



# TERMS OF REFERENCE

## Grassroots Action Research Micro-grant reviewers

### Title

Grassroots Action Research Micro-grant reviewers

### Duration

16 January – 17 February 2023 (2 days in total within this period)

### Background to activities

The Adaptation Research Alliance (ARA) is a global collaborative effort to catalyse increased investment and capacity for action-oriented research that supports effective adaptation to climate change – primarily in developing countries – at the scale and urgency demanded by the science. The ARA aims to promote evidence-based solutions that best serve those most vulnerable to climate change. This requires an agile ecosystem of action research, with alignment among all influential actors in this nexus: action funders, research funders, policymakers, beneficiaries on the frontlines of climate change, researchers, and intermediaries.

One of the ways in which the ARA is delivering on its mission is through the Grassroots Action Research Micro-grants. The micro-grants seek to support the first step of the action research process which is for a diverse group of stakeholders (researchers, ordinary citizens, CSOs, decision makers, etc) to co-create an understanding of the issue at hand. The micro-grants also seek to understand how research and the experience of local communities can collectively work to tackle it. These grants serve the following two purposes:

1. understand the needs and stakeholders, and
2. identify opportunities for responding or generating further evidence

The Adaptation Research Alliance is seeking reviewers with expertise in Climate Adaptation based in the Global South ([for a full list of countries, please see here](#)) to review up to 25 micro-grant applications between 25 January – 17 February. Interested applicants will be able to find more information about the micro-grants on the [call out document](#). **Send in your CV and cover letter to [micro-grants@adaptationresearchalliance.org](mailto:micro-grants@adaptationresearchalliance.org) by 25 November to be considered.**

## Overview of review process

Reviewers will be expected to allocate **2 days** in total to this review process. Reviewers will be expected to attend a webinar during the week of **16 January** (exact date TBC) to align understanding of the evaluation criteria. The external review process will run from the **25 January – 17 February 2023** with qualified, interested and available members from the steering board and ARA membership who will review and take decisions on which proposals to take forward. In order to provide a transparent and fair review, as well as equal representation across geographies, the Secretariat will be playing a support function.

Proposals will be split across the reviewers with the aim to have **1 individual from an action entity, and 1 individual from a research entity reviewing the same proposals for each region**. At least one reviewer will be based in that particular region. Depending on the number and location of the proposals we receive, you may review some proposals outside of your region. Reviewers taking part in the assessment phase must also be part of the decision phase to allow for consistency. The Secretariat will facilitate the decision phase two using the decision guide (TBC) to ensure an equal spread across geographies of the final selection.

## Activities

The review will include:

- **External review initial assessment phase:** using a template and evaluation criteria developed by the Secretariat to score each proposal (maximum 25 each)- we expect this to take approximately 1.5 days.
  - o Between the **25 Jan and 8 Feb.**

- **External review decision phase:** Following 8 February, the ARA Secretariat will collate all the scores from reviewers in preparation for the decision phase. The decision phase will consist of a series of meetings between regional reviewers to evaluate proposals within categories of 'discuss further' and 'approve' and determine which will be funded by the ARA - we expect this to take approximately 0.5 days, and a series of meetings will be set up between reviewers during the week of
  - o **14 Feb to 17 Feb.**

## Deliverables and outputs

Reviewers must have completed a review of 25 applications by 8 February and made the final decision on grantees to receive an award by 17 February 2023.

## Outputs and timeframes

Output or activity description	Timeframe
Micro-grants review webinar	W/C 16 January 2023
External review initial assessment phase	1.5 days between 25 January – 17 February 2023
Decision phase (multiple meetings, availability required).	0.5 days between 14 - 17 February 2023

## Budget

The budget for this piece of work is no more than 1200.00 GBP for a total of 2 days of reviewer time.

## Payment milestones

Reviewer rates will be 600.00 GBP per day, for no more than 2 days of reviewer time. Reviewers will be paid upon completion of the review process.

Date of payment	17 February 2023
Total payment	1200.00 GBP

## Application

Interested applicants should submit their CVs and cover letter (in one document and no longer than 4 pages) to indicate their interest to [micro-grants@adaptationresearchalliance.org](mailto:micro-grants@adaptationresearchalliance.org) by 25 November 2022.

## Eligibility

In order to be eligible to apply as a reviewer of the ARA Micro-grants applicants must meet the following criteria;

- At least 10 years' experience in Climate Adaptation, in either research or action
- Have an understanding of gender and social equality so that they can assess the extent to which gender and social equality will be implemented in project proposals
- Availability to attend the webinar, and take part in both the initial assessment and decision phase
- A strong grasp of English
- Reviewers can be based in the Global North, however we strongly encourage applicants based in the Global South to apply (for a [full list of countries please see here](#))