



**United Nations
Environment
Programme**

Distr.
GENERAL

UNEP/OzL.Pro/ExCom/68/13
5 November 2012



ORIGINAL: ENGLISH

EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Sixty-eighth Meeting
Montreal, 3-7 December 2012

**ASSESSMENT OF THE ADMINISTRATIVE COST REGIME
FOR THE 2015-2017 TRIENNIUM (DECISION 66/17(e))**

1. Since administrative cost regimes have been reviewed for each new triennium, at its 62nd meeting, the Executive Committee was asked if it wished an independent assessment or an assessment by the Secretariat. The Committee decided “that the extension of the administrative cost regime for the 2012-2014 triennium could be based on the report on 2012 core unit costs to be prepared by the Fund Secretariat by the 65th meeting” (decision 62/25(c)).

2. In assessing the appropriateness of the existing regime in light of the changing roles and portfolios of implementing agencies and the impacts of streamlining reporting requirements, the Secretariat asked the implementing agencies to provide information on the extent to which their administrative costs were used for reporting requirements, project implementation, and internal administrative requirements. Although UNEP provided an estimate, and UNDP and the World Bank indicated that they would have to conduct detailed analyses to assess the various cost components of their administrative costs, no information was provided to the Fund Secretariat. The Committee was unable to agree an administrative cost regime prior to the commencement of the 2012-2014 triennium, nor at the first meeting of the triennium. As a consequence, the administrative cost regime was applied for the first meeting of 2012-2014.

3. At the 65th meeting, the Secretariat asked if the Executive Committee wished to request the implementing agencies to provide a cost analysis of the use of administrative costs for reporting, project implementation and internal requirements and any other assessments of administrative costs in the context of a review of administrative costs for the 2015-2017 triennium. The issue was addressed at the 66th meeting where the Executive Committee decided: “to continue discussion at the 68th meeting on the possible need for terms of reference for the assessment of the administrative cost regime for the 2015-2017 triennium and how to modify the terms of reference in the light of the previous terms of reference” (decision 66/17(e)).

4. This document addresses this issue by reviewing the history of administrative costs in the Multilateral Fund and their assessments, previous terms of reference, observations and recommendations.

History of administrative costs and their assessments

5. There have been four systems of administrative costs under the Multilateral Fund since its inception. Initially, UNDP, UNEP and UNIDO received a flat agency fee at a rate of 13 per cent of the value of project approvals as well as project preparation and country programme preparation activities, while the World Bank received an administrative, legal and financial budget as a funding element in its annual work programme that included project preparation and country programme preparation as administrative costs. It also received 3 per cent of support costs on funds approved for each individual project to cover the fees of its financial intermediaries responsible for project execution.

6. The first independent assessment was performed by the former Deputy Executive Director of UNEP and resulted in all agencies, including the World Bank receiving a 13 per cent fee (see UNEP/OzL.Pro/ExCom/12/6, paragraph 41; UNEP/OzL.Pro/ExCom/14/12, and decision 18/10(b)). The second independent assessment by Coopers and Lybrand resulted in a third change to the administrative cost regime (see Decision VIII/4 of the Meeting of the Parties, paragraph 6; and UNEP/OzL.Pro/ExCom/26/67). The new administrative cost regime was initially applied to all agencies, but currently remains fully operational only for bilateral agencies, and applies partially to UNEP (decisions 26/41 and 67/15(a)). Prior to the 38th meeting, the Executive Committee allocated resources according to agency shares (45 per cent for the World Bank, 30 per cent for UNDP, and 25 per cent for UNIDO) for investment projects. As a result of this change, UNDP, UNIDO and the World Bank received a core unit budget with a reduced rate of support costs for individual activities (see decisions 37/68(c) and 38/68). This is the current regime for those agencies.

