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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Ninety-first Meeting
Montreal, 5-9 December 2022
Item 6(c) of the provisional agenda¹

**DRAFT MONITORING AND EVALUATION WORK PROGRAMME
FOR THE YEAR 2023**

Introduction

1. The work programme activities for the year 2023 are proposed following previous decisions by the Executive Committee on issues pertaining to monitoring and evaluation, lessons learned during evaluations, consideration of relevant recommendations from the assessment by the Multilateral Organization Performance Assessment Network (MOPAN)² and consultations within the Secretariat. The proposed work programme builds upon discussions by the Executive Committee on several agenda items relevant to monitoring and evaluation activities and the relevant decisions from the 89th and 90th meetings in 2022.

2. This document presents the draft Monitoring and Evaluation work programme for 2023 for consideration by the Executive Committee. It includes two ongoing activities approved as part of the 2022 work programme at the 88th meeting, for which implementation is in progress,³ and proposes two new activities for 2023. It also presents, for information, a brief overview of the status of implementation of the work programme for the current year.

Overview of the status of implementation of the work programme in 2022

3. The monitoring and evaluation programme for 2022, approved by decision 88/10, included three evaluation activities and the regular monitoring component through the analysis and reporting of project completion reports (PCRs). Implementation has been delivered as planned on the different components.⁴

¹ UNEP/OzL.Pro/ExCom/91/1

² UNEP/OzL.Pro/ExCom/88/2/Add.2

³ UNEP/OzL.Pro/ExCom/88/11/Rev.1

⁴ Schedule of submission as per table 1 in document UNEP/OzL.Pro/ExCom/88/11/Rev.1

4. Regarding the evaluation component, at the 90th meeting, the Senior Monitoring and Evaluation Officer (SMEO) presented the desk study for the evaluation of the demonstration projects for low-GWP alternatives to HCFCs;⁵ the draft terms of reference (TORs) for the undertaking of a desk study for the evaluation of the enabling activities for HFC phase-down;⁶ and an update on the status of implementation of the evaluation of regional networks of national ozone officers.⁷

5. As of today, the second phase of the evaluation of regional networks of national ozone officers is at an advanced stage. A detailed update has been submitted to the present meeting.⁸ The evaluation to prepare a desk study for the evaluation of the enabling activities for HFC phase-down has been launched in October 2022 and it will be carried out with the support of an expert consultant with long experience on issues related to the implementation of the Montreal Protocol and projects funded by the Multilateral Fund.

6. The monitoring component of the work programme has been delivered through the submission of the 2022 consolidated PCRs for multi-year agreements (MYA) and individual projects, at the 90th and 91st meetings.⁹ In the course of 2022, the close collaboration between the SMEO and the implementing and bilateral agencies led to improvement in rates of submission of PCRs due and the reduction of backlog. The improvement in rates of submission and timeliness of PCR submissions facilitated the closure of the related OIOS recommendation,¹⁰ as reported by the Secretariat to the Executive Committee during the 90th meeting.¹¹

Personnel issues related to the monitoring and evaluation work programme for 2022

7. In December 2021, the GS-5 post for the SMEO's assistant became vacant. A recruitment process was launched in Inspira, with the posting of the job opening for a month, in January 2022. The recruitment was completed by the end of June 2022. The SMEO also hired four consultants to support the delivery of three evaluations included in the work programme for 2022. Furthermore, the recruitment processes were used to build a roster including 38 experts' profiles that could be considered in the future, both by the Secretariat and the Evaluation function, when needing external expertise. Job opportunities for evaluations will continue to be posted on the Evaluation page of the Multilateral Fund Secretariat website, when applicable.

Follow-up on decision 89/1(b) on the MOPAN assessment

8. At the 89th meeting, the Secretariat presented a document to the Executive Committee addressing the five areas for improvement that had been identified by the MOPAN assessment of the Secretariat in 2019, among which the evaluation function. The assessment found that the evaluation function was insufficiently challenging, formative, and analytical, and its independence should be improved.

9. In response, the Secretariat's document referred to the findings of MOPAN and acknowledged areas to be further explored to address the weaknesses and improve the relevance of the evaluation function for the Fund.¹²

⁵ UNEP/OzL.Pro/ExCom/90/6

⁶ UNEP/OzL.Pro/ExCom/90/8

⁷ UNEP/OzL.Pro/ExCom/90/7

⁸ UNEP/OzL.Pro/ExCom/91/10

⁹ UNEP/OzL.Pro/ExCom/90/10 and UNEP/OzL.Pro/ExCom/91/19

¹⁰ UNEP/OzL.Pro/ExCom/88/2/Add.1

¹¹ UNEP/OzL.Pro/ExCom/90/2, para. 14

¹² UNEP/OzL.Pro/ExCom/89/2, para. 13-18

10. The Executive Committee, in decision 89/1(b), requested the SMEO “[...] taking into account the discussions on the matter at part I of the 89th meeting, to include, in the monitoring and evaluation work programme for the year 2023 for consideration by the Executive Committee at its 91st meeting, the actions to enhance the evaluation function outlined in paragraphs 13 to 18 of document UNEP/OzL.Pro/ExCom/89/2/Add.1”.

