

Annexes to Terminal Evaluation Terms of Reference

Templated 2 - formatted for the [UNDP Jobs website](#)

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ToR Annex A: Project Logical/Results Framework

<p>This project will contribute to the following Sustainable Development Goal (s): SDG 12: Responsible Consumption and Production, SDG 13: Climate Action, SDG 9: Industry, Innovation and Infrastructure, SDG 5: Gender Equality</p>					
<p>This project will contribute to the following country outcomes included in the UNDAF/Country Programme Document:</p> <p>Outcome 2.1: Low-carbon, climate and disaster resilient development: By 2021, Viet Nam has accelerated its transition to low-carbon and green development, and enhanced its adaptation and resilience to climate change and natural disasters, with a focus on empowering the poor and vulnerable groups.</p> <p>Outcome 2.2: Sustainable management of natural resources and the environment: By 2021, Viet Nam has enhanced sustainable management of natural capital, biodiversity and ecosystem services and improved the quality of the environment, while contributing to the implementation of multilateral environmental agreements.</p>					
<p>This project will be linked to the following output of the UNDP Strategic Plan</p> <p>Output 1.3: Solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystem services, chemicals and waste.</p> <p>Indicator 1.3.1: Number of new partnership mechanisms with funding for sustainable management solutions of natural resources, ecosystem services, chemicals and waste at national and/or subnational level.</p> <p>Output 2.5: Legal and regulatory frameworks, policies and institutions enabled to ensure the conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems, in line with international conventions and national legislation.</p> <p>Indicator 2.5.1: Extent to which legal or policy or institutional frameworks are in place for conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems.</p>					
	Objective and Outcome Indicators	Baseline	Mid-term Target	End of Project Target	Assumptions
<p>Project Objective: Reduce the use and release of chemicals controlled under MEAs, other hazardous chemicals, improve energy and natural resource efficiency and reduce (GHG) emissions through the application of Green Chemistry principles in Viet Nam.</p>	<p>Mandatory Indicator 1 UN SP Indicator 1.3.1: Number of new partnership mechanisms with funding for sustainable management solutions of natural resources, ecosystem services, chemicals and waste at national and/or subnational level.</p> <p>Mandatory Indicator 2 UN SP Indicator 2.5.1: Extent to which legal or policy or institutional frameworks are in place for conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems.</p>	<p>1) No partnership or financial mechanism in place for the implementation of Green Chemistry in Viet Nam</p> <p>2) GoV adopted a number of Strategies and Policy on Green Growth and Sustainable Development, NAP for sustainable production and consumption, no regulation and incentive policies exists which mentions or promotes Green Chemistry</p> <p>Only basic Green Chemistry principles applied in few</p>	<p>1) Green Chemistry network designed and partially implemented.</p> <p>2) Green Chemistry assessed for specific demonstration in selected industrial sectors.</p>	<p>1) Green Chemistry network in place participated by private and institutional experts. An impact fund established to provide soft loan for implementation of Green Chemistry</p> <p>2) Legal documents and technical standards developed and endorsed by the government to regulate GC implementation</p>	<p>The identified sectors are available in implementing Green Chemistry principle in their process.</p> <p>The continued use of Green Chemistry is sustained by the improved efficiency of industrial processes and to improved marked opportunities associated with Green Products</p> <p>There will be continuity of political will, even in the event of changes in Government to make the changes to the legal framework, regulations, incentives etc., as envisioned.</p>

