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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
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Item 6(d) of the provisional agenda¹

**MONITORING AND EVALUATION WORK PROGRAMME
FOR THE YEARS 2024–2025**

Introduction

1. In response to decision 91/9(c)(ii), the Senior Monitoring and Evaluation Officer (SMEO) is presenting a biennial monitoring and evaluation work programme and budget for the years 2024 and 2025. The proposed activities result from consultations held by the SMEO with the Secretariat and the bilateral and implementing agencies during the inter-agency coordination meeting (IACM),² to identify relevant issues to be included in the monitoring and evaluation work programme.

2. The present document contains the annual report on the status of implementation of the work programme for 2023 including expenditures, followed by the proposed monitoring and evaluation work plan and budget for 2024–2025.

Annual report on the status of implementation of the work programme in 2023

3. The monitoring and evaluation work programme for 2023, as shown in table 1 and approved by decision 91/9(a), included the following:

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 project completion reports (PCR): Part I | 2023 Consolidated PCR: Part II | Consolidated PCR (Part I and Part II) |
| Final evaluation of the regional networks of national ozone officers (NOOs) | Update (or final review) on the internal review of PCRs | Final review of the PCRs |

¹ UNEP/OzL.Pro/ExCom/93/1

² MLF/IACM.2023/2/2

| 92 nd meeting | 93 rd meeting | 2024 |
|--|--|---|
| 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 Multilateral Fund (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 |

* Source: Table 1 in document UNEP/OzL.Pro/ExCom/91/11/Rev.1

4. The activities for the 92nd and 93rd meetings have been completed as planned. The Executive Committee noted the two evaluation outputs presented at the 92nd meeting, namely: the desk study for the evaluation of the enabling activities for HFC phase-down,³ and the final report on the evaluation of regional networks of NOOs.⁴ Progress has also been made in both the internal review of PCRs and the external assessment of the evaluation function of the Multilateral Fund, as reported in documents UNEP/OzL.Pro/ExCom/93/11 and UNEP/OzL.Pro/ExCom/93/10, respectively.

5. The monitoring component of the 2023 work programme has been delivered through the submission of the 2023 consolidated project completion report, parts I and II, at the 92nd and 93rd meetings.⁵

Updates on improvement of the evaluation function

6. Following the Multilateral Organisation Performance Assessment Network (MOPAN) assessment of 2019 and in addressing further decisions of the Executive Committee on the improvement of the evaluation function, the SMEO has undertaken some internal changes in the working methods used to prepare the evaluative work and track its implementation.

7. In order to facilitate follow-up on evaluation recommendations and the Executive Committee's decisions, the SMEO has established an internal tracking system to monitor progress on their implementation. Accordingly, she will report to the 97th meeting of the Executive Committee on the follow-up to the final evaluation of regional networks⁶ as per decision 92/5(f).⁷ Similarly, she will report to the 95th meeting on the evaluation of enabling activities, as per decision 92/6(d).⁸

8. In delivering the evaluation work, the SMEO has strengthened the analytical component in order to identify challenges and lessons learned, aimed at turning the evaluations into formative outputs that can effectively be used by the agencies and the Secretariat when designing and implementing projects of the Fund. The SMEO will also introduce, the use of specific, measurable, achievable, relevant and time-bound (SMART) recommendations in future evaluations, where applicable, to facilitate the measurement of their implementation and the usefulness of the evaluation work in the medium term.

9. The SMEO has also undertaken consultations with the Secretariat and the agencies in order to improve the relevance and timeliness of the topics proposed for consideration by the Executive Committee

³ UNEP/OzL.Pro/ExCom/92/7

⁴ UNEP/OzL.Pro/ExCom/92/6

⁵ UNEP/OzL.Pro/ExCom/92/10 and UNEP/OzL.Pro/ExCom/93/22

⁶ UNEP/OzL.Pro/ExCom/92/6

⁷ To request the Senior Monitoring and Evaluation Officer to present an update to the 97th meeting on the implementation of the present decision, on the basis of the deliberations and decisions of the Executive Committee on the matter at its 96th meeting.

⁸ To request the Senior Monitoring and Evaluation Officer to follow up and report on the implementation of the suggestions referred to in subparagraphs (b) and (c) above at the 95th meeting.

in each monitoring and evaluation work programme. The results of these consultations are presented in paragraphs 18-23 in the present document.

