Mid-term Evaluation of the IOMC Toolbox for Decision Making in Chemicals Management

**Phase II: Modification, Expansion and Promotion
November 2013 – October 2016**

Mid-term evaluation period: November 2013 – December 2015

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Executive Summary

This report summarizes the mid-term evaluation of the Inter-Organization Programme for the Sound Management of Chemicals (IOMC) Toolbox for Decision Making in Chemicals Management – Phase II: Modification, Expansion and Promotion. The evaluation covers the period from November 2013 through December 2015, and provides an overview of progress to date on the delivery of the project's main outputs and progress towards expected outcomes, as well as a set of conclusions and recommendations. The findings are based on a review of the online Toolbox and key project-related documents, the administration of a survey and a number of interviews conducted with stakeholders from the participating organizations and targeted countries.

The evaluation found that most of the planned deliverables were produced in accordance with the project's work plan, with new and enhanced functionalities added to the Toolbox; existing management schemes revised and new management schemes, tools and toolkits added; and promotion and training to raise awareness on and use of the Toolbox. While the various promotion and training events increased stakeholder awareness and while results suggest that there was much intent to use, actual use of the Toolbox has been limited, however. Users and non-users cited various challenges to using the Toolbox, including lack of technical capacity or experience, language barriers, and Internet connection problems, among others. The most frequently cited suggestion for increased use is through the provision of training opportunities. Recommendations from the evaluation include further developing and implementing the strategy for increasing training, developing short cases/illustrations on the Toolbox's use to serve as concrete examples that can possibly be replicated, fine-tuning some of the Toolbox's functionalities and enhancing real-time monitoring on the Toolbox's use. The management response to the mid-term evaluation is attached as Annex 7.

Introduction and purpose

1. The IOMC Toolbox for Decision Making in Chemicals Management – Phase II: Modification, Expansion and Promotion project ("the project") aims to provide target user groups, primarily from developing countries, with guided access to be able to identify the most relevant, efficient and appropriate national actions to respond to chemicals management problems. The project calls for an evaluation to assess the results and impact of the project in the short and long term. An evaluation plan was prepared in 2014 and approved by the Project Management Group (PMG) in 2015 (Annex 1). The plan includes mid-term and final evaluation undertakings.

2. The purpose of the mid-term evaluation is to provide a rapid review on progress towards achieving the project's planned results and in particular assess the extent to which the Toolbox has been promoted and used, as well as enabled users to identify and address national chemicals management challenges. The purpose is also to provide an overall conclusion at mid-term, and provide recommendations for strengthening implementation for the remaining months of phase II. The final evaluation, to be undertaken upon the completion of the project, will review developments on the promotion and use of the Toolbox since the mid-term exercise and provide a more in-depth analysis on the impact and sustainability that the Toolbox is having on countries through ten narrative case studies.

3. The evaluation was undertaken by the Planning, Performance and Results Section of the United Nations Institute for Training and Research (UNITAR). While the evaluation was not performed by an entity external to any of the IOMC participating organizations, the section has not been involved in the project's design or implementation, and the section maintains independence from the UNITAR Chemicals and Waste Management Programme which is involved in project implementation.

Scope and principal evaluation questions

4. The scope of the mid-term evaluation focused on an assessment of progress to date and in particular the delivery of promotion and training events on the Toolbox which are instrumental to raising awareness among the target users and contributing to the project's intended outcome of strengthening national systems for the sound management of chemicals. While the scope of the exercise reviewed progress on the achievement of project outputs, including the incorporation of new toolkits into the Toolbox, the evaluation did not specifically address the tools, toolkits or toolkit web applications.

5. The principle questions guiding the mid-term evaluation included the following:
   - To what extent has the project achieved its planned results?
   - Has awareness of the Toolbox increased among the targeted countries?
   - To what extent have the targeted countries used the Toolbox?
   - Which management schemes have been used and how?
   - What constraints have the targeted countries faced in using the Toolbox?

Methods/data collection

6. The methods/data collection tools used for the mid-term evaluation are threefold and include:

    -   a review of the online Toolbox (http://iomctoolbox.oecd.org) and key project-related documents, including the grant application and logical framework; project management group minutes and reports; guidance material; web statistics; results from self-evaluations undertaken by the IOMC participating organizations following promotion, training or other events; and other documents (see Annex 2 for a full list of documents consulted);
    -   a survey deployed to participants from sampled training and promotion events as a follow-up to the activity (Annex 3); and
    -   interviews with various project stakeholders, including government officers from targeted countries, as well as the focal points or other personnel from the participating organizations who have been involved in the delivery of the project (Annex 4).

7. Following a review of relevant project documents and the results of participant feedback obtained by the participating organizations from eight IOMC promotion and training events, a follow-up survey was developed and tested in late 2015 and deployed online in early 2016. The follow-up survey was sent by email to 752 participants from 13-sampled IOMC-related promotion and training events (both national and regional) that were organized between the project's start date and 31 December 2015, including 281 participants from the events in which initial feedback was obtained by the participating organizations through self-evaluations.[1] During the period in which the survey was open, two reminders were sent to recipients. A total of 60 respondents replied.

Table 1: Summary of follow-up questionnaire deployment

	Sampled events			Total number of participants	Number of replies
	Promotion	Training	Total		
Number of events in which POs provided results from participant feedback	7	1	8	281	
Number of other events sampled	4	1	5	471	
Total number of events	11	2	13	752*	60

*This figure represents 30 per cent of the total number of participants (2,490) recorded in promotion and training events from November 2013 to December 2015. Approximately 62 email addresses from sampled participants were invalid, bringing the total number of questionnaire recipients to 690.

