

Annex XXX

**PROPOSED FORMAT FOR INSTITUTIONAL STRENGTHENING TERMINAL REPORTS AND
INSTITUTIONAL STRENGTHENING RENEWAL REQUESTS**

**TERMINAL REPORT AND REQUEST FOR
EXTENSION OF INSTITUTIONAL STRENGTHENING FUNDING**

FOR [COUNTRY]

FOR [REPORTING PERIOD]

Instructions:

Please note that 1 to 15 should be completed by the country concerned before submission to the implementing agency for comments in 16.

PART I: Overview of IS project and NOU

1. Country: _____

2. Name of the ministry/institution where the ozone unit is attached: _____

3. Implementing agency: _____

4. Institutional strengthening (IS) project phases (approved) (list only the last two approvals¹)

Phase	Approved period (mm/yy)	Actual implementation period (dd/mm/yy)	Multilateral Fund funding (approved)	Multilateral Fund funding (disbursed)

5. IS reporting period and requested phase:

a) Reporting period (mm/yy to mm/yy): _____

b) Requested phase (indicate number): _____

c) Funding Amount (US \$): _____

d) Period of implementation for requested phase mm/yy to mm/yy: _____

6. Data reporting:

Reporting requirement	Most recent year reported	Date submitted
Article 7		

¹ Decision 77/8(i)): That no more than two institutional strengthening projects should be ongoing at the same time.

Reporting requirement	Most recent year reported	Date submitted
Country programme data		

7. Institutional Arrangements:

- a) Briefly describe the role and position of the National Ozone Unit (NOU) within the national government, and the integration of the Montreal Protocol implementation into the government plans²

- b) What is the modality of implementation of the IS project in your country? Choose an item.

*Items below will appear in the drop-down menu for this question:

- ☐ Through an agreement or project document signed with the Implementing Agency
☐ Through direct contracts between the IA and suppliers
☐ Other (please specify below)

If other, please briefly describe modality of implementation selected above:

- c) Who approves the programme of work and supervises the NOU? Choose an item.

*Items below will appear in the drop-down menu for this question:

- ☐ The national government
☐ The implementing agency
☐ Other (please specify below)

If other, please specify and describe below:

- d) Is there a National Ozone Steering Committee (Steering Committee) or similar advisory committee in the country?

☐ YES ☐ NO

If YES, please describe the role and members of the National Ozone Steering Committee?

If NO, please describe who advises the NOU to implement their mandate?

² Decision 32/17(b)

8. Indicate the total number staff in the NOU: _____

- a) How many are funded under the IS? _____ Full time _____ Part time
- b) How many are funded directly by the Government budget as regular staff? _____ Full time _____ Part time
- c) Please indicate the gender composition of the NOU staff
_____ Male _____ Female
- d) Is the unit fully staffed? ☐ YES ☐ NO

If NO, please explain the reasons below:

9. Indicate the NOU/Project Management Unit (PMU) modality in the country by responding to the following:

- a) Does your country have a dedicated PMU for the HPMP or other project implementation?
☐ YES ☐ NO

- b) What is the role of the NOU³ in the implementation of HPMP/other phase out or phase down plans implementation?

Choose an item.

*Items below will appear in the drop-down menu for this question:

- ☐ Supervise PMU and work plan
- ☐ Coordinate with the PMU, no supervision role
- ☐ Implement the HPMP activities (i.e., for LVC countries)
- ☐ Other (please specify below)

If other, please specify and describe below:

³ Required information from LVC countries.

Part II. Progress report and activities for requested phase

10. Please provide details on the status of the implementation of the activities approved from the current IS phase and planned activities for the requested phase. Components or elements may be indicated as n/a if it is not applicable, and if so, please include an explanation. Please add a row if necessary to include another component which reflects the national situation. Please note the specific performance indicators for each objective in Part III.

Components or elements	Activities carried out in current reporting period	Outputs achieved for reporting period (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected outputs to be achieved for next phase
Objective 1: Adoption/implementation of legislation and regulation to control and monitor the imports and use of Montreal Protocol controlled substances				
Amendments to national policies and regulations to include provisions required by the Kigali Amendment				
Effective implementation and enforcement of the licensing and quota system for all Montreal Protocol controlled substances				
Enforcement of control measures to sustain the phase out of substances already achieved				
Institutional measures in place with relevant offices to effectively monitor potential illegal trade of controlled substances as applicable				
Enforcement of measures to control or ban the imports of RAC equipment or preblended polyols, if applicable				
Ratification of Amendments to the Montreal Protocol				

