



GEF/LDCF.SCCF.12/ ME/01  
May 3, 2012

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LDCF/SCCF Council Meeting  
June 7, 2012  
Washington, D.C.

Agenda Item 5

**FY2013 Work Plan and Budget for the Evaluation Office  
under the Least Developed Countries Fund (LDCF) and  
Special Climate Change Fund (SCCF)**

**Recommended Council Decision**

The Council, having reviewed document GEF/LDCF.SCCF.12/ME/01, “*FY2013 Work Plan and Budget for the Evaluation Office under the Least Developed Countries Fund (LDCF) and Special Climate Change Fund (SCCF)*,” approves a budget for the Evaluation Office of \$63,000 for FY2013 to cover the cost of implementing the proposed work program:

- (a) \$33,000 from LDCF and
- (b) \$30,000 from SCCF

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## **I. Background**

1. During fiscal year 2012, the Evaluation Office began to implement the work program approved by the LDCF/SCCF Council at the 10<sup>th</sup> Council Meeting May 26, 2011. Several activities have been completed or are under way. In particular the Office completed the Evaluation of the SCCF, which is currently undergoing final editing for publication. As requested by the Council the Office also reviewed the revised GEF M&E Policy (2010) and assessed its applicability to the LDCF/SCCF. The Office found the policy relevant to the SCCF/LDCF pending four changes related to the differences in the mandate and corresponding terminology of the GEF Trust Fund and the LDCF/SCCF. These two documents (GEF/LDCF.SCCF.10/ME/1/Rev.1 and GEF/LDCF.SCCF.11/ME/01) were presented to, and approved by, the Council at its meeting in November, 2011.

2. The Office also finalized the review of LDCF/SCCF M&E practices. The review focused primarily on an analysis of indicators used in projects currently under implementation and compared these to the newly developed Adaptation Monitoring and Assessment Tool (AMAT). The review was presented in an annex of the Evaluation of the SCCF as an Indicator Analysis and fed into the evaluation on adaptation findings.

3. One task that has been delayed is the development of guidelines for Terminal Evaluations for LDCF/SCCF projects. The GEF is currently revising their guidelines for the main GEF Trust Fund, and the team decided to hold back on guidelines for Terminal Evaluation for the LDCF/SCCF until revised guidelines for the GEF Trust Fund have been released. As the first generation of projects in the LDCF and SCCF are coming to an end, Terminal Evaluation guidelines are necessary to continue gathering lessons learned, and for the Office to produce an annual report on the implementation of projects. This exercise will continue into fiscal year 2013.

4. In May 2011, the LDCF/SCCF Council approved a budget for the Evaluation Office of \$155,000 for fiscal year 2012. This budget was not fully used given the delay of the revised guidelines for Terminal Evaluations. As a result 9% of the LDCF and 1% of the SCCF approved budgets will not be used before the end of the fiscal year 2012. To complete the tasks as well as new tasks described below, the Office requests funding in this paper to the amount of \$63,000.

5. The following paragraphs present a progress report on the activities commenced by the Office in fiscal year 2012 and a work plan for activities to be conducted in fiscal year 2013.

## **II. Progress Report and Further Proposed Activities**

### **Guidelines for M&E Policy**

6. As the Council approved the M&E Policy for LDCF/SCCF in November 2011 the Evaluation Office will develop guidelines elaborating on the operationalization of the policy in collaboration with the GEF Secretariat. An additional \$7,000 will be required to cover the cost of a consultant to assist the Office in preparing the guidelines for the LDCF/SCCF M&E Policy.

