



September 2022

Mid-term Review Inception Report and Workplan for

Project for Promoting Minamata Convention on Mercury by making the most of Japan's Knowledge and Experiences (PIMS-02029)

(Reporting Period: July 2019 – June 2022)

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Project Identification

Project title	Promoting Minamata Convention on Mercury by making the most of Japan's knowledge and experiences
Participating countries	Indonesia, Japan, Malaysia, Maldives, Mongolia, Myanmar ¹ , Nepal, Palau, Philippines, Sri Lanka, Thailand, and Vietnam
Project outcome	Countries increasingly generate and apply information on how to monitor and reduce mercury emissions and releases in their legislations, policies or action plans.
Executing agency	UNEP Regional Office for Asia and the Pacific
Implementing Partners	Supporting institutions, Minamata Secretariat, Minamata City, Joint implementing partners
Project period	July 2019 – June 2024 (60 months)
Reporting period	July 2019 – June 2022
Total budget	US\$3,000,000 pledged (US\$2,999,990 received as of December 2021)
Project revision	None at Project level (A revision of 522.3 global project was made in December 2021)
Global project	PIMS-02029: 522.3 Generating and sharing knowledge for influencing decision-making on sound management of chemicals and waste.
Sub-programme expected accomplishment	Chemicals, waste and air quality (under MTS 2018-2021) EA(a): Policies and legal and institutional and fiscal strategies and mechanisms for sound chemicals management developed or implemented in countries within the framework of relevant multilateral environmental agreements and the Strategic Approach to International Chemicals Management (SAICM).
Programme of Work output	Output 2: Thematic assessments of environmental transport and fate of chemicals, and monitoring of trends in chemicals production, handling, movement, use, release and disposal, catalyse coordinated action on chemicals management in the United Nations system
SDGs and indicators	12.4, 17.6, 17.18

1 Introduction

1.1 Review purpose and target audience

1. In line with the UNEP Evaluation Policy² and the UNEP Programme Manual³, the mid-term review (MTR) for the project “Promoting Minamata Convention on Mercury by making the most of Japan’s knowledge and experiences” is undertaken half-way through project implementation to analyse whether the project is on-track, what problems or challenges the project is encountering, and what corrective actions are required. The MTR

¹ The participation to the project activities has been suspended since February 2021.

² <https://www.unenvironment.org/about-un-environment/evaluation-office/policies-and-strategies>

³ <https://wecollaborate.unep.org>

will assess project performance to date (in terms of relevance, effectiveness, and efficiency), and determine the likelihood of the project achieving its intended outcomes and supporting their sustainability.

2. The primary intended users of this MTR are the UNEP Asia-Pacific Regional Sub-Programme Chemicals, Waste and Air Quality, the UNEP Regional Office for Asia and the Pacific and the management of the UNEP Programme of work (PoW) project Project Document 522.3. Other users are the Ministry of the Environment of Japan (i.e., the donor), relevant ministries in each beneficiary countries and the project implementing partners.

3. The project period to be reviewed is the project duration since inception in July 2019 up to June 2022. The results of the MTR will be used to adjust work plans for the second half of the Project period, including the improvement of the Project approaches and the optimization of the implementation arrangements.

1.2 Problem Statement and Justification

4. The Minamata Convention on Mercury, which entered into force on 16 August 2017, is one of the global treaties whose Secretariat is hosted by the UNEP. The Convention aims to protect human health and the environment from anthropogenic emissions and releases of mercury and mercury compounds and requires its Parties to implement and report various aspects of the Convention. Japan, with the first-hand experience of Minamata disease, plays a leading role in global mercury reduction. Japan has continuously supported activities in Global Mercury Partnership⁴ since 2007 and activities under MOYAI Initiative⁵ since 2013. As a part of its continued commitment to protect the environment and human health from adverse impact of mercury, Japan has committed to enhance its support to further implement the convention. It intends to make its knowledge and experiences available to other Parties, especially those in Asia and the Pacific, where about a half of global mercury consumption and emission occur.

5. Mercury is a ubiquitous element that exists in various forms with different properties and toxicities. There is a well-known historical record of Minamata disease that was caused by the exposure to methylmercury through the food chain. While mercury emission is decreasing in many developed countries, it is still increasing in many developing countries, especially emerging economies. For the reduction of the human health and environmental risk of mercury globally, effective implementation of the Convention by developing countries based on accurate information is of critical importance. Many countries in the Asia-Pacific region, however, do not have sufficient information on mercury levels in their own countries, which makes the policy development and implementation more challenging.

6. National mercury emission inventories are the outcome of the GEF-funded Minamata Initial Assessment (MIA) projects in many countries in the region. UNEP-developed mercury inventory Toolkit has provided guidance and database for rough estimation of national mercury emissions. Thereafter, more country specific data is required for more precise quantification and identification of emission sources, thus capacity strengthening of research and analytical institutions in those countries are critically important.

7. The research and analytical capacities are very different from country to country in the region. Ministry of the Environment of Japan conducted a series of laboratory surveys to assess mercury monitoring capacity in national institutions from 2016 to 2018. It found out that many national institutions in the regions have already undertaking some monitoring activities and some of them are operating under ISO17025 compliant quality system. On the other hand, some other institutions still lack opportunities to acquire basic knowledge and skills.

8. Networking of institutions will be able to address such national challenges and may fill the gaps from regional approach. Numbers of mercury monitoring network programmes being established so far are mostly for developed countries, such as the European Monitoring and Evaluation Programme (EMEP), Arctic Monitoring and Assessment Programme (AMAP), and National Atmospheric Deposition Program (NADP) of the United States. The US Environmental Protection Agency (USEPA) has initiated Asia-Pacific Mercury

⁴ Established by the decision of UNEP Governing Council, the Global Mercury Partnership is one of UNEP's mercury programmes that brings voluntary actions of multi-stakeholder partners. Japan served as an area lead of mercury waste management.

⁵ Japan has committed to support developing countries and to promote voices and messages from Minamata at the Diplomatic Conference in 2013. Japanese term 'moyai' literally means a bowline rope mooring boats together, which also refers to the cooperation in local communities.

Monitoring Network (APMMN) in 2013, which provides a knowledge platform of scientists and researchers in the regions for sharing information and undertaking joint monitoring activities. APMMN is a voluntary network that holds annual workshops among likeminded participants. Wet deposition, i.e., rainwater monitoring, was selected for the joint monitoring activities among more than ten countries in the region. Currently, Indonesia, the Republic of Korea, Thailand, Vietnam and few other countries have installed sample collectors for wet deposition. The samples are collected and analysed using network's 'Standard Operating Procedures (SOP).

9. In addition, there are many other environmental media that monitoring mercury levels is essential to assess the risks, to raise awareness and to develop policy and action plan. Monitoring is also important in reviewing the progress of policy and to plan further action. However, many countries in the region lack such capacity. Thus, collaborating actions to improve institutional capacity are very much needed.

10. The central idea of the Project subject to this MTR is to contribute to the implementation of the Minamata Convention, especially in the area of information exchange (Article 17), awareness and education (Article 18), and research, development and monitoring (Article 19) by mobilizing knowledge and experiences that Japan has accumulated.

