

Draft Terms of Reference

Final evaluation of the IOMC Toolbox for decision making in chemicals management – Phase III: From design to action

04.03.2022

Background

1. The IOMC Toolbox project (the “project”) for Decision Making in Chemicals Management was designed to assist countries and (sub) regions in developing countries and countries with economies in transition worldwide with identifying the most relevant, efficient and appropriate national actions to respond to chemicals management problems. The intended impact is to strengthen the sound management of chemicals in many developing countries and countries with economies in transition.
2. The project has completed two phases already. Phase I focused on the development of a proof-of-concept version of the Toolbox itself. During Phase II the Toolbox was pilot-tested, further developed and its functionalities were improved. At the end of Phase II, the Toolbox was promoted to over 3,000 policy makers worldwide but focusing on developing countries and countries with economies in transition. The objective of Phase III, from design to action, is to continue improving functionalities and broadening the scope and application of the Toolbox. In addition, Phase III includes a strong capacity building component to broaden awareness of the Toolbox and enable countries to implement the tools available in the Toolbox. This will be achieved by conducting a series of webinars and face-to-face capacity building workshops for relevant policy makers and professionals. As a consequence of the ongoing COVID-19 pandemic and associated measures, the Project Management Group (PMG) has requested two extensions of the timeframe of Phase III until 30 June 2022 as well as a reallocation of travel budget to the development of web-based training courses and virtual training events.
3. All activities of the project are truly targeted at developing countries and countries with economies in transition. Today, much of the scientific know-how, technical insights and practical experience regarding the development and implementation of chemical management systems lie with developed countries especially the OECD member states. The Toolbox wants to provide a way to transfer this knowledge while addressing the needs and capacities of the recipient countries.
4. For the development and implementation of the Toolbox, the IOMC brought together nine intergovernmental organisations actively involved in chemical safety: WHO, FAO, ILO, UNDP, UNEP, UNIDO, UNITAR, the World Bank and OECD. As such the IOMC aims to strengthen international cooperation in the field of chemicals management.

Purpose of the evaluation

5. Phase III of the project calls for an independent, external evaluation to be undertaken at the phase’s **end**. The purpose of the final evaluation is to assess the achievement of the project’s planned results. The final evaluation will assess the Actions’ relevance, coherence, effectiveness, efficiency, likelihood of impact, and likelihood of sustainability, and identify lessons from Action implementation with a view to contributing to learning and informed decision-making. In addition, the evaluation will also aim to include case studies that will provide in-depth analysis of the effectiveness of the Action at the country and regional levels.¹ Finally, the final evaluation will assess the implementation of recommendations from the mid-term

¹ The terms of reference of the final evaluation will take into consideration whether a subsequent phase of the project is being planned.

evaluation and focus on progress since then taking into account impact of COVID-19 on the project.

Scope of the evaluation

6. The final evaluation will cover the period from the start of Phase III of the project, 1 January 2018 to 30 October 2022, with focus on progress made after the mid-term evaluation. The evaluation will cover both country and (sub)regional project outputs and progress towards the expected outcomes, as indicated in the project logical framework (see Annex A). Progress of actions will be assessed against the Indicative Action Plan (see Annex B).

Evaluation criteria

7. The evaluation will assess project performance using the following criteria: relevance, coherence, effectiveness, efficiency, and likelihood of impact and likelihood of sustainability.
 - **Relevance:** *Is the project reaching its intended individual and institutional users and are activities relevant to the beneficiaries' needs and priorities, and designed with quality?*
 - **Coherence:** *To what extent is the project coherent with relevant policies, complementing other programmes and projects and adhering to international norms and standards?*
 - **Effectiveness:** *How effective has the project been in delivering results and in strengthening the capacities of countries/sub-regions?*
 - **Efficiency:** *To what extent has the project delivered its results in a cost-effective manner and optimized partnerships?*
 - **Likelihood of Impact:** *What are the potential cumulative and/or long-term effects expected from the project, including contribution towards the intended impact, positive or negative impacts, or intended or unintended changes?*
 - **Likelihood of Sustainability:** *To what extent are the project's results likely to be sustained in the long term?*

Principal evaluation questions

8. The following questions are suggested to guide the design of the evaluation, although the criteria applied to the outcomes and the final questions selected/identified will be confirmed by the evaluator following the initial document review and engagement with project management with a view to ensuring that the evaluation is as useful as possible with regard to the project's future orientation.

Relevance

- a. *To what extent is the project aligned with the Development community's efforts to helping Member States implement the 2030 Agenda for Sustainable Development, and particularly SDG 12 and target 12.4. on the sound management of chemicals?*
 - b. *To what extent is the project aligned with SAICM beyond 2020, major multilateral environmental and other international agreements as well as the EU's strategic objectives?*
 - c. *How relevant are the objectives, content and the design of the Toolbox (and enhanced functionality), Toolkits and trainings to the identified and new capacity needs, priorities and the performance improvement of beneficiaries, including those arising from the COVID-19 pandemic, to resolve chemicals management issues?*
 - d. *How relevant is the project to supporting gender equality and women's empowerment and meeting the needs of other groups made vulnerable, including countries in special situations?*
- (GEEW)**