7. Another independent assessment was based on terms of reference that were considered at the 51st meeting (UNEP/OzL.Pro/ExCom/51/44 and decision 51/38). The study was conducted by Price Waterhouse Coopers and presented to the 55th meeting (UNEP/OzL.Pro/ExCom/55/48 and decision 55/44), and was followed up by an issues paper presented by the Fund Secretariat (UNEP/OzL.Pro/ExCom/56/19). The Executive Committee agreed to maintain the existing administrative cost regimes for the bilateral and implementing agencies for the 2009-2011 triennium and requested implementing agencies to provide sufficient actual data in order to monitor the differences between administrative cost income and the costs incurred (decision 56/41(b) and (c)).

8. The 64th Executive Committee meeting requested the Fund Secretariat, in the context of progress reporting, to “consider in the context of its review of administrative costs to be submitted to the 65th meeting pursuant to decision 62/25(c): a. whether the current administrative cost regime continued to be appropriate in light of the changing roles and portfolios of implementing agencies; b. options for ensuring that the overall administrative cost ratio remained within the historical average or lower” (decision 64/6(c)(iii)).

9. At its 67th meeting, the Executive Committee adopted a new administrative cost regime and decided to review the administrative cost regime and its core unit funding budget at the 74th meeting of the Executive Committee, i.e., the last meeting of the 2012-2014 triennium (decision 67/15 (b)(c)).

10. In addressing the issue of assessing administrative costs on the basis of likely expenditures instead of approvals, the Secretariat raised the possibility of an administrative cost regime that is based on annual pre-approved budgets that might be considered, starting with the 2015-2017 triennium, because this would mean avoiding the need to have balances of funds awaiting expenditures and would provide a clearer understanding of the use of the agency fee component of administrative costs. The agency fee component was a percentage of delivery for UN agencies, and therefore excess or under expenditure could occur unless the system were changed. The Secretariat also mentioned that if the Committee wishes to consider a different administrative cost regime for the 2015-2017 triennium it should do so in advance of that triennium so that Stage II of HCFC phase-out management plans (HPMPs) might take the new regime into account.

Previous terms of reference

11. Annexes I-III present the previous terms of reference used for independent evaluations. Also included are the terms of reference used for the last administrative cost study done by the Global Environment Facility (GEF). The GEF terms of reference identified objectives, specific questions and issues to be addressed, methodology, and timeframe and milestones for the evaluation.

Observations

12. A review of the administrative cost regime and its core unit funding budget should be presented to the 74th meeting of the Executive Committee per decision 67/15(c). Implementing agencies have expressed a desire to maintain the current regime for the next triennium as well. However, the next triennium will have many long term Stage II HPMP agreements that may last more than one triennium, therefore agency fees should be considered in the context of guidance for Stage II HPMPs.

13. The review could be performed by an independent consultant, the Fund Secretariat, or experts as has been done in the past. Experience with independent consultants has been that there were high costs and long learning curves for the consultant teams involved in the analyses. The implementing agencies did not provide a cost analysis of the use of administrative costs for reporting, project implementation and internal requirements and any other assessments requested by the Fund Secretariat to enable it to assess the extent of funding required for administrative costs. Moreover, there were no approved terms of reference except to consider options to achieve the historical average rate of administrative costs.

14. Regardless of the modality, terms of reference for which there is Executive Committee input as well as input from the implementing agencies would be preferable to no terms of reference to clarify what is included in the assessment. The Executive Committee may wish to give its views on terms of reference and request the Secretariat, in cooperation with the implementing agencies, to propose terms of reference, questions to be addressed, a methodology, milestones and costs, as applicable for the assessment mandated by decision 67/15(c).

15. The administrative cost regime for the 2012-2014 triennium is not expected to achieve the historical administrative cost ratio of 11.54 per cent as it is expected to result in an average rate of 11.55 per cent for the triennium. The administrative cost regime has not met the objective of the Eighth Meeting of the Parties to achieve a cost ratio of less than 10 per cent (Decision VIII/4). The terms of reference should explore means of achieving these objectives in the 2015 to 2017 triennium.

