Terms of Reference

Final Evaluation of the IOMC Toolbox for Decision Making in Chemicals Management –

Phase II: Modification, Expansion and Promotion

(April 2017)

Contents

Background

1. The IOMC Toolbox for Decision Making in Chemicals Management – Phase II: Modification, Expansion and Promotion project ("the project") aims to provide target user groups, primarily from developing countries, with guided access to be able to identify the most relevant, efficient and appropriate national actions to respond to chemicals management problems, with the overall objective of having a sustained impact on the sound management of chemicals. The IOMC Toolbox and toolkits project comprises nine Participating Organizations (PO) that contribute to the IOMC with the purpose of promoting coordination of the policies and activities pursued jointly or separately to achieve the sound management of chemicals in relation to human health and the environment. The project is funded by the European Union.

2. The project calls for an evaluation to assess the results and impact of the project in the short and long term. An evaluation plan was prepared in 2014 and approved by the Project Management Group (PMG) in 2015 (Annex I) and includes a mid-term and final evaluation. The project's overall log frame is attached as Annex A.

3. The project's mid-term evaluation found that most of the planned deliverables were produced in accordance with the work plan, with new and enhanced functionalities added to the Toolbox. Also, existing management schemes were revised and new management schemes, tools and toolkits were added. In addition, promotion and training to raise awareness on the use of the Toolbox was initiated. However, although the various promotion and training events increased stakeholder awareness and the results suggested that there was much intent to use the Toolbox, the evaluation found that actual utilization was limited. Users and non-users cited various challenges to using the Toolbox, including lack of technical capacity or experience, language barriers, and Internet connection problems, among others. The most frequently cited suggestion for increased use is through the provision of training opportunities.

Purpose of the final evaluation

4. The final evaluation will assess the Toolbox's and toolkits' relevance, effectiveness, efficiency, impact and sustainability, and identify lessons from project implementation with a view to contributing to learning and informed decision-making. A set of questionnaires (for training, promotion, and follow-up) are currently being administered for input into the evaluation. In addition, the evaluation aims to include ten case studies that will provide a descriptive analysis of the use and effectiveness of the Toolbox and toolkits at the country level.

Scope of the evaluation

5. The final evaluation will focus on the Phase II: Modification, Expansion and Promotion, from 2013 to 2017, building on the results of the mid-term evaluation which was completed in 2016. While the evaluation will cover the entire period of the project, emphasis will be placed on the period of 2016-2017 and focus on to what extent and how the Toolbox, the toolkits and its contents have been used by the targeted countries.

Evaluation criteria

6. The evaluation will assess project performance using the following criteria: relevance, effectiveness, efficiency, impact and sustainability.

- *Relevance: To what extent has the project reached its intended users and been relevant to the targeted countries' specific needs?*

- *Effectiveness: To what extent has the project achieved its objectives and produced the planned outputs and achieved the intended outcomes?*
- *Efficiency: How cost-effective has the project been?*
- *Impact: To what extent has use of the Toolbox (and toolkits) enabled the targeted users to address specific national problems related to chemicals management and improve their management systems?*
- *Sustainability: To what extent are the planned results likely to be sustained in the long term?*

Principal evaluation questions[1]

<u>Relevance</u>
- Has the project reached its intended users?
- To what extent are the Toolbox and the toolkits relevant to the targeted users' specific country needs?

<u>Effectiveness</u>
- Are users able to identify the most appropriate and efficient actions to address national chemicals management problems? If so, why; if not, why?
- To what extent are the Toolbox and the toolkits being used by its targeted user groups and has use contributed to addressing national chemicals management challenges?
- Has awareness on the Toolbox and the toolkits and their purposes and functionalities increased among the targeted user groups?

<u>Efficiency</u>
- Could knowledge and awareness of the Toolbox and the toolkits and support for the Toolbox's use been achieved through alternative, more cost-effective means?
- How effective has the project pursued innovative ways to maximize outreach?

<u>Impact</u>
- To what extent is there evidence that the Toolbox and the toolkits have enabled user countries to address specific national problems related to chemicals management and improve their management systems?
- Did the project achieve any unintended outcomes, positive or negative?

<u>Sustainability</u>
- Is there evidence that the Toolbox and the toolkits will continue to serve user needs beyond the life cycle of the project?
- To what extent will the systems put in place by the project's end users produce sustaining capacities for sound chemicals management?

Evaluation Approach and Methods

7. The evaluation will be undertaken by an international consultant under the overall responsibility of the UNITAR evaluation manager and in consultation with the IOMC Toolbox project focal point of the UNITAR Chemicals and Waste Management Programme (CWM), the WHO Project coordinator and the PMG. The evaluation will be undertaken in accordance with the UNITAR Monitoring and Evaluation Policy Framework and the Norms and Standards of the United Nations Evaluation Group.

8. The evaluation shall follow a participatory approach and engage a range of project stakeholders in the process. 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 accessing the Toolbox and toolkits online and reviewing the results of the mid-term evaluation and

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[1] These questions are to be confirmed following the comprehensive desk review and the evaluation design/question matrix.

the implementation of its recommendations; surveys; key informant interviews/focus groups; field visits (to selected countries) and case studies. These data collection tools are discussed below.

9. 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 analyze background documents and secondary data/information related to IOMC Toolbox and toolkits. A list of background documentation for the desk review is included in Annex B.

Survey(s)

With a view to maximizing feedback from the widest possible range of project stakeholders, the consultant shall 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. Results from previous surveys undertaken shall be taken into account.

Web statistics

The evaluator will analyze web statistic from the [IOMC Toolbox website](#).

Key informant interviews

Based on stakeholder identification, the evaluator will identify and interview key informants. The list of global focal points is available in Annex C. In preparation for the interviews with key informants (global and national), 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 or at the national level.

Focus groups

Focus groups should be organized with selected project stakeholders at the global and national levels to complement/triangulate findings from other collection tools. A focus group could possibly be organized during the Meetings of the conferences of the parties to the Basel, Rotterdam and Stockholm conventions taking place from 24 April to 5 May 2017 in Geneva.

