



ADAPTATION FUND

AFB/EFC.9/10  
19 June 2012

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Adaptation Fund Board  
Ethics and Finance Committee  
Ninth Meeting  
Bonn, Germany, 26-27 June 2012

Agenda item: 8 e)

**FY2013 WORK PROGRAMME AND BUDGET FOR THE  
EVALUATION FUNCTION**

**(PREPARED BY THE ADAPTATION FUND EVALUATION  
FUNCTION)**

## I. Background

1. At the 15<sup>th</sup> Adaptation Fund Board (AFB) Meeting the AFB, per the recommendation of the Ethics and Finance Committee (EFC), decided to entrust the evaluation function of the Adaptation Fund to the GEF Evaluation Office for an interim period of three years (Decision B.15/23). The Board also decided to approve “the Evaluation Framework contained in Annex II to document AFB/EFC.6/4 with the changes to paragraphs 12-14, as contained in Annex I to this report, and request the GEF Evaluation Office and the secretariat to prepare a final version of the Evaluation Framework.”

2. Further amendments to the Evaluation Framework were approved at the 17<sup>th</sup> AFB Meeting (Decision B.17/21) clarifying the roles and responsibilities related to the evaluation function of the Adaptation Fund. The Evaluation Function is responsible for developing an annual evaluation work programme and budget for approval by the Board as well as conducting evaluative work outlined in the approved work programme. This includes supporting all aspects of the implementation of the Evaluation Framework through the three following functions and tasks:

- **Evaluative Function:** Independently evaluate the effectiveness of the Adaptation Fund supported projects and programmes as well as implementing agencies and report to the Adaptation Fund Board on lessons, findings, conclusions, and recommendations from relevant evaluation reports.
- **Advisory Function:** Recommend minimum evaluation standards within the Adaptation Fund in order to ensure improved and consistent measurement of results for approval by the Board.
- **Oversight Function:** Provide quality control of the minimum evaluation requirements and their practice in the Adaptation Fund and track implementation of Board decisions related to evaluation recommendations. This includes providing support to the EFC and the AF Board in the implementation of the Evaluation Framework as well as supporting the secretariat in its efforts to incorporate findings and recommendations of evaluations into policies, strategies and procedures, as well as in disseminating results and lessons through the Adaptation Fund website.

3. This document presents a progress report on the activities conducted by the Evaluation Function in fiscal year 2012 and a work programme and budget for activities to be conducted in fiscal year 2013. The budget estimates have been incorporated in the Board and secretariat administrative budget proposal for fiscal year 2013 (document AFB/EFC.9/6).

## II. Progress Report and Further Proposed Activities

4. For fiscal year 2012 an amount of \$22,000 was estimated for the GEF Evaluation Office to complete activities requested by the AFB. The main activities completed include ensuring that the Guidelines for Final Evaluations were edited and published, finalizing the Evaluation Framework including amendments based on Board decisions, and developing a work programme for fiscal year 2013.

5. Since being designated as the Evaluation Function of the Adaptation Fund the GEF Evaluation Office has assigned one of its senior evaluation officers on a part-time basis to support the AF and its Board, with the flexibility of increasing or decreasing this support depending on the current evaluation work programme. In fiscal year 2013 the Evaluation Office envisages three main activities for an estimated total of \$18,000.

**Final Evaluation Guidelines**

6. The Evaluation Office will review the Guidelines for Final Evaluations and incorporate the roles and responsibilities of the Evaluation Function to the AF into these guidelines in accordance with the decision made by the AF Board at the 15<sup>th</sup> meeting in September, 2011 (Decision B.15/23, approval of the Evaluation Framework).

**Adaptation Fund Evaluation Report**

7. At the 16<sup>th</sup> meeting of the AF Board in December 2011 in Durban the Board approved through Decision B.16/21 the Reporting Process Requirements, which requests the Evaluation Function of the AF to prepare an Evaluation Report once project/programmes have undertaken a final evaluation. (See reporting process in document AFB/EFC.7/4/Rev.2 and annex IV.) The Evaluation Function will prepare a first report to the AF Board at the end of FY2013, which will include progress on the implementation of the three elements of the Evaluation Function.

**Proposed Budget**

8. The Evaluation Office proposes a budget of \$18,000 for fiscal year 2013 to cover the cost of the activities presented above. This funding includes \$8,000 to cover the cost of a Senior Evaluation Officer to manage the activities. It also includes travel costs to attend AF Board meetings. The Evaluation Office will strive to share travel costs with trips related to other Evaluation Office activities. The following table presents the breakdown of the costs.

**Summary of Evaluation Function Activities and Budget for FY2013**

<b>Evaluation Activity</b>	<b>Cost</b>	<b>Estimated by end of FY2012</b>	<b>FY2013 budget request</b>
Evaluation Framework	Consultant	\$9,000	0
Final Evaluation Guidelines	Consultant	\$1,000	\$1,000
Adaptation Fund Evaluation Report	Consultant	0	\$3,000
EO Staff Costs		\$12,000	\$8,000
Travel to AFB meetings		\$6,200	\$6,000
<b>Total</b>		<b>\$28,200</b>	<b>\$18,000</b>

9. The Evaluation Office proposes to establish a separate budget for the Evaluation Function as presented above. This budget and work programme will be approved directly by the Adaptation Fund Board, and administered through the Trustee to the Evaluation Function. This will allow the Evaluation Function to operate effectively and with due

independence as described in the Evaluation Framework. Any remaining balance at the end of the fiscal year will be returned to the Trustee.

### **III. Recommendation**

10. Following consideration of the present document, the EFC may want to recommend the Board to:
  - a. Approve the fiscal year 2013 work programme and budget (included in document AFB/EFC.9/6) for the Evaluation Function of the Adaptation Fund.
  - b. Establish a separate budget for the Evaluation Function as presented above and authorise disbursement of the amount of \$18,000 through the Trustee to the Evaluation Function for it to independently carry out the tasks described in this work programme (AFB/EFC.9/10).