

# GEF ID 9771 – Global best practices for Emerging Policy Issues under SAICM

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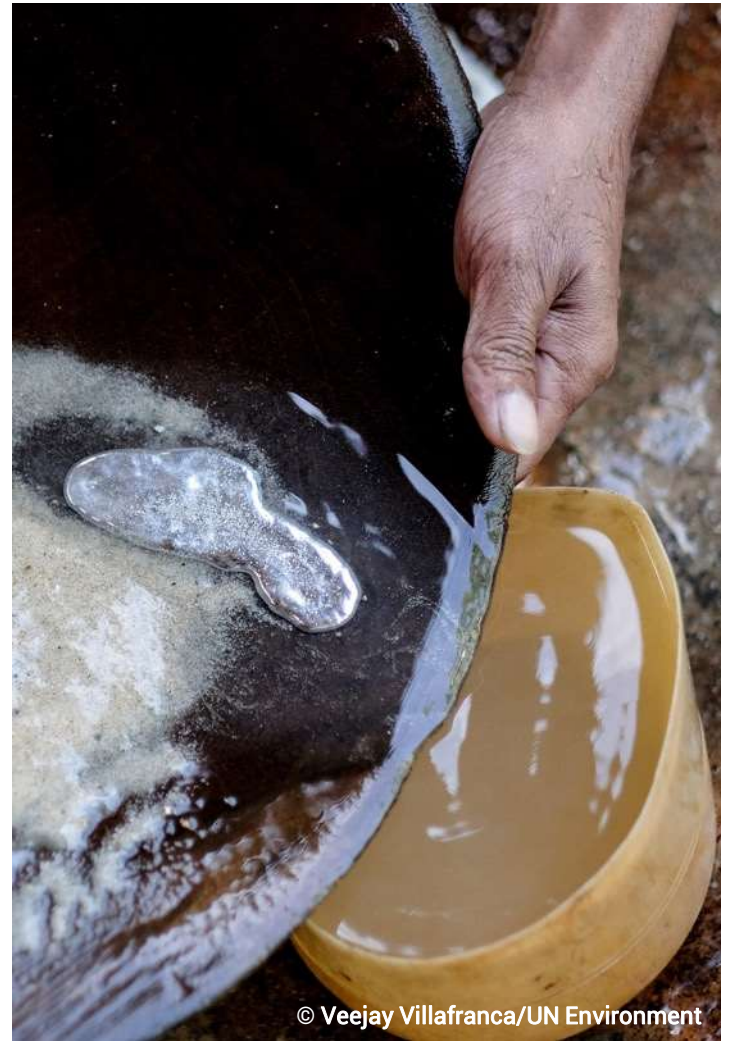
## Implementing Agency role

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# Introduction

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- **Implementing Agency role**
- **Monitoring & Evaluation**



## UN Environment GEF Unit

### Implementing Agency (IA) 's key roles

Responsible for the overall project supervision

Overseeing the project progress through the monitoring and evaluation of project activities and progress reports

Report the project implementing progress to GEF

Take part in the Project Steering Committee (PSC)

Provide guidance and oversight of project execution by the EA with review and approval of work plans, budget allocations and budget revisions proposed by the EA

# Role of UN Environment - GEF

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- UN Environment – GEF Unit - acts as Implementing Agency for GEF
- Access to funding from GEF Chemicals & Waste Focal Area
- Defined set of roles and responsibilities
- These can't be passed on: summarised as accountability to GEF

# Role of Implementing Agency

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- Project identification (done)
- Project concept (done)
- Preparation of project document (done)
  
- **Project inception (today)**
  
- **Project supervision (quarterly; annual)**
  
- **Project completion and evaluation (in the future)**

# Role of Implementing Agency - II

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## Supervision

- Review technical reports from Executing Agency
- Review logical framework
- Review work plan (budgeted)
- Review procurement plan
- Review institutional arrangements
- Review budget by Output
- Minimum of annual supervision mission (coincide with SC meeting)
- Technical guidance as needed
- Review progress
- Coordination and consultation with GEF SEC Chemicals team

# Role of Implementing Agency - III

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## Financial management

- Review quarterly financial statements submitted by the Executing Agency (EA)
- Certify expenditures as eligible (as per agreed budget in the legal agreement with the EA)
- Review and approve budget revision requests with associated justifications
- Review and compile cofinance
- Review and approve procurement plans and support procurement capacity development
- Extend the project budget life as needed based on agreed extensions

