TERMS OF REFERENCE

Terminal Evaluation of the UNEP/GEF project

"UNEP-GEF Project for Sustainable Capacity Building for Effective Participation in the BCH (BCH III)" and "GEF ID 5688"

Section 1: PROJECT BACKGROUND AND OVERVIEW

1. Project General Information

Table 1. Project Summary

GEF Project ID/SMA ID[1]:	**GEF ID 5688/ SMA IPMR ID:30436**		
Type of GEF Project:	Child: N	Global Coordinating Project:	N
	If yes, provide GEF Programme[2] ID:	Medium-Size Project or Full-Size Project:	FSP
UNEP Management (Division/Branch/Unit):	UNEP Ecosystems Division, GEF Biodiversity and Land Degradation Unit, Biodiversity and Land Branch (Previously UNEP DEPI)	Executing Agency: (*indicate if internally executed*):	UNEP Law Division (MEA Support and Collaboration Unit) and National Executing Agencies in participating countries (Previously UNEP-DELC)
Sources of Funding (Co-finance):	*Country[3](ies): 42 Countries*	*Institution[4] Name/Type: 2 Institutions, KBCH and SCBD*	
Relevant SDG(s):	Goal 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture Target 2.5 : By 2020, maintain the genetic diversity of seeds, cultivated plants and farmed and domesticated animals and their related wild species, including through soundly managed and diversified seed and plant banks at the national, regional and international levels [BIOSAFETY], and promote access to and fair and equitable sharing of benefits arising from the utilization of genetic resources and associated traditional knowledge, as internationally agreed		
MTS (at approval):	MTS 2014-2017	UNEP approval date:	Sept 16
POW Direct Outcome(s) number/reference [5] *(applicable for projects approved from 2022):* **OR**	*POW Direct Outcome*	MTS 2025 Outcome(s) number/reference[5] *(applicable for projects approved from 2022):* **OR**	*MTS 2025 Outcome*
	POW Output: Governance: (ii) Number of international legal		*POW Expected Accomplishment:*

[1] SMA refers to the ID provided by the Integrated Planning, Management and Reporting Solution (IPMR) system, which was introduced by UNEP in July 2023. Previously, it was referred to as a PIMS ID number.
[2] GEF Programme refers to 'Parent' project.

[3] *Albania, Angola, Armenia, Azerbaijan, Bahamas, Bangladesh, Barbados, Belarus, Bosnia, Botswana, Burundi, Cameroon, Cape Verde, Colombia, Republic of Congo, Côte d'Ivoire, Djibouti, Egypt, El Salvador, Eritrea, Fiji, Gabon, Gambia, Georgia, Grenada, Guinea Bissau, Iran, Jamaica, Kazakhstan, Kenya Kiribati, Kyrgyzstan, Latvia, Malawi, Maldives, Mali, Marshal Islands, Mexico, Mongolia, Montenegro, Morocco, Mozambique, Namibia, Nauru, Nicaragua, Niue, Pakistan, Palau, Papua New Guinea, Paraguay, Rwanda, Samoa, Seychelles, Solomon Islands, South Africa, Sri Lanka, Samoa, Suriname, Tajikistan, Tanzania, Turkey, Uganda, Uruguay, Zambia, Zimbabwe*
[4] Indicate where funding institutions are any/all of the following: Foundation/NGO; Private Sector; UN Body; Multilateral Fund; Environment Fund.
[5] For these items do not include full text. Only enter the number or reference.

POW Output(s) number/reference[5] *(applicable for projects approved pre-2022)*	agreements or instruments advanced or developed with UNEP support to address emerging or internationally agreed environmental goals	POW Expected Accomplishment(s) number/reference[5] *(applicable for projects approved pre-2022):*	
Sub-programme:	Subprogramme 2 – Environmental governance[6]	Programme Coordination Project (if relevant):	
UNEP approval date:	Sept 16	GEF approval date:	22 June 2016
GEF Operational Programme #:		GEF Strategic Priority:	BD 3 - Implementation of the Cartagena Protocol on Biosafety
Project type:	FSP	Focal Area(s):	Biodiversity
Expected start date:	15-Sep-16	Actual start date:	Oct 2016
Planned completion date:	15-Sep-20 (original) 31-Dec-24 (final revised date)	Actual operational completion date:	31 March 2025
Planned project budget at approval:	GEF grant allocation: $ 4,699,648		
	Expected co-financing: $ 8,755,491 *Cash:* *In-kind:* $ 8,755,491		
	Total Planned Budget: $13,440,475		
Actual expenditures reported[7]:	GEF grant expenditures reported as of *30June 2024*: $ 4,368,208.55		
	Actual co-financing *30June 2024*: $ 8,393,087 *Cash:* *In-kind:* $ 8,393,087 (96%)		
	Total actual expenditures reported as of *30June 2024*: $12,761,295.55		
No. of formal project revisions:	5 revisions (no-cost extension)	Date of last approved project revision:	12 August2024
No. of Steering Committee meetings:	3	Date of Last Steering Committee meeting:	02 March 2021
Mid-term Review/ Evaluation[8] *(required or not required):*	UNEP requirement: Y GEF requirement: Y	Mid-term Review/ Evaluation actual date:	14 May to 30 August 2019
Terminal Evaluation *(planned date):*	30 June 2025	Terminal Evaluation actual date:	May–December 2025
Coverage - Country(ies):	76 countries	Coverage - Region(s):	Global (Africa, Asia Pacific, Europe, Latin America and Caribbean
Dates of previous project phases:	BCH I 2007-2009 BCH II 2010-2012	Status of future project phases:	Under discussion

2. Project Rationale[9]

1. The Cartagena Protocol on Biosafety (CPB) to the Convention on Biological Diversity (CBD) is an international agreement and it aims to "contribute to ensuring an adequate level of protection in the field

[6] Current Programme of Work for the Biennium 2022-2023 under UNEP Mid-Term Strategy for 2022-2025 Foundational

[7] The final expenditure will be available when the project is financially closed.

[8] UNEP projects of four or more years duration require an MTR unless there is an exceptional circumstance. See the *Evaluation in the Project Cycle* section in the Evaluation Office's operational manual. Donor requirements may vary and should be considered in conjunction with UNEP's requirements.

of the safe transfer, handling and use of Living Modified Organisms (LMOs) resulting from modern biotechnology that may have adverse effects on the conservation and sustainable use of biological diversity, taking also into account risks to human health, and specifically focusing on trans-boundary movements". The CPB was adopted in January 2000 and entered into force on 11 September 2003. As of 2025, 173 Parties ratified or accessed to the Protocol[10]. It provides for the conservation of biological diversity, its sustainable use and the fair and equitable sharing of the benefits arising out of the utilisation of genetic resources.

2. In its Article 20, the CPB to the Convention on Biological Diversity (CBD), established the Biosafety Clearing House (BCH) to (1) facilitate the exchange of scientific, technical, environmental and legal information on, and experience with, living modified organisms, and (2) assist Parties to implement the Protocol, taking into account the special needs of developing country Parties, in particular the least developed and small island developing States among them, and countries with economies in transition as well as countries that are centres of origin and centres of genetic diversity.

3. The UNEP-GEF BCH I project (2007-2009) was designed and executed as an "add-on project" to the National Biosafety Framework (NBF) Development Projec[11]t, primarily focusing on provision of technical training and infrastructure to enable countries to achieve compliance with Article 20 of the Cartagena Protocol. Out of 136 countries, 109 countries have participated in the project by the termination of the project, in 2009. The UNEP-GEF BCH II project (2010-2012) aimed to ensure that the technical expertise acquired is sustained and shared with stakeholders, directly impacting the import, release, and use of LMOs at the national and regional levels. The first 58 countries endorsed and participated in the BCH II project. The terminal evaluation of the BCH II project recommended an additional and final phase of the project for consolidation of the achievements of the previous BCH project and sustainability of the BCH system at all levels.

4. The UNEP-GEF BCH-III Project for Sustainable Capacity Building for Effective Participation in the BCH (2016-2024), is an answer to Parties requests to GEF at COP/MOP-5, Decision BS-V/5 (d), to "Expand its support for capacity-building for effective participation in the BCH to all eligible Parties to the Protocol", and at COP/MOP-6 to provide support to all eligible Parties for Capacity-building in the use of the BCH, based on experience and lessons learned from the BCH-II Global Project.

5. The BCH-III builds on previous achievements (BCH I and BCH II) and uses Parties' learning experience about the BCH; it is mainly designed as a follow up to that already accomplished with a new set of Parties to the Protocol. It attempts to provide capacity building experience at an early stage of product design or introduction so that the information placed in the BCH (national, regional or global) is simply and effectively generated.

6. The project targeted the 76 eligible countries that were unable to participate in the BCH-II Project. It is understood that these countries are at very different stages in development of their capacity to implement the requirements of the CPB and install and use interoperable BCH systems. 58 project countries have an NBF in place (14), or a partial NBF in place (25), or a draft NBF (19). 18 countries have draft NBFs or designated laws on biosafety but are yet to implement the NBFs.

    a. Bolivia, Brazil, China, Colombia, Mexico, Myanmar, Pakistan, Paraguay, and Uruguay, have either participated in NBF Development and BCH-I project, and/or in first generation NBF Implementation projects.

    b. Of the 76 participating countries, only South American countries, South Africa and China have a significant proportion of LMO crops areas relative to arable land.

    c. Brazil and South Africa developed its national biosafety regulatory framework with its own resources and did not take part in the NBF project. Brazil however took part in the BCH I Project.

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[10] In 2016, the CBD had 194 member states (with the United States having singed but not ratified the convention)

[11] UNEP-GEF Project on Development of NBFs that took place in close to 130 countries

3. Project Results Framework

7. The goal of the project was to "To provide support to eligible parties for GEF funding in order to sustain and build capacity for effective participation in the BCH" in line with COP/MOP Decisions, specifically BS VI/5 paragraph 2f."

