Annex XX: Documentation list for the evaluation to be provided by the UN Environment Project Team (Project Manager, Task Manager, Fund Management Officer).

The following list of documents should be uploaded to a Dropbox folder, created by the Evaluation Manager, before any contractual arrangements to carry out an evaluation can be made.

Project Design and Partner Agreements:
These documents should confirm the project’s core parameters as recorded in the Project Identification Table (i.e. start and end dates; funding envelope; results framework and, where appropriate, geographic scope)

- UN Environment ProDoc and minutes from Project Review Committee meetings
- Project design documents that have been agreed with all donors
- For projects funded by the GEF, Project Identification Form (PIF)
- Documents that confirm any formal revisions to the project design or extensions
- All partner agreements (Small Scale Fund Agreements, Partner Cooperation Agreements, UN-to-UN Agreements etc) and amendments
- All Memoranda of Understanding relating to the project
- All legal agreements relating to the projects

Project Progress Reports:

- All project/country workplans, including revised versions
- Project monitoring plan, with associated budget
- Supervision/monitoring mission reports
- Steering Committee meeting documents, including agendas, meeting minutes and any summary reports
- Project progress reports, including regular reports to donors (both narrative and financial components)
- For projects funded by the GEF, annual Project Implementation Review reports (PIRs) and the GEF Tracking Tool for relevant Focal Areas
- Technical project reports
- Any other management memoes, minutes or correspondence relevant to the effective delivery of the project
- All evaluation reports, including Mid-Term Reviews/Evaluations and/or external evaluations
- Recommendation Implementation Plans from any mid-point assessments
- Project Completion Report (draft version if not yet finalized)

Project Deliverables:

- Documents from inception meetings (including agendas, participants lists, powerpoint presentations, minutes etc)
- Country assessment/sector studies etc
- Training agendas and participant lists
- Project communications materials
- Links to relevant knowledge sharing platforms

Project Financial Management:

- High level project budget (costs) for secured and unsecured funds.
- High level project budget by funding source(s) for secured and unsecured funds.
- Detailed project budget (i.e. by result) for secured funds.
- Any revisions to budgets, including for no-cost extensions
• Cash advance requests documenting disbursements Disbursement (Funds Transfer) documents (cash statement) from UN Environment to Partners.
• Disbursement (Funds Transfer) document from funding source(s) to UN Environment.
• Project expenditure sheet (to-date).
• Proof/report of delivery of in-kind contributions.
• All financial reports (i.e. UN Environment financial reports submitted internally or to donors and/or financial reports received from partners)
• Audit reports, where applicable (and Management Responses to audits)
• Email exchanges that demonstrate joint (Project/Task Manager and Fund Management Officer) decision making.