8. As a follow-up to the survey, contact was established with sampled respondents who had confirmed using and not using the Toolbox and who had expressed willingness to be interviewed. Key informant interviews were also held with project focal points of the participating organizations.

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[1] See Annex 5 for the list of promotion and training events in which participants were contacted.

Limitations

9. While efforts were made to triangulate findings using three distinct data sources, it is important to acknowledge several limitations of the evaluation. First, while the survey provides interesting quantitative data, the findings are largely based on respondent perception and the results should be interpreted with care. Second, while efforts were made to maximize feedback with follow-up reminders, only 60 respondents replied, with a response rate of 8.7 per cent. This low rate may be attributed to the fact that the survey was deployed largely to participants from events in which the Toolbox was promoted through short, 15 to 30 minute presentations, with some recipients of the survey not necessarily directly concerned as a potential Toolbox user. Only two of the sampled events were categorized by the participating organizations as training events with presentations on the Toolbox of several hours. Third, the events identified for follow-up participant feedback were selected on the basis of purposive sampling (focusing largely on events in which participating organizations obtained initial feedback immediately after the event). The number of these events was limited, however, and the sample is not representative of all events in which there was Toolbox promotion or training. Fourth and finally, while project includes the development of new tools and toolkits, the evaluation did not examine individual tools or toolkits, including new and/or revised tools and toolkits or the development of web-based applications.[2]

Project logic

10. Phase II of the project builds on an initial phase in which a proof-of-concept version of the Toolbox was developed and tested with three chemicals management schemes (pesticides; occupational health and safety systems; and chemicals accidents prevention, preparedness and response systems). The theory of change for the project's second phase is based on the logic that further development of the Toolbox in terms of enhancing its functionalities and user friendliness, revising existing and incorporating new management schemes and contents (e.g. toolkits), translating the Toolbox (into French and Spanish) and key tools (e.g. health tools), and engaging in promotion (awareness-raising) and training would lead to increased use of the Toolbox by countries wishing to address specific national problems related to chemicals management, with the goal to strengthen the sound management of chemicals and reduce negative impact on public health, the environment an economic development. The logical framework of the project is attached as Annex 6.
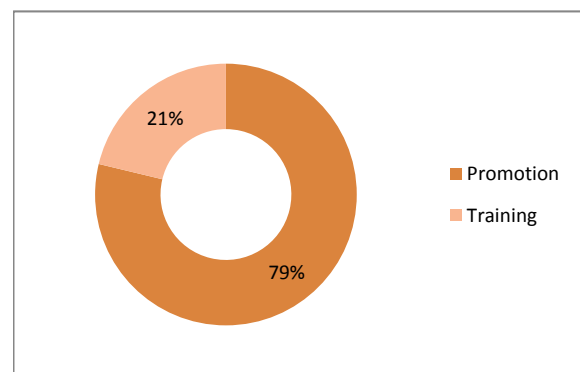
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[2] Some of the new management schemes, tools and toolkits were only incorporated into the Toolbox in mid-2015.

Findings

To what extent is the project achieving its planned results?

11. At mid-term, most of the main deliverables have been produced in accordance with the project's work plan. The Toolbox's functionalities have been enhanced, including the development of a collaborative platform and online promotion and tutorial videos; the three initial management schemes have been revised and four new management schemes (industrial chemicals management system, classification and labeling system, system to support health authorities and pollutant release transfer registers) added; five new toolkits developed (with e-versions of two of the five toolkits still under development and expected to be finalized by the first /second quarter of 2016); and the Toolbox has been promoted to close to 2,000 stakeholders (of 3,000 targeted) attending over 40 IOMC-related conferences, workshops and other events, both nationally, regionally and globally. A number of sessions on the Toolbox at IOMC training-related events has also been organized, including pilot training on toolkits (e.g. highly hazardous wastes), two online webinars and training sessions on the Toolbox, with a cumulative outreach to 532 stakeholders

Chart 1 : Toolbox Promotion and Training

(roughly half of the targeted training outputs). With the exception of the webinars, specific training events focusing solely on the Toolbox have not been organized independent of other IOMC or related events, however. The Toolbox is presently only available in English, although some new tools/toolkits have been translated into French and Spanish. Translation of the Toolbox into French and Spanish is expected by the end of 2016.
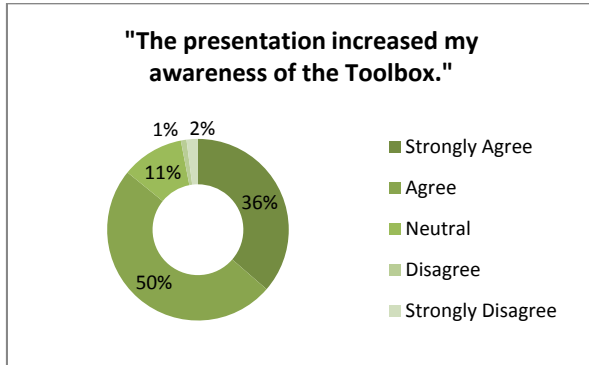
Has awareness of the Toolbox increased among the targeted countries?

