

**TERMS OF REFERENCE FOR THE FINAL EVALUATION OF THE PHILIPPINE JOINT PROGRAMME ON
ENVIRONMENT AND CLIMATE CHANGE**

Annex A

PART 1: General Context: The MDGF Environment and Climate Change Thematic Window

In December 2006, the UNDP and the Government of Spain signed a major partnership agreement for the amount of €528 million with the aim of contributing to progress on the MDGs and other development goals through the United Nations System. In addition, on 24 September 2008 Spain pledged €90 million towards the launch of a thematic window on Childhood and Nutrition. The MDG-F support joint programmes that seek replication of successful pilot experiences and impact in shaping public policies and improving peoples' life in 49 countries by accelerating progress towards the Millennium Development Goals and other key development goals.

The MDG-F operates through the UN teams in each country, promoting increased coherence and effectiveness in development interventions through collaboration among UN agencies. The Fund uses a joint programme mode of intervention and has currently approved 128 joint programs in 49 countries. These reflect eight thematic windows that contribute in various ways towards progress on the MDGs, National Ownership and UN reform.

The Environment and Climate Change thematic window aims to contribute to a reduction in poverty and vulnerability in eligible countries by supporting interventions that improve environmental management and service provision at the national and local levels, as well as increasing access to new funding mechanisms and expanding the ability to adapt to climate change.

The Window includes 17 joint programmes that encompass a wide range of subjects and results. Nevertheless, certain similar underlying characteristics can be identified across most of these joint programmes. The majority of the programmes in the window seek to contribute to three types of result: making the environment, natural resource management and action against climate change a mainstream focus in all public policy; improving national capacities to plan and implement concrete actions in favour of the environment; and assessing and improving national capacities to adapt to climate change.

The joint programmes within this thematic window serve a variety of participants¹, ranging from national and local governments to community-based organizations. All joint programmes include a support component directed at national and local governments. Other participants include civil society, communities and citizens.

The MDG-F M&E Strategy

A result oriented monitoring and evaluation strategy is under implementation in order to track and measure the overall impact of this historic contribution to the MDGs and to multilateralism. The MDG-F M&E strategy is based on the principles and standards of UNEG and OEDC/DAC regarding evaluation quality and independence. The strategy builds on the information needs and interests of the different stakeholders while pursuing a balance between their accountability and learning purposes.

¹ It refers to what previously was named beneficiaries

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The strategy's main objectives are:

1. To support joint programmes to attain development results;
2. To determine the worth and merit of joint programmes and measure their contribution to the 3 MDG-F objectives, MDGS, Paris Declaration and Delivering as one; and
3. To obtain and compile evidence based knowledge and lessons learned to scale up and replicate successful development interventions.

Under the MDG-F M&E strategy and Programme Implementation Guidelines, each programme team is responsible for designing an M&E system, establishing baselines for (quantitative and qualitative) indicators and conducting a final evaluation with a summative focus.

The MDG-F Secretariat also commissioned mid-term evaluations for all joint programmes with a formative focus. Additionally, a total of nine-focus country evaluations (Ethiopia, Mauritania, Morocco, Timor-Leste, Philippines, Bosnia-Herzegovina, Brazil, Honduras and Ecuador) are planned to study more in depth the effects of joint programmes in a country context.

The achievement of the country's Millennium Development Goals (MDGs) is being threatened because of the general lack of capacities to respond adequately to new development pressures like climate change. These include: a.) weak capacities of national agencies, local authorities and vulnerable communities to effectively develop coping mechanisms and strategies; b.) lack of tools and systems to enable appropriate planning and implementation of climate change adaptation; and c.) a general lack of information on technological adaptation and sustainable development options useful for addressing the impacts of climate change at the local level.

