

56th GEF Council Meeting

June 11–13, 2019

Washington, D.C.

Agenda Item 04

POLICY ON MONITORING

Recommended Council Decision

The Council, having reviewed document GEF/C.56/03/Rev.01, *Policy on Monitoring*, approves the Policy contained in Annex I of this document, which supersedes the provisions of the 2010 *Monitoring and Evaluation Policy* that pertain to monitoring.

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INTRODUCTION

1. The Council, at its 39th meeting in November 2010 and having reviewed document GEF/ME/C.39/6/Rev.1, *Revision of the GEF Monitoring and Evaluation Policy*¹, approved a revised monitoring and evaluation policy² for the GEF³.
2. Since the approval of the 2010 monitoring and evaluation policy, the GEF's Partnership, strategy, policies, and guidelines have evolved and there is a need to review and update the principles and requirements that guide monitoring and evaluation. In this regard, at its 54th meeting in June 2018 and having reviewed document GEF/C.54/11/Rev.02, *Updated Results Architecture for GEF-7*⁴, the Council noted with appreciation the proposed measures to enhance the capture, monitoring, and reporting of results across the GEF portfolio – including a new framework of core indicators – and requested that the associated monitoring and reporting requirements be included in an updated version of the monitoring and evaluation policy⁵.
3. Pursuant to the Council's decision on the GEF-7 results architecture and the broader need to review and update the 2010 monitoring and evaluation policy, Annex I of this document presents a proposed policy on monitoring for Council consideration. The proposed policy, prepared by the Secretariat in consultation with stakeholders across the GEF Partnership, would supersede the provisions of the 2010 monitoring and evaluation policy that pertain to monitoring. Other elements of the policy would be superseded by a proposed evaluation policy, prepared by the Independent Evaluation Office⁶.

BACKGROUND

4. Monitoring and evaluation of GEF projects and programs is enshrined in the GEF Instrument, which requires, *inter alia*, that the Council “ensure that GEF policies, programs, operational strategies and projects are monitored and evaluated on a regular basis”⁷. To address the need for rigorous and consistent monitoring and reporting of the results and performance of GEF projects and programs, the GEF has had a monitoring and evaluation

¹ (https://www.thegef.org/sites/default/files/council-meeting-documents/GEFME-C39-6-Rev1_MandE_Policy_4.pdf)

² (<http://www.gefio.org/evaluations/gef-monitoring-and-evaluation-me-policy-2010>)

³ *Joint Summary of the Chairs, 39th GEF Council Meeting, November 16–18, 2010*

(https://www.thegef.org/sites/default/files/council-meeting-documents/C.39_Joint_Summary_-_nov_18_1.pdf)

⁴ (https://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.11.Rev_.02_Results.pdf)

⁵ *Joint Summary of the Chairs, 54th GEF Council Meeting, June 24–26, 2018*

(http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54_Joint_Summary_of_the_Chairs_0.pdf)

⁶ GEF/ME/C.56/02

⁷ *Instrument for the Establishment of the Restructured GEF* (<http://www.thegef.org/documents/instrument-establishment-restructured-gef>)

function in place continuously since 1996⁸. An Independent Monitoring and Evaluation Unit – now the Independent Evaluation Office (IEO) – was established in 2003⁹.

5. The first GEF policy on monitoring and evaluation was approved by the Council 2006¹⁰. It set out minimum requirements for the monitoring and evaluation of GEF-funded activities, encompassing design, implementation, and terminal evaluation. The policy also clarified the associated roles and responsibilities across the GEF Partnership. The policy was updated in 2010¹¹, in response to recommendations of a peer review of the GEF's evaluation function and the Fourth Overall Performance Study (OPS4)¹². The 2010 policy introduced, *inter alia*, references to an updated framework of GEF policies and procedures, as well as stronger emphasis on country ownership.

6. Consistent with the 2010 policy, the detailed requirements and procedural steps related to monitoring GEF-financed projects and programs are set out in the 2017 *Guidelines on the Project and Program Cycle Policy*¹³ and, with respect to the GEF-7 results architecture, in the 2018 *Guidelines on Core Indicators and Sub-Indicators*¹⁴.

OVERVIEW OF THE PROPOSED POLICY

7. The proposed policy contained in Annex I aims to bring together and clarify the guiding principles and latest mandatory requirements for monitoring performance and results across the GEF Partnership and GEF-financed projects and programs. The policy aims broadly to enhance the effectiveness, efficiency, accountability, and transparency of the GEF through the systematic collection, analysis, and application of data, information, and lessons learned on the GEF's results and performance.

