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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Eighty-eighth Meeting  
Montreal, 15-19 November 2021<sup>1</sup>

## **DRAFT MONITORING AND EVALUATION WORK PROGRAMME FOR THE YEAR 2022**

### **Introduction**

1. The work programme activities for the year 2022 have been proposed following previous decisions by the Executive Committee on issues pertaining to monitoring and evaluation; the review of progress reports of on-going projects and project completion reports; consideration of relevant recommendations from the MOPAN assessment regarding monitoring and evaluation; and, consultations within the Secretariat. The work programme has also taken into account discussions by the Executive Committee on several agenda items relevant to monitoring and evaluation activities.

2. This document presents the draft Monitoring and Evaluation work programme for 2022 for consideration by the Executive Committee. It builds upon the 2019 and 2020 work programmes<sup>2</sup> approved at the 82<sup>nd</sup> and 84<sup>th</sup> meetings, noting there was no work programme presented for 2021 due to the transition period between the retirement of the former Senior Monitoring and Evaluation Officer (SMEO) and selection and onboarding of the current one.

3. Given the short time since the SMEO joined the Multilateral Fund Secretariat, this draft work programme ensures continuity in alignment with previous oversight guidance of the Executive Committee, and it proposes discrete initiatives aiming at exploring ways and means to ensure continuity in the work of the Evaluation Office to deliver the planned outputs during the pandemic period.

4. The eventual postponement of evaluation field-visits could be compensated through the enhanced use of remote tools (e.g., for surveys and data analysis) and the use of local consultants when required.

### **Proposed evaluation activities**

5. The proposals for evaluation activities are being developed while the COVID-19 pandemic is still on-going, entailing uncertainties that may impact on the process and methodologies for completing the evaluations. Therefore, depending on the progress in lifting restrictions relating to COVID-19 and the

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<sup>1</sup> Online meetings and an intersessional approval process will be held in November and December 2021 due to coronavirus disease (COVID-19)

<sup>2</sup> UNEP/OzL.Pro/ExCom/82/13/Rev.1 and UNEP/OzL.Pro/ExCom/84/15/Rev.1

number of activities approved by the Executive Committee, the timeframe of evaluation activities may vary, with some of the final results to be presented, most likely, in 2023. This will be the case for evaluations which would require final in-person field missions to validate the analytical findings from inception phases and produce robust findings and recommendations.

**Activity 1: Desk study for the evaluation of the demonstration projects for low-global-warming potential (GWP) alternatives to HCFCs**

6. The terms of reference (TOR) for the desk study of the evaluation of the demonstration projects for low-GWP alternatives were presented, revised and adopted at the 86<sup>th</sup> meeting.<sup>3</sup> The desk study was scheduled for submission at the 88<sup>th</sup> meeting, but was delayed pending on the recruitment of a new SMEO. The desk study will now be presented to the 90<sup>th</sup> meeting and based on its findings, possible follow-up evaluation activities could be proposed.

**Activity 2: Second phase of the evaluation of regional networks of national ozone officers (NOOs)**

7. The desk study for the evaluation of the regional networks of NOOs highlighted the important role of the regional networks in contributing to the implementation of the Montreal Protocol. Subsequently, the TOR for the second phase of the evaluation were presented and adopted at the 86<sup>th</sup> meeting.<sup>4</sup> The evaluation will focus on the seven areas reflected in the TOR, which were identified by the desk-study.<sup>5</sup>

8. This phase aims at evaluating the impact of the regional networks of NOOs, identifying good practices as well as areas for improvement with the purpose of streamlining lessons learnt when addressing the new challenges related to the concurrent phase-out of HCFCs and the phase-down of HFCs. As contemplated in paragraph 13 of the TOR, the methodology for the proposed evaluation is being adapted to the current context of virtual and remote work related to the restrictions imposed due to the COVID-19 pandemic.