The Joint Programme on Strengthening the Philippines' Institutional Capacity to Adapt to Climate Change, also referred as JP in this document, was approved on December 2008. The three year implementation period (2009-2011) focused on assisting institutions to address the above key strategic issues directly affecting the achievement of the MDGs by pursuing the following outcomes, to wit:

1. Climate risk reduction (CRR) mainstreamed into key national & selected local development plans & processes;
2. Enhanced national and local capacity to develop, manage and administer projects addressing climate change risks; and
3. Coping mechanisms improved through pilot adaptation project.

The JP is implemented in partnership with nine government institutions (DA, DENR, DOH, DOST-PAGASA, DTI, DOLE, HUDCC, NEDA, and Province of Albay) and six UN organizations (FAO, UN-HABITAT, ILO, UNDP, UNEP and WHO). The JP is operationalized in 43 provinces and 5 demonstration sites, which include Cordillera, Albay, Sorsogon, Agusan del Norte and NCR.

The advocacy efforts of the JP to mainstream climate risk reduction in key decision-making processes already gained positive results. The current administration recognized climate change adaptation as one of its priority areas. The Philippine Development Plan (PDP) 2011-2016 espouses in its various chapters the need for anticipatory planning to address risks from climate variability and

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extreme events. Moreover, the United Nations Development Assistance Framework (UNDAF) has aligned one of its results areas to the PDP's subsector outcome on developing adaptive capacities for increased resiliency.

The management arrangement of the JP consists of close collaboration, to the extent possible, between organic staffs from both the Government and the United Nations. Working with mandated agencies who, eventually, will apply what they have gained from the JP is an integral part of the mainstreaming strategy. Below is an illustration of the management structure, followed by a table of the staff structure.

