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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Sixty-eighth Meeting
Montreal, 3-7 December 2012

**DRAFT MONITORING AND EVALUATION WORK PROGRAMME
FOR THE YEAR 2013**

1. This work programme is based on the document submitted to the 63rd meeting entitled “Draft monitoring and evaluation work programme for the years 2011 and 2012” and noted by the Executive Committee (decision 63/11). It continues the work already begun in 2012 and adds further suggestions to be carried out during 2013.

2. It is worthy to note however, that additional issues of interest may arise that may need to be effectively addressed over the next year. A certain degree of flexibility, therefore, might be allowed in the application of the present work programme as well as in the allocation of its budget in order to accommodate any such issues.

I. Evaluation activities for 2013

(a) Final evaluation of multi-year agreement (MYA) projects

3. The first phase of the evaluation, a desk study, was presented to the 65th meeting of the Executive Committee (decision 65/7). The study focused on the effectiveness of the MYA projects as compared with stand-alone projects, the contribution of national and international institutions in Article 5 countries, factors affecting compliance and implementation issues. In addition, the report includes lessons learned and issues of interest for the hydrochlorofluorocarbons (HCFC) phase-out.

4. The second phase of the evaluation will undertake a more detailed investigation at the field level. Based on the recommendations of the desk study, seven case studies covering a broad geographic spectrum will collect information about issues related to project implementation in various countries. The terms of reference were approved with some amendments during the 67th meeting of July 2012 (decision 67/7). They indicated as objective “to further evaluate experiences with MYA implementation in a selected group of non-LVC countries, addressing issues identified in the desk study with an aim to identify specific lessons learned that may be valuable for future MYAs addressing HCFC phase-out in Article 5 countries.”

5. The main issues to be addressed during this phase of the evaluation relate to the effectiveness of project activities funded under MYAs in phasing out ODS; funding-related issues such as the allocation of funds within MYAs; regulatory and policy issues; delays in project implementations; cooperation and communication among various stakeholders; and reporting issues.

(b) Final evaluation of metered-dose inhaler (MDI) projects

6. The desk study for evaluation of metered-dose inhaler projects was presented and noted at the 67th meeting of the Executive Committee. It considered issues related to the formulation and implementation of projects dealing with the transition from CFC MDIs to CFC-free MDIs. The study also examined issues related to project effectiveness in meeting objectives, as well as institutional, financial and procedural issues related to the production and consumption of MDIs.

7. The second phase of the evaluation will assess the effectiveness of the transition strategy in facilitating the achievement of project objectives. It will examine the relevance of the institutional setting; the organizational practices, including cooperation among various stakeholders; the role of the regulatory framework; access to technology as well as access to medicine and health services, and the impact of awareness campaigns, training and skill development in relation to adoption of CFC-free MDIs.

Methodology

8. The two evaluations above will use a case study methodology, which provides an intensive analysis of a project. It focuses on specific issues related to project implementation within a specific context. A team of consultants will travel to the selected countries, collect data and examine issues proposed in the terms of reference. The consultants will use open-ended and/or structured interviews; observations; focus groups and group discussions. They will consult and analyse additional documents available at the country level and meet various categories of stakeholders.

9. Similar to past evaluations experienced individual consultants will proceed with data collection and analysis. The use of consultants proved to be less costly than hiring consulting companies. The hiring process will take into account technical, geographical and gender related criteria.

Expected output

10. For each evaluation the team will provide a case study report for each country visited. The information and conclusions summarized in the case studies together with the information presented in the desk study will help draft the evaluation report. The case study and final reports will be shared with the implementing agencies and comments will be taken into account as in previous participatory evaluations.

(c) Desk study on the evaluation of the preparatory phase of the phasing-out of HCFCs

11. By decision XIX/6, the Nineteenth Meeting of the Parties to the Montreal Protocol in September 2007 adopted an accelerated phase-out schedule for HCFCs. In January 2013 this process will start with the freeze of production and consumption at the baseline level, followed by a reduction of 10 per cent of baseline levels.

12. In 2008, at its 54th meeting, the Executive Committee decided to assist the Parties in the preparation of HCFC phase-out management plans (HPMPs). Decision 54/39 adopted guidelines that provide indicative outline and contents of HPMPs. The decision has the following key elements:

- (a) Adoption of a staged approach to the implementation of HPMPs within context of an overall national strategy. The first stage would focus on compliance with the 2013 freeze and the 2015 reduction targets. The second stage would focus on HCFC phase-out in compliance with the future reduction control targets;
- (b) Commitments to achieving the 2013 and 2015 control milestones through performance agreements.

13. The desk study will analyse how the preparatory phase took place within the framework of the guidelines. With the coming 2013 planned freeze of production and consumption this analysis will shed light on various aspects of the preparatory phase and help clarify issues that may contribute to a successful phase-out of HCFCs. Furthermore the study could provide inputs for future guidelines and policies related to the phase-out process.