Components or elements	Activities carried out in current reporting period	Outputs achieved for reporting period (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected outputs to be achieved for next phase
Objective 2: Accurate and timely data collection and reporting of consumption of all Montreal Protocol controlled substances				
Monitoring customs import/export data of controlled substances				
Supporting effective and timely data collection for Article 7 and Country Programme data reporting				
Supporting data reporting requirements for HFCs and blends under the Kigali Amendment and monitoring the country compliance in ODP tonnes and CO ₂ -eq tonnes				
Objective 3: Efficient coordination between national agencies/stakeholders to support the objectives of the Montreal Protocol				
Establishment/enhancement of inter and intra-governmental cooperation mechanisms particularly for the implementation of the Kigali Amendment				
Facilitation of agreements with stakeholders and partners (i.e., RAC associations, industry, and government) to efficiently implement the Montreal Protocol projects and other requirements				
Objective 4: Supervision of timely implementation of HCFC phase out/HFC phase down activities and the resulting reduction in consumption of controlled substances				
Overall coordination of planned projects and expected outputs for approved and ongoing national plans				

Components or elements	Activities carried out in current reporting period	Outputs achieved for reporting period (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected outputs to be achieved for next phase
Facilitation of timely review and submission of tranches/new stages/individual projects				
Establishment of clearly defined roles for project supervision and implementation and implementation, where relevant				
Objective 5: Promoting awareness raising and information exchange on relevant issues of the Montreal Protocol				
Raising awareness based on assessment of information needs for the general public and for specific sectors to support implementation of Multilateral Fund projects				
Consultation with stakeholders in development of a plan for communication and awareness				
Organizing celebration of World Ozone Day				
Objective 6: Regional cooperation and participation in Montreal Protocol meetings				
Participation in the regional network meetings to provide continuity and institutional capacity building				
Encouraging country participation at Open-ended Working Group / Meeting of the Parties.				

Components or elements	Activities carried out in current reporting period	Outputs achieved for reporting period (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected outputs to be achieved for next phase
Where possible, identify specific activities for cooperation with other countries in the network region on an issue of mutual interest				
Objective 7: Integration of MLF gender policy in implementation of the Montreal Protocol				
Encouraging consultations with stakeholders to mainstream gender into activities of Montreal Protocol activities				
Integration of the MLF gender policy in project planning and implementation				
Assessment of engagement from stakeholders and partners in mainstreaming gender into activities, where relevant				

Part III. Report on performance indicators and achievement of objectives

11. Please provide an assessment of the achievement of the objectives based on the performance indicators provided below and the activities reported in Part II. If all indicators are met the objective is achieved, if only some are met the objective is partially achieved, and if none are met the objective is not achieved.

Report on performance indicators and achievement of objectives					
Objective 1: Adoption/implementation of legislation and regulation to control and monitor Montreal Protocol controlled substances and equipment					
Indicator (where applicable)	Assessment of indicator				Any remarks if applicable
	Yes	No	Ongoing	Not applicable	
• Import control measures are in place for all controlled substances (and relevant equipment/products if applicable) as per the amendments ratified by the country	☐	☐	☐	☐	
	☐	☐	☐	☐	
• Zero reported consumption of phased out substances; and imports of controlled substances consistent with issued quotas and permits	☐	☐	☐	☐	
• Cooperation framework/joint activities between NOU and customs are in place	☐	☐	☐	☐	
• Ratification of all Montreal Protocol amendments					
Assessment of objective 1:					
Please provide a brief assessment (2-3 lines) of the objective based on the indicators above and any other applicable factors. The assessment may include an indication whether the objective was achieved, partly achieved, or not achieved					

Report on performance indicators and achievement of objectives					
Objective 2: Accurate and timely data collection and reporting of consumption of Montreal Protocol controlled substances					
Indicator (where applicable)	Assessment of indicator				Any remarks if applicable
	Yes	No	Ongoing	Not applicable	
- Timely submission of the CP data report by 1 May of each year - Timely submission of Article 7 data report by September 30 of each year - Regular coordination with customs to verify and cross-check import and export quotas and licenses issued for controlled substances (indicate frequency)	☐	☐	☐	☐	
Assessment of objective 2:					
Please provide a brief assessment (2-3 lines) of the objective based on the indicators above and any other applicable factors. The assessment may include an indication whether the objective was achieved, partly achieved, or not achieved.					
Objective 3: Strengthening coordination between national agencies/stakeholders to support the objectives of the Montreal Protocol					
Indicator (where applicable)	Assessment of indicator				Any remarks if applicable
	Yes	No	Ongoing	Not applicable	
- Inter-ministerial coordination mechanism is established to harmonize domestic policy decisions in line with national regulations/legislation on MP controlled substances - Cooperation mechanisms in place between government and industry/RAC associations for coordinated efforts to implement HPMP/KIP and investment projects (where applicable)	☐	☐	☐	☐	
	☐	☐	☐	☐	

Report on performance indicators and achievement of objectives					
Assessment of objective 3:					
Please provide a brief assessment (2-3 lines) of the objective based on the indicators above and any other applicable factors. The assessment may include an indication whether the objective was achieved, partly achieved, or not achieved.					
Objective 4: Supervision of timely implementation of HCFC phase out/HFC phase down activities and the resulting reduction in consumption of controlled substances					
Indicator (where applicable)	Assessment of indicator				Any remarks if applicable
	Yes	No	Ongoing	Not applicable	
- Regular meetings with project staff of HPMP and NOU - Tranches of HPMPs/KIPs and/or individual projects are submitted as per the approved schedule in the Agreement - Project activities are implemented as planned - Other funding requests or new stages developed/submitted within planned timeframe	☐ ☐ ☐ ☐ 	☐ ☐ ☐ ☐ 	☐ ☐ ☐ ☐ 	☐ ☐ ☐ ☐ 	
Assessment of objective 4:					
Please provide a brief assessment (2-3 lines) of the objective based on the indicators above and any other applicable factors. The assessment may include an indication whether the objective was achieved, partly achieved, or not achieved.					