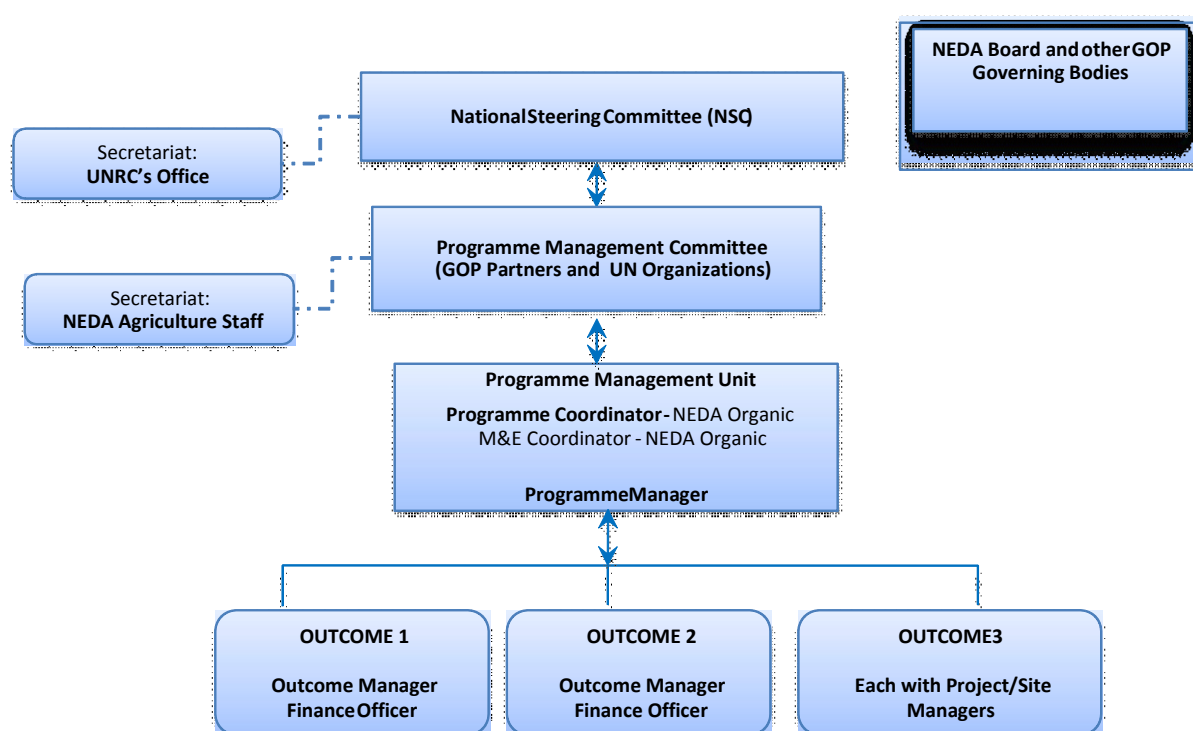


Figure 1. JP Management Structure

Table 1. Staff Structure

Agency	Staff/Number	Type
NEDA	National Focal Point and Programme Coordinator - 1	NEDA organic
	Programme Manager - 1	Programme hired, full-time (Seconded)
	Outcome Manager - 1	Programme hired, full time (Seconded)
	Finance Officer - 1	Programme hired, full time
	Finance Assistant- 1	Programme hired, full time
	Technical Staff - 10	NEDA organic, on-call
DENR	Outcome Manager - 1	Programme hired, full time (Not filled)
	Finance Officer - 1	Programme hired, full time (Not filled)

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	Technical Staff from DENR - 2	DENR organic, on-call
ILO Demo Project	National Officer/ Project Manager - 1	Programme hired, full-time
FAO/DA Demo Project	Techl/Mgt/Finance staff from DA – 10	DA organic, part-time
	Technical Support staff from BSWM – 5	BSWM organic, part-time
	Project Manager	Project hired, full-time
	Research Assistant - 2	Project hired, full-time
	Administrative Officer - 1	Project hired, full-time
	Field Coordinator – 2	Project hired, full-time
	Driver – 2	Project hired, full-time
	Technical Assistance from FAO - 2	Full-time
	National/Local Consultants - 2	Project hired, full-time
UN-HABITAT	Project Manager/Coordinator -	Programme hired, full-time
	Admin and Finance Officer	Programme hired, full-time
	Knowledge Management Specialist	Programme hired, part time

The commissioner of the evaluation is seeking high-qualified consultants to conduct the final evaluation, of this JP.

PART 2:

1. OVERALL GOAL OF THE EVALUATION

One of the roles of the MDG-F Secretariat is to monitor and evaluate the MDG-F. This role is fulfilled in line with the instructions contained in the Monitoring and Evaluation Strategy and the Implementation Guide for Joint Programmes under the Millennium Development Goals Achievement Fund. These documents stipulate that all joint programmes will commission and finance a final independent evaluation.

Final evaluations are summative in nature and seek to:

1. Measure to what extent the JP has delivered outputs and attained outcomes, i.e., development results; and
2. Generate substantive evidence based knowledge, on one or more of the MDG-F thematic windows by identifying best practices and lessons learned that could be useful to other development interventions at national (scale up) and international level (replicability).

As a result, the findings, conclusions and recommendations generated by these evaluations will be part of the thematic window Meta evaluation, the MDG-F Secretariat is undertaking to synthesize the overall impact of the fund at national and international level.

2. SCOPE OF THE EVALUATION AND SPECIFIC OBJECTIVES

The final evaluation will cover the implementation of the MDG-F Joint Programme on Strengthening the Philippines Institutional Capacity to Adapt to Climate Change, also referred here

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as the JP. It will focus on measuring development results and potential impacts generated by the JP, based on the scope and criteria included in this terms of reference. In particular, focus would be on integrate value adding - processes, structure, and outputs developed and applied that will enhance decision making by integrating coping mechanisms or adaptation measures to address effects of climate change. This will enable conclusions and recommendations for the JP to be formed within a period between four and six months.

The unit of analysis or object of study for this evaluation is the JP, understood to be the set of components, outcomes, outputs, activities and inputs that were detailed in the JP document and in associated modifications made during implementation.