8. Key features of the proposed policy include:

- (a) alignment with the GEF-7 results architecture and associated monitoring and reporting requirements¹⁵;

⁸ In October 1996, the Council approved the approved the work program and budget for a “GEF monitoring, evaluation and dissemination program” (*Joint Summary of the Chairs, Eighth GEF Council Meeting, October 8–10, 1996* [http://www.thegef.org/sites/default/files/council-meeting-documents/GEF.C8.Joint_Summary_1.pdf]).

⁹ Terms of Reference of the Independent Monitoring and Evaluation Unit (<http://www.gefio.org/sites/default/files/ieo/ieo-documents/independent-monitoring-evaluation-unit-tor.pdf>)

¹⁰ (<http://www.gefio.org/evaluations/gef-monitoring-and-evaluation-me-policy-2006>)

¹¹ (<http://www.gefio.org/evaluations/gef-monitoring-and-evaluation-me-policy-2010>)

¹² (<http://www.gefio.org/ops/ops-4>)

¹³ GEF/C.52/Inf.06/Rev.01

(http://www.thegef.org/sites/default/files/documents/EN_GEF.C.52.Inf_06.Rev_01_Guidelines_on_the_Project_and_Program_Cycle_Policy_0.pdf)

¹⁴ ME/GN/02 (http://www.thegef.org/sites/default/files/documents/20190311_Results_Guidelines.pdf)

¹⁵ GEF/C.54/11/Rev.02, *Updated Results Architecture for GEF-7* (http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.11.Rev_02_Results.pdf)

- (b) alignment with the principles and requirements related to project, program, and portfolio monitoring and reporting set out in other, more recent policies and guidelines;
- (c) clear reporting requirements for programs and the Small Grants Programme;
- (d) clear time standards for project- and program-level reporting to enable enhanced portfolio management;
- (e) enhanced disclosure of non-confidential monitoring documents and data on the GEF website.

9. As indicated above, the proposed policy is designed to complement rather than replace or duplicate other GEF policies that establish principles and requirements related to project, program, and portfolio monitoring and reporting. These include:

- (a) *Fee Policy for GEF Partner Agencies*¹⁶;
- (b) *Minimum Fiduciary Standards for GEF Partner Agencies*¹⁷;
- (c) *Monitoring Agencies' Compliance with GEF Policies*¹⁸;
- (d) *Policy on Access to Information*¹⁹;
- (e) *Policy on Co-Financing*²⁰;
- (f) *Policy on Environmental and Social Safeguards*²¹;
- (g) *Policy on Gender Equality*²²;
- (h) *Policy on Stakeholder Engagement*²³;

¹⁶ FI/PL/03 (http://www.thegef.org/sites/default/files/documents/Agency_Fee_Policy.pdf)

¹⁷ GA/PL/02 (http://www.thegef.org/sites/default/files/documents/GA.PL_02_Minimum_Fiduciary_Standards_0.pdf)

¹⁸ ME/PL/02 (http://www.thegef.org/sites/default/files/documents/Monitoring_Agency_Compliance_Policy_0.pdf)

¹⁹ GEF/C.55/06 (http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.55.06_Policy_on_Access_to_Information.pdf)

²⁰ FI/PL/01 (http://www.thegef.org/sites/default/files/documents/Cofinancing_Policy.pdf)

²¹ GEF/C.55/07/Rev.01 (http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.55.07.Rev_01_ES_Safeguards.pdf)

²² SD/PL/02 (http://www.thegef.org/sites/default/files/documents/Gender_Equality_Policy.pdf)

²³ SD/PL/01 (http://www.thegef.org/sites/default/files/documents/Stakeholder_Engagement_Policy.pdf)

- (i) *Project Cancellation*²⁴; and
- (j) *Project and Program Cycle Policy*²⁵.

10. In particular, the policy is fully compatible with the guiding principles and mandatory requirements related to stakeholder engagement and gender equality, as set out in the relevant policies and guidelines. With respect to stakeholder engagement, further information regarding the important role of GEF Operational Focal Points in project and program monitoring and reporting is provided in document GEF/C.55/Inf.09, *Practical Steps to Improve Coordination and Workflow in the GEF Partnership*²⁶.

11. In addition, by aiming to foster the comprehensive and timely capture, reporting collection, analysis, dissemination, and application of data and information on results and performance, including lessons learned, the policy supports broader efforts to enhance knowledge sharing and learning across the GEF Partnership and beyond²⁷.

EFFECTIVENESS AND IMPLEMENTATION

12. The Secretariat proposes that the Policy on Monitoring come into effect on July 1, 2019 and that it apply to all new GEF-financed projects and programs²⁸ submitted on or after that date. For GEF-financed projects and programs under implementation, the Policy applies to all project implementation reports, mid-term reviews, and terminal evaluations submitted after one year of the date of effectiveness.