12. As noted above, the participating organizations have undertaken efforts to raise awareness on the Toolbox through short, targeted presentations at some 60 national and international events, in addition to the production of an online video available on the Toolbox's website and the wide dissemination of promotion material. In a number of events, online demonstrations of the Toolbox have accompanied PowerPoint presentations. As illustrated in charts 2a and 2b below, and based on the results from questionnaires administered by the participating organizations at six IOMC events at which the Toolbox was promoted from November 2013 through December 2015, 86 per cent of respondents from the events agreed or strongly agreed that the presentations increased awareness of the Toolbox and nearly the same proportion of respondents (84 per cent) found that the Toolbox would provide the means to identify the tools.[3] While the results are not representative of all event participants in which
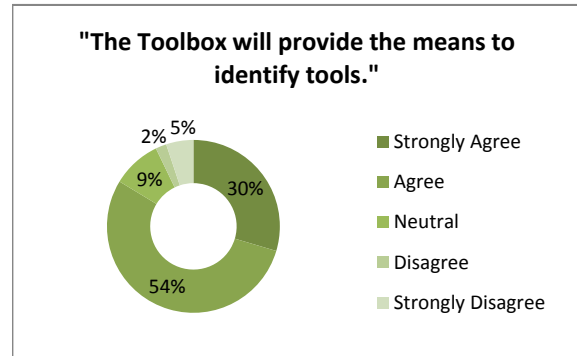
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[3] Promotion events include those implemented in the Comores, The Gambia, Ghana (2), Maldives and, Nigeria. Participant feedback from other events in which the Toolbox was promoted was not available.

the Toolbox was promoted, the feedback is nonetheless a positive indicator of increased awareness and perception among stakeholders from the six sampled events.
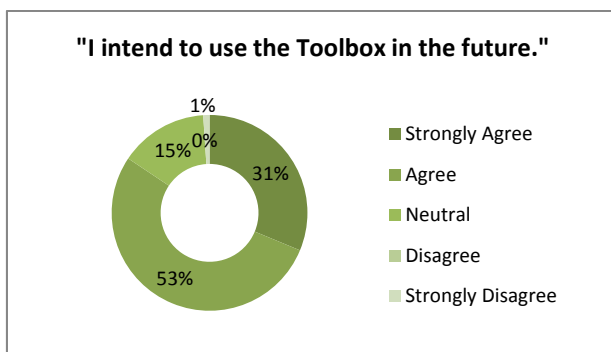
Chart 2a : Awareness

"The presentation increased my awareness of the Toolbox."

1% 2%
11%
36%
50%

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Chart 2b : Means to identify tools

"The Toolbox will provide the means to identify tools."

2% 5%
9%
30%
54%

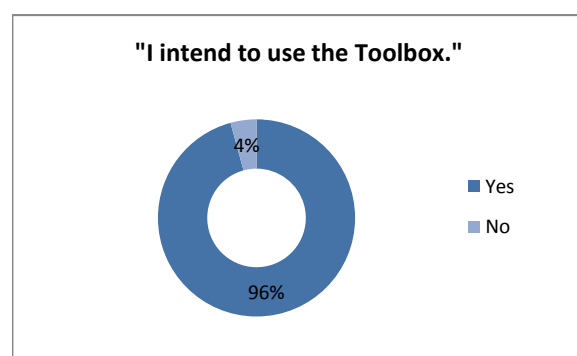- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

To what extent is the Toolbox being used and how?

13. The results obtained from the participating organizations following the presentation of the Toolbox suggest that there is widespread intention of use, with 84 per cent of respondents from promotion events strongly agreeing or agreeing with the statement "I intend to use the Toolbox in the future", and an even higher percentage (at 96 per cent) of respondents from one of the training events.[4] While again not representative of all events, this is an important and positive lead indicator on the Toolbox's intended use, and is somewhat higher than the results obtained by the participating organizations following the Toolbox's pilot testing in 2014 in which 77 per cent of respondents strongly agreed or agreed on intent to use the Toolbox.[5]

Chart 3a: Promotion events – Intent to use

"I intend to use the Toolbox in the future."

1%
15% 0%
31%
53%

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Chart 3b : Training event

"I intend to use the Toolbox."

4%
96%

- Yes
- No

14. Results obtained from respondents providing feedback from the deployment of a follow-up survey indicate that actual use of the Toolbox is much less than intended use, however, with 19 of 57 respondents (or 33 percent) confirming to have used the Toolbox, of which 12 of the

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[4]For promotion events, see footnote 2. Training event: SAICM Regional Meeting for Africa Region, Pretoria, South Africa, 18 November 2013. Participant feedback from other training events was not available.

[5] 1st Progress Report, IOMC Toolbox for Decision Making in Chemicals Management – Phase II: Modification, Expansion and Promotion, 22 January 2015.

19 respondents (or 63 per cent) confirmed taking part in either an IOMC-related training event or both a training and promotion event (chart 3a, below). This measure is below the targeted rate of 50 per cent as indicated in the revised logical framework. African respondents accounted for the largest proportion (38 per cent) of respondents, together with the highest proportion of use (at 42 per cent) as shown in chart 4b.

Chart 3a: Actual Toolbox use
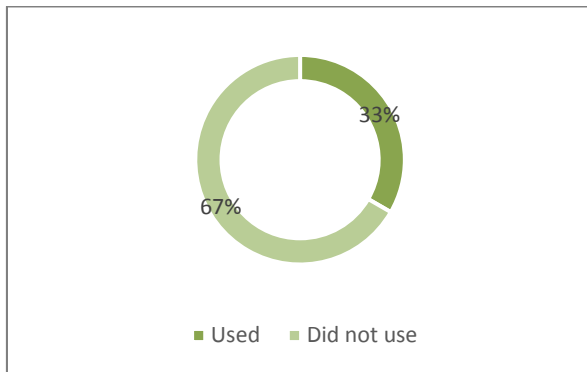
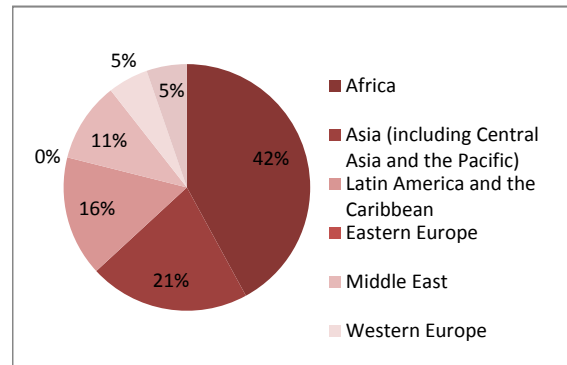*Chart 3b : Toolbox use by region*