In the context of enhancing decision-making for development interventions through anticipatory planning on effects of climate change, this final evaluation has the following specific objectives:

1. Measure to what extent the JP has contributed to solve the needs and problems identified in the design phase.
2. To measure the JP's degree of implementation, efficiency and quality delivered on outputs and outcomes, against what was originally planned or subsequently officially revised.
3. Measure to what extent the JP on climate change adaptation has attained development results to the targeted population, beneficiaries, participants whether individuals, communities, institutions, etc.
4. To measure the JP's contribution to the objectives set in their respective specific thematic windows as well as the overall MDG fund objectives at local and national level. (MDGs, Paris Declaration and Accra Principles and UN reform).
5. To identify and document substantive lessons learned and good practices on the specific topics of the thematic window, MDGs, Paris Declaration, Accra Principles and UN reform with the aim to support the sustainability of the JP or some of its components.

3. EVALUATION QUESTIONS, LEVELS OF ANALYSIS AND EVALUATION CRITERIA

The evaluation questions define the information that must be generated as a result of the evaluation process. The questions are grouped according to the criteria to be used in assessing and answering them. These criteria are, in turn, grouped according to the three levels of the programme.

Design level:

- **Relevance: The extent to which the objectives of a development intervention considers impacts of climate variability and extreme events and are consistent with the needs and interest of the people, the needs of the country and the Millennium Development Goals.**
 - a) How much and in what ways did the JP contributed to solve the (socio-economical) needs and problems identified in the design phase?
 - b) To what extent the implementing partners participating in the JP had an added value to solve the development challenges stated in the programme document?
 - c) To what extent joint programming was the best option to respond to development challenges stated in the programme document
 - d) To what extent did the JP align itself with the country's priorities, e.g., current administration's development plan, National Development Strategies and/or the UNDAF?

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- e) To what extent did the JP have a useful and reliable M&E strategy that contributed to measure development results?
- f) If the programme was revised, did it reflect the changes that were needed?
- g) To what extent did the JP have a useful and reliable communication and advocacy (C&A) strategy?

Process level

- **Efficiency: Extent to which resources/inputs (funds, time, human resources, etc.) have been turned into results**
 - a) To what extent did the JP's management model (i.e. instruments; economic, human and technical resources; organizational structure; information flows; decision-making in management) was efficient in comparison to the development results attained?
 - b) To what extent was the implementation of a JP intervention (group of agencies) more efficient in comparison to what could have been through a single agency's intervention?
 - c) To what extent the governance of the fund at program level (PMC) and at national level (NSC) contributed to efficiency and effectiveness of the JP? To what extent these governance structures were useful for development purposes, ownership, for working together as one? Did they enable management and delivery of outputs and results?
 - d) To what extent this JP was designed, implemented, monitored and evaluated jointly? (see MDG-F Joint Programme Guidelines and final evaluation guidelines)
 - e) What type of work methodologies, financial instruments, business practices have the implementing partners used to increase efficiency in delivering as one?
 - f) What type of (administrative, financial and managerial) obstacles did the JP face and to what extent have this affected its efficiency?
 - g) To what extent and in what ways did the mid-term evaluation have an impact on the JP? Was it useful? Did the JP implement the improvement plan?
- **Ownership in the process: Effective exercise of leadership by the country's national/local partners in development interventions**
 - a) To what extent did the targeted population, citizens, participants, local and national authorities made the programme their own, taking an active role in it? What modes of participation (leadership) have driven the process?
 - b) To what extent and in what ways has ownership or the lack of it, impacted in the efficiency and effectiveness of the JP?
 - h) To what extent did ownership lead to the use/application of JP outputs in regular processes of the institution? Were outputs treated as reference materials or were they applied/integrated as part of the enhancement of standard operation procedures or operational guidelines?
 - i) To what extent did the participating UN organizations allowed their GOP partners to steer/drive the process in terms of determining strategic interventions that would complement their current efforts on adapting to climate change? Was the GOP the main decision maker and exercised control over the resources, e.g., managed grant proceeds?

