



**United Nations
Environment
Programme**

Distr.
GENERAL

UNEP/OzL.Pro/ExCom/92/8

24 April 2023

ORIGINAL: ENGLISH



EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Ninety-second Meeting
Montreal, 29 May to 2 June 2023
Item 6(c) of the provisional agenda¹

**DRAFT TERMS OF REFERENCE FOR AN EXTERNAL ASSESSMENT OF THE
EVALUATION FUNCTION OF THE MULTILATERAL FUND**

Introduction

1. In 2019, the Multilateral Organisation Performance Assessment Network (MOPAN) assessed the Multilateral Fund, with an overall positive assessment of its performance, while identifying five areas for improvement. It made some recommendations regarding the evaluation function, identifying weaknesses related, among other issues, to its relevance and usefulness.²
2. At the 91st meeting, the Senior Monitoring and Evaluation Officer (SMEO) presented the draft 2023 monitoring and evaluation work programme,³ including a proposed activity to review the Fund's evaluation function in response to decision 89/1(b).
3. Subsequently, the Executive Committee inter alia approved the revised draft 2023 work programme and the related budget,⁴ and requested the SMEO to prepare the draft terms of reference for an external assessment of the evaluation function of the Multilateral Fund, aligned to the recommendations from the assessment by the MOPAN, to be considered at the 92nd meeting (decision 91/9).

Background and mandate

4. The evaluation function of the Multilateral Fund was created in 1997, with the support of a temporary SMEO launching the first activities, followed by the appointment of the first SMEO in 1998.

¹UNEP/OzL.Pro/ExCom/92/1

²The MOPAN report is available at <https://www.mopanonline.org/assessments/mlf2019/> and attached to document UNEP/OzL.Pro/ExCom/86/2/Add.1

³ UNEP/OzL.Pro/ExCom/91/11

⁴ UNEP/OzL.Pro/ExCom/91/11/Rev.1

The Terms of Reference for the SMEO were prepared by an external consultant and presented to and validated by the Executive Committee alongside the objectives of the evaluation function.⁵

5. Most of policies and guidelines still in use were prepared during the first decade of development of the evaluation function (1999-2009), including evaluation guidelines and reporting templates for the monitoring part of the work, in particular for project completion reports.

6. After 30 years of the Fund's operations, considering the evolution of its mandate and project portfolio, a review of the evaluation function may help to identify actions for improvement and better alignment with the current needs of the Fund.

Scope and objectives

7. The review of the Fund's evaluation function will build upon the results of the 2019 MOPAN assessment. The assessment had identified the following areas to be addressed to improve the performance of the evaluation function, including: (a) evaluations to be more challenging and analytical; (b) lessons learned to be more explicit and systematic and be considered more systematically in project proposals; (c) databases on lessons learned to be more user-friendly; and (d) lack of annual reporting and follow-up on recommendations from evaluations. There was also room to develop greater independence of the evaluation function to create space for innovation.

8. The proposed review will report on changes already implemented between 2020 and 2023 in relation to the above-mentioned areas of the MOPAN assessment and identify the areas still to be addressed. The final result of the review is expected to present a roadmap for the update of the evaluation function, and its supportive tools, to better address the remaining areas for improvement. The report will also identify the key elements to be considered in the future in preparing an updated evaluation policy for the Fund.

9. The key objectives of the desk study, to be prepared with the support of a consultant in close collaboration with the SMEO, will be to:

- (a) Report on progress made regarding the areas for improvement which were identified by the MOPAN assessment and identify what areas are still to be addressed for further improvement;
- (b) Assess the adequacy and effectiveness of the evaluation function: to what extent the current set-up of the evaluation function – including its mandate, structure, accountability; responsibilities, and work processes – is appropriate and effective in responding to the evolving needs of the Fund;
- (c) Prepare a time-bound roadmap for enhanced utility and relevance of the evaluation function, including a proposed action plan and targeted recommendations (e.g., regarding the preparation of the work programme, the selection of evaluation topics, the dissemination of lessons learned, issuance of recommendations and follow-up mechanism to track their implementation); and
- (d) Propose the key elements to be considered for updating the Fund's evaluation policy for further elaboration by the SMEO after completion of the desk study, for future consideration and endorsement by the Executive Committee.