Coherence

- e. *How well do the project components complement each other, e.g., toolkits and webinars content, scope and timing?*
- f. *How well does the project complement other Project Management Group partner programming in the area of the sound management of chemicals funded by other donors?*
- g. *How well does the project complement and foster synergies with other existing capacity building programmes and projects by other actors, such as other chemical-related portals and platforms?*
- h. *How well do the project training activities complement further national and international training?*

Effectiveness

- i. *To what extent did the project achieve planned outputs and outcomes? What are the factors affecting the project's and the individual's performance?*
- j. *Have the project's structure and partnerships been effective, including the performance of implementing partners?*
- k. *To what extent have targeted users accessed, used and implemented guidance provided through the Toolbox?*
- l. *To what extent is the Toolbox considered an effective mechanism for accessing guidance by targeted users?*
- m. *To what extent and how is the project contributing to changed behaviour and improved management to resolve chemicals management issues using Toolbox materials and delivering capacity building activities (workshops)?*
- n. *To what extent did the new Toolbox platform, enhanced functionality of the Toolbox and the extra entry points and availability of new tools succeed in broadening reach and use of the Toolbox amongst intended users?*
- o. *To what extent have the Toolbox and the toolkits promotion events (and strategy, e.g., tutorials, promotional videos, etc.) been successful to broaden reach and use of the Toolbox?*
- p. *To what extent are a human rights-based approach and a gender mainstreaming and inclusiveness strategy incorporated in the design and implementation of the project's toolbox and toolkits in line with Women and Gender @ SAICM group recommendations and more specifically in the design and delivery of training events? (GEEW)*
- q. *Looking back, what lessons can be drawn to make future chemicals management guidance and training more effective?*
- r. *To what extent have midterm evaluation recommendations been implemented?*

Efficiency

- s. *To what extent has the project been able to link to other initiatives and collaborated with other actors?*
- t. *To what extent has the project produced outputs in a timely and cost-efficient manner, including through partnership arrangements (e.g., in comparison with alternative approaches) or is likely to?*
- u. *How environment-friendly (natural resources) has the project been?*
- v. *To what extent has the project adjusted to the COVID-19 related context, particularly for the originally planned face-to-face training events, and how efficient have webinars and virtual meetings been?*

Likelihood of impact and early indication of impact

- w. *To what extent has the project contributed to improvement of the sound management of chemicals in countries worldwide, especially in developing countries and countries with economies in transition?*
- x. *To what extent are Toolbox and the toolkits users sharing their experience with other stakeholders in their region and as such multiply impact beyond single users or countries?*
- y. *What real difference does the project make to countries using the Toolbox and its content?*
- z. *What other observable end-results or organizational changes (positive or negative, intended or unintended) have occurred or are likely to occur related to the project implementation?*

Likelihood of sustainability and early indication of sustainability

- aa. *To what extent are the project's results likely to endure beyond the implementation of the activities in the mid- to long-term?*
- bb. *What are the major factors which influence the achievement or non-achievement of sustainability of the project?*
- cc. *To what extent are the current design and exit strategies such as the sustainability plan likely to contribute to continued use and relevance of the Toolbox?*
- dd. *What can we learn to inform the future design of similar programming?*

Gender equality and women empowerment (GEEW)

The evaluation questions with gender equality and women empowerment dimensions are marked with “**GEEW**” in the above.

9. The final evaluation will also review project performance against the indicators and measures of the logframe, the implementation of the recommendations issued from the [mid-term evaluation](#) and address partnership modalities of the project, including the effectiveness and efficiency of implementing partners, if any.

Evaluation Approach and Methods

The evaluation is to be undertaken in accordance with the [UNITAR Evaluation Policy](#) and the [United Nations norms and standards for evaluation, and the UNEG Ethical Guidelines](#). The evaluation will be undertaken by a supplier or an international consultant (the “evaluator”) under the supervision of the UNITAR Planning, Performance Monitoring and Evaluation Unit (PPME).

1. In order to maximize utilization of the evaluation, the evaluation shall follow a participatory approach and engage a range of project stakeholders in the process, including the project partners, the UN Country Teams, the participants, the donor and other stakeholders. Data collection should be triangulated to the extent possible to ensure validity and reliability of findings and draw on the following methods: comprehensive desk review, including a stakeholder analysis; surveys; review of the log frame (reconstructed) baseline data and the theory of change; key informant interviews; focus groups; and, if possible, field visits. These data collection tools are discussed below.
2. It is recommended to look at the different dimensions of capacity development, including:
 - **Individual dimension** relates to the people involved in terms of knowledge, skill levels, competencies, attitudes, behaviours and values that can be addressed through facilitation, training and competency development.
 - **Organizational dimension** relates to public and private organizations, civil society organizations, and networks of organizations. The change in learning that occurs at individual level affects, from a results chain perspective, the changes at organizational level.

- **Enabling environment dimension** refers to the context in which individuals and organizations work, including the political commitment and vision; policy, legal and economic frameworks and institutional set-up in the country; national public sector budget allocations and processes; governance and power structures; incentives and social norms; power structures and dynamics.

