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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
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Item 6(b) of the provisional agenda¹

**ANNUAL REPORT ON THE IMPLEMENTATION OF THE MONITORING AND
EVALUATION WORK PROGRAMME FOR 2025 AND THE EVALUATION WORK
PROGRAMME FOR 2026**

Introduction

1. In response to decision 91/9(c)(ii), the Senior Monitoring and Evaluation Officer (SMEO) presented a biennial monitoring and evaluation work programme and budget for the years 2024 and 2025,² which was approved on a trial basis by the Executive Committee in decision 93/10. It was also agreed that the SMEO would report on the implementation of this decision at the 97th meeting,³ which will be done as part of the current annual report contained in this document.

2. In order to cover the transition period between the SMEO and the incoming Senior Evaluation Officer (SEO), the proposed work programme and its related budget cover only the year 2026 (instead of two years).

3. This document presents the following two sections:

- I. Annual report on the status of implementation of the work programme for the year 2025 including reference to the biennial-cycle work programme experience, and related budget expenditures; and
- II. Proposed work programme for 2026 and related budget.

¹ UNEP/OzL.Pro/ExCom/97/1

² UNEP/OzL.Pro/ExCom/93/13/Rev.1

³ See UNEP/OzL.Pro/ExCom/93/13/Rev.1, para. 16.

I. Annual report on the status of implementation of the work programme and related budget expenditures in 2025

4. A snapshot of the status of implementation of the 2025 work programme and outputs is provided in annex I to the present document.

Updates on the improvement of the evaluation function

5. The SMEO prepared and presented at the 96th meeting a potential management response to the external assessment of the evaluation function of the Multilateral Fund (MLF) including an evaluation policy, which was approved by decision 96/4. The MLF evaluation policy⁴ formalises the separation of the monitoring and evaluation functions, the former remaining under the full purview of the Secretariat, while the latter is the sole responsibility of the evaluation unit.⁵

6. The SMEO has identified several activities to be implemented in response to the mandate provided by the approved management response.⁶ These are reflected in the proposed work programme for 2026, contained in annex II to the present document. Other longer-term implications can continue to be identified by the incoming SEO. Their implementation will contribute to the sustained improvement of the evaluation function.

7. In closing the biennium 2024-2025, it is worth noting that specific improvements have taken place by reorganizing the work, providing an operational framework through the approval of the evaluation policy, and clarifying the ways of interaction with the different stakeholders that together contribute to the evaluation work and its relevance for achieving the goals of the MLF. The clearly described roles of the different stakeholders in the evaluation policy will contribute to enhanced effectiveness and efficiency in preparing and completing the evaluation reports in the future, as well as in implementing their recommendations.

Updates on the integration of project completion reports in the knowledge management system

8. During 2025, the evaluation unit completed the work related to the migration of project completion reports (PCRs), from the existing databases to the knowledge management system (KMS), including the digitalization and upload to the KMS of those PCRs that were available only physically. The unit was assisted by an individual contractor hired for this purpose as accounted for in the evaluation budget for 2025. The existing databases for PCR submissions will remain operational until the KMS provides the functionality for submission of PCRs using the universal format.⁷

9. In parallel, the evaluation unit collaborated closely with the KMS team to define the user requirements to facilitate, in the future, the submission of PCRs using the universal format in the KMS. This preparatory work included the development of taxonomies, defining user access levels, and outlining the process for extracting lessons learned.

10. In preparing for the 97th meeting, the SMEO has contributed to the internal process with the Secretariat aiming at streamlining reporting processes in the MLF-funded projects, in particular regarding the final reports for different types of projects. There is a common understanding that these final reports and the PCRs should complement each other and avoid any unnecessary duplication or overlap. Analysis

⁴ UNEP/OzL.Pro/ExCom/96/66, annex IV.

⁵ In close consultation with the SMEO as part of the administrative process for the recruitment of the SEO, the Secretariat, pursuant to decision 96/4(d), has prepared the terms of reference (TORs) of the SEO.

⁶ UNEP/OzL.Pro/ExCom/96/66, annex III.