13. With respect to the application of GEF-specific Indicators and tracking tools, the Secretariat proposes that projects and programs be subject to the requirements established for each replenishment period. In accordance with the Council's decision in June 2018, GEF-7 core indicators and sub-indicators are applied in projects and programs approved on or after July 1, 2018, and projects and programs approved from July 1, 2014 to June 30, 2018 apply core indicators and sub-indicators at the next available opportunity in the project cycle²⁹. For projects and programs approved in previous replenishment periods, Agencies submit tracking tools at mid-term and/or completion, if applicable.

²⁴ OP/PL/02 (http://www.thegef.org/sites/default/files/documents/Project_Cancellation_Policy.pdf)

²⁵ OP/PL/01 (http://www.thegef.org/sites/default/files/documents/Project_Program_Cycle_Policy_OPPL01.pdf)

²⁶ (http://www.thegef.org/sites/default/files/council-meeting-documents/Practical%20Steps%20to%20Improve%20Coordination%20and%20Workflow%20in%20the%20GEF%20Partnership_0.pdf)

²⁷ (<http://www.thegef.org/topics/knowledge-learning>)

²⁸ This includes activities funded through any GEF-managed trust fund, unless otherwise decided by the LDCF/SCCF Council in response to guidance from the Conference of the Parties of the United Nations Framework Convention on Climate Change.

²⁹ *Joint Summary of the Chairs, 54th GEF Council Meeting, June 24–26, 2018*

(http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54_Joint_Summary_of_the_Chairs_0.pdf)

14. To support the effective implementation of the policy, the Secretariat would update and develop publicly available and easily accessible templates and guidelines.

ANNEX I: POLICY ON MONITORING

Definitions

Agency Fee means the financing provided to a GEF Partner Agency in connection with a GEF project or program.

CEO Approval means the approval of a fully developed Medium-Sized Project or Enabling Activity by the GEF CEO.

CEO Endorsement means the endorsement of a fully developed Full-Sized Project by the GEF CEO.

Child Project means a project that forms part of a program, as set out in a Program Framework Document.

Core Indicator means one of the eleven indicators used to measure the results of GEF-financed projects and programs as set out in the GEF-7 Results Architecture³⁰ and elaborated in the Guidelines on Core Indicators and Sub-Indicators³¹.

Corporate Activity means an activity carried out by a GEF Partner Agency in collaboration with and/or in support of the Secretariat, the Trustee, the Independent Evaluation Office, or the Council, on policy support, portfolio management, reporting, outreach, and/or knowledge sharing as set out in the Fee Policy for GEF Partner Agencies³² and specified in the Guidelines on the Project and Program Cycle Policy³³.

Council means the 32 members that make up the GEF Council as set out in the Instrument³⁴.

Development Objective Rating means a rating of the extent to which a project is expected to achieve or exceed its major objectives.

Enabling Activity means a project for the preparation of a plan, strategy or report to fulfill commitments under a Convention.

³⁰ GEF/C.54/11/Rev.02 (http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.11.Rev_02_Results.pdf)

³¹ ME/GN/01 (http://www.thegef.org/sites/default/files/documents/Results_Guidelines_MEGN01.pdf)

³² FI/PL/03 (http://www.thegef.org/sites/default/files/documents/Agency_Fee_Policy.pdf)

³³ GEF/C.52/Inf.06/Rev.01

(http://www.thegef.org/sites/default/files/documents/EN_GEF.C.52.Inf_06.Rev_01_Guidelines_on_the_Project_and_Program_Cycle_Policy_0.pdf)

³⁴ *Instrument for the Establishment of the Restructured GEF* (<http://www.thegef.org/documents/instrument-establishment-restructured-gef>)

Evaluation means a systematic and impartial assessment of planned, ongoing, or completed activities, projects, or programs in specific focal areas or sectors, policies, strategies and their implementation, or other topics relevant to the GEF Partnership and organization.

First Disbursement Date means the date on which (i) the first transfer/disbursement of GEF funds to the Executing Entity takes place; or (ii) the first direct payment is made with GEF funds to suppliers of goods and/or services for the project, whichever comes first.

Full-Sized Project means a project with GEF Project Financing exceeding US\$2 million.

GEF Operational Focal Point means a government official nominated by a GEF Participant (as defined by the Instrument) who acts as the principal contact point for GEF activities in the country

GEF Partner Agency means an agency eligible to request and receive GEF resources directly for the design, implementation, and supervision of GEF projects and programs.