RECOMMENDATIONS

16. The Executive Committee may wish to:

- (a) Provide its views on the contents of terms of reference for an assessment of administrative costs for the 2015 to 2017 triennium; and
- (b) Request the Secretariat, in cooperation with the implementing agencies, to propose terms of reference, questions to be addressed, a methodology, milestones and costs, as applicable for the assessment mandated by decision 67/15(c) with proposals including but not limited to achieving the goals of decision 67/15(c) of the Executive Committee and Decision VIII/4 of the Meeting of the Parties.

Annex I

TERMS OF REFERENCE OF PROPOSED ENQUIRY FOR THE ADMINISTRATIVE COST ANALYSIS PRESENTED TO THE 14TH MEETING OF THE EXECUTIVE COMMITTEE

1. Define what should be regarded as admissible administrative costs of operating the Multilateral Fund, taking into account different practices amongst the implementing agencies and as far as practical comparable practices in other aid agencies.
2. On basis of figures reported to the Treasurer and such other supplementary figures as may be provided by the implementing agencies, calculate the administrative costs that fell within the definition of such costs and were charged to the Financial Mechanism by each implementing agency and by the Secretariat separately in the years 1991-1993.
3. Relate the calculated administrative costs over the period 1991-1993 in each implementing agency with the actual programme of activities implemented by each agency in those years, and relate the aggregate of all identified administrative costs, including the Secretariat administrative costs, to the programme of the Multilateral Fund overall in each year.
4. Establish how far a comparison of administrative costs can be made with the administrative cost ratios of the Global Environment Facility and other aid programmes.
5. Endeavour to define norms for admissible administrative costs involved in implementing the Multilateral Fund's approved programme of activities.
6. Advise how administrative costs of the implementing agencies might be made more transparent in future within the proposed norms.

Source: "The administrative costs of the financial mechanism", UNEP/OzL.Pro/ExCom/14/12, Annex A.

Annex II

TERMS OF REFERENCE OF THE CONSULTANCY ON THE ADMINISTRATIVE COSTS OF THE IMPLEMENTING AGENCIES

1. Decision VIII/4 of the Eighth Meeting of the Parties requested:

“That the Executive Committee should, over the next three years, work toward the goal of reducing agency support costs from their current level of 13 per cent to an average of below 10 per cent to make more funds available for other activities. The Executive Committee should report to the Parties annually on their progress, and the Parties may adjust the goal accordingly;”
2. In accordance with this decision, the consultant will work with the Secretariat and the implementing agencies to identify options and approaches for reducing the overall level of administrative costs focusing on revising the current uniform, fee-based approach.
3. Options to be considered could include:
 - (a) Establishment of different rates of support costs for different types of projects and projects in different sectors;
 - (b) Establishment of a sliding scale of support costs for different sized investment projects.
4. The option of deciding support costs on a project-by-project basis is excluded.
5. In undertaking this work, the consultant should take account of the previous reports prepared on this subject.
6. The consultant should also take account of experience in similar multilateral funding mechanisms.
7. The consultant will provide a report on progress to the Executive Committee at its Twenty-second Meeting.

Annex III

DRAFT TERMS OF REFERENCE FOR A COMPREHENSIVE INDEPENDENT ASSESSMENT OF THE ADMINISTRATIVE COSTS REQUIRED FOR THE 2009-2011 TRIENNIUM (FOLLOW-UP TO DECISION 50/27)

Items to be considered by the Consultant

10. At its 50th Meeting, during its review of proposed 2007 core unit costs, the Executive Committee was informed that there was a substantial balance in support costs amounting to between US \$30.8 and US \$40.8 million. Although this amount could have been used as it represented balances as at 31 December 2005 (in the first case) and only approved amounts for 2006 (in the second case), implementing agencies would continue to receive support costs on approvals and core unit costs at least until the end of the current triennium. Moreover, this amount could have theoretically covered support costs for an additional two to three years of overall administrative costs.