15. Given the relatively low response rate to the survey, this finding should be interpreted carefully and is not necessarily an indication of lack of interest in, or lack of interest to use, the Toolbox. Indeed, web statistics show an increasing number of visitors (both new and returning) to the Toolbox since the project's start date, with some 1,343 visits during the period of October 2013 to 31 March 2014, to over 2,200 visits during the period of April to October 2015. Only two (Brazil and Colombia) of the top ten countries with visitors to the Toolbox's website are developing countries, however. The number of hits the Toolbox has received should not be interpreted necessarily as use, but rather as one indicator of use.

Which management schemes have been used and how?

16. Of the Toolbox's seven management schemes, those used the most by the survey's respondents include:
    - occupational safety and health management for chemicals,
    - industrial chemicals management system and classification and labeling, followed by
    - national management for pesticides,
    - chemicals accidents and
    - pollutant release and transfer registers.

17. This finding should be interpreted as an indicator of initial use, since needs vary across user countries and the four new management schemes were only incorporated in the Toolbox in mid-2015. Moreover, interviews with a number of project stakeholders, including target countries and participating organizations, confirmed that use of the Toolbox is often 'phased in' with a lag period from the time of a targeted user being initially exposed to the Toolbox to actual use. Use of the Toolbox is also dependent on users identifying and responding to risks and other chemicals management problems.

18. Virtually all 'user respondents' (90 per cent) confirmed using the Toolbox with confidence and three quarters of the user respondents found the Toolbox to provide guidance to the most efficient and appropriate actions to national chemicals management problems. User respondents described their use of the Toolbox to include the development of an inventory for major pollutants in major cities; the review and revision of law and legislation related to chemicals management (e.g. pesticides); the elaboration of national implementation plans of SAICM; the formulation and planning the development of national registers for industrial chemicals; the development of guidelines, standards and action plans; and classification of chemicals, among others. In the follow-up interviews conducted with four user respondents, all expressed the view that the Toolbox was instrumental and in one case, a respondent indicated that producing a revised regulatory framework on pesticides would have not been possible to do as effectively and efficiently without the structured guidance that the Toolbox provides. No use of the Toolbox's interactive, collaboration feature was reported among users interviewed, although this feature was only available as of late 2015. The interviews indicated that in one or two cases, use of the Toolbox during the present phase resulted from either prior exposure to the Toolbox and/or tools from interacting with a participating organization from the pilot phase or as the result of other circumstances, such as incentives to develop or revise chemicals regulations to respond to a specific need.

What constraints have the targeted countries faced in using the Toolbox?

19. While user respondents found that while they used the Toolbox with confidence, five of 12 respondents (or 42 per cent) encountered challenges, including Internet connection problems, coordination challenges among national authorities in applying some of the tools, lack of technical capacities or experience using the Toolbox, and difficulties in determining what the best tool is given the wealth of information available.

20. For 'non-user respondents', lack of training opportunities and insufficient time were the most cited obstacles to using the Toolbox (with additional training opportunities being the most cited suggestion for improving use). Of the respondents to the participating organizations' feedback questionnaires from events in which the Toolbox was promoted, 94 per cent of the respondents confirmed not having had any training on the Toolbox.[6]

21. Interestingly, close to three-quarters of non-user respondents to the follow-up survey deployed in January 2016 had indicated taking part in an IOMC-related training event at which the Toolbox was presented. These findings combined with the relatively low level of use suggests that an increased number of training opportunities are required. From project start-up in November 2013 through 31 December 2015, only 17 events recorded as 'training' related. In most cases, the Toolbox was presented as a one to three or four-hour session in the context of a SAICM-related training workshop or other event, and the session usually included a combination of PowerPoint presentations, a live Internet-based demonstration and short breakout groups, although the level of detail depended on the length of the session. In 2015, the participating organizations developed an approach to 'standardize' a three- to four-hour

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[6] See footnote 2.

training session on the Toolbox with videos (including an introductory and online tutorial), live demonstrations, working groups and plenary discussions and self-evaluation. Participating organizations are now implementing the strategy moving forward in 2016.

22. A number of stakeholders interviewed from both the user group countries and the participating organizations suggested that more targeted and specific training opportunities are required, perhaps on a management scheme basis, in order to further increase the Toolbox's use. While noting that the second phase of the project was not conceived to deliver this type of training and focus on the implementation of the tools/toolkits, a number of participating organization stakeholders suggested that such training opportunities could include facilitated discussions at the national and possibly sub-regional levels to discuss the identification of chemicals-related risks and the sharing of experiences, acknowledging that only once risks are clearly identified can the Toolbox be of practical use. One or two participating organizations had already planned such an approach on specific training of toolkits (e.g. Highly Hazardous Pesticides and Highly Hazardous Risk Assessment), and an opportunity may exist to extend the approach to other management schemes during the remainder of the phase's implementation.

23. Several other factors hindering use were also referenced in both the follow-up questionnaire and interviews, including missing management schemes to address present chemical management challenges in some targeted countries, the lack of availability of the Toolbox in languages other than English, and Internet connection problems in some countries, particularly those with low resource levels. While difficulty navigating through the Toolbox was not cited by any respondent to the follow-up questionnaire, it was observed in some interviews that further enhancements could be made to the Toolbox's user interface, such as updating the video tutorial, integrating back buttons in the main frame to provide a more user-friendly way to return to a previous page, providing a search function for users to be able to easily jump to a particular topic or tool, and cross referencing management schemes and tools given the inherent inter-linkages in the field of chemicals management.