8. The two main objectives of the project were :1) Effective participation to the BCH from participating countries, and 2) Stakeholder's inclusiveness will be identified and involved in decision-making and interpretation. The project was to achieve its goal and objectives through the four[12] components, as per table below:

Component 1: National BCH Institutional Capacity Development including Effective and Inclusive Participation, Production and Sharing of Information

Component 2: National Sustainability of Biosafety Clearing House Mechanisms through the Establishment of Effective National Procedures

Component 3: Regional Networking, Experience and Knowledge Sharing

Component 4: Global Sustainability of BCH and other Multilateral Environmental Agreements' sharing Mechanisms through the Regional Advisors System.

Table 1 Summary table the project's programmed outputs and expected outcomes by component

Outcomes	Indicator Targets	Performance indicator
Outcome 1. Enhanced access and use of BCH data, effective and inclusive participation in the BCH system	150 national trainings on mandatory national information on the BCH, defining BCH institutional responsibilities and procedures, and increasing information sharing and awareness on LMOs delivered (3 workshops per country).[1]	No. of national workshops (WS) / 150 national WS.
	50% of countries (38 countries) complete national BCH capacity building activities and develop sustainability plans.	No. of countries which submitted completion report, including sustainability plans.
	At least 50% of the participants in the 1st and 2nd national workshops are women.	Percentage of women participants.
	At least 60% of the total number of participants in the 1st and 2nd national workshops are from public institutions.	Percentage of participants from public institutions in 1st and 2nd workshops.[2]
	At least 10 members of staff from the CNAs (public sector) are trained in BCH use per country.	Average No. of CNAs staff trained per country.[3]
	At least 50% of countries (38) are registered and participate on online forums and courses on the Virtual Learning Environment (VLE).	No. of countries that have been registered and participated in online forums on VLE / 38 countries.

[12] There were five components in the original Prodoc but through the Mid-Term Review in 2019, the project logical framework was revised as well as the project components.

	At least 1 BCH E-learning course is available in 6 UN languages (EN, FR, AR, SP, RU, CH)	No. of e-courses developed.
	5 webinars are available in the 6 UN languages on the VLE (30 webinars in total).	No. webinars * No. of languages.
	2 to 4 new specific and high-quality training materials are developed and disseminated.	No. of new training materials developed and disseminated.
	1 video-clip publicly is available in the 6 UN languages on the VLE.	No. of video clips developed * No. of languages.
	1 success story publication on BCH III project impact at the national level is produced.	No. of success stories published.
	1 communication medium on lessons learnt from national workshops is produced.	No. of communication media on lessons learned.
Outcomes	**Indicator Targets**	**Performance indicator**
Outcome 2. Strengthened national BCH systems and organizational procedures for biosafety Information.	At least 25% increase in participants' knowledge on the CPB and BCH after workshops at the national level (1st and 2nd workshops).	Percentage of knowledge increase based on knowledge assessments.
	50% of countries (38 countries) organize and deliver their 3rd workshop by themselves.	No. countries who have organized their 3rd workshop.
	60% of countries (46 countries) disseminate training materials via the national BCH portal, national e-learning courses, or any other means of publication.	No. of countries who have disseminated training materials via national BCH portal, national e-learning courses, or any other means of publication / 46 countries.
	At least 5% increase of national records in the BCH Central Portal at the end of the project. (Baselines: 1,774 national records registered as of 11 March 2015 and 1,813 October 2016).	Percentage increase of national records added.[4]
	At least 10 countries develop a new national BCH portal.	No. of countries which developed a national BCH portal/ 10 countries.
	50% of project countries (38) have established national procedures to gather information and put on to the BCH consistent with their NBFs and national biosafety policy.	No. of countries with national BCH procedures established / 38 countries.
	50% of project countries (38) have established clear responsibilities for BCH-NFPs and CNA staff.	No. of countries with defined CNAs and NFPs resp. / 38 countries.
	60% of countries (46) adopt a training system for BCH capacity building, in keeping with national policies	No. of countries with training systems / 46 countries.
	At least 10 countries have strengthened or developed polices and legal frameworks as a direct/indirect result of national BCH capacity building activities.	No. of countries that have strengthened or developed polices and legal frameworks / 10 countries.

Outcomes	Indicator Targets	Performance indicator
Outcome 3. Enhanced regional networking and knowledge sharing for effective management of the BCH	6 regional workshops delivered in 6 regions to introduce the BCH III project and enhance capacities of countries therein to effectively participate in the Biosafety Clearing House (BCH) and promote Public Awareness and Education to facilitate sustainable implementation of the Cartagena Protocol on Biosafety (CBP) by 2020.	No. of regional workshops / 6 regional workshops.
	6 regional roadmaps (strategies) developed to enhance the availability and exchange of information between countries from the same region for improved BCH implementation and compliance with national and international obligations under the CPB.	No. of regional roadmaps developed / 6 regional roadmaps.
	4 regional Training of Trainers (ToT) workshops for NFPs and NAUs in 4 regions developed and organized, focusing on countries that have not signed SSFAs for national activities.	No. of regional workshops developed and organized for countries outside SSFA / 4 regional workshops.
	2 national capacity building activities organized per region as a result of Training of Trainers (ToT) workshops for NFPs and NAUs.	No. of national capacity building activities organized in countries who have not signed SSFAs.
	At least 10 regional ToT participants have shared knowledge or skills acquired during the ToTs with other stakeholders or colleagues at the national level.	No. of ToT participants who have shared knowledge or skills.
	A minimum of 2 new case studies are developed for each of the 6 regions (12 case studies in total).	No. of new case studies / 12 case studies.
	A minimum of 2 new regional experts identified per region to be listed in the BCH roster of experts (12 regional experts in total).	No. of new regional experts identified.
	At least 50 new NFPs are trained in finding and registering BCH information at the regional level.	No. of new NFPs trained / 50 NFPs.
	At least 100 new key stakeholders and experts are identified by countries, who will collaborate with the BCH III and participate in national public awareness workshops.	No. of new key stakeholders identified/100 stakeholders.
	4 regional institutions with a coordinating role identified for registration on the portal.	No. of regional institutions identified / 4 regional institutions.
	1 accessible virtual learning platform (VLE) developed and maintained, containing all material shared during national, regional, ToT and global workshops.	No. of VLE developed and maintained.
	4 new regional BCH nodes established (using SCBD built-in sites when possible).	No. of regional BCH nodes established (using where appropriate built in sites of SCBD) interoperable with Central BCH
Outcomes	**Indicator Targets**	**Performance indicator**
Outcome 4. Strengthened and	20 RAs deliver national workshops.	No. of active RAs / 25 RAs.

Institutionalized BCH Regional Advisory system supporting parties to effectively participate in biosafety information sharing mechanisms	15 RAs deliver regional workshops.	No. of RAs who facilitated regional workshops / 15 RAs.
	5 RAs deliver global workshops at CBD COPs.	No. of RAs who facilitated global workshops / 5 RAs.
	1 RA per region (6 RAs in total) contribute to the design, preparation, and translation of training materials.	No. of RAs who contributed to the design, preparation, and translation of training materials / 6 RAs.
	20 RAs listed on the UNEP website, with their resumes and contact information.	No. of RAs listed on UNEPs website / 20 RAs.
	2 global Training of Trainers (ToT) workshops organized for RAs.	No. of RA ToTs organized.
	10 virtual interactive discussions and training sessions organized for RAs..	No. of virtual training sessions held / 10 sessions.
	20 RAs acquainted with new training methodologies (webinars, Virtual Learning Environment).	No. of RAs who were trained in new training methodologies / 20 RAs.
	VLE platform is sustainable beyond project completion by ensuring continuity through UNEP ownership.	Availability of VLE on UNEP website beyond the project's duration.
	At least 15 RAs have obtained UNEP certification.	No. of RAs with certification / 15 of RAs.
	40% of national and regional training workshops entailed collaboration with regional and/or global initiatives and organizations.	Percentage of workshops with regional/global collaboration (based on workshops' list of participants).
	At least 1 center of excellence per region (6 centers in total) is identified and approached to continue biosafety capacity building activities after the project.	No. of centers of excellence identified and available to continue Biosafety capacity building activities in the region / 6 centers.
	2 agreements concluded with SCBD to provide support on the migration of the BCH to its new platform and to reduce barriers that make it more	No. of agreements concluded with SCBD on new BCH / 2 agreements.

Outputs for Outcome 1
1.1 National training activities organized and delivered
1.2 Key national Biosafety stakeholders trained in registering and finding information on the BCH
1.3 BCH capacity building and e-participation of NFPs and CNAs strengthened and enhanced
1.4 Interactive e-learning environments comprising courses and webinars in the 6 UN languages are established
1.5 Outreach materials on success stories and lessons learnt produced and disseminated.

Outputs for Outcome 2
2.1 National knowledge on the BCH is improved
2.2 Enhanced number of countries who have organized and delivered their third national workshop on their own
2.3 National BCH trainings and materials developed
2.4 The number of BCH national records reported on in the BCH Central Portal is increased
2.5 The number of new BCH portals created is increased
2.6 National procedures to gather information are established, and roles of CNA NFPs clearly identified

2.7 National policies and legal frameworks are strengthened. Outputs for Outcome 3 3.1 Regional trainings organized and delivered 3.2 Regional training of trainer's workshops for NFPs and NAUs organized and delivered 3.3 Tailored regional training materials developed and disseminated 3.4 Additional key stakeholders and experts identified for national implementation 3.5 Regional roadmaps developed 3.6 National capacity building activities organized as a follow up from the Regional ToTs workshops 3.7 Regional exchange and co-operation is enhanced on BCH nodes. Outputs for Outcome 4 4.1 Trainings at the national, regional, and global levels facilitated through the Regional Advisors' Network 4.2 Expertise and visibility of the Regional Advisors (RA) Network enhanced via capacity building activities and UNEP certification 4.3 Sustainability of the VLE is assured beyond project duration 4.5 Participation of key regional and global organisations in regional and national training activities is increased 4.6 Centers of Excellence that are available to undertake biosafety capacity-building activities after the project has ended are identified and approached 4.7 Agreements governing institutional support arrangements developed and signed.