11. As mentioned in the report of part I of the 89th meeting, some members indicated that it could be considered, as a means to increase relevance of the evaluation function, to revert to past practices that were discontinued in 2011, regarding the formulation of recommendations by the SMEO on which a follow-up of implementation could be made. It was also said that, if such a practice would be reinstated, it should be done without creating additional burdens in creating cumbersome follow-up processes.¹³

12. The above question, together with other changes in evaluation-related processes, could be further explored by an independent external consultant. The external assessment of the MLF evaluation function would aim at identifying a roadmap for addressing the weaknesses of the evaluation function as identified by the MOPAN assessment. The TORs for this external evaluation would be submitted for the consideration of the Executive Committee at its 92nd meeting. This activity is included in the below proposal for the draft monitoring and evaluation work programme for the year 2023, as presented in paragraphs 16 to 22.

Follow-up on decision 90/28(g) on project completion reports

13. At the 90th meeting, the SMEO presented the 2022 consolidated project completion report,¹⁴ which introduced some changes in the format and analysis aiming at improving the dissemination of lessons learnt identified through the systematic analysis of the submitted PCRs.

14. The Executive Committee, in decision 90/28(g), decided to “provide guidance to and request the Senior Monitoring and Evaluation Officer, in line with decision 89/1(b), to explore ways and means to collect better data, improve database accessibility and improve access to online information from MYA PCRs and individual PCRs, in the context of the revamped information strategy to be reviewed by the Secretariat, and to include such issues in the draft monitoring and evaluation work programme for 2023”.

15. The SMEO proposes to undertake an internal review of PCRs, during the second half of 2023, in close consultation with implementing agencies, to propose possible updates in current formats and processes. This internal review on PCRs, included in the draft work programme for 2023, would assess their relevance for evaluation purposes and for implementing agencies in using lessons learnt.

Proposed monitoring and evaluation work plan for 2023

16. There are currently two ongoing evaluations, carried forward from the monitoring and evaluation work programme for 2022. These are scheduled for completion during the first semester of 2023 and presentation of the final evaluation reports at the 92nd meeting. The SMEO will continue delivering the monitoring function which consists, currently, of the preparation of a biannual consolidated summary report on the analysis of PCRs.

17. As per established practices, the SMEO will continue to work closely with implementing and bilateral agencies to ensure timely submission of due PCRs related to MYAs and individual projects to the 92nd and 93rd meetings, and to identify options to streamline the preparation and submission of PCRs.

¹³ UNEP/OzL.Pro/ExCom/89/15, para. 16

¹⁴ UNEP/OzL.Pro/ExCom/90/10

18. During the first semester of 2023, the SMEO would prepare the TORs for the consideration of the Executive Committee, for an external assessment of the MLF evaluation function to be prepared by an external consultant. The results of the external evaluation could be presented either at the last meeting of 2023 or the first meeting in 2024, depending on the scope and depth of the assessment as defined in the final terms of reference as well as on the date of the 93rd meeting in 2023.

19. In decision 90/28(g), the Committee requested the SMEO to elaborate further on possible ways to improve the use of PCRs, its user-friendliness for stakeholders, and its relevance for evaluation purposes and for lessons learnt for implementing agencies and other relevant players on the ground. It is proposed that the SMEO undertakes, in the second half of 2023, an internal review of PCRs, in close coordination with bilateral and implementing agencies.

20. The review on PCRs would aim, among others, at fostering better identification and use of lessons learnt and to streamline the information in projects implementation. The results of the review could connect, to the extent relevant to the database for lessons learnt, to the implementation of the knowledge management system and improved accessibility to information. The final result, as per previous activity, would be presented either at the 93rd or 94th meeting, depending on the complexity of the review and of the agreed dates for the 93rd meeting.

21. In paving the way for a content-focused evaluation to be undertaken in 2024, the SMEO will prepare the TORS for an evaluation of the Compliance Assistance Programme. The programme was evaluated for the last time in 2007.¹⁵ The TORs will be presented at the 93rd meeting.

22. Table 1 below presents an overview of the planned of activities in the work programme for 2023, and related timeline for completion of the different outputs.

Table 1. Planning of activities and milestones for deliverables of the draft work programme for 2023

92 nd meeting	93 rd meeting	2024
2023 Consolidated PCR: Part I	2023 Consolidated PCR: Part II	Consolidated PCR (Part I and Part II)
Final evaluation of the regional networks of NOOs	Update (or final review) on the internal review of PCRs	Final review of the PCRs
Desk study of the evaluation of the enabling activities for HFC phase-down	Progress update on the external assessment of the MLF evaluation function	Final report on the external assessment of the MLF evaluation function
TORs for an external assessment of the MLF evaluation function	2024-2025 Draft Monitoring and Evaluation work programme (trial basis for a biennial format)	2024 Draft report on the first year of implementation of the biennial work programme on monitoring and evaluation 2024-2025
	TORs for the evaluation of the Compliance Assistance Programme (CAP)	Evaluation of the CAP

Budget

23. The SMEO has experienced the pros and cons of the current practice of establishing an annual budget for the implementation of the work programme, and she would like to propose, on a trial basis, a change in the time frame for the evaluation budget. The current practice has been to approve a very detailed budget with a limited one-year horizon for its execution.

