



**United Nations  
Environment  
Programme**



Distr.  
Limited

UNEP/OzL.Pro/ExCom/29/6  
29 October 1999

ORIGINAL: ENGLISH

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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Twenty-ninth Meeting  
Beijing, 24-26 November 1999

**DRAFT WORK PROGRAMME FOR MONITORING AND EVALUATION FOR THE  
YEAR 2000**



## I Introduction

1. The Year 2000 Draft Work Programme is placed in a three-year perspective of further developing the existing monitoring and evaluation system. This is followed by a proposal for the evaluation studies to be conducted in the Year 2000. Finally, the general methodological approach and the budget required for implementing the evaluation studies are presented.

2. The mid-term objective for the next three-year period is to fully consolidate a cost-effective system for monitoring and evaluation in the Multilateral Fund Secretariat. This demands further development of the various elements that are already in place and continue the work initiated this year.

3. The further completion of the monitoring and evaluation system is timely, as most of the relatively easy targets, the large companies, have already been converted or will be in the near future. Evaluations should provide an improved information base for discussions and decision processes required due to: (i) increased emphasis towards compliance to the freeze and reduction of CFC consumption in Article 5 countries; (ii) increased attention towards small- and medium-sized enterprises and; (iii) the creation of favourable political and legislative framework conditions for rapid phase out.

4. The main results to be achieved during the next three years are the following:

- (i) Evaluation studies covering all sectors and types of projects (investment and non-investment) will have been elaborated and presented to the Executive Committee. In addition, some thematic studies on subjects of particular interest for the discussions and decisions of the Executive Committee will have been prepared.
- (ii) The backlog of project completion reports will have been eliminated (by the 30<sup>th</sup> Meeting) and they will be received continuously in good quality on a timely basis. The necessary report format revisions and the adaptation of specific types of projects will have been finalized.
- (iii) The existing information system for project monitoring during implementation will be further developed and used for evaluation purposes.
- (iv) A roster of consultants will have been established.
- (v) To make the Monitoring and Evaluation system effective and as per the directives of the Executive Committee, all stakeholders involved in the process of identifying, planning, approving, implementing and reporting on a project will provide inputs and co-operate in the preparation of project completion reports and evaluation reports.
- (vi) A systematic approach to follow up on the results of the evaluations will have been introduced. This will include identification of party(ies) responsible for implementing the recommendations and a time frame as well indicators for monitoring their implementation, thereby ensuring a result-oriented evaluation system of the Multilateral Fund.

## **II Evaluation Studies Foreseen in the Year 2000**

### **(a) Guiding Principles**

5. The draft Year 2000 Work Programme for monitoring and evaluation is formulated on the basis of the following principles:

- (i) the development of the burgeoning monitoring and evaluation system of the Multilateral Fund will be continued;
- (ii) the experience gained from the ongoing implementation of the 1999 Work Programme will be incorporated;
- (iii) the second part of the 1999 work programme will be implemented. This concerns the foam sector and training projects;
- (iv) new evaluations complementary to those already implemented will be given priority. Compressors and regional networks are proposed as follow-up to the evaluations of refrigeration and Institutional Strengthening projects;
- (v) the process of gradually evaluating all the sectors will be continued. Solvent and methyl bromide demonstration projects are proposed as new sectors to be evaluated;
- (vi) results of the ongoing monitoring of project implementation delays will be integrated in the design of all sector evaluations;
- (vii) particular attention will be paid to include a sufficient number of small- and medium-sized enterprises in the samples of projects to be evaluated;
- (viii) investment as well as non-investment projects will be evaluated;
- (ix) projects of all Implementing Agencies will be covered, and
- (x) flexibility to include additional issues transpiring from the Executive Committee decisions will be maintained.

### **(b) Implementation Modalities**

6. In order to avoid the rush, which characterized the evaluation activities in 1999, it is proposed for the Year 2000 to present only one final evaluation report to each meeting of the Executive Committee (except for the 30<sup>th</sup> Meeting). In addition, one desk study will be presented to each meeting, which prepares the evaluation of a set of projects in another sector. Consolidated final reports will be presented two or three meetings after the presentation of the desk study, as indicated in Section III(c) below.