	<p>Indicator 3: Amount of POPs, U-POPs and mercury uses and release avoided at project implementation and predicted at replication.</p>	<p>industrial sector in Viet Nam</p> <p>3) Vietnamese standards and regulations for chemical release in industrial sectors (paper, textile, ...) currently don't include POPs/dioxin/mercury parameter. Therefore the release into the environment of these pollutants from industrial sources is currently not controlled.</p> <p>Gender issues currently not fully understood in industrial organizations</p>	<p>3) Demonstration activities potentially reducing the use or releases of one ton of POPs (PFOS, C-PBDE, SCCP, and pesticides), 15 gTeq/yr U-POPs and 2 kg of mercury designed.</p> <p>A gender mainstreaming action plan agreed and started</p>	<p>3) Reduction of the use or releases of one ton of POPs (PFOS, C-PBDE, SCCP, pesticides), 15 gTeq/yr U-POPs and of 2 kg of mercury</p> <p>Equal opportunity for male and female in manufacturing and chemical industry through the implementation of safer workplace environment</p>	<p>The resource allocated for gender mainstreaming will allow a higher and more sustainable efficiency and greater impact of project core actions aimed at implementing GC and reducing POPs.</p>
<p>Component/Outcome 1 Component 1. Developing the Enabling Environment for Green Chemistry in Viet Nam</p> <p>Outcome 1.1: Enabling Environment for Adoption of Green Chemistry Practices Established</p>	<p>Indicator 1: Availability of an assessment report and feasibility study and of a Green Chemistry incentives scheme introduced following Cost-Benefit Analyses (CBAs).</p> <p>Indicator 2: Number of trainings successfully performed and, number of people (male and female) attending the training</p> <p>Indicator 3: Existence of a network of GC experts with equal opportunities among genders and</p>	<p>1) Similar study/ report not yet available. Incentives for GC currently not available</p> <p>2) GC mentioned in several training initiatives by MOIT but not yet recognized as a key strategy for POPs reduction and sustainable production</p> <p>3) A network of GC experts and institutional expertise does not exist yet</p>	<p>1) Assessment and feasibility reports drafted and approved at midterm. GC incentive schemes assessed and proposed</p> <p>2) 6 Trainings of Trainers sessions completed involving at least 60 trainees, encouraging female participation</p> <p>3) List of the GC experts and institution. Operating mode of the GC network (blog or a</p>	<p>1) Assessment and feasibility reports and CBA of incentive scheme published and disseminated A GC incentive scheme adopted</p> <p>2) all TOT training completed before MTR</p> <p>3) A network of GC expert established, encouraging participation of women,</p>	<p>The institutions are committed to provide information and analysis on the current regulatory framework on GC and its implications on POPs and mercury.</p> <p>Trainer will have outstanding experience on the development and implementation of GC initiative in relevant industrial sectors.</p> <p>A fruitful cooperation among project staff, government, and key stakeholders on technical,</p>

	<i>institutional expertise created under the project</i>		<i>dedicated line) identified and designed.</i>	<i>and operating as a help desk through a blog platform or a dedicated line.</i>	<i>legal and financial matter is ensured so that the incentive mechanism to promote GC is implementable and sustainable</i>
Component/ Outcome 2 Component 2. Promote Awareness on Green Chemistry and the benefits of the application of Green Chemistry and its guiding principles Outcome 2.1 Awareness on GC and its guiding principles increased to a level necessary to support a shift to GC application.	<p>Indicator 1: <i>Level of Awareness on Green Chemistry among decision makers and stakeholders disaggregated by gender. (1-very low; 2-low; 3-average; 4-good; 5-very good)</i></p> <p>Indicator 2: <i>Availability of reports from initiatives on Corporate Social Responsibility on Green Chemistry.</i></p> <p>Indicator 3: <i>Availability of reports and material generated by Green Chemistry extra-curricular lectures, and from the exhibition and technology workshop on GC technologies promoted by Embassies in Hanoi</i></p>	<p>1) <i>Awareness on green chemistry is very low among enterprises and manufacturers Public media dedicating very little broadcasting time. If any to Green Chemistry in Viet Nam.</i></p> <p>2) <i>No CSR initiative on Green Chemistry exists</i></p> <p>3) <i>Training on Green Chemistry is not systematic and not integrated in MOIT universities. Exhibition and workshop on GC technologies never carried out before</i></p>	<p>1) <i>Green chemistry awareness raising material, including broadcasting material for public media (TV) prepared for each relevant sector taking into account specific needs for women TV broadcasting started in coordination with Viet Nam Television. At least one awareness raising workshop with the participation of at least 30 representatives from 2 industrial sectors carried out with a proper balance among genders</i></p> <p>2) <i>CSR initiative designed by at least one industrial sector.</i></p> <p>3) <i>Green Chemistry training, based on extra-curricular lectures, designed and approved with equal access opportunities among gender</i></p>	<p>1) <i>At least one additional awareness raising workshop with the participation of at least 30 representatives from the 2 remaining industrial sectors carried out taking into account specific needs for women TV broadcasting continued in coordination with Viet Nam Television.</i></p> <p>2) <i>CSR initiative implemented by at least one industrial sector.</i></p> <p>3) <i>Training on Green Chemistry carried out including onsite training in selected industries from the six sectors, encouraging female</i></p>	<p><i>A fruitful cooperation among project staff, representatives of the relevant industrial sectors, and governmental institutions and public media (including Vietnamese Television) is ensured so that the awareness raising initiative on GC can be effectively developed and implemented.</i></p> <p><i>A fruitful cooperation with University and academic institutions can be established to integrate GC modules in the MOIT Technical Center Viet Nam is currently an</i></p>