Source: Appendix 4. Revised project logical framework based on MTR/Tock

4. Executing Arrangements

9. UNEP Ecosystems Division, Biodiversity and Land Degradation Unit, was the GEF Implementing Agency for this project. UNEP Ecosystems Division was to be responsible for overall project supervision to ensure consistency with GEF and UNEP policies and procedures and provide guidance on linkages with related UNEP and GEF-funded activities. Ecosystems Division was to also monitor implementation of the activities undertaken during the execution of the project and provide the overall coordination and ensure that the project is in line with UNEP Medium-Term Strategy and its Program of Work (PoW), as approved by the United Nations Environment Assembly (UNEA). The Division was to have a representative on the project steering committee. Ecosystems Division was responsible for overall project implementation and supervised the project and ensured that all the GEF reporting obligations and fiduciary standards are adhered to.

10. UNEP Law Division (previously UNEP DELC) was the Executing Agency, in collaboration with national level executing entities and was responsible for the day-to-day operations of the Project. It had the responsibility to ensure that:

    a. Adequate administrative arrangements are in place for smooth project execution.

    b. The project stays on schedule and that project outputs are completed on time and within budget.

11. UNEP Law Division appointed a Project Manager (PM) to be based in Nairobi, Kenya, to directly oversee project execution at the global level. The PM provided general leadership in the coordination of all project activities, particularly the global aspects of the project and coordination with UNEP Ecosystems Division and the Secretariat of the CBD. Bi-annual progress reports and quarterly expenditure reports were prepared by the Project Manager and submitted to Ecosystems Division. The Law Division, with support from the Steering Committee, ensured that progress was monitored, and the project impacts evaluated against the targets and indicators identified.

12. Under the project, Regional Advisors for Africa, Latin America and CEE and Asia were selected to provide technical assistance to facilitate the implementation of project activities for each of their assigned group of participating countries. The Regional Advisors were also responsible for establishing and maintaining close relationships with national focal points, ensuring the timely execution of national project activities, and the preparation and executing of country missions, including the logistics coordination for country missions, security certificates management, and other items as needed to assure the timely and successful execution of every country mission.

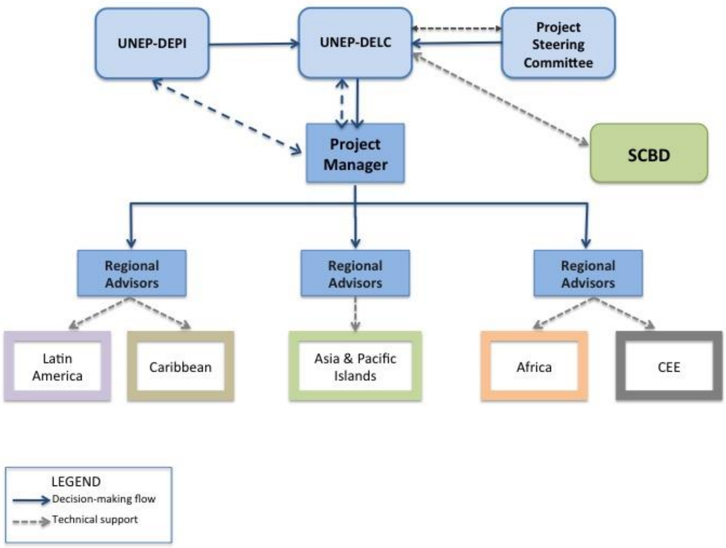

Figure 1 Decision-making Flowchart and Organogram (source: Prodoc Appendix 9)

5. Project Cost and Financing

13. The total estimated project cost at design was a total of $13,455,175 ($4,699,684 from GEF funding and $8,755,491 from co-finance (in-kind)) over a 8-year period. The detailed budget shown below is per component.

Table 2 Overall project budget-GEF funding

UNEP Budget Components	COST (US$)	
	GEF	**Co-finance**
Personnel Component Project personnel, including Project Manager cost, Consultants (Regional Specialists and Regional Advisors) for participating countries support and for training materials development / publishing, and missions travels for in-country training, establishment of BCH FP roles and project follow-up	1,774,249	6,180,536
Subcontracts Component Supporting agencies, External contracts for developing training materials	1,049,417	0
Training Component National and regional workshops, Regional Advisors assistance to in-country and regional training, RA updating and Training Materials deployment to participating countries	1,736,018	1,096,640
Equipment and Premises Expendable equipment (office supplies), Non-expendable equipment (computers and accessories), Premises costs	0	1,092,120
Miscellaneous Component Operation and maintenance of equipment, Reporting costs (printing and publishing), Communication costs, Project evaluation	140,000	386,195
Total Budget US$ 14,198,941	**4,699,684**	**8,755,491**

Source: #7 Budget revision & Appendix 2 Co-financing by Source and UNEP Budget lines

14. Regarding co-financing, 4 main co-financiers are identified. The below summary table shows the project's detailed co-financing by source, according to UNEP budget lines. Given the large number of co-finance letters from countries, these were compiled as a separate folder Appendix 12b of the Prodoc.

Table 3 A summary of co-financing budget

Stakeholder	Co finance amount
UNEP-DELC	585,320.00
SCBD	596,640.00
COUNTRIES	7,073,531[13]
Other	500,000.00
TOTAL	8,755,491

Source: UNEP_BCH-III_Project_Document(CEO endorsement 2-26-16)

There were 7 budget revision with non-cost extension as below;

#1 Rephasal End of 2016 budget revision.

[13] This amount is an estimate, and is subject to confirmation when 76 endorsement letters are received. The expected target is at least US$7M. As of 23rd February 2016, endorsement letters with cofinance amounts had been secured from 62 out of 76 countries.

#2 Rephasal End of 2017 budget revision.

#3 Rephasal End of 2018 budget revision

#4 budget revision 2019

#5 Rephasal End of 2019 budget revision

#6 Budget revision – 17.07.2023

#7 Budget revision – July 2024

6. Implementation Issues

15. During the implementation of the project, several challenges emerged that required adaptive management and strategic adjustments to ensure continued progress. One key issue was the revision of the project's logical framework (log frame) following the midterm review in 2019. Mid-term reviews are essential for assessing progress and making necessary refinements, but they can also introduce complications, particularly when adjustments impact pre-defined indicators, timelines, or resource allocations. Revisions to the log frame required extensive consultations with stakeholders, realignment of activities, and, in some cases, the need to renegotiate expectations with project partners. This process, while necessary to enhance project effectiveness, often led to delays in activity execution as teams adjusted to the updated framework.

16. Another persistent challenge was delays in execution at the national level, particularly when it came to scheduling support from the executing agency and planning national training sessions. Coordination between national agencies, implementing partners, and project teams proved to be complex, with competing national priorities often delaying the organization of key activities. This was also severely exasperated with the onset of the COVID-19 pandemic Scheduling executing agency support required balancing the availability of regional advisors with country-level readiness, which was frequently hindered by bureaucratic procedures, resource constraints, and unforeseen local challenges. These delays not only disrupted the planned timeline but also had a cascading effect on other project components, such as capacity-building and knowledge-sharing initiatives.

17. Additionally, high staff turnover within the national entities that received training posed a significant obstacle to sustained capacity building and institutional knowledge retention. While the project successfully delivered training programs to enhance national capacities, the frequent departure of trained personnel from relevant institutions, without putting in place institutional mechanisms for sustainability, created gaps in institutional memory and continuity. This turnover weakened the long-term impact of training efforts, as newly assigned personnel often lacked the same level of expertise and required additional capacity-building support. Future projects may wish to explore mechanisms for ensuring knowledge transfer, such as institutionalizing training programs, creating mentorship structures, and developing comprehensive training materials to support new staff onboarding.

18. According to PIR 2024, there were no notable issues that adversely affected project implementation. Based on the findings and conclusion of the project's Mid-term Review (MTR) in 2019, its overall performance was rated Satisfactory. However, due to the reasons mentioned above, the project timelines were severely affected and partner countries struggled to gain back their initial momentum, resulting in the need for several no cost extensions. There was a total of 5 non-cost extensions as shown in Table 4.

Table 4 Figure 2 History of project revision and/or extension)

Version	Type	Signed/approved by UNEP	Entry into Force (list of signature date)	Agreement Expiry Date	Main changes introduced in this revision
Original legal instrument	Extension	2016-09-16	2016-09-28	2020-12-31	
Amendment 1	Extension	2020-02-10	2020-02-11	2021-12-31	To make room for delays in the signing of SSFAs

					and execution of sub projects due to COVID restriction and institutional turn overs. Workplans were revised.
Amendment 2	Extension	2021-07-06	2021-07-08	2023-06-30	Revised workplan to respond the new Theory of Change per the recommendation of the MTR
Amendment 3	Extension	2022-11-01	2022-11-03	2024-06-30	Revised workplan to respond the new Theory of Change per recommendations of the MTR
Amendment 4	Extension	2024-05-23	2024-06-12	2025-12-31	Launching the new BCH platform, new training materials for BCH III, and technical completion of countries/ activities
Amendment 5	Extension	2025-12-24	2025-12-24	2025-03-31	The project timeline was affected due to the staffing changes.

(source: GEF - PIR 2024 and Project manager)

19. The Mid-term Review (MTR) in 2019 suggested several recommendations at stakeholder level. Three recommendations for SCBD and 2 recommendations for implementing entity and UNEP task team respectively. In addition, 11 recommendations and 6 recommendations were suggested for the project management unit, and the project countries and parties respectively.
20. To summarize the key recommendations, the SCBD was advised to re-evaluate technical support for the new information management system, dedicating additional resources for portal maintenance, and providing clear registration instructions for experts. For the Implementing Entity, grant of a 12-month extension was suggested for project completion and review financial reporting formats. The UNEP Task Team is advised to use the GEF Task Manager for guidance and work with the PMU to involve non-participating countries. The PMU should strategize on involving countries with challenging contexts, collaborate with stakeholders, and focus on results-oriented project management. Additionally, they were recommended to develop online training materials, periodically review progress, and build an institutionalized RA system. Project Countries and Parties should increase biosafety visibility, reflect on co-execution plans, promote collaborative implementation, learn from active Parties, and focus on stakeholder engagement and sustainability.