9. In order not to delay the undertaking of this evaluation, it is proposed to invert the traditional order of evaluation phases, in a way that would lead to a meaningful result through final in-person validation of the interim results, as soon as the possibility of official travel on mission and in-person meetings will resume. The proposal is structured as described below:

*Stage 1: Attendance at regional network meetings*

10. The forthcoming meetings of the regional networks are planned to take place virtually.<sup>6</sup> The staff of the Evaluation Office, in close coordination with and support from UNEP's *OzonAction* team, will participate in at least one meeting per region, introducing to the coordinators and participants of the networks the scope of the evaluation. This is expected to increase the visibility of the evaluation and enhance the buy-in of all relevant stakeholders in the different regions to favour their participation. The SMEO will organize follow-up focus groups with the regional coordinators and relevant stakeholders in the regions. A consultant will be recruited to support the process.

*Stage 2: Launch of a global survey, data collection, analysis*

11. This stage may run in parallel with stage 1. The Evaluation Office will prepare and launch a global survey addressed to the regional networks, involving not only the NOU's representatives, but also key stakeholders in the regions. The survey will be channelled with the support of the UNEP's *OzonAction* team

<sup>3</sup> UNEP/OzL.Pro/ExCom/86/12/Rev.1

<sup>4</sup> UNEP/OzL.Pro/ExCom/86/11/ and Corr.1

<sup>5</sup> UNEP/OzL.Pro/ExCom/86/11/Corr.1, paragraph 9.

<sup>6</sup> If any of the upcoming regional network meetings do take place in-person, travel costs for participation by the SMEO and/or consultant could be covered by the proposed budget for stage 3.

to ensure effective outreach to all the regions and variety of stakeholders. The same consultant will support the preparation and dissemination of the survey, the data collection and the preliminary analysis of the responses received. Following the data collection, analysis and preliminary findings, the SMEO will provide an update to the Committee at its 90<sup>th</sup> and 91<sup>st</sup> meetings, to take stock of the progress to date and to inform about the plans for stage 3, depending on travel-related issues.

*Stage 3: Validation and draft reports*

12. It is expected that the validation of the preliminary assessment would be conducted virtually and/or on the margins of any in-person regional network meetings that might take place in 2022 or early 2023, which the SMEO and/or consultant would attend. To optimize the use of resources, travel destinations would be shared between the SMEO and the consultant, to cover as many regions as possible, and any travel would only take place if it included participation in in-person regional network meetings.<sup>7</sup> The budget may be revised according to the field mission costs, depending on the progress in lifting restrictions relating to COVID-19. Draft synthesis reports would be prepared for each meeting. They would be fed into the final evaluation report which would be presented in 2023, at the earliest possible Committee meeting, after the quality assurance process for the final draft report is completed.

Activity 3: Evaluation of the enabling activities for HFC phase-down

13. The Executive Committee approved funding for enabling activities for HFC phase-down for 137 Article 5 countries.<sup>8</sup> Since a number of Article 5 countries have completed their activities and others are well advanced, the work programme includes a proposal for the preparation of the TOR for a desk study on enabling activities for HFC phase-down, as an input towards a full-fledged evaluation to be undertaken at a later stage, if so decided by the Committee.

14. The desk study would look into the implementation of enabling activities to phase-down HFCs while implementing technical assistance activities for the HPMPs. It will aim at extracting lessons learned from similar activities undertaken for the HPMPs, and explore their value and replicability for the HFC phase-down, identify synergies and areas for complementarity and detect potential duplication of activities and funding, if any, to be avoided in the future. The TOR would be presented to the 90<sup>th</sup> meeting.

**Proposed monitoring activities**

15. As per established practices, the SMEO will continue to work closely with relevant bilateral and implementing agencies to submit outstanding project completion reports (PCRs) related to multi-year agreements (MYAs) and individual projects to the 90<sup>th</sup> and 91<sup>st</sup> meetings, and to identify options to streamline the preparation and submission of PCRs.

16. The consolidated PCR documents will provide the Executive Committee with an overview of the results and lessons learnt as reported in the completion reports.

**Other**

17. Additional issues of interest may arise during the implementation of the 2022 work programme that may need to be addressed by the Executive Committee. A certain degree of flexibility therefore might be allowed in its implementation as well as in the allocation of its budget in order to accommodate any such issues.

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<sup>7</sup> <https://www.unep.org/ozonaction/networks/>

<sup>8</sup> Of which 116 Article 5 countries were funded from the additional contributions provided by a group of non-Article 5 countries.