Table 1: Capacity areas within the three dimensions

Individual	Skills levels (technical and managerial skills) Competencies	Essential knowledge, Cognitive skills, Interpersonal skills, Self-control, Attitude towards behaviour, Self-confidence, Professional identity, Norms, Values, Intentions, Emotions, Environmental barriers and enablers (among others)
Organizations	Mandates Horizontal and vertical coordination mechanisms Motivation and incentive systems Strategic leadership Inter/intra institutional linkages Programme management Multi-stakeholder processes	Organizational priorities Processes, systems and procedures Human and financial resources Knowledge and information sharing Infrastructure
Enabling environment	Policy and legal framework Political commitment and accountability framework Governance	Economic framework and national public budget allocations and power Legal, policy and political environment

3. The evaluation shall develop 3-4 **case studies**, focusing on specific countries/regions and/or crosscutting themes such as how gender has been mainstreamed into the sound management of chemicals and waste. In the mid-term evaluation Indonesia, Kazakhstan, Trinidad and Tobago were selected as case studies. The evaluation shall use a combination of quantitative and qualitative data. Case studies can be particularly useful for understanding how different elements fit together and how different elements (implementation, context and other factors) have produced the observed impacts. Different types² of case studies shall be explored:
- Illustrative: This is descriptive in character and intended to add realism and in-depth examples to other information about a program or policy. (These are often used to complement quantitative data by providing examples of the overall findings).
 - Exploratory: This is also descriptive but is aimed at generating hypotheses for later investigation rather than simply providing illustration.
 - Critical instance: This examines a single instance of unique interest, or serves as a critical test of an assertion about a program, problem or strategy.
 - Program implementation. This investigates operations, often at several sites, and often with reference to a set of norms or standards about implementation processes.

² Source: [Case Study | Better Evaluation](#)

- Program effects. This examines the causal links between the program and observed effects (outputs, outcomes or impacts, depending on the timing of the evaluation) and usually involves multisite, multimethod evaluations.
 - Cumulative. This brings together findings from many case studies to answer evaluative questions.
4. The evaluator should engage in quantitative and qualitative analysis in responding to the principal evaluation questions and present the findings qualitatively or quantitatively as most appropriate.

Data collection methods:

Comprehensive desk review

The evaluator will compile, review and analyse background documents and secondary data/information related to the project, including a results framework indicator tracking review. A list of background documentation for the desk review is included in Annex C.

If baseline data available allows for it, the evaluator should consider using quantitative approaches to assess the impact assessment related evaluation questions.

The evaluator should also consider whether [Outcome mapping](#) / [Outcome harvesting](#) / [outcome evidencing](#) / lessons learned workshop are suitable tools for answering the evaluation questions.

Stakeholder analysis

The evaluator will identify the different stakeholders involved in the project. Key stakeholders at the global and national level include, but are not limited, to:

- The Project partners and particularly Project Management Group Members;
- The donor (European Commission: DG Environment);
- Other partners such as the IOMC secretariat, the SAICM secretariat etc.;
- Beneficiaries/participants;
- trainers/facilitators;
- Host (national) government focal points;
- Toolbox users;
- Etc.

Survey(s)

With a view to maximizing feedback from the widest possible range of project stakeholders, the consultant will develop and deploy a survey(s) following the comprehensive desk study to provide an initial set of findings and allow the evaluator to easily probe during the key informant interviews.

Key informant interviews

Based on stakeholder identification, the evaluator will identify and interview key informants. The list of contacts is available in Annex A. In preparation for the interviews with key informants, the consultant will define interview protocols to determine the questions and modalities with flexibility to adapt to the particularities of the different informants, either at the global, at the national or local level.

Focus groups

Focus groups should be organized with selected project stakeholders at the national levels to complement/triangulate findings from other collection tools.

Field visit

A visit for interviews and focus groups with project stakeholders shall be organised in case an international conference is being organised that regroups stakeholders in one place. Otherwise interviews and focus groups shall take place remotely.

Gender and human rights

10. The evaluator should incorporate human rights, gender³ and equity perspectives in the evaluation process and findings, particularly by involving women and other disadvantaged groups subject to discrimination. All key data collected shall be disaggregated by sex, age grouping and disability and be included in the draft and final evaluation report.⁴ This could involve developing dedicated evaluation questions addressing these issues, including gender consideration in data collection and analysis.
11. The guiding principles for the evaluation should respect transparency, engage stakeholders and beneficiaries; ensure confidentiality of data and anonymity of responses; and follow ethical and professional standards ([UNEG Ethical Guidelines](#)).

Timeframe, work plan, deliverables and review

12. The proposed timeframe for the evaluation spans from October 2022 (initial desk review and data collection) to April 2023 (submission of final evaluation report). An indicative work plan is provided in the table below.
13. The consultant shall submit a brief evaluation design/question matrix following the comprehensive desk study, stakeholder analysis and initial key informant interviews. The evaluation design/question matrix should include a discussion on the evaluation objectives, methods and, if required, revisions to the suggested evaluation questions or data collection methods. The Evaluation design/question matrix should indicate any foreseen difficulties or challenges in collecting data and confirm the final timeframe for the completion of the evaluation exercise.
14. Following data collection and analysis, the consultant shall submit a zero draft of the evaluation report to the evaluation manager and revise the draft based on comments made by the evaluation manager.
15. The draft evaluation report should follow the structure presented under Annex D. The report should state the purpose of the evaluation and the methods used and include a discussion on the limitations to the evaluation. The report should present evidence-based and balanced findings, including strengths and weaknesses, consequent conclusions and recommendations, and lessons to be learned. The length of the report should be approximately 20-30 pages, excluding annexes.
16. Following the submission of the zero draft, a draft report will then be submitted to the Project's management team to review and comment on the draft report and provide any additional information using the form provided under Annex D by 03 April 2023. Within one week of receiving feedback, the evaluator shall submit the final evaluation report. The target date for this submission is 24 April 2023.

