation.
27. If the ABM EC approves the proposed new ABM methodology/methodological tool or revision/clarification of an approved methodology, the ABM secretariat shall format and publish the decision on the ABM website¹² within five working days of the approval.
28. If the ABM EC rejects the proposed new ABM methodology/methodological tool or revision/clarification of an approved methodology, the ABM secretariat shall publish the decision, without specifying the identity of any entity involved, and inform the SP accordingly, providing reasons for rejection of the request.

¹¹ LoTB is preferred, if the next ABM EC meeting is more than 1 month away.

¹² The ABM website is under development.



Annex 4

Terms of Reference for an interim Methodology Panel to support the work of the interim Adaptation Benefits Mechanism Executive Committee**I. BACKGROUND**

1. One of the basic rules of the Adaptation Benefits Mechanism (ABM) established by the African Development Bank and the interim Adaptation Benefits Mechanism Executive Committee (ABM EC) is that ABM activities shall apply a baseline and monitoring methodology approved by the ABM EC. If a proposed ABM activity intends to apply a new methodology, such methodology shall be approved by the ABM EC prior to the submission of a request for registration of the ABM activity to the ABM EX. Likewise, a revision of an approved methodology shall also be approved by the ABM EC, prior to its application to a proposed ABM activity. If one or more aspects of an approved methodology are in doubt, a clarification may be sought from the ABM EC. The ABM EC will be supported.

2. At its first meeting that took place on 21-22 November 2019, the ABM EC adopted its Rules of Procedure¹. The Rules of Procedure state, among others, that “the ABM EC may form advisory bodies, such as technical panels, including a methodology panel, as needed, to undertake specific tasks assigned by the ABM EC or to provide expert advice in order to assist the ABM EC in executing its work and achieving its objectives. At least one ABM EC member shall be assigned by the ABM EC to chair, coordinate and report on the work of each advisory body. The ABM EC shall appoint members of advisory bodies through a public call for expressions of interest, based on Terms of Reference agreed by the ABM EC”.

3. At its fifth meeting that took place on 3 September 2020, the ABM EC adopted its “Guidelines on the development of an Adaptation Benefits Mechanism Methodology”², taking into account inputs received through public comments in the period 29 June – 13 July 2020. At its sixth meeting that took place on 20 October 2020, the ABM EC adopted its “Guidelines on a procedure for the approval of a new, revision

¹ ABM EC/2019/1/3

² ABM EC/2020/5/10

of an existing, or request for clarification concerning an Adaptation Benefits Mechanism Methodology or Methodological Tool”³. These guidelines define the processes for the development of new ABM methodologies and methodological tools, for the revision of approved ABM methodologies and methodological tools, and for clarification requests on approved ABM methodologies and methodological tools. These processes include an advisory role for an interim ABM Methodology Panel (ABM Methodology Panel), facilitated by the interim ABM secretariat (ABM secretariat).

4. At its sixth meeting, the ABM EC also agreed to develop a “Terms of Reference for a Methodology Panel to support the work of the interim Adaptation Benefits Mechanism Executive Committee”.

5. After its seventh meeting, the ABM EC adopted electronically the Terms of Reference, referred to in paragraph 4 above, as contained in this document.

II. TERMS OF REFERENCE

A. The purpose of the ABM Methodology Panel

6. The purpose of the ABM Methodology Panel is to advise the ABM EC during the ABM pilot phase on:

- (a) The development of new ABM methodologies and methodological tools;
- (b) The revision of approved ABM methodologies and methodological tools;
- (c) Clarification requests on approved ABM methodologies and methodological tools.
- (d) Technical advice towards approval or rejection of ABM methodologies and methodological tools when required;

7. The ABM Secretariat shall support and facilitate the work of the ABM Methodology Panel and its interaction with the ABM EC and the submitting parties (SPs).

8. The ABM EC may revise the Terms of Reference of the ABM Methodology Panel, as needed.

³ ABM EC/2020/6/4

B. The functions of the ABM Methodology Panel and its Roster of Experts

9. The ABM Methodology Panel shall fulfil the following functions:
- (a) To develop recommendations to the ABM EC on guidelines for ABM methodologies, consolidation of methodologies, methodology-related processes and methodological tools;
 - (b) To prepare recommendations to the ABM EC on requests by SPs for revision or clarification on approved ABM methodologies and methodological tools and provide recommendations to the ABM EC, as per paragraph 14 of the Guidelines “Approval of a new, revision of an existing, or request for clarification concerning an Adaptation Benefits Mechanism Methodology and Methodological Tool”;
 - (c) To convene an Activity Methodology Panel as per paragraph 15 of the ABM EC Guidelines on “Approval of a new, revision of an existing, or request for clarification concerning an Adaptation Benefits Mechanism Methodology and Methodological Tool”;
 - (d) To ensure consistency across all approved methodologies and methodological tools;
 - (e) To oversee the creation and maintenance of the Roster of Experts and selection of experts to be listed in the Roster.
10. The members of the Roster of Experts shall have at least the following qualifications:
- (a) An advanced university degree (at least masters or equivalent) in development, environmental studies, economics, engineering, agriculture, forestry or any related disciplines;
 - (b) At least five years of recognized technical/scientific experience and/or knowledge relevant for adaptation to climate change, shown for example through peer-reviewed publications;
 - (c) Experience in baseline and monitoring methodologies in the context of adaptation to or mitigation of climate change is a pre. Alternatively, experience with adaptation indicators and their evaluation⁴, or strong experience in baseline development and monitoring of publicly financed development activities;