			<i>Planning and design of one exhibition including workshop on GC technologies with bilateral support started.</i>	<i>participation both as teachers and trainees. One exhibition including workshop on GC technologies with bilateral support completed.</i>	<i>interesting market for advanced countries willing to promote their technologies, due to the safety of the country and the fast economic and infrastructural development.</i>
Component/ Outcome 3 Component 3. Introduce Green Chemistry approaches into priority sectors and at least 2 entities Outcome 3.1: 15 g-TEQ/Y of UPOPs releases, 1 tonne of POPs, 0.002 tonnes of Mercury reduced through the introduction of GC in priority sectors.	Indicator 1: <i>Number of priority sectors and entities selected for demonstration</i> Indicator 2: <i>Availability of criteria for POPs/mercury baseline assessment and calculation of POPs/mercury reduction</i> Indicator 3: <i>Amount of the reduction of the use / release of POPs, U-POPs and mercury (both at project implementation and predicted at replication stage)</i>	1) <i>In the shortlisted selected sectors there are no significant actions aimed at reducing the use or release of POPs</i> <i>Limited opportunities for women to access jobs in the selected industrial sectors..</i> 2) <i>Criteria for baseline assessment in the priority sectors not yet developed</i> 3) <i>Zero Reduction of POPs or mercury in the selected sectors</i>	1) <i>Two (2) demonstration sectors and two (2) factories selected for demonstration.</i> <i>Gender mainstreaming plans discussed in the relevant industrial sectors</i> 2) <i>Baseline for the 2 sectors and criteria for the evaluation of POPs/mercury reduction assessed</i> 3) <i>Plan for reducing mercury and POPs use / releases (including U-POPs) from selected industries with cost-effectiveness analysis and targets</i>	1) <i>Selection of priority sectors completed at Mid Term</i> <i>Equal opportunity given to male and female experts in the GC and POPs area.</i> 2) <i>Baseline assessment completed at Mid Term</i> 3) <i>At least 1 ton of POPs (C-PBDE, PFOS, SCCP, pesticides) and 2 kg of Mercury reduced from selected industries 15 g TEQ/y of U-POPs reduced from selected industries.</i>	<i>Through technical cooperation with the relevant industrial sectors it will possible to design specific intervention aimed at reducing the amount of POPs used or released, particularly through substitution of POPs with other chemicals (i.e. in the chrome plating and plastic sector), through the modification of process that can lead to POPs precursors (non- chlorine bleaching in textile and papers) or introduction of quality criteria of raw material (textile) etc. It is assumed that the factories implementing GC chemistry intervention will disclose the information that will allow to estimate the amount of POPs used, and/or release reduced</i>
Component/ Outcome 4: Project M&E, Dissemination of project result, lesson	Indicator 1: <i>number of monitoring activities have been carried out</i>	N/A	<i>Inception activities carried out</i>	<i>Financial auditing and other monitoring activities carried out.</i>	<i>All the relevant stakeholders well aware on GEF/UNDP rules as well as National Legislation, and willing to cooperate in the timely establishment of</i>
	Indicator 2: <i>number of Evaluation activities have been carried out.</i>	<i>No evaluation of project implementation till terminal evaluation</i>	<i>Project reporting and planning established and implemented</i>	<i>Project reporting and planning continued until project end</i>	

learned and experience				<i>-Terminal Evaluation carried out and submitted to GoM, UNDP and GEF.</i>	<i>project management structures. Project reporting and planning mechanisms and templates timely communicated and agreed with project management staff at all level. Project stakeholders actively cooperating in all evaluation and auditing activities.</i>
	<i>Indicator 3: availability and sustainability of knowledge management in place (including project materials and experience sharing)</i>	<i>Project result, lessons learned and experience have not been available for disseminating</i>	<i>Project management structure implemented, KM system including project website supporting the green chemistry cell established under output 2.1.1. established (to be completed in the 1st year of project implementation)</i>	<i>Project result, lesson learned and experience widely disseminated</i>	<i>Evaluation and auditing are carried out in an independent and professional way, with the purpose to enhance project activities and generate recommendations for project success and sustainability after project closure.</i>