Section 2. OBJECTIVE AND SCOPE OF THE EVALUATION

(Apart from section 9, where you could insert up to 5 strategic questions that are in addition to the evaluation criteria, this section is standard and does not need to be revised for each project)

7. Objective of the Evaluation

21. In line with the UNEP Evaluation Policy14 and the UNEP Programme and Project Management Manual15, the Terminal Evaluation is undertaken at operational completion of the project to assess project performance (in terms of relevance, effectiveness and efficiency), and determine outcomes and impacts (actual and potential) stemming from the project, including their sustainability. The Evaluation has two primary purposes: (i) to provide evidence of results to meet accountability requirements, and (ii) to promote operational improvement, learning and knowledge sharing through results and lessons learned among UNEP and main project partners such as Therefore, the Evaluation will identify lessons of operational relevance for future project formulation and implementation, especially where a second phase of the project is being considered. Recommendations relevant to the whole house may also be identified during the evaluation process.

8. Key Evaluation Principles

22. Evaluation findings and judgements will be based on sound evidence and analysis, clearly documented in the Evaluation Report. Information will be triangulated (i.e. verified from different sources) as far as possible, and when verification is not possible, the single source will be mentioned (whilst anonymity is still protected). Analysis leading to evaluative judgements should always be clearly spelled out.

23. The "Why?" Question. As this is a Terminal Evaluation and a follow-up project is likely [or similar interventions are envisaged for the future], particular attention will be given to learning from the experience. Therefore, the "why?" question should be at the front of the consultants' minds all through the evaluation exercise and is supported by the use of a theory of change approach. This means that the consultant(s) needs to go beyond the assessment of "what" the project performance was and make a serious effort to provide a deeper understanding of "why" the performance was as it was (i.e. what contributed to the achievement of the project's results). This should provide the basis for the lessons that can be drawn from the project.

24. Attribution, Contribution and Credible Association: In order to attribute any outcomes and impacts to a project intervention, one needs to consider the difference between what has happened with, and what would have happened without, the project (i.e. take account of changes over time and between contexts in order to isolate the effects of an intervention). This requires appropriate baseline data and the identification of a relevant counterfactual, both of which are frequently not available for evaluations. Establishing the contribution made by a project in a complex change process relies heavily on prior intentionality (e.g. approved project design documentation, logical framework) and the articulation of causality (e.g. narrative and/or illustration of the Theory of Change). Robust evidence that a project was delivered as designed and that the expected causal pathways developed supports claims of contribution and this is strengthened where an alternative theory of change can be excluded. A credible association between the implementation of a project and observed positive effects can be made where a strong causal narrative, although not explicitly articulated, can be inferred by the chronological sequence of events, active involvement of key actors and engagement in critical processes.

25. Communicating evaluation results. A key aim of the Evaluation is to encourage reflection and learning by UNEP staff and key project stakeholders. The consultant(s) should consider how reflection and learning can be promoted, both through the evaluation process and in the communication of evaluation findings and key lessons. Clear and concise writing is required on all evaluation deliverables. Draft and final versions of the Main Evaluation Report will be shared with key stakeholders by the Evaluation Manager. There may, however, be several intended audiences, each with different interests and needs regarding the report. The consultant(s) will plan with the Evaluation Manager which audiences to target and the easiest and clearest way to communicate the key evaluation findings and lessons to them. This may include some, or all, of the following; a webinar, conference calls with relevant stakeholders, the preparation of an Evaluation Brief or interactive presentation.

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14 https://wedocs.unep.org/handle/20.500.11822/41114
15 https://wedocs.unep.org/20.500.11822/42752

9. Key Strategic Questions

26. In addition to the evaluation criteria outlined in Section 10 below, the Evaluation will address the strategic questions listed below . These are questions of interest to UNEP and to which the project is believed to be able to make a substantive contribution. Also included are five questions that are required when reporting in the GEF Portal and these must be addressed in the TE

Q1: To what extent has the project evolved across the phases over time and to what extent did the project incorporate lessons learned from the previous phase of the project (BCH I and BCH II) and any recommendations from its own Mid Term Review into the project design/implementation?

Q2: What mechanisms were established to ensure that the skills and knowledge gained from the workshops and training were retained and transferred over time?

Q3: What changes were made to adapt to the effects of COVID-19 and how might any changes affect the project's performance?

Q4: To what extent did the country take the installed BCH Capacity in their national biosafety measures to facilitate Biosafety decision making? What long-lasting effects of the project can be observed over time and what persistent or recurring challenges have hindered the sustainability across the phases?

Q5: To what extent has the project performance been affected by the integration / absence of gender considerations during project implementation?

27. Address the questions required for the GEF Portal in the appropriate parts of the report and provide a summary of the findings in the Conclusions section of the report:

28. *Under Monitoring and Reporting/Monitoring of Project Implementation:*

What was the performance at the project's completion against Core Indicator Targets? (For projects approved prior to GEF-7, these indicators will be identified retrospectively and comments on performance provided11).

29. *Under Factors Affecting Performance/Stakeholder Participation and Cooperation:*

What were the progress, challenges and outcomes regarding engagement of stakeholders in the project/program as evolved from the time of the MTR? (This should be based on the description included in the Stakeholder Engagement Plan or equivalent documentation submitted at CEO Endorsement/Approval)

30. *Under Factors Affecting Performance/Responsiveness to Human Rights and Gender Equality:*

What were the completed gender-responsive measures and, if applicable, actual gender result areas? (This should be based on the documentation at CEO Endorsement/Approval, including gender-sensitive indicators contained in the project results *framework* or gender action plan or equivalent)

31. *Under Factors Affecting Performance/Environmental and Social Safeguards:*

What was the progress made in the implementation of the management measures against the Safeguards Plan submitted at CEO Approval? The risk classifications reported in the latest PIR report should be verified and the findings of the effectiveness of any measures or lessons learned taken to address identified risks assessed. (Any supporting documents gathered by the Consultant during this review should be shared with the Task Manager for uploading in the GEF Portal)

32. *Under Factors Affecting Performance/Communication and Public Awareness:*

What were the challenges and outcomes regarding the project's completed Knowledge Management Approach, including: Knowledge and Learning Deliverables (e.g. website/platform development); Knowledge Products/Events; Communication Strategy; Lessons Learned and Good Practice; Adaptive Management Actions? (This should be based on the documentation approved at CEO Endorsement/Approval)

10. Evaluation Criteria

33. All evaluation criteria will be rated on a six-point scale. Sections A-I below, outline the scope of the criteria. A weightings table in excel format will be provided by the Evaluation Manager to support the determination of an overall project rating. The set of evaluation criteria are grouped in nine categories:

(A) Strategic Relevance; (B) Quality of Project Design; (C) Nature of External Context; (D) Effectiveness, which comprises assessments of the availability of outputs, achievement of outcomes and likelihood of impact; (E) Financial Management; (F) Efficiency; (G) Monitoring and Reporting; (H) Sustainability; and (I) Factors Affecting Project Performance. The Evaluation Consultant(s) can propose other evaluation criteria as deemed appropriate.

A. Strategic Relevance

34. The Evaluation will assess the extent to which the activity is suited to the priorities and policies of the donors, implementing regions/countries and the target beneficiaries. The Evaluation will include an assessment of the project's relevance in relation to UNEP's mandate and its alignment with UNEP's policies and strategies at the time of project approval. Under strategic relevance an assessment of the complementarity of the project with other interventions addressing the needs of the same target groups will be made. This criterion comprises four elements:

i. Alignment to the UNEP Medium Term Strategy[16] (MTS), Programme of Work (POW) and Strategic Priorities

The Evaluation should assess the project's alignment with the MTS and POW under which the project was approved and include, in its narrative, reflections on the scale and scope of any contributions made to the planned results reflected in the relevant MTS and POW. UNEP strategic priorities include the Bali Strategic Plan for Technology Support and Capacity Building 17 (BSP) and South-South Cooperation (S-SC). The BSP relates to the capacity of governments to: comply with international agreements and obligations at the national level; promote, facilitate and finance environmentally sound technologies and to strengthen frameworks for developing coherent international environmental policies. S-SC is regarded as the exchange of resources, technology and knowledge between developing countries.

ii. Alignment to Donor/GEF/Partner Strategic Priorities

Donor, including GEF, strategic priorities will vary across interventions. GEF priorities are specified in published programming priorities and focal area strategies. The Evaluation will assess the extent to which the project is suited to, or responding to, donor priorities. In some cases, alignment with donor priorities may be a fundamental part of project design and grant approval processes while in others, for example, instances of 'softly-earmarked' funding, such alignment may be more of an assumption that should be assessed.

iii. Relevance to Global, Regional, Sub-regional and National Environmental Priorities

The Evaluation will assess the alignment of the project with global priorities such as the SDGs and Agenda 2030. The extent to which the intervention is suited, or responding to, the stated environmental concerns and needs of the countries, sub-regions or regions where it is being implemented will be considered. Examples may include: UN Sustainable Development Cooperation Frameworks (UNSDCF), national or sub-national development plans, poverty reduction strategies or Nationally Appropriate Mitigation Action (NAMA) plans or regional agreements etc. Within this section consideration will be given to whether the needs of all beneficiary groups are being met and reflects the current policy priority to leave no one behind.

iv. Complementarity with Relevant Existing Interventions/Coherence[18]

An assessment will be made of how well the project, either at design stage or during the project inception or mobilization19, took account of ongoing and planned initiatives (under the same sub-programme, other UNEP sub-programmes, or being implemented by other agencies within the same country, sector or institution) that address similar needs of the same target groups. The Evaluation will consider if the project team, in collaboration with Regional Offices and Sub-Programme

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[16] UNEP's Medium Term Strategy (MTS) is a document that guides UNEP's programme planning over a four-year period. It identifies UNEP's thematic priorities, known as Sub-programmes (SP), and sets out the desired outcomes, known as POW Outcomes and POW Direct Outcomes of the Sub-programmes. https://www.unenvironment.org/about-un-environment/evaluation-office/our-evaluation-approach/un-environment-documents.

[17] http://www.unep.fr/ozonaction/about/bsp.htm

[18] This sub-category is consistent with the new criterion of 'Coherence' introduced by the OECD-DAC in 2019.

[19] A project's inception or mobilization period is understood as the time between project approval and first disbursement. Complementarity during project implementation is considered under Efficiency, see below.

Coordinators, made efforts to ensure their own intervention was complementary to other interventions, optimized any synergies and avoided duplication of effort. Examples may include UNDAFs or One UN programming. Linkages with other interventions should be described and instances where UNEP's comparative advantage has been particularly well applied should be highlighted.