1.3 Institutional Context and relevance to UNEP's work

11. The Project for promoting Minamata Convention on Mercury by making the most of Japan's knowledge and experiences was included under the global project 522.3 (PIMS 02029) in December 2021 and reports to the global project's output 8: "Generation and use of information for science-based policy development on mercury management are enhanced at regional level. The global project 522.3 which has been operational since July 2018, is managed by the UNEP Chemicals and Health Branch, Economy Division. In addition, the delivery of this project will contribute to the achievement of various relevant sustainable development goals and targets. The following Sustainable Development Goals (SDGs) and targets are of particular relevance:

- SDG 12 – target 4: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment;
- SDG 17 target 6: Enhance North-South, South-South and triangular regional and international cooperation on and access to science, technology and innovation and enhance knowledge sharing on mutually agreed terms, including through improved coordination among existing mechanisms, in particular at the United Nations level, and through a global technology facilitation mechanism;
- SDG 17 target 18: By 2020, enhance capacity-building support to developing countries, including for least developed countries and small island developing States, to increase significantly the availability of high-quality, timely and reliable data disaggregated by income, gender, age, race, ethnicity, migratory status, disability, geographic location and other characteristics relevant in national contexts.

12. The project is strongly linked to the implementation of the SDGs with the view of leaving no one behind and providing a cleaner environment, improved health and wellbeing of people while safeguarding our environment and maintaining healthy and resilient ecosystems upon which our livelihoods depend.

1.4 Implementation structure

13. The project's governance is comprised of a project management unit (PMU) within the UNEP Regional Office for Asia and the Pacific which is overseen by a Project Steering Committee (PSC). The PSC is composed of UNEP ROAP, MOEJ, the Minamata Convention secretariat, and UNEP Chemicals and Health Branch. For the project implementation, local partners in Minamata or surrounding areas are identified. A Technical Advisory

Group was formed as an ad hoc group with flexible membership to contribute technical inputs to the project or partner countries as needed.

14. The PSC is chaired by a representative of UNEP ROAP as the Executive of the project. The PSC provides strategic direction to the project towards expected project outcome. It meets either physically or virtually at the frequency of at least bi-annually. It reviews project progress and confirms that the project is delivering expected results.

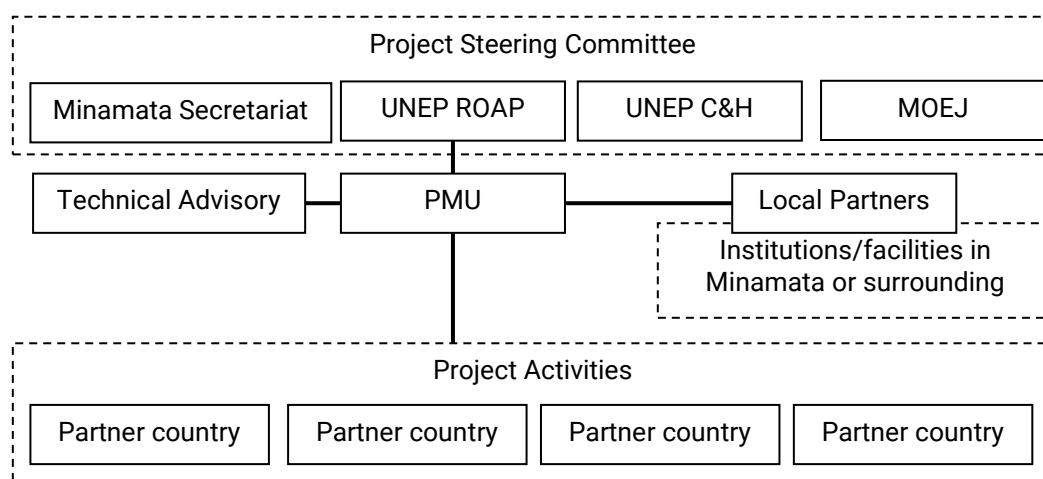
15. The Technical Advisory Group is a pool of individual experts in the region who are individually and/or collaboratively contributing technical inputs to the project or partner countries as needed. The members were selected based on the technical competency relevant to the scope of the project. When specific expertise is required, supplementary experts can be invited based on the specific knowledge to the subjected item.

16. The Project Management Unit (PMU) is established in UNEP ROAP in Bangkok with dedicated project staff responsible for the implementation.

- The Programme Management Officer is the Direct Responsible Individual (DRI) for the project who ensures proper implementation and monitoring of project activities, prepares workplans and progress reports, and is accountable to the PSC. (S)he also provides technical inputs to the deliverables to ensure their quality and reports to the Coordinator for Chemical, Waste and Air Quality, who will oversee the overall progress of the project.
- The Programme Management Assistant, under the supervision of the Project Management Officer, assists in managing the implementation of the project and ensures Monitoring and Evaluation is properly conducted according to the workplan.
- The Admin Assistant takes on logistical and financial functions of the project implementation.

17. The Project uses direct implementation modality. Certain activities of the Project are further implemented by local partner(s) in and around Minamata to be benefitted from their unique knowledge and expertise on sound management of mercury, as outlined in the Annual Work Plan. Funding agreements will be entered with local partner(s) which outline the Project specific roles and responsibilities.

18. The Global Coordinator of the global umbrella project 522.3 ‘Generating and sharing knowledge for influencing decision-making on sound management of chemicals and waste’ will be regularly updated on the project’s progress as a member of the Project Steering Committee and will monitor the Mercury project’s progress that is an integral part of the umbrella project. The Programme Management Officer will further liaise with the Global Coordinator on the inputs to PIMS reporting.



2 Project outputs and outcomes

19. The project outcome is stated in the implementation plan of the Project as 'Countries increasingly generate and apply information on how to monitor and reduce mercury emissions and releases in their legislations, policies or action plans'. The statement is equivalent and more streamlined in the 522.3 project Output 8 as 'Generation and use of information for science-based policy development on mercury management are enhanced at regional level', which covers information not only emission/release data but also the other information to enhance national mercury management capacity. Through its intervention, the Project will further contribute to the 522.3 global project's outcome 'Countries address priority chemicals and waste issues using information, assessments, guidance and tools provided by UN Environment'.

Three outputs that contribute towards the project outcome are as follows:

- Output 1: Comprehensive capacity building programme based in Minamata developed and implemented.
- Output 2: A regional monitoring institution network in Asia and the Pacific established.
- Output 3: Outreach of qualified information in support of early implementation of the Convention implemented.

20. At project inception, the project identified the following assumptions and drivers:

- Assumptions:
 - o Political will on sound management of mercury throughout its lifecycle remains high.
 - o Information dissemination and sharing are smooth and effective among stakeholders.
 - o Institutions in and around Minamata are cooperative and willing to support.
 - o Other regional initiatives and partnerships are collaborative.
- Drivers:
 - o Public concerns on hazardous chemicals in high-risk industries.
 - o Ratification of the Minamata Convention that brings obligations to the Parties.
 - o Global actions on 2030 agenda for sustainable development and SDGs.

3 Review of quality of project design

21. As the Mercury project is part of the global project PoW 522.3 (PIMS-02029), it does not have a project document as such, but a detailed implementation plan which was developed for the entire project period. The analysis of the project design as part of the MTR was based on the detailed Implementation Plan developed at the start of the project and partially on the project document of PoW 522.3(PIMS 02029)

22. The Project is a part of the global 522.3 (PIMS 02029) under the previous UNEP MTS 2018-2021. It created the logical linkage to the global targets (EA(a), Output 2) via the 522.3 Outputs. The Project preparation applied a 'phased approach' where the implementation plan was developed in the inception phase. An inception workshop was held in-person with the participants from 12 countries who provided national situations (needs and priorities) which the project workplan was based on. The Project sets out a clear connection to the Minamata Convention, by which the Parties must abide by. The project also assessed and aligned with the initiative of the Government of Japan (as a donor) to make Japan's knowledge and experiences available to other parties especially those in Asia and the Pacific. Above all, the Project is relevant to address the needs and commitments at global, regional, and local levels. Most of the project risks assessed at the design stage are classified 'less likely to happen' in the implementation plan approved in December 2020. Only the risk of COVID-19 was identified to be 'moderate', but it would have been an underestimation given the slow recovery of the Project activities after the onset and prolonged nature of the pandemic.