ToR Annex B: Project Information Package to be reviewed by TE team

#	Item (electronic versions preferred if available)
1	Project Identification Form (PIF)
2	UNDP Initiation Plan
3	Final UNDP-GEF Project Document with all annexes
4	CEO Endorsement Request
5	UNDP Social and Environmental Screening Procedure (SESP) and associated management plans (if any)
6	Inception Workshop Report
7	Mid-Term Review report and management response to MTR recommendations
8	All Project Implementation Reports (PIRs)
9	Progress reports (quarterly, semi-annual or annual, with associated workplans and financial reports)
10	Oversight mission reports
11	Minutes of Project Board Meetings and of other meetings (i.e. Project Appraisal Committee meetings)
12	GEF Tracking Tools (from CEO Endorsement, midterm and terminal stages)
13	GEF/LDCF/SCCF Core Indicators (from PIF, CEO Endorsement, midterm and terminal stages); for GEF-6 and GEF-7 projects only
14	Financial data, including actual expenditures by project outcome, including management costs, and including documentation of any significant budget revisions
15	Co-financing data with expected and actual contributions broken down by type of co-financing, source, and whether the contribution is considered as investment mobilized or recurring expenditures
16	Audit reports
17	Electronic copies of project outputs (booklets, manuals, technical reports, articles, etc.)
18	Sample of project communications materials
19	Summary list of formal meetings, workshops, etc. held, with date, location, topic, and number of participants
20	Any relevant socio-economic monitoring data, such as average incomes / employment levels of stakeholders in the target area, change in revenue related to project activities
21	List of contracts and procurement items over ~US\$5,000 (i.e. organizations or companies contracted for project outputs, etc., except in cases of confidential information)
22	List of related projects/initiatives contributing to project objectives approved/started after GEF project approval (i.e. any leveraged or "catalytic" results)
23	Data on relevant project website activity – e.g. number of unique visitors per month, number of page views, etc. over relevant time period, if available
24	UNDP Country Programme Document (CPD)
25	List/map of project sites, highlighting suggested visits
26	List and contact details for project staff, key project stakeholders, including Project Board members, RTA, Project Team members, and other partners to be consulted
27	Project deliverables that provide documentary evidence of achievement towards project outcomes

ToR Annex C: Content of the TE report

- i. Title page
 - Title of UNDP-supported GEF-financed project
 - UNDP PIMS ID and GEF ID
 - TE timeframe and date of final TE report
 - Region and countries included in the project
 - GEF Focal Area/Strategic Program
 - Executing Agency, Implementing partner and other project partners
 - TE Team members
- ii. Acknowledgements
- iii. Table of Contents
- iv. Acronyms and Abbreviations
1. Executive Summary (3-4 pages)
 - Project Information Table
 - Project Description (brief)
 - Evaluation Ratings Table
 - Concise summary of findings, conclusions and lessons learned
 - Recommendations summary table
2. Introduction (2-3 pages)
 - Purpose and objective of the TE
 - Scope
 - Methodology
 - Data Collection & Analysis
 - Ethics
 - Limitations to the evaluation
 - Structure of the TE report
3. Project Description (3-5 pages)
 - Project start and duration, including milestones
 - Development context: environmental, socio-economic, institutional, and policy factors relevant to the project objective and scope
 - Problems that the project sought to address: threats and barriers targeted
 - Immediate and development objectives of the project
 - Expected results
 - Main stakeholders: summary list
 - Theory of Change
4. Findings
(in addition to a descriptive assessment, all criteria marked with (*) must be given a rating¹)
 - 4.1 Project Design/Formulation
 - Analysis of Results Framework: project logic and strategy, indicators
 - Assumptions and Risks
 - Lessons from other relevant projects (e.g. same focal area) incorporated into project design

¹ See ToR Annex F for rating scales.