³ in 2012, the United Nations Chiefs Executive Board for Coordination (CEB) endorsed the UN System-wide Action Plan (UN-SWAP) on Gender Equality and the Empowerment of Women as the UN's accountability framework to accelerate gender equality and the empowerment of women. UN-SWAP includes 15 unified performance indicators against which UN entities report. The SWAP 2.0 now includes 17 performance indicators.

⁴ The UN Evaluation Group Norms and Standards indicate that "The evaluation design should include considerations of the extent to which the United Nations system's commitment to the human-rights based approach and gender mainstreaming strategy was incorporated in the design of the evaluation subject." (Standard 4.7 <http://www.unevaluation.org/document/detail/1914>)

Indicative timeframe: October 2022– April 2023

Activity	October	November	December	January	February	March	April
Evaluator selected and recruited							
Initial data collection, including desk review, stakeholder analysis							
Evaluation design/question matrix							
Data collection and analysis, including survey(s), interviews and focus groups (remotely)							
Zero draft report submitted to UNITAR							
Draft evaluation report consulted with UNITAR evaluation manager and submitted to the Project management group							
Project management team reviews draft evaluation report and shares comments and recommendations							
Evaluation report finalized and validated by the Project Management group							
Presentation of the evaluation findings and lessons learned							

Summary of evaluation deliverables and indicative schedule

Deliverable	From	To	Deadline
Evaluation design/question matrix	Evaluator	Evaluation manager	31 October 2022
Comments on evaluation design/question matrix	Evaluation manager/ Project management Group	Evaluator	14 November 2022
Zero draft report	Evaluator	Evaluation manager	13 March 2023
Comments on zero draft	Evaluation manager	Evaluator	27 March 2023

Draft report	Evaluator	Evaluation manager/ Project Management Group	03 April 2023
Comments on draft report	Project management Group	Evaluation manager	17 April 2023
Final report	Evaluator	Evaluation manager/ Project Management Group	24 April 2023
Presentation of the evaluation findings and lessons learned	Evaluator	Evaluation manager/ Project Management Group	24 April 2023

Note: The above timeframe is indicative and pending confirmation by the Project Management Group.

Communication/dissemination of results

17. The final evaluation report shall be written in English. The final report will be shared with all partners, the European Union and the WHO evaluation Office. The report will furthermore be posted on an online repository of evaluation reports open to the public.

Evaluation management arrangements

5. The evaluator will be contracted by UNITAR and will report directly to the Director of the Strategic Planning and Performance Division and Manager of Planning, Performance Monitoring, and Evaluation Unit (PPME) ('evaluation manager').
6. The evaluation manager reports directly to the Executive Director of UNITAR and is independent from all programming related management functions at UNITAR. According to UNITAR's Monitoring and Evaluation Policy, in due consultation with the Executive Director/programme management, PPME issues and discloses final evaluation reports without prior clearance from other UNITAR Management or functions. This builds the foundations of UNITAR's evaluation function's independence and ability to better support learning and accountability.
7. The evaluator should consult with the evaluation manager on any procedural or methodological matter requiring attention. The evaluator is responsible for planning any meetings, organizing online surveys and undertaking administrative arrangements for any travel that may be required (e.g., accommodation, visas, etc.). The travel arrangements, if any, will be in accordance with the UN rules and regulations for consultants.

Evaluator Ethics

8. The evaluator selected should not have participated in the project's design or implementation or have a conflict of interest with project activities. The selected consultant shall sign and return a copy of the code of conduct under Annex F prior to initiating the assignment and comply with [UNEG Ethical Guidelines](#).

Professional requirements

The evaluator should have the following qualifications and experience:

- MA degree or equivalent in international relations, evaluation, development studies, agriculture, environment studies or a related discipline. Training and/or experience in the area of chemical management would be a clear advantage.
- At least 7 years of professional experience conducting evaluation in the field of capacity building.
- Technical knowledge of the focal area including the evaluation of learning.
- Field work experience in developing countries.
- Excellent research and analytical skills, including experience in a variety of evaluation methods and approaches.
- Excellent writing skills.
- Strong communication and presentation skills.

- Cross-cultural awareness and flexibility.
- Availability to travel.
- Fluency in English. Other languages are an advantage.