11. During the 2009-2011 triennium, CFCs, halons and CTC will be phased out by 2010. After 2010, only 20 per cent of the baseline for methyl bromide and 30 per cent of the baseline for TCA remain to be phased-out, along with the HCFC phase-out that is currently scheduled to occur by 2040. The assessment of administrative costs should take into account the costs associated with closing activities for the 2010 phase-outs.

12. Support costs are provided to enable the implementing agencies to complete the supervision, technical assistance and monitoring obligations at the programme level through 2010 and beyond until projects are completed, completion reports and assessments have been conducted, and accounts have been reconciled and closed and all commitments in multi-year agreements have been fulfilled. They would also be used to monitor any projects with activities following 2010.

13. Support cost funds associated with projects cannot be used by the United Nations' implementing agencies until there is a project-related disbursement freeing the funds for use for administrative purposes. There may therefore be a cash flow issue to consider in determining whether funds are sufficient for the agencies to administer their existing and approved-in-principle portfolios to achieve the 2010 compliance targets. The assessment of the balance of support costs should take into account any such concerns with cash flow that might arise for the implementing agencies.

14. At its 49th Meeting, the Executive Committee agreed to consider the capacity of UNDP, UNIDO and the World Bank to complete projects on time in the context of its review of administrative costs at its 50th Meeting (decision 49/7(c)). The assessment should include a review of the administrative cost regimes of these agencies for Article 5 countries to achieve their compliance efforts during the next triennium, and meet their fiduciary responsibilities, and provide reporting to the Executive Committee. This should take into account current plans for the use of the balance of support costs and any related cash flow issues.

15. Although UNEP does not receive core unit costs, previous independent assessments also considered UNEP's administrative costs. As indicated above, decision 26/41 is the basis for administrative costs for UNEP and bilateral agencies. In determining the level of administrative costs in decision 26/41, Coopers and Lybrand considered historical costs for UNEP and the other agencies. Similarly, a review of UNEP administrative costs along the categories identified by Coopers and Lybrand should be undertaken. Since bilateral agencies have not been included in any assessment of administrative costs to-date, a similar review should be undertaken for existing agencies engaged in ongoing bilateral activities.

16. In undertaking this work, the consultant should take account of the previous reports prepared on this subject both by independent consultants and by the Secretariat. The information should be used to establish norms of the costs of administration of Fund projects. The categories of administrative costs employed in previous studies may also be used as a basis for the analysis but may be added to, or revised, as necessary. The extent to which existing resources could be used to address future administrative cost requirements should also be considered. The consultant should identify the services provided with administrative costs taking into account the different administrative cost regimes for UNEP and the other multilateral and bilateral implementing agencies.

17. The consultant should also take into account different implementation modalities used by the multilateral and bilateral implementing agencies. In some cases, administrative costs are used to administer programmes through other agencies while some agencies use their own staff to execute projects approved by the Executive Committee. In some cases, agency fees are transferred to the executing agency (for example, some agencies transfer funds to national executing agencies and/or financial intermediaries) and in other cases the fees are maintained to varying degrees by the agency administering the project.

18. The offices of implementing agencies dealing with Multilateral Fund matters are also involved in implementing activities funded for other multilateral environmental agreements (MEAs). At its 50th Meeting, the Executive Committee decided that the UNEP's compliance "CAP budget should only be spent in accordance with the terms of reference for the financial mechanism contained in Article 10 of the Montreal Protocol and should not be spent on inter-multilateral environmental agreement coordination activities" (decision 50/26, para. a (iii)). The consultant should ascertain how this is being achieved for all agencies since the offices involved in activities for the Multilateral Fund are, for the most part, also involved in activities funded for other MEAs.

19. The consultant should also take into account the experience of the implementing agencies with similar multilateral funding mechanisms. In this respect, the administrative costs used for the Global Environmental Facility and other global and regional funds as applicable should be reviewed to inform a recommendation for future administrative costs of the Fund.