GEF Project Financing means a grant or concessional financing provided from any GEF-managed trust fund to support the implementation of any Full-Sized Project, Medium-Sized Project, Enabling Activity, or Program, excluding co-financing, Agency Fees and Project Preparation Grants.

Independent Evaluation Office means the Independent Evaluation Office as set out in the Instrument³⁵.

Impact means the positive and negative, primary and secondary, long-term effects produced by a project or program, directly or indirectly, intended or unintended.

Implementation End Date means the date on which all operational activities related to a project are concluded.

Implementation Progress Rating means a rating of the extent to which the implementation of a project's components and activities is in compliance with the project's approved implementation plan.

Implementation Start Date means the date on which operational activities related to a project begin.

Indicator means a quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement, to reflect the changes connected to a project or program, or to help assess the performance of an organization.

³⁵ Ibid.

Instrument means the Instrument for the Establishment of the Restructured Global Environment Facility, effective July 7, 1994 and as amended.

Lead Agency means an Agency that coordinates all activities under a Program.

Medium-Sized Project means a project with GEF Project Financing of up to US\$2 million.

Mid-Term Review means an assessment of a project's or program's performance and results, carried out for adaptive management purposes at the midpoint of a project's or program's intended duration.

Monitoring means the continuous or periodic, standardized process of collecting and analyzing data on specific Indicators to provide decision-makers, managers, and Stakeholders with information on progress in the achievement of agreed objectives and the use of allocated resources.

Monitoring and Evaluation Plan means the plan that sets out the Monitoring and Evaluation activities to be carried out in connection with a project or program.

Outcome means an intended or achieved short- or medium-term effect of a project's or program's Outputs.

Outcome Rating means a rating of the extent to which a project has achieved its major objectives at completion.

Output means a product or service that results from the completion of activities within a project or program.

Project Cycle Management means activities carried out by a GEF Partner Agency in connection with its implementation of a GEF-financed project as set out in the Fee Policy for GEF Partner Agencies³⁶ and specified in the Guidelines on the Project and Program Cycle Policy³⁷.

Program means a longer-term and strategic arrangement of individual yet interlinked projects that aim to achieve large-scale Impacts on the global environment.

Program Commitment Deadline means the date by which Child Projects under a program are required to obtain CEO Endorsement/ Approval.

³⁶ FI/PL/03 (http://www.thegef.org/sites/default/files/documents/Agency_Fee_Policy.pdf)

³⁷ GEF/C.52/Inf.06/Rev.01

(http://www.thegef.org/sites/default/files/documents/EN_GEF.C.52.Inf_.06.Rev_.01_Guidelines_on_the_Project_and_Program_Cycle_Policy_0.pdf)

Program Framework Document means the document that sets forth, *inter alia*, the goals, objectives, outcomes, and theory of change of a program, to be delivered through Child Projects.

Project Identification Form means the document that sets forth the concept of a Full-Sized Project or Medium-Sized Project that is requesting GEF financing.

Project Implementation Report means an annual report on the implementation and performance of a project.

Project Management Cost means the actual costs associated with the execution of a project or program.

Project Preparation Grant means the GEF funds provided in support of the preparation of a Full-Sized Project or Medium-Sized Project.

Project Results Framework means an articulation of the different levels of Results expected from a project.

Replenishment Period means the period for a replenishment of resources to the GEF Trust Fund as set out in a replenishment resolution by the Executive Directors of the World Bank.

Result means the Output, Outcome or Impact (intended or unintended, positive and/or negative) of a project or program.

Risk Rating means a rating of the overall risk of factors internal or external to the project that may affect implementation or prospects for achieving project objectives.

Secretariat means the GEF Secretariat that services and reports to the Assembly and the Council as set out in the Instrument³⁸.

Stakeholder means an individual or group that has an interest in the outcome of a GEF project or program or is likely to be affected by it, such as local communities, indigenous peoples, civil society organizations, and private sector entities, comprising women, men, girls and boys.

Stakeholder Engagement means a process involving Stakeholder identification and analysis, planning of Stakeholder Engagement, disclosure of information, consultation and participation, Monitoring, Evaluation and learning throughout the project cycle, addressing grievances, and on-going reporting to stakeholders.

³⁸ *Instrument for the Establishment of the Restructured GEF* (<http://www.thegef.org/documents/instrument-establishment-restructured-gef>)

Sub-Indicator means one of the 30 second-tier indicators used to measure the results of GEF-financed projects and programs as set out in the GEF-7 Results Architecture³⁹ and elaborated in the Guidelines on Core Indicators and Sub-Indicators⁴⁰.