# Annual review & planning

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- Report on the last years activities and budget expenditure **comparing against work-plan & expenditure forecast**
- Discuss the reasons for delays/ learning lessons
- Forecast for the coming year (workplan and budget)
- Review and update procurement plan as needed



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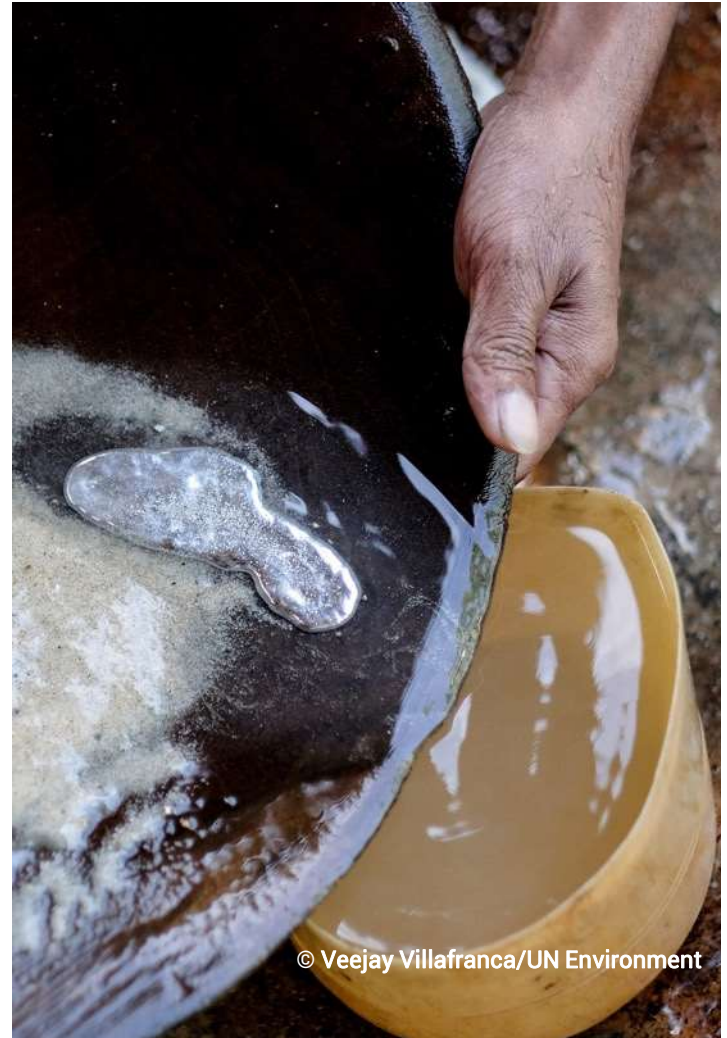
# Monitoring & Evaluation

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# Monitoring & Evaluation

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- **Monitoring and evaluation is an essential project management tool**
  - Facilitating progress
  - Coordination between different components and partners
  - Communication beyond project
  - Learning and continuous improvement
  - Essential donor requirement
- **Monitoring**
  - Periodic and regular
  - Done internally by the project team
  - Mid term review done by IA
- **Evaluation**
  - Done at the end of the project
  - Done by external evaluators (UN Environment Evaluation Office)