- Planned stakeholder participation
 - Linkages between project and other interventions within the sector
- 4.1 Project Implementation
- Adaptive management (changes to the project design and project outputs during implementation)
 - Actual stakeholder participation and partnership arrangements
 - Project Finance and Co-finance
 - Monitoring & Evaluation: design at entry (*), implementation (*), and overall assessment of M&E (*)
 - UNDP implementation/oversight (*) and Implementing Partner execution (*), overall project implementation/execution (*), coordination, and operational issues
- 4.2 Project Results
- Progress towards objective and expected outcomes (*)
 - Relevance (*)
 - Effectiveness (*)
 - Efficiency (*)
 - Overall Outcome (*)
 - Country ownership
 - Gender
 - Other Cross-cutting Issues
 - Social and Environmental Standards
 - Sustainability: financial (*), socio-economic (*), institutional framework and governance (*), environmental (*), and overall likelihood (*)
 - Country Ownership
 - Gender equality and women's empowerment
 - Cross-cutting Issues
 - GEF Additionality
 - Catalytic Role / Replication Effect
 - Progress to Impact
5. Main Findings, Conclusions, Recommendations & Lessons
- Main Findings
 - Conclusions
 - Recommendations
 - Lessons Learned
6. Annexes
- TE ToR (excluding ToR annexes)
 - TE Mission itinerary
 - List of persons interviewed
 - List of documents reviewed
 - Summary of field visits
 - Evaluation Question Matrix (evaluation criteria with key questions, indicators, sources of data, and methodology)
 - Questionnaire used and summary of results
 - Co-financing tables (if not include in body of report)

- TE Rating scales
- Signed Evaluation Consultant Agreement form
- Signed UNEG Code of Conduct form
- Signed TE Report Clearance form
- *Annexed in a separate file:* TE Audit Trail
- *Annexed in a separate file:* relevant terminal GEF/LDCF/SCCF Core Indicators or Tracking Tools, as applicable

ToR Annex D: Evaluation Criteria Matrix template

NOTE: Include COVID-19 specific questions, as needed.

Evaluative Criteria Questions	Indicators	Sources	Methodology
Relevance: How does the project relate to the main objectives of the GEF Focal area, and to the environment and development priorities at the local, regional and national level?			
<i>(include evaluative questions)</i>	<i>(i.e. relationships established, level of coherence between project design and implementation approach, specific activities conducted, quality of risk mitigation strategies, etc.)</i>	<i>(i.e. project documentation, national policies or strategies, websites, project staff, project partners, data collected throughout the TE mission, etc.)</i>	<i>(i.e. document analysis, data analysis, interviews with project staff, interviews with stakeholders, etc.)</i>
Effectiveness: To what extent have the expected outcomes and objectives of the project been achieved?			
Efficiency: Was the project implemented efficiently, in line with international and national norms and standards?			
Sustainability: To what extent are there financial, institutional, socio-political, and/or environmental risks to sustaining long-term project results?			
Gender equality and women's empowerment: How did the project contribute to gender equality and women's empowerment?			
Impact: Are there indications that the project has contributed to, or enabled progress toward reduced environmental stress and/or improved ecological status?			
<i>(Expand the table to include questions for all criteria being assessed: Monitoring & Evaluation, UNDP oversight/implementation, Implementing Partner Execution, cross-cutting issues, etc.)</i>			

ToR Annex E: UNEG Code of Conduct for Evaluators

Independence entails the ability to evaluate without undue influence or pressure by any party (including the hiring unit) and providing evaluators with free access to information on the evaluation subject. Independence provides legitimacy to and ensures an objective perspective on evaluations. An independent evaluation reduces the potential for conflicts of interest which might arise with self-reported ratings by those involved in the management of the project being evaluated. Independence is one of ten general principles for evaluations (together with internationally agreed principles, goals and targets: utility, credibility, impartiality, ethics, transparency, human rights and gender equality, national evaluation capacities, and professionalism).

