Terms of Reference

Mid-term evaluation of the IOMC Toolbox for decision making in chemicals management – Phase IV: Towards achieving the SDGs

Background

1. Funded by the European Union (EU), with overall management by the World Health Organization (WHO), the Inter-Organisation Programme for the Sound Management of Chemicals (IOMC) Toolbox for Decision Making in Chemicals Management project (the "project") 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 three 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. Phase III continued to improve functionalities and broaden the scope and application of the Toolbox, expanded the awareness of the Toolbox and strengthened the capacity of countries to implement the Toolbox. The aim of Phase IV (towards achieving the SDGs), which takes place from January 2023 until December 2025 (an extension will be requested until December 2026) and has a budget of 2,500,001 EUR, is to further promote the sound management of chemicals with a focus on developing countries and countries with economies in transition through strengthening the relevance and broadening the scope of the Toolbox's application, improving the integration of human rights and gender equality aspects in the Toolbox, building competencies for its implementation, increasing its application in non-English speaking countries, and creating international platforms for collaboration.

3. For the development and implementation of the Toolbox, the IOMC brought together nine intergovernmental organizations actively involved in chemical safety - WHO, FAO, ILO, UNDP, UNEP, UNIDO, UNITAR, the World Bank and OECD – from which seven organizations implement the project's technical work. As such the IOMC aims to strengthen international cooperation in the field of chemicals management.

4. The overall objective of the Phase IV is to improve the sound management of chemicals and hazardous waste in countries worldwide, thereby contributing to the achievement and implementation of nearly all Sustainable Development Goals (SDGs), multi-lateral environmental and other international agreements and frameworks. It also aims to ensure that the IOMC Toolbox and its content is increasingly used at national level to improve chemicals and waste management capacities and infrastructure, including control and enforcement, as well as access to data and information and to foster a multi-sectoral and multi-stakeholder approach to chemicals and waste management, as well as increased collaboration and networking between countries and IOMC Partner Organizations towards achieving the sound management of chemicals and the implementation of related SDGs.

5. The project's two expected outcomes are:
   o Toolbox and its content increasingly used by countries, especially developing countries and countries with economies in transition, to establish and improve chemicals management capacities and infrastructure, including control and enforcement, as well as access to data and information.
   o Increased national and international collaboration and networking within and between countries and IOMC Partner Organizations to enhance the sound management of chemicals in countries.

6. To achieve these, the project plans the following results from activities.

   a. Updated Toolbox, i.e. existing management schemes and tools reviewed and revised when needed, including to improve the integration of human rights and gender equality aspects and the protection of vulnerable populations.
   b. Broadened Toolbox, i.e. new or broadened chemical management schemes and related tools added, thereby increasing scope and applicability.
   c. Improved guidance and tools for the management of chemicals, i.e. new guidance and tools developed by IOMC Partner Organizations upon request by countries, especially developing countries, thereby closing the gap where guidance is missing or outdated.
   d. Language versions of guidance and tools available in UN languages other than English.
   e. Authoritative, comprehensive and stand-alone web-based training courses aimed at target audiences in developing countries for building capacities towards the implementation of IOMC guidance and the use of IOMC tools, including fostering collaboration and networking.
   f. Global, regional and country targeted virtual and face-to-face training and promotional events for building capacities and increasing coordination, collaboration and networking towards the implementation of IOMC guidance and the use of IOMC tools and the IOMC Toolbox.

7. The project's intervention logic is presented in Annex A.

8. The **United Nations Institute for Training and Research (UNITAR)** is a principal training arm of the United Nations (UN), with the aim to increase the effectiveness of the UN in achieving its major objectives through training and research. UNITAR's programming covers several thematic areas and activities aimed at supporting the implementation of the 2030 Agenda for Sustainable Development; including chemicals and waste management. The project document stipulates that UNITAR carries out this independent evaluation in close collaboration with other Project Management Group (PMG) members and by sharing the terms of references of the exercise with the donor.