⁴ For example, in the context of ISO standards 14090 and 14091 on adaptation, the Adaptation Fund under the UNFCCC, the Global Environment Facility or the Green Climate Fund, or multilateral development banks

- (d) Be able to communicate effectively in English, both in writing and orally. Working knowledge of French is desirable;
- (e) Have excellent drafting skills, strong operational and analytical skills, and ability to work as a member of a team;
- (f) Have expertise in one or more of the following areas related to climate change:
 - (i) Finance, with knowledge of project finance;
 - (ii) Adaptation (indicators and metrics);
 - (iii) Monitoring and evaluation;
 - (iv) Transparency under the Paris Agreement and reporting;
 - (v) Sustainable Development Goals (SDGs);
 - (vi) Technical expertise in one or more of the following technologies/activity types is a pre: resilient agriculture and agroforestry, cooling of agricultural products, climate resilient cocoa production, coastal protection, climate change information systems, (solar) water supply, water efficiency, efficient irrigation, plastic waste recycling and climate resilient settlements.

11. Each member of the Roster of Experts shall provide support to the Methodology Panel upon request and subject to his/her availability. The core duties of a member of the Roster of Experts include:

- (a) Participate in Activity Methodology Panels with the view to assessing submissions of new ABM methodologies, requests for revision of existing ABM methodologies or requests for clarification concerning an ABM methodology or a methodological tool and preparing draft recommendations for the ABM EC, in accordance with the provisions set out in the following documents: “Guidelines on the Development of an Adaptation Benefits Mechanism Methodology”; “Guidelines on the approval a new, revision of an existing, or request for clarification concerning an Adaptation Benefits Mechanism Methodology and Methodological Tool” and “Terms of Reference for a Methodology Panel”;
- (b) Provide input to draft recommendations of the Methodology Panel to the ABM EC on guidelines for ABM methodologies, consolidation of methodologies, methodology-related processes and methodological tools;
- (c) Provide input to reports of the Methodology Panel to the ABM EC;

- (d) Fulfil any other tasks related to ABM methodological work as requested by the Chair and Vice-Chair of the Methodology Panel;
- (e) To perform any other advisory functions related to methodological issues assigned by the Chair or Vice-Chair of the Methodology Panel that the ABM EC may require;
- (f) To report to the Chair or Vice-Chair of the Methodology Panel on his/her activities.

C. Composition, election and decision-making

12. The ABM Methodology Panel shall consist of a Chair and a Vice-Chair and three ordinary members.
13. The Chair and Vice-Chair of the ABM Methodology Panel shall be elected by the ABM EC for a term of two years, renewable, from among its members, striving to achieve gender balance.
14. The ordinary members shall be elected by the ABM EC for a term of two years, renewable, from among the members of the Roster of Experts, striving to achieve gender balance.
15. The ABM Methodology Panel takes decisions by a majority vote. In case of a draw, the vote of the Chair decides.

D. Chairing arrangements

16. If a Chair is temporarily unable to fulfill the obligations of the office, the Vice-Chair shall serve as a Chair.
17. If both the Chair and the Vice-Chair are temporarily unavailable to fulfill the obligations of the office, any other member designated by the ABM EC shall serve as a Chair.
18. If a Chair or a Vice-Chair is unable to complete the term of office, the ABM EC shall elect a replacement from among its members to complete that term of office, while striving to maintain the gender balance.
19. The Chair and Vice-Chair shall collaborate in chairing meetings of the ABM Methodology Panel and coordinate related inter-sessional and on-line work. The Chair or

Vice-Chair shall, inter alia, declare the opening and closing of meetings, ensure the observance of the rules of procedure of the ABM EC, which shall apply also to the AB methodology panel, as relevant, accord the right to speak, invite voting and announce decisions. The Chair and Vice-Chair shall rule on disputes and shall have complete control over the proceedings of meetings and the maintenance of order at meetings, subject to the rules of procedure of the ABM EC.

20. The Chair and Vice-Chair shall coordinate the preparation of recommendations to the ABM EC, interactions with SPs, contribution to the annual report and the annual work programme of the ABM EC, calls for experts for the Roster of ABM Methodology Experts and any other reporting or communication by the ABM Methodology Panel, as appropriate.

21. The Chair and Vice-Chair or any member designated by the ABM Methodology Panel shall represent the ABM Methodology Panel at external meetings and shall report back to the ABM Methodology Panel on those meetings.

22. The Chair and Vice-Chair may also assign tasks to members of the ABM Methodology Panel in the interest of expediting and advancing the work of the ABM Methodology Panel.

23. 13. The ABM EC may further define additional roles and responsibilities for the Chair and Vice Chair of the ABM Methodology Panel.

24. The Chair and Vice-Chair, in the exercise of their functions, remain under the authority of the ABM EC.
