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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Twenty-third Meeting
Montreal, 12-14 November 1997

**STANDARD COMPONENTS ON MONITORING AND
EVALUATION IN PROJECT PROPOSALS**

INTRODUCTION

1. The Executive Committee decided that project proposals should include a standardized component on monitoring and evaluation, and should provide sufficient information to enable a comparison between the project proposal approved by the Executive Committee and the project completion report, as indicated by its decision 22/19(a) regarding the 1998 work programme of monitoring and evaluation. One of the deliverables of the work programme pertains to forms of presentation, categories of baseline data, a schedule of monitoring and evaluation with dates for completion and major milestones for monitoring (UNEP/OzL.Pro/ExCom/22/79/Rev.1, Annex III).

2. The implementing agencies have included information on baseline data in project proposals submitted by them to the Executive Committee according to the established format (UNEP/OzL.Pro/ExCom/7/30, Annex III). Such data pertain to: project objectives; sector consumption; project phase-out; proposed budget and cost item's rationale; schedule for implementation and disbursement; a copy of all agreements; and, a copy of the technical review per the guidelines adopted by the Twelfth Meeting.

Baseline data

3. The baseline data is intended to provide a point of reference for measuring the degree to which the project had achieved its objectives. In this context the baseline data currently included in project proposals should be slightly modified to include:

- actual ODS consumption by enterprise and its relation to the national sector consumption for the three years prior to the submission of the project
- all equipment to be replaced and retrofitted (and subsequently destroyed or de-commissioned) by model number, serial number, and control, as pertinent
- design type (local or international) and the year of manufacture
- date of installation and commissioning of the equipment
- design capacity and utilized capacity, where applicable
- applicable national or international safety standard
- accurate number of units/systems produced

Milestones for project monitoring

4. In addition to the existing requirements, the following milestones for project monitoring should be indicated by the number of months from project approval until:

- grant agreement submitted to beneficiary
- grant agreement signature
- bids prepared and requested
- contracts awarded

- equipment delivered
- commissioning and trial runs
- de-commissioning and/or destruction of redundant baseline equipment

RECOMMENDATION

1. The Executive Committee may wish to consider adopting this document as additional components to be included in project proposals to address the needs of monitoring and evaluation.