

Agenda Item 5.1

Evaluation of the New Arrangements for the
ASCOBANS Secretariat (2007-2009)

Terms of Reference

Document 10

**Draft Terms of Reference for the
Evaluation of the New Arrangements
for the ASCOBANS Secretariat
(2007-2009)**

Action Requested

- take note of the final draft
- express any additional comments on the procedure for the evaluation to be suggested to UNEP

Submitted by

Netherlands



NOTE:
**IN THE INTERESTS OF ECONOMY, DELEGATES ARE KINDLY REMINDED TO BRING THEIR OWN
COPIES OF DOCUMENTS TO THE MEETING**

Secretariat's Note

The attached draft Terms of Reference for an evaluation of the new arrangements for the ASCOBANS Secretariat were prepared and submitted by the Netherlands. Comments by other Parties received by 28 February were taken into account.

DRAFT Terms of Reference for the Evaluation of the New Arrangements for the ASCOBANS Secretariat (2007-2009)

Background information

- At the 5th Meeting of the Parties of ASCOBANS (18-20 September and 12 December 2006) it has been decided that *“from 1 January 2007 the UNEP/CMS Secretariat shall serve as the secretariat pursuant to provision No. 4 of the ASCOBANS Agreement, and the Executive Secretary of UNEP/CMS shall be the acting Executive Secretary for ASCOBANS”* (Resolution No. 2d, see annex).
- Furthermore Parties have decided to implement these new arrangements for a provisional three-year period.
- Finally Parties have requested the Executive Director of UNEP to undertake an independent evaluation of the new Secretariat arrangements in mid 2008. The results of this evaluation should be considered by the Conference of the Parties (COP) of CMS in 2008, followed in due time by the MOP of ASCOBANS in 2009, with the aim of identifying the best organizational solutions for ASCOBANS.
- This **DRAFT** Terms of Reference provides guidance for the evaluation to be undertaken mid 2008.
- In the budget of ASCOBANS € 30.000,- has been reserved for the evaluation, to be funded through a voluntary contribution of The Netherlands.

Objectives of the evaluation

The objective of the evaluation is to review the effectiveness, efficiency, synergy and the cost-effectiveness of the new arrangements for the ASCOBANS Secretariat with respect to the following elements, and if necessary formulate options for improvement or change of arrangements:

- Output of the Secretariat (as regards the cycle of the meetings, tasks, programmes and strategies agreed by the MOP, and reports prepared by the Secretariat).
- Provision of support to the Parties (as regards the cycle of the meetings, tasks, programmes and strategies agreed by the MOP, and reports prepared by the Parties).
- Functioning of the Secretariat focal point and website for the ASCOBANS Agreement.
- Communication with Parties, Range States, NGOs and international organizations.
- Awareness-raising, public information activities and the ASCOBANS website.
- Profile of the ASCOBANS Secretariat, including representation at an adequate level at meetings of other relevant agreements and conventions, with the remit established by Parties.
- Continuity, transparency and quality in the administrative and budgetary management and functioning of ASCOBANS.
- Specific benefits (or disadvantages) resulting from functioning as a joint Secretariat with CMS since January 2007.
- Costs incurred under the new arrangements, including a comparison of cost-effectiveness of current and previous arrangements.

- Manpower spend in the CMS Secretariat as regards ASCOBANS tasks; evaluation of the available/spend manpower in relation to the tasks of the Secretariat as regards ASCOBANS.

Methods/procedures

- Desk research and evaluation of the output and communication-activities of the ASCOBANS Secretariat.
- Desk research and evaluation of the administrative and budgetary effectiveness and efficiency of the Secretariat.
- Interviews and or written inquiries regarding the cooperation between the Secretariat and Parties, Range States, NGOs, other agreements and conventions.
- Interviews and or written inquiries regarding the satisfaction of Parties, Range States, NGOs, other agreements and conventions with respect to the effectiveness and efficiency of the new Secretariat arrangements.
- An independent consultant should conduct the evaluation. Selection of the consultant on the basis of a tender (at least three proposals).
- For the guidance of the evaluation a working group could be installed. Possible members of this working group – to be discussed at and installed by the ASCOBANS Advisory Committee 2008 – are the Chairman and/or Vice-Chairman of the AC, a representative of UNEP-HQ, two representatives from ASCOBANS Parties (one from each of the two ASCOBANS sub-regions, i.e. North-East Atlantic/North Sea and Baltic Sea) and one representative from non-ASCOBANS CMS Parties.
- The evaluation should be carried out mid 2008. Starting as soon as possible after the AC 2008. The results need to be available at COP CMS (December 2008; draft to be submitted by 31 August; deadline for documentation 30 September).

Planning decision-making regarding DRAFT Terms of reference

- January – February 2008: consultation
- March/April 2008: AC ASCOBANS and preparation tender
- After AC ASCOBANS: formalizing the contract/start evaluation.

Martin Lok
14 March 2007