7. Consolidated final reports will already incorporate the results of consultations within the Secretariat, with the Implementing Agencies and the Ozone Officers. These consultations are more easily organized in the first two months after a meeting than immediately during the preparations for an upcoming meeting.

8. By adopting this procedure, it will become possible not only to give more attention to the methodological preparation of the terms of reference, interview guidelines and case study structures, but also to provide more time for consulting with all stakeholders and representatives of the companies, who should have the opportunity to comment on findings and recommendations of the consultants.

9. An annual report on the implementation of the monitoring and evaluation work plan 2000 will be presented to the 3<sup>rd</sup> Meeting of the Executive Committee in the Year 2000. It will contain an overview of evaluation results obtained in implementing the work programme and the mandatory consolidated project completion report. At the same meeting, the draft work programme for the Year 2001 will also be presented.

**(c) Schedule for Submission of Reports to the Executive Committee**

10. As a result of the considerations above concerning evaluation topics and implementation modalities, the following schedule is proposed:

<b>1<sup>st</sup> Meeting 2000</b>	<b>2<sup>nd</sup> Meeting 2000</b>	<b>3<sup>rd</sup> Meeting 2000</b>	<b>1<sup>st</sup> Meeting 2001</b>
<ul style="list-style-type: none"> <li>• Consolidated final report on the evaluation of <b>refrigeration projects</b></li> <li>• Consolidated final report on the evaluation of <b>institutional strengthening projects</b></li> <li>• Desk study on the evaluation of <b>regional networks</b></li> </ul>	<ul style="list-style-type: none"> <li>• Consolidated final report on the evaluation of <b>training projects</b></li> <li>• Desk study on the evaluation of <b>compressor projects</b> (including for MAC)</li> </ul>	<ul style="list-style-type: none"> <li>• Consolidated final report on the evaluation of <b>foam projects</b></li> <li>• Desk study on the evaluation of <b>solvents projects</b></li> <li>• <b>Report on the implementation of the monitoring and evaluation work plan 2000</b> (including the consolidated project completion report)</li> <li>• <b>Draft work programme 2001</b></li> </ul>	<ul style="list-style-type: none"> <li>• Consolidated final report on the evaluation of <b>regional networks</b></li> <li>• Desk study on the evaluation of <b>Methyl-bromide</b> demonstration projects</li> </ul>

11. An overview of the number of projects by agency and the funds approved and disbursed including the planned and actual phase out according to the PCR received is shown in Annex 1.

**(d) Methodological Approach to Evaluation Studies**

12. While specific evaluation methodologies must be worked out in the desk studies, the general approach can be described as follows:

- (i) An in-depth desk review by technical expert(s) in preparation of the field visits. This will essentially consist of a review of project documents, project completion reports and other relevant information from the various databases available in the Secretariat.
- (ii) Elaborating guidelines for structured interviews to be conducted with enterprises' personnel, refining the data collection approach, selecting the final sample of projects to be visited and preparing the travel schedules.
- (iii) Visits to the selected sample of projects in all regions. Each visit will result in a project case study.
- (iv) Synthesis report which summarizes the findings of the different case studies and presents recommendations for consideration by the Executive Committee.

**(e) Main Budget Items**

13. The monitoring and evaluation work programme for 1999 had foreseen US\$361,000 in expenditures for consultants' fees and missions, equipment, staff travel and miscellaneous costs. Its implementation is still on-going. The proposed budget for the implementation of the Year 2000 Work Programme is estimated to be the same as that of 1999 (see table below).

