



GEF/LDCF.SCCF.10/ME/1/Rev.1
April 26, 2011

LDCF/SCCF Council
May 26, 2011

Agenda Item 7

**FY12 WORK PLAN AND BUDGET FOR THE EVALUATION OFFICE UNDER THE
LEAST DEVELOPED COUNTRIES FUND (LDCF) AND THE SPECIAL CLIMATE
CHANGE FUND (SCCF)**

(Prepared by GEF Evaluation Office)

Recommended Council Decision

The Council, having reviewed document GEF/LDCF.SCCF.10/ME/1, *FY12 Work Plan and budget for the Evaluation Office under the Least Developed Countries Fund and the Special Climate Change Fund*, approves a budget for the Evaluation Office of \$155,000 for FY11 to cover the cost of implementing the proposed work program:

(a) \$18,500 from LDCF and

(b) \$136,500 from SCCF

BACKGROUND

1. During FY11, the Evaluation Office began to implement the work program approved by the LDCF/SCCF Council, as approved at its July 1, 2010 meeting. Several activities are under way that will allow the Office to present the results of its work at the LDCF/SCCF Council meeting in November, 2011. In particular, the Office is fully engaged with the implementation of the evaluation of the SCCF and the assessment of M&E systems in LDCF and SCCF approved projects. Both of these tasks are very relevant not only to each of these funds but also to the adaptation community at large, since there are several institutions that are preparing their programs on adaptation. One task that was delayed was the revision of the GEF M&E Policy due to the facts that the Policy was approved by Council in November 2010, as expected, and that the adoption of this policy to adaptation has turned out to be a larger task than anticipated.
2. The main revisions to the 2006 version of the GEF M&E Policy include a reference to the new GEF results-based management and other major policies introduced with GEF5, a better definition of roles and responsibilities for the different levels and typologies of monitoring, a stronger emphasis on country ownership and the role of the GEF focal points in monitoring and evaluation, an added emphasis on and better articulation of knowledge management and learning, reference to programs and jointly implemented projects, reference to the establishment of project and programs baselines by Chief Executive Officer endorsement, and the introduction of a fourth minimum requirement on the engagement of GEF focal points in the monitoring and evaluation activities of projects and programs. These revisions will need to be taken into account, in addition to specific items to the SCCF/LDCF, such as the role of the UNFCCC, additional minimum requirements, the funds results based management and knowledge management strategy.
3. In July 2010, the LDCF/SCCF Council approved a budget for the Evaluation Office of \$139,000. This budget was not fully used given some delays in the implementation of some of the tasks so 40% of the LDCF and 54% of the SCCF approved budgets will not be used before the end of the FY11 year and therefore will be returned to these trust funds. Nevertheless, and to complete all tasks described below, the Office requests in this paper new funding.
4. The following paragraphs present a progress report on the activities conducted by the Office in FY11 and a work plan for activities to be finalized in FY12.

Progress Report and further proposed Activities

1) Review of GEF M&E Policy to Support LDCF/SCCF

1. The GEF M&E Policy was finally revised and presented to the GEF Council at its November 2010 session. The GEF Council approved the new policy then. The Evaluation Office finalized its editing and is presently in the process of publishing it. This final version will be revised and adapted to the LDCF/SCCF context. Issues that will be reviewed in relationship to evaluations include the roles and responsibilities of key partners in the GEF and the UNFCCC, evaluation criteria, minimum requirements at project and portfolio levels, linkages to the GEF Adaptation RBM approach, and

guidelines on the different types of evaluations, including projects, process, and overall performance evaluation. The review will be conducted following consultations with all GEF partners and the UNFCCC Secretariat. We estimate that an additional \$3,250 will be required to the cost of a consultant to assist the Office in this review.

2) Guidelines for Terminal Evaluations

2. Terminal evaluations are the responsibility of GEF Agencies and recipients of GEF grants. Following the GEF M&E Policy, the LDCF/SCCF M&E Policy will include a requirement that all full and medium sized projects will need to complete a final evaluation upon the completion of their implementation. The Evaluation Office will prepare guidelines to conduct these terminal evaluations including guidelines on the independence of evaluators, issues relevant to the funds, and a rating system for selected criteria (i.e., outcomes, risks to sustainability, M&E Systems). We estimate that an additional \$3,250 will be required to cover the cost of a consultant to assist the Office in preparing the guidelines.

