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## **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 — Sixty-seventh Session  
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**For: Review**

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

Hereby attached as Annex A is the draft of the Terms of Reference and Rules of Procedure of the Evaluation Committee preceded by some transmittal notes for the benefit of the Evaluation Committee.

### Transmittal notes to the Evaluation Committee

#### Institutional context

1. Scope of the TOR  
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 TOR is therefore the Evaluation Committee. The TOR 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 TOR codifies the current practice as reflected in the Rules of Procedure of the Evaluation Committee contained in 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 first 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 not prescribe any criteria or conditions, because neither the Agreement Establishing IFAD nor the Rules of Procedure of the Executive Board prescribe anything with regard to any code of conduct or professional qualification for membership in any of the governing bodies. Accordingly, the general principle enshrined in the 1975 *Vienna Convention on the Representation of States in their Relations with International Organizations of a Universal Character*, i.e. the freedom of the sending State in the composition of its delegations to the organs of the organization, applies.
5. Chairman  
As prescribed by Rule 14(2) of the Rules of Procedure of the Executive Board, Paragraph 1.3 of the TOR envisages that the Committee shall elect its own Chairman. The chosen wording allows continuation of the practice that the Committee shall elect its Chairman from List B and C Committee Members if it is so wished. If that practice is continued, in the absence of the Chairman 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 sub-committees 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 TOR.

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 present TOR, 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. However, Subparagraphs 2.6 (i) allows the Evaluation Committee to request the President to limit such designation to the Director of the Office of Evaluation. The Committee may also request to hold a closed meeting, as provided in Subparagraph 2.6 (ii).

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 i.a. empowered to:

- (a) oversee IFAD's independent 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 evaluation function;

- (c) receive directly from OE all evaluation reports, including the annual report on the results and impact of IFAD operations;
- (d) endorse the appointment and removal of the OE Director; and
- (e) approve the OE's annual work programme and recommend to the Governing Council the approval of OE's budget.

Paragraph 3.3 of the TOR reflects the above and articulates the framework of reference for the Evaluation Committee, by stating that its task relate to evaluation function in the Fund for which the Executive Board is responsible under the Agreement Establishing IFAD.

The subsequent sub-paragraphs 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 Evaluation Policy.

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

### **Introductory note**

1. The Evaluation Committee has undertaken a review of its Terms of Reference and Rules of Procedures. In order to assure a uniform procedure for the different committees of the Executive Board, the general rules of procedures hereby proposed have been structured along the lines of those prevailing for the Audit Committee. Accordingly, the two first 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 and Procedures of the Executive Board (Section 4). Most of the distinctive features relate to the responsibilities and are set forth in Section 3.
2. After extensive review and due diligence process, the Committee reached consensus on the text of the proposed Terms of Reference and Rules of Procedure of the Evaluation Committee at its ... meeting<sup>1</sup>. The final version is hereby attached (attachment I) and recommended for approval by the Executive Board. The current Terms of Reference and Rules of Procedure are set out as attachments II and III respectively for comparison purpose.

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

- 1.1. The Executive Board, acting under rule 11 of the Rules of Procedures 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 Procedures 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.

### **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.

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<sup>1</sup> To be inserted after review and consensus reached by the Evaluation Committee.

- 2.4. The evaluation Committee shall hold regular meetings. The date of each meeting shall be determined by the Committee at each preceding meetings, unless otherwise decided by the Committee. Meetings can also be convened by the chairperson at any other time required.
- 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 deliberation of Evaluation Committee meetings.
- 2.6. The meeting of the Evaluation Committee shall be open to the Director of the Office of Evaluation (hereafter referred to as the "Office" ) and such staff members of the Fund as the President may, from time to time, designate, as well as other staff of the Office 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 meeting except for the meeting foreseen by paragraph 2.6 (i) and (ii) above.

### **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:
  - (a) Every year, review and report on the Office's annual work programme and draft budget;
  - (b) Every year, review and report on the Annual Report on the Results and Impact of IFAD Operation and the management's comments on this report;
  - (c) Every year, review and report on the President's Report on the Implementation Status of Evaluation Recommendations and Management Actions, together with the Office's comments on the same subjects;
  - (d) Discuss and report on the draft approach paper for corporate level evaluations;
  - (e) Discuss and report on all the Office's corporate-level evaluations and related management's comments;
  - (f) Discuss and report on selected country programme, thematic and project evaluation reports, together with their Agreement at Completion Point or IFAD management's response to the evaluation report, as applicable;
  - (g) Discuss and report on the following reports, including the Office's related comments, prior to their consideration by the Executive Board:
    - (i) The Report on IFAD Development Effectiveness

- (ii) Any possible future revision made by the management to the Result and Impact Management System;
- (h) Review and report on draft policies and strategies proposals arising from the evaluation-based lessons and recommendations, including the Office's comments on the proposals, before they are considered by the Executive Board; and
- (i) Assist the Executive Board in the selection, appointment, performance review and termination of the Director of the Office.

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

- 4.1. The Terms of Reference and Rules of Procedure of the Evaluation Committee of the Executive Board contained in EB 2004/83/R.7/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 proceeding of the Evaluation Committee.