10. Efforts have also been made to improve the accessibility of evaluation-related information on the evaluation webpage. The relevant evaluation information is now available in a single place. The evaluation unit has been in continuous coordination with the knowledge management team in the Secretariat to communicate the specific needs of monitoring and evaluation.

Expenditures

11. Table 2 below presents a summary of aggregated expenditures and balances for the year 2023:

Table 2. Summary of expenditures and balances versus approved budget 2023*

| Description | Approved | Consumed | Balance |
|---|----------------|---------------|---------------|
| External assessment of the evaluation function of the Multilateral Fund | 50,000 | - | 50,000 |
| Travel of SMEO | 20,000 | 4,647 | 15,353 |
| Support to the evaluation function | 15,000 | 8,610 | 6,390 |
| Evaluation activities (rephased from 2022) | 15,000 | 7,492 | 7,508 |
| Total 2023 | 100,000 | 20,749 | 79,251 |

* Final figures (rounded) presented in this document are to be considered provisional until the closure of financial statements for the year 2023.

12. Considering the unspent balance of US \$79,251 in 2023, it is proposed to rephase US \$40,000 for the ongoing assessment of the evaluation function to 2024, and to return the remaining balance of US \$39,251 to the Multilateral Fund.

Proposed monitoring and evaluation work plan for 2024-2025

13. A detailed description of deliverables by meetings is presented in annex I of the present document. The proposed monitoring and evaluation work programme for 2024–2025 comprises the following three components:

- (a) Carried-forward activities from 2023 and approved activities for 2024;
- (b) Regular monitoring and evaluation reports for 2024–2025; and
- (c) Inclusion of three additional thematic evaluations for 2025.

Carried-forward activities from 2023 to 2024

14. Two activities which have been approved in the work programme for 2023 will continue in 2024: the external assessment of the evaluation function and the internal review of PCRs.

15. The evaluation of the CAP is planned for 2024 as per decision 91/9 and the terms of reference are being submitted to the 93rd meeting for approval by the Executive Committee.⁹ After approval of the TORs, the assignment will be launched in 2024.

Regular activities for 2024-2025

16. The evaluation unit will prepare the consolidated summary report on PCRs for each Executive Committee meeting, as per established practice, in 2024 and 2025. It will also present the annual report on

⁹ UNEP/OzL.Pro/ExCom/93/12

the implementation of the work programme and related budget at the end-of-the-year meetings of 2024 and 2025. The report presented to the 97th meeting will assess the pros and cons of the current trial exercise for a biennial work programme and budget, for the Executive Committee to consider its continuation in the future.

17. The SMEO will continue working in close coordination with the Secretariat to ensure the migration of evaluation data and the upgrading of the submission databases, in line with the results of the new PCR formats after their approval by the Executive Committee. The joint exercise will also pave the way for the required updates of the databases of lessons learned, currently under review.

Potential thematic evaluations for 2025

18. The SMEO has identified, through a consultation process with the Secretariat and the agencies at the IACM, five potential issues of interest for thematic evaluations. It is proposed to select no more than three for 2025. The TORs for the first selected proposal would be presented to the 95th meeting, to launch the activity in the first half of 2025; the TORs for the remaining two selected evaluation issues would be presented to the 96th meeting. Timeline for their implementation would be further developed as part of the TORs, to be approved at the 96th meeting. The remaining topics, if considered of interest, could be kept in a roster for the future and be re-proposed for inclusion in subsequent work programmes. The proposed thematic evaluations are described below.

Proposal 1: Evaluation of the recovery, recycling, and reclamation projects

19. This evaluation would review a sample of projects, in both low-volume consuming (LVC) and non-LVC countries, to assess the effectiveness of the assistance provided for recovery, recycling and reclamation (RRR), including investment activities and associated training and capacity-building. The evaluation would aim at assessing the use of the infrastructure established in Article 5 countries for recovering, recycling and, where applicable, reclaiming of controlled substances and that infrastructure's contribution to the reduction in their consumption.¹⁰

Proposal 2: Evaluation of the contribution of HCFC phase-out management plans to the development of policies, regulations and national strategies to ensure compliance with the Montreal Protocol and the sustainability of achievements

20. The evaluation would review the HCFC phase-out management plan (HPMP) projects' contribution to developing supporting policies and regulations that ensure countries' readiness to meet their compliance targets under the Montreal Protocol. The findings and lessons learned would be of relevance for the design and implementation of Kigali HFC implementation plans (KIPs).