**Proposed Budget for the Monitoring and Evaluation Work Programme 2000**

Three Evaluation Studies at US \$100,000 each for Consultant fees and travel	US \$300,000
Four Desk Studies at US \$6,000 each for Consultants	US \$24,000
Staff Travel:	US \$30,000
Equipment:	US \$ 5,000
Communication, etc.:	US \$ 2,000
<b>TOTAL: US \$361,000</b>	

14. Throughout 1999, experience has shown that a database assistant is required on a permanent basis, and that full-time secretarial support is also needed (see the Secretariat's proposed budget).

## Annex 1: Overview of projects/sectors proposed for evaluation

Sector	Agency	Number of Approved Projects	Number of Completed Projects	Total Funds Approved	Total Funds Disbursed	ODP to be Phased Out (tons)	ODP Phased Out (tons)	PCRs Received
<b>Training</b>	<b>Total</b>	<b>179</b>	<b>96</b>	<b>14,325,401</b>	<b>9,618,582</b>	<b>0</b>	<b>0</b>	<b>68</b>
	Bilateral	43	27	4,544,081	3,628,652	0	0	4
	IBRD	5	3	1,038,195	180,352	0	0	3
	UNDP	31	24	1,227,463	1,223,069	0	0	18
	UNIDO	14	1	710,012	40,237	0	0	1
	UNEP	86	41	6,805,650	4,564,272	0	0	42
<b>Foam</b>	<b>Total</b>	<b>693</b>	<b>248</b>	<b>215,700,027</b>	<b>91,745,197</b>	<b>39,338</b>	<b>32,944</b>	<b>70</b>
	Bilateral	8	0	1,001,052	418,417	197	0	-
	IBRD	191	62	72,343,863	30,846,864	13,225	11,824	31
	UNDP	410	147	109,104,986	49,292,189	18,119	10,521	20
	UNIDO	84	39	33,325,126	11,187,677	7,797	10,599	19
<b>Compressor</b>	<b>Total</b>	<b>47</b>	<b>16</b>	<b>68,325,045</b>	<b>34,393,093</b>	<b>1,678</b>	<b>1,801</b>	<b>11</b>
	Bilateral	1	-	2,507,500	0	75	0	-
	IBRD	32	9	52,637,303	29,685,660	1,297	851	7
	UNDP	5	3	2,117,395	1,576,530	1	18	2
	UNIDO	9	4	11,062,847	3,130,903	305	932	2
<b>MAC Compressor</b>	<b>Total</b>	<b>3</b>	<b>2</b>	<b>4,883,039</b>	<b>3,972,045</b>	<b>1</b>	<b>724</b>	<b>-</b>
	IBRD	3	2	4,883,039	3,972,045	1	724	-
<b>Regional Networks</b>	<b>Total</b>	<b>23</b>	<b>19</b>	<b>5,372,800</b>	<b>2,724,186</b>	<b>0</b>	<b>0</b>	<b>-</b>
	UNEP	23	19	5,372,800	2,724,186	0	0	-
<b>Solvent</b>	<b>Total</b>	<b>100</b>	<b>54</b>	<b>29,846,704</b>	<b>15,183,279</b>	<b>2,219</b>	<b>1,028</b>	<b>38</b>
	Bilateral	2	0	165,140	0	11	0	-
	IBRD	34	21	10,610,827	7,665,886	686	498	18
	UNDP	28	13	10,627,316	4,102,321	632	173	3
	UNIDO	36	20	8,443,421	3,415,072	889	357	17
<b>Methyl bromide (Demonstration Projects)</b>	<b>Total</b>	<b>40</b>	<b>1</b>	<b>12,558,080</b>	<b>1,534,027</b>	<b>16</b>	<b>0</b>	<b>-</b>
	Bilateral	7	1	1,762,146	377,522	12	0	-
	IBRD	2	0	592,374	0	0	0	-
	UNDP	8	0	2,227,900	0	4	0	-
	UNIDO	23	0	7,975,660	1,156,505	0	0	-
<b>Grand Total</b>		<b>1,085</b>	<b>436</b>	<b>351,011,096</b>	<b>159,170,409</b>	<b>43,252</b>	<b>36,497</b>	<b>187</b>