Representative selection of countries to visit

While a number of countries are selected for case studies (possibly designed around thematic areas related to the Toolbox management schemes and toolkits or geographic regions), UNITAR's Planning, Performance and Results Section proposes that approximately five partner countries be selected for grouped site visits, including minimum one country from Asia-Pacific, Africa and Latin America and the Caribbean. Moreover, web analytics of the Toolbox website, information related to the use of Toolbox and toolkits as well as the number of promotion and training events per country shall be considered for the selection.

The following table lists the IOMC Toolbox partner countries based on these criteria. The list is indicative and the final selection of country case studies and field visits will be confirmed based on further consultations. A full list of training and promotion events is included in Annex H.

Country	Promotion/Training	Region	Language	Selection
Belize (FAO)	Recent region al roll-out of Toolkit for 13 countries in the Caribbean	Latin America & Caribbean	English	
Brazil (OECD)	tbc	Latin America & Caribbean	English, Spanish	
Bhutan (UNITAR-WHO)	1 Training event	Asia-Pacific	English	
Chile (OECD)	5 Promotion events	Latin America & Caribbean	Spanish	
Colombia (OECD)	2 Promotion events, 3 Training events	Latin America & Caribbean	Spanish	
Egypt (UNIDO)	1 Training event	Africa	English	
Ghana (UNITAR)	4 Promotion events, 1 Training event	Africa	English	
Guyana (FAO)	Recent region al roll-out of Toolkit for 13 countries in the Caribbean	Latin America & Caribbean	English	
Malawi (FAO)	1 Training event, 1 Regional training event	Africa	English	
Maldives (UNITAR)	1 Promotion event, 1 Training event	Asia-Pacific	English	
Myanmar (FAO)	1 Training event, 1 Regional training event	Asia-Pacific	English	
Peru (UNIDO)	3 Training events	Latin America & Caribbean	Spanish	
South Africa (UNITAR)	1 Promotion event, 5 Training events	Africa	English	
Thailand	4 Promotion events, 3 Training events	Asia-Pacific	English	
The Gambia (UNITAR)	1 Promotion event, 2 Training events	Africa	English	
Trinidad & Tobago (FAO)	Recent region al roll-out of Toolkit for 13 countries in the Caribbean	Latin America & Caribbean	English	
Uganda (UNITAR)	3 Training events	Africa	English	
Vietnam	2 Promotion events, 1 Training events	Asia-Pacific	English	
Zambia (UNITAR)	4 Promotion events, 1 Training event	Africa	English	

The selection of countries to be visited shall be made on the basis of recommendations from the Participating Organizations (PO) and in consultation with the evaluation manager, the project focal point from UNITAR and the WHO project coordinator. Regional and linguistic diversity should be taken into account. Country visits shall be combined so that the total number of missions is limited to three to four.

Identify and interview key informants (national)

The evaluator will undertake short visits, each lasting between 2 to 5 days, to the selected countries. Based on the stakeholder analysis, the evaluator will identify national informants, whom he/she will interview during each mission. The list of national focal points is available in Annex C.

Gender and human rights

10. The evaluator should incorporate a human rights and gender perspective in the evaluation process and findings, particularly by involving women and other groups subject to discrimination. All key data collected shall be disaggregated by sex and be included in the draft and final evaluation report.

Timeframe, work plan, deliverables and review

11. The proposed timeframe for the evaluation spans from April to September 2017. An indicative work plan is provided in the table below.

12. The consultant shall submit a brief evaluation design/question matrix and a review of the finalized case study template based on the template in Annex G following the comprehensive desk study. The evaluation design/question matrix should include proposed revisions to the suggested evaluation questions or data collection methods and indicate any foreseen difficulties or challenges in collecting data and confirm the final timeframe for the completion of the evaluation exercise.

13. Following data collection and analysis, the consultant shall submit a zero draft of the evaluation report including 10 narrative case studies to the evaluation manager and revise the draft on the basis of comments made by the evaluation manager.

14. The draft evaluation report including the 10 narrative case studies should follow the structure presented under Annex D and the confirmed case study template. 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; as well as lessons to be learned. The length of the report should be no longer than 25 pages, excluding annexes.

15. Following the submission of the zero draft, a draft report will then be submitted to the PMG.

16. The PMG will review and comment on the draft report and provide any additional information using the form provided under Annex E by 15 September 2017. Within two weeks of receiving feedback, the consultant shall submit the final evaluation report and the 10 narrative case studies. The target date for this submission is 30 September 2017.

Indicative timeframe: March – September 2017

Activity	March	April	May	June	July	Aug.	Sept.
Evaluator selected and recruited	☐	☐					
Terms of Reference for IOMC Toolbox final evaluation approved by the PMG		☐					
Initial data collection, including desk review, stakeholder analysis		☐					
Evaluation design/question matrix		☐	☐				
Data collection and analysis, including survey(s), interviews, focus groups and field visits		☐	☐	☐			
Draft evaluation report consulted with UNITAR evaluation manager and submitted to the UNITAR					☐		

project focal point and WHO project coordinator							
PMG reviews draft evaluation report and shares comments and recommendations							
Evaluation report finalized and validated by PMG and IOMC partnership							

Summary of evaluation deliverables and schedule

Deliverable	From	To	Deadline
Evaluation design/question matrix	Consultant	Evaluation manager/ UNITAR project focal point/WHO project coordinator	12 May 2017
Comments on evaluation design/question matrix	Evaluation manager/ PMG	Consultant	26 May 2017
Zero draft report including 10 narrative case studies	Consultant	Evaluation manager	10 July 2017
Comments on zero draft	Evaluation manager	Consultant	24 July 2017
Draft report including 10 narrative case studies	Consultant	Evaluation manager/ Project Management Group	31 July 2017
Comments on draft report	Project Management Group	Evaluation manager/ consultant	15 September 2017
Final report and 10 narrative case studies	Consultant	Evaluation manager/ UNITAR project focal point/ WHO project coordinator	30 September 2017

Communication/dissemination of results

17. The final evaluation report including the 10 narrative case studies will be shared with all IOMC Participating Organizations (PO) involved in the IOMC Toolbox project and be posted on an online repository of evaluation reports open to the public.

