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## **Revised Terms of Reference and Rules of Procedure of the Evaluation Committee of the Executive Board**

### **Note to Evaluation Committee members**

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Evaluation Committee — 112<sup>th</sup> Session  
Rome, 19 March 2021

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**For: Review**

## **Note to Evaluation Committee members**

The Evaluation Committee is hereby requested to formally recommend to the Board that it approve the present revised Terms of Reference and Rules of Procedure of the Evaluation Committee of the Executive Board, as discussed at the informal meeting of the Committee in January 2020, and at the 108<sup>th</sup> and 111<sup>th</sup> sessions and seventh special session of the Evaluation Committee, in January 2021. For ease of reference, additions to the draft revised Terms of Reference and Rules of Procedure discussed at the 111<sup>th</sup> session of the Evaluation Committee (EC 2020/111/W.P.9) are underlined, while strikethrough indicates deleted text. Upon final recommendation by the Evaluation Committee, the revised Terms of Reference and Rules of Procedure submitted to the Executive Board for approval will reflect the changes with respect to those approved in 2011.

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## **Revised Terms of Reference and Rules of Procedure of the Evaluation Committee of the Executive Board**

### **Note to Executive Board representatives**

#### Focal points:

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Executive Board — 132<sup>nd</sup> Session  
Rome, 19-21 April 2021

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**For: Approval**

## **Recommendation for approval**

The Executive Board, as recommended by the Evaluation Committee, is requested to review the revised Terms of Reference and Rules of Procedure of the Evaluation Committee, and adopt the revised Terms of Reference and Rules of Procedure as contained in this document. For ease of reference, additions to the current Terms of Reference and Rules of Procedure (EB 2011/102/R.47/Rev.1) are underlined, while strikethrough indicates deleted text.<sup>1</sup>

### **I. Introductory note**

1. The Evaluation Committee has undertaken a review of its Terms of Reference and Rules of Procedure in response to the recommendation of the peer review of the evaluation function at IFAD (hereafter "external peer review") completed in 2019. Specifically, the peer review recommended revising the role (Terms of Reference) of the Evaluation Committee to ensure full oversight of evaluation and results reporting functions IFAD-wide. In order to assure a uniform procedure for the different committees of the Executive Board, the general rules of procedure hereby proposed are the same as those proposed in 2011 and remain structured along the lines of those prevailing for the Audit Committee.
2. Accordingly, the first two sections contain common provisions concerning the establishment and composition (section 1), the role and the conduct of business (section 2), and their relationship with the Rules of Procedure of the Executive Board (section 4). Most of the distinctive features relate to responsibilities and are set forth in section 3. ~~In 2011, after an extensive review and due diligence process, the Committee reached consensus on the text of the draft Terms of Reference and Rules of the Procedure of the Evaluation Committee at its sixty-seventh meeting. The final version was presented to and approved by the Executive Board at its 102<sup>nd</sup> session.~~
3. The Evaluation Committee, as tasked by the Executive Board, has discussed and agreed that the revised Terms of Reference should be less prescriptive regarding the products for discussion at Committee sessions and focus rather on ensuring that the Committee contributes to improving the overall development effectiveness of the organization.

### **II. Proposed Terms of Reference and Rules of Procedure of the Evaluation Committee**

#### **1. Establishment and composition**

- 1.1. The Executive Board, acting under rule 11 of the Rules of Procedure of the Executive Board, hereby establishes the Evaluation Committee.
- 1.2. The Evaluation Committee shall be composed of nine Executive Board members or alternate members appointed by the President pursuant to rule 11 of the Rules of Procedure of the Executive Board, as follows: four members from List A, two members from List B and three members from List C. The term of office of the Evaluation Committee shall be three years.
- 1.3. The Committee shall elect its chairperson from List B and C Committee members. In the absence of the chairperson during a scheduled meeting of the Committee, the Chair shall be temporarily assumed by another member from List B and C selected by the Committee.