23. The result framework of the Project is configured with three (3) Outputs and one Outcome, which are accompanied by the baselines and targets. However, the means of verification and milestones for progress monitoring are not included in the framework. The Project does not specifically address human rights and gender aspects although there are some attempts to include gender issues such as gender disaggregated data collection for an Output indicator. Yet, there is very little explicit analysis and introduction of gender issues in relation to the Project scope.

24. The Project has developed a monitoring and reporting process throughout its implementation period. Reporting schedule and procedures are defined in each type of the report. The MTR and terminal review are clearly described in the implementation plan with dedicated budget allocation.

25. Information and communications are important part to create visibility around the Project. As the Project focuses on the acquisition and dissemination of scientific evidence, the verification of the data quality is particularly important. Peer review and technical advisory will provide the insurance of the data quality for the Project. In terms of the visibility, the existing global and regional platforms were expected, but such strategy must be revised due to COVID-19 pandemic.

The project design was reviewed as per quality of project design assessment form (included in Annex II). The overall score is 4.44.

4 Theory of change

26. Theory of Change (TOC) in the implementation plan shows a graphic of the chain of expected results of the intervention. The assumptions and the drivers that affect the success and/or failure of the Project are also included.

27. The Project was formulated under UNEP MTS 2018-2021 where seven (7) priority areas were identified. The Project was part of 'Chemicals, waste and air quality' sub-programme, also known as SP5, that was linked to the (then) newly established SDGs' targets 3.9, 6.3, 7.a, 11.6, 12.4, and 12.5. The MTS 2018-2021 sets the objective on this sub-programme as 'Sound management of chemicals and waste and improved air quality enables a healthier environment and better health for all'. The MTS 2018-2021 mapped out the outcome in 2018-2021 period and future direction towards 2030 impact targets. The 522.3 project is aligned with the MTS 2018-2021 and then the sub-projects underneath address specific Outputs. The Project was initially linked to the 522.3 Output 2 'Data gathering for chemicals inventories and plans for informed decision making made available online'. As part of the most recent project revision of the 522.3 project, the Mercury project was assigned an independent Output 8 for the Project.

28. The global project 522.3, that the Mercury Project is part of is ending at the end of December 2022, and the Mercury Project will be included in a new UNEP division project starting in January 2023. The alignment of the Mercury project with the new UNEP programme will be ensured⁶.

29. In the project's TOC, three (3) Outputs jointly address the 'generation' and 'usage' of information relevant to the topic. Output 2: 'A regional monitoring institution network in Asia and the Pacific established' focuses on the data generation particularly monitoring data, i.e., real situation, in each country. Lack of data, or availability of data only from developed countries, is an identified key challenge for many developing countries. The project supports the national monitoring activities to obtain relevant data for policy development and implementation. Output 3: 'Outreach of qualified information in support of early implementation of the Convention implemented' focuses on the usage of available information effectively for implementing the Minamata Convention. Activities to disseminate such information are embedded into this Output 3. For making

⁶ 522.3 Output 8 'Generation and use of information for science-based policy development on mercury management are enhanced at regional level' is equivalent to the current Project Outcome, thus the logical linkage will be maintained if the same Output is included in the new global programme/project where the Project will be transferred.

these two Outputs possible, Output 1: 'Comprehensive capacity building programme based in Minamata developed and implemented' provides learning opportunities to partner countries and stakeholders.

30. Human rights and gender aspect are not systematically addressed in the Project. There is very little explicit analysis and introduction of gender issues in relation to the Project topic. One Output indicator collect and analyse gender disaggregated data for the effectiveness of the training programme but no strategy to enhance female participation or gender focused training programme are proposed.

31. Drivers identified in the TOC are all relevant and essential for promoting anticipating change. Assumptions are all expressed in proactive manner and more likely to happen. Some assumptions are also included in the risk analysis and the risk management strategies were prepared in advance. Two drivers 'Global actions on 2030 agenda for sustainable development and SDGs' and 'Ratification of the Minamata Convention that brings obligations to the Parties' are powerful and well recognised. Setting clear linkage to these two global commitments is important factor to buy-in the Project. The driver 'Public concerns on hazardous chemicals in high-risk industries' should assume 'Political will on sound management of mercury throughout its lifecycle remains high'. There are always several challenges happening simultaneously so that policy makers must put their own judgement to prioritise issues. Recent global discussions on chemicals and pollution topics are dominated with plastic pollution, so the heavy metal pollution might not obtain sufficient support. Three assumptions, 'Information dissemination and sharing are smooth and effective among stakeholders', 'Institutions in and around Minamata are cooperative and willing to support', and 'Other regional initiatives and partnerships are collaborative' are operational. The Project proactively incorporate the partnership development to address these assumptions. The TOC does not include specific assumptions/drivers relating to human rights and gender equality.

