



UN-REDD Programme Evaluation: Proposed Workplan and process

UN-REDD PROGRAMME TENTH
POLICY BOARD MEETING

25-28 June 2013

Lombok, Indonesia

Background

1. At the ninth Policy Board meeting the Board requested that an external evaluation of the UN-REDD Programme be undertaken in 2013, and for the Secretariat to propose a workplan and process to the Policy Board inter-sessionally. This note is responding to that request.
2. The Policy Board Terms of Reference detail the Policy Board functions, which include “to agree the evaluation plan mentioned in the UN-REDD Programme Fund Terms of Reference”.
3. Together, the workplan and process comprise the evaluation plan referred to in the Policy Board Terms of Reference.

UN-REDD Programme Evaluation: Proposed process

4. This section describes the process and management arrangements of the Evaluation, including the proposed roles and responsibilities of the Policy Board constituencies.
5. The Evaluation will be conducted by an independent evaluation team (consultants) who will report to the evaluation departments of the three participating UN Organisations¹. The Evaluation will be overseen by an Evaluation Management Group (EMG), comprising the three participating UN Organizations’ evaluation departments, to ensure full independence of the evaluation process.
6. Draft ToR for the Programme Evaluation have been developed by the evaluation departments of the participating UN Organisations, with the support of the Secretariat. The approach envisaged in the Programme Evaluation is in line with UN Evaluation Group (UNEG) Norms and Standards and the UN Development Group (UNDG) Guidelines.
7. The Policy Board is invited to review the draft ToR, and provide feedback at the forthcoming Tenth Policy Board meeting. Subsequently, the EMG will consider inputs received, finalize the ToR and circulate to the Policy Board for information. The EMG will also prepare a comment and response matrix that summarizes how feedback on the ToR has been addressed.
8. The UN-REDD Secretariat will assist the evaluation process by providing logistical support to the EMG and the evaluation team, including facilitating consultations with the Policy Board.
9. The Policy Board will provide insights and other inputs into evaluation deliverables. Specifically, the Policy Board will:
 - Review the Programme Evaluation workplan and process in line with the PB9 decision, for consideration at the Tenth Policy Board;
 - Review the draft Programme Evaluation ToR and provide feedback at PB10;
 - Review the Inception Report and draft Programme Evaluation report;
 - Consider the Management Response to the evaluation;
 - Review the implementation status of evaluation recommendations.
10. The recruitment of the evaluation team (consultants) will be coordinated by the EMG.

¹ The UNEP Evaluation Office, the FAO Office of Evaluation and the UNDP Evaluation Office.

11. The Inception Report will be prepared by the evaluation team and circulated to the Policy Board for information and feedback. The final Inception Report will be cleared by the EMG, and circulated to the Policy Board for information, along with a comment and response matrix that summarizes how feedback has been addressed.
12. The evaluation team will prepare the draft Evaluation Report, which, following initial review by the EMG (from point of view of evaluation quality), will be circulated to the Policy Board and other key stakeholders for information and feedback.
13. The final Evaluation Report, prepared by the evaluation team will be circulated to the Policy Board, along with a comment and response matrix that summarizes how feedback has been addressed. It will also be published on the UN-REDD website and the websites of the evaluation departments of the participating UN agencies.
14. Following completion of the evaluation and delivery of the final Evaluation Report, a Management Response will be prepared. The Policy Board, assisted by the UN-REDD Programme Secretariat, will track implementation of evaluation recommendations.

Summary of Next Steps

Indicative timeline	Activity
PB10, 26-27 June 2013	Consideration of the workplan and process by the Policy Board; Feedback on the ToR.
12 July 2013	ToR finalized by the EMG, circulated to Policy Board for information; Vacancy Announcement posted.
12 – 30 August 2013	Selection of the evaluation team (team leader and supporting consultants), coordinated by the EMG.

UN-REDD Programme Evaluation: Workplan

15. The detailed provisional workplan (table 1) indicates the anticipated timeline, along with the roles and responsibilities at each stage of the evaluation process. The workplan will be adjusted according to the availability of the selected evaluation team.

Table 1: Provisional workplan

Phase	Activity	Responsibility	2013												2014					
			Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
I. P R E P A R A T I O N	Prepare draft Evaluation ToR	Secretariat & Evaluation Departments	■	■																
	Circulate workplan and process to PB	Secretariat			■															
	PB10 (26-27 June): Presentation of workplan and process	Evaluation Departments				■														
	ToR finalised and sent to PB for information	Evaluation Departments					■													
	Vacancy announcement issued	Evaluation Departments					■													
	Appoint Team Leader	Evaluation Departments						■												
	Appoint other team members	Evaluation Departments						■												
	Inception report	Evaluation Team (consultants) Logistical support provided by Evaluation Departments and Secretariat							■											
II. E V A L U A T I O N	Review inception report (2 wks)	PB, Evaluation Departments, Secretariat, 3 Agencies via SG & MG								■										
	Data collection: Doc review, consultations/ country visits	Evaluation Team (consultants)								■	■									
	PB11 (dates tbc)									■										
	Presentation of preliminary findings (presented or shared – as practicable)	Evaluation team (consultants)									■									
	Data analysis	Evaluation Team (consultants)										■	■							
	Preparation of draft evaluation report	Evaluation Team (consultants)											■							