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<sup>1</sup> Upon final recommendation by the Evaluation Committee, the revised terms of reference and rules of procedure submitted to the Executive Board for approval will reflect the changes with respect to the Terms of Reference and Rules of Procedure of the Evaluation Committee approved in 2011.

- 1.4. The Secretary of the Fund serves as the Secretary of the Committee. The Director of the Independent Office of Evaluation of IFAD (IOE), and the Director of the Operational Policy and Results Division serve in a technical support function.

## **2. Role and conduct of business**

- 2.1. As a subsidiary body of the Executive Board, the role of the Evaluation Committee is to assist the Executive Board in discharging its responsibilities with regard to the evaluation functions in the Fund for which the Executive Board is responsible under the Agreement Establishing IFAD.
- 2.2. The quorum for any meeting of the Evaluation Committee shall be constituted when representatives of a majority of its members are present.
- 2.3. The Evaluation Committee shall not vote but shall set out the views expressed by its members in the reports it submits to the Executive Board. Notwithstanding the foregoing, the chairperson shall attempt to secure consensus in order to present in its reports to the Board, as far as possible, the unanimous views of the Evaluation Committee. In the absence of consensus, the minority views and opinions shall be reflected in the reports.
- 2.4. The Evaluation Committee shall hold regular meetings. The date of each meeting shall be determined by the Committee at each preceding meeting, unless otherwise decided by the Committee. Meetings can also be convened by the chairperson at any other time required. Notwithstanding rule 3<sup>2</sup> of the Rules of Procedure of the Executive Board, the Evaluation Committee may undertake field visits organized by IFAD; Executive Board members, not members of the Evaluation Committee, may also take part in said field visits.
- 2.5. The official record of the discussion and recommendations adopted during Evaluation Committee meetings shall be the Evaluation Committee minutes. The minutes shall be approved by all participating members and may be submitted to the Executive Board. The chairperson will report to the Board on the deliberations of Evaluation Committee meetings.
- 2.6. The meetings of the Evaluation Committee shall be open to the Director of IOE, IFAD Management, and such staff members of the Fund or external resource persons as the President and the Director IOE may, from time to time, designate, as well as other staff of IOE when its Director decides that they should attend as resource persons except in relation to the matters foreseen in paragraph 3.1(i) below.
- 2.7. Executive Board members who are not members of the Evaluation Committee may also, as observers, attend meetings except when matters foreseen in paragraph 3.1(i) below are discussed.
- 2.8. In line with IFAD disclosure policy, the Evaluation Committee's minutes and its reports will be disclosed to the public through the IFAD website.

## **3. Responsibilities**

- 3.1. The Executive Board may refer to the Evaluation Committee any question related to the evaluation functions in the Fund, for which the Executive Board is responsible under the Agreement Establishing IFAD. In addition, the Evaluation Committee should have the following permanent responsibilities:

<sup>2</sup> Rule 3: Place of Sessions – All sessions of the Board shall be held at the seat of the Fund, except for sessions held in conjunction with a session of the Governing Council held elsewhere, or sessions held by virtual means. Executive Board sessions may be held by virtual means when the President determines that holding a physical in-presence session is not feasible or appropriate for all representatives. In such instances, one or more representatives of Executive Board members and alternate members may participate in the meeting by teleconference, videoconference or other electronic means. Special procedures applicable to Executive Board sessions held by virtual means are set forth in annex II to the present Rules of Procedure. "All sessions of the Board shall be held at the seat of the Fund, except for sessions held in conjunction with a session of the Governing Council held elsewhere."