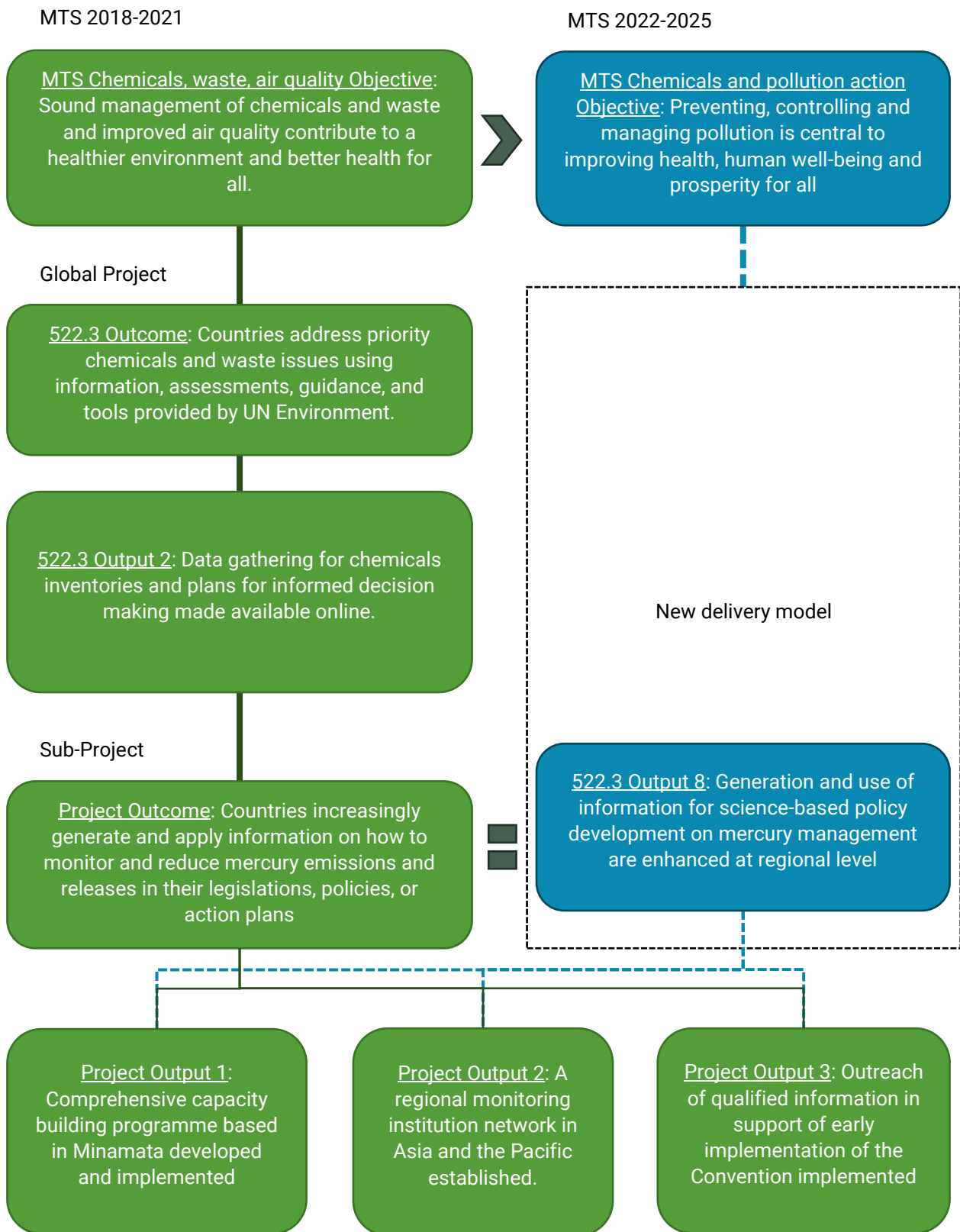


Figure 1 Theory of Change, Original (in green) and new arrangement (in blue)

5 Stakeholders identification

32. Reference to the implementation structure of the Project and the participation records to the Project activities, e.g., trainings, surveys, seminars, etc., stakeholders are listed in Table 1. Then, these stakeholders are classified based on the influential power and level of interest to the topic. The stakeholders identified both influential and high interest are the key players to drive the Project, namely National Focal Points of the Minamata Convention, Convention Secretariat, and Ministry of the Environment Japan as a donor. Based on this information, selected stakeholder groups will be approached and interviewed (Annex D).

Table 1 Preliminary analysis of stakeholder groups

Stakeholder group	Stakeholder type	Influential power	Level of interest
National Focal Points of the Minamata Convention	Duty bearer	High	High
Secretariat of the Minamata Convention	Duty bearer	High	High
Ministry of the Environment Japan as donor	Resource provider	High	High
Ministry/agency responsible for monitoring/management of mercury	Beneficiary	High	High-Low depending on the country
Public laboratories and laboratories in universities that undertake mercury analysis	Beneficiary	Low	High
Technical Advisory of the Project including NIMD and Minamata Academia	Resource provider	Moderate	High
UNEP Global Mercury Partnership	Resource provider	Moderate	High
Asia Pacific Mercury Monitoring Network (APMMN)	Resource provider	Moderate	High
Inter-governmental Organization (e.g., UNIDO, UNITAR)	Resource provider	Moderate	Moderate
Implementing partners via SSFA engagement (e.g., AIT, OECC)	Resource provider	Moderate	Moderate
Academia (e.g., ICMGP)	Resource provider	Low	Moderate
Women's group (relevant stakeholder not identified)	Beneficiary	Low	Low

6 Review methods

33. The Review will address pre-defined review criteria⁷ as per UNEP's evaluation policy. In addition, the MTR will also address 3 strategic questions (SQ), which are reported below:

⁷ These include: (A) Strategic Relevance; (B) Quality of Project Design; (C) Nature of External Context; (D) Effectiveness, which comprises assessments of the availability of outputs, achievement of outcomes and likelihood of impact; (E) Financial Management; (F) Efficiency; (G) Monitoring and Reporting; (H) Sustainability; and (I) Factors Affecting Project Performance.

- SQ1: How well has the project contributed the partners countries towards implementing the obligation of the Minamata Convention?
- SQ2: How well has the project established the enabling environment for the analytical institutions in generating relevant information to support national policy development and evaluation?
- SQ3: What changes were made to adapt to the effects of COVID-19 and how did COVID-19 impact the project?

34. The Review will employ an evaluation design consisting of the following data collection methods: desk review and surveys.

Desk review

35. The Review will benefit from a comprehensive project document set. Desk reviews will be done for relevant background documentations including both published and unpublished ones. 522.3 project documents and the Project implementation plan will provide the logical structure of the project. Annual and semi-annual progress reports will provide project performances in chronological orders. Other unpublished data may include a series of questionnaires that the Project has collected but not yet fully analysed yet in the course of the implementation.

Data collection methods

36. Surveys and interviews will be conducted with a range of respondent types, including the following (details are in Annex III):

- UNEP ROAP
- Implementing partners
- Representatives from the government of beneficiary countries
- Representatives from the donor

37. While the selection of key informants will be informed by recommendations from the PMU, the UNEP ROAP and the Chemicals and Pollution Regional Sub-Programme, the Review will also apply several criteria in the selection process, including the key informants' relative positions of authority within their respective organizations/communities, and the value of the responses they are likely to provide for the MTR. The Review will also identify triangulation opportunities in the selection process. Data collection protocols will be used, consisting of survey and interview questions that address and derive from the evaluation questions, as well as from the document review, and preliminary discussions with the UNEP ROAP and Chemicals and Pollution Regional Sub-Programme.

38. The MTR will use a participatory approach whereby key stakeholders are kept informed and consulted. Questionnaire is a principal form of the participatory data collection to be applied for the MTR as it will provide quantitative information with more people expressing their views on the Project. Particularly the effectiveness and efficiency of the Project implementation will be assessed mainly by this approach. Online survey form will be strategically used to obtain representative information from target people.

39. Interview is another form of the data collection mainly for qualitative information. The interviews will be conducted for selected stakeholders from each stakeholder types, i.e., duty bearer, beneficiary, and resource provider. The matrix of interview and questionnaire plan are annexed to this document (Annex A, B).

40. As the Project is to strengthen data collection and analysis skills of laboratories and institutions that leads to the ratification and implementation of the Minamata Convention, human rights and gender aspects are

not at the centrepiece of the Project activities. At the MTR preparation stage, not many excluded, or socially marginalised groups are identified. Thus, gender- and age-sensitive data collection and analysis will be employed for the MTR to examine if any gender bias or other latent discriminatory nature are inadvertently embedded in the Project activities and structure.

41. Global COVID-19 restriction has gradually been removed at the time of this MTR and domestic and international travels has become possible. But the field visit will not be expected in the MTR because most of the activities so far have been implemented online, i.e., no 'project site' or 'hosting facility' existed.

Roles and Responsibilities of the Internal Review Team

42. This MTR will be conducted by the **Project Manager**, Mr. Mitsugu Saito, who will act in the function of the MTR Lead. The MTR Lead will work under the overall supervision of the Regional Sub-programme Coordinator for Chemicals, Waste and Pollution in consultation with the Deputy Director of the Regional Office for Asia and the Pacific, Finance and Administration Officer and the Programme Management Advisor of the Regional Office. The MTR Lead will liaise with the Regional Sub-programme Coordinator and the ROAP Programme Management Advisor on any procedural and methodological matters related to the Review.

43. The **ROAP Programme Management Advisor** will support the MTR with regular review and advice on the Project review process and review and provide inputs to any drafts of the MTR report.