Professional requirements

18. The consultant should have the following qualifications and experience:

- MA degree or equivalent in an environment or natural sciences related discipline;
- At least 7 years of professional experience conducting evaluation in the field of international development, with a preference in the focal area of the project;
- Technical knowledge of the focal area;
- Field work experience in developing countries;
- Excellent research and analytical skills, including experience in a variety of evaluation methods and approaches, including case study preparation and analysis;
- Excellent writing skills;
- Strong communication and presentation skills;
- Cross-cultural awareness and flexibility;
- Availability to travel;
- Fluency in English and working knowledge of French and/or Spanish is an advantage.

Contractual arrangements

19. The consultant will be contracted by UNITAR and will report directly to the Manager of the Planning, Performance and Results Section ('evaluation manager'). The consultant should consult with the evaluation manager on any procedural or methodological matter requiring attention. The consultant is responsible for planning any meetings, organizing online surveys and undertaking administrative arrangements in connection with any travel that may be required in connection with field visits (e.g. accommodation, visas, etc.). The travel arrangements will be dealt with by UNITAR in accordance with the UN rules and regulations for consultants.

    The Planning, Performance and Results Section will provide the consultant with the necessary backstopping, as required.

Evaluator Ethics

20. The evaluator selected should not have participated in the project's design or implementation or have a conflict of interest with project related activities. The selected consultant shall sign and return a copy of the code of conduct under Annex F prior to initiating the assignment.

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: Draft IOMC Toolbox Case Study Template
H: List of training and promotion events

Annex A: Project Logical Framework

<table>
<tr><th colspan="8">Logical Framework for the Project</th></tr>
<tr>
<th></th>
<th></th>
<th>Indicator</th>
<th>PM Baseline</th>
<th>PM Target</th>
<th>MOV</th>
<th>Assumptions</th>
<th>Comments</th>
</tr>
<tr>
<td>Overall objective</td>
<td>To support SAICM implementation</td>
<td>Use of chemical management tools (*Note: Existing indicator used by SAICM secretariat)</td>
<td>Not specified</td>
<td>Not specified</td>
<td>2nd progress report on the implementation of SAICM for the International Conference on Chemicals Management (2015)</td>
<td>Reporting period overlaps with project period</td>
<td></td>
</tr>
<tr>
<td rowspan="4">Specific objective</td>
<td rowspan="4">To promote the identification and implementation of guidance materials for chemical management by IOMC Participating Organizations</td>
<td>% of participants from promotion events using Toolbox</td>
<td>n/a</td>
<td>50%</td>
<td rowspan="4">Meetings and reports and web statistics</td>
<td rowspan="2">Majority of participants attending events are from within the target group e.g. policymakers from environmental, health and safety domains</td>
<td>Proposed new indicator and target performance measure (replaces number of participants attending promotion events)</td>
</tr>
<tr>
<td>% of trained participants using the tool box</td>
<td>n/a</td>
<td>60%</td>
<td>Proposed new indicator and target performance measure (replaces number of participants trained)</td>
</tr>
<tr>
<td>Number of visits to Toolbox website</td>
<td>n/a</td>
<td>Not specified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of tool downloads</td>
<td>n/a</td>
<td>Not specified</td>
<td>Number of guidance docs referenced in toolbox downloaded is an indication that they have been used.</td>
<td></td>
</tr>
<tr>
<td rowspan="5">Results</td>
<td>Toolbox pilot tested, further developed and functionalities improved. Translated into French and Spanish.</td>
<td>Revised toolbox posted on IOMC web site</td>
<td>n/a</td>
<td>(Binary)</td>
<td rowspan="2">Progress reports; Toolbox website</td>
<td>Pilot study results before further development can start. Version 2.0 before translation; Version 3.0 before translated version 2.0</td>
<td></td>
</tr>
<tr>
<td>Chemical management schemes added to the Toolbox; existing schemes revised</td>
<td>New tools added to the Toolbox</td>
<td>0</td>
<td>4</td>
<td>Tools included in the Toolkits support chemicals management</td>
<td></td>
</tr>
<tr>
<td>Web applications of five Toolkits in support of chemicals management</td>
<td>Web applications posted and linked to Toolbox web site</td>
<td>n/a</td>
<td>(Binary)</td>
<td>Progress reports; Toolbox website; websites of WHO, OECD, FAO and UNIDO</td>
<td>Contractor available to develop web applications</td>
<td></td>
</tr>
<tr>
<td rowspan="2">Promotion of and training on Toolbox and Toolkit</td>
<td>Number of participants who attended promotional events</td>
<td>0</td>
<td>3,000</td>
<td rowspan="2">Progress reports; Toolbox website; IOMC website, Conference websites; proceedings, meeting reports</td>
<td rowspan="2">Key promotional events and training programs take place and are attended b participants from the target group of this project.</td>
<td></td>
</tr>
<tr>
<td>Number of participants who attended training events</td>
<td>0</td>
<td>1,000</td>
<td></td>
</tr>
</table>

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 II: Modification, Expansion and Promotion".
- Mechanisms to Support Capacity Building: Dissemination of OECD Products: Preliminary draft management scheme for industrial chemicals for the IOMC Toolbox, ENV/JM/RD (2014) 4.
- Logical framework
- Agreements
- 1st Progress Report by WHO in collaboration with FAO, ILO, UNEP, UNIDO, UNITAR, and OECD, covering the period 1 November 2013 – 15 January 2015
- 2nd Progress Report by WHO in collaboration with FAO, ILO, UNEP, UNIDO, UNITAR, and OECD covering the period 16 January 2015 – July 2016
- First annual financial statement covering the period 1 November – 30 September 2014
- Second annual financial report covering the period 1 October 2014 – 3 November 2016
- The mid-term evaluation report
- IOMC. 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/
- WHO Human Health Risk Assessment Toolkit
- UNIDO Toolkit on innovative approaches to sound management of chemicals and chemical wastes
- IOMC. IOMC Toolbox for Decision Making in Chemicals Management. Project Management Group Meeting Minutes (various).
- IOMC. Training on the IOMC Toolbox for Decision Making in Chemicals Management. Training Guidelines.
- 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
- Any other document deemed to be useful to the evaluation