3) Process and Thematic Evaluations

3. Two evaluations began in FY11 and will be delivered for the November 2011 Council meeting.

4. Evaluation of the SCCF supported activities. The Evaluation Office has began to implement this evaluation in FY11. As of the end of April 2011, TORs for the evaluation have been completed as well as the selection of consultants. A database of projects, including processing and financial indicators have been prepared as well as projects documents have been identified. From May until November 2011 the evaluation will continue implementation, including the following main tasks: developing a series of evaluation tools and protocols to gather information from project documents, stakeholder interviews, surveys, and field visits, and produce a literature review, indicator analysis, project reviews, and a comparative analysis to non-SCCF adaptation projects.

5. The purpose of the evaluation is to provide the LDCF/SCCF Council with evaluative evidence and lessons on the fund's complementary and catalytic effects; increase climate resilience in developing countries through immediate and long-term adaptation measures; and support to projects that are country-driven, cost-effective, and integrated into national sustainable development and poverty reduction strategies. Due to the early stage of many of the projects, the evaluation will focus on SCCF operations and strategies, and only where significant results can be found aggregate impacts across projects. The evaluation will be done in accordance with international best practices following four criteria: relevance, effectiveness, efficiency and results (including their sustainability). Some key questions will be: Are SCCF projects mainstreaming adaptation in local and national policies, poverty alleviation plans, and national communications or adaptation plans? Are SCCF projects relevant to improving resilience, reducing vulnerability, and increasing adaptive capacity? What has been the progress towards achieving the overall objectives of the SCCF? What is the efficiency of processes and procedures? What have been the achievements of the SCCF projects so far? What has been their sustainability? The evaluation report will be prepared and presented to the LDCF/SCCF Council meeting in November 2011. The funding requested is to cover the cost of consultants fees and travel to a selected number of projects and countries.

6. **Review of M&E Practices.** In FY11 the GEFEO completed a database of adaptation projects including a database solely focusing on indicators and M&E systems from the SCCF projects. The team also started a review of M&E systems for adaptation overall, that will continue into FY12 and feed in to the overall assessment. The purpose of the review is to assess the effective use of the SCCF M&E policy and its measures for assessing success in adaptation activities. The consultants will review individual SCCF projects' M&E practices, including an initial review of the application of the AMAT. . Some key questions will be: Are the indicators used specific to adaptation? Are baselines accurate and effective as starting points? Are targets proposed in these projects relevant and achievable? Are indicators based on SMART criteria? What are the weaknesses and strength of the indicators? Are indicators duplicated in different projects? Did projects approved in recent years use the AMAT? How often are indicators reported and measured? The additional funding requested will cover the cost of consultant's fees.

Proposed Budget

7. The Evaluation Office requests the LDCF/SCCF Council approval of \$155,000 to cover the cost of the activities presented above. Within this funding we are also requesting \$25,000 to cover the cost of a senior and evaluation officers from the Office (4 weeks) to manage the activities and \$5,000 for contingencies. The following tables present the breakdown of the cost and the sources of funding.

Summary GEF Evaluation Office Budget for FY11 (approved and actual) and FY12 (requested)

Source of funding	FY11 Approved Budget	Estimated by end of FY11	FY12 Budget Request
LDCF	\$27,000	\$16,500	\$18,500
SCCF	\$112,000	\$53,800	\$136,500
Total	\$139,000	\$90,300	\$155,000

Budget request from LDCF - breakdown

Evaluation Activity	Cost	FY11 Approved Budget	Estimated by end of FY11	FY12 Budget Request
1) Review of GEF M&E Policy	Consultants	\$4,000	0	\$1,625
2) Guidelines for Terminal Evaluations	Consultants	\$4,000	0	\$1,625
3) Process and Thematic evaluations:				
(i) Practices on M&E	Consultants	\$7,000	\$6,500	\$3,250
EO Staff Cost	2 weeks of staff	\$10,000	\$10,500	\$10,000
Contingencies		\$2,000	0	\$2,000
Total		\$27,000	\$16,500	\$18,500

Budget request from SCCF - breakdown

Evaluation Activity	Cost	FY11 Approved Budget	Estimated by end of FY11	FY12 Budget Request
1) Review of GEF M&E Policy	Consultants	\$4,000	0	\$1,625
2) Guidelines for Terminal Evaluations	Consultants	\$4,000	0	\$1,625
3) Process and Thematic evaluations:				

(i) SCCF Evaluation	Consultants	\$60,000	\$29,300	\$69,000
	Field Work	\$20,000	\$8,000	\$30,000
(ii) Practices on M&E	Consultants	\$7,000	\$6,500	\$3,250
EO Staff Cost	2 weeks of staff	\$15,000	\$10,000	\$15,000
Contingencies		\$2,000	0	\$3,000
Total		\$112,000	\$53,800	\$136,500