44. The **Regional Sub-programme Coordinator for Chemicals, Waste and Pollution** will be updated by the MTR Lead on the progress of the MTR and provide inputs to the MTR report. The Regional Sub-programme Coordinator for Chemicals, Waste and Pollution will clear the draft MTR before it will be submitted to ROAP Senior Management

45. The **ROAP Deputy Director**, together with the **ROAP Senior Management team**, will review, provide inputs and clear any drafts before the final report approval by the ROAP Regional Director.

7 Review workplan

46. The MTR will be conducted in Q3-Q4 2022. The final product is the Mid-term Review Report of the Project. An Inception Report (this document) is prepared to guide the review process. Key milestones and timelines are described in Table 2.

Table 2 Timeline for the MTR process

	Phases	Deliverables	Delivery / completion date
1	Inception Report (incl. work plan) developed	Inception Report	30/09/2022
2	Data analysis and interviews conducted (Regular contact with Regional Sub-programme Coordinator on interviews, compilation and review of secondary data/reports, and analysis of information and data. Conduct online interviews, surveys, compilation and review of secondary data, analysis of information and data)		25/10/2022
3	Preliminary Findings to inform the Draft Mid-term Review Report submitted to UNEP ROAP as	Presentation to UNEP ROAP on preliminary findings to inform	15/11/2022

	Phases	Deliverables	Delivery / completion date
	a summary document and a PowerPoint presentation	the Mid-term Review document (as PowerPoint presentation, and Summary Paper)	
4	1 st Draft of the Mid-term Review Report developed for inputs from UNEP and wider group of stakeholders, including those consulted for review and inputs	Draft Mid-term Review Report (ver.1) for inputs	30/11/2022
5	2 nd Draft of the Mid-term Review Report (incorporating comments received) submitted to UNEP ROAP for review and approval	Draft Mid-term Review Report (ver.2) for final inputs and approval	15/12/2022
6	Power point presentation summarizing the context, main findings and recommendations of the Mid-term Review Report developed and submitted to UNEP ROAP for review and approval	PowerPoint presentation of summary main findings and recommendations	18/12/2022
7	Final Mid-term Review Report submitted to ROAP for approval with Final Power Point Presentation	Final Mid-term Review Report and PowerPoint Presentation	30/12/2022

8 Learning, communications, and way forward

47. The Project MTR will be an open document and publicly available. The report will be uploaded to the Project website as soon as it is finalised. The MTR will trigger the revisit to the Project workplan and may result in the revision of its results structure. Thus, the MTR will contain 'recommendations' that facilitate the revision process.

48. The impact of COVID-19 to the Project including adverse effects, lessons, and innovation will be examined and presented as a good example to learn how a project faces such unforeseen challenges.

9 Annex

Annex A Review framework

Criteria	Guiding questions and sub questions	Means of assessment
A. Strategic Relevance		
<i>1. Alignment to UNEP's MTS, POW and strategic priorities</i>	<p>Is the Project aligned with UNEP's MTS, POW and strategic priorities?</p> <p>Is the Project aligned with the objective of the Minamata Convention and other relevant Multilateral Environmental Agreements (MEAs)?</p> <p>Did the Project consider gender mainstreaming at design? Do the products, processes and outcomes incorporate human rights and gender equality issues?</p>	Desk review, interview
<i>2. Alignment to Donor/Partner strategic priorities</i>	Is the Project aligned with the strategic priorities of the Government of Japan (as the Project donor)?	Desk review, interview
<i>3. Relevance to regional, sub-regional and national environmental priorities</i>	<p>Is the Project aligned with national priorities and strategies of each of the participating countries?</p> <p>To which extent are the Project priorities still valid in today's context for all the beneficiary countries?</p>	Questionnaire
<i>4. Complementarity with relevant existing interventions</i>	Is the project being implemented with knowledge of/communication with other relevant projects?	Desk review
B. Quality of Project Design	<p>Was the Project formulated with the Participation of national counterparts / was it demand driven?</p> <p>Was the project formulated based on the results framework approach? Did the Project's result framework adequately incorporate the priority needs of the participating countries?</p> <p>Has the Project established strategic partnerships with the stakeholders to produce quality of results effectively?</p> <p>Has the Project developed an effective monitoring and reporting process throughout the implementation period?</p> <p>Has the Project developed a communications plan to produce and disseminate qualified information to target audiences?</p> <p>Did the Project have feasible resource mobilisation plan to ensure the implementation of planned activities?</p> <p>Does the project have an exit strategy?</p>	Desk review
C. Effectiveness		
<i>1. Availability of outputs</i>	Are the Outputs of the project consistent with the overall goal and objectives' attainment?	Questionnaire, desk review, interview

Criteria	Guiding questions and sub questions	Means of assessment
	<p>Is the identified progress result of the project attributable to the intervention rather than to external factors?</p> <p>What can be done to make the project more effective? Have there been any unplanned effects (positive /negative)?</p>	
<i>2. Achievement of project outcomes</i>	<p>What has been done so far to achieve the project outcome?</p> <p>What needs to be done in the second half of the project' to ensure the outcome is achieved?</p>	Questionnaire, desk review
<i>3. Likelihood of impact</i>	<p>What are the early indications of the project's impact?</p> <p>What can be done in the remainder of the project to strengthen the impact?</p> <p>Describe any catalytic or replication actions that the Project carried out and if any, catalytic or replication effect both within and outside the Project?</p>	Desk review, interview
D. Financial Management		
<i>1. Adherence to UNEP's policies and procedures</i>	<p>Have the disbursements and project expenditures been in line with the budgets?</p> <p>Was there transaction process undertaken and completed in prompt and consistent manner?</p>	Desk review
<i>2. Completeness of project financial information</i>	<p>Has the financial documentation been accurate and complete?</p> <p>Was the information available in timely manner?</p>	Desk review, interview
<i>3. Communication between finance and project management staff</i>	<p>Were there issues arisen on financial management which are resolved/unresolved by the communication between finance and project management staff?</p>	Desk review
E. Efficiency	<p>Were the results produced within the expected time frame defined by the workplans?</p> <p>Were there any quality concerns to the products and services delivered by the Project?</p> <p>(If project implementation was delayed), did that affect cost effectiveness or results? Have the reasons for delay been identified?</p> <p>To what extent, does the UNEP's transition to MTS 2022-2025 affected the project implementation, both positively and negatively?</p> <p>Were the coordination and cooperation between UNEP (PMU) and MOEJ (Donor) adequate?</p> <p>Were the coordination and synergies with other programmes and initiatives with similar objectives smooth and consistent?</p>	Questionnaire, desk review, interview
F. Monitoring and Reporting		
<i>1. Monitoring design and budgeting</i>	<p>Were there any adjustments made for the initial monitoring design?</p>	Desk review

