
LDCF/SCCF Council Meeting
July 1, 2010

Agenda Item 6

**FY11 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.8/ME/1, *FY11 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 \$139,000 for FY11 to cover the cost of implementing the proposed work program:

(a) \$27,000 from LDCF and

(b) \$112,000 from SCCF

BACKGROUND

1. As the LDCF/SCCF funds and their programs and activities evolve and mature, the GEF Evaluation Office proposes to serve these funds regarding their needs and requirements on evaluation by developing an evaluation program. This program will systematically and impartially assess these funds supported projects, programs, and strategies. Following LDCF/SCCF standard practice of adapting GEF policies and procedures to their own, the proposed evaluation program will be based on the GEF M&E Policy, approved by GEF Council in February 2006. This policy should be adapted to the particular characteristics of these funds and present it to the LDCF/SCCF Council for consideration and approval.
2. The GEF M&E Policy establishes that monitoring and evaluation in the GEF have two overarching objectives: promote accountability for the achievement of GEF objectives and promote learning, feedback and knowledge sharing on results and lessons learned among GEF partners. In particular, evaluations on LDCF/SCCF supported activities should feed into management and decision-making processes for the development of future policies and strategies and the programming, implementation and reporting of activities, projects and programs. Ultimately, evaluations should contribute to institutional learning and evidence-based policy-making, accountability, development effectiveness and organization effectiveness. Evaluations should aim at improving the institutional relevance and achievements of results, optimizing the use of resources, providing client satisfaction, and maximizing the impact of the contribution provided.
3. In January 2010 the LDCF/SCCF Council approved a budget for the Evaluation Office of \$74,000 to begin the work of this office in support to these two funds. Although the Office began some works it did not require funding. Therefore, the approved funding will be returned to the trust funds. Nevertheless, it is expected that all activities presented below, will start as soon as the budget for FY11 is approved.
4. The following paragraphs present the proposed work plan and budget for the Evaluation Office in FY11.

Proposed Activities

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

5. The GEF M&E Policy is presently under review by the GEF Evaluation Office and GEF Secretariat in consultation with other key GEF stakeholders, in particularly to incorporate changes introduced in GEF5, as well as new trends in monitoring and evaluation. The Evaluation Office proposes that the requirements of the LDCF and SCCF will be assessed as part of the overall review process. 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 request Council \$8,000 to cover the cost of a consultant to assist the Office in the review.

Guidelines for Terminal Evaluations

6. Terminal evaluations are the responsibility of GEF Agencies and recipients of GEF grants. Nevertheless, it is proposed that the Evaluation Office prepares guidelines for TORs 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). Although most projects under these funds will not close for at least 3 or 4 years it is important that project implementers are aware of the GEF requirements regarding project completion from the very beginning. The Evaluation Office will review all terminal evaluations, once they become available, and report to the LCDF/SCCF Council on an annual basis. It is proposed that all medium and full-sized LDCF/SCCF projects should have a terminal evaluation upon their completion. We request Council \$8,000 to cover the cost of a consultant to assist the Office in preparing the guidelines.

Process and Thematic Evaluations

7. It is proposed that two evaluations are conducted in FY11 - to be delivered for the November 2011 Council meeting:

- (i) Evaluation of the SCCF supported activities. Given that the LDCF was recently evaluated the Evaluation Office proposes to conduct an evaluation of the SCCF supported activities which will include an assessment of the SCCF processes as well as an evaluation of its achievements to date. This evaluation will be conducted in full consultation with the UNFCCC Secretariat and taking into account all relevant COP decisions. We request Council \$80,000 to cover the cost of consultants and field work to conduct this evaluation.
- (ii) Assessment of M&E Practices. Given the innovative nature of these funds and the need from the global community of practitioners at large, the Evaluation Office will propose to conduct an assessment of practices for developing M&E systems in adaptation, baselines and indicators, from within and outside the GEF. This latter activity will be conducted in collaboration with the activities of the community of practices that has been established as a follow up of the International Conference on Climate Change and Development organized in Alexandria, Egypt, in May 2008. ¹ We request Council \$14,000 to cover the cost of a consultant to assist the Office in this assessment.

Proposed Budget

8. The Evaluation Office requests the LDCF/SCCF Council approval of \$139,000 to cover the cost of the activities presented above. Within this funding we are also requesting \$25,000 to cover the

¹ www.climate-eval.org

cost of a senior and evaluation officers from the Office (4 weeks) to manage the activities and \$4,000 for contingencies. The following tables present the breakdown of the cost and the sources of funding.

Summary GEF Evaluation Office Budget for FY10 (approved and actual) and FY11 (requested)

Source of funding	FY10 Approved Budget	FY10 Actual	FY11 Budget Request
LDCF	\$37,000	0	\$27,000
SCCF	\$37,000	0	\$112,000
Total	\$74,000	0	\$139,000

Budget request from LDCF - breakdown

Evaluation Activity	Cost	FY10 Approved Budget	FY10 Actual	FY11 Budget Request
1) Review of GEF M&E Policy	Consultants	\$3,850	0	\$4,000
2) Guidelines for Terminal Evaluations	Consultants	\$3,850	0	\$4,000
3) Process and Thematic evaluations:				
(i) SCCF Evaluation	Not applicable	0	0	0
(ii) Practices on M&E	Consultants	\$20,000	0	\$7,000
EO Staff Cost	2 weeks of staff	\$7,500	0	\$10,000
Contingencies		\$1,800	0	\$2,000
Total		\$37,000	0	\$27,000

Budget request from SCCF - breakdown

Evaluation Activity	Cost	FY10 Approved Budget	FY10 Actual	FY11 Budget Request
1) Review of GEF M&E Policy	Consultants	\$3,850	0	\$4,000
2) Guidelines for Terminal Evaluations	Consultants	\$3,850	0	\$4,000
3) Process and Thematic evaluations:				
(i) SCCF Evaluation	Consultants	\$10,000	0	\$60,000
	Field Work	0	0	\$20,000
(ii) Practices on M&E	Consultants	\$10,000	0	\$7,000
EO Staff Cost	2 weeks of staff	\$7,500	0	\$15,000
Contingencies		\$1,800	0	\$2,000
Total		\$37,000	0	\$112,000