⁵ UNEP/OzL.Pro/ExCom/58/7

10. The review will be delivered as a desk study, the preparation of which will be based on a desk review and the analysis of internal documents of the Multilateral Fund Secretariat, complemented by interviews with Secretariat staff and members of the Executive Committee, and other relevant stakeholders (e.g., implementing agencies). It will also take into consideration documents concerning the regulatory frameworks for evaluation in the United Nations, such as administrative instructions and evaluation policies, when relevant.

Methodology

11. The review will be conducted with the support of a consultant, with demonstrated experience in assessing the evaluation functions of international organizations, and with sound knowledge of institutional issues regarding evaluation functions in the United Nations system organizations or in financial mechanisms and Funds.

12. The consultant will work under the supervision of the SMEO, following the norms and standards of the United Nations Evaluation Group (UNEG) for the assessment of evaluation functions. The assessment will also consider the relevant United Nations' and United Nations Environment Programme's evaluation policies,⁶ administrative instructions⁷ and related guidelines.⁸

13. The SMEO, in coordination with the Secretariat, will facilitate access to internal documentation when required and liaise with key stakeholders; she will be overseeing the process to ensure it adheres to the objectives of the terms of reference, centered around the weaknesses identified in the MOPAN assessment.

14. The tentative timeframe for the process, including interim deliverables, is presented below:

Table 1. Workplan: Timeframe and milestones

Process milestones	Calendar	Output
Advertisement and recruitment	Summer 2023	Job opening posting Selection of candidate
Desk review / Data collection/ Interviews (throughout the exercise)	September 2023 Mid-February 2024	Data collection, stakeholders mapping, surveys/ questionnaire analysis
Preparation of inception paper	By 15 November 2023	Draft inception paper
Progress update to Executive Committee based on the inception paper	11-15 December 2023	93 rd meeting - Progress update
Analysis and drafting	February- March 2024	First draft report for consultation with stakeholders
Quality control and validation / sharing of draft	April 2024	Advanced draft
Finalization	First week of May 2024	Document issuance
Presentation of the report to the Executive Committee	10-14 June 2024	94 th meeting - Final desk study

Roles and responsibilities

15. The SMEO is in charge of preparing the draft terms of reference for the consideration of the Executive Committee, and hiring the evaluation consultant. She will control quality assurance throughout

⁶ UNEP Evaluation policy (2022)

⁷ ST/AI/2021/3 and ST/SGB/2018/3

⁸ Guidelines for the Administrative Instruction for evaluation in the United Nations Secretariat
https://policy.un.org/sites/policy.un.org/files/files/documents/2022/Jan/evaluation_administrative_instruction_guidelines.pdf

the preparation of the review. The consultant will be given access to the Secretariat's internal documents, when relevant for the desk study, as required for sound analysis based on factual evidence and supportive documentation, while preserving the confidentiality of internal data.

16. The Secretariat and the SMEO will facilitate an enabling environment for accessing information needed for the review. Other relevant stakeholders of the Fund, such as members of the Executive Committee and representatives of the bilateral and implementing agencies, would be invited to contribute through interviews and questionnaires.

17. The SMEO will work with the consultant, supervising the design of the desk study and overseeing the process through interim milestones to monitor progress against the agreed calendar of deliverables. She will submit a progress update report to the Executive Committee at its 93rd meeting and the final report at the 94th meeting in 2024.

Expected outputs

18. An inception paper will be prepared by the consultant, under the supervision of the SMEO, as an interim output. It will feed into the preparation of the progress update report to be presented by the SMEO at the 93rd meeting.

19. The final output will be a desk study presenting the review of the Multilateral Fund's evaluation function, reporting on improvements already put in place since the issuance of the MOPAN assessment. It will include a time-bound roadmap for an action plan to address the remaining areas to be improved. It will also identify the key elements to be considered for the future update of the Fund's evaluation policy, for consideration by the Executive Committee at its 94th meeting.

Recommendation

20. The Executive Committee may wish to approve the terms of reference for an external assessment of the evaluation function of the Multilateral Fund, contained in document UNEP/OzL.Pro/ExCom/92/8.