Criteria	Guiding questions and sub questions	Means of assessment
2. <i>Monitoring of project implementation</i>	<p>Did the Project Steering Committee (PSC) provide strategic direction to the Project?</p> <p>Are the risk log and lessons learned log updated regularly?</p> <p>Did the Project monitoring collect gender disaggregated data as appropriate?</p>	Desk review, interview
3. <i>Project reporting</i>	Have the project monitoring reports prepared and submitted in timely manner?	Desk review
G. Sustainability		
1. <i>Socio-political sustainability</i>	<p>Is there sufficient public/stakeholder awareness in support of the Project's long-term objectives?</p> <p>Are there any social or political risks that may jeopardize sustainability of the Project outcomes?</p>	Questionnaire, interview
2. <i>Financial sustainability</i>	<p>Are there any financial risks that may jeopardize sustainability of Project Outcome?</p> <p>To what extent will the benefits of the Project continue after the Project ends?</p>	Desk review
3. <i>Institutional sustainability</i>	<p>Are any positive results likely to be sustained? In what circumstances?</p> <p>Are there examples of innovation from the Project in design, in addressing issues, or engaging countries and partners?</p>	Interview, desk review
H. Factors Affecting Performance and Cross-Cutting Issues		
1. <i>Preparation and readiness</i>	Did the Project pay sufficient precaution and countermeasures in addressing COVID-19 response?	Desk review
3. <i>Stakeholders participation and cooperation</i>	Did the stakeholders take any measures to ensure the continuation of the benefits after the end of the assistance?	Questionnaire
4. <i>Responsiveness to human rights and gender equality</i>	To what extent does the Project align the activities through human rights and gender viewpoints?	Desk review
5. <i>Environmental and social safeguards</i>	Are there any environmental factors that the Project may influence positively or negatively?	Desk review
6. <i>Country ownership and drivenness</i>	What was the level of ownership in each country?	Questionnaire
7. <i>Communication and public awareness</i>	<p>What is the visibility of the Project? Are messages visible to the stakeholders and decision makers?</p> <p>Does the Project have a visibility / communications strategy which works as intended?</p>	Questionnaire, desk review, interview

Annex B Draft data collection tools

Evaluation criteria	Stakeholder type	Means of data collection
A. Strategic Relevance	Duty bearer: Minamata Secretariat	Interview
	Duty bearer: National Focal Points	Questionnaire
	Beneficiary: Ministry/agency responsible for mercury management	Questionnaire
	Resource provider: Gov. of Japan	Interview
B. Quality of Project Design	NA	NA
C. Effectiveness	Beneficiary: Ministry/agency responsible for mercury management	Questionnaire
	Beneficiary: Laboratories	Questionnaire
	Resource provider: Technical Advisory	Interview
	Resource provider: Gov. of Japan	Interview
D. Financial Management	Resource provider: Gov. of Japan	Interview
E. Efficiency	Resource provider: APMMN	Interview
	Resource provider: Global Mercury Partnership	Interview
	Resource provider: Technical Advisory	Interview
	Resource provider: Gov. of Japan	Interview
F. Monitoring and Reporting	Duty bearer: Minamata Secretariat	Interview
G. Sustainability	Beneficiary: Laboratories	Questionnaire
	Resource provider: Global Mercury Partnership	Interview
	Resource provider: Technical Advisory	Interview
H. Factors Affecting Performance and Cross-Cutting Issues		
<i>1. Preparation and readiness</i>	NA (Desk review)	
<i>3. Stakeholders participation and cooperation</i>	Beneficiary: Ministry/agency responsible for mercury management	Questionnaire
<i>4. Responsiveness to human rights and gender equality</i>	NA (Desk review)	
<i>5. Environmental and social safeguards</i>	NA (Desk review)	
<i>6. Country ownership and drivenness</i>	Duty bearer: National focal point	Questionnaire
	Beneficiary: Ministry/agency responsible for mercury management	Questionnaire

Evaluation criteria	Stakeholder type	Means of data collection
7. <i>Communication and public awareness</i>	Duty bearer: Minamata Secretariat	Interview
	Beneficiary: Ministry/agency responsible for mercury management	Questionnaire
	Resource provider: Global Mercury Partnership	Interview

Annex C Completed assessment of the project design quality

49. The Project preparation applied phased approach where the initial few months of the implementation was regarded as the inception phase to detail out the complete implementation plan based on the needs of partner countries. In normal settings, the implementation plan could have been completed by the end of 2019, however, COVID-19 pandemic impacted the entire globe for all kind of activities interrupted for many months. Finally, the project preparation was completed by the approval of the implementation plan in December 2020. The assessment is based on the approved implementation plan. No official revision was made.

A.	Operating Context		YES/NO	Comments/Implications for the review design	Section Rating ⁸ :
1	Does the project document identify any unusually challenging operational factors that are likely to negatively affect project performance?	i) Ongoing/high likelihood of conflict?	No	Project was not initially expected the social unrest and pro-democracy demonstration in Thailand although the impact to the Project was minimal	3
		ii) Ongoing/high likelihood of natural disaster?	Yes	The onset of COVID-19 was identified but the level of impact was underestimated.	
		iii) Ongoing/high likelihood of change in national government?	No	It was not initially expected the political instability in Myanmar which significantly affected the initial implementation plan	
B.	Project Preparation		YES/NO	Comments/Implications for the review design	Section Rating:
2	Does the project document entail clear and adequate problem and situation analyses?		Yes	Although the Project did not undertake typical problem-tree and objective-tree analysis, it captures countries' priorities and established logical linkage to the relevant global targets. The quality of project design has been assessed at the inception workshop attended by 12 partner countries.	3
3	Does the project document include a clear and adequate stakeholder analysis, including by gender/minority groupings or indigenous peoples?		No	Stakeholders and beneficiaries are mentioned in the implementation plan but no analytical description.	
4	<i>If yes to Q3: Does the project document provide a description of stakeholder consultation/participation during project design process? (If yes, were any key groups</i>		NA	NA	

⁸ A number rating 1-6 is used for each section: Highly Satisfactory = 6, Satisfactory = 5, Moderately Satisfactory = 4, Moderately Unsatisfactory = 3, Unsatisfactory = 2, Highly Unsatisfactory = 1.

	<i>overlooked: government, private sector, civil society, gendered groups and those who will potentially be negatively affected)</i>				
5	Does the project document identify concerns with respect to human rights, including in relation to sustainable development? (e.g., integrated approach to human/natural systems; gender perspectives, rights of indigenous people).		No	Due to the nature of the project, human rights and gender perspective was not considered at design stage except the needs of gender and age disaggregated data collection during the project implementation.	
C	Strategic Relevance		YES/NO	Comments/Implications for the review design	Section Rating:
6	Is the project document clear in terms of its alignment and relevance to:	i) UNEP MTS, PoW and Strategic Priorities (including Bali Strategic Plan and South-South Cooperation)	Yes	Linkage to PoW 2020-2021 was clearly described in the implementation plan.	6
		ii) GEF/Donor strategic priorities	Yes	Government of Japan (donor) has its cooperation programme called 'MOYAI Initiative' where the Project is well aligned. The initiative intends to make Japan's knowledge and experiences available to other parties	
		iii) Regional, sub-regional and national environmental priorities?	Yes	Especially in Asia and the Pacific mercury is a major concern as about a half of global mercury consumption and emission occur.	
		iv) Complementarity with other interventions	Yes	The Project sets clear connection to the particular article of the Minamata Convention, i.e., Article 17 (Information exchange), Article 18 (Public information, awareness and education), and Article 19 (Research, development and monitoring).	
D	Intended Results and Causality		YES/NO	Comments/Implications for the review design	Section Rating:
7	Are the causal pathways from project outputs (Availability of goods and services to intended beneficiaries) through outcomes (changes in stakeholder behaviour) towards impacts (long lasting, collective change of state) clearly and convincingly described in either the logframe or the TOC? (NOTE if there is no TOC in the project design documents a reconstructed TOC at Review Inception will be needed)		Yes	A TOC was developed and briefly described in the implementation plan.	4