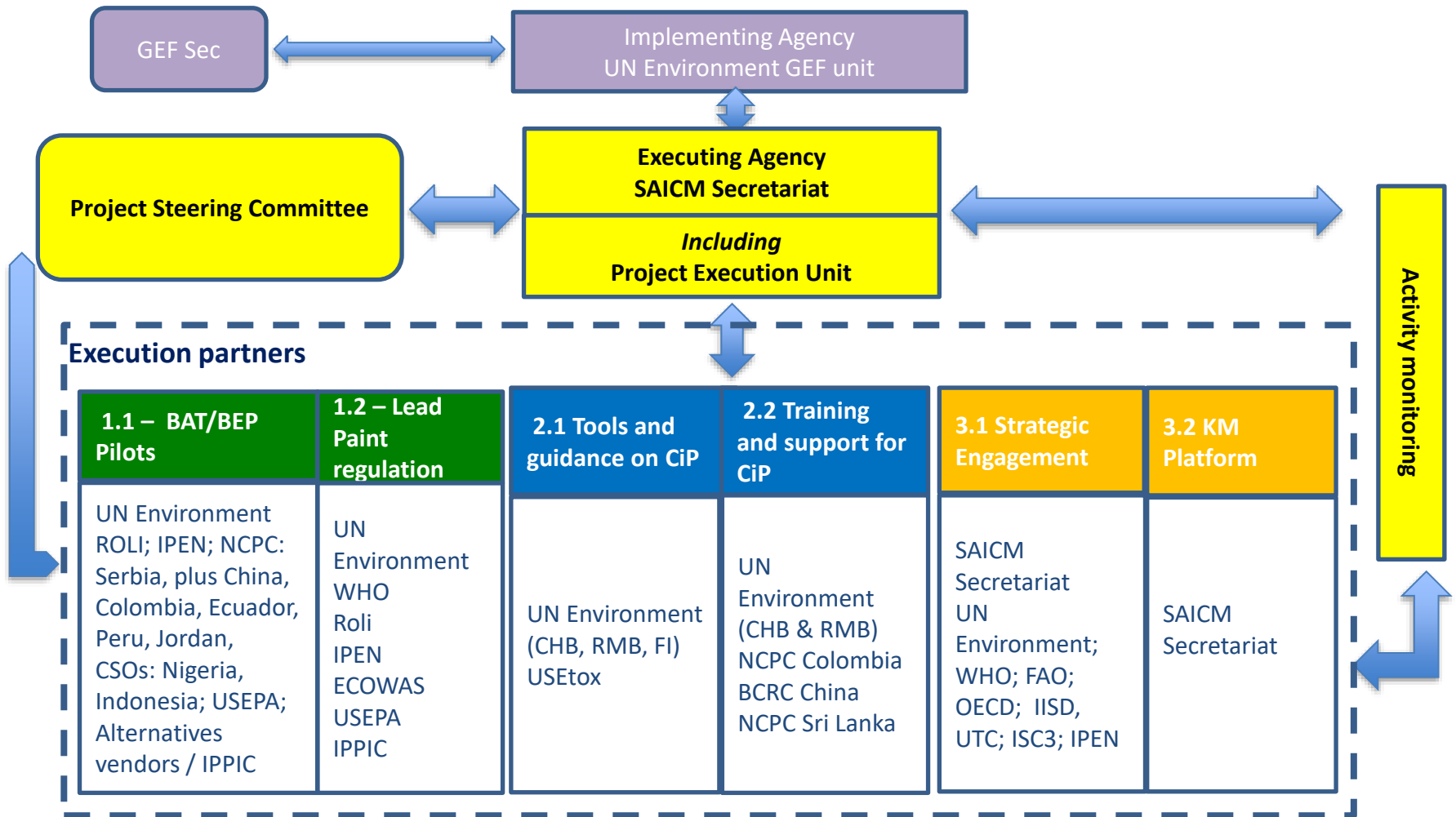


# M&E Context in the project

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- **Logframe, Component 4**
  - Output 4.1 Quarterly financial reports and annual progress reports monitoring status of project execution
  - Output 4.2: Midterm and Terminal evaluations of project impacts shared with SAICM stakeholders
- **M&E Plan**
  - Inception meeting
  - Project Steering Committee
  - Ongoing monitoring and gender mainstreaming
  - Project monitoring travel
- **Evaluation**
  - Midterm review
  - Terminal evaluation
  - Financial audit