20. The consultant should propose any changes to the existing administrative cost regimes that would enable the implementing agencies to provide sufficient administrative support to Article 5 countries to help them achieve compliance during the next triennium with a view to providing sufficient capacity to complete all activities necessary for Article 5 countries to achieve their compliance efforts during the next triennium, enable implementing agencies to exercise their fiduciary responsibilities, and to provide sufficient oversight and reporting for the Executive Committee. In this respect, challenges for the next triennium (2009-2011) should be taken into account as mentioned above, in particular with respect to future control measures as well as the need to ensure that all commitments and financial accounts are closed. Any possible additional costs after 2011 would also have to be assessed taking into account any project activities expected to occur after 2010.

21. Any changes to the existing administrative cost regimes should also take into account current plans for the use of the balance of support costs and any related cash flow issues mentioned above. To do this, the consultant should consider project implementation trends for the existing portfolio of approved projects, earned versus unearned support costs, and fixed versus variable costs.

Deliverables

22. The consultant will provide a report on progress to the Executive Committee at its 53rd Meeting in the context of the annual assessment of core unit costs. A draft report should be submitted by 15 January 2008. The final report would be submitted by 15 February 2008 for consideration of the Executive Committee at its 54th Meeting.

UNEP/OzL.Pro/ExCom/51/44, paragraphs 10 to 22

Annex IV

Terms of reference

**FORMAT FOR REPORTING ON RESOURCES PROVIDED TO THE
AGENCIES FOR ADMINISTRATIVE PURPOSES**



GEF/C.40/Inf.11
April, 26, 2011

GEF Council Meeting
May 24-26, 2011
Washington, D.C.

**FORMAT FOR REPORTING ON RESOURCES PROVIDED TO THE
AGENCIES FOR ADMINISTRATIVE PURPOSES**

Table of Contents

INTRODUCTION.....	1
DEFINITIONS.....	1
Corporate Activities	1
Project Cycle Management.....	2
ANNEX 1: AGENCY ADMINISTRATIVE FEE REPORTING MATRIX PER FISCAL YEAR	5

ANNEX 1 – TERMS OF REFERENCE

In 2007, the GEF Secretariat, in response to a request from the GEF Council, contracted an external consulting firm to review administrative costs at the three GEF Agencies (UNDP, UNEP, and the World Bank) in order to estimate the costs of undertaking GEF-financed projects and engaging with the GEF partnership. Despite cooperation from the Agencies, the Consultant encountered difficulties in acquiring and assembling comparable data on administrative costs across the three agencies. The report from the consultant will be provided as background to the selected consultant undertaking this review of GEF Administrative Expenses.

Subsequently, a working group comprised of staff from the GEF Secretariat and all ten GEF Agencies convened in 2008 and agreed on common definitions of project cycle activities and a reporting format that would allow for an assessment of GEF administrative costs across Agencies. However, this agreed reporting format was insufficient to allow a comparison among agencies, and a recent paper presented to the GEF Council in November 2010⁸⁷ once again highlighted the commonality issues among Agencies and the difficulty to compile comparable information with regard to administrative expenses. The GEF Secretariat and all ten Agencies are now engaged through another inter-agency working group to develop an agreed common format to report on expenditures related to administrative resources provided by the GEF. This exercise is expected to be completed by mid-April 2011.

The term "administrative costs/expenses" is utilized in these terms of reference to refer to the costs incurred by all ten Agencies in the delivery of results using GEF resources towards project activities in recipient countries. For the purposes of this exercise, "administrative costs/expenses" capture two categories of expenses. The first category of administrative costs is met from the fees that are provided to Agencies. The fees are provided to the Agencies to cover their costs for two purposes: (a) to fulfill corporate responsibilities related to institutional relations, policy and program development/ management/ coordination, outreach/knowledge management/external relations, management and finance and monitoring and evaluation; and (b) to provide project cycle management services, including due diligence management, quality assurance and oversight of a project through the entire project cycle – development, preparation, supervision, and evaluation.⁸⁸

A second category relates to project management costs included in the GEF project grant. It is recognized that resources to finance these costs are not always provided to the Agency and that they often flow directly to the executing entity of the project. Nevertheless, the review is expected, through a review of a sample of projects, to provide information on the level and use of project management resources.