24. In relation to Internet connection challenges in some countries, a number of stakeholders interviewed made reference to the 'practice gap' that exists in using digital or web-based interfaces and suggested that it might be useful for the project to consider providing the Toolbox or parts of it as a CD-ROM or DVD. Targeted users now have an inclination to use web-based tools and are likely to use the Toolbox more regularly and with more confidence. The opposite is also true. For example, two non-user respondents interviewed, while acknowledging that web-based interfaces such as the Toolbox appeared to be very useful, noted the tendency for users in many countries facing Internet connection challenges to privilege paper- over web-based solutions.

25. A review of the Toolbox revealed the challenge to ensure that hyperlinks within the Toolbox remain valid particularly when the tools and toolkits are based on the respective participating organization's web servers. During a review of the Toolbox, the links to guidance documents in the present version of the Toolbox were broken, and several stakeholders in interviews also acknowledged this challenge. It was also noted that it is important to ensure that there are links back to the Toolbox from the linked tools, particularly those that are web-based (e.g. e-

toolkits). This observation is particularly relevant as regards the sustainability of the Toolbox beyond the lifecycle of the project.

Conclusions and recommendations

26. The second phase of the project is largely on schedule with most planned outputs having been produced. In addition to adding new management schemes, tools and toolkits, as well as enhancing Toolbox functionality, there have been extensive actions aimed at raising awareness of the Toolbox through a large number of promotion events with more than 2,000 participants exposed through short, introductory videos/presentations. A number of training sessions has also been held in connection with other IOMC-related training events reaching some 500 participants.

27. While a large majority of respondents to questionnaires administered at the events expressed an intention to use the Toolbox (and while virtually all respondents in one training event expressed intention to use), results from a follow-up survey to participants from selected events revealed that actual use is much less. It is, nevertheless, difficult to conclude the extent to which the Toolbox is being used, taking into consideration the limitations of the evaluation, the relatively recent timeline in which the new management schemes were introduced online, and the fact that use is often phased in over time.

28. A majority of respondents using the Toolbox expressed much confidence in the online tool and found that it guided them to appropriate and efficient actions to respond to national problems in chemicals managements. Despite the encouraging feedback, a number of respondents, including both users and non-users, cited challenges or obstacles in using the Toolbox (e.g. unreliable Internet connections, lack of experience using the Toolbox, missing management schemes or language barriers). The need to enhance training opportunities was the most often cited suggestion/recommendation to improve use, followed by other suggestions such as providing further advocacy and promotion of the Toolbox.

29. While the Toolbox's ultimate goal is to contribute to the sound management of chemicals through strengthening capacities in targeted countries, it is important to acknowledge that the project's second phase largely focused on producing outputs to expand the Toolbox through additional management schemes and additional tools and toolkits, and that there has not been much of a role in implementing the tools at the national level.

Recommendations

30. Based on the evaluation's findings and conclusions, the following recommendations are put forward with a view to enhancing the implementation of the project for the phase's remaining period. Some of the recommendations may also provide opportunities for the expansion of the project into a subsequent phase.

    30.1 <u>Further develop and implement the strategy on training (and training follow-up) on the Toolbox.</u> The strategy should build on the approach developed by participating

organizations in 2015/early 2016, with learning opportunities more closely tailored to specific country or (sub) regional needs and stakeholder characteristics, including language, sectors represented (in addition to government), chemical risks and management needs, etc. The roll-out of the strategy should also include blended approaches, combining face-to-face training with follow-up webinars, as well as more regular monitoring/assessment of feedback from participants having attended the training.

30.2   Develop short cases/illustrations on how targeted groups are using the Toolbox to serve as concrete examples that can be potentially replicated by other targeted users. The cases/illustrations could be presented in various formats, including short e-newsletters sent to SAICM country focal points and other contacts, links inserted directly in the Toolbox, presentations made in face-to face training events or webinars, etc.

30.3   Fine-tune functionalities/links to further facilitate navigation within the Toolbox. Fine-tuning should include reviewing hyperlinks to tools located on participating organization websites, facilitating navigation back to prior pages, inserting links to cross-reference tools/toolkits in different management schemes and inserting hyperlinks in web-based toolkits to enable users to easily return to the Toolbox.

30.4   Enhance real-time monitoring of the Toolbox's use throughout the remainder of the project period. Enhanced real-time monitoring could include, for example, inserting a pop-up survey in the Toolbox for visitors to respond to several short questions that could provide more meaningful feedback than web statistics.

Annexes

Annex 1: Project evaluation plan

Annex 2: List of documents consulted

Annex 3: Questionnaire administered to participants of sampled promotion and training events

Annex 4: List of stakeholders interviewed

Annex 5: List of events in which participants were contacted

Annex 6: Logical framework of the project

Annex 7: Management response

Annexes

Annex 1: Project Evaluation Plan

IOMC Toolbox – Phase II: Project evaluation plan

The project will include a mid-term and final evaluation exercise.

Mid-term evaluation – Months 23-25

Purpose: To take account of initial project results and assess the relevance and effectiveness criteria, and to issue recommendations for improving project implementation for months 26-36.

Criteria and principal questions to be addressed (see Annex 1):

Relevance
- Is the project reaching its intended users?
- How relevant is the Toolbox to the targeted users' specific country needs?

Effectiveness
- Are users able to identify the most appropriate and efficient actions to national chemicals management problems? If so, why; if not, why?
- To what extent/degree is the Toolbox being used by its targeted user groups?
- Has awareness on the Toolbox and its purposes and functionalities increased among the targeted user groups?