Sustainability Rating means a rating of the likelihood of continuation of project benefits after project completion.

Terminal Evaluation means an Evaluation of a project's or program's design, performance, and results, carried out at the end of implementation.

Upgraded Country means a country participating in the Small Grants Program that is not eligible for core funds under the program.

Work Program means a cohort of Full-Sized Projects and/ or programs that is presented for Council approval in a Council meeting.

Introduction

1. The Instrument provides that “the Council shall [...] ensure that GEF policies, programs, operational strategies and projects are monitored and evaluated on a regular basis [and] monitor and evaluate progress in the implementation of the work program”⁴¹.
2. In accordance with the Instrument, this Policy sets out the guiding principles and mandatory requirements for Monitoring across the GEF Partnership and GEF-financed projects and programs.
3. The Policy aims to enhance the effectiveness, efficiency, accountability, and transparency of the GEF through the systematic collection, analysis, and application of data, information, and lessons learned on the GEF's Results and performance.
4. This Policy complements the *Evaluation Policy*⁴², prepared by the Independent Evaluation Office, as well as the principles and requirements related to project, program, and portfolio Monitoring and reporting set out in the *Fee Policy for GEF Partner Agencies*⁴³, the *Minimum Fiduciary Standards for GEF Partner Agencies*⁴⁴, *Monitoring Agencies' Compliance*

³⁹ GEF/C.54/11/Rev.02 (http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.11.Rev_02_Results.pdf)

⁴⁰ ME/GN/01 (http://www.thegef.org/sites/default/files/documents/Results_Guidelines_MEGN01.pdf)

⁴¹ *Instrument for the Establishment of the Restructured GEF* (<http://www.thegef.org/documents/instrument-establishment-restructured-gef>)

⁴² GEF/ME/C.56/02

⁴³ FI/PL/03 (http://www.thegef.org/sites/default/files/documents/Agency_Fee_Policy.pdf)

⁴⁴ GA/PL/02 (http://www.thegef.org/sites/default/files/documents/GA.PL_02_Minimum_Fiduciary_Standards_0.pdf)

with GEF Policies⁴⁵, the Policy on Access to Information⁴⁶, the Policy on Co-Financing⁴⁷, the Policy on Environmental and Social Safeguards⁴⁸, the Policy on Gender Equality⁴⁹, the Policy on Stakeholder Engagement⁵⁰, Project Cancellation⁵¹, and the Project and Program Cycle Policy⁵². The Policy also acknowledges and is consistent with the role and responsibilities of GEF Operational Focal Points as described in *Practical Steps to Improve Coordination and Workflow in the GEF Partnership*⁵³.

Application

5. This Policy applies to the Secretariat and all GEF Partner Agencies (hereafter “Agencies”). The Policy applies to all new GEF-financed projects and programs⁵⁴ submitted on or after the date of effectiveness of July 1, 2019. For GEF-financed projects and programs under implementation, the Policy applies to all Project Implementation Reports, Mid-Term Reviews, and Terminal Evaluations submitted after one year of the date of effectiveness.

6. With respect to the application of GEF-specific Indicators and tracking tools, projects and programs are subject to the requirements established for each Replenishment Period. Core Indicators and Sub-Indicators are applied in projects and programs approved on or after July 1, 2018, and projects and programs approved from July 1, 2014 to June 30, 2018 apply Core Indicators and Sub-indicators at the next available opportunity in the project cycle. For projects and programs approved in previous Replenishment Periods, Agencies submit tracking tools at mid-term and/or completion, if applicable.

7. Paragraphs 27–29 below apply to programs approved on or after July 1, 2018.

Guiding Principles

8. The following principles guide Monitoring in the GEF:

⁴⁵ ME/PL/02

(http://www.thegef.org/sites/default/files/documents/Monitoring_Agency_Compliance_Policy_0.pdf)

⁴⁶ GEF/C.55/06 (http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.55.06_Policy_on_Access_to_Information.pdf)

⁴⁷ FI/PL/01 (http://www.thegef.org/sites/default/files/documents/Cofinancing_Policy.pdf)

⁴⁸ GEF/C.55/07/Rev.01 (http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.55.07.Rev_01_ES_Safeguards.pdf)

⁴⁹ SD/PL/02 (http://www.thegef.org/sites/default/files/documents/Gender_Equality_Policy.pdf)

⁵⁰ SD/PL/01 (http://www.thegef.org/sites/default/files/documents/Stakeholder_Engagement_Policy.pdf)

⁵¹ OP/PL/02 (http://www.thegef.org/sites/default/files/documents/Project_Cancellation_Policy.pdf)

⁵² OP/PL/01 (http://www.thegef.org/sites/default/files/documents/Project_Program_Cycle_Policy_OPPL01.pdf)

⁵³ GEF/C.55/Inf.09 (http://www.thegef.org/sites/default/files/council-meeting-documents/Practical%20Steps%20to%20Improve%20Coordination%20and%20Workflow%20in%20the%20GEF%20Partnership_0.pdf)

⁵⁴ This includes activities funded through any GEF-managed trust fund, unless otherwise decided by the LDCF/SCCF Council in response to guidance from the Conference of the Parties of the United Nations Framework Convention on Climate Change.