⁷ This functionality will be launched as the ultimate phase of the project workflow in the KMS, in principle planned for 2026.

in that direction and proposed way forward taking into account the views of the SMEO is presented in the review of the possibility of integration of reporting through PCRs and detailed final project reports.⁸

Updates on the status of evaluations

11. The work programme for 2025 included activities oriented to the delivery of evaluations, to prepare terms of reference (TORs) and desk studies. The TORs for two desk studies for the evaluations of HCFC phase-out management plans (HPMPs), one on the contribution to the development of policies, regulations and national strategies to ensure Montreal Protocol compliance and the sustainability of achievements;⁹ and the other on training, capacity building and certification schemes in the refrigeration servicing sector,¹⁰ were approved at the 96th meeting and the desk studies are pending to be launched. A third thematic evaluation planned for 2025 was a desk study for the evaluation of the recovery, recycling and reclamation projects.

12. These three desk-study evaluations are now proposed for the 2026 evaluation work programme, together with their approved budget, amounting to US \$100,000.¹¹ The timelines for their completion would be proposed by the incoming SEO for consideration of the Executive Committee.

13. At the 96th meeting, the Executive Committee took note, with appreciation, of the progress update by UNEP OzonAction in the implementation of the road map contained in the final report on the evaluation of regional networks of national ozone officers. The preparation of the TORs for the second phase of the CAP evaluation, originally planned for the 97th meeting, is included in the work programme for 2026 to be undertaken by the incoming SEO.

Outreach and communication

14. The evaluation unit has worked in close collaboration with the Secretariat to improve outreach and communication on evaluation products. Key documents, such as the evaluation policy and the management response, have been posted on a new subsection of the evaluation webpage.¹² The evaluation unit also reviewed and updated the contents of the MLF website section on evaluation.¹³

15. It is noted that the evaluation policy, as well as the job vacancy for the SEO,¹⁴ refers to the preparation of an annual evaluation newsletter. This has not been possible for the year 2025 but could start for the year 2026.

Review of the biennial cycle of the work programme

16. At its 91st meeting, the Executive Committee approved the biennial format of the work programme on a trial basis¹⁵ and requested the SMEO to report about the result of this modality at the 97th meeting.¹⁶ In this regard, the experience was positive as greater predictability was allowed in planning for evaluation

⁸ UNEP/OzL.Pro/ExCom/97/88

⁹ UNEP/OzL.Pro/ExCom/96/7/Rev.1

¹⁰ UNEP/OzL.Pro/ExCom/96/8/Rev.1

¹¹ See table 2 of the updated monitoring and evaluation work programme for 2025 (UNEP/OzL.Pro/ExCom/95/13/Rev.1).

¹² See subsection [evaluation policy and guidelines](#)

¹³ <https://www.multilateralfund.org/about/evaluation>

¹⁴ Job opening 261576 posted in Inspira during the period 6 August – 19 September 2025.

¹⁵ Decision 91/9(c)(ii).

¹⁶ See UNEP/OzL.Pro/ExCom/93/13/Rev.1, para. 16.

activities. As such, the SMEO referred to the biennial work programme when preparing the MLF evaluation policy.¹⁷

17. Noting the current transition between the outgoing SMEO and incoming SEO, the work programme for 2026 is presented, exceptionally, for one year only. The Executive Committee could provide guidance to the incoming SEO, when on board, on the cycle for future work programmes.

Budget expenditures in 2025

18. In 2025, only one of the budgeted activities has been executed, covering the recruitment of an individual contractor to complementing the Secretariat's work on the development of the KMS for monitoring and evaluation related issues, amounting to US \$15,000. Recruitment process to hire consultants for the thematic evaluations will take place once the incoming SEO is on board. Table 1 presents a summary of expenditures and balances for the year 2025.