Annexes:

- A: Project logical framework**
- B: List of documents and data to be reviewed**
- C: List of Contact Points**
- D: Structure of evaluation report**
- E: Audit trail**
- F: Evaluator code of conduct**
- G: List of events**

Annex A: Project Logical Framework

From the extension agreement:

	Intervention logic	Indicators	Baselines (incl. reference year)	Targets (incl. reference year)	Sources and means of information	Assumptions
Overall objective: Impact	<i>Improvement of the sound management of chemicals in countries worldwide that use the IOMC Toolbox and its content, thereby contributing to the achievement and implementation of nearly all Sustainable Development Goals (SDGs), multi-lateral environmental and other international agreements.</i>	<i># of new countries using the Toolbox and its content to draft and adopt policies for the sound management of chemicals.</i>	8% average increase of stakeholders in countries using selected IOMC tools during 2011-2013 (see ICCM4, Doc. SAICM/ICCM.4/3)	10-15% average increase of stakeholders in countries using selected IOMC tools during 2018-2022.	End-of-project country survey and follow-up, including country case studies.	The use of the Toolbox allows countries to identify the best guidelines. Guidelines and tools are implemented by countries contributing to the sound management of chemicals.
Specific objective: Outcome	Toolbox provides an effective mechanism for accessing guidance	# of downloads from the IOMC Toolbox web site	# of downloads at the end of Phase II (Oct 2017)	10-15% increase per year until 2022	Web statistics	Countries have immediate, tangible, policy-related objectives or problems to address.
	Countries use and implement guidance provided through the Toolbox	# of countries having implemented or are in the process implementing IOMC Tools	# of countries at the end of Phase II (Oct 2017)	20 countries	Meeting reports	
	Countries are able to initiate process to resolve chemicals management issues using Toolbox materials	Level of being able to manage chemicals in countries by using IOMC Tools (at a scale from 1 to 5)	NA	75% at level 4 and above	Survey and case studies	

Outputs	New IOMC Toolbox design	Level of user satisfaction (on a scale from 1 to 5).	NA	75% at level 4 and above.	Online evaluation questionnaire	Design of Toolbox will change.
	Target audience is aware of Toolbox	# of visits to IOMC Toolbox	# of visits at the end of Phase II of the Project (Oct 2017)	10-15% increase per year in 2018 to 2022	Web statistics	Toolbox visitors reply to evaluation questionnaire.
		Background of online visitors	NA	At least 50% of visitors replying to online questionnaire from within target audience	Online evaluation questionnaire	
		# of persons to whom the Toolbox is promoted and trained.	4000 (Oct 2017)	6000 (i.e. 4000 (2017) plus 2000) (2022)	Meeting reports	
		Background of persons to whom the Toolbox is promoted and trained.	NA	More than 70% of persons from within the target audience	Meeting reports/I	
	Target audience is trained on the use of selected tools	# of capacity building events (face-to-face)	0	20	Reports	Participants in capacity building events have an active role in their countries concerning the management of chemicals. Participation in the event prepares them to implement the necessary tools to strengthen the management systems.
		# of capacity building events (webinars)	0	20	Reports	
		# of participants attending capacity building events (face-to-face)	0	300 (by 2022)	Reports	
		# of participants attending capacity building events (webinars)	0	300 (by 2022)	Webinar statistics	
		Level of preparedness to implement identified tools following training events (on a scale from 1 to 5).	NA	75% at level 4 and above	Evaluation questionnaire	

From the original agreement:

	Intervention logic	Indicators	Baselines (incl. reference year)	Targets (incl. reference year)	Sources and means of information	Assumptions
Overall objective: Impact	Countries implement SAICM	Chemicals risk assessment and risk reduction through the use of best practices – Progress in the adoption of tools and guidance developed by IOMC Participating Organizations	8% average increase of stakeholders using selected IOMC tools during 2011-2013 (see ICCM4, Doc. SAICM/ICCM.4/3)	10-15% average increase of stakeholders using selected IOMC tools during 2017-2012.	Progress reports on the implementation of SAICM; country survey	SAICM Secretariat prepares a third and fourth report for the periods 2014-2106 and 2017-2019 (see ICCM4, Doc. SAICM/ICCM.4/3)
Specific objective: Outcome	Toolbox provides an effective mechanism for accessing guidance	# of downloads from the IOMC Toolbox web site	# of downloads at the end of Phase II (Oct 2017)	10-15% increase per year in 2018, 2019 and by Oct 2020	Web statistics	Countries have immediate, tangible, policy-related objectives or problems to address.
	Countries use and implement guidance provided through the Toolbox	# of countries having implemented or are in the process implementing IOMC Tools	# of countries at the end of Phase II (Oct 2017)	20 countries	Meeting reports	
	Countries are able to initiate process to resolve chemicals management issues using Toolbox materials	Level of being able to manage chemicals in countries by using IOMC Tools (at a scale from 1 to 5)	NA	75% at level 4 and above	Survey and case studies	
Outputs	New IOMC Toolbox design	Level of user satisfaction (on a scale from 1 to 5).	NA	75% at level 4 and above.	Online evaluation questionnaire	Design of Toolbox will change.
	Target audience is aware of Toolbox	# of visits to IOMC Toolbox	# of visits at the end of Phase II of the Project (Oct 2017)	10-15% increase per year in 2018, 2019 and by Oct 2020	Web statistics	Toolbox visitors reply to evaluation questionnaire.