Purpose of the evaluation

9. Phase IV of the project calls for an independent mid-term (and later a final) evaluation. The mid-term evaluation will take account of the initial results of the project and will assess its **relevance** and **effectiveness**, identify enabling and hindering factors and issue recommendations for improving the project's implementation during the remaining period. The final evaluation, which will take place towards the end of the project, will assess the project's relevance, coherence, effectiveness, efficiency, likelihood of impact and likelihood of sustainability, and identify lessons from its implementation with a view to contributing to learning and informed decision making.

10. While the evaluation uses OECD-DAC criteria, gender, disability and human rights, and environmental considerations will also be taken into account. The evaluation's purpose is to serve learning and accountability purposes, and to be as forward-looking as possible to inform decisions on the design and planning of possible future phases and focus areas of this or similar projects.

11. The primary users of this evaluation include the PMG and other IOMC organizations who can utilise the evaluation's findings and recommendations to adjust and improve project implementation in the remaining period, and inform the design and implementation of subsequent phases and similar future projects, if any. They also include the project users, i.e. countries and individuals who participated in training activities and plan to or are using the Toolbox; and the project donor, the European Commission.

Scope of the evaluation

12. The mid-term evaluation will cover the period from the start of Phase IV of the project, 1 January 2023 until the start of the evaluation in Quarter 3 2025. The evaluation will cover both 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). The mid-term evaluation is designed as a light evaluation and will be complemented by the final evaluation.

Evaluation criteria

13. The evaluation will assess project relevance and effectiveness, the implementation of the recommendations issued from the Phase III final evaluation and address partnership modalities.

- *Relevance: Is the project reaching its intended individual and institutional users and are its related project objectives and activities relevant to the beneficiaries', global and country needs and priorities?*
- *Effectiveness: To what extent is the project on track in achieving the expected results and objectives?*

Principal evaluation questions

While the questions below are suggested to guide the mid-term evaluation, the final questions selected/identified will be confirmed by the evaluator following the initial document review and engagement with the PMG with a view to ensuring that the evaluation is as useful as possible with regard to the project's implementation until closure, future orientation or other similar undertakings. The evaluation questions should ultimately aim at identifying what worked and what did not, and subsequently help provide insight into potential corrective actions that relevant stakeholders could take during the remaining period of project implementation to ensure the achievement of expected outcomes.

The evaluation questions related to gender equality and the empowerment of women dimensions are marked with "GEEW". Questions related to environmental sustainability in evaluation are marked with "ENVSUSE". Disability and human rights considerations should also be considered throughout the evaluation.

Relevance
a. *Is the project reaching its intended users (policy makers and decision-makers as well as technical professionals particularly in developing countries and countries with economies in transition as primary beneficiaries and those who use and manage chemicals as final beneficiaries)? If not, what are the hindering factors and what could be done differently?*
b. *How relevant are the objectives, content and the design of the Toolbox (and enhanced functionality), Toolkits and trainings to the identified needs and priorities of the users? To what extent do the activities and outputs contribute to the planned outcomes?*
c. *To what extent is the project aligned with the development community's efforts to helping Member States implement the 2030 Agenda for Sustainable Development, particularly goal 12, the Strategic Approach to International Chemicals Management (SAICM), the European Union strategic objectives and other major multilateral environmental and other international agreements?*
d. *To what extent has the project been relevant for advancing gender equality and the empowerment of women and meeting the needs of other groups made vulnerable? (GEEW)*

Effectiveness

a. *To what extent are the planned outcomes and outputs of the project on track? What are the enabling and hindering factors that have affected the delivery of results and the progress to achieving the expected outcomes so far or are likely to do so in the future?*

b. *Are there any unintended (positive and negative) outcomes that can be identified at this point? How can the project capitalize on the positive and mitigate the negative ones?*

c. *To what extent have the updated and broadened Toolbox, updated and new guidelines, translated guidance and tools, and the online and face-to-face capacity building efforts contributed to broadening the reach and use of the Toolbox amongst the intended users? What are the enabling and hindering factors that affect their use of the Toolbox?*

d. *To what extent has the project contributed to countries establishing and improving chemicals management capacities and infrastructure, including control and enforcement and access to data and information?*

e. *To what extent are countries and IOMC Partner Organizations increasingly collaborating and networking to enhance the sound management of chemicals in countries? What is needed to strengthen these collaborations?*

f. *To what extent are a human rights-based approach and a gender mainstreaming strategy incorporated in the design and roll-out of the toolbox and the toolkits? (GEEW)*

g. *To what extent has environmental sustainability been integrated into the design and implementation of the project? (ENVSUSE)*

h. *How effective are current partnership modalities, including collaboration mechanisms of the PMG, monitoring of the project's progress, reporting, etc.?*

i. *To what extent have recommendations from Phase III's final evaluation been taken into account in project design and implementation?*

j. *What good practices can be identified at this point that should be continued? What corrective actions should be taken during the remaining period of the project that could help ensure the delivery of results and achievement of expected outcomes?*