- (a) Data Quality and Standards: Monitoring is based on reliable data and observations. Monitoring reports consider the consistency and reliability of the data and observations used to inform findings and their interpretation, as well as lessons learned. Reliability is assured through standard protocols, including the instruments, procedures, methodologies, and analysis used to collect and interpret information.
- (b) Relevance: Monitoring serves the needs of its intended users. Monitoring aims to be relevant, timely, and accessible, with a complete and balanced presentation of evidence, findings, conclusions, recommendations, and limitations.
- (c) Stakeholder Engagement: Monitoring is based on meaningful Stakeholder Engagement, supported by the timely dissemination of relevant information in an accessible form. In Particular, GEF Operational Focal Points are key Stakeholders in Monitoring throughout the project and program cycles.
- (d) Ethics: Monitoring is carried out in accordance with pre-defined ethical standards and accountability systems in such a way that conflicts of interest are avoided, suspected violations are reported and investigated, and with due protection of the confidentiality and identity of individuals or groups that provide information in confidence.

Policy Requirements

- 9. This Policy sets out mandatory requirements for Monitoring in GEF projects and programs, as well as at the portfolio level.
- 10. The Secretariat updates and maintains publicly available and easily accessible project and program templates and guidelines to support the effective implementation of these requirements.
- 11. In monitoring GEF projects and programs, Agencies engage GEF Operational Focal Points consistent with Minimum Requirement 4 of the *Evaluation Policy*⁵⁵, which encompasses engagement in Monitoring and Evaluation planning, Monitoring and reporting during implementation and at project completion, and access to information.

Full-Sized Projects and Medium-Sized Projects

- 12. In Project Identification Forms submitted for Work Program entry or Medium-Sized Project Approval, Agencies provide indicative expected Results across applicable Core Indicators and Sub-Indicators.

⁵⁵ GEF/ME/C.56/02

13. At CEO Endorsement/Approval, Agencies provide the following:
- (a) Expected Results across applicable Core Indicators and Sub-Indicators, with any adjustments from Work Program entry of a Full-Sized Project/ Project Identification Form Approval of a Medium-Sized Project reflecting further analysis carried out during project preparation, including description of protocols used, relevant assumptions, and reasons for significant changes;
 - (b) A Project Results Framework or equivalent, including Indicators, baselines, and targets; and
 - (c) A Monitoring and Evaluation Plan, including a timeline of planned Monitoring and Evaluation Activities, expected dates of submission of Terminal Evaluations and any Mid-Term Reviews, a budget, roles and responsibilities, as well as arrangements for Stakeholder Engagement and information disclosure consistent with the minimum requirements specified in the *Evaluation Policy*⁵⁶.
14. The Secretariat, in its review of Project Identification Forms and Requests for CEO Endorsement/Approval, assesses whether expected Results, Project Results Frameworks, and Monitoring and Evaluation Plans are adequately documented consistent with paragraphs 12–13 above and other relevant GEF policies.
15. During project implementation, Agencies oversee the implementation of the Monitoring and Evaluation Plan presented at CEO Endorsement/ Approval and submit to the Secretariat annual Project Implementation Reports, including information on project status; the amount of GEF Project Financing disbursed; the latest Development Objective Rating, Implementation Progress Rating, and Risk Rating; any changes to the expected dates of submission of Terminal Evaluations and any Mid-Term Reviews, as well as reasons therefore; and any other information as required by relevant GEF policies. Agencies submit the first Project Implementation Report no later than 75 calendar days after the end of the first full fiscal year (July 1–June 30) of implementation. Subsequent reports are submitted no later than 75 calendar days after the end of each fiscal year during which the project is under implementation.
16. At project mid-term, for all Full-Sized Projects and for Medium-Sized Projects where available, Agencies submit to the Secretariat a Mid-Term Review, any tracking tools or achieved Results across applicable Core Indicators and Sub-Indicators consistent with the expected Results presented at CEO Endorsement/ Approval, and any other information required by relevant GEF policies; consistent with the expected submission date provided at CEO Endorsement/ Approval or subsequently amended.