		Background of online visitors	NA	At least 50% of visitors replying to online questionnaire from within target audience	Online evaluation questionnaire	Participants in capacity building events have an active role in their countries concerning the management of chemicals. Participation in the event prepares them to implement the necessary tools to strengthen the management systems.
		# of persons to whom the Toolbox is promoted and trained.	4000 (Oct 2017)	6000 (i.e. 4000 (2017) plus 2000) (Oct 2020)	Meeting reports	
		Background of persons to whom the Toolbox is promoted and trained.	NA	More than 70% of persons from within the target audience	Meeting reports/1	
	Target audience is trained on the use of selected tools	# of capacity building events (face-to-face)	0	20	Reports	
		# of capacity building events (webinars)	0	20	Reports	
		# of participants attending capacity building events (face-to-face)	0	300 (by Oct 2020)	Reports	
		# of participants attending capacity building events (webinars)	0	300 (by Oct 2020)	Webinar statistics	
		Level of preparedness to implement identified tools following training events (on a scale from 1 to 5).	NA	75% at level 4 and above	Evaluation questionnaire	

Annex B: List of documents/data to be reviewed

- Project document: Grant Application Form, Thematic Programme for Environment and Sustainable Management of Natural Resources. “IOMC Toolbox for decision making in chemicals management – Phase III: From design to action”
- Extension requests and revised action document
- Logical framework
- Agreements
- Progress Reports
- Financial statements
- The evaluation reports of Phase I and II and the midterm evaluation report of Phase III
- IOMC Toolbox for Decision Making in Chemicals Management. <http://iomctoolbox.oecd.org> (including introductory video, promotion material and tutorial; key functionalities; and management schemes).
- FAO Pesticide Registration Toolkit. <http://www.fao.org/pesticide-registration-toolkit/en/>
- UNIDO Chemical Leasing Toolkit. <http://chemicalleasing-toolkit.org/>
- OECD Environmental Risk Assessment Toolkit. <http://envriskassessmenttoolkit.oecd.org/>
- UNIDO Toolkit on innovative approaches to sound management of chemicals and chemical wastes
- Project Management Group Meeting Minutes
- IOMC Secretariat meeting minutes: [IOCC meetings \(who.int\)](#) and [Inter-agency meetings \(who.int\)](#)
- Training Guidelines
- Sustainability plan
- Social media campaign
- Promotion and Training Event Questionnaires
- Feedback Survey and Training Event Follow-up Questionnaire on IOMC Toolbox Training events
- Data from IOMC Toolbox website
- Content from face-to-face events and webinars
- Recordings from online events
- Any other document deemed to be useful to the evaluation

Annex C: List of Contact Points

Participating Organizations (PO)

Focal points

Beatrice Grenier, Food and Agriculture Organization, Beatrice.Grenier@fao.org

Halshka Graczyk, International Labour Organization, graczyk@ilo.org

Pierre Quiblier, United Nations Environment, pierre.quiblier@unep.org

Gabriela Eigenmann, United Nations Industrial Development Organization, g.eigenmann@unido.org

Izia Vallaeys, United Nations Institute for Training and Research, izia.vallaeys@unitar.org

Jorge Ocana, United Nations Institute for Training and Research, jorge.ocana@unitar.org

Lesley Onyon, World Health Organization, onyonl@who.int

Richard Brown, World Health Organization, brownri@who.int

Jonathan Krueger, World Health Organization, kruegerj@who.int

Valerie Frison, Organization for Economic Cooperation and Development, Valerie.FRISON@oecd.org

Silvye Poret, Organization for Economic Cooperation and Development, Sylvie.PORET@oecd.org

Other contacts:

Emina Alic, United Nations Industrial Development Organization, e.alic@unido.org

Manal Azzi, International Labour Organization, azzi@ilo.org

Giulia Calcagnini, Food and Agriculture Organization, Giulia.Calcagnini@fao.org

Nils Decker, United Nations Industrial Development Organization, N.DECKER@unido.org

Jose Demesa, United Nations Environment, jose.DEMESA@unep.org

Bob Diderich, Bob.DIDERICH@oecd.org

Baogen Gu, Food and Agriculture Organization, Baogen.Gu@fao.org

Krystle Innes, United Nations Industrial Development Organization, K.INNES@unido.org

Frithjof Laubinger, Organization for Economic Cooperation and Development, Frithjof.LAUBINGER@oecd.org

Petra Schwager, United Nations Industrial Development Organization, p.schwager@unido.org

Susanne Styrski, United Nations Industrial Development Organization, S.STYRSKY@unido.org

Luis Humberto Umanzor Hernandez, United Nations Industrial Development Organization, L.UMANZORHERNANDEZ@unido.org

Harry van der Wulp, Food and Agriculture Organization, harold.vdvalk@gmail.com

Carolyn Vickers, World Health Organization, vickersc@who.int

Partner countries and other partners

[To be added]



This list will be updated based on other contacts provided by the PMG.

Annex D: Structure of evaluation report

- i. Title page
- ii. Executive summary
- iii. Acronyms and abbreviations
1. Introduction
2. Project description, objectives and development context
3. Theory of change/project design logic
4. Methodology and limitations
5. Evaluation findings based on criteria/principal evaluation questions
6. Conclusions
7. Recommendations
8. Lessons
9. Annexes
 - a. Case studies
 - b. Terms of reference
 - c. Survey/questionnaires deployed
 - d. Interview protocol
 - e. List of persons interviewed
 - f. List of documents reviewed
 - g. Evaluation question matrix
 - h. Evaluation consultant agreement form

Annex F: Evaluation Consultant Code of Conduct and Agreement Form

The evaluator:

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. Is responsible for his/her performance and his/her 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.