Objectives of the Review

The overall objective of the Review was to examine the current level of fees paid by the GEF to Agencies to cover project cycle management costs and corporate costs, and project management

⁸⁷ *Rules and Guidelines for Agency Fees and Project Management Costs*: October 20, 2010, GEF/C.39/09

⁸⁸ *Proposal for A Fee-Based System for Funding GEF Project Implementation*, April 7, 1999, GEF/C.13/11.

Table 7-1: Summary of Recommendations and Other Options

Cost Area	Recommendation	Other Options
(4) Corporate costs	On the assumption the GEF wishes to pay only those "corporate costs" strictly required of each GEF Agency in regard to its direct engagement with the GEF on administrative and policy matters, and the assumption that these core corporate tasks and their costs are very similar across Agencies, a standard annual payment per Agency is an appropriate instrument. GEFSEC has made an estimate of average corporate costs under these assumptions. However the complexities and uncertainties are sufficient in our opinion to justify further study and discussion of the approach and the amount of the subvention.	<ul style="list-style-type: none"> • The status quo of a notional one tenth of the fee allocated to corporate cost or some variant of that approach such as a higher or lower notional percentage within a 10% fee, or within a 9% fee. • Customized subventions that have been tried before and found less satisfactory than a fixed fee approach. • An additional supplement provided to GEF Agencies in a replenishment year, either a standard amount for all Agencies or a variable amount linked to their individual plans to participate.
(5) Project oversight (management and technical oversight of the EA by the IA)	Fee of 9% on top of each project budget available to the GEF Agency upon project endorsement by the GEF CEO.	<ul style="list-style-type: none"> • Supplementary "Development Grants" to Agencies that propose to upgrade their portfolio in a particular GEF Focal Area, and propose a detailed work plan to do so in the coming year. Activities and outputs could include thematic evaluations or reviews, producing strategy documents, general programming plans, or "Country Investment Plans" in a GEF Focal Area. • Lower fee for program-based approaches involving a series or cluster of projects. • Lower fee for a project where the IA is also the executing agency. • Lower fee when the GEF grant is fully blended with a larger loan. (not as a strict rule but open to GEFSEC or Agencies to negotiate on a case-by-case basis). • An additional fee, similar to the CIF fee of 0.25% of the project budget paid to the IA by the recipient country out of its own resources.
(6) Project management by the executing agency.	A ceiling of 5% of the project budget above which the financial proposal to the GEF would be subject to additional scrutiny.	<ul style="list-style-type: none"> • A somewhat higher ceiling, in the range of 5% to 10%, not to signal that a higher PMC can be routinely applied but to limit the demand on GEFSEC resources for review time. • Over time, the development by GEFSEC of a risk-based approach to identifying grant proposals that require higher levels of budget scrutiny prior to approval, including but not limited to scrutiny of PMCs.

costs; and to determine whether those administrative costs are reasonable relative to the services provided.

As far as possible within its constraints the External Review provides an assessment of whether GEF resources are being used effectively and efficiently, and makes recommendations, as appropriate, on ways to improve the management of administrative costs.

The consultant is required to prepare a brief report (about 50 pages + annexes) focusing on the following:

- a) Establish the current usage of fees (including provisions for corporate activities) and project management costs provided to Agencies;
- b) Estimate the core corporate activity costs required of all Agencies, based on GEF specifications of requirements.⁸⁹ (Requested by GEFSEC.)
- c) Assess whether deliverables in each category are in-line with the expenditures;
- d) Determine options and measures needed to rationalize Agency fees as appropriate;
- e) In carrying out this exercise, a sample of projects will be examined. This sample should be extracted from GEF-4 projects approved between fiscal years 2007 and 2010. The GEF Secretariat shall provide access to project information from the project database to facilitate the exercise.
- f) Review and apply the lessons learned from a previously conducted study by an independent consultant for the Multilateral Fund for the Implementation of the Montreal Protocol on Substances that Deplete the Ozone Layer.
- g) Compare the GEF's fee system to other similar institutions to be selected by the consultant based on past experience.