Factors affecting this criterion may include:

- Stakeholders' participation and cooperation
- Responsiveness to human rights and gender equality
- Country ownership and driven-ness

B. Quality of Project Design

35. The quality of project design is assessed using an agreed template during the evaluation inception phase, ratings are attributed to identified criteria and an overall Project Design Quality rating is established. The complete Project Design Quality template should be annexed in the Evaluation Inception Report. Later, the overall Project Design Quality rating[20] should be entered in the final evaluation ratings table (as item B) in the Main Evaluation Report and a summary of the project's strengths and weaknesses at design stage should be included within the body of the report.

Factors affecting this criterion may include (at the design stage):

- Stakeholders participation and cooperation
- Responsiveness to human rights and gender equality

C. Nature of External Context

36. At evaluation inception stage a rating is established for the project's external operating context (considering the prevalence of conflict, natural disasters and political upheaval[21]). This rating is entered in the final evaluation ratings table as item C. Where a project has been rated as facing either an Unfavourable or Highly Unfavourable external operating context, and/or a negative external event has occurred during project implementation, the ratings for Effectiveness, Efficiency and/or Sustainability may be increased at the discretion of the Evaluation Consultant and Evaluation Manager together. A justification for such an increase must be given.

D. Effectiveness

i. Availability of Outputs[22]

The Evaluation will assess the project's success in producing the programmed outputs and making them available to the intended beneficiaries as well as its success in achieving milestones as per the project design document (ProDoc). Any formal modifications/revisions made during project implementation will be considered part of the project design. Where the project outputs are inappropriately or inaccurately stated in the ProDoc, reformulations may be necessary in the reconstruction of the Theory of Change (TOC). In such cases a table should be provided showing the original and the reformulation of the outputs for transparency. The availability of outputs will be assessed in terms of both quantity and quality, and the assessment will consider their ownership by, and usefulness to, intended beneficiaries and the timeliness of their provision. It is noted that emphasis is placed on the performance of those outputs that are most important to achieve outcomes. The Evaluation will briefly explain the reasons behind the success or shortcomings of the project in delivering its programmed outputs and meeting expected quality standards.

Factors affecting this criterion may include:

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[20] In some instances, based on data collected during the evaluation process, the assessment of the project's design quality may change from Inception Report to Main Evaluation Report.

[21] Note that 'political upheaval' does not include regular national election cycles, but unanticipated unrest or prolonged disruption. The potential delays or changes in political support that are often associated with the regular national election cycle should be part of the project's design and addressed through adaptive management by the project team. From March 2020 this should include the effects of COVID-19.

[22] Outputs are the availability (for intended beneficiaries/users) of new products and services and/or gains in knowledge, abilities and awareness of individuals or within institutions (UNEP, 2023)

- Preparation and readiness
- Quality of project management and supervision[23]

ii. *Achievement of Project Outcomes*[24]

The achievement of project outcomes is assessed as performance against the project outcomes as defined in the reconstructed[25] Theory of Change. These are outcomes that are intended to be achieved by the end of the project timeframe and within the project's resource envelope. Emphasis is placed on the achievement of project outcomes that are most important for attaining intermediate states. As with outputs, a table can be used where substantive amendments to the formulation of project outcomes is necessary to allow for an assessment of performance. The Evaluation should report evidence of attribution between UNEP's intervention and the project outcomes. In cases of normative work or where several actors are collaborating to achieve common outcomes, evidence of the nature and magnitude of UNEP's 'substantive contribution' should be included and/or 'credible association' established between project efforts and the project outcomes realised.

Factors affecting this criterion may include:

- Quality of project management and supervision
- Stakeholders' participation and cooperation
- Responsiveness to human rights and gender equality
- Communication and public awareness

iii. *Likelihood of Impact*

Based on the articulation of long-lasting effects in the reconstructed TOC (i.e. from project outcomes, via intermediate states, to impact), the Evaluation will assess the likelihood of the intended, positive impacts becoming a reality. Project objectives or goals should be incorporated in the TOC, possibly as intermediate states or long-lasting impacts. The Evaluation Office's approach to the use of TOC in project evaluations is outlined in a guidance note available and is supported by an excel-based flow chart, 'Likelihood of Impact Assessment Decision Tree'. Essentially the approach follows a 'likelihood tree' from project outcomes to impacts, taking account of whether the assumptions and drivers identified in the reconstructed TOC held. Any unintended positive effects should also be identified and their causal linkages to the intended impact described.

The Evaluation will also consider the likelihood that the intervention may lead, or contribute to, unintended negative effects (e.g. will vulnerable groups such as those living with disabilities and/or women and children, be disproportionally affected by the project?). Some of these potential negative effects may have been identified in the project design as risks or as part of the analysis of Environmental and Social Safeguards.

37. The Evaluation will consider the extent to which the project has played a catalytic role[26] or has promoted scaling up and/or replication as part of its Theory of Change (either explicitly as in a project with a

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[23] In some cases 'project management and supervision' will refer to the supervision and guidance provided by UNEP to implementing partners and national governments while in others, specifically for GEF funded projects, it will refer to the project management performance of the executing agency and the technical backstopping provided by UNEP.

[24] An outcome is a change at institutional level, or changes in behaviors, attitudes or conditions achieved from the use (i.e., uptake, adoption, application) of outputs by intended beneficiaries (UNEP, 2023).

[25] All submitted UNEP project documents are required to present a Theory of Change with all submitted project designs. The level of 'reconstruction' needed during an evaluation will depend on the quality of this initial TOC, the time that has lapsed between project design and implementation (which may be related to securing and disbursing funds) and the level of any formal changes made to the project design. In the case of projects pre-dating 2016 the intervention logic is often represented in a logical framework and a TOC will need to be constructed in the inception stage of the evaluation.

[26] The terms catalytic effect, scaling up and replication are inter-related and generally refer to extending the coverage or magnitude of the effects of a project. Catalytic effect is associated with triggering additional actions that are not directly funded by the project – these effects can be both concrete or less tangible, can be intentionally caused by the project or implied in the design and reflected in the TOC drivers, or

demonstration component or implicitly as expressed in the drivers required to move to outcome levels) and as factors that are likely to contribute to greater or long-lasting impact.

38. Ultimately UNEP and all its partners aim to bring about benefits to the environment and human well-being. Few projects are likely to have impact statements that reflect such long-lasting or broad-based changes. However, the Evaluation will assess the likelihood of the project to make a substantive contribution to the long-lasting changes represented by the Sustainable Development Goals and/or the intermediate-level results reflected in UNEP's Expected Accomplishments and the strategic priorities of funding partner(s).

Factors affecting this criterion may include:

- Quality of Project Management and Supervision (including adaptive management)
- Stakeholders participation and cooperation
- Responsiveness to human rights and gender equality
- Country ownership and driven-ness
- Communication and public awareness

E. Financial Management

39. Financial management will be assessed under three themes: adherence to UNEP's financial policies and procedures, completeness of financial information and communication between financial and project management staff. The Evaluation will establish the actual spend across the life of the project of funds secured from all donors. This expenditure will be reported, where possible, at output/component level and will be compared with the approved budget. The Evaluation will verify the application of proper financial management standards and adherence to UNEP's financial management policies. Any financial management issues that have affected the timely delivery of the project or the quality of its performance will be highlighted. The Evaluation will record where standard financial documentation is missing, inaccurate, incomplete or unavailable in a timely manner. The Evaluation will assess the level of communication between the Project/Task Manager and the Fund Management Officer as it relates to the effective delivery of the planned project and the needs of a responsive, adaptive management approach.

Factors affecting this criterion may include:

- Preparation and readiness
- Quality of project management and supervision

F. Efficiency

40. Under the efficiency criterion the Evaluation will assess the extent to which the project delivered maximum results from the given resources. This will include an assessment of the cost-effectiveness and timeliness of project execution.

41. Focusing on the translation of inputs into outputs, cost-effectiveness is the extent to which an intervention has achieved, or is expected to achieve, its results at the lowest possible cost. Timeliness refers to whether planned activities were delivered according to expected timeframes as well as whether events were sequenced efficiently. The Evaluation will also assess to what extent any project extension could have been avoided through stronger project management and identify any negative impacts caused by project delays or extensions. The Evaluation will describe any cost or time-saving measures put in place to maximise results within the secured budget and agreed project timeframe and consider

can be unintentional and can rely on funding from another source or have no financial requirements. Scaling up and Replication require more intentionality for projects, or individual components and approaches, to be reproduced in other similar contexts. Scaling up suggests a substantive increase in the number of new beneficiaries reached/involved and may require adapted delivery mechanisms while Replication suggests the repetition of an approach or component at a similar scale but among different beneficiaries. Even with highly technical work, where scaling up or replication involves working with a new community, some consideration of the new context should take place and adjustments made as necessary.

whether the project was implemented in the most efficient way compared to alternative interventions or approaches.

42. The Evaluation will give special attention to efforts made by the project teams during project implementation to make use of/build upon pre-existing institutions, agreements and partnerships, data sources, synergies and complementarities[27] with other initiatives, programmes and projects etc. to increase project efficiency.

43. The factors underpinning the need for any project extensions will also be explored and discussed. As management or project support costs cannot be increased in cases of 'no cost extensions', such extensions represent an increase in unstated costs to implementing parties.

Factors affecting this criterion may include:

- Preparation and readiness (e.g. timeliness)
- Quality of project management and supervision
- Stakeholders participation and cooperation

G. Monitoring and Reporting

44. The Evaluation will assess monitoring and reporting across three sub-categories: monitoring design and budgeting, monitoring implementation and project reporting.

i. Monitoring Design and Budgeting

Each project should be supported by a sound monitoring plan that is designed to track progress against SMART[28] results towards the provision of the project's outputs and achievement of project outcomes, including at a level disaggregated by gender, marginalisation or vulnerability, including those living with disabilities. In particular, the Evaluation will assess the relevance and appropriateness of the project indicators as well as the methods used for tracking progress against them as part of conscious results-based management. The Evaluation will assess the quality of the design of the monitoring plan as well as the funds allocated for its implementation. The adequacy of resources for Mid-Term and Terminal Evaluation/Review should be discussed if applicable.

ii. Monitoring of Project Implementation

The Evaluation will assess whether the monitoring system was operational and facilitated the timely tracking of results and progress towards projects objectives throughout the project implementation period. This assessment will include consideration of whether the project gathered relevant and good quality baseline data that is accurately and appropriately documented. This should include monitoring the representation and participation of disaggregated groups (including gendered, marginalised or vulnerable groups, such as those living with disabilities) in project activities. It will also consider the quality of the information generated by the monitoring system during project implementation and how it was used to adapt and improve project execution, achievement of outcomes and ensure sustainability. The Evaluation should confirm that funds allocated for monitoring were used to support this activity.