### Schedule for submission

18. An overview of the activities contained in the proposed draft monitoring and evaluation work programme for 2022 is presented in Table 1, together with the expected timeline.

**Table 1. Schedule for submission of activities in the monitoring and evaluation work programme for 2022**

90 <sup>th</sup> meeting	91 <sup>st</sup> meeting	2023
Consolidated PCR for MYA and individual projects	Consolidated PCR for MYA and individual projects	Consolidated PCR for MYA and individual projects
Update on the status of the evaluation of the regional networks of NOOs	Update on the status of the evaluation of the regional networks of NOOs	Final report of the evaluation of the regional networks of NOOs (meeting to be determined)
Desk study for the evaluation of the demonstration projects for low-GWP alternatives to HCFCs		Desk study of the evaluation of the enabling activities for HFC phase-down (meeting to be determined)
TOR for the desk study of the evaluation of the enabling activities for HFC phase-down		

### Budget

**Table 2. Proposed budget for the monitoring and evaluation work programme for 2022**

Description	Amount (US \$)
<b>Activity 1: Desk study for the evaluation of the demonstration projects for low-GWP alternatives to HCFCs</b>	
Report writing (30 days*US \$500/day)	0*
<b>Activity 2: Second phase of the evaluation of the regional networks of NOOs</b>	
<i>Stages 1 and 2</i>	
Consultancy:	
• Participation at virtual meetings (10): preparation of background documentation, coordination of meetings, summary reports	10,000
• Surveys: preparing surveys, monitoring responses, sending reminders, collecting data, organizing focus groups	9,000
• Draft analysis of survey results and focus groups outcomes	6,000
Support to meeting preparation – logistics & miscellaneous:	
• Meetings logistics, translation/interpretation, documentation for participants	3,000
<i>Sub-total for stages 1 and 2</i>	28,000
<i>Stage 3 **</i>	
Field visits (10 regions, 5 days/region)	
Staff:	
• Travel (6 regions - US \$5,000/ticket)	30,000
• Daily Subsistence Allowance (DSA) (30 days - US \$350/day)	10,500
Consultant:	
• Fee - 4 regions 5 days US \$500/day	10,000
Travel	
• Ticket - 4 regions - US \$3,000/ ticket	12,000
• DSA - 20 days - US \$350/day	7,000
Mission report writing (4 regions - 7 days US \$500/day)	14,000
Synthesis report 10 regions (12 days - US \$500/day)	6,000
<i>Sub-total for stage 3</i>	89,500
<b>Total Activity 2 - All stages</b>	<b>117,500</b>
<b>Activity 3: Desk study for the evaluation of the enabling activities for HFC phase-down</b>	
Report writing (30 days - US \$500/day)	15,000

Description	Amount (US \$)
<b>Other</b>	
Support to evaluation function – remote tools for surveys and data analysis***	8,000
Miscellaneous ****	4,000
<b>Total</b>	<b>144,500</b>

\* The US \$15,000 previously allocated for the desk study for the evaluation of the demonstration projects for low-GWP alternatives to HCFCs in the 2020 work programme will be reallocated to the 2022 work programme.

\*\* Funds allocated for stage 3 may vary in relation to the evolution of the COVID-19 situation and its impact on travel, which will determine the feasibility and the final number of field missions. Estimated travel costs could be reduced by undertaking round-trip missions. The distribution of missions between SMEO and consultant may also vary depending on the calendar of regional network' meetings in the regions.

\*\*\* This budget line intends to provide for the acquisition of survey tools to support evaluation work to continue on remote basis. Tools will be identified by the Evaluation Office on the basis of the requirements for the evaluations planned for 2022.

\*\*\*\* Miscellaneous funds would cover unforeseen minor expenses arising during the year.

### Action expected from the Executive Committee

19. The Executive Committee may wish:

- (a) To approve the proposed monitoring and evaluation work programme for 2022 contained in document UNEP/OzL.Pro/ExCom/88/11/Rev.1 and the related budget of US\$ 144,500 as reflected in Table 2 of that document; and
  - (b) To reallocate the amount of US \$15,000 for the desk study for the evaluation of the demonstration projects for low-global-warming potential alternatives to HCFCs from the monitoring and evaluation work programme for 2020 to the budget for 2022.
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