### **Guidelines for Terminal Evaluation**

7. At the end of fiscal year 2012 the Office started the development of guidelines of Terminal Evaluation for LDCF/SCCF in cooperation with the Secretariat based on the forthcoming revised GEF Trust Fund Terminal Evaluation guidelines. Terminal Evaluations are the responsibility of GEF Agencies and recipients of GEF grants. Following the GEF M&E Policy, the LDCF/SCCF M&E Policy includes a requirement that all full- and medium-size projects will need to complete a final evaluation upon the completion of their implementation. The Evaluation Office will prepare guidelines to conduct these Terminal Evaluations including guidelines on the independence of evaluators, issues relevant to the funds, and a rating system for selected criteria (i.e., outcomes, risks to sustainability, M&E Systems). The amount of \$3,250 (\$1,625 from each fund) was allocated in fiscal year 2012 and an additional \$1,750 for a total of \$5,000 will be required to cover the cost of a consultant to assist the Office in preparing the guidelines for Terminal Evaluation.

### **Process and Thematic Evaluations**

8. Evaluation of the SCCF: In fiscal year 2012 the Office finalized the Evaluation of the SCCF and presented it to Council at its November 2011 meeting. The evaluation produced 12 conclusions and three recommendations for the Council, which was positively received, and the evaluation was subsequently approved by Council. The evaluation is currently going through final editing for publication which will be posted on the GEF Evaluation Office Web site, and a limited supply of hard copy reports will be distributed. Evaluation staff and consultants will be working with the editor to ensure that all information in the publication is presented accurately and follow GEF Evaluation Office standard publication guidelines.

9. During fiscal year 2012, the Office held and participated in a variety of workshops and conferences to disseminate the results of the Evaluation of the SCCF along with the previous completed Joint Evaluation of the LDCF and other work finalized on adaptation to climate change. This included (1) a side event at COP17 in Durban attended by more than 100 people; (2) a webinar through Climate-Eval with more than 100 participants; (3) presentations at the Institute of Development Studies (IDS) and the American Evaluation Association (AEA). The

Office will continue during fiscal year 2013 its dissemination of findings from the evaluation through presentations at workshops and conferences as well as interactions with the international development and evaluation community. An additional \$2,000 will be required to cover the cost of a consultant to continue dissemination activities.

10. Practices on M&E and evaluation reporting: During fiscal year 2012, the Office completed a review of adaptation M&E practices, which focused primarily on the effectiveness of indicators used in projects to assess progress towards impact and overall success in adaptation activities. Findings from this analysis fed into the Evaluation of the SCCF and it was added as an annex to the evaluation as an Indicator Analysis. Indicators were reviewed in light of the recently implemented AMAT, which at the time had been used in none of the projects reviewed for the evaluation. As this tool has now been implemented and project managers are being encouraged to use it, the Office would like to take this analysis one step further during fiscal year 2013 to assess if project indicators in project proposals are changing and taking shape after the AMAT.

11. The Evaluation Office proposes to report on the performance of the LDCF and SCCF in June 2013, as well as on ongoing evaluation issues. The first Annual Evaluation Report will focus on the review and follow-up on the implementation of LDCF/SCCF Council decisions on recommendations of the LDCF and SCCF evaluations. The report will include a Management Action Record (MAR) for these evaluations. In the MAR the Evaluation Office completes the columns pertaining to recommendations, management response, and Council decisions. Management is invited to provide a self-rating of the level of adoption of Council decisions on recommendations and add any comments necessary. After management's self-rating is included in the MAR, the Office verifies actual adoption and provides its own ratings and comments. In subsequent years the Annual Evaluation Report will also include assessments of terminal evaluations for LDCF and SCCF projects as they become available. Furthermore, the report will review adaptation issues as found in other evaluations of the Office, for example OPS5. An additional \$4,000 will be required to cover the cost of a consultant for these activities.

12. Adaptation in OPS5: The Fifth Overall Performance Study aims to synthesis conclusions and evaluative evidence on adaptation to climate change. For further details please see the TOR for OPS5 submitted to the June 2012 GEF Council and the approach paper for the Evaluation of GEF Focal Area Strategies. Past evaluations have focused on NAPAs, the Strategic Priority on Adaptation (SPA), and the SCCF. The work on NAPAs was completed in 2009 (Joint Evaluation of the LDCF) and needs to be updated. At the time, the Trust Fund was still in its first phase and grants to beneficiaries were only covering the development of NAPAs. Since then the LDCF Trust Fund has proceeded into its second phase, which includes funding of concrete adaptation activities. Actual development of NAPAs accounted for \$10 million out of a total of \$217 million in funded projects under the LDCF. This study will aim to look at country case studies to assess if NAPA priority projects are being implemented through the demonstration projects funded through the LDCF to make an assessment of the catalytic role of the NAPAs on further

project development in the countries. The study will also complement the ongoing Evaluation of GEF Enabling Activities.