Annex C: List of Contact Points

Participating Organizations (PO)

Pavan Baichoo, International Labour Organization, baichoo@ilo.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

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

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

Kersten Gutschmidt, World Health Organization, gutschmidtk@who.int

John Haines, United Nations Institute for Training and Research, johnahaines@fastmail.fm

Georg Karlaganis, United Nations Institute for Training and Research, georg.karlaganis@unitar.org

Eeva Leinala, Organization for Economic Cooperation and Development, Eeva.LEINALA@oecd.org

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

Nora Sliva, United Nations Industrial Development Organization, nora_silva@yahoo.com

Brandon Turner, United Nations Institute for Training and Research, brandon.turner@unitar.org

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

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

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

Rob Visser, United Nations Institute for Training and Research, rob.visser.france@gmail.com

Partner countries and other partners

Sam Adu-kumi, Environmental Protection Agency, Ghana, samadukumi@yahoo.co.uk

Rodolfo Alarcón Mora, Dirección de Asuntos Ambientales, Sectorial y Urbana, Colombia

Andrea Lopez Arias, Technical Expert, Ministry of Environment and Sustainable Development, Colombia, andrealopezarias@yahoo.com

Used industrial chemicals management scheme and participated in IOMC Toolbox promotional video.

MOHAMED ABDULAI KAMARA, Environment Officer, Chemicals Control and Management Department, Environment Protection Agency Sierra Leone, kamaramohamedabdulai@gmail.com

Provided one training in SL and another planned.

Christine Kasedde, Senior Environmental Assessment Officer, at National Environment Management Authority, Uganda, acsnekasedde@gmail.com

Led training for UNITAR at three events in Uganda.

James Mulolo, Africa Institute for the Environmentally Sound Management of Hazardous and other Wastes, jmulolo@gmail.com

Led training for UNITAR at seven training events in Africa: Lesotho, Botswana, Swaziland, Namibia, South Africa, Kenya (one national and one regional meeting);

Maxwell Nkoya, Acting Director General, Zambian Environmental Management Agency, Zambia, mnkymx@gmail.com

Led training for UNITAR

Adel Shafei Mohamed Osman, Director General, Basel Convention Focal Point, Egypt, adelshafei@gmail.com

Nana Pratt, Consultant, Sierra Leone, npratt3@yahoo.com

Provided one training in SL and another planned.

John Pwamang, Deputy Director, Environmental Protection Agency, Ghana, awepwamang@yahoo.com

Marte Delphin Rahelimalala, National SAICM Focal Point, Madagascar

Karim Rashed, Bahrain

Njagga Touray, Senior Program Officer, Environmental Emergencies & Management Response, National Environment Agency, The GambiaYoussef Zidi, Directeur adjoint, Direction-Générale de l'Environnement et de la Qualité de la Vie, Tunisia

This list will be updated based on the selection of the case studies and 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. Summary of field visits
   h. Evaluation question matrix
   i. Evaluation consultant agreement form

Annex E: Final Evaluation Audit Trail Template

(To be completed by the Project Management Group (PMG) to show how the received comments on the draft final report have (or have not) been incorporated into the final evaluation report. This audit trail should be included as an annex in the final evaluation report.)

To the comments received on (*date*) from the Final Evaluation of the IOMC Toolbox for Decision Making in Chemicals Management – Phase II: Modification, Expansion and Promotion

The following comments were provided in track changes to the draft final evaluation report; they are referenced by institution ("Author" column) and track change comment number ("#" column):

Author	#	Para No./ comment location	Comment/Feedback on the draft final evaluation report	Evaluator response and actions taken

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 Form[2]

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.

Signed at *place* on *date*

Signature: _____

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[2]www.unevaluation.org/unegcodeofconduct

Annex G: Draft IOMC Toolbox and toolkits Case Study Template

Executive Summary

Context

This section provides an overview of the country, management scheme or individual capacity need(s) directly relevant to the case.

Methodology

This section provides a description of the methodology used, including the theory of change/ programme logic, data collection, and limitations of the study.

The case, phenomenon, problem

This section reviews the scope of the case and includes a description of what is to be studied and why the case is unique/chosen/important (e.g. specific national chemicals management problem to be addressed in X country).

Programme response

This section describes the activities that were undertaken to address the phenomenon/problem (e.g. development of the Toolbox, training on the Toolbox, follow-up to training on the Toolbox, etc.).

Results/outcomes

This section describes the results of the programme response (e.g. application of the Toolbox to specific national chemicals management problems), any factors that may have influenced the results, whether or not the results are sustaining, etc. Include in the discussion any unintended results, positive or negative.

Challenges and lessons learned

This section identifies challenges faced during the case study and lists lessons learned that may be useful for future case studies or further development, promotion, or training of the Toolbox.