Specific Questions and Issues to be Addressed

As the contractor develops the specific recommendations, the following questions and issues need to be considered:

Are the resources provided through fees and project management costs (in the projects sampled) in compliance with the GEF Secretariat's rules and guidelines? (See Annex 1) If not, identify the specific issues where the use of GEF administrative funds (fees and project management costs) are not properly used or applied.

Are the ten GEF Agencies using GEF project management costs to pay part of their own administrative expenses for non-GEF activities (in particular staff time)?⁹⁰

⁸⁹ Corporate activities would include *inter alia* participation in Council meetings, task force meetings, network meetings, and review of documents.

What expenses are included in the project management costs, and which are integrated with other components of the project financing request?

Are the ten Agencies delivering expected services for the level of resources they receive? *For example: Some project level funds may be used by the Agency's GEF coordinating unit. By the time the funds are received by the task manager of the project, is the level of funds adequate to perform proper supervision?*

Is the 1% corporate fee levied on the overall project amount used for corporate activities only?

Are there overlaps among the different resources provided by the GEF? Are there alternative ways to manage these resources?

Can there be a cost-neutral systematic tracking and reporting of usage of resources at a project level? Clarify why this may or may not be desirable, at what stage would it be most informative? Clarify how benefits compare to costs of introducing additional reporting and transaction costs of receiving a GEF grant.

How are other similar institutions tracking the proper use and management of administrative resources provided to implementing and executing entities?

Methodology

Meet with GEF Secretariat, all ten GEF Agencies and GEF Trustee to gather information and further refine the review approach.

In coordination with stakeholders, determine an appropriate methodology and sampling size of projects and obtain specific information on fees and project management costs provided for each of the sampled project. Assess how the resources provided by the GEF to cover Agencies' costs for project management and corporate activities are used.

The project samples should include projects from all Agencies and for all project types (full-sized, medium-sized and enabling activities) including SGP (Small Grant Program) projects. The samples should cover projects endorsed between FY2008 and FY2010. A relevant sampling size should be taken for each fiscal year to properly capture corporate expenditures related to the GEF-5 replenishment, more specifically in FY2009 and FY2010.

For each fiscal year, the 1% corporate fee should be computed for all CEO endorsed projects. Subsequently, the consultant should obtain the actual expenditures on corporate activities incurred by all GEF Agencies and provide an analysis on how the resources were used.

Similarly, for project cycle activities, the consultant should determine the activities that were undertaken for each project by the Agencies and analyze how they were delivered.

⁹⁰ See Appendix 12 of GEF Operations Manual: "The treatment of any projects that are to be implemented and internally executed by GEF Agencies", November 3, 2009.

The review should look at the resources allocated for project management costs and analyze how they were expended.

Conduct a comparative study with one or two similar institutions selected by the consultant to help assess the adequacy of the fee level.

Review the commonalities and differences in the data across Agencies to allow a more uniform reporting matrix and the ability to compare data across Agencies.

Time Frame/Milestones

- Initial meetings with GEF Secretariat, GEF Evaluation Office, GEF Agencies and GEF Trustee. Include meetings with other institutions as necessary.
- Assessment of existing usage of fees.⁹¹
- Interim report with initial findings and possible options to rationalize fees as appropriate.
- Circulate interim report to the working group on GEF Fees for comments and feedback.
- Further meetings with GEF Secretariat and GEF Agencies.
- Final report. Report should include all findings identified in c) above and an Executive summary of the findings Due by October 14, 2011. (Changed to October 1 during the Inception Phase.)