Evaluation Approach and Methods

14. The evaluation will be conducted in accordance with the UNITAR Evaluation Policy, the operational guidelines for independent evaluations and the United Nations Norms and Standards for Evaluation, and the UN Evaluation Group (UNEG) Ethical Guidelines. The evaluation will be carried out by an international consultant (the "evaluator") or a team of consultants under the supervision of the UNITAR Planning, Performance Monitoring and Evaluation Unit (PPME). PPME shall support the evaluation team in gathering background documentation and other data collection processes.

15. It is recommended to look at the different dimensions of capacity development, including:
    - **Individual dimension:** This 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/Community dimension:** This relates to 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:** This refers to the broader 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)	Essential knowledge, Cognitive skills, Interpersonal skills, Self-control, Attitude towards

		behaviour, Self-confidence, Professional identity, Norms, Values, Intentions, Emotions, Environmental barriers and enablers with specific focus on gender and disability inclusion (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 Gender and disability inclusion Processes, systems and procedures Human and financial resources Knowledge and information sharing Infrastructure Environmental sustainability Institutional support
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

16. 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 PMG, other partners, if relevant, the project users (policy and decision makers and technical professionals at the national and regional level benefiting from the project, technical professionals) the donor, and other relevant stakeholders.

17. The evaluator should follow mixed-methods approach in responding to the principal evaluation questions and present the findings qualitatively or quantitatively as most appropriate. The evaluation could draw on a review of the log frame and the theory of change (reconstruct if needed).[1] Suggested methods and data collection tools include:

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 D. A template for document review suggested by PPME, can be found here.

Stakeholder analysis
The evaluator will identify and relate the different stakeholders involved in the project, using the most appropriate approach. Key stakeholders include the various partners involved in development and implementation of the Toolbox, policy makers and professionals in developing countries and countries with economies in transition.

- The Project partners and particularly Project Management Group Members;

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[1] The ToC reconstructed for phase III is presented in Annex C.

- 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 including policy and decision makers in environmental, health and safety domains as well as technical professionals with a role in the assessment and management of chemicals;
- 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 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. 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. Generic interview guidelines can be found here.

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

After action review/Foresight Future Wheel/Field visit (online)
An online workshop is being conducted with the PMG members to reflect on what went well, what did not go so well and what can be improved going forward.

Gender, disability and human rights, and environmental sustainability

18. The evaluator should incorporate human rights, gender, disability, and environmental sustainability perspectives 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, UN country classification, disability status, and age grouping and be included in the evaluation report.

19. 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, including PPME guidelines for the ethical use of Artificial Intelligence (AI).

Timeframe, work plan, deliverables and review

20. The proposed timeframe for the evaluation spans from June 2025 (recruitment of the evaluator) to October 2025 (publication of final evaluation report). An indicative work plan is provided in the table below.

21. The consultant shall submit an evaluation design/question matrix following the comprehensive desk study, stakeholder analysis and initial interviews with the project team. 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/limitations in collecting data and confirm the final timeframe for the completion of the evaluation exercise, as well as a list of documents reviewed highlighting insights from every reviewed document.

22. 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.

23. The draft evaluation report should follow the structure presented under Annex E. 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 30 pages, excluding annexes.

24. Following the submission of the zero draft, a presentation of emerging findings with discussion of evaluation recommendations and a draft report will then be submitted to the PMG to review and comment on the draft report and provide any additional information using the form provided under Annex D by 6 October 2025. The evaluator is highly recommended to refer to the UNEG checklist of quality of recommendations (Annex E) when drafting recommendations to enhance their uses, by ensuring that recommendations are action-focused, include priority orders and specify who should implement them, among others. Within two weeks of receiving feedback, the evaluator shall submit the final evaluation report. The target date for this submission is 20 October 2025. Subsequently, PPME will finalize and issue the report. The report will be shared with all concerned stakeholders.