The performance at project completion against Core Indicator Targets should be reviewed. For projects approved prior to GEF-7, these indicators will be identified retrospectively and comments on performance provided.

iii. Project Reporting

UNEP has a centralised project information management system[29] in which project managers upload six-monthly progress reports against agreed project milestones. This information will be provided to the Evaluation Consultant(s) by the Evaluation Manager. Some projects have additional requirements to report regularly to funding partners, which will be supplied by the

[27] Complementarity with other interventions during project design, inception or mobilization is considered under Strategic Relevance above.
[28] SMART refers to results that are specific, measurable, achievable, relevant and time-oriented. Indicators help to make results measurable.
[29] Prior to 2022 it was the Project Information Management System (PIMS) and from 2022 UNEP has the Integrated Planning Monitoring and Reporting (IPMR) solution.

project team (e.g. the Project Implementation Reviews and Tracking Tool for GEF-funded projects). The Evaluation will assess the extent to which both UNEP and donor reporting commitments have been fulfilled. Consideration will be given as to whether reporting has been carried out with respect to the effects of the initiative on disaggregated groups.

Factors affecting this criterion may include:

- Quality of project management and supervision
- Responsiveness to human rights and gender equality (e.g disaggregated indicators and data)

H. Sustainability

45. Sustainability30 is understood as the probability of the benefits derived from the achievement of project outcomes being maintained and developed after the close of the intervention. The Evaluation will identify and assess the key conditions or factors that are likely to undermine or contribute to the endurance of achieved project outcomes (i.e. 'assumptions' and 'drivers'). Some factors of sustainability may be embedded in the project design and implementation approaches while others may be contextual circumstances or conditions that evolve over the life of the intervention. Where applicable an assessment of bio-physical factors that may affect the sustainability of project outcomes may also be included.

i. Socio-political Sustainability

The Evaluation will assess the extent to which social or political factors support the continuation and further development of the benefits derived from project outcomes. It will consider the level of ownership, interest and commitment among government and other stakeholders to take the project achievements forwards. In particular the Evaluation will consider whether individual capacity development efforts are likely to be sustained.

ii. Financial Sustainability

Some project outcomes, once achieved, do not require further financial inputs, e.g. the adoption of a revised policy. However, in order to derive a benefit from this outcome further management action may still be needed e.g. to undertake actions to enforce the policy. Other project outcomes may be dependent on a continuous flow of action that needs to be resourced for them to be maintained, e.g. continuation of a new natural resource management approach. The Evaluation will assess the extent to which project outcomes are dependent on future funding for the benefits they bring to be sustained. Secured future funding is only relevant to financial sustainability where a project's outcomes have been extended into a future project phase. Even where future funding has been secured, the question still remains as to whether the project outcomes are financially sustainable.

iii. Institutional Sustainability

The Evaluation will assess the extent to which the sustainability of project outcomes (especially those relating to policies and laws) is dependent on issues relating to institutional frameworks and governance. It will consider whether institutional achievements such as governance structures and processes, policies, sub-regional agreements, legal and accountability frameworks etc. are robust enough to continue delivering the benefits associated with the project outcomes after project closure. In particular, the Evaluation will consider whether institutional capacity development efforts are likely to be sustained.

Factors affecting this criterion may include:

- Stakeholders participation and cooperation
- Responsiveness to human rights and gender equality (e.g. where interventions are not inclusive, their sustainability may be undermined)

[30] As used here, 'sustainability' means the long-lasting maintenance of outcomes and consequent impacts, whether environmental or not. This is distinct from the concept of sustainability in the terms 'environmental sustainability' or 'sustainable development', which imply 'not living beyond our means' or 'not diminishing global environmental benefits' (GEF STAP Paper, 2019, Achieving More Enduring Outcomes from GEF Investment)

- Communication and public awareness
- Country ownership and driven-ness

I. Factors Affecting Project Performance and Cross-Cutting Issues

(These factors are rated in the ratings table but are discussed within the Main Evaluation Report as cross-cutting themes as appropriate under the other evaluation criteria, above. If these issues have not been addressed under the evaluation criteria above, then independent summaries of their status within the evaluated project should be given.)

i. Preparation and Readiness

This criterion focuses on the inception or mobilisation stage of the project (i.e. the time between project approval and first disbursement). The Evaluation will assess whether appropriate measures were taken to either address weaknesses in the project design or respond to changes that took place between project approval, the securing of funds and project mobilisation. In particular the Evaluation will consider the nature and quality of engagement with stakeholder groups by the project team, the confirmation of partner capacity and development of partnership agreements as well as initial staffing and financing arrangements. (Project preparation is included in the template for the assessment of Project Design Quality).

ii. Quality of Project Management and Supervision

In some cases 'project management and supervision' may refer to the supervision and guidance provided by UNEP to implementing partners and national governments while in others, specifically for GEF funded projects31, it may refer to the project management performance of the executing agency and the technical backstopping and supervision provided by UNEP. The performance of parties playing different roles should be discussed and a rating provided for both types of supervision (UNEP/Partner/Executing Agency) and the overall rating for this sub-category established as a simple average of the two.

The Evaluation will assess the effectiveness of project management with regard to: providing leadership towards achieving the planned outcomes; managing team structures; maintaining productive partner relationships (including Steering Groups etc.); maintaining project relevance within changing external and strategic contexts; communication and collaboration with UNEP colleagues; risk management; use of problem-solving; project adaptation and overall project execution. Evidence of adaptive management should be highlighted.

iii. Stakeholder Participation and Cooperation

Here the term 'stakeholder' should be considered in a broad sense, encompassing all project partners, duty bearers with a role in delivering project outputs and target users of project outputs and any other collaborating agents external to UNEP and the Executing Agency. The assessment will consider the quality and effectiveness of all forms of communication and consultation with stakeholders throughout the project life and the support given to maximise collaboration and coherence between various stakeholders, including sharing plans, pooling resources and exchanging learning and expertise. The inclusion and participation of all differentiated groups, including gender groups should be considered.

The progress, challenges and outcomes regarding engagement of stakeholders in the project/program occurring since the MTR should be reviewed. (This should be based on the description included in the Stakeholder Engagement Plan or equivalent documentation submitted at CEO Endorsement/Approval).

iv. Responsiveness to Human Rights and Gender Equality

The Evaluation will ascertain to what extent the project has applied the UN Common Understanding on the human rights-based approach (HRBA) and the UN Declaration on the Rights of Indigenous People.

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[31] For GEF funded projects, a rating will be provided for the Project Management and Supervision of each of the Implementing and Executing Agencies. The two ratings will be aggregated to provided an overall rating for Quality of Project Management and Supervision

Within this human rights context, the Evaluation will assess to what extent the intervention, following an adequate gender analysis at design stage, has implemented the identified actions and/or applied adaptive management to ensure that Gender Equality and Human Rights are adequately taken into account and the intervention adheres to UNEP's Policy and Strategy for Gender Equality and the Environment 32 . In particular, the Evaluation will consider to what extent project design, implementation and monitoring have taken into consideration: (i) possible inequalities (especially those related to gender) in access to, and the control over, natural resources; (ii) specific vulnerabilities of disadvantaged groups (especially women, youth and children and those living with disabilities) to environmental degradation or disasters; and (iii) the role of disadvantaged groups (especially those related to gender) in mitigating or adapting to environmental changes and engaging in environmental protection and rehabilitation.

Note that the project's effect on equality (i.e. promoting human rights, gender equality and inclusion of those living with disabilities and/or belonging to marginalised/vulnerable groups) should be included within the TOC as a general driver or assumption where there is no dedicated result within the results framework. If an explicit commitment on this topic is made within the project document then the driver/assumption should also be specific to the described intentions.

The completed gender-responsive measures and, if applicable, actual gender result areas should be reviewed. (This should be based on the documentation at CEO Endorsement/Approval, including gender-sensitive indicators contained in the project results framework or gender action plan or equivalent).

v. Environmental and Social Safeguards

UNEP projects address environmental and social safeguards primarily through the process of environmental and social screening at the project approval stage, risk assessment and management (avoidance, minimization, mitigation or, in exceptional cases, offsetting) of potential environmental and social risks and impacts associated with project and programme activities. The Evaluation will confirm whether UNEP requirements33 were met to: review risk ratings on a regular basis; monitor project implementation for possible safeguard issues; respond (where relevant) to safeguard issues through risk avoidance, minimization, mitigation or offsetting and report on the implementation of safeguard management measures taken. UNEP requirements for proposed projects to be screened for any safeguarding issues; for sound environmental and social risk assessments to be conducted and initial risk ratings to be assigned are evaluated above under Quality of Project Design).

The Evaluation will also consider the extent to which the management of the project minimised UNEP's environmental footprint.