Data collection tools:
- Survey
  - Promotion recipients (e.g. at QSPTF workshops): https://fr.surveymonkey.com/s/IOMC-Toolbox-Conference-participant
  - Training recipients: https://fr.surveymonkey.com/s/IOMC-Toolbox-Training-event-participant
  - Follow-up: https://fr.surveymonkey.com/s/IOMC-Toolbox-Follow-up-training-participant
- Structured interviews/focus groups
- Document review
- Web statistics

Output:
- 1 mid-term evaluation report summarizing findings and conclusions, with recommendations.

Final evaluation – Months 37-39[7]

Purpose: To provide assess the Toolbox's relevance, effectiveness, efficiency, impact and sustainability, and to identify lessons from project implementation with a view to contributing to learning and informed decision making.

Relevance
- Is the project reaching its intended users?
- How relevant is the Toolbox to the targeted users' specific country needs?

Effectiveness
- Are users able to identify the most appropriate and efficient actions to national chemicals management problems? If so, why; if not, why?
- To what extent/degree is the Toolbox being used by its targeted user groups?
- Has awareness on the Toolbox and its purposes and functionalities increased among the targeted user groups?

Impact
- To what extent has the Toolbox enabled user countries to address specific national problems related to chemicals management and improve their management systems?

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[7] The final evaluation will be submitted to the donor within six months of Project completion.

- Did the project achieve any unintended outcomes, positive or negative?

<u>Sustainability</u>
- To what extent will the Toolbox continue to serve user needs beyond the life cycle of the project?
- To what extent will the systems put in place by the project's end users produce sustaining capacities for sound chemicals management?

Data collection tools:
- Survey
  - Promotion recipients (e.g. at QSPTF workshops): https://fr.surveymonkey.com/s/IOMC-Toolbox-Conference-participant
  - Training recipients: https://fr.surveymonkey.com/s/IOMC-Toolbox-Training-event-participant
  - Follow-up: https://fr.surveymonkey.com/s/IOMC-Toolbox-Follow-up-training-participant
- Structured interviews/focus groups
- Document review
- Web statistics

Outputs:
- 1 final evaluation report summarizing findings and conclusions, with recommendations and lessons learned
- 10 narrative case studies

Criteria	Questions	Sub questions	Type	Indicators (from logical framework)	Target	Base-line	Data source	Timing
Sustainability	Are the project results sustainable?	To what extent will the Toolbox continue to serve user needs beyond the life cycle of the project?	Descriptive	Not specified	n/a	n/a	Interviews, focus groups	Final evaluation (M36)
		To what extent will the systems put in place by the project's end users produce sustaining capacities for sound chemicals management?	Descriptive	Not specified	n/a	n/a	Interviews, focus groups	Final evaluation (M36)
Impact	What impact/overall objective did the project achieve?	To what extent has the Toolbox enabled user countries to address specific national problems related to chemicals management and improve their management systems?	Cause & effect	Not specified	n/a	n/a	Interviews, focus groups	Mid-term and Final (M18 and M36)
		Did the project achieve any unintended outcomes?	Descriptive	n/a	n/a	n/a	Interviews, focus groups	Final evaluation (M36)
Effectiveness	Was the project effective?	Are the users of the Toolbox able to identify the most appropriate and efficient actions to address specific national problems in the field of sound chemicals management? If so, why; if not, why?	Cause & effect	Not specified	n/a	n/a	Interviews, focus groups	Mid-term and Final (M18 and M36)
		To what extent is the Toolbox being used by the targeted user groups?	Normative & Descriptive	Percentage of trained users affirming that they have used the Toolbox	60%	n/a	Survey	Mid-term and Final (M18 and M36)
				Percentage of survey respondents affirming that they intend to use the Toolbox	Not specified	n/a	Survey	Mid-term and Final (M18 and M36)
				Number of site visits; number of tools downloaded (log frame proxy indicator for application of Toolbox)	Not specified	n/a	Web statistics	Mid-term and Final (M18 and M36)

		Has awareness on the Toolbox and its purposes/functionalities increased among the targeted user groups?	Normative	Number of participants attending IOMC related conferences in which the Toolbox has been showcased.	3000	0	Project reports - Lists of participants	Mid-term and Final (M18 and M36)
				Number of participants trained from targeted user groups (developing and countries in transition from environment, health and safety fields)	1000	0	Project reports - Lists of participants	Mid-term and Final (M18 and M36)
Efficiency	Was the project cost effective?	Could the objectives of the Toolbox have been achieved through more cost effective means?	Descriptive	TBD	TBD	TBD	Interviews, focus groups	TBD
Relevance	How relevant was Toolbox to the targeted user group needs?	To what extend has the project reached out to targeted user groups in French and Spanish-speaking developing countries?	Descriptive	Number of trained participants from Franco and Hispano speaking countries	Not specified	n/a	Survey	Final evaluation (M36)
		How relevant did the participants find the training on the Toolbox in relation to their specific country needs? (Note here it will be important to administer a short questionnaire after each project-sponsored training).	Normative & Descriptive	% of respondents agreeing or strongly agreeing that training on Toolbox was relevant to their country needs	Not specified	n/a	Survey	Mid-term and Final (M18 and M36)

Annex 2: List of documents consulted

Grant Application Form, Thematic Programme for Environment and Sustainable Management of Natural Resources. "IOMC Toolbox for decision making in chemicals management – Phase II: Modification, Expansion and Promotion".

Mechanisms to Support Capacity Building: Dissemination of OECD Products: Preliminary draft management scheme for industrial chemicals for the IOMC Toolbox, ENV/JM/RD (2014) 4.