Annex H: List of training and promotion events

Event	Training/ Promotion	Region	Web stati stics	Foll ow- up surv ey sent
Ordinary and extraordinary meetings of the conferences of the parties to the Basel, Rotterdam and Stockholm conventions, Geneva, Switzerland, 28 April to 10 May 2013, 1 May 2013	Promotion	Europe		
Regional Workshop on Chemical Safety, Bangkok, Thailand, 24 June 2013	Promotion	Asia		
SAICM Regional Meeting for LAC region, Mexico City, Mexico, 21 August 2013	Promotion	LAC		
5th CEE regional meeting on SAICM, Skopje, Macedonia, 26 September 2013	Training	Europe		
2013 Technical Coordination Group Meeting on Stockholm Convention Implementation in China, Zhoushan City, PRC, 11 November 2013	Promotion	Asia		
SAICM regional Meeting for Africa Region, Pretoria, South Africa, 18 November 2013	Training	Africa		
University of Turin-ILO ITC Masters in Occupational Safety and Health, Turin, Italy, 15-20 January 2014	Training	Europe		
National Planning and Inception Workshop of the SAICM QSPTF Project, Guatemala City, Guatemala, 21 February 2014	Promotion	LAC		
Preparatory Meeting for the Final Review Workshop of the SAICM QSPTF Project, Santo Domingo, Dominican Republic, 24 February 2016	Promotion	LAC		
Meeting on Cleaner Production Centres ("Regional networking for strengthening cooperation and fostering transfer and adaptation of resource efficient and cleaner production (RECP) in the countries of South-Eastern Europe, Vienna, Austria, 4-6 March 2014	Training	Europe		
Fourth Asia – Pacific Regional Meeting on SAICM, Kuala Lumpur, Malaysia, 23 March 2014	Training	Asia		
Expert Meeting Innovative solutions for environmentally sound management of chemicals and chemical wastes, Vienna, Austria, 7-11 April 2014	Training	Europe		
Publicizing the IOMC Toolbox and its future module on management systems of Industrial Chemicals, Santiago, Chile, 3 June 2014	Promotion	LAC		
National SAICM mid-term meeting, Beijing, PRC, 12 June 2014	Promotion	Asia		
National SAICM final meeting, Antananarivo, Madagascar, 17 June 2014	Promotion	Africa		
Publicizing the IOMC Toolbox and its future module on management systems of Industrial Chemicals, Santiago, Chile, 1 July 2014	Promotion	LAC		
Fifth session of the Meeting of the Parties to the Aarhus Convention and the second session of the Meeting of the Parties to the Protocol on PRTRs, Maastricht, The Netherlands, 4 July 2014	Promotion	Europe		
Publicizing the IOMC Toolbox and its future module on management systems of Industrial Chemicals, Santiago, Chile, 30 July 2014	Promotion	LAC		
Training of national experts on innovative chemical solutions, Lima, Peru, 18-19 August 2014	Training	LAC		
Publicizing the IOMC Toolbox and its future module on management systems of Industrial Chemicals, Santiago, Chile, 20 August 2014	Promotion	LAC		
Training of national experts on innovative chemical solutions, Medellin, Colombia, 21-22 August 2014	Training	LAC		
XX World Congress on Safety and Health at Work 2014, Frankfurt, Germany, 26 August 2014	Promotion	Europe		
Training of national experts on innovative chemical solutions, Cairo, Egypt, 27-28 August 2014	Training	Africa		
Awareness Raising for Nano Safety in Armenia, Yerevan, Armenia, 3 September 2014	Promotion	Asia		
17th Meeting of the OECD Task Force on PRTRs, Santiago, Chile, 6 October 2014	Promotion	LAC		
Sub-Regional Workshop on Industrial Chemicals under the Rotterdam Convention, Trinidad, Trinidad & Tobago, 8 October 2014	Promotion	LAC		

National SAICM inception workshop, Tunis, Tunisia, 8 October 2014	Promotion	Africa		
Mid-Term SAICM QSPTF Project Workshop, Moroni, Comoros, 15 October 2014	Promotion	Africa		
Sub-Regional Workshop on Industrial Chemicals under the Rotterdam Convention, Pretoria, South Africa, 21 October 2014	Promotion	Africa		
Tenth meeting of the Chemical Review Committee, Rome, Italy, 24 October 2014	Promotion	Europe		
Tenth meeting of the Persistent Organic Pollutants Review Committee, Rome, Italy, 27 October 2014	Promotion	Europe		
Sixth session of the Intergovernmental negotiating committee on mercury (INC 6), UNEP Global Mercury Partnership meeting, Bangkok, Thailand, 3 November 2014	Promotion	Asia		
The Joint Meeting of the Chemicals Committee and Working Party on Chemicals, Pesticides and Biotechnology, Paris, France, 4 November 2014	Promotion	Europe		
Mid-Term SAICM QSPTF Project Workshop, Male, Maldives, 11 November 2014	Promotion	Asia		
Final SAICM QSPTF Project Workshop, Tarawa, Kiribati, 26 November 2014	Promotion	Pacific		
Nineteenth Meeting of the UNITAR/ILO GHS Capacity Building Programme Advisory Group, Geneva, Switzerland, 9 December 2014	Promotion	Europe		
UNIDO Global Chemical Leasing Award and International Conference on Sustainable Chemistry and Chemical Leasing, Vienna, Austria, 10 December 2014	Promotion	Europe		
2nd meeting of the SAICM open-ended Working Group, Geneva, Switzerland, 15 December 2014	Promotion	Europe		
Annual training course on risk assessment and risk management, Chulabhorn Research Institute (CRI), Bangkok, Thailand, 17-19 December 2014	Training	Asia		
University of Turin-ILO ITC Masters in Occupational Safety and Health, Turin, Italy, 15-20 January 2015	Training	Europe		
GEF/UNITAR/UNDP/EPA-Ghana Project on Capacity Building for the Elimination of PCBs in Ghana Project Steering Committee, Accra, Ghana, 3 February 2015	Promotion	Africa		
GEF/UNITAR/UNDP/EPA Ghana Project on Capacity Building for the Elimination of PCBs in Chana Pesticides Group, Accra, Ghana, 15 February 2015	Promotion	Africa		
Review of the Interactive Industrial Chemicals Toolkit under Rotterdam, Basel and Stockholm Convention, Barcelona, Spain, 25 February 2015	Promotion	Europe		
Working group on pesticide efficacy evaluation, Rome, Italy, 1-3 March 2015	Training	Europe		
ICAMA workshop on occupational risk assessment, Beijing, China, 1 April 2015	Promotion	Asia		
Stakeholder Inception Workshop/Minamata Convention Ratification Project, Banjul, The Gambia, 13 – 14 April 2015	Promotion	Africa		
Nano Sub-regional Africa, Lusaka, Zambia, 16-17 April 2015	Promotion	Africa		
Mercury ratification dossier: National stakeholder and priority setting workshop, Abuja, Nigeria, 29 April 2015	Promotion	Africa		
Basel, Rotterdam and Stockholm Conventions COPs (12, 7, and 7), Geneva, Switzerland, 1 May 2015	Promotion	Europe		
Regional workshop on the FAO Pesticide Registration Toolkit, Hanoi, Vietnam, 1-5 June 2015	Training	Asia		
Regional workshop on the FAO Pesticide Registration Toolkit, Dar es Salaam, Tanzania, 15-18 June 2015	Training	Africa		
Nanosafety Regional Workshop for the LAC Region, Bogota, Colombia, 22-24 June 2015	Promotion	LAC		
Webinar for the Rotterdam Convention contact points	Promotion			
Webinar on piloting the industrial chemicals management scheme in a national context, Colombia	Promotion	LAC		
Summer Course Green Industry 2015 (training), Budapest, Hungary, 1 July 2015	Training	Europe		