Indicative timeframe:

Activity	June 2025	July 2025	August 2025	September 2025	October 2025
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 and after-action review		■	■	■	
Zero draft report submitted to UNITAR				■	
Draft evaluation report consulted with UNITAR evaluation manager and submitted to the Project Management Group				■	
Presentation of emerging findings, recommendations and lessons learned				■	
Project Management Group reviews draft evaluation report and shares comments and recommendations					■
Evaluation report finalized and management response by Project Management Group					■
Dissemination and publication					■

Summary of evaluation deliverables and indicative schedule

Deliverable	From	To	Deadline*
Evaluation design/question matrix	Evaluator	Evaluation manager	16 June 2025
Comment on evaluation design/question matrix	Evaluation manager	Evaluator	20 June 2025
Zero draft report	Evaluator	Evaluation manager	8 September 2025
Comments on zero draft	Evaluation manager	Evaluator	15 September 2025
Draft report	Evaluator	Evaluation manager	22 September 2025
Presentation of emerging findings, recommendations and lessons learned	Evaluator/evaluation manager	Programme Management	TBD
Comments on draft report	Programme Management	Evaluation manager	6 October 2025
Final draft report	Evaluator	Evaluation manager	20 October 2025

*To be adjusted depending on the contract signature and to be agreed upon with the Evaluation Manager.

Communication/dissemination of results

25. The evaluation report shall be written in English. The final report will be shared with all partners, the European Commission and the WHO evaluation Office, and be posted on an online repository of evaluation reports open to the public in UNITAR website as well as the UNEG website.

Evaluation management arrangements

26. 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').

27. 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 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.

28. 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

29. 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 and the Guiding Ethical Principles for using AI in Evaluation, if it is the case.

Professional requirements

30. The lead evaluator should have the following qualifications and experience:

- MA degree or equivalent in 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 contact points**
C. **Structure of evaluation report**
D. **List of training events**
E. **List of documents and data to be reviewed**
F. **Structure of evaluation report**
G. **Audit trail**
H. **Evaluator code of conduct**