8	Are impact drivers and assumptions clearly described for each key causal pathway?		Yes	Assumptions and drivers are included in the TOC.	
9	Are the roles of key actors and stakeholders, including gendered/minority groups, clearly described for each key causal pathway?		Yes	Stakeholders and beneficiaries are mentioned in the implementation plan and their roles are briefly described.	
10	Are the outcomes realistic with respect to the timeframe and scale of the intervention?		No	The outcome statement is vague, and the feasibility of the project delivering it is not convincing.	
E	Logical Framework and Monitoring		YES/NO	Comments/Implications for the review design)	Section Rating:
11	Does the logical framework ...	i) Capture the key elements of the Theory of Change/ intervention logic for the project?	Yes	The Output and Outcome indicators are defined accompanied by the baselines and targets, however, the means of verification and milestones for progress monitoring are not included in the result framework.	5
		ii) Have appropriate and 'SMART' results at output level?	Yes	The indicators are developed as specific and quantitative. Timeframe is not explicitly expressed in the result framework, but the general expectation can be obtained from workplan.	
		iii) Have appropriate and 'SMART' results at outcome level?	Yes	The indicators are quantitative and relevant. The adequacy should be further assessed through the MTR process.	
		iv) Reflect the project's scope of work and ambitions?	Yes	The project highlights 3 key features including strong linkage to the Convention texts. 'Connecting Minamata and Minamata' and 'Networking analytical institutions' are the other features, which are properly reflected to the result framework. The level of ambition should be further assessed through the MTR process.	
12	Is there baseline information in relation to key performance indicators?		Yes	The baselines are set for the project outputs and outcome.	
13	Has the desired level of achievement (targets) been specified for indicators of outputs and outcomes?		Yes	Output and outcome targets are set in the result framework.	

14	Are the milestones in the monitoring plan appropriate and sufficient to track progress and foster management towards outputs and outcomes?	No	Progress monitoring is relying on the periodical reports prepared by PMU without guiding document.	
15	Have responsibilities for monitoring activities been made clear?	Yes	The Project has developed a monitoring and reporting process throughout its implementation period. Seven (7) types of monitoring reports were identified with unambiguous procedures and frequency.	
16	Has a budget been allocated for monitoring project progress?	Yes	Expenses for project review and PSC supervision is budgeted for in the implementation plan.	
17	Is the workplan clear, adequate and realistic? (e.g., <i>Adequate time between capacity building and take up etc</i>)	Yes	Logical sequences and necessary durations to develop and nurture the capacity on the ground are considered in the workplan at design stage. (The timeframe is now distorted due to the rearrangement of workplan caused by COVID-19.)	
F	Governance and Supervision Arrangements	YES/NO	Comments/Implications for the review design	Section Rating:
18	Is the project governance and supervision model comprehensive, clear and appropriate? (<i>Steering Committee, partner consultations etc.</i>)	Yes	A dedicated Project Management Unit (PMU) are established with Programme Management Officer, Programme Assistant, and Administrative Assistant. The PMU is technically backed up with a Technical Advisory Group which is a pool of individual experts who will contribute technical input for quality assurance. A Project Steering Committee (PSC) is formed to provide strategic direction to the Project towards expected Project Outcome. PSC members include Minamata Secretariat, UNEP Chemicals and Health Branch and MOE Japan, and chaired by UNEP ROAP. PSC meets at least bi-annually and reviews project progress and confirms that the project is delivering expected results. With this arrangement, the PMU receives appropriate advice both strategically and technically.	6
19	Are roles and responsibilities within UNEP clearly defined? (<i>If there are no stated responsibilities for UNEP Regional</i>)	Yes	The role of UNEP ROAP is defined as the overall fund management entity, it establishes the PMU with	

	<i>Offices, note where Regional Offices should be consulted prior to, and during, the evaluation)</i>		necessary personnel, and manages funds contributed by the donor.	
G	Partnerships	YES/NO	Comments/Implications for the review design	Section Rating:
20	Have the capacities of partners been adequately assessed? (<i>CHECK if partner capacity was assessed during inception/mobilisation where partners were either not known or changed after project design approval</i>)	Yes	An inception workshop was held in September 2019 and priority needs were identified prior to the development of the implementation plan. The identified priority areas by the participants were incorporated in the workplan.	6
21	Are the roles and responsibilities of external partners properly specified and appropriate to their capacities?	Yes	Local partners in and around Minamata area is particularly important external partners as the resource providers. The assessment was conducted, and competent institutions are identified and addressed. Globally, the Minamata Secretariat and UNEP Global Mercury Partnership (Chemicals and Health Branch) are identified in the implementation plan.	
H	Learning, Communication and Outreach	YES/NO	Comments/Implications for the review design	Section Rating:
22	Does the project have a clear and adequate knowledge management approach?	Yes	Information and communications are the important part to demonstrate the visibility of the Project. As the Project focuses on the acquisition of scientific evidence that helps policy makers to develop and monitor its own mercury management policies. Primary data collection is encouraged to the participating countries to fill the information gaps.	4
23	Has the project identified appropriate methods for communication with key stakeholders, including gendered/minority groups, during the project life? <i>If yes, do the plans build on an analysis of existing communication channels and networks used by key stakeholders?</i>	Yes	Existing networks especially networks of monitoring laboratories are identified as the means of communications.	
24	Are plans in place for dissemination of results and lesson sharing at the end of the project? <i>If yes, do they build on an analysis of existing communication channels and networks?</i>	Yes	Annual stakeholders' meeting is included in the workplan. For the Project visibility, Minamata COPs and other key global and regional conferences and events were expected as the platforms to disseminate the results beyond project partner countries. (This strategy must be revised due to COVID-19 pandemic).	

I	Financial Planning / Budgeting	YES/NO	Comments/Implications for the review design	Section Rating:
25	Are the budgets / financial planning adequate at design stage? (<i>coherence of the budget, do figures add up etc.</i>)	Yes	A full budget table at sub-activity level was attached to the implementation plan.	5
26	Is the resource mobilization strategy reasonable/realistic? (<i>E.g., If the expectations are over-ambitious the delivery of the project outcomes may be undermined or if under-ambitious may lead to repeated no cost extensions</i>)	Yes	The Project was initiated with the pledge letter from Ministry of the Environment, Japan to UNEP with the initial contribution of USD1,000,000 on 30 January 2019. At the time of approval of the implementation plan, the second contribution pledge (USD1,000,000) were made. The remaining fund was soon pledged in March 2021.	
J	Efficiency	YES/NO	Comments/Implications for the review design	Section Rating:
27	Has the project been appropriately designed/adapted in relation to the duration and/or levels of secured funding?	Yes	The scale of funding and duration of the project is well balanced in original concept, but the impact of COVID-19 was underestimated.	4
28	Does the project design make use of / build upon pre-existing institutions, agreements and partnerships, data sources, synergies and complementarities with other initiatives, programmes and projects etc. to increase project efficiency?	Yes	The project maximizes the existing structures and aiming at establishing partnership and integrating the results into their mandates/programmes. For example, the project falls under the ongoing initiative of the Government of Japan, i.e., MOYAI Initiative, that supports the implementation of the Minamata Convention.	
29	Does the project document refer to any value for money strategies (i.e., increasing economy, efficiency and/or cost-effectiveness)?	No	No monetary strategy is mentioned in the implementation plan.	
30	Has the project been extended beyond its original end date? (<i>If yes, explore the reasons for delays and no-cost extensions during the evaluation</i>)	No	Project is still within the original implementation period.	
K	Risk identification and Social Safeguards	YES/NO	Comments/Implications for the review design	Section Rating:
31	Are risks appropriately identified in both the TOC/logic framework and the risk table? (<i>If no, include key assumptions in reconstructed TOC at Evaluation Inception</i>)	Yes	The assumptions in TOC and risk table in the implementation plan are interrelated.	4
32	Are potentially negative environmental, economic and social impacts of the project identified and is the	No	The risk matrix identifies most of the risks as 'less likely' except the risk of COVID-19, which was assumed	