⁵⁶ GEF/ME/C.56/02

17. At project completion, Agencies submit to the Independent Evaluation Office a Terminal Evaluation in accordance with the minimum requirements specified in the *Evaluation Policy*⁵⁷, and to the Secretariat any tracking tools or achieved Results across applicable Core Indicators and Sub-Indicators consistent with the expected Results presented at CEO Endorsement/ Approval, as well as any other information required by relevant GEF policies. Agencies submit Terminal Evaluations consistent with the expected submission date provided at CEO Endorsement/ Approval or subsequently amended, and no later than twelve months after the actual Implementation End Date.

18. The Secretariat reviews Agencies' Project Implementation Reports, Mid-Term Reviews, and other information submitted during project implementation and at project completion; as appropriate; and collaborates with Agencies to ensure that their reports meet the requirements set out in paragraphs 15–17 above and other relevant GEF policies.

19. The Secretariat makes available on the GEF website all Project Implementation Reports, Mid-Term Reviews, and Terminal Evaluations that are not restricted from public access in accordance with the applicable policy on information disclosure.

Enabling Activities

20. At CEO Endorsement/ Approval of an Enabling Activity request, Agencies present:

- (a) A Project Results Framework or equivalent, including Indicators, baselines, and targets; and
- (b) A Monitoring and Evaluation Plan, including a timeline of planned Monitoring and Evaluation Activities, a budget, roles and responsibilities, as well as arrangements for Stakeholder Engagement and information disclosure consistent with the minimum requirements specified in the *Evaluation Policy*⁵⁸.

21. The Secretariat, in its review of Requests for CEO Endorsement/Approval, assesses whether Project Results Frameworks and Monitoring and Evaluation Plans are adequately documented consistent with Paragraph 20 above and other relevant GEF policies.

22. During implementation, Agencies oversee the implementation of the Monitoring and Evaluation Plan presented at CEO Endorsement/ Approval and report annually to the Secretariat on the status of the Enabling Activity; the amount of GEF Project Financing disbursed; and any other information as required by relevant GEF policies. Agencies complete the first such report no later than 75 calendar days after the end of the first full fiscal year (July 1–June 30) of implementation, and subsequent reports no later than 75 calendar days after the end of each fiscal year during which the Enabling Activity is under implementation.

⁵⁷ GEF/ME/C.56/02

⁵⁸ GEF/ME/C.56/02

23. Should Agencies produce Project Implementation Reports or carry out Mid-Term Reviews or Terminal Evaluations of Enabling Activities, Agencies submit these to the Secretariat and the Independent Evaluation Office.

24. The Secretariat reviews Agencies' annual reports; as appropriate; and collaborates with Agencies to ensure that their reports meet the requirements set out in Paragraph 21 above and other relevant GEF policies.

25. The Secretariat makes available on the GEF website up-to-date information on all Enabling Activities under implementation, including any Project Implementation Reports, Mid-Term Reviews, and Terminal Evaluations that are not restricted from public access in accordance with the applicable policy on information disclosure.

Programs

26. In Program Framework Documents submitted for Work Program entry, Lead Agencies provide indicative expected Results across applicable Core Indicators and Sub-Indicators and describe the intended approach to Monitoring and Evaluation across the program, including ways to ensure coherence across Child Projects, consistent with the minimum requirements specified in the *Evaluation Policy*⁵⁹.

27. The Secretariat, in its review of Program Framework Documents, assesses whether the expected Results and intended Monitoring and Evaluation approach of the program are adequately documented consistent with Paragraph 26 above and other relevant GEF policies.

28. From CEO Endorsement/ Approval, Agencies document, monitor, and report on Child Projects consistent with paragraphs 13–17 above, as well as the intended Monitoring and Evaluation approach and expected results set out at Work Program entry.

29. The Lead Agency reports annually to the Secretariat on the status of the program starting within one year after Council approval of the Program Framework Document. In such reports, the Lead Agency highlights program-level activities and achievements, beyond those of the Child Projects as presented in their respective implementation reports, including progress towards program-level outcomes, major milestones achieved through overall program implementation, and engagement in regional or global fora as means to advance the overall program goal. In addition, the Secretariat, as part of its portfolio monitoring and reporting, aggregates and synthesizes, by program, the information provided by Agencies on the Results and performance of Child Projects.

⁵⁹ GEF/ME/C.56/02

30. At program completion, the Lead Agency submits to the Independent Evaluation Office an Evaluation of the program in accordance with the minimum requirements specified in the *Evaluation Policy*⁶⁰. The Lead Agency submits the Evaluation no later than twelve months after all Child Projects have reached their Implementation End Date.