Table 1. Summary of expenditures and balances versus approved budget for 2025* (in US \$)

Description	Approved	Consumed	Balance
Consultancy services for 2025 thematic evaluations			
- Evaluation of the recovery, recycling, and reclamation projects	50,000	0	50,000
- Evaluation of the contribution of HPMPs to the development of policies, regulations and national strategies to ensure compliance with the Montreal Protocol and the sustainability of achievements	25,000	0	25,000
- Evaluation of training, capacity building, and certification schemes in refrigeration servicing of the HPMPs	25,000	0	25,000
Subtotal consultancy services	100,000	0	100,000
Other			
- Complementing the Secretariat's work on the development of the KMS for monitoring and evaluation related issues	15,000	15,000	0
- Evaluation staff travel	20,000	0	20,000
- Operational costs	15,000	3,241	11,759
Subtotal other	50,000	18,241	31,759
Total	150,000	18,241	131,759

* Final figures (rounded) in the present document are to be considered provisional until the closure of financial statements for the year 2025.

19. Upon the closure of the 2025 accounts, the provisional remaining balance amounts to US \$131,759. It is proposed that this balance with the same breakdown be carried forward to the year 2026.

II. Proposed work programme for 2026 and related budget

20. The proposed work programme for 2026 builds, inter alia, upon the 2025 updated work programme¹⁸ and additional activities mandated by the management response to the external assessment of the evaluation function, resulting in the following three main components (see annex II):

- (a) Carried forward activities approved for 2025 and postponed to 2026 as described in section I;
- (b) Regular evaluation work such as preparation of a work programme and an annual report; and

¹⁷ Para. 11(c) of the evaluation policy (UNEP/OzL.Pro/ExCom/96/66, annex IV).

¹⁸ UNEP/OzL.Pro/ExCom/95/94, annex IV.

- (c) New activities which result from the implementation of decision 96/4 relating to the management response,¹⁹ including:
 - (i) To develop a framework for evaluating non-investment activities that clearly define expected outputs, outcomes and ultimate results of the evaluations;
 - (ii) To prepare a concept note for the development of a follow-up system on the status of implementation of evaluations' recommendations; and
 - (iii) To develop guidelines and tools for evaluation.

Budget proposal

21. As mentioned in paragraph 19, the remaining balance from the year 2025, with the same item breakdown, is proposed to be carried forward to the year 2026. The proposed budget for the year 2026 therefore amounts to US \$131,759 as shown in table 1 above.

Action expected from the Executive Committee

22. The Executive Committee may wish:

- (a) To note the annual report on the implementation of the monitoring and evaluation work programme for 2025 including on the trial experience of a biennial cycle for the work programme and budget, and the evaluation work programme for 2026, contained in document UNEP/OzL.Pro/ExCom/97/10;
- (b) To approve the evaluation work programme for 2026 contained in annex II to document UNEP/OzL.Pro/ExCom/97/10, noting that the provisional remaining balance of the 2025 budget amounting to US \$131,759 will be carried forward to the related evaluation budget for the year 2026.

¹⁹ UNEP/OzL.Pro/ExCom/96/66, annex III.

Annex I

**STATUS OF IMPLEMENTATION AND OUTPUTS
OF THE MONITORING AND EVALUATION WORK PROGRAMME FOR 2025**
(Based on annex IV of document UNEP/OzL.Pro/ExCom/95/94)