13. The Evaluation of GEF Focal Area Strategies will include the strategy on adaptation to climate change for the LDCF and SCCF. The evaluation is primarily a learning exercise that aims to collect and assess information relating to the focal area strategies in order to gain a deeper understanding of the elements and mechanisms that make the respective strategy successful or provide room for enhancement. The evaluation aims to make a central contribution to OPS5 that will in turn provide recommendations for the formulation of the GEF-6 focal area strategies.

14. Including the activities of LDCF/SCCF in OPS5 will lead to a better understanding of adaptation to climate change. An amount of \$25,000 will be required to cover the cost of consultants to assist the Office in conducting the NAPA study and including the LDCF/SCCF in the focal area strategies evaluation and OPS5.

### **Proposed Budget**

15. The Evaluation Office requests the LDCF/SCCF Council to approve of \$63,000 fiscal year 2013 to cover the cost of the activities presented above. This funding includes \$20,000 to cover the cost of a Senior Evaluation Officer from the Office (4 weeks to manage the activities). The following tables present the breakdown of the cost and the source of funding.

#### **Summary of GEF Evaluation Office Budget for FY12 (approved and actual) and FY13 (requested)**

<b>Sources of funding</b>	<b>FY12 Approved budget</b>	<b>Estimated by end of FY12</b>	<b>FY13 budget request</b>
LDCF	\$18,500	\$14,875	\$33,000
SCCF	\$136,500	\$131,875	\$30,000
Total	\$155,000	\$146,750	\$63,000

**Budget Requested from LDCF – Breakdown**

<b>Evaluation Activity</b>	<b>Cost</b>	<b>FY12 Approved Budget</b>	<b>Estimated by end of FY12</b>	<b>FY13 budget request</b>
1) M&E Policy:				
(i) Review of M&E Policy	Consultants	\$1,625	\$1,625	0
(ii) Guidelines for M&E Policy	Consultants	0	0	\$3,500
2) Guidelines for Terminal Evaluation	Consultants	\$1,625	0	\$2,500
3) Process and Thematic Evaluations:				
(i) Practices of M&E evaluation reporting	Consultants	\$3,250	\$3,250	\$2,000
(ii) Adaptation in OPS5	Consultants	0	0	\$15,000
EO Staff Cost	2 weeks of staff	\$10,000	\$10,000	\$10,000
Contingencies		\$2,000	0	0
<b>Total</b>		\$18,500	\$14,875	\$33,000

**Budget Requested from SCCF – Breakdown**

<b>Evaluation Activity</b>	<b>Cost</b>	<b>FY12 Approved Budget</b>	<b>Estimated by end of FY12</b>	<b>FY13 budget request</b>
1) M&E Policy:				
(i) Review of M&E Policy	Consultants	\$1,625	\$1,625	0
(ii) Guidelines for M&E Policy	Consultants	0	0	\$3,500
2) Guidelines for Terminal Evaluation	Consultants	\$1,625	0	\$2,500
3) Process and Thematic Evaluations:				
(i) Practices of M&E evaluation reporting	Consultants	\$3,250	\$3,250	\$2,000
(ii) Evaluation of SCCF	Consultants	\$112,000	\$112,000	\$2,000
(iii) Adaptation in OPS5	Consultants	0	0	\$10,000
EO Staff Cost	2 weeks of staff	\$15,000	\$15,000	\$10,000
Contingencies		\$3,000	0	0
<b>Total</b>		\$136,500	\$131,875	\$30,000