	mitigation strategy adequate? (<i>consider unintended impacts</i>)		to be the moderate risk when the initial risk assessment was conducted at project design stage. (It would have been underestimation given the slow recovery of the Project activities.)	
33	Does the project have adequate mechanisms to reduce its negative environmental footprint? (<i>including in relation to project management and work implemented by UNEP partners</i>)	Yes	The use of online technologies is considered to cope with COVID-19 travel restriction. It unintentionally reduces the travel carbon footprint.	
L	Sustainability / Replication and Catalytic Effects	YES/NO	Comments/Implications for the review design	Section Rating:
34	Did the design address any/all of the following: socio-political, financial, institutional and environmental sustainability issues?	Yes	Networking of existing institutions is particularly addressed at design stage. It will ensure the continuity of the project deliverable if properly implemented in line with the network's priorities and objectives.	6
35	Was there a credible sustainability strategy and/or appropriate exit strategy at design stage?	Yes	Developing a long-term coordination structure with local institutions (in Minamata area) is embedded in the workplan, which will be effective beyond the project implementation period.	
36	Does the project design present strategies to promote/support scaling up, replication and/or catalytic action? (<i>if yes, capture this feature in the reconstructed TOC at Review Inception</i>)	Yes	The workplan includes the development of a 'start-up assistance menu' for late comers to the network, which will provide the opportunity to expand even after the project duration.	
M	Identified Project Design Weaknesses/Gaps	YES/NO	Comments/Implications for the review design	
37	Were recommendations made by the PRC adopted in the final project design? If no, what were the critical issues raised by PRC that were not addressed.	NA	This is a sub-project in PIMS-02029 project and did not go through PRC process.	No rating applicable
38	Were there any critical issues not flagged by PRC? (If yes, what were they?)	NA	NA	
N	Gender Marker Score	SCORE	Comments/Implications for the review design	Section Rating:
39	What is the Gender Marker Score applied by UNEP during project approval? (<i>This applies for projects approved from 2017 onwards</i>) UNEP Gender Scoring:	NA	The Project does not specifically address to human rights and gender aspects. There are some attempts to include gender issues such as gender disaggregated data collection for an Output indicator. Yet, there is very	No rating applicable

<p>0 = gender blind: Gender relevance is evident but not at all reflected in the project document.</p> <p>1 = gender partially mainstreamed: Gender is reflected in the context, implementation, logframe, or the budget.</p> <p>2a = gender well mainstreamed throughout: Gender is reflected in the context, implementation, logframe, and the budget.</p> <p>2b = targeted action on gender: (to advance gender equity): the principal purpose of the project is to advance gender equality.</p> <p>n/a = gender is not considered applicable: A gender analysis reveals that the project does not have direct interactions with, and/or impacts on, people. Therefore, gender is considered not applicable.</p>		<p>little explicit analysis and introduction of gender issues in relation to the Project scope.</p>	
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Calculation table for overall project design quality score

	SECTION	RATING (1-6)	WEIGHTING	TOTAL (Rating x Weighting)
A	Operating Context	3	0.4	1.2
B	Project Preparation	3	1.2	3.6
C	Strategic Relevance	6	0.8	4.8
D	Intended Results and Causality	4	1.6	6.4
E	Logical Framework and Monitoring	5	0.8	4.0
F	Governance and Supervision Arrangements	6	0.4	2.4
G	Partnerships	6	0.8	4.8
H	Learning, Communication and Outreach	4	0.4	1.6
I	Financial Planning / Budgeting	5	0.4	2.0
J	Efficiency	4	0.8	3.2

K	Risk identification and Social Safeguards	4	0.8	3.2
L	Sustainability / Replication and Catalytic Effects	6	1.2	7.2
M	Identified Project Design Weaknesses/Gaps	-	0.4	-
			TOTAL SCORE:	4.44

1 (Highly Unsatisfactory)	< 1.83	4 (Moderately Satisfactory)	>=3.5 <=4.33
2 (Unsatisfactory)	>= 1.83 < 2.66	5 (Satisfactory)	>4.33 <= 5.16
3 (Moderately Unsatisfactory)	>=2.66 <3.5	6 (Highly Satisfactory)	> 5.16

50. Total score of the project design quality assessment is 4.44, which falls within 'Satisfactory' category in lower end. The information in this assessment will be used to deepen the analytical thinking during MTR. Where substantive and/or significant weaknesses are apparent at the project design stage, these areas will be further reviewed for improving the overall effectiveness of the Project.

Annex D List of documents and individuals to be consulted during the main review phase

Documents to be reviewed

Project document: 522.3. Generating and sharing knowledge for influencing decision-making on sound management of chemicals and waste.

Implementation plan for the period from July 2019 to June 2024, Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences.

Annual progress report for Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences (Reporting period: July 2019 – June 2020).

Annual progress report for Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences (Reporting period: July 2020 – June 2021).

Semi-annual progress report for Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences (Reporting period: July 2021 – December 2021).

Meeting minutes of Project Steering Committee

Responses of past questionnaires conducted by the Project

Users' manuals (Draft) for mercury mass flow and monitoring

Report (draft) of laboratory proficiency testing (PT)

Affiliation of individuals to be interviewed

Mr. Eisaku Toda, Senior Programme Officer, Secretariat of the Minamata Convention

Ms. Itsuki Kuroda, Section Chief, Ministry of the Environment Japan

Dr. Minoru Koga, Director General, Minamata Academia, Technical Advisory of the Project

Dr. Koichi Haraguchi, Chief NIMD, Technical Advisory of the Project

Ms. Stéphanie Laruelle, Programme Management Officer, UNEP Global Mercury Partnership

Mr. David Schmeltz, Senior Environmental Analyst, USEPA, Asia Pacific Mercury Monitoring Network

Stakeholders subject to questionnaire survey

National Focal Points of the Minamata Convention

Ministry/agency responsible for monitoring/management of mercury

Public laboratories and laboratories in universities that undertake mercury analysis

Annex E List of documents consulted for the Inception Report

MOEJ (2019) Pledge letter (1st instalment).

MOEJ (2020) Pledge letter (2nd instalment).

MOEJ (2021) Pledge letter (3rd instalment).

UNEP (2016) Medium term strategy 2018-2021.

UNEP (2018) Project document: 522.3. Generating and sharing knowledge for influencing decision-making on sound management of chemicals and waste.

UNEP (2020a) Implementation plan for the period from July 2019 to June 2024, Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences.

UNEP (2020b) Annual progress report for Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences (Reporting period: July 2019 – June 2020).

UNEP (2021a) Annual progress report for Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences (Reporting period: July 2020 – June 2021).

UNEP (2021b) For people and planet: the United Nations Environment Programme strategy for 2022–2025 to tackle climate change, loss of nature and pollution.

UNEP (2021c) Programme of work and budget for 2022–2023.

UNEP (2022) Semi-annual progress report for Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences (Reporting period: July 2021 – December 2021).