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\textsuperscript{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.

\textsuperscript{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 evaluation or strong experience in baseline development and monitoring of publicly financed development activities;

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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. 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.