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Terminal Evaluation Guidance Notes for National IW R2R Projects

These guidance notes are prepared to assist IW R2R national projects in preparing for the **Terminal Evaluation of the Regional IW Ridge to Reef Project**.

General

1. The Terminal Evaluation (TE) of the Regional International Waters Ridge to Reef Project, briefly Regional IW R2R project, will be conducted between September to October 2021. National IW R2R projects have previously been alerted to this during the Regional Steering Committee meeting held on October 2020.
2. The Terms of Reference (ToR) of the Terminal Evaluation mission team will be provided to you as soon as it is available. Once you receive the ToR, we expect that the national IW R2R project manager will coordinate with their immediate supervisors, STAR R2R project coordinator, et.al. and discuss the preparations for the terminal evaluation. Please read the ToR carefully to understand the purpose, scope and schedules of the Terminal Evaluation and other important information contained therein.

Overall responsibility of the Terminal Evaluation

3. The Terminal Evaluation mission is under the supervision of UNDP Pacific Office and will be accountable to UNDP in all aspects of this exercise. At SPC, the Regional Program Coordinator (RPC) has overall responsibility of ensuring successful conduct of the TE mission. RPC will be assisted by the Country Coordination, Monitoring and Evaluation Adviser (CCMEA) and the rest of the RPCU team.
4. The RPCU and the national implementing agencies of the national IW R2R projects are responsible for ensuring that relevant information is made available to the TE mission. Specifically, the RPCU will provide all your submitted reports, workplans, national IW R2R logframe and corresponding MYCWP, communication plan, stakeholders' analysis, gender action plan, work and financial plans, etc. to the TE mission team. These documents serve as basis for assessing the results of the national IW R2R project and its contributions to the Regional IW R2R project.

Anticipated approach to the Terminal Evaluation

5. The TE mission will ascertain our understanding on the overall intent and purpose and the contributions of the national projects towards testing the mainstreaming of Ridge to Reef. The TE mission will then establish a plausible link between the national IW R2R project, STAR R2R project, and its consolidated contributions at national and regional level R2R mainstreaming initiatives through the Regional IW R2R Project and the wider GEF Pacific R2R Program.
6. Deep diving into national IW R2R projects implementation, the TE will dissect – based on the national IW R2R logframe and the corresponding MYCWP – assess the results of achieving the respective process indicators and stress reduction targets of the technological and social interventions on mainstreaming R2R approach. This means that we (in particular - the national IW R2R project managers) must get ready with our respective facts and figures on stress reduction and process indicators, co-financing and resource mobilization records, capacity building (training records), records of national project steering committee meetings, etc. It is expected that you will provide evidence of our hard work in terms of what outputs have been produced that lead to achieving the project objectives as envisioned in our respective national IW R2R logical framework.

In short, the results of national IW R2R project will independently be assessed first, then an inference on the national IW R2R project contributions to the Regional IW R2R project, and then GEF Pacific R2R Program, shall be made.

- Triangulating what has already been provided by the RPCU, the TE mission team may request information directly from national IW R2R project managers. For transparency purposes, please ensure that the RPC and CCMEA are copied in all direct correspondence to the requesting TE team.

Focus of the Terminal Evaluation mission

- The overall objective of this evaluation is to assess the results of the national IW R2R project implementation based on (but not limited to) the national strategy as indicated in the logframe highlighting the actual outputs produced and whether the overall objectives have been achieved. In particular, the evaluation will determine achieved stress/pollution reduction and process/capacity building indicators/ functionality of the project steering committee, et.al.
- The TE mission will also assess the project implementation and adaptive management, sustainability and emerging impacts.
- These assessment will be done following the usual DAC-OECD criteria (Relevance, Effectiveness, Efficiency, Sustainability and Impact), and the Paris Declaration on Aid effectiveness to complete the overall framework of analysis.

Timelines

- The TE ToR indicated the suggested/indicative dates for the entire evaluation. See below for the summary:

Timeframe	Activity
20 August	Application closes
30 August	Selection of TE team
1 – 5 September	Preparation period for TE team (handover of documentation)
5-10 September	Document review and preparation of TE Inception Report
12 September	Finalization and Validation of TE Inception Report; latest start of TE mission
12-30 September	TE mission: stakeholder meetings, interviews, field visits, etc.
1-15 October	Mission wrap-up meeting & presentation of initial findings; earliest end of TE mission
15 October – 30 October	Preparation and submission of draft TE report
1-20 November	Circulation of draft TE report for comments
20 November - 05 January 2022	Incorporation of comments on draft TE report into Audit Trail & finalization of TE report
	Preparation and Issuance of Management Response
	Expected date of full TE completion. Submission of final report and supporting documentation

- RPCU will notify the respective national IW R2R project managers and STAR project coordinators (and their respective implementing agencies) about the Terminal Evaluation. The indicative schedule of the TE onsite and virtual meetings will be from September 12 to 30, 2021.

NOTE: The actual time/schedule of the visit will be known during the inception meeting or when the inception report is approved by UNDP.

National evaluation process/ projects to be visited by TE mission

- As agreed with UNDP and SPC, the national IW R2R Projects that will be evaluated onsite will consist of Palau, Vanuatu, Tuvalu, Samoa, Federated States of Micronesia and Fiji.
- The remaining eight (8) national IW R2R projects will still be assessed through virtual meetings, interviews, and other agreed modalities that will be precisely indicated in the TE mission's approved inception report.
- We urge the national IW R2R project managers to be available and be proactive in providing relevant documents and information to RPCU and to the TE mission.
- Depending on the MTR review approach and especially for those national IW R2R projects that will be visited, the national project manager maybe requested to arrange for scheduling individual interviews, organising focus group discussions, and accompanying the TE mission during onsite visits.

17. The national project manager should be able to guide the visiting TE member and show evidence of outputs produced of the national project implementation. We urge project managers to present facts and figures in reporting project activities and outcomes.

NOTE: Please get your project records up-to date and properly filed accordingly.

18. All in-country costs of the TE mission will be shouldered by the visiting TE mission member unless notified by SPC/RPCU. These includes workshops and focus group discussions and meetings, transportation costs, etc.

Programmatic Approach

19. One of the roles of the national IW R2R project is to provide a coordinating role in support of the “programmatic approach”.
20. Under your respective Memorandums of Agreement (Article V, number 4), the project manager is required to be the secretariat of a Joint Project Board for the STAR and the IW R2R projects.
21. Project managers are encouraged to discuss issues and concerns about the importance of and the difficulties or bottlenecks encountered in working together in line with the programmatic model.

Note: Do not forget to highlight the things that worked so far and those that didn't, and explain WHY? This information will be useful for crafting/designing future programs and projects in the Pacific.