Implementation of the management measures against the Safeguards Plan submitted at CEO Approval should be reviewed, the risk classifications verified and the findings of the effectiveness of any measures or lessons learned taken to address identified risks assessed. Any supporting documents gathered by the Consultant should be shared with the Task Manager.

vi. Country Ownership and Driven-ness

The Evaluation will assess the quality and degree of engagement of government / public sector agencies in the project. While there is some overlap between Country Ownership and Institutional Sustainability, this criterion focuses primarily on the forward momentum of the intended projects results, i.e. either a) moving forwards from outputs to project outcomes or b) moving forward from project outcomes towards intermediate states. The Evaluation will consider the engagement not only of those directly involved in project execution and those participating in technical or leadership groups, but also those official representatives whose cooperation is needed for change to be embedded in their respective institutions and offices (e.g. representatives from multiple sectors or relevant ministries beyond Ministry of Environment). This factor is concerned with the level of

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[32] *The Evaluation Office notes that Gender Equality was first introduced in the UNEP Project Review Committee Checklist in 2010 and, therefore, provides a criterion rating on gender for projects approved from 2010 onwards. Equally, it is noted that policy documents, operational guidelines and other capacity building efforts have only been developed since then and have evolved over time. https://wedocs.unep.org/bitstream/handle/20.500.11822/7655/-Gender_equality_and_the_environment_Policy_and_strategy-2015Gender_equality_and_the_environment_policy_and_strategy.pdf.pdf?sequence=3&isAllowed=y*

[33] *For the review of project concepts and proposals, the Safeguard Risk Identification Form (SRIF) was introduced in 2019 and replaced the Environmental, Social and Economic Review note (ESERN), which had been in place since 2016. In GEF projects safeguards have been considered in project designs since 2011.*

ownership generated by the project over outputs and outcomes and that is necessary for long-lasting impact to be realised. Ownership should extend to all gendered and marginalised groups.

vii. Communication and Public Awareness

The Evaluation will assess the effectiveness of: a) communication of learning and experience sharing between project partners and interested groups arising from the project during its life and b) public awareness activities that were undertaken during the implementation of the project to influence attitudes or shape behaviour among wider communities and civil society at large. The Evaluation should consider whether existing communication channels and networks were used effectively, including meeting the differentiated needs of gendered or marginalised groups, and whether any feedback channels were established. Where knowledge sharing platforms have been established under a project the Evaluation will comment on the sustainability of the communication channel under either socio-political, institutional or financial sustainability, as appropriate.

The project's completed Knowledge Management Approach, including: Knowledge and Learning Deliverables (e.g. website/platform development); Knowledge Products/Events; Communication Strategy; Lessons Learned and Good Practice; Adaptive Management Actions should be reviewed. This should be based on the documentation approved at CEO Endorsement/Approval.

Section 3. EVALUATION APPROACH, METHODS AND DELIVERABLES

46. The Terminal Evaluation will be an in-depth evaluation using a participatory approach whereby key stakeholders are kept informed and consulted throughout the evaluation process. Both quantitative and qualitative evaluation methods, incorporating a comparative longitudinal perspective will be used as appropriate to determine project achievements against the expected outputs, outcomes and impacts. With information from across the three project phases, the Terminal Evaluation hopes to capture long-lasting effects, trends, persistent challenges over time. It is highly recommended that the consultant(s) maintains close communication with the project team and promotes information exchange throughout the Evaluation implementation phase in order to increase their (and other stakeholder) ownership of the evaluation findings. Where applicable, the consultant(s) will provide a geo-referenced map that demarcates the area covered by the project and, where possible, provide geo-reference photographs of key intervention sites (e.g. sites of habitat rehabilitation and protection, pollution treatment infrastructure, etc.).

47. The findings of the Evaluation will be based on the following:

(a) A desk review of:

- Relevant background documentation, inter alia [e.g. CEO endorsement, ProDoc, PIF, etc.];
- Project design documents (including minutes of the project design review meeting at approval); Annual Work Plans and Budgets or equivalent, revisions to the project (Project Document Supplement), the logical framework and its budget;
- Project reports such as six-monthly progress and financial reports, progress reports from collaborating partners, meeting minutes, relevant correspondence and including the Project Implementation Reviews and Tracking Tool etc.;
- Project deliverables: [e.g. national/regional workshop reports, completion reports including sustainability plans, online forums, training materials and reports, communication products, publications, video clips, national BCH portals, policies/legal frameworks, regional roadmaps, case studies, agreements concluded with SCBD on new BCH, etc.];
- Mid-Term Review or Mid-Term Evaluation of the project;
- Evaluations/reviews of similar projects.

(b) **Interviews** (individual or in group) with:

- UNEP Task Manager (TM);
- Project management team, including the Project Manager within the Executing Agency, where appropriate;

- UNEP Fund Management Officer (FMO);
- Portfolio Manager and Sub-Programme Coordinator, where appropriate;
- Project partners, including [stakeholders, beneficiaries, national country partners, etc.];
- Relevant resource persons;
- Representatives from civil society and specialist groups
- **Surveys :** [where appropriate]
- Country Mission : The selection of countries (max 4 countries) will be discussed and determined during the preparation and inception phase.
- Other data collection tools [where appropriate]

11. Evaluation Deliverables and Review Procedures

48. The Evaluation Team will prepare:

    (c) **Inception Report:** (see Annex 1 for a list of all templates, tables and guidance notes) containing an assessment of project design quality, a draft reconstructed Theory of Change of the project, project stakeholder analysis, evaluation framework and a tentative evaluation schedule.

    (d) **Preliminary Findings Note:** typically, in the form of a PowerPoint presentation, the sharing of preliminary findings is intended to support the participation of the project team, act as a means to ensure all information sources have been accessed and provide an opportunity to verify emerging findings. In the case of highly strategic project/portfolio evaluations or evaluations with an Evaluation Reference Group, the preliminary findings may be presented as a word document for review and comment.

    (e) **Draft and Final Evaluation Report:** containing an executive summary that can act as a stand-alone document; detailed analysis of the evaluation findings organised by evaluation criteria and supported with evidence; lessons learned and recommendations and an annotated ratings table.

    (f) **An Evaluation Brief (max 6 pages)** for wider dissemination through the UNEP website may be required. This brief will include the summary of the evaluand, findings from consideration of information across the three project phases, overview of the persistent challenges, lessons learned and recommendations from the long life of the project across its phases. The scope, structure, and dissemination plan for this brief will be discussed with the Evaluation Manager no later than during the finalization of the Inception Report.

49. **Review of the Draft Evaluation Report.** The Evaluation Consultant(s) will submit a draft report to the Evaluation Manager and revise the draft in response to their comments and suggestions. Once a draft of adequate quality has been peer-reviewed and accepted, the Evaluation Manager will share the cleared draft report with the Task Manager, who will alert the Evaluation Manager in case the report contains any blatant factual errors. The Evaluation Manager will then forward the revised draft report (corrected by the Evaluation Consultant(s) where necessary) to other project stakeholders, for their review and comments. Stakeholders may provide feedback on any errors of fact and may highlight the significance of such errors in any conclusions as well as providing feedback on the proposed recommendations and lessons. Any comments or responses to draft reports will be sent to the Evaluation Manager for consolidation. The Evaluation Manager will provide all comments to the Evaluation Consultant(s) for consideration in preparing the final report, along with guidance on areas of contradiction or issues requiring an institutional response.

50. Based on a careful review of the evidence collated by the Evaluation Consultants and the internal consistency of the report, the Evaluation Manager will provide an assessment of the ratings in the final evaluation report. Where there are differences of opinion between the evaluator and the Evaluation Manager on project ratings, both viewpoints will be clearly presented in the final report. The Evaluation Office ratings will be considered the final ratings for the project.

51. The Evaluation Manager will prepare a quality assessment of the first draft of the Main Evaluation Report, which acts as a tool for providing structured feedback to the Evaluation Consultant(s). The quality of the

final report will be assessed and rated against the criteria specified in template listed in Annex 1 and this assessment will be appended to the Final Evaluation Report.

52. At the end of the evaluation process, the Evaluation Office will prepare a Recommendations Implementation Plan in the format of a table, to be completed and updated at regular intervals by the Task Manager. The Evaluation Office will track compliance against this plan on a six-monthly basis for a maximum of 12 months.

12. The Evaluation Team/Evaluation Consultant

53. For this Evaluation, the Evaluation Team will consist of an evaluation consultant who will work under the overall responsibility of the Evaluation Office represented by an Evaluation Manager, Su Jin PAK, in consultation with the UNEP Task Manager, Alex Owusu-Biney, Fund Management Officer, Paul Vrontamitis and the Sub-programme Coordinators of the Environmental Governance and the Programme, Yassin Ahmed. The consultant(s) will liaise with the Evaluation Manager on any procedural and methodological matters related to the Evaluation, including travel. It is, however, each consultant's individual responsibility (where applicable) to arrange for their visas and immunizations as well as to plan meetings with stakeholders, organize online surveys, obtain documentary evidence and any other logistical matters related to the assignment. The UNEP Task Manager and project team will, where possible, provide logistical support (introductions, meetings etc.) allowing the consultants to conduct the Evaluation as efficiently and independently as possible.

54. The Evaluation Consultant will be hired over a period of 6-9 months [01 April/2025 to 31 November /2025] and should have the following:

    i) *a university degree in environmental sciences, international development or other relevant political or social sciences area is required and an advanced degree in the same areas is desirable;*

    ii) *a minimum of 10 years of technical / evaluation experience is required, preferably including evaluating large, regional or global programmes and using a Theory of Change approach;*

    iii) *a good/broad understanding of biological diversity, biosafety, and biosafety clearing house is desired.*

    iv) *English and French are the working languages of the United Nations Secretariat. For this consultancy, fluency in oral and written English is a requirement and proficiency in knowledge of UN language is desirable.*

    v) *Working knowledge of the UN system and specifically the work of UNEP is an added advantage. The work will be home-based with possible field visits.*

55. The evaluation Consultant will be responsible, in close consultation with the Evaluation Office of UNEP for overall management of the Evaluation and timely provision of its outputs, described above in Section 11 Evaluation Deliverables, above. The evaluation consultant will make substantive and high- quality contributions to the evaluation process and outputs. The consultant will ensure together that all evaluation criteria and questions are adequately covered.

56. In close consultation with the Evaluation Manager, the Evaluation Consultant will be responsible for the overall management of the Evaluation and timely provision of its outputs, data collection and analysis and report-writing. More specifically:

    <u>Inception phase of the Evaluation, including:</u>

    - preliminary desk review and introductory interviews with project staff;
    - draft the reconstructed Theory of Change of the project;
    - prepare the evaluation framework;
    - develop the desk review and interview protocols;
    - draft the survey protocols (if relevant);
    - develop and present criteria for country and/or site selection for the evaluation mission;
    - plan the evaluation schedule;

- prepare the Inception Report, incorporating comments until approved by the Evaluation Manager

Data collection and analysis phase of the Evaluation, including:

- conduct further desk review and in-depth interviews with project implementing and executing agencies, project partners and project stakeholders;
- (where appropriate and agreed) conduct an evaluation mission(s) to selected countries, visit the project locations, interview project partners and stakeholders, including a good representation of local communities. Ensure independence of the Evaluation and confidentiality of evaluation interviews.
- regularly report back to the Evaluation Manager on progress and inform of any possible problems or issues encountered and;
- keep the Project/Task Manager informed of the evaluation progress.