IOMC. IOMC Toolbox for Decision Making in Chemicals Management. http://iomctoolbox.oecd.org (including introductory video, promotion material and tutorial; key functionalities; and management schemes).

IOMC. IOMC Toolbox for Decision Making in Chemicals Management. Project Management Group Meeting Minutes (various).

IOMC. Training on the IOMC Toolbox for Decision Making in Chemicals Management. Training Guidelines.

IOMC, Inter-Organization Coordinating Committee, 4-5 November 2015, OECD Paris. Update on IOMC Web Site (IOMC/IOCC/15.17), 28 October 2015.

WHO (in collaboration with FAO, ILO UNEP, UNIDO, UNITAR and OECD). 1st Progress Report covering the period of 1 November 2013 – 15 January 2015, including Annexes 1-21.

Annex 3: Follow-up Questionnaire (attached separately)

Annex 3: Follow-up Questionnaire (attached separately)

Annex 4: List of stakeholders interviewed

Targeted countries

Rodolfo Alarcón Mora, Dirección de Asuntos Ambientales, Sectorial y Urbana, Colombia

Andrea Lopez Arias, Technical Expert, Ministry of Environment and Sustainable Development, Colombia

Maxwell Nkoya, Acting Director General, Zambian Environmental Management Agency, Zambia

Adel Shafei Mohamed Osman, Director General, Basel Convention Focal Point, Egypt

John Pwamang, Deputy Director, Environmental Protection Agency, Ghana

Marte Delphin Rahelimalala, National SAICM Focal Point, Madagascar

Karim Rashed, Bahrain.

Youssef Zidi, Directeur adjoint, Direction-Générale de l'Environnement et de la Qualité de la Vie, Tunisia

Participating organizations

Pavan Baichoo, International Labour Organization

Nils Decker, United Nations Industrial Development Organization

Valerie Frison, Organization for Economic Cooperation and Development

John Haines, United Nations Institute for Training and Research

Kersten Gutschmidt, World Health Organization

Georg Karlaganis, United Nations Institute for Training and Research

Eeva Leinala, Organization for Economic Cooperation and Development

Petra Schwager, United Nations Industrial Development Organization

Brandon Turner, United Nations Institute for Training and Research

Harry van der Wulp, Food and Agriculture Organization

Rob Visser, United Nations Institute for Training and Research

Annex 5: List of promotion and training events in which participants were contacted to provide feedback on use

Event	Training/ Promotion	Region	Participants received PO self-evaluation at event[8]	Participants received follow-up questionnaire
SAICM regional Meeting for Africa Region, Pretoria, South Africa, 18 November 2013	Training	Africa	X	X
National Planning and Inception Workshop of the WAICM QSPTF Project, Guatemala City, Guatemala, 21 February 2014	Promotion	LAC		X
Preparatory Meeting for the Final Review Workshop of the SAICM QSPTF Project, Santo Domingo, Dominican Republic, 24 February 2016	Promotion	LAC		X
Fourth Asia – Pacific Regional Meeting on SAICM, Kuala Lumpur, Malaysia, 23 March 2014	Training	Asia		X
Mid-Term SAICM QSPTF Project Workshop, Moroni, Comoros, 15 October 2014	Promotion	Africa	X	X
Mid-Term SAICM QSPTF Project Workshop, Male, Maldives, 11 November 2014	Promotion	Asia	X	X
Final SAICM QSPTF Project Workshop, Tarawa, Kiribati, 26 November 2017	Promotion	Pacific		X
GEF/UNITAR/UNDP/EPA Ghana Project on Capacity Building for the Elimination of PCBs in Chana Pesticides Group, Accra, Ghana, 15 February 2015	Promotion	Africa	X	X
Stakeholder Inception Workshop/Minamata Convention Ratification Project, Banjul, The Gambia, 13 – 14 April 2015	Promotion	Africa	X	X
Nano Sub-regional Africa, Lusaka, Zambia, 16-17 April 2015	Promotion	Africa		X
Minimata Ratification Inception Workshop/Minamata Convention Ratification Project, Accra, Ghana, 22 October 2015	Promotion	Africa	X	X
Nanosafety Regional Workshop for the LAC Region, Bogota, Colombia, 22-24 June 2015	Promotion	LAC	X	X
Twenty-first Meeting of the UNITAR/ILO Capacity-Building Programme Advisory Group, Geneva, Switzerland, 8 December 2015	Promotion	Europe		X

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[8] Participating organizations also received feedback from participants from the Mercury Ratification Dossier Training, Abuja, Nigeria, 29 April 2015.

Annex 6: Logical Framework (as presented in the 1st Progress Report, 27 January 2015)

		Indicator	PM Baseline	PM Target	MOV	Assumptions	Comments
Overall objective	To support SAICM implementation	Use of chemical management tools (*Note: Existing indicator used by SAICM secretariat)	Not specified	Not specified	2nd progress report on the implementation of SAICM for the International Conference on Chemicals Management (2015)	Reporting period overlaps with project period	
Specific objective	To promote the identification and implementation of guidance materials for chemical management by IOMC Participating Organizations	% of participants from promotion events using Toolbox	n/a	50%	Meetings and reports and web statistics	Majority of participants attending events are from within the target group e.g. policymakers from environmental, health and safety domains	Proposed new indicator and target performance measure (replaces number of participants attending promotion events)
		% of trained participants using the tool box	n/a	60%			Proposed new indicator and target performance measure (replaces number of participants trained)
		Number of visits to Toolbox website	n/a	Not specified			
		Number of tool downloads	n/a	Not specified		Number of guidance docs referenced in toolbox downloaded is an indication that they have been used.	
Results	Toolbox pilot tested, further developed and functionalities improved. Translated into French and Spanish.	Revised toolbox posted on IOMC web site	n/a	(Binary)	Progress reports; Toolbox website	Pilot study results before further development can start. Version 2.0 before translation; Version 3.0 before translated version 2.0	
	Chemical management schemes added to the Toolbox; existing schemes revised	New tools added to the Toolbox	0	4	Progress reports; Toolbox website	Tools included in the Toolkits support chemicals management	
	Web applications of five Toolkits in support of chemicals management	Web applications posted and linked to Toolbox web site	n/a	(Binary)	Progress reports; Toolbox website; websites of WHO, OECD, FAO and UNIDO	Contractor available to develop web applications	
	Promotion of and training on Toolkit	Number of participants who attended promotional events	0	3,000	Progress reports; Toolbox website; IOMC website, Conference websites; proceedings, meeting reports	Key promotional events and training programs take place and are attended b participants from the target group of this project.	
		Number of participants who attended training events	0	1,000			

