

Terms of Reference

Short Term Consultant (STC) for the Adaptation Fund Board Secretariat In the area of Information Technology

BACKGROUND

The Adaptation Fund offers countries listed as “Non-Annex I” in the Kyoto Protocol of the UNFCCC access to funds on the basis of two modalities: direct access and through multilateral implementing entities. The direct access modality is an innovative feature of the Adaptation Fund and a pioneer experience in the field of climate finance. In order to access funds through the direct access modality, Non-Annex I countries should accredit first a National Implementing Entity (NIE) or a Regional Implementing Entity (RIE). Multilateral Implementing Entities (MIE) should also get accredited upon invitation to do so by the Adaptation Fund Board.

At its 7th meeting the Adaptation Fund Board adopted fiduciary standards on which implementing entities (NIEs, RIEs and MIEs) shall be accredited:

- Financial Integrity and Management;
- Institutional Capacity; and
- Transparency and Self-investigative Powers

Any organization that will implement Adaptation Fund projects must submit an application for accreditation providing documentation that it meets the fiduciary standards adopted by the Board. The applications are reviewed and assessed by the Accreditation Panel based on each set of fiduciary standards as above.

All applications for National Implementing Entities (NIEs) must also be endorsed by the country’s Designated Authority (DA). The DA acts as the focal point within the country’s government with the Adaptation Fund.

DUTIES AND RESPONSIBILITIES

The consultant is expected to assist in the development, implementation and documentation of the **Accreditation Module** of the **Adaptation Fund Workflow**. The consultant will report directly to the Operations Officer for Accreditation, and also to the GEF Business Solutions Officer and the Manager of AFB Secretariat. Interaction with other the GEF Officers, especially in the IT area, may also be necessary on a need basis.

The Manager of AFB Secretariat, in consultation with GEF IT, will ratify the consultant within a probation period of 15 days in order for the consultant to continue to work on the project.

Specific duties and responsibilities include:

1. Assistance in the analysis and modeling of the accreditation business model and processes.
2. Translate processes and models into an operational workflow system.
3. Perform all required programming and system development in coordination with GEF IT professionals.

4. Ensure consistency and integration of the workflow with the web site of the Adaptation Fund as well as adequate interconnection with the mail server as required for automated communications.
5. Develop, implement and document robust security mechanisms to ensure integrity, completeness, availability and confidentiality of the information at all times.
6. Support the migration of data and content into new database as they will become available.

KEY COMPETENCIES AND TECHNICAL EXPERTISE

Business processes analysis and modeling:

- Demonstrated experience in developing web-based solutions and systems
- Hands-on experience in developing and implementing workflow systems
- Strong understanding of business process management systems and tools
- Experience in analyzing and modeling business processes and translating them into specific web-based solutions.

Specific IT skills and expertise:

- Familiarity with SSH, Bash in MacOS X, Linux
- Command line administration of MySQL
- Drupal 6 – must be able to:
 1. research and find modules that meet given business requirements
 2. create secure Drupal modules if existing modules cannot meet our exact needs
 3. create Ctools content types and Ctools contexts for use in Panels as necessary
 4. coordinate and prove the security correctness between various permission modules (workflow-permission, content access, etc)
 5. create a functional and well-presented standard compliant theme.
- PHP, SQL (for MySQL) Plus: SQL for MS-Access, T-SQL
- Other desired skills:
 - Interoperability experience (FreeTDS on various flavors of UNIX)
 - Microsoft Access, SQL Server knowledge
 - Data migration experience in heterogenous environments (Drupal, MS-SQL, Access)
 - Familiarity with version control systems: git and git-svn
 - Plone CMS (including Zope and Python)

Other professional skills:

- Excellent oral and written communication skills in English
- Additional language skill desirable (French or Spanish).

Given the tight timelines, interested candidates will also be expected to have familiarized themselves with the institutional background of the adaptation fund (www.adaptation-fund.org) for the interview, particularly with:

- the accreditation process (<http://www.adaptation-fund.org/page/accreditation-process>)
- accreditation application (<http://www.adaptation-fund.org/about/192-accreditation-process-and-application>)

DURATION OF THE CONTRACT AND TIMELINES

Duration:

The assignment will have a duration of 3 months. Additional work beyond this period will be assessed on the basis of the outcomes of this contract and the availability of resources.

Timelines:

Activity/Result	Tentative Schedule
Review of key business processes related to accreditation	1 st . week
Modeling and documentation of flow diagrams	2 nd . Week
Applicant entity component: 1. User interface 2. Application form 3. Automated email integration	3 rd , 4 th and 5 th weeks
Secretariat component: 1. Users interfaces (Manager, Officer, Support) 2. User management tools 3. Application screening tools 4. Submission for Acc. Panel consideration tools	6 th and 7 th weeks
Accreditation Panel component: 1. Users interfaces (Chair, Vice-Chair and Experts) 2. Application review tools	8 th and 9 th weeks
DA component: 1. User interface 2. Nomination tools	10 th week
Deployment in testing mode	11 th week
General testing and user's acceptance	12 th week
Deployment in production and documentation of issues as well as proposed next steps	12 th week

Special remarks:

- The key functionality related to submissions of applications for accreditation fully online by applicant entities should be implemented and completed by **20 January 2012** at the latest.
- Further work, including continuous improvement of initial deployment as well as new developments shall be carried out during the first quarter of 2012, depending on the conditions set forth under "Duration" above.