- (a) Ensure the full implementation of and compliance with the IFAD Evaluation Policy, whose overarching objective is the assessment of IFAD's results and impact in order to improve the Fund's operations and policies, by reporting and making recommendations to the Executive Board;
- (b) Contribute to IFAD's learning loop by reporting and making recommendations to the Executive Board on the evaluations it considers;
- (c) Contribute to IFAD's overall development effectiveness, in particular by reviewing independent and self-evaluation products and other reports as necessary;
- (d) Every year, review and report on IOE's annual work programme and draft budget and budget utilization;
- (e) Provide guidance to IOE on priorities for independent evaluations and to Management on self-evaluation activities to be undertaken for subsequent presentation at Evaluation Committee sessions and at its last or penultimate session in a given year, approve an annual work programme for the Committee for the subsequent year;
- (f) Every year, discuss, review and report on the ~~various~~ independent evaluation products — both independent and self-evaluation products included in the product mix and included in the Committee's approved annual work programme. These include but are not limited to the Annual Report on Results and Impact of IFAD Operations (ARRI) and a selection of independent evaluation reports, as decided by the Committee, together with IFAD Management's response to the selected evaluation reports. The Committee will discuss and report on the draft approach paper for corporate-level evaluations and other evaluations as requested by the Committee;
- (g) Every year, discuss, review and report on the self-evaluation products included in the Committee's approved annual work programme. These include but are not limited to the President's Report on the Implementation Status of Evaluation Recommendations and Management Actions (PRISMA) and the Report on IFAD's Development Effectiveness (RIDE) together with IOE comments thereon;
- (g) ~~Discuss and report on the draft approach paper for corporate-level evaluations and thematic evaluations;~~
- (h) ~~Select, discuss and report on corporate-level, country programme, thematic, project level and other evaluation reports, together with IFAD Management's response to the evaluation reports;~~
- (h) Review and report on those draft operational policies and strategy proposals stemming from evaluations conducted, as well as on other matters referred to the Committee for study and report in accordance with rule 11.1 of the Rules of Procedure of the Executive Board,<sup>3</sup> including IOE's comments and Management's responses on the proposals, before they are considered by the Executive Board. This review will focus on the internalization of evaluation-based lessons and recommendations;
- (i) In accordance with the IFAD Evaluation Policy, assist the Executive Board in the selection, appointment, performance review and termination of the Director of IOE; and

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<sup>3</sup> Including for level 1 project restructuring, as per IFAD's Policy on Project Restructuring (EB 2018/125/R.37/Rev.1).

(j) Recommend the revision of the Evaluation Policy, when it is needed.

#### **4. Final provision**

4.1 The Terms of Reference and Rules of Procedure of the Evaluation Committee of the Executive Board contained in document EB 2011/102/R.47/Rev.1 are hereby voided and superseded by the Terms and Reference and Rules of Procedure of the Evaluation Committee of the Executive Board as set out in this document. In conformity with rule 11.3 of the Rules of Procedure of the Executive Board and with exception of rule 25 and 29 of the same, unless otherwise determined in the present Terms of Reference, the said Rules of Procedure of the Executive Board should apply, mutatis mutandis, to the proceedings of the Evaluation Committee.

## Transmittal notes to the Executive Board

### 1. Scope of the Terms of Reference (TORs)

The Executive Board's power to set up subsidiary bodies is regulated in rule 11 of the Rules of Procedure of the Executive Board. According to rule 11.3 the Rules of Procedure of the Executive Board apply to these subsidiary bodies unless it is decided otherwise. Accordingly, the addressee of the TORs is therefore the Evaluation Committee. The TORs cannot regulate the conduct of other bodies of the Fund. This explains why the draft does not contain directives to other bodies of the Fund (i.e. Governing Council and President).

### 2. Composition

Paragraph 1.2 of the draft TORs codifies the current practice as reflected in the Rules of Procedure of the Evaluation Committee contained in document EB 2004/83/R.7/Rev.1, which provides that the Evaluation Committee shall be composed of nine Executive Board members or alternate members appointed by the President in pursuant to rule 11 of the Rules of Procedure of the Executive Board in accordance with the following: four members from List A, two members from List B and three members from List C.

### 3. Term of office

The term of office of the Evaluation Committee members shall be three years. The term of office should be aligned with the one of the Executive Board, in order to assure that all members of the Committee are also members of the Executive Board, as required by rule 11 of the Rules of Procedure of the Executive Board.