Annex A: Project logical framework

Results	Results chain: Main expected results	Indicators	Baselines (values and years)	Targets (values and years)	Sources of data	Assumptions
Impact	To improve the sound management of chemicals and hazardous waste in countries worldwide, thereby contributing to the achievement and implementation of nearly all Sustainable Development Goals (SDGs), multi-lateral environmental and other international agreements and frameworks.	# of new countries using the Toolbox and its content to draft and adopt policies for the sound management of chemicals.	30 (2022)	60 (2025)	End-of-Action country survey and follow-up, including country case studies	*Not applicable*
Outcome 1	Toolbox and its content increasingly used by countries, especially developing countries and countries with economies in transition, to establish and improve chemicals management capacities and infrastructure, including control and enforcement and access to data and information.	# of Toolbox visits, downloads of documents and other statistics # of countries who during the Action period identified guidelines and tools in the Toolbox AND are in the process of or plan to implement them in the near future # of countries who during the Action period identified tools in the Toolbox and fully implemented them.	TBD (2022) (depending on outcome of Phase III) 0 (2022) 0 (2022)	TBD (2025) 25 (2025) 5 (2025)	Web statistics (OECD at the time of reporting, i.e. at the end of each year) End-of-Action country survey End-of-Action country survey	*Changing of resources available in developing countries and countries with economies in transition to take the necessary Action*
Outcome 2	Increased national and international collaboration and networking within and between countries and IOMC Partner Organizations to enhance the sound management of chemicals in countries.	# of countries engaged in international collaborations during the Action to advance the implementation of the sound management of chemicals	0 (2022)	75 (2025)	End-of-Action country survey	*Sharing information and experiences through networks for coordination, and collaboration, which increases motivation, commitment, quality, efficiency and effectiveness of implementing IOMC tools.*
Output 1 (related to Outcome 1)	Updated Toolbox, i.e. existing management schemes and tools reviewed and revised when needed, including to improve the integration of human rights and gender equality aspects and the protection of vulnerable populations.	# of new tools added to Toolbox	Hundreds (2022)	+100 (2025)	Toolbox website	*Internet is available and Toolbox not corrupted by internet virus*
Output 2 (related to Outcome 1)	Broadened Toolbox, i.e. new chemical management schemes and related tools added, thereby increasing scope and applicability.	# of new schemes developed and added to Toolbox	8 (2022)	11 (2025)	Toolbox website	
Output 3 (related to Outcome 1)	Improved guidance and tools for the management of chemicals, i.e. new guidance and tools developed by IOMC Partner Organizations upon request by countries, especially developing countries, thereby closing the gap where guidance is missing or outdated.	# of new tools developed as part of the Action and added to Toolbox	20 (2022)	30 (2025)	Toolbox website	
Output 4 (related to Outcome 1)	Language versions of guidance and tools become available in UN languages other than English.	# of language versions developed as part of the Action and added to the Toolbox	8 (2022)	28 (2025)	Toolbox website	
Output 5 (related to Outcome 1)	Authoritative, comprehensive and stand-alone web-based training courses became available aimed at target audiences in developing countries for building capacities towards the implementation of IOMC guidance and the use of IOMC tools.	# of web-based training courses developed	0 (2022)	5 (2025)	Organizations' website, i.e. links from IOMC Toolbox to them	
Output 6 (related to Outcome 2)	Global, regional and country targeted virtual and face-to-face training and promotional events were held for building capacities, increase coordination, collaboration and networking towards the implementation of IOMC guidance and the use of IOMC tools and the IOMC Toolbox.	# of training events organized # of participants participated attended training course by gender	100 (2022) 6,000 (2022)	140 (2025) +2400 (2025) (1200 female; 1200 male)	Meeting reports Meeting reports	*Travel restrictions are lifted regarding face-to-face trainings*

Annex B: List of contact points

Participating Organizations (PO)

Focal points

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

Virunya Bhat, World Health Organization, bhatv@who.int

Giulia Calcagnini (NSP), Food and Agriculture Organization, Giulia.Calcagnini@fao.org   (only for financial and administrateive part of the project)

Oxana Perminova (NSP), Food and Agriculture Organization, Oxana.Perminova@fao.org (principal focal point for FAO)

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Annex C: Project's phase III reconstructed Theory of Change
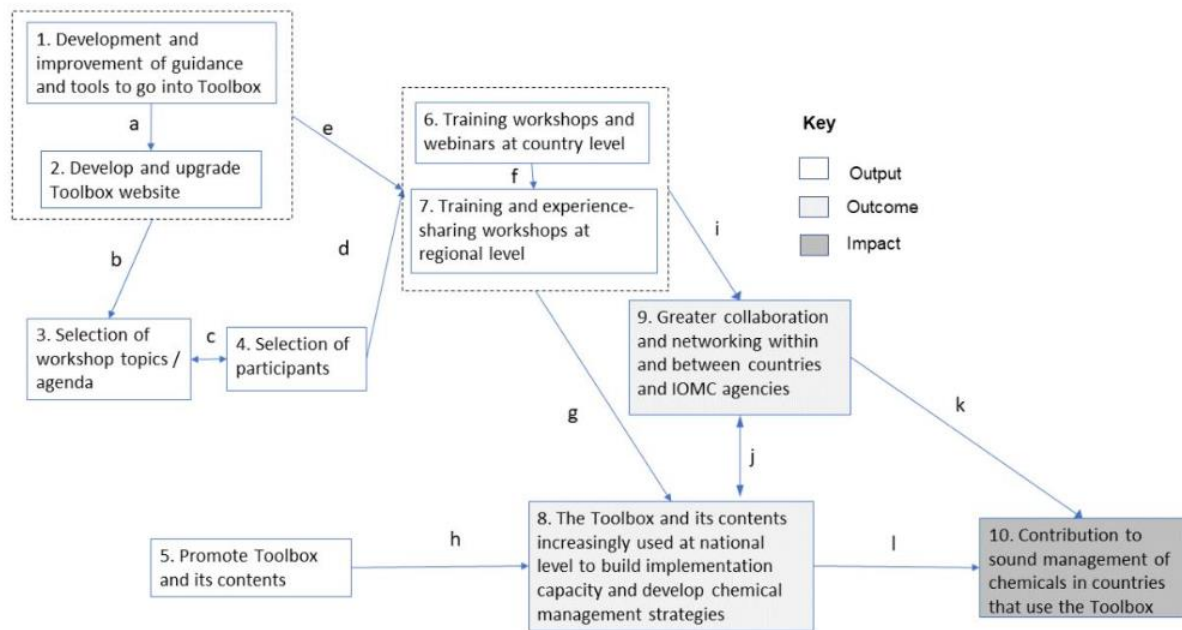
Annex D: List of training event