ICCM4 Live demonstration, Geneva, Switzerland, 29 September 2015	Promotion	Europe		
ICCM4 Live demonstration, Geneva, Switzerland, 30 September 2015	Promotion	Europe		
Joint FAO/WHO Meeting on Pesticide Management, Nanjing, China, 1 October 2015	Promotion	Asia		
4th Global Network Conference on RECP, Davos, Switzerland, 15-16 October 2015	Promotion	Europe		
Minimata Ratification Inception Workshop/Minamata Convention Ratification Project, Accra, Ghana, 22 October 2015	Promotion	Africa		
Chemical Watch Global Enforcement Summit 2015, Brussels, Belgium, 22-23 October 2015	Promotion	Europe		
11th Meeting of the Chemical Review Committee to the Rotterdam Convention on the Prior Informed Consent (PIC) Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, Rome, Italy, 26-28 October 2015	Promotion	Europe		
Chemicals Regulatory Annual Conference, Hangzhou, China, 2-3 November 2015	Promotion	Asia		
Global Cleaner Production & Sustainable Consumption Conference, Barcelona, Spain, 2-3 November 2015	Promotion	Europe		
Internet Forum on the FAO Pesticide Registration Toolkit for regulators and other interested persons in Africa, the Pacific, the Caribbean and Europe, Rome, Italy, 9-10 September 2015	Promotion	Europe		
Webinar: Introduction to the IOMC Toolbox for Decision Making in Chemicals Management, Paris, France, 19 November 2015	Promotion	Europe		
18th Meeting of the Task Force on Pollutant Release and Transfer Registers (PRTRs), Madrid, Spain, 23-24 November 2015	Promotion	Europe		
Training of national experts on Chemical Leasing, Podgorica, Montenegro, 24-25 November 2015	Training	Europe		
Working Group of the Parties on PRTRs, Madrid, Spain, 26 November 2015	Promotion	Europe		
GEF PRTR Project Steering Committee Meeting, Madrid, Spain, 26 November 2015	Promotion	Europe		
Training of national experts on Chemical Leasing, Zagreb, Croatia, 30 November - 1 December 2015	Training	Europe		
Working group on ground- and surface water risk assessment, Rome, Italy, 1-3 December 2015	Training	Europe		
WHO Chemical Risk Assessment Network Workshop for Developing Countries, Bangkok, Thailand, 2-4 December 2015	Training	Asia		
International Training Course on Environmental and Health Risk Assessment and Management of Toxic Chemicals, Bangkok, Thailand, 5-18 December 2015	Training	Asia		
Twenty-first Meeting of the UNITAR/ILO Capacity-Building Programme Advisory Group, Geneva, Switzerland, 8 December 2015	Promotion	Europe		
ECOSOC Sub-Committee of Experts on the GHS, Geneva, Switzerland, 9-12 December 2015	Promotion	Europe		
Final SAICM QSPTF Project Workshop, Moroni, Comoros, 16-17 December 2015	Promotion	Africa		
Training of national experts on Chemical Leasing, Skopje, Macedonia, 23-24 December 2015	Training	Europe		
IOMC Toolbox training at University of Turin-ILO ITC Masters in Occupational Safety and Health, Turin, Italy, 15-20 January 2016	Training	Europe		
"Inception Workshop for UNEP/GEF project on ´Implementation of the GMP in the Asian Region´ ", Hanoi, Vietnam, 24-29 January 2016	Promotion	Asia		
Webinar: Introduction to the IOMC Toolbox for Decision Making in Chemicals Management, Industrial chemicals management, Paris, France, 28 January 2016	Promotion	Europe		
Regional Consultations in Preparation for the Seventh Session of the Intergovernmental Negotiating Committee on Mercury – AFRICA, Lusaka, Zambia, 2-4 February 2016	Training	Africa		x
Midterm SAICM QSPTF Project Workshop, Port-au-Prince, Haiti, 3-4 February 2016	Promotion	LAC		
Regional Consultations in Preparation for the Seventh Session of the Intergovernmental Negotiating Committee on Mercury - CENTRAL AND EASTERN EUROPE AND CENTRAL ASIAN REGION, Brno, Czech Republic, 3-4 February 2016	Promotion	Europe		