#	Type of activity	96 th meeting	97 th meeting
1.	External assessment of the evaluation function (follow-up)	Preparation of a potential management response including an evaluation policy for the Multilateral Fund Completed UNEP/OzL.Pro/ExCom/96/6	N/A
2.	Evaluation of the Compliance Assistance Programme (CAP)	N/A	Reporting on the progress of implementation of recommendations from the evaluation of regional networks, as per the decision 92/5(f) and presenting updated terms of reference for the second phase of the CAP evaluation, as per the decision 95/9 (b) Postponed to 2026
3.	Desk study evaluation (TORs)	Progress update on the desk study for the evaluation of the recovery, recycling and reclamation (RRR) projects Completed UNEP/OzL.Pro/ExCom/96/9	Final desk study for the evaluation of the RRR projects Postponed to 2026
4.	Desk study evaluation (TORs)	Terms of Reference (TOR) for a desk study for the evaluation of the contribution of HCFC phase-out management plans (HPMPs) to the development of policies, regulations and national strategies to ensure compliance with the Montreal Protocol and the sustainability of achievements Completed UNEP/OzL.Pro/ExCom/96/7/Rev.1	Progress update on the desk study for the evaluation of the contribution of HPMPs to the development of policies, regulations and national strategies to ensure compliance with the Montreal Protocol and the sustainability of achievements N/A – Evaluation not launched, to be initiated in 2026.
5.	Desk study evaluation	TOR for a desk study for the evaluation of training, capacity building and certification schemes in the refrigeration servicing sector under the HPMPs Completed UNEP/OzL.Pro/ExCom/96/8/Rev.1	Progress update on the desk study for the evaluation of training, capacity building and certification schemes in the refrigeration servicing sector under the HPMPs N/A – Evaluation not launched, to be initiated in 2026.
6.	Review of project completion reports (PCRs), processes and formats (follow-up)	N/A	Reporting on progress in the implementation of the PCR reform and integration into the knowledge management system, as per the decision 94/5(d). Completed Referred to in the annual report for 2025 and coordination with Secretariat taken place on streamlining of reporting
7.	Consolidated PCR	2025 PCR Completed UNEP/OzL.Pro/ExCom/96/13	N/A

#	Type of activity	96 th meeting	97 th meeting
8.	Annual report on the monitoring and evaluation work programme and budget for 2025 and evaluation work programme and for 2026	N/A	Annual report on the implementation of the monitoring and evaluation work programme for 2025 and evaluation work programme for 2026 Completed UNEP/OzL.Pro/ExCom/97/10 <i>[Annual instead of biannual due to transition between SMEO and SEO]</i>

Annex II

PROPOSED EVALUATION WORK PROGRAMME FOR THE YEAR 2026

#	Type of Activity	For presentation to Executive Committee meeting #
Component 1: Carried forward approved evaluation activities from 2025 work programme		
1.	Terms of Reference for the second phase of the evaluation of the Compliance Assistance Programme (CAP), including the follow-up to the Regional Networks evaluation and UNEP's report to the 96 th on the implementation of the roadmap Prepare and present terms of reference for the second phase of the CAP evaluation, as per decision 95/9(b), taking into account progress update by UNEP OzonAction on the implementation of the roadmap contained in the final report on the evaluation of regional networks of National Ozone Officers (UNEP/OzL.Pro/ExCom/96/10), as per the decision 92/5(f).	TBD (98 th or 99 th)
2.	Desk study for the evaluation of the recovery, recycling and reclamation projects	TBD (99 th meeting or in 2027)
3.	Desk study for the evaluation of the contribution of HCFC phase-out management plans (HPMPs) to the development of policies, regulations and national strategies to ensure compliance with the Montreal Protocol and the sustainability of achievements.	TBD (99 th meeting or in 2027)
4.	Desk study for the evaluation of training, capacity building and certification schemes in the refrigeration servicing sector under the HPMPs.	TBD (99 th meeting or in 2027)
Component 2: Regular evaluation activities		
5.	Annual report on the implementation of the evaluation work programme for 2026 and biannual evaluation work programme and budget for 2027 and 2028.	99 th meeting
6.	Prepare the annual evaluation newsletter.	99 th meeting
7.	Consolidated analysis of lessons learned and reasons for delays in project implementation from project completion reports.	98 th meeting
Component 3: Implementing actions derived from decision 96/4 on the management response to the external assessment of the evaluation function		
8.	To prepare a proposal for a system to follow up on recommendations, which could include the consideration of digital tools for an online follow-up system and possible integration with the knowledge management system of the Multilateral Fund.	Requested for the 98 th meeting. More likely to be ready for the 99th meeting.
9.	To develop a framework for evaluating non-investment activities that clearly define expected outputs, outcomes and ultimate results of these evaluations.	Requested for the 98 th meeting. More likely to be ready for 99th meeting.
10.	To prepare guidelines and tools for awareness raising on the evaluation function	For information to the Executive Committee as part of the annual report.