Region	Country	Lead	Partners	Main Topic (Management Scheme, Toolkit)	Sub topic	Learning objectives	Date	Event Webinar, workshop	Radiation Global, regional, national	Type In person, hybrid, web-based	Target Beneficiaries Policy makers, academia, private sector	Title of the event	Number (or expected number) of participants	# female	# male
							COMPLETED								
Eastern Mediterranean region	Morocco	FAO		FAO Pesticide registration toolkit			Feb-23	Workshop	National	In person	Policy makers, regulators	FAO Pesticide registration Toolkit Training	15	8	7
Eastern Mediterranean region	Jordan	FAO	Netherlands Enterprise Agency, Centre for Pesticide Suicide Prevention (CPSP) University of Edinburgh	FAO Pesticide registration toolkit			Feb-Mar 23	Workshop	National	In person	Policy makers, regulators	FAO Pesticide registration Toolkit Training	16	9	7
Africa	Tanzania	FAO	Swedish	FAO			Apr-23	Worksh	Nation	In	Policy	FAO	22	6	16

Region	Country	Lead	Partners	Main Topic (Management Scheme, Toolkit)	Sub topic	Learning objectives	Date	Event Webinar, workshop	Radiation Global, regional, national	Type In person, hybrid, web-based	Target Beneficiaries Policy makers, academia, private sector	Title of the event	Number (or expected number) of participants	# female	# male
		Chemical Agency (KEMI)		Pesticide registration toolkit				op	al	person	makers, regulators	Pesticide registration Toolkit Training			
South-East Asia	Bangladesh	FAO		FAO Pesticide registration toolkit	Dossier evaluation		Jul-23	Workshop	National	In person	Policy makers, regulators	FAO Pesticide registration Toolkit Training	11	5	6
South-East Asia	Malaysia	FAO	CPSP	FAO Pesticide registration toolkit			Jul-23	Workshop	Regional	In person	Policy makers, regulators	FAO Pesticide registration Toolkit Training	22	11	11
Africa	South Africa	FAO/Kemi	UNITAR	Pesticides	GHS		Sep-23	Workshop	Regional	In person	Policy makers, regulators	Southern African Pesticide Regulators Forum (SAPReF) General Meeting and Technical Training	40	20	20
Europe	Serbia	UNITAR		Chemicals			Sep-23	Worksh	Nation	In	Policy	Serbia –	9	6	3

Region	Country	Lead	Partners	Main Topic (Management Scheme, Toolkit)	Sub topic	Learning objectives	Date	Event Webinar, workshop	Radiation Global, regional, national	Type In person, hybrid, web-based	Target Beneficiaries Policy makers, academia, private sector	Title of the event	Number (or expected number) of participants	# female	# male
				Management				op	al	person	makers	Chemicals and Waste Management			
Latin America Caribbean	Colombia	UNIDO	Yale University	Green Chemistry toolkit			29 Oct-09 Nov 23	Workshop	National	In person	Companies in chemical sector (mainly MSMEs)	Green chemistry 2-day training course	105	32	68
South-East Asia	Philippines	UNIDO	University of the Philippines Los Baños College	Green Chemistry toolkit			13-14 November 23	Workshop	National	Hybrid	Policy makers, academia, private sector	SIKLO: Green Chemistry Towards Safe and Sustainable Future	100	45	55
Western Pacific	Fiji	FAO		FAO Pesticide registration toolkit	HHPs		Nov-23	Workshop	Regional	in-person	Regulators	FAO Pesticide registration Toolkit Training	10	2	8
Western Pacific	Fiji	FAO		FAO Pesticide registration toolkit			Nov-23	Workshop	Regional	In person	Policy makers, regulators	FAO Pesticide registration Toolkit Training	10	2	8

