



The GEF M&E Policy and Terminal Evaluations Guidelines

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Overview

1. Minimum M&E Requirements in the GEF M&E Policy
2. Terminal Evaluation Guidelines and Reviews
3. Management Response and Management Action Record

A dynamic process

Full Agency M&E requirements are expected to be applied to GEF projects

M&E: Minimum Requirement 1

Design of M&E Plans

Concrete and fully budgeted M&E plan by CEO endorsement for FSP and CEO approval for MSP. Project logical frameworks should align with GEF focal area results frameworks. M&E Plan should include:

- SMART indicators
 - Specific
 - Measurable
 - Achievable and Attributable,
 - **Relevant and Realistic** (OPS5 found this is critical)
 - Time-bound, Trackable and Targeted
- Baseline data for M&E by CEO endorsement
- Mid Term Reviews (where required or foreseen) and Terminal Evaluations included in plan
- Organizational set-up and budget for M&E

M&E: Minimum Requirement 2

Implementation of M&E Plans

Project/program monitoring and supervision will include execution of the M&E plan:

- Use of SMART indicators for process and implementation
- Use of SMART indicators for results
- Baseline for the project is fully established and data are compiled to review progress
- Organizational set up for M&E is operational and its budget is spent as planned

M&E: Minimum Requirement 3

Project/Program Evaluations

- All full-size projects and programs will be evaluated at the end of implementation
- Evaluations should:
 - Be independent of project management or reviewed by GEF Agency evaluation unit
 - Apply evaluation norms and standards of the GEF Agency
 - Assess, as a minimum, outputs and outcomes, likelihood of sustainability, compliance with Minimum Requirements 1 & 2
 - Contain basic project data and lessons on the evaluation itself (including TORs)
 - Should be sent to GEF IEO within 12 months of completion of project/program

Guidelines for Terminal Evaluations

M&E: Minimum Requirement 4

Engagement of Operational Focal Points

- M&E plans should include how OFPs will be engaged
- OFPs to be informed on M&E activities, including Mid Term Reviews and Terminal Evaluations, receiving drafts for comments and final reports
- OFPs invited to contribute to the management response (where applicable)
- GEF Agencies keep track of the application of this requirement in their GEF financed projects and programs
- OFPs can if they wish undertake monitoring or evaluation of projects of country portfolio

Terminal Evaluation Guidelines

Purpose of Terminal Evaluations

- Track performance of GEF portfolio
- Provide feedback on GEF portfolio performance
- Synthesize lessons that may help improve GEF functioning

Terminal Evaluation Guidelines

Evaluation Criteria

- **Relevance.** The extent to which the activity is suited to local and national development priorities and organizational policies, including changes over time
- **Effectiveness.** The extent to which an objective has been achieved or how likely it is to be achieved
- **Efficiency.** The extent to which results have been delivered with the least costly resources possible; also called cost effectiveness or efficacy
- **Results/Impact.** The positive and negative, and foreseen and unforeseen, changes to and effects produced by a development intervention
- **Sustainability.** The likely ability of an intervention to continue to deliver benefits for an extended period of time after completion. Projects need to be environmentally as well as financially and socially sustainable

Terminal Evaluation Guidelines

Role of Agencies

- Are carried out by Agencies at project completion
- Follow GEF IEO Terminal Evaluation Guidelines
- Done 6 months (\pm) of project completion
- Reviewed by Agency evaluation office (WB, UNDP and UNEP)
- Submitted to the GEF IEO within 12 months of evaluation completion

Terminal Evaluation Reviews by the GEF IEO

- GEF IEO reviews
 - Terminal evaluations not reviewed by the Agency Evaluation Offices
 - Random “spot checking” for the Terminal Evaluations reviewed by the Agency Evaluation Offices
- Primary reviewers prepare draft reviews
- Peer reviewers provide feedback
- If required senior reviewers confirm the findings
- Draft reviews shared with Agencies
- Agency feedback incorporated

Terminal Evaluation Review

- The **Annual Performance Report (APR)** presents aggregated ratings for the portfolio on:
 - Outcomes
 - Sustainability
 - Supervision
 - M&E
 - Progress to Impact
 - First presented in OPS5, focus on GEF contributions to long term processes

Management Response and Follow-up to Evaluations

- A management response is required for all evaluations and performance reports presented to the GEF Council and LDCF/SCCF Council by the GEF IEO. It is coordinated by GEF CEO with inputs from other GEF stakeholders.
- GEF Council takes into account both the evaluation and the management response when taking a decision.
- GEF IEO reports on implementation of decisions annually through the Management Action Record (MAR).
- IEO is available to provide information on management requests
 - Examples are: OPS5 follow-up in RBM, gender, KM



Thank you

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