Report on performance indicators and achievement of objectives					
Objective 5: Promoting awareness raising and information exchange on relevant issues of the Montreal Protocol					
Indicator (where applicable)	Assessment of indicator				Any remarks if applicable
	Yes	No	Ongoing	Not applicable	
• Action plan for general awareness raising and outreach developed • Information materials are prepared and disseminated as per action plan • World Ozone Day activities celebrated annually • Report on awareness raising activities implemented as per action plan, where feasible	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
Assessment of objective 5:					
Please provide a brief assessment (2-3 lines) of the objective based on the indicators above and any other applicable factors. The assessment may include an indication whether the objective was achieved, partly achieved, or not achieved.					
Objective 6: Regional cooperation and participation in Montreal Protocol meetings					
Indicator (where applicable)	Assessment of indicator				Any remarks if applicable
	Yes	No	Ongoing	Not applicable	
• NOU/country participation in regional network meetings • NOU/country participation in the OEWG or MOP • The NOU supported the South-south cooperation activities in the region, when required	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

Report on performance indicators and achievement of objectives					
Assessment of objective 6:					
Please provide a brief assessment (2-3 lines) of the objective based on the indicators above and any other applicable factors. The assessment may include an indication whether the objective was achieved, partly achieved, or not achieved.					
Objective 7: Integration of MLF gender mainstreaming policy in the implementation of the IS project					
Indicator (where applicable)	Assessment of indicator				Any remarks if applicable
	Yes	No	Ongoing	Not applicable	
• Report on the percentage of male and female participants on steering committee/project board meetings • Terms of reference for hiring staff and consultants include gender competence as requirement and provisions that encourage underrepresented gender to apply • Consultation with associations, networks, and/or stakeholders focusing specifically on mainstreaming gender throughout the project planning and implementation process • Sex-aggregated data on participants/presenters is collected for all meetings/trainings/workshops	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
Assessment of objective 7:					
Please provide a brief assessment (2-3 lines) of the objective based on the indicators above and any other applicable factors. The assessment may include an indication whether the objective was achieved, partly achieved, or not achieved.					

Part IV. Financial report

12. Please provide in the table below details on the project budget, disbursements, requested budget and government in kind contributions:

Item of expenditure	Budget for current phase (US \$)	Disbursement (for current phase) (US \$)		Estimated budget (for requested phase) (US \$)	Government funding (in kind contribution) (US \$)	
		Actual	Obligated		Current phase	Requested phase
Staff (including consultants)						
Equipment						
Operational cost (i.e., meetings, consultations, etc.)						
Public awareness						
Other						
TOTAL						

Part V. Government evaluation and endorsement

13. Government evaluation of the current IS implementation phase

- a) Was the project timely implemented as approved?

☐ YES ☐ NO

- b) What was found to be particularly useful in meeting the IS objectives?

Please select all that apply:

- ☐ Government support at a high level was provided
☐ Support from the implementing agency was timely and efficient
☐ Agreement was signed on time
☐ Funds were disbursed on time
☐ All of the above
☐ Other (please specify below)

If other, please specify and describe below:

c) Where problems encountered in the implementation?

☐ YES ☐ NO

If YES, please select all that apply:

- ☐ Political issues in the country
- ☐ No support from high level of government
- ☐ Delays in agreement signature
- ☐ Implementing agency not responsive to issues
- ☐ Other (please specify below)

If other, please specify and describe below:

d) What experiences or actions should be implemented differently in the future IS project phases?

e) What are the potential risks identified by the Government to achieve the objectives of the IS, and meeting compliance obligations under the Montreal Protocol?

f) What actions have been identified to mitigate these potential risks?

14. Government endorsement

Action plan authorized by (name) :	
Signature of authorising authority:	<i>(To be signed on hard copy)</i>
Title:	
Supervising Organization/Agency/Ministry:	
Date:	

15. Submission of action plan

Name of implementing agency:	
Name of Project Officer:	
Signature of Project Officer:	
Date:	
Implementing agency's risk assessment for achieving the project objectives including compliance obligations, and actions for mitigating the potential risks, identify challenges faced and lessons learnt, and other comments	

Part VI. Executive summary

16. Please provide a summary below of the information required in no more than one paragraph each. These paragraphs will be used in documents for the Executive Committee Meeting.

- a) Terminal report
- b) Plan of action
- c) Sustainability and risk assessment