Evaluators/Consultants:

1. Must present information that is complete and fair in its assessment of strengths and weaknesses so that decisions or actions taken are well founded.
2. Must disclose the full set of evaluation findings along with information on their limitations and have this accessible to all affected by the evaluation with expressed legal rights to receive results.
3. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people's right not to engage. Evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
4. Sometimes uncover evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. Evaluators should consult with other relevant oversight entities when there is any doubt about if and how issues should be reported.
5. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
6. Are responsible for their performance and their product(s). They are responsible for the clear, accurate and fair written and/or oral presentation of study imitations, findings and recommendations.
7. Should reflect sound accounting procedures and be prudent in using the resources of the evaluation.
8. Must ensure that independence of judgement is maintained, and that evaluation findings and recommendations are independently presented.
9. Must confirm that they have not been involved in designing, executing or advising on the project being evaluated and did not carry out the project's Mid-Term Review.

Evaluation Consultant Agreement Form

Agreement to abide by the Code of Conduct for Evaluation in the UN System:

Name of Evaluator: _____

Name of Consultancy Organization (where relevant): _____

I confirm that I have received and understood and will abide by the United Nations Code of Conduct for Evaluation.

Signed at _____ (Place) on _____ (Date)

Signature: _____

ToR Annex F: TE Rating Scales & Evaluation Ratings Table

TE Rating Scales	
Ratings for Outcomes, Effectiveness, Efficiency, M&E, Implementation/Oversight, Execution, Relevance	Sustainability ratings:
<p>6 = Highly Satisfactory (HS): exceeds expectations and/or no shortcomings</p> <p>5 = Satisfactory (S): meets expectations and/or no or minor shortcomings</p> <p>4 = Moderately Satisfactory (MS): more or less meets expectations and/or some shortcomings</p> <p>3 = Moderately Unsatisfactory (MU): somewhat below expectations and/or significant shortcomings</p> <p>2 = Unsatisfactory (U): substantially below expectations and/or major shortcomings</p> <p>1 = Highly Unsatisfactory (HU): severe shortcomings</p> <p>Unable to Assess (U/A): available information does not allow an assessment</p>	<p>4 = Likely (L): negligible risks to sustainability</p> <p>3 = Moderately Likely (ML): moderate risks to sustainability</p> <p>2 = Moderately Unlikely (MU): significant risks to sustainability</p> <p>1 = Unlikely (U): severe risks to sustainability</p> <p>Unable to Assess (U/A): Unable to assess the expected incidence and magnitude of risks to sustainability</p>

Evaluation Ratings Table	
Monitoring & Evaluation (M&E)	Rating ²
M&E design at entry	
M&E Plan Implementation	
Overall Quality of M&E	
Implementation & Execution	Rating
Quality of UNDP Implementation/Oversight	
Quality of Implementing Partner Execution	
Overall quality of Implementation/Execution	
Assessment of Outcomes	Rating
Relevance	
Effectiveness	
Efficiency	
Overall Project Outcome Rating	
Sustainability	Rating

² Outcomes, Effectiveness, Efficiency, M&E, I&E Execution, Relevance are rated on a 6-point rating scale: 6 = Highly Satisfactory (HS), 5 = Satisfactory (S), 4 = Moderately Satisfactory (MS), 3 = Moderately Unsatisfactory (MU), 2 = Unsatisfactory (U), 1 = Highly Unsatisfactory (HU). Sustainability is rated on a 4-point scale: 4 = Likely (L), 3 = Moderately Likely (ML), 2 = Moderately Unlikely (MU), 1 = Unlikely (U)

Financial resources	
Socio-political/economic	
Institutional framework and governance	
Environmental	
Overall Likelihood of Sustainability	

ToR Annex G: TE Report Clearance Form

Terminal Evaluation Report for *(Project Title & UNDP PIMS ID)* **Reviewed and Cleared By:**

Commissioning Unit (M&E Focal Point)

Name: _____

Signature: _____ Date: _____

Regional Technical Advisor (Nature, Climate and Energy)

Name: _____

Signature: _____ Date: _____

ToR Annex H: TE Audit Trail

The following is a template for the TE Team to show how the received comments on the draft TE report have (or have not) been incorporated into the final TE report. This Audit Trail should be listed as an annex in the final TE report but not attached to the report file.

To the comments received on (date) from the Terminal Evaluation of (project name) (UNDP Project PIMS #)

The following comments were provided to the draft TE report; they are referenced by institution/organization (do not include the commentator's name) and track change comment number ("#" column):

Institution/ Organization	#	Para No./ comment location	Comment/Feedback on the draft TE report	TE team response and actions taken