### 4. Selection criteria

The second sentence of rule 11.1 of the Rules of Procedure of the Executive Board provides that the President shall appoint the members of subsidiary bodies, with the approval of the Executive Board. In appointing the members of the Evaluation Committee to be approved by the Executive Board, the President may refer to the Principles of Conduct for Representatives on the Executive Board of IFAD, which apply, mutatis mutandis, to committees and other subsidiary bodies of the Executive Board.<sup>4</sup>

### 5. Chairperson

As prescribed by rule 14.2 of the Rules of Procedure of the Executive Board, paragraph 1.3 of the draft TORs envisages that the Committee shall elect its own chairperson. The chosen wording allows continuation of the practice that the Committee shall elect its chairperson from List B and C Committee members if it is so wished. If that practice is continued, in the absence of the chairperson during a scheduled meeting of the Committee the Chair will be temporarily assumed by another member selected by the Committee.

### 6. Nature of the Evaluation Committee

Paragraph 2.1 reflects the fact that by virtue of rule 11 of the Rules of Procedure of the Executive Board, the Evaluation Committee is a functional body, which is also referred to as a preparatory body. That means that it acts exclusively in the preparation of decisions in a given field by the Executive Board and does not itself exercise decisional authority. For that reason, rule 11.2 of the Rules of Procedure of the Executive Board provides that the subcommittees and other subsidiary bodies of the Executive Board "shall not vote but shall submit reports setting out the different views expressed in the body." For the sake of clarity this is restated in paragraph 2.3 of the draft TORs.

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<sup>4</sup> Principles of Conduct for Representatives of the Executive Board of IFAD ([EB 2016/119/R.44](#)).

The preparatory nature of the Evaluation Committee also has implications for the scheduling of its sessions. It is therefore expected to meet regularly, but is left free to time those meetings (paragraph 2.4). It has been the practice of the Evaluation Committee to meet before each regular session of the Executive Board. There is no compelling reason to make that mandatory.

## 7. **Default position regarding the applicable rules of procedure**

In conformity with rule 11.3 of the Rules of Procedure of the Executive Board, unless otherwise determined in the TORs, the said Rules of Procedure of the Executive Board shall apply, mutatis mutandis, to the proceedings of the Evaluation Committee.

## 8. **Meetings**

Although paragraph 2.4 is articulated in a different way than in the current text, it is not the intention for the Committee to change its practice to set the dates of its meetings in the last session each year.

## 9. **Attendance at Evaluation Committee meetings**

As a consequence of the default position regarding the applicable rules of procedure, it follows from rule 8 of the Rules of Procedure of the Executive Board that the sessions of the Evaluation Committee shall be open to such staff members of the Fund as the President may, from time to time, designate for that purpose, as well as other staff of the Independent Office of Evaluation of IFAD (IOE) designated by its Director to attend as resource persons, except for meetings concerning the selection, appointment, performance review and termination of the Director of IOE.

## 10. **Responsibilities**

Based on rule 11.1 of the Rules of Procedure of the Executive Board, it is the Executive Board that defines the scope of the responsibilities of the Evaluation Committee. Being a subsidiary body of the Executive Board, it can only be tasked with matters that are within the competence of the Executive Board. With respect to evaluation matters the Board is *inter alia* empowered to:

- (a) Oversee IFAD's independent and self-evaluation and assess the overall quality and impact of IFAD programmes and projects as documented in evaluation reports;
- (b) Approve policies aimed at enhancing the independence and effectiveness of the independent evaluation function;
- (c) Receive directly from IOE all evaluation reports, including the Annual Report on Results and Impact of IFAD Operations;
- (d) Endorse the appointment and removal of the IOE Director; and
- (e) Approve the IOE's annual work programme and recommend to the Governing Council the approval of IOE's budget.

Paragraph 3.1 of the draft TORs reflects the above and articulates the framework of reference for the Evaluation Committee, by stating that its tasks relate to evaluation function in the Fund for which the Executive Board is responsible under the Agreement Establishing IFAD.

The subsequent subparagraphs of paragraph 3 detail this general role of the Evaluation Committee by listing its specific and permanent tasks. Those tasks correspond to the responsibilities attributed to the Committee in the revised IFAD Evaluation Policy.