Results level

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- Effectiveness: Extent to which the objectives of the development intervention have been achieved.

a) To what extent did the JP contribute to the attainment of the development outputs and outcomes initially expected/stipulated in the programme document?

1. As the JP interventions are mainly on building capacities, developing tools and demonstrating coping mechanism, to what extent would these contribute to the attainment of the Millennium Development Goals at the local and national levels?
2. To what extent and in what ways would the use of JP outputs contribute to the goals set in the thematic window?
3. To what extent (policy, budgets, design, and implementation) and in what ways did the JP facilitated UN's adherence to the implementation of the principles of the Paris Declaration and Accra Agenda for Action?
4. To what extent and in what ways did the JP contribute to the goals of delivering as one at country level?
5. What are the other expected and unplanned results and outcomes from ongoing activities of the JP?

b) To what extent has the JP contributed to the advancement and the progress of fostering national ownership processes and outcomes (the design and implementation of National and Local Development Plans, Public Policies, UNDAF, etc)

c) To what extent were JP's outputs and outcomes synergistic and coherent to produce development results? `What kinds of results were reached?

d) To what extent did the JP had an impact on the targeted citizens?

e) Have any good practices, success stories, lessons learned or transferable examples been identified? Please describe and document them.

f) What types of differentiated effects are resulting from the JP in accordance with the sex, race, ethnic group, rural or urban setting of the beneficiary population, and to what extent?

g) To what extent did the JP help to increase stakeholder/citizen dialogue and or engagement on development issues and policies?

Sustainability: Probability of the benefits of the intervention continuing in the long term.

a) To what extent did the JP decision making bodies and implementing partners have undertaken the necessary decisions and course of actions to ensure the sustainability of the effects of the joint programme?

At local and national level:

- i. To what extent has the JP reached out to key local and national insitutions?
- ii. To what extent did national and/or local institutions support the JP?
- iii. Did these institutions show technical capacity and leadership commitment to keep working with the program or to scale it up?
- iv. Have operating capacities been created, enhanced, and/or reinforced in national partners to consider possible effects of climate change?
- v. Did the partners have sufficient financial capacity to keep up the benefits produced by the JP?

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- b) To what extent will the JP's outputs be replicable or scaled up at national or local levels?
- c) Does the JP have an exit strategy or sustainability plan that would work towards ensuring benefits will continue beyond the JP's life?

4. METHODOLOGICAL APPROACH

This final evaluation will use methodologies and techniques as determined by the specific needs for information, the questions set out in the TOR, and the availability of resources and the priorities of stakeholders. In all cases, consultants are expected to analyse all relevant information sources, such as reports, program documents, internal review reports, program files, strategic country development documents and related country documents wherein the JP may have contributed to, mid-term evaluations, and any other documents that may provide evidence on which to form judgements. Consultants are also expected to use interviews, surveys or any other relevant quantitative and/or qualitative tool as a means to collect relevant data for the final evaluation. The evaluation team will make sure that the voices, opinions and information of targeted citizens/participants of the joint programme are taken into account.

The methodology and techniques to be used in the evaluation should be described in detail in the desk study report and the final evaluation report, and should contain, at minimum, information on the instruments used for data collection and analysis, whether these be documents, interviews, field visits, questionnaires or participatory techniques.

5. EVALUATION DELIVERABLES

The consultant is responsible for submitting the following deliverables to the commissioner and the manager of the evaluation:

1. Inception Report (to be submitted within 15 days of the submission of all program documentation to the evaluation team)

This report will be 10 to 15 pages in length and will propose the methods, sources and procedures to be used for data collection. It will also include a proposed timeline of activities and submission of deliverables. The desk study report will propose initial lines of inquiry about the JP. This report will be used as an initial point of agreement and understanding between the consultant and the evaluation managers. The report will follow the outline stated in annex 1:

2. Draft Final Report (to be submitted within 20 days after the completion of the field visit, please send also to MDG-F Secretariat)

The draft final report will contain the same sections as the final report (described in the next paragraph) and will be 20 to 30 pages in length. This report will be shared among the evaluation reference group. It will also contain an executive report of no more than 5 pages that includes a brief description of the JP, its context and current situation, the purpose of the evaluation, its methodology and its main findings, conclusions and recommendations. The final report will be shared with evaluation reference group and MDG-F Secretariat to seek their comments and suggestions. This report will contain the same sections as the final report, described below.