Regional Consultations in Preparation for the Seventh Session of the Intergovernmental Negotiating Committee on Mercury - LATIN AMERICA AND THE CARIBBEAN REGION, Montevideo, Uruguay, 9-12 February 2016	Promotion	LAC		
National training on the IOMC Toolbox, Accra, Ghana, 10 February 2016	Training	Africa		x
OECD's Joint Meeting of the Chemicals Committee and Working Group on Chemicals, Pesticides and Biotechnology, Paris, France, 10 February 2016	Promotion	Europe		
Bhutan National Profile/QSPTF Workshop, Thimpu, Bhutan, 12-16 February 2016	Training	Asia		x
"Seminar on the CWC and Chemical Safety and Security Management for Member States of the OPCW in the Asia Region", Doha, Qatar, 23-25 February 2016	Promotion	Asia		
National training course on the Pesticide Registration Toolkit Inception Workshop for UNEP/GEF Project on Implementation of the GMP in the Pacific Islands, Yangon, Myanmar, 4-8 April 2016	Training	Asia		
Inception Workshop for UNEP/GEF Project on Implementation of the GMP in the Pacific Islands, Suva, Fiji, 4-8 April 2016	Training	Oceania		x
Expert Group Meeting on Innovative Approaches to Sound Management of Chemicals and Chemicals Wastes (IAMC), Vienna, Austria, 11-14 April 2016	Training	Europe		
MIA meeting, Maseru, Lesotho, 13-15 April 2016	Training	Africa		x
"Workshop on the IOMC Toolbox Scheme for the management of industrial chemicals", Geneva, Switzerland, 15 April 2016	Training	Europe		x
4th meeting of the Inter-agency coordination group on industrial accidents, Geneva, Switzerland, 15 April 2016	Promotion	Europe		
Chemical Leasing Toolkit Launch (at Expert Group Meeting on Innovative Approaches to Sound Management of Chemicals and Chemicals Wastes (IAMC)), Vienna, Austria, 15 April 2016	Promotion	Europe		
Workshop for the Southern African Pesticide Regulators Forum (SAPReF) on risk reduction of highly hazardous pesticides (HHPs), Johannesburg, South Africa, 25-29 April 2016	Training	Africa		
Training and Capacity Building for the Development of a Nano-safety Pilot Project in Vietnam, Hanoi, Vietnam, 6 May 2016	Promotion	Asia		
MIA meeting, Gaborone, Botswana, 17 May April 2016	Training	Africa		x
MIA meeting, Mbabane, Zwaziland, 21 June 2016	Training	Africa		x
National chemicals management coordination meeting, Bridgetown, Barbados, 21 June 2016	Promotion	LAC		
MIA meeting, Windhoek, Namibia, 28 June 2016	Training	Africa		x
Sub-Regional DNA consultative meeting on the FRA Evaluation Toolkit and other approaches under the Rotterdam Convention, Lusaka, Zambia, 28-30 June 2016	Promotion	Africa		
Green Industry Conference, Ulsan, South Korea, 29 June 2016	Promotion	Asia		
Continuing Regional Support for the POPs Global Monitoring Plan under the Stockholm Convention in the Africa Region, Accra, Ghana, 4-8 July 2016	Promotion	Africa		
Training workshop on developing national mercury inventories, Barcelona, Spain, 12-15 July 2016	Promotion	Europe		
Summer Course Green Industry 2016, Budapest, Hungary, 19 July 2016	Training	Europe		
Incrementando la competitividad con soluciones quimicas innovadoras, Chemical Leasing y Presentacion Herrmienta IOMC, San Salvador, El Salvador, 19 July 2016	Promotion	LAC		
National training on the IOMC Toolbox, Ndola, Zambia, 26 July 2016	Training	Africa		x
First Seminar: Toolbox for Decision Making on Chemicals Management (IOMC)/Training and promotion Seminar on IOMC Toolbox including ChL and IAMC toolkit, Medellin, Colombia, 26 July 2016	Training	LAC		
Cape Town University Internet Forum on the FAO Pesticide Registration Toolkit for regulators and other interested persons in Africa, the Pacific and the Caribbean, Rome, Italy, 1 September 2016	Promotion	Europe		
Minamata Initial Assessment and National Action Plan for Artisanal and Small-Scale Gold Mining Inception Workshop, Freetown, Sierra Leone, 1-2 September 2016	Promotion	Africa		

Sub-Regional workshop on enhancing national cooperation and coordination for the implementation of the Basel, Rotterdam, Stockholm and Bamako conventions and the Sustainable Development Goals (SDGs) in the SADC countries, Manzini, Swaziland, 5-7 September 2016	Training	Africa		x
Working group on product chemistry aspects of the pesticide registration dossier, Rome, Italy, 5-7 September 2016	Promotion	Europe		
Second Sub-Regional Workshop on the Protocol of Pollutant Release and Transfer Registers for Countries of Eastern Europe, the Caucasus and Central Asia, Minsk, Belarus, 20 September 2016	Promotion	Europe		
Training and promotion on IOMC Toolbox and ChL toolkit, Lima, Peru, 5 October 2016	Training	LAC		
Bio-fertilizer training for Agricultural Inspectors, Uganda, 5 October 2016	Training	Africa		x
Sensitization of Stakeholders on bio-fertilizers, Uganda, 7 October 2016	Training	Africa		x
Regional Workshop on GHS Implementation, Lusaka, Zambia, 10 October-13 December 2016	Promotion	Africa		
National Coordination Committee (NCC) meeting for Mercury Initial Assessment project, Uganda, 13 October 2016	Training	Africa		x
Training and promotion (Webinar), Seminar on IOMC Toolbox, Medellin, Colombia, 14 October 2016	Training	LAC		
Training and promotion (Webinar) on IOMC Toolbox and ChL toolkit, Lima, Peru, 26 October 2016	Training	LAC		
Sub-Regional DNA consultative meeting on the FRA Evaluation Toolkit and other approaches under the Rotterdam Convention, Bangkok, Thailand, 26-28 October 2016	Promotion	Asia		
Minamata Inception Workshop, Durban, South Africa, 17-18 November 2016	Training	Africa		
"Webinar: FAO PESTICIDE REGISTRATION TOOLKIT An important component of the IOMC Toolbox for Decision Making in Chemicals Management", Rome, Italy, 2 November 2016	Promotion	Europe		
Regional Enforcment Network for Chemicals and Waste (REN), Fifth Annual Workshop, and Regional Workshop of UNIDO on the Minamata Convention for Mercury, Bangkok, Thailand, 6-11 November 2016	Promotion	Asia		
Final SAICM QSPTF Project Workshop, Male, Maldives, 7-8 November 2016	Training	Asia		
Training-of-Trainers workshop on the Pesticide Registration Toolkit, Rome, Italy, 7-18 November 2016	Training	Europe		
Training Programme on the IOMC Toolbox for Decision Making in Chemicals Management, Banjul, The Gambia, 18 November 2016	Training	Africa		x
?, Harare, Zimbabwe, 23 November 2016	Training	Africa		
Sub-Regional Workshop on Industrial Chemicals under the Rotterdam Convention, and Pilot testing of the pocket guide and a training module on exemptions under the Stockholm Convention, Blantyre, Malawi, 22-25 November 2016	Promotion	Africa		
Fifth meeting of the Working Group of the Parties to the Protocol on PRTRs, Geneva, Switzerland, 23-24 November 2016	Promotion	Europe		
National workshop on the Rotterdam Convention (RC) focusing on notifications of final regulatory action, Kunming, China, 23-25 November 2016	Promotion	Asia		
Training Programme on the IOMC Toolbox for Decision Making in Chemicals Management, Banjul, The Gambia, 25 November 2016	Training	Africa		x
1st face-to-face Meeting of the Steering Committee of the Intergovernmental Network on Chemicals and Waste for Latin America and the Caribbean, Panama City, Panama, 15-17 November 2016	Promotion	LAC		
UNIDO 50th anniversary, Vienna, Austria, 21-25 November 2016	Promotion	Europe		
Mercury ratification dossier workshop, Abuja, Nigeria, December 2016	Training	Africa		
National Action Plan ASGM Inception Workshops, Nairobi, Kenya, 10-11 January 2017	Training	Africa		
National inception workshop "Global Project on the implementation of Pollutant Release and Transfer Register (PRTR) as a tool for Persistent Organic Pollutants (POPs) reporting,	Promotion	Asia		