# Project implementation structure



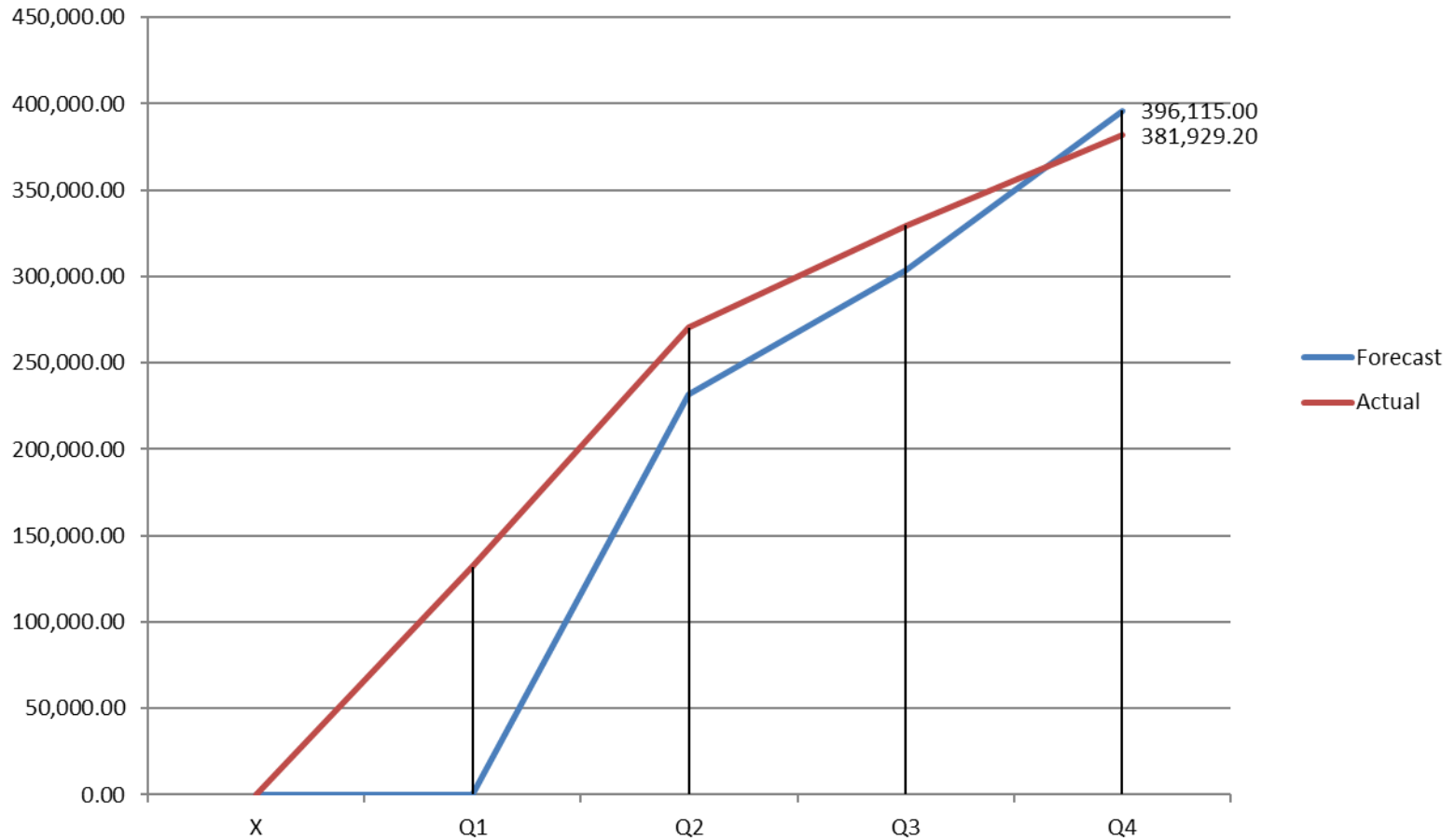
# Regular reporting

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- ✓ Financial management
  - Quarterly forecast at the beginning of each year
  - Quarterly expenditure statements
  - Annual report (GEF and cofinance expenditures)
  - Procurement Plan
- ✓ Technical reporting
  - Annual Project Implementation Review in June
- ✓ Communication with GEF operational focal points in participating countries

# Quarterly forecast and expenditures

	Q1	Q2	Q3	Q4
Forecast	0.00	231,964.00	303,739.85	396,115.00
Actual	131,864.00	270,487.60	329,415.20	381,929.20



# Annual report (PIR)

Project objective and Outcomes	Description of indicator	Baseline level	Mid-term target	End-of-project target	Level at 30 June 2016	Progress rating
Objective:						
Outcome 1:	1.1					
	1.2					

Outputs	Expected completion date	Implementation status as of 30 June 2015 (%)	Implementation status as of 30 June 2016 (%)	Comments if variance. Describe any problems in delivering outputs	Progress rating
Output 1:					
Activity 1:					
Activity 2:					
Output 2:					
Activity 3:					

## Communication with partners

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- Implementing Agency required to inform GEF OFPs and main project beneficiaries
- Contributes to high level ownership and follow up of project activities
- Based on quarterly reports
  - Progress on expenditures
  - Short paragraphs on activities completed in previous quarter; and activities planned for next quarter



Thank you for your  
attention

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