The table title row reads: **Annex 2: Logical Framework for the Project**

Annex 7: Management Response

Name of programme/office/unit:	IOMC Project Management Group		
Name of programme manager	Kersten Gutschmidt		
Name of project undertaking	IOMC Toolbox for Decision Making in Chemicals Management: Phase II: Modification, Expansion, Promotion, November 2013 – October 2016	Ref #	n/a
Name of evaluation	Mid-term Evaluation		
Date:	July 2016		

SECTION I – Comments on Findings and Conclusions	
The report provides an accurate review of the project to date. It notes that the planned outputs are on schedule and that participants have shown strong interest in the Toolbox. It also notes that there are also challenges to ensuring regular use of the Toolbox. Approaches and current and planned efforts to increase meaningful use of the Toolbox is addressed in the next section.	

SECTION II - RECOMMENDATIONS			
Recommendation 1.	Accepted Partially Accepted Not accepted	Time-line for action	Status (planned, under implementation, implemented)
Further develop and implement the strategy on training (and training follow-up) on the Toolbox. The strategy should build on the approach developed by participating organizations in 2015/early 2016, with learning opportunities more closely tailored to specific country or (sub) regional needs and stakeholder characteristics, including language, sectors represented (in addition to government), chemical risks and management needs, etc. The roll-out of the strategy should	Accepted	Immediately	Under implementation
	Comments: Greater emphasis on (face-to-face) training is currently underway, covering a wide range of sectors, and with participants testing the IOMC Toolbox in working groups focusing on national chemicals management issues and needs that are relevant to their area of work. The training is currently limited to English and will be expanded to French and Spanish following translation of the Toolbox. Follow-up questionnaires, regular monitoring, and where possible webinars will be undertaken with training participants to guage their use of the Toolbox following training and related impact.		

also include blended approaches, combining face-to-face training with follow-up webinars, as well as more regular monitoring/assessment of feedback from participants having attended the training.			
Recommendation 2.	**Accepted** **Partially accepted** **Not accepted**	**Time-line for action**	**Status** **(planned, under implementation, implemented)**
Develop short cases/illustrations on how targeted groups are using the Toolbox to serve as concrete examples that can be potentially replicated by other targeted users.	Accepted	Towards the end of the project	Planned
	Comments: As the final evaluation will involve the preparation of ten narrative case studies to help analyse the impact and sustainability that the Toolbox has had on countries, this will be used to extract or develop illustrations on how targeted groups are using the Toolbox that can serve as concrete examples that can be potentially replicated by other targeted users. This will allow countries more time to use the Toolbox and achieve impact, and increase the likelihood and quality of response. The best approach to including short cases/illustrations in the Toolbox is being explored and may include, for example, building these into specific pages of the Toolbox schemes through sidebar links or presenting some at the introduction to a scheme.		

Recommendation 3.	Accepted Partially accepted Not accepted	Time-line for action	Status (planned, under implementation, implemented)
Fine-tune functionalities/links to further facilitate navigation within the Toolbox. Fine-tuning should include reviewing hyperlinks to tools located on participating organization websites, facilitating navigation back to prior pages, inserting links to cross-reference tools/toolkits in different management schemes and inserting hyperlinks in web-based toolkits to enable users to easily return to the Toolbox.	Partially accepted	Immediately and periodically	Under implementation and planned
	Comments: Regarding broken links, regular review is scheduled as part of ongoing maintenance of the Toolbox. Efforts are also underway to improve cross-referencing of schemes, tools, and toolkits. For example, the relevant participating organisations are ensuring that the existing pesticide management scheme is aligned with the newly developed Toolkit on Pesticide Registration, and improving integration of the GHS scheme/text in the industrial chemicals management scheme. Functionalities of the Toolbox are also being continuously improved. Information will also be added on which Toolbox schemes and elements contribute to OOG implementation and how OOG requirements translate into existing schemes and elements. A mapping exercise of the 11 OOG elements against the schemes and elements in the Toolbox is underway. Regarding navigation back to prior pages, integrating a back button into the Toolbox is technically not possible as it is not a webpage, but an application. Similarly, developing an offline IOMC Toolbox on a CD ROM or DVD is also currently not possible as the application used an engine that runs on a server. In the future, options will be explored regarding an offline version of the Toolbox.			
Recommendation 4.	Accepted Partially accepted Not accepted	Time-line for action	Status (planned, under implementation, implemented)
Enhance real-time monitoring of the Toolbox's use throughout the remainder of the project period. Enhanced real-time monitoring could include, for example, inserting a pop-up survey in the Toolbox for visitors to respond to several short questions that could provide more meaningful feedback than web statistics.	Accepted	Aug-Sept 2016	Under implementation
	Comments: A pop-up survey or a sidebar survey is currently being prepared to add to the IOMC Toolbox. Regular review of web statistics will also continue.		