14. It will examine how the guidelines were implemented, as well as specific issues related to:

- Whether an overarching strategy for the phase-out process has been devised and how is this implemented within the framework of a staged approach;

- Whether there were enough resources to allow countries to develop in detail stage one of the HPMPs to address the freeze in 2013 and the 10 per cent reduction in 2015. What were the main obstacles in developing stage one?
- A special area of interest would be also to analyse how the initial decision evolved as HPMPs were submitted with respect to low-volume-consuming (LVC) countries and non-LVC countries, devising priorities and specific focus in the staged approach of phasing out HCFCs; how countries with both servicing and manufacturing needs managed to prepare as compared to countries with only servicing needs;
- The adequacy and functioning of the institutional arrangements, more precisely of the national context and national policies that will facilitate the implementation of the proposed arrangements for HCFC phase-out;
- The role and responsibilities of various stakeholders and the communication and coordination mechanisms especially when several agencies were involved in the phase-out process. In addition the study should address the role of professional associations such as the associations of refrigeration technicians and what is their input in implementing the phase-out process;
- The execution modalities, timeframe, indicators and institutional milestones. More specifically the study will inquire upon how the national performance-based phase-out plans with one or several substance or sector-based phase-out plans have been implemented in countries with manufacturing sectors;
- Existence and adequacy of data collection for establishing a project baseline;
- Changes in the legislation, regulation, licensing and quota systems and how these changes complied with the guidelines; whether and how control measures were included in the existing legislation as well as the adequacy of funding for this inclusion;
- What management and financial incentives have been put in place or whether the countries are exploring such incentives aimed at maximizing the environmental benefits from HPMPs;
- Whether there is still need for specific preparation for the other phases of the phase-out process;
- Any other problems encountered in the preparation phase that may affect the implementation of the following phases of the project.

Methodology

15. The previous practice of preparing desk studies will be continued for this activity. Desk studies help identify the purpose, objectives and intended outcomes of the evaluation; formulate work hypotheses as well as evaluation questions. They also provide a thorough review of existing project literature and synthesize information from databases available in the Multilateral Fund Secretariat. Other data collection methods could feed information into the desk study, such as telephone interviews, e-mail surveys using open ended or structured questionnaires, intranet chat discussions. Desk studies also prepare the data collection instruments to be used during field visits and identify the sample of projects to be visited.

16. This evaluation approach is also participatory as it involves all stakeholders who receive the draft document for comments. Eventually, the Executive Committee will be invited to discuss the desk study and consider its conclusions and recommendations.

II. Monitoring activities for 2013

(a) Consolidated MYA project completion report

17. The consolidated MYA project completion report will provide the Executive Committee with an overview of the results and lessons learned reported through the newly issued completion report format.

(b) Consolidated project completion report

18. The report will provide the Executive Committee with an overview of the results and lessons learned included in the project completions reports (PCRs) issued during the period under review.

(c) Report on MYA tables database

19. Decision 63/61(e) requests the Senior Monitoring and Evaluation Officer to inform the Executive Committee at the last meeting of each year on the status of update of the information contained in the database tables.

III. Schedule for submission

20. An overview of the evaluation studies and the monitoring work proposed for 2013 is presented in Table 1 below.

Table 1

2013 SCHEDULE FOR SUBMISSION OF MONITORING AND EVALUATION DOCUMENTS TO THE EXECUTIVE COMMITTEE

1st meeting 2013 (69th)	2nd meeting 2013 (70th)	3rd meeting 2013 (71st)
<ul style="list-style-type: none"> Final evaluation report of MYA projects 	<ul style="list-style-type: none"> Desk study on the evaluation of the preparatory phase of the phasing out of HCFCs 	<ul style="list-style-type: none"> Final evaluation report of MDI projects
	<ul style="list-style-type: none"> 2013 consolidated MYA project completion report 	<ul style="list-style-type: none"> 2013 consolidated project completion report
		<ul style="list-style-type: none"> 2013 report on MYA tables database for HPMPs
		<ul style="list-style-type: none"> Draft 2014 monitoring and evaluation work programme

IV. Budget

21. Table 2 below presents the budget for the monitoring and evaluation work programme for 2013 for the approval of the Executive Committee. The budget includes the fees and travel costs for consultants as well as for the Senior Monitoring and Evaluation Officer who will participate in some case studies and attend regional meetings. For some evaluations the budget was approved during previous years. Therefore only the budget for new activities is included in the table.

Table 2

**PROPOSED BUDGET FOR THE 2013 MONITORING AND EVALUATION
WORK PROGRAMME**

2013	
Description	Amount (US \$)
Evaluation of metered-dose inhaler projects:	
• 6 case studies	90,000
• Final report (1 consultant * 30 working days at US \$500/day)	15,000
Desk study on the evaluation of the preparatory phase of the phasing out of HCFCs:	
• (1 consultant * 30 working days at US \$500/day)	15,000
Staff travel	50,000
Miscellaneous	6,000
Total 2013	176,000

Note: The budget for the evaluation of MYA projects has already been approved in the 2012 work programme (decision 65/9).

V. Action expected from the Executive Committee

22. The Executive Committee may wish to consider approving the proposed 2013 monitoring and evaluation work programme at a budget of US \$176,000 as shown in Table 2 of document UNEP/OzL.Pro/ExCom/68/12.