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Final Evaluation Report (to be submitted within 10 days after reception of the draft final report with comments, please send also to MDG-F Secretariat)

The final report will be 20 to 30 pages in length. It will also contain an executive summary of no more than 5 pages that includes a brief description of the joint programme, its context and current situation, the purpose of the evaluation, its methodology and its major findings, conclusions and recommendations. The final report will be sent to the evaluation reference group. This report will contain the sections establish in annex 2:

6. KEY ROLES AND RESPONSABILITIES IN THE EVALUATION PROCESS

There will be 4 main actors involved in the implementation of MDG-F final evaluations:

1. The Resident Coordinator Office as commissioner of the final evaluation will have the following functions:

- Lead the evaluation process throughout the 3 main phases of a final evaluation (design, implementation and dissemination);
- Convene the evaluation reference group;
- Lead the finalization of the evaluation ToR;
- Coordinate the selection and recruitment of the evaluation team by making sure the lead agency undertakes the necessary procurement processes and contractual arrangements required to hire the evaluation team;
- Ensure the evaluation products meet quality standards (in collaboration with the MDG-F Secretariat);
- Provide clear specific advice and support to the evaluation manager and the evaluation team throughout the whole evaluation process;
- Connect the evaluation team with the wider program unit, senior management and key evaluation stakeholders, and ensure a fully inclusive and transparent approach to the evaluation;
- Take responsibility for disseminating and learning across evaluations on the various joint programme areas as well as the liaison with the National Steering Committee; and
- Safeguard the independence of the exercise, including the selection of the evaluation team.

2. The programme coordinator as evaluation manager will have the following functions:

- Contribute to the finalization of the evaluation TOR;
- Provide executive and coordination support to the reference group;
- Provide the evaluators with administrative support and required data;
- Liaise with and respond to the commissioners of evaluation;
- Connect the evaluation team with the wider programme unit, senior management and key evaluation stakeholders, and ensure a fully inclusive and transparent approach to the evaluation;
- Review the inception report and the draft evaluation report(s); and

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- Ensure that adequate funding and human resources are allocated for the evaluation

3. The Evaluation Reference Group (ERG) will be composed of representatives from the implementing parties, e.g., NEDA, DENR, DA, DOST-PAGASA, DOH, DTI, DOLE, HUDCC, Province of Albay, UNDP, UNEP, FAO, WHO, ILO and UN-Habitat. The ERG will bring in the institutional view including inputs of their principals and institution they represent. The ERG will have the following functions:

- Identify information needs, define objectives and delimit the scope of the evaluation;
- Provide input and participate in finalizing the evaluation Terms of Reference;
- Facilitate the evaluation team's access to all information and documentation relevant to the intervention, as well as to key actors and informants who should participate in interviews, focus groups or other information-gathering methods; and
- Review the relevant report submitted by the Evaluation Team and submit comments/recommendations to the Evaluation Manager.

4. The Programme Management Committee will direct the ERG and have the following functions:

- Support the designation of the selected focal points as ERG members;
- Facilitate the evaluation team's access to all information and documentation relevant to the intervention, as well as to key actors and informants who should participate in interviews, focus groups or other information-gathering methods; and
- Disseminate the results of the evaluation.

5. The MDG-F Secretariat that will function as a **quality assurance member** of the evaluation in cooperation with the commissioner of the evaluation

- Review and provide advice on the quality of the evaluation process, ~~as well as on~~ the evaluation products (comments and suggestions on the adapted TOR, draft reports, final report of the evaluation), and options for improvement.