Evaluation Consultant Agreement Form⁵

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

Name of Consultant: _____

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. and I declare that any past experience, of myself, my immediate family or close friends or associates, does not give rise to an actual or perceived conflict of interest.

Signed at *place* on *date*

Signature: _____

⁵www.unevaluation.org/unegcodeofconduct

Annex G: List of events

Promotional events:

- OECD Environment Global Forum, Joint Meeting, 5 November 2020
<https://www.oecd.org/chemicalsafety/globalforumonenvironmenttowardscost-effectivemanagementsystemsforindustrialandconsumerchemicals.htm>
- Global webinar of the WHO Global Chemicals and health network on Capacity-building in the health sector to strengthen its participation in chemicals and waste management, 27 April 2021.
- Regional webinar on Integrated Chemicals Management & Seminar on the Chemical Weapons Convention and Chemical Safety and Security Management for Member States of the OPCW in the Africa Region, on 19 August 2020
- ICCM5 (postponed): Initially to take place in July 2021. Postponed until further notice
- WHO webinar to strengthen health sector involvement in the sound management of chemicals in African countries on 22 July 2021
- COP4 Minamata: First segment online from 1 to 5 November 2021; Second segment in person in the first quarter of 2022, Bali, Indonesia
- Meetings of the conferences of the Parties to the Basel (COP15), Rotterdam (COP10) and Stockholm (COP10) conventions, 26 to 30 July 2021 (virtual) and June 2022 (face-to-face, Geneva)
- UNIDO Chemical leasing awards, 15 September 2021. Chemical Leasing Award 2021 took place online with the introduction of the IOMC Toolbox. The event attracted 1400 participants.
- 2021 UN Food Systems Summit, September/October 2021
- UN Climate Change Conference COP 26, 1-12 November 2021
- PROMOTIONAL EVENT Recent Developments and updates in the IOMC Toolbox. OECD Chemicals and Biotechnology Committee 50th anniversary. 10 February 2022.

Training events:

Events on the management of industrial chemicals (R3) Following events were organised:

- Global IOMC Toolbox webinar on Environmental Risk Assessment Toolkit, 17 December 2020 (OECD and UNITAR) (83 participants). This webinar will provide an overview of the Environmental Risk Assessment Toolkit and redesigned IOMC Toolbox, followed by practical examples of risk assessment steps in three particular cases: (i) textile dye, (ii) pesticide and (iii) environmental quality standard setting.
- Global IOMC Toolbox on Industrial Chemicals Management, 19 January 2021 (OECD and UNITAR) (50 participants)
- National webinar on GHS for Morocco, 2 March 2021. Additional webinars on PRTRs and industrial chemicals are planned for Morocco. A first webinar on the “General introduction on the IOMC Toolbox” was delivered on 08 December 2020.

Events on the management of pesticides (R3)

In line with its comprehensive training strategy on the FAO Pesticide Registration Toolkit initiated since 2015-2016, FAO organised several workshops for registration staff of various countries. During the first reporting period, five workshops were held with funding from the IOMC Toolbox Phase III project. Further information about these events can be found on: <http://www.fao.org/pesticide-registration-toolkit/training/en/>. Three regional workshops were conducted in either Spanish or French, as the Toolkit is available in these languages. A workshop in Moldova shows the need for further translation of the Toolkit in Russian which has happened in 2020 through other funds. Finally, it has to be noted that, as part of the overall training roll-out strategy, seven other workshops were conducted in 2018 and 2019 on the FAO Toolkit through other funding sources, in: Bangladesh, Malawi, Mexico, South Africa (for 15 Southern African countries), Thailand (for 3 South-East countries), United Arab Emirates, and Tonga (for 5 Pacific countries). Last, as per the Toolbox workplan, the planning process for later

workshops had provisionally identified Uganda for hosting a national training while Central America (in Panama or Costa Rica) could host a regional workshop. These workshops were initially scheduled in late 2019. However, the FAO Pesticide Registration Toolkit website was migrated to a new web platform during the first half of 2019 and put online in September 2019. As a result, the Toolkit website is now more stable and more responsive and can be accessed by a larger number of visitors simultaneously. Due to this migration operation, only a limited number of training workshops could be organized and the workshops in Uganda and in Central America were postponed to 2021. However, these plans are on hold now because of the Covid-19 situation. Three Webinars on the FAO Pesticide Registration Toolkit took place in 2018-2020. As the Toolkit is available in Spanish and French since mid-2017, the events were organised in these languages to increase the Toolkit visibility and expand the target audience base. All events were quite successful with 76 participants in the Spanish-speaking webinar, 26 in the French-speaking webinar and 49 in the English-speaking one in 2020 that provided an opportunity to present the new platform of the Toolkit. The webinar in Spanish was scheduled in a timely manner as two trainings subsequently took place in South America. The second and third webinars took place in cooperation with UNITAR who introduced the IOMC Toolbox to the audience. The recordings of the pesticide-related webinars are available at <http://fao.adobeconnect.com/p0qybl0e261t/> (Spanish), <https://fao.adobeconnect.com/a1026619000/pf5bqivwx605> (French) and <http://fao.adobeconnect.com/ppxldx6lp117/> (English). A webinar on **“The new FAO Pesticide Registration Toolkit: online services for pesticide registrars” on 31 March 2020**. An additional event on 14 February 2022 **“FAO Pesticide Registration Toolkit Training Workshop”** This is a training for the national pesticide authorities to strengthen their technical capacities on pesticide evaluation and registrations. The IOMC Toolbox will be introduced as part of it. Hybrid event in Harare, Zimbabwe and online.