¹⁵ UNEP/OzL.Pro/ExCom/52/9

24. This approach proves to have the advantage of predictability regarding the use of the approved resources. However, it may be challenging when there are elements that still require some refinement, such as the precise definition of scope and coverage of an evaluation, for which the TORs are yet to be prepared and approved at the first meeting of the year. The resources needed would depend on the final scope as approved by the Executive Committee, a decision which is taken after having approved the annual budget.

25. Resources for desk studies have been approved at a stable rate in the past decade of US \$15,000 per assignment. Fees would depend rather on the qualification of experts and the exact description of the work than on a fixed remuneration independent from the requirements and duties of each consultancy.

26. The SMEO also notes that the Fund's budget is approved on a triennial basis. It would be consistent to have a similar cycle for the monitoring and evaluation budget. The SMEO would report on an annual basis on the use of resources, being accountable for aligning it to the planned work programme. However, a triennial (or at least biennial) budget cycle would avoid the burden of closing and reopening the budget every year, considering that the evaluations, in most cases, are carried across two different years.

27. Table 2 reports in aggregated manner the status of expenditures and balances of the budget for the year 2022:

Table 2. Summary of expenditures and balances versus approved budget 2022*

Activity/Item	Approved Budget	Disbursed or obligated	Balance
Activity 1: Desk study for the evaluation of the demonstration projects for low-GWP alternatives to HCFCs - consultancy	15,000	15,000	0
Activity 2: Second phase of the evaluation of the regional networks of NOOs – consultancies and missions	117,500	64,041	53,459
Activity 3: Desk study for the evaluation of the enabling activities for HFC phase-down – consultancy	15,000	15,000	0
Support to monitoring and evaluation function-license online survey tool	12,000	2,101	9,899
Total	159,500	96,143	63,357

*Final financial figures (rounded) presented in this document are to be considered provisional until the closure of financial statements for the year 2022. They are based on the best available information.

28. The work programme has been delivered as planned. Activity 2, the second phase of the evaluation of the regional networks of NOOs, will be finalized in 2023, after undertaking a mission to the last region to be covered. In March 2023, the SMEO and the consultant will attend the joint network meeting of the Caribbean and Latin American networks. The results of this activity will be included in the final evaluation report. To this end, it is proposed that an amount of US \$15,000, out of the unspent balance of US \$ 53,459 for Activity 2, is rephased from the 2022 budget to the 2023 budget. The remaining funds will be returned to the Multilateral Fund at the 93rd meeting.

29. As described in paragraphs 16 to 22 and displayed in table 1 above, only two new activities are proposed for the work programme of 2023, noting that there are still two ongoing evaluations to be finalized in 2023. These activities are proposed following the request to improve the relevance of the evaluation function, which will require the use of external independent consultants. It is proposed to allocate US \$50,000 to each evaluation activity, resulting in the following budget proposal for 2023.

Table 3. 2023 Proposed budget (including rephasing from 2022)

Description	Amount (US \$)
2022 Unspent budget for Activity 2 proposed for rephasing into 2023	
This amount relates to stage 3 of the second phase of the evaluation of the regional networks of NOOs. The funds will be utilized for the final mission to the meeting of Latin America and Caribbean networks in March 2023 and the preparation of the final edited evaluation report.	15,000
Total - 2022 Rephased budget	15,000
2023 Proposed budget for the monitoring and evaluation work programme	
External assessment of the evaluation function of the Multilateral Fund	50,000
Travel of SMEO	20,000
Support to the evaluation function (evaluation tools, outreach and communication, survey licenses)	15,000
Total - 2023 Proposed budget	85,000
Grand total: 2022 Rephased and 2023 proposed	100,000

Action expected from the Executive Committee

30. The Executive Committee may wish:

- (a) To approve the draft monitoring and evaluation work programme for 2023 contained in document UNEP/OzL.Pro/ExCom/91/11/Rev.1 and the related budget of US \$ 85,000;
- (b) To reallocate the amount of US \$15,000, for the completion of the final stage of the second phase of the evaluation of the regional networks of national ozone officers, out of the provisional unspent balance of US \$63,357 from the year 2022, to the 2023 budget; and
- (c) To request the Senior Monitoring and Evaluation Officer to prepare:
 - (i) Terms of Reference for an external assessment of the evaluation function of the Multilateral Fund, aligned to the recommendations to the MOPAN assessment, for the consideration of the Executive Committee at the 92nd meeting;
 - (ii) On a trial basis, a biennial monitoring and evaluation work programme and budget for 2024 and 2025, at the 93rd meeting, and to report annually on its status of implementation and achievements, starting from 95th meeting.