Proposal 3: Evaluation of training, capacity building and certification schemes in refrigeration servicing of the HCFC phase-out management plans

21. The evaluation would review the HPMP projects' contribution to *inter alia* capacity building, training and certification schemes in refrigeration servicing to facilitate achieving and sustaining compliance with the targets of the Montreal Protocol, beyond the project's implementation period. The findings and lessons learned from this evaluation could be used for the design and implementation of stage I of the KIPs.

¹⁰ The most recent evaluation exclusively on the similar subject was a desk study presented to the 31st meeting. See document UNEP/OzL.Pro/ExCom/31/18.

Proposal 4: Evaluation of the verification reports and their use for improving the design and implementation of Multilateral Fund projects

22. The review would analyze the preparation and use of verification reports covering, how they have been used during the implementation of HPMPs and what lessons learned could be used for the KIPs. The findings could contribute to identifying potential improvements in effectiveness and efficiency in processes related to verification reports and improved use of the recommendations made in these reports.

Proposal 5: Review of reasons for delays in Multilateral Fund project implementation: synthesis and recommendations

23. This review would analyze the reported reasons for delays in implementation of Multilateral Fund projects. The resulting synthesis of recurring reasons would facilitate the identification of systemic causes of project implementation delays. The recommendations resulting from this review would aim at reducing the risks of delays – other than caused by exogenous factors — in future projects. The bilateral and implementing agencies could incorporate the lessons learned into project design and implementation, and the Secretariat would consider those lessons within the project review process.

Budget proposal

24. For the year 2024, in addition to the rephased amount of US \$40,000 as per table 2 above, it is proposed to allocate US \$25,000 for the desk study of the evaluation of the CAP in 2024, and to allocate US \$25,000 for the year 2025, in case the Executive Committee would request a second phase evaluation, after considering the desk study. Similarly, it is proposed to allocate a total of US \$100,000 for the three thematic evaluations planned for 2025, as described in Table 3 below, to launch the projects for evaluation proposals 1 to 3.¹¹ It is to be noted that the actual expenditures may vary depending on the approved TORs, complexity of the evaluations and potential travel requirements for fact-findings missions.

25. The collaboration with the knowledge management team is particularly relevant to support the changes that will be required as the result of the ongoing review of project completion reports, and to update the databases on lessons learned, currently under review. Accordingly, the budget proposal for 2024–2025 includes an annual allocation of USD 15,000 to complement the Secretariat’s work on the development and design of the knowledge management system (KMS) for monitoring and evaluation related issues.

26. The proposed budget for the years 2024 and 2025 is expected to cover the three components of the work programme as described in paragraph 13 above. The resulting proposed budget for 2024–2025 is presented in table 3 below:

Table 3. Proposed budget for 2024–2025 (including funds rephased from 2023)

| Description | 2024 | 2025 | 2024-2025 Total |
|---|--------|--------|-----------------|
| Rephased from 2023 | | | |
| External assessment of evaluation function | 40,000 | | 40,000 |
| Consultancy services for evaluations 2024–2025 | | | 150,000 |
| 2024 Evaluation of the CAP | 25,000 | 25,000 | |
| 2025 Thematic evaluations launched in 2025 | | | |
| <u>Proposal 1:</u> Evaluation of the recovery, recycling, and reclamation projects | | 50,000 | |
| <u>Proposal 2:</u> Evaluation of the contribution of HCFC phase-out management plans to the development of policies, regulations and national strategies to ensure compliance with the Montreal Protocol and the sustainability of achievements | | 25,000 | |

¹¹ See paragraphs 19-21.

| Description | 2024 | 2025 | 2024-2025 Total |
|---|----------------|----------------|--------------------|
| <u>Proposal 3</u> : Evaluation of training, capacity building and certification schemes in refrigeration servicing of the HCFC phase-out management plans | | 25,000 | |
| Complementing the Secretariat work on the development of the KMS for monitoring and evaluation related issues | 15,000 | 15,000 | 30,000 |
| Evaluation staff travel | 20,000 | 20,000 | 40,000 |
| Operational costs | 15,000 | 15,000 | 30,000 |
| Grand total | 115,000 | 175,000 | 290,000 |