Events on the public health management of chemicals

A National IOMC Toolbox webinar was held for Nigeria on Strengthening health sector involvement in the sound management of chemicals, 22 July 2020, with WHO, Nigeria (WHO and UNITAR) (95 participants). Video recording and additional material is available from UNITAR. The agenda is available in. The national training workshop that initially was planned as a face-to-face training in Tanzania will be conducted as a hybrid meeting. The new dates are from 19-22 July 2021. The full-day workshop will last over four days and internationally renowned experts will be attending remotely from Geneva, Boston, Bangkok and Cardiff.

Hybrid and virtual trainings are in the planning for Timor Leste, the Asian Region, Nepal and as a follow-up to the planned for Tanzania.

Other events

- Global IOMC Toolbox webinar on Chemical safety in the World of Work: A Global View on Occupational Safety and Health Management Systems, 15 July 2020 (ILO and UNITAR; State Secretariat for Economic Affairs (Switzerland) and Ministry of Human Resources (Malaysia)).
- A webinar on “Chemicals control contributing to national progress and safety” and related UNEP guidelines, with 57 registered participants, was organized on 23 January 2020.
- Webinar “International cooperation on the sound management of chemicals and the IOMC Toolbox”. 19 August 2020. Webinar for the Executive Programme on Integrated Chemicals Management & Seminar on the Chemical Weapons Convention and Chemical Safety and Security Management for Member States of the OPCW in the Africa Region – Topic: International cooperation on the sound management of chemicals and the IOMC Toolbox. What is the IOMC?; Role of the IOMC in SAICM; IOMC Toolbox objectives; IOMC toolbox project.
- Global webinar - Human Health Risk Assessment Toolkit. 28 October 2020. A follow up webinar “WHO webinar on Human Health Risk Assessment – Updated WHO Toolkit” on 17 February 2022. Agenda: Welcome; Human health risk assessment and environmental health decision-making; The updated WHO human health risk assessment toolkit; Experiences from developing countries; Training on human risk assessment.

- Side-event by UNIDO “Resource Efficient and Sustainable Chemistry – UNIDO”, At the 5th European Round Table (approx. 800 participants, organized by the Austrian Government) UNIDO gave a presentation on “Resource Efficient and Sustainable Chemistry” and introduced the Green Chemistry and Chemical Leasing toolkits. 03/11/2020.
- Webinar “UNIDO Webinar: Chemical Leasing, a performance-based model for sustainable chemical management”. This webinar is specially tailored to inform about Chemical Leasing key elements, implementation and cases, as well as to showcase the upcoming Global Chemical Leasing Award 2021 that will be held during the high level segment of the ICCM-5 in July 2021, at the World Conference Center in Bonn, Germany.
For further information about the agenda and the registration, please visit <https://chemicalleasing.org/webinars>. 12/11/2020
- Information session “Information session within UNIDO project Sustainable Industrial Zone (SIZ) Development in Peru”. Information session within UNIDO project Sustainable Industrial Zone (SIZ) Development in Peru (GEF funded project) to introduce the concepts of the IAMC methodology and instructions for navigation within the IOMC Toolbox. 17 November 2020.
- Chemical Leasing Book Launch with introduction to the IOMC Toolbox – 16 December 2020.
- Global webinar - IOMC Toolbox presentation and live demonstration – 19 January 2021. The webinar is part of a series organized by the different IOMC organizations and will provide participants with an overview of the updated online version of the Toolbox as well as a comprehensive presentation of the Industrial Chemicals Management scheme which provides guidance and support to strengthen the capabilities of countries in assessing risks associated with industrial chemicals throughout their lifecycle and managing them safely.

Agenda

- Introduction to the IOMC Toolbox
- Industrial Chemicals Management Scheme in the IOMC Toolbox
- Case study Industrial Chemicals Management - Canada
- Q&A

Moderator:

Mr. Andrea Cararo - Chemicals and Waste Management Programme, UNITAR

Panelists:

Ms. Valerie Frison - Environment, Health and Safety Division, OECD
Mr. Jake Sanderson - Environment and Climate Change Canada, ECCC

- Regional workshop of 8 day on industrial chemicals and IOMC Toolbox for selected trainees from Sri Lanka, Indonesia, and Vietnam. UNIDO. 30 August 2021.
- Webinar “Strike Webinar “Help is here! Tools, training, and platforms to support the fight against illegal trade of waste and chemicals”. Introduction of the IOMC Toolbox and presentation on Pollutant Release and Transfers Registers, in the scope of the Stronger Training and Increased Knowledge for better Enforcement against Waste and Mercury (Strike) Project. 06 December 2021.