31. The Secretariat reviews Lead Agencies' annual reports and other information submitted during program implementation and at program completion; as appropriate; and collaborates with Lead Agencies to ensure that their reports meet the requirements set out in paragraphs 28–29 above and other relevant GEF policies.

32. The Secretariat makes available on the GEF website all program reports and Evaluations that are not restricted from public access in accordance with the applicable policy on information disclosure.

Small Grants Programme

33. For Full-Sized Projects and Medium-Sized Projects submitted for Work Program entry and CEO Endorsement/ Approval under the Small Grants Programme, the Agency follows the requirements set out in paragraphs 12–13 above. The Secretariat reviews such projects in line with Paragraph 13 above.

34. During implementation and at project completion, for single-country projects financed in Upgraded Countries, the Agency follows the requirements set out in paragraphs 15–17 above.

35. For the global program of the Small Grants Programme, the Agency submits to the Secretariat a consolidated annual report, including the status of the Programme; any achieved Results across applicable Core Indicators and Sub-Indicators; GEF Project Financing approved, committed, and disbursed by operational phase, with a breakdown between grants to civil society and community-based organizations and other costs, as well as core funds and additional GEF funds from country allocations; and any other information as required by relevant GEF policies. The Agency submits such reports no later than 75 calendar days after the end of each fiscal year.

36. The Agency ensures that the Small Grants Programme is independently evaluated in each operational phase. The Agency makes such Evaluations publicly available.

37. The Secretariat reviews all Small Grants Programme reports and collaborates with the Agency to ensure that these meet the requirements set out in Paragraph 34 above and other relevant GEF policies.

⁶⁰ GEF/ME/C.56/02

38. The Secretariat makes available on the GEF website all Small Grants Programme reports and Evaluations that are not restricted from public access in accordance with the applicable policy on information disclosure.

Portfolio Monitoring and Reporting

39. Agencies submit to the Secretariat annual summary reports on the administrative expenses covered by Agency Fees, including Project Cycle Management and any Corporate Activities. Agencies submit reports on such administrative expenses no later than 75 calendar days after the end of each fiscal year.

40. The Secretariat reviews Agencies' summary reports and collaborates with Agencies to ensure that the reports meet the requirements set out in Paragraph 38 above.

41. The Secretariat compiles relevant data and information from Agencies' Project Implementation Reports, Mid-Term Reviews, Terminal Evaluations, annual program reports, reports on the Small Grants Program, as well as its own information management system, and presents to the Council an annual report, including on the expected and achieved Results and performance of the active portfolio of GEF projects and programs, as well as any other information required by other relevant GEF policies or requested by the Council. The Secretariat presents such annual reports at the first Council meeting of each fiscal year.

42. The Secretariat, in collaboration with Agencies, monitors the GEF portfolio on a continuous basis and reports to the Council on any issues that require its attention.

Corporate Effectiveness and Efficiency

43. The Secretariat, in collaboration with Agencies, monitors the corporate effectiveness and efficiency of the GEF and reports regularly to the Council, including on, but not limited to, the speed of project preparation and implementation, and compliance with reporting requirements.

Review of the Policy

44. The Council decides on the review and revision of this Policy.

Effectiveness

45. This Policy will come into effect on July 1, 2019 and will remain in effect until amended or superseded by the Council.

References and Related Documents

Policies

- *Evaluation Policy (GEF/ME/C.56/02)*
- *Fee Policy for GEF Partner Agencies (GA/PL/02)*
- *Minimum Fiduciary Standards for GEF Partner Agencies (GA/PL/02)*
- *Monitoring Agencies Compliance with GEF Policies (ME/PL/02)*
- *Policy on Access to Information (GEF/C.55/06)*
- *Policy on Co-Financing (FI/PL/01)*
- *Policy on Environmental and Social Safeguards (GEF/C.55/07/Rev.01)*
- *Policy on Gender Equality (SD/PL/02)*
- *Policy on Stakeholder Engagement (SD/PL/01)*
- *Project and Program Cycle Policy (OP/PL/01)*

Guidelines

- *Guidelines on Co-Financing (FI/GN/01)*
- *Guidelines on Core Indicators and Sub-Indicators (ME/GN/01)*
- *Guidelines on Gender Equality (SD/GN/02)*
- *Guidelines on the Implementation of the Policy on Stakeholder Engagement (GEF/C.55/Inf.08)*
- *Guidelines on the Project and Program Cycle Policy (GEF/C.52/Inf.06/Rev.01)*
- *Guidelines for GEF Agencies in Conducting Terminal Evaluation for Full-sized Projects*