⁹¹ The report should include but is not limited to the following: identification of existing usage of fee, assessment of appropriation of fees and project management costs in line with established rules and guidelines, analysis of existing overlap issues among agency fee and project management costs, assessment of deliverable of expected services by GEF Agencies, draft findings and recommendations regarding management of administrative resources at the GEF Agencies, draft findings and recommendations regarding the fee-based system of the GEF. a sample tool to track and report uses of resources at a project level.

ANNEX 2 – AGENCY REPRESENTATIVES FOR THE ADMINISTRATIVE COST REVIEW

Agency	Contact Name(s)	Contact email	Contact telephone	Contact address
Asian Development Bank	Bruce Dunn	bdunn@adb.org	Tel: +632 632 4444	6 ADB Avenue, Mandaluyong City 1550, Philippines
African Development Bank	Mr. A. Ayodabo	A.Ayodabo.afdb.org	Tel: (+216) 71 10 26 31	BP 323 Tunis-Belvedere 1002 Tunisia
	Ignacio Tourino Soto	I.Tourinosoto@AfDB.org	Tel: (+216) 71 10 25 33	
EBRD	Marta Simonetti	simonetm@ebrd.com	Tel: 0044 (0) 20 7338 7259. Mobile: 0044 (0) 7921 039815	One Exchange Square - London EC2A 2JN - United Kingdom
	Stefania Del Monte	delMontS@ebrd.com	Tel: 0044 (0) 20 7338 7259	
FAO	Barbara Cooney	Barbara.Cooney@fao.org	Tel: +3906 5705 5478 Fax: +3906 5705 4657	Viale dell Terme di Caracalla 00153 Rome, Italy
	Chris Dirkmaat	Chris.Dirkmaat@fao.org		
	Rikke Olivera	Rikke.Olivera@fao.org		
Inter-American Development Bank	Alexandra Ortega	alexandrao@iadb.org	Tel: (202) 623-3079	Inter-America Bank. 1300 New York Ave. NW W0502. Washington, DC 20577
	Ines Angulo	iangulo@iadb.org	Tel: (202) 623-3307	
	Michael Collins	mcollins@iadb.org	Tel: (202) 623-2158	
IFAD	Aisha Nazario	a.nazario@ifad.org	+39 06 5459 2151	Via Paolo di Dono, 44 00142 Rome, Italy
	Francesca Tarabella	f.tarabella@ifad.org		
	Elwyn Grainger-Jones	e.grainger-jones@ifad.org		
UNDP	Xiumei Zhang	xiumei.zhang@undp.org	212-906-6162	UNDP, 304 East 45th Street, Room 920, New York, NY 10017
UNEP	Maryam Niamir-Fuller	maryam.niamir-fuller@unep.org	Tel: (254 20) 762-4166 Cell: (254 0728) 608-470 Fax: (254 20) 762-4041	Block 2, North Wing, Ground Floor UNEP PO Box 30552 Nairobi, Kenya
UNIDO	Georgios Anestis	G.Anestis@unido.org	+43 1 26026 4565	Vienna International Centre P.O. Box 300 A-1400 Vienna, Austria
	Anyia Omysko	g.omysko@unido.org		
	Awuor Ajwala			
	Sherif Mohammed			
World Bank	Siv Tokde	stokde@worldbank.org	Tel: (202) 473 6476	1818 H Street NW Washington DC
	Karin Shepardson	Kshepardson@worldbank.org	(202) 458-1398	
	Brenda Manuel	bmanuel@worldbank.org	(202) 458-1415	
Trustee	Praveen Desabatla	pdesabatla@worldbank.org	Tel: (202) 458 2099	H3-240, H Building
Rideau Consultants	Kenneth Watson	ken.watson@sympatico.ca	Tel: (202) 232 0454	1750 P Street NW, Ph6 Washington DC 20036
	Allen Barry	barry@idmaq.ca		
	Joan Barclay	joanbarclay@gmail.com		