Region	Country	Lead	Partners	Main Topic (Management Scheme, Toolkit)	Sub topic	Learning objectives	Date	Event Webinar, workshop	Radiation Global, regional, national	Type In person, hybrid, web-based	Target Beneficiaries Policy makers, academia, private sector	Title of the event	Number (or expected number) of participants	# female	# male
Africa	Senegal	BRS	ILO, WHO, UNITAR	Occupational Safety and Health Management Scheme for Chemicals	ILO's Conventions, GHS, Rotterdam Convention		Nov-23	Workshop	Sub-regional	Hybrid	Policy makers, regulators	ILO's Conventions, synergies with the GHS and Rotterdam, and presenting ILO publications and tools on chemicals management.			
Americas	Panama	BRS	ILO, FAO	Occupational Safety and Health Management Scheme for Chemicals	ILO's Conventions, GHS, Rotterdam Convention		Feb-24	Workshop	National	Hybrid		ILO's Conventions and Recommendations, synergies with the Globally Harmonized System of Classification and	30		

Region	Country	Lead	Partners	Main Topic (Management Scheme, Toolkit)	Sub topic	Learning objectives	Date	Event Webinar, workshop	Radiation Global, regional, national	Type In person, hybrid, web-based	Target Beneficiaries Policy makers, academia, private sector	Title of the event	Number (or expected number) of participants	# female	# male
												Labelling of Chemicals (GHS) and synergies with the Rotterdam Convention.			
Eastern Mediterranean region	Armenia	UNITAR		GHS			Apr-24	Workshop	National	In person	Policy makers, private sector, NGOs	Developing roadmap on GHS	38	20	18
Central Asia	Uzbekistan	FAO	CPSP, Rotterdam Convention	FAO Pesticide registration toolkit	HHPs		May-24	Workshop	National	in-person	Regulators	FAO Pesticide registration Toolkit Training	18	4	14
Central Asia	Uzbekistan	UNITAR/WHO		GHS			Jun-24	Workshop	National	In person	technical experts from health and environment protection area,	Training on GHS implementation in Uzbekistan	12	3	9

Region	Country	Lead	Partners	Main Topic (Management Scheme, Toolkit)	Sub topic	Learning objectives	Date	Event Webinar, workshop	Radiation Global, regional, national	Type In person, hybrid, web-based	Target Beneficiaries Policy makers, academia, private sector	Title of the event	Number (or expected number) of participants	# female	# male
											technical regulators				
Africa	Tanzania	FAO	European Union (ACP MEAs 3)/KEMI/CPSP/ Centre for Environment Justice and Development (CEJAD)	FAO Pesticide registration toolkit			Aug-24	Workshop	Regional	in-person	Regulators	EAC HHP Strategy and Pesticide Registration Toolkit workshop	36	6	30
Latin America Caribbea	Paraguay	FAO/Rotterdam Conventi		FAO Pesticide registration	generic products		Aug-24	Workshop	National	in-person	Regulators	Kit de Herramientas para el	25	19	6

Region	Country	Lead	Partners	Main Topic (Management Scheme, Toolkit)	Sub topic	Learning objectives	Date	Event Webinar, workshop	Radiation Global, regional, national	Type In person, hybrid, web-based	Target Beneficiaries Policy makers, academia, private sector	Title of the event	Number (or expected number) of participants	# female	# male
n		on		toolkit								Registro de Plaguicidas de la FAO			
		ILO				ILO and UNITAR participated, discussion included Chemicals, OSH and the GHS	10 October 2024			Hybrid		Engagement Session on Chemical Management with Textile Mills in Pakistan	20		
		ILO				ILO presented the ILO Chemicals Convention No. 170 and the OSH Management Scheme	31 October 2024					Capacity Assessment Workshop for the Sound Management of Chemicals and Hazardous Waste in Pakistan	Unknown		