dissemination and awareness-raising for the Republic of Kazakhstan", Astana, Kazakhstan, 27 January 2017				
National MIA planning workshop, Apia, Samoa, National MIA planning workshop, 7-10 February 2017	Training	Oceania		
National PRTR Workshop and presentation of National Executive Proposal and dissemination strategies of PRTR Data, Phnom Penh, Cambodia, 16 March 2017	Training	Asia		
Regional chemicals management meetings for COMESA member states, Nairobi, Kenya, 27-29 March 2017	Training	Africa		
National chemicals management meeting in Tanzania; scheduled for May 2017	Training	Africa		
National chemicals management coordination meeting, Cairo, Egypt, tentatively scheduled for May 2017	Training	Africa		
National chemicals management coordination meeting, Freetown, Sierra Leone, tentatively scheduled for May 2017	Training	Africa		
National chemicals management coordination meeting, Abuja, Nigeria, tentatively scheduled for May 2017	Training	Africa		
Regional chemicals management meetings for SADC member states, South Africa; scheduled for May 2017	Training	Africa		
National mercury meeting, Guinea Bisseau, 6-7 April 2017	Promotion	Africa		
Meetings of the conferences of the parties to the Basel, Rotterdam and Stockholm conventions, Geneva, Switzerland, 24 April - 5 May 2017	Promotion	Europe		
National PRTR workshop, Belarus, May 2017	Promotion	Europe		
National POPs meeting, Addis Ababa, Ethiopia, scheduled for May 2017	Training	Africa		
Webinar on the IOMC Toolbox for Decision Making in Chemicals Management: Pollutant Release and Transfer Registers, May-June 2017	Promotion	Europe		
National mercury meeting, Dhaka, Bangladesh, scheduled for June 2017	Training	Asia		
National MIA and ASGM inception workshop, Asmara, Eritrea, June 2017	Training	Africa		
OECD PRTRs meetings, New York, USA, 26-29 June 2017	Promotion	Europe		
Regional MIA workshop, Dakar, Senegal, July 2017	Promotion	Africa		
First meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP1), Geneva, Switzerland, 24-29 September 2017	Promotion	Europe		

Annex I: Draft Evaluation Plan – IOMC Toolbox

Criteria	Questions	Sub questions	Type	Indicators (from logical framework)	Target	Base-line	Data source	Timing
Sustainability	Are the project results sustainable?	To what extent will the Toolbox and the toolkits continue to serve user needs beyond the life cycle of the project?	Descriptive	Not specified	n/a	n/a	Interviews, focus groups	Final evaluation (M36)
		To what extent will the systems put in place by the project's end users produce sustaining capacities for sound chemicals management?	Descriptive	Not specified	n/a	n/a	Interviews, focus groups	Final evaluation (M36)
Impact	What impact/overall objective did the project achieve?	To what extent have the Toolbox and the toolkits enabled user countries to address specific national problems related to chemicals management and improve their management systems?	Cause & effect	Not specified	n/a	n/a	Interviews, focus groups	Mid-term and Final (M18 and M36)
		Did the project achieve any unintended outcomes?	Descriptive	n/a	n/a	n/a	Interviews, focus groups	Final evaluation (M36)
Effectiveness	Was the project effective?	Are the users of the Toolbox and the toolkits able to identify the most appropriate and efficient actions to address specific national problems in the field of sound chemicals management? If so, why; if not, why?	Cause & effect	Not specified	n/a	n/a	Interviews, focus groups	Mid-term and Final (M18 and M36)
		To what extent are the Toolbox and the toolkits being used by the targeted user groups?	Normative & Descriptive	Percentage of trained users affirming that they have used the Toolbox	60%	n/a	Survey	Mid-term and Final (M18 and M36)
				Percentage of survey respondents affirming that they intend to use the Toolbox	Not specified	n/a	Survey	Mid-term and Final (M18 and M36)
				Number of site visits; number of tools downloaded	Not specified	n/a	Web statistics	Mid-term and Final (M18 and M36)

				(log frame proxy indicator for application of Toolbox)				
		Has awareness on the Toolbox and the toolkits and its purposes/functionalities increased among the targeted user groups?	Normative	Number of participants attending IOMC related conferences in which the Toolbox has been showcased.	3000	0	Project reports - Lists of participants	Mid-term and Final (M18 and M36)
				Number of participants trained from targeted user groups (developing and countries in transition from environment, health and safety fields)	1000	0	Project reports - Lists of participants	Mid-term and Final (M18 and M36)
Efficiency	Was the project cost effective?	Could the objectives of the Toolbox and the toolkits have been achieved through more cost effective means?	Descriptive	TBD	TBD	TBD	Interviews, focus groups	TBD
Relevance	How relevant were the Toolbox and the toolkits to the targeted user group needs?	To what extend has the project reached out to targeted user groups in French and Spanish-speaking developing countries?	Descriptive	Number of trained participants from Franco and Hispano speaking countries	Not specified	n/a	Survey	Final evaluation (M36)
		How relevant did the participants find the training on the Toolbox and the toolkits in relation to their specific country needs? (Note here it will be important to administer a short questionnaire after each project-sponsored training).	Normative & Descriptive	% of respondents agreeing or strongly agreeing that training on Toolbox was relevant to their country needs	Not specified	n/a	Survey	Mid-term and Final (M18 and M36)