Action expected from the Executive Committee

27. The Executive Committee may wish:

- (a) To select the three thematic evaluations for the year 2025 proposed in paragraphs 19 to 21 of the present document UNEP/OzL.Pro/ExCom/93/13/Rev.1 for inclusion in the monitoring and evaluation work programme for 2024–2025 and to request the Senior Monitoring and Evaluation Officer to prepare the corresponding terms of reference to be considered, consecutively, by the Executive Committee at the 95th and the 96th meetings, as per annex I on planned deliverables for 2024 and 2025;
- (b) To rephase the amount of US \$40,000 out of the provisional unspent balance of US \$79,251 from the year 2023, to the 2024 budget and to return the remaining balance of US \$39,251 to the Multilateral Fund; and
- (c) To approve the monitoring and evaluation work programme for 2024–2025 contained in document UNEP/OzL.Pro/ExCom/93/13/Rev.1 and the related budget of US \$115,000 for the year 2024, which includes the rephased amount from 2023, and a budget of US \$175,000 for the year 2025.

Annex I –

PLANNED OUTPUTS FOR MONITORING AND EVALUATION WORK PROGRAMME FOR 2024-2025

| PLANNED OUTPUTS FOR MONITORING AND EVALUATION WORK PROGRAMME 2024-2025 - PER MEETING | | | | | |
|--|--|---|--|---|---|
| # | Type of Activity | 94 th Meeting | 95 th Meeting | 96 th Meeting | 97 th Meeting |
| Component 1 Carried forward from 2023 | | | | | |
| 1. | External Assessment of the Evaluation Function | Report on the External Assessment of the Evaluation Function | | | |
| 2. | Review of PCRs, processes and formats | Report on the review of Project Completion Report, processes and formats | | | |
| 3. | Evaluation of the Compliance Assistance Programme (CAP) | Progress update on the desk study for the evaluation of the Compliance Assistance Programme (CAP) | Desk Study for the evaluation of the Compliance Assistance Programme (CAP) | <i>If so requested by ExCom,</i> update on 2 nd phase of CAP evaluation. | <i>If so requested by ExCom,</i> final report on 2 nd phase of CAP evaluation. |
| Component 2 Regular Monitoring and Evaluation activities | | | | | |
| 4. | Annual report on Monitoring and Evaluation work programme and budget | | Annual report on implementation of Monitoring and Evaluation work programme and budget for 2024, including reporting as per the request to SMEO in decision 92/6(d). | Follow-up on the status of implementation of recommendations from the evaluation of regional networks, as per the request to SMEO in decision 92/5(f) | Annual report on implementation of the 2024-2025 work programme and budget. |
| 5. | Consolidated Project Completion Report | 2024 Consolidated Project Completion Report Part I | 2024 Consolidated Project Completion Report Part II | 2025 Consolidated Project Completion Report Part I | 2025 Consolidated Project Completion Report Part II |

| PLANNED OUTPUTS FOR MONITORING AND EVALUATION WORK PROGRAMME 2024-2025 - PER MEETING | | | | | |
|---|-------------------------|--------------------------------|--|--|--|
| # | Type of Activity | 94th Meeting | 95th Meeting | 96th Meeting | 97th Meeting |
| Component 3 | | | | | |
| Planned evaluations to be launched in 2025 | | | | | |
| 6. | Desk study evaluation | Proposal 1 | Terms of Reference for the desk study for the evaluation of the recovery, recycling and reclamation projects | Progress update on the desk study for the evaluation of the recovery, recycling and reclamation projects | Final desk study for the evaluation of the recovery, recycling and reclamation projects |
| 7. | Desk study evaluation | Proposal 2 | | Terms of Reference for a desk study for the evaluation of the contribution of HCFC phase-out management plans to the development of policies, regulations and national strategies to ensure compliance with the Montreal Protocol and the sustainability of achievements | Progress update on the desk study for the evaluation of the contribution of HCFC phase-out management plans to the development of policies, regulations and national strategies to ensure compliance with the Montreal Protocol and the sustainability of achievements |
| 8. | Desk study evaluation | Proposal 3 | | Terms of Reference for the desk study for the evaluation of training, capacity building and certification schemes in refrigeration servicing of the HCFC phase-out management plans | Progress update on the desk study for the evaluation of training, capacity building and certification schemes in refrigeration servicing of the HCFC phase-out management plans |