Reporting phase, including:

- draft the Main Evaluation Report, ensuring that the evaluation report is complete, coherent and consistent with the Evaluation Manager guidelines both in substance and style;
- liaise with the Evaluation Manager on comments received and finalize the Main Evaluation Report, ensuring that comments are taken into account until approved by the Evaluation Manager
- prepare a Response to Comments annex for the main report, listing those comments not accepted by the Evaluation Consultant and indicating the reason for the rejection; and
- (where agreed with the Evaluation Manager) prepare an Evaluation Brief (2-page summary of the evaluand and the key evaluation findings and lessons)

Managing relations, including:

- maintain a positive relationship with evaluation stakeholders, ensuring that the evaluation process is as participatory as possible but at the same time maintains its independence;
- communicate in a timely manner with the Evaluation Manager on any issues requiring its attention and intervention.

13. Schedule of the Evaluation

57. The table below presents the tentative schedule for the Evaluation.

Table 3. Tentative schedule for the Evaluation

Milestone	Tentative Dates
Evaluation Initiation Meeting	01.05.2025
Inception Report	15.06.2025
Evaluation Mission	17.06.2025 -07.07.2025
E-based interviews, surveys etc.	17.06.2025 -07.07.2025
PowerPoint/presentation on preliminary findings and recommendations	11.07.2025
Draft Report shared with evaluation manager and peer reviewer	08.08.2025
Draft Report shared with UNEP Project Manager and team	02. 09.2025
Draft Report shared with wider group of stakeholders	30.09.2025
Final Report and evaluation briefs	08.10.2025
Final Report shared with all respondents	End of October

14. Contractual Arrangements

58. Evaluation Consultants will be selected and recruited by the Evaluation Office of UNEP under an individual Special Service Agreement (SSA) on a “fees only” basis (see below). By signing the service contract with UNEP /UNON, the consultant(s) certify that they have not been associated with the design and implementation of the project in any way which may jeopardize their independence and impartiality towards project achievements and project partner performance. In addition, they will not have any future

interests (within six months after completion of the contract) with the project's executing or implementing units. All consultants are required to sign the Code of Conduct Agreement Form.

59. Fees will be paid on an instalment basis, paid on acceptance by the Evaluation Manager of expected key deliverables. The schedule of payment is as follows:

Schedule of Payment for the [Evaluation Consultant/Principal Evaluator]:

Deliverable	Percentage Payment
Approved Inception Report ***(as per Guidance Note)***	30%
Approved Draft Main Evaluation Report and portfolio briefs ***(as per Guidance Note)***	30%
Approved Final Main Evaluation Report and portfolio briefs ***(as per Report Template)***	40%

60. Fees only contracts: Where applicable, air tickets will be purchased by UNEP and 75% of the Daily Subsistence Allowance for each authorised travel mission will be paid up front. Local in-country travel will only be reimbursed where agreed in advance with the Evaluation Manager and on the production of acceptable receipts. Terminal expenses and residual DSA entitlements (25%) will be paid after mission completion.

61. The consultants may be provided with access to UNEP's information management systems (e.g PIMS, Anubis, Sharepoint etc) and if such access is granted, the consultants agree not to disclose information from that system to third parties beyond information required for, and included in, the evaluation report.

62. In case the consultants are not able to provide the deliverables in accordance with these guidelines, and in line with the expected quality standards by the UNEP Evaluation Office, payment may be withheld at the discretion of the Director of the Evaluation Office until the consultants have improved the deliverables to meet UNEP's quality standards.

63. If the consultant(s) fail to submit a satisfactory final product to UNEP in a timely manner, i.e. before the end date of their contract, the Evaluation Office reserves the right to employ additional human resources to finalize the report, and to reduce the consultants' fees by an amount equal to the additional costs borne by the Evaluation Office to bring the report up to standard34.

[34] *This may include contract cancellation in-line with prevailing UN Secretariat rules.*

Annex 1: Tools, Templates and Guidance Notes for use in the Evaluation

The tools, templates and guidance notes listed in the table below, and available from the Evaluation Manager, are intended to help Evaluation Managers and Evaluation Consultants to produce evaluation products that are consistent with each other and which can be compiled into a biennial Evaluation Synthesis Report. The biennial summary is used to provide an overview of progress to UN Environment and the UN Environmental Assembly.

This suite of documents is also intended to make the evaluation process as transparent as possible so that all those involved in the process can participate on an informed basis. It is recognised that the evaluation needs of projects and portfolio vary and adjustments may be necessary so that the purpose of the evaluation process (broadly, accountability and lesson learning), can be met. Such adjustments should be decided between the Evaluation Manager and the Evaluation Consultants in order to produce evaluation reports that are both useful to project implementers and that produce credible findings.

ADVICE TO CONSULTANTS: As our tools, templates and guidance notes are updated on a continuous basis, kindly download documents from the link below and use those versions throughout the Evaluation.

INDEPENDENT EVALUATION TOOLS AND TEMPLATES - Evaluation Office of UNEP - Global Site

List of tools, templates and guidance notes available:

Terminal Evaluation Essential Tools

00 Evaluation Tools 05.05.25.docx
01 UNEP Glossary of Results Definitions_December 2023.pdf
02 List of Documents for Evaluation 05.05.25.docx
03 Evaluation Criteria 05.05.25.docx
04 Evaluation Criteria Ratings Matrix 05.05.25.docx
05 Weighted Ratings Table 15.05.25.xlsx
06 Evaluation Methodology Guidance 05.05.25.docx

Terminal Evaluation Inception Report

07 Project Identification Table 05.05.25.docx
08 Inception Report Template 05.05.25.docx
09 TOC Reformulation Justification Table 05.05.25.docx
10 Quality of Project Design Table 05.05.25.docx
11 Quality of Project Design Weighted Ratings Tool 05.05.25.xlsx
12 Stakeholder Analysis Guidance 31.01.24.doc
13 Gender Methods Guidance 31.01.24.docx
14 Safeguards Assessment Template 15.05.25.docx

Terminal Evaluation Main Evaluation Report

15 Preliminary Findings Tables 05.05.25.docx
16 GEF Evaluation Main Report Template 05.05.25.docx
17 NonGEF Evaluation Main Report Template 05.05.25.docx
18 Respondents Table 05.05.25.docx
19 Financial Tables 05.05.25.docx
20 Strategic Relevance Tables 05.05.25.docx
21 Outputs Table 05.05.25.docx
22 Outcomes Table 05.05.25.docx
23 Impact Table 05.05.25.docx
24 Likelihood of Impact Flow Chart 31.01.24.xlsm
25 Recommendations Quality Guidance 15.05.25.docx
26 Recs and Lessons Learned Tables 05.05.25.docx
27 GEF Portal Annex Template 31.01.24.docx
28 Quality Of Eval Report FINAL ONLY 31.01.2024 FOR USE BY UNEP.docx

Terminal Evaluation Process Guidance

Process 1_Evaluation Process Guidelines for Consultants 31.01.2024.docx
Process 2_Template for Attestation Letter 31.01.2024.docx
Process 3_Evaluation Consultants Agreement Form 31.01.2024.docx
Process 4_Guidelines for Field Work During Coronavirus 31.01.2024.docx
Process 5_Evaluation Consultants Team Roles 31.01.2024.docx
Process 6_ Template for Reference Checks 31.01.2024.docx
Process 7_Letter of Introduction for Visa Applications Template 31.01.2024.docx

Annex 2: GEF Portal Inputs

The following table contains text to be uploaded to the GEF Portal. **It will be drawn from the Evaluation Report, either as copied or summarised text.** In each case, references should be provided for the paragraphs and pages of the report from which the responses have been copied or summarised.

Table II: GEF portal inputs

Question: What was the performance at the project's completion against Core Indicator Targets? (For projects approved prior to GEF-7[35], these indicators will be identified retrospectively and comments on performance provided[36]).
Response: *(Might be drawn from Monitoring and Reporting section)*
Question: What were the progress, challenges and outcomes regarding engagement of stakeholders in the project/program as evolved from the time of the MTR? *(This should be based on the description included in the Stakeholder Engagement Plan or equivalent documentation submitted at CEO Endorsement/Approval)*
Response: *(Might be drawn from Factors Affecting Performance section)*
Question: What were the completed gender-responsive measures and, if applicable, actual gender result areas? *(This should be based on the documentation at CEO Endorsement/Approval, including gender-sensitive indicators contained in the project results framework or gender action plan or equivalent)*
Response: *(Might be drawn from Factors Affecting Performance section/Responsiveness to Human Rights and Gender Equality)*
Question: What was the progress made in the implementation of the management measures against the Safeguards Plan submitted at CEO Approval? The risk classifications reported in the latest PIR report should be verified and the findings of the effectiveness of any measures or lessons learned taken to address identified risks assessed. *(Any supporting documents gathered by the Consultant during this review should be shared with the Task Manager for uploading in the GEF Portal)*
Response: (Might be drawn from Factors Affecting Performance section/Environmental and Social Safeguards)
Question: What were the challenges and outcomes regarding the project's completed Knowledge Management Approach, including: Knowledge and Learning Deliverables (e.g. website/platform development); Knowledge Products/Events; Communication Strategy; Lessons Learned and Good Practice; Adaptive Management Actions? *(This should be based on the documentation approved at CEO Endorsement/Approval)*
Response: *(Might be drawn from Factors Affecting Performance section/Communication and Public Awareness)*
Question: What are the main findings of the evaluation?
Response:

[35] The GEF is currently operating under the seventh replenishment period of the GEF Trust Fund covering the period July 1, 2018 to June 30, 2022. The GEF Portal Reporting Guide for FY20 Reporting Process indicates that GEF-6 projects that have yet to map existing indicators to GEF-7 Core Indicators need to do so at MTR stage or (if already there) at the time of the TE. .(i.e. not GEF projects approved before GEF-6)
[36] This is not applicable for Enabling Activities