6. The evaluation team will conduct the evaluation study by:

Fulfilling the contractual arrangements in line with the TOR, UNEG/OECD norms and standards and ethical guidelines; this includes developing an evaluation matrix as part of the inception report, drafting reports, and briefing the commissioner and stakeholders on the progress and key findings and recommendations, as needed.

To ensure participation of project staffs who are no longer under contract as resource persons during the final evaluation, the funds required is henceforth included in the contract of the evaluation team.

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7. EVALUATION PROCESS: TIMELINE

Evaluation Phase	Activity	Persons/Group/Agency in Charge	Date	Remarks
Design	1. Establishment of the evaluation reference group (ERG)	CE	Sept – Oct 2011	First meeting held on Sept and secured PMC last Oct 2011.
Design	2. Final evaluation Terms of Reference (TOR) adopted	EM	Sept – Oct 2011	Several ERG meetings to work on the draft. Conditional approval of PMC secured last Oct 2011.
Implementation	3. Procurement and hiring the evaluation team (ET)	EM	1 – 16 Dec 2011	Request for assistance with MDG-F Secretariat and exploring possibility of securing MTE evaluator.
Implementation	4. Provision of JP documents for the desk review (documents, access to reports and archives)	EM	19-30 Dec 2011 (7 days)	PMU to provide relevant documents to the ET. Adjusted dates to factor in holidays (Christmas)
Implementation	5. Submission of the draft inception report , including proposed agenda and itinerary, to the Commissioner and Evaluation Manager	ET	5-20 Jan 2012 (12 Days)	Adjusted dates to factor in holiday (Ney Year).
Implementation	6. Generation of feedback, comments, and inputs on the draft inception report and relay these to the ET	EM	23 Jan – 3 Feb 2012 (10 days)	

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Evaluation Phase	Activity	Persons/Group/Agency in Charge	Date	Remarks
Implementation	7. Revision and adoption of the agenda and itinerary	EM	6 -10 Feb 2012 (5 days)	
Implementation	8. In-country mission	ET	13 Feb – 23 Mar 2012 (30 days)	
Implementation	9. Preparation of the draft report	ET	26 Mar – 20 April 2012 (20 days)	
Implementation	10. Submission of the draft report	ET	23 April 2012	
Implementation	11. Evaluation and quality check of the draft report	MDG-F Secretariat	24 – 30 April 2012 (5 days)	
Implementation	12. Review and provision of comments/inputs on the draft report and feedback to the ET	EM	1-14 May 2012 (10 days)	
Implementation	13. Submission of Consolidated Inputs	EM	15 May 2012	
Implementation	14. Revision and Finalization of the draft report	ET	16-28 May 2012 (9 days)	
Implementation	15. Submission of the Final Report to CE, EM, ERG and NSC	ET	29 May 2012	

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Evaluation Phase	Activity	Persons/Group/Agency in Charge	Date	Remarks
Dissemination/ Improvement	16. Dissemination of the results to partners	NEDA	30 May – 12 June 2012 (10 days)	

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8. USE AND UTILITY OF THE EVALUATION

Final evaluations are summative exercises that are oriented to gather data and information to measure to what extent development results were attained. However, the utility of the evaluation process and the products goes far beyond what was said during the field visit by program stakeholders or what the evaluation team wrote in the evaluation report.

The momentum created by the evaluations process (meetings with government, donors, beneficiaries, civil society, etc) is the ideal opportunity to set an agenda on the future of the program or some of their components (sustainability). It is also excellent platforms to communicate lessons learnt and convey key messages on good practices, share products that can be replicated or scaled up in the country as well as at the international level.

The commissioner of the evaluation, the reference group, the evaluation manager and any other stakeholders relevant for the JP will jointly design and implement a complete plan of dissemination of the evaluation findings, conclusions and recommendations with the aim to advocate for sustainability, replicability, scaling up or to share good practices and lessons learnt at local, national or/and international level.