Region	Country	Lead	Partners	Main Topic (Management Scheme, Toolkit)	Sub topic	Learning objectives	Date	Event Webinar, workshop	Radiation Global, regional, national	Type In person, hybrid, web-based	Target Beneficiaries Policy makers, academia, private sector	Title of the event	Number (or expected number) of participants	# female	# male
						of the Toolbox.									
		UNITAR				Yes	02 Dec 2024			Online		GHS Cambodia	11		
		ILO				ILO presented on chemical safety and referenced the IOMC toolbox	14 April 2025			Hybrid		"Reducing uses and releases of chemicals of concern, including POPs, in the textiles sector" Pakistan World of Work Stakeholders Consultation Workshop	30		
													519	198	286

PLANNING STAGES															
South-East Asia	Viet Nam	UNIDO	Ministry of Industry and Trade	Green Chemistry toolkit			2025	Workshop	National	In person	Policy makers		30		

Region	Country	Lead	Partners	Main Topic (Management Scheme, Toolkit)	Sub topic	Learning objectives	Date	Event Webinar, workshop	Radiation Global, regional, national	Type In person, hybrid, web-based	Target Beneficiaries Policy makers, academia, private sector	Title of the event	Number (or expected number) of participants	# female	# male
Latin America Caribbean	Costa Rica,Ecuador, Peru, Bolivia, Paraguay, Uruguay	WHO HQ/PAHO	WHO PAHO	WHO (2021) Human Health Risk Assessmet Toolkit and Public Health Management of Chemicals	pesticides		Q1/Q2 2025	self learning virtual course	Regional	web-based (hybrid pending financial resources)	MoH professionals	Human health risk assessment: pesticides	30		
Latin America Caribbean	Costa Rica	FAO	Rotterdam Convention	FAO Pesticide registration toolkit	generic products, equivalence assessment		24-Nov	Workshop	Regional	in-person	Regulators		To be confirmed		

Annex E: List of documents/data to be reviewed

- Narrative and finance reports (in the absence of interim reporting requirements, internal reporting and monitoring data shall be provided, including self-evaluations, logframe updates etc.)
- Contribution Agreement
- Logical Framework and outcome areas
- Monitoring and self-evaluation data related to training events
- Project partner documentation (e.g. training reports, material, etc) if applicable
- Stakeholder contacts, including training participants, country focal points, etc.
- Project Description
- IOMC Toolbox website content: www.iomctoolbox.org
- Event Management System Data (for UNITAR)
- Relevant international frameworks
- Any other document deemed to be useful to the evaluation

Annex F: Structure of evaluation report[2]

    i.   Title page
    ii.   Foreword
    iii.   Table of contents
    iv.   List of Figures and list of tables
    v.   Executive summary
    vi.   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 Learned
9. Annexes
    a. Terms of reference
    b. Survey/questionnaires deployed
    c. List of persons interviewed
    d. List of documents reviewed
    e. Summary of field visit/workshop
    f. Evaluation question matrix
    g. Evaluation consultant agreement form

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[2] A report template will be provided to the evaluation team by PPME.

Annex G: Evaluation Audit Trail Template

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

To the comments received on (*date*) from the evaluation of the "IOMC Toolbox for decision making in chemicals management – Phase IV: Towards achieving the SDGs" project

The following comments were provided in track changes to the draft 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 evaluation report	Evaluator response and actions taken

Annex H: 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. He/she should provide maximum notice, minimize demands on time, and respect people's right not to engage. He/she must respect people's right to provide information in confidence and must ensure that sensitive information cannot be traced to its source. He/she are not expected to evaluate individuals and must balance an evaluation of management functions with this general principle.
4. Sometimes uncovers evidence of wrongdoing while conducting evaluations. Such cases must be reported discreetly to the appropriate investigative body. He/she 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, he/she must be sensitive to and address issues of discrimination and gender equality. He/she should avoid offending the dignity and self-respect of those persons with whom he/she comes in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, he/she 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). He/she is 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[3]

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: _____

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*This form is required to be signed by each evaluator involved in the evaluation.

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[3]www.unevaluation.org/unegcodeofconduct