9. ETHICAL PRINCIPLES AND PREMISES OF THE EVALUATION

The final evaluation of the JP is to be carried out according to ethical principles and standards established by the United Nations Evaluation Group (UNEG).

- **Anonymity and confidentiality.** The evaluation must respect the rights of individuals who provide information, ensuring their anonymity and confidentiality.
- **Responsibility.** The report must mention any dispute or difference of opinion that may have arisen among the consultants or between the consultant and the heads of the Joint Programme in connection with the findings and/or recommendations. The team must corroborate all assertions, or disagreement with them noted.
- **Integrity.** The evaluator will be responsible for highlighting issues not specifically mentioned in the TOR, if this is needed to obtain a more complete analysis of the intervention.
- **Independence.** The consultant should ensure his or her independence from the intervention under review, and he or she must not be associated with its management or any element thereof.
- **Incidents.** If problems arise during the fieldwork, or at any other stage of the evaluation, they must be reported immediately to the Secretariat of the MDGF. If this is not done, the existence of such problems may in no case be used to justify the failure to obtain the results stipulated by the Secretariat of the MDGF in these terms of reference.
- **Validation of information.** The consultant will be responsible for ensuring the accuracy of the information collected while preparing the reports and will be ultimately responsible for the information presented in the evaluation report.
- **Intellectual property.** In handling information sources, the consultant shall respect the intellectual property rights of the institutions and communities that are under review.

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- **Delivery of reports.** If delivery of the reports is delayed, or in the event that the quality of the reports delivered is clearly lower than what was agreed, the penalties stipulated in these terms of reference will be applicable.

10. ANNEXES

I. Outline of the inception report

0. Introduction
1. Background to the evaluation: objectives and overall approach
2. Identification of main units and dimensions for analysis and possible areas for research
3. Main substantive and financial achievements of the joint programme
4. Methodology for the compilation and analysis of the information
5. Criteria to define the mission agenda, including “field visits” and itinerary

II. Outline of the draft and final evaluation reports

1. Cover Page
2. Introduction
 - Background, goal and methodological approach
 - Purpose of the evaluation
 - Methodologies used in the evaluation
 - Constraints and limitations on the study conducted
3. Description of the development interventions carried out
 - Detailed description of the development intervention undertaken: description and judgement on implementation of outputs delivered (or not) and outcomes attained as well as how the programme worked in comparison to the theory of change developed for the programme.
4. Levels of Analysis: Evaluation criteria and questions (all questions included in the TOR must be addressed and answered)
5. Conclusions and lessons learned (prioritized, structured and clear)
6. Recommendations
7. Annexes

III. Documents to be reviewed

MDG-F Context

- MDGF Framework Document
- Summary of the M&E frameworks and common indicators
- General thematic indicators
- M&E strategy
- Communication and Advocacy Strategy
- MDG-F Joint Implementation Guidelines

Specific Joint Programme Documents

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- 506 - Joint Programme Document: results framework and monitoring and evaluation framework
- 507 - Mission reports from the Secretariat
- 508 - Quarterly reports
- 509 - Mini-monitoring reports
- 510 - Biannual monitoring reports
- 511 - Mid Term Evaluation Report
- 512 - Annual reports
- 513 - Annual work plan
- 514 - Financial information (MDTF)
- 515 - Milestone Matrix
- 516 - PMC Meeting Documents
- 517 - JP Outputs
- 518
- 519 Other in-country documents or information
- 520
- 521 - Evaluations, assessments or internal reports conducted by the joint programme
- 522 - Development Plans and Policies that have been influenced by the JP
- 523 - Relevant documents or reports on the Millennium Development Goals at the local and
- 524 national levels
- 525 - Relevant documents or reports on the implementation of the Paris Declaration and the
- 526 Accra Agenda for Action in the country
- 527 - Relevant documents or reports on One UN, Delivering as One