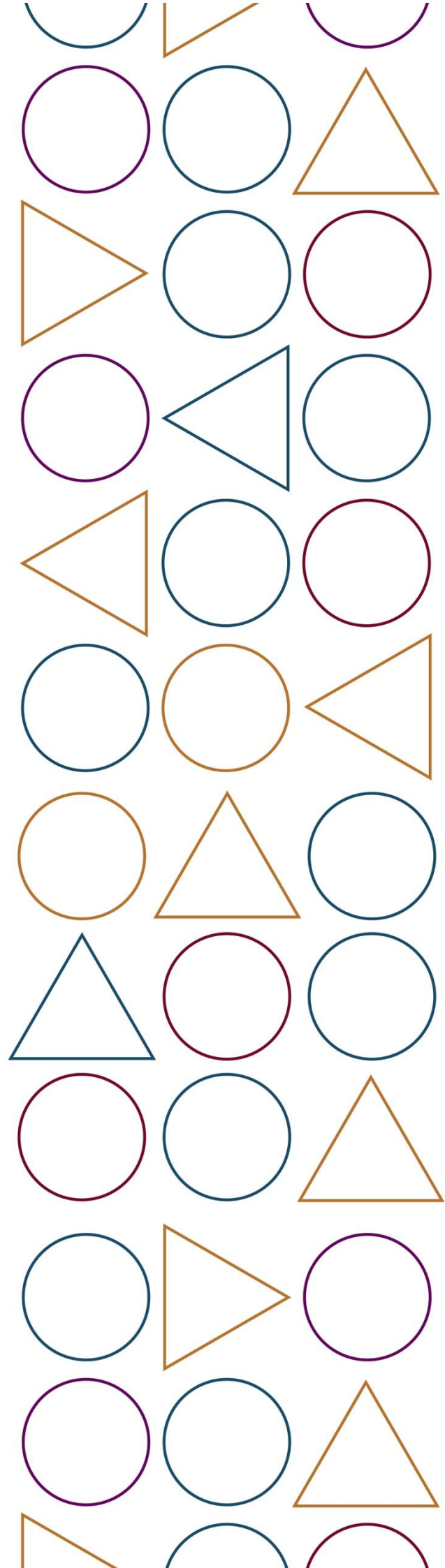




Food and Agriculture  
Organization of the  
United Nations

# Evaluation Trust Fund Guide



# Office of Evaluation Trust Fund Guide

30 January 2024

The mission of FAO's Office of Evaluation (OED) is to support and promote stakeholders' culture of evidence in decision-making. To achieve this, the Office strives to generate evidence and recommendations that inform thinking, deliberations and, ultimately, decisions of FAO, Members, donors, partners and others seeking to support the 2030 Agenda through the transformation to more efficient, inclusive, resilient and sustainable agrifood systems (Strategic Framework 2022-31).

To this end, FAO governing bodies established that "All work of FAO financed from the regular budget of the Organization (mandatory assessed contributions) as well as that financed from voluntarily contributed extra-budgetary resources, is subject to evaluation" (Charter for the Office of Evaluation , [PC 103/5](#), [CL 139/REP - Para 24](#)).

To enable OED to fulfil this mandate, in 2007, the FAO Council approved the creation of a Trust Fund (FAO Council CL 132). This document provides the guidelines that govern this Trust Fund. It has been updated to align it with the new evaluation strategy approved by the FAO Council in April 2023 ([CL 172/REP](#)). This document supersedes all prior versions (listed below) and is accompanied by a set of "FAQs – Frequently Asked Questions."

## Contributions

- 1- Projects with budgets equal to or below the evaluation threshold<sup>1</sup> and no contractual requirement for OED to conduct an evaluation.

These projects shall set aside and transfer 0.8 percent of their budget to the OED Trust Fund.

- 2- Projects with budgets above the evaluation threshold<sup>1</sup> or with a contractual requirement for OED to conduct an evaluation.

OED will assess these projects to consider evaluating them. If OED decides to proceed with an evaluation, the Office shall develop an appropriate budget to include in the project budget before providing clearance for the project. If OED decides not to proceed with an evaluation, the project should set aside 0.8 percent as the mandatory contribution to the OED Trust Fund.

- 3- Projects exempt from contributing financially to the Office of Evaluation Trust Fund

- Projects created under the Technical Cooperation Programme (TCP).
- Projects supporting coordination mechanisms, such as the Secretariat and Article VI and Article XIV statutory bodies.
- Non-project entities—namely, Junior Professional Officers Programme, Formulation Funds, Project Preparation Grants, and Readiness Grants.
- Short-term projects (under one year in duration) supporting critical life-saving operations with funding from the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) or the Central Emergency Response Fund (CERF).

---

<sup>1</sup> The evaluation threshold and its adjustments were approved by the FAO Council in 2007 and 2023, respectively. This threshold is adjusted and published by the Office of Evaluation at least once a year. As of June 2023, it is USD 6 200 000.

## **Use**

The Trust Fund will support evaluation activities and related costs. Evaluation activities include project and portfolio evaluations (namely, “thematic, programme, and country evaluations” as stipulated in the Office of Evaluation Charter), syntheses, and systematic reviews in alignment with the rolling work plan approved by the FAO Governing Bodies. Related costs include management and monitoring activities; communications, knowledge management and dissemination of findings, conclusions, and recommendations; and capacity building activities.

## **Responsibilities**

The Office of Evaluation is the lead technical unit and budget holder of its Trust Fund. It shall establish procedures to verify adherence to the guidelines provided here, and those provided by the Office of Strategy and Planning (OSP) on project servicing costs and related cost recovery policies.

Project budget holders will be responsible for setting aside the Trust Fund contribution in their respective project budgets and transferring the established amount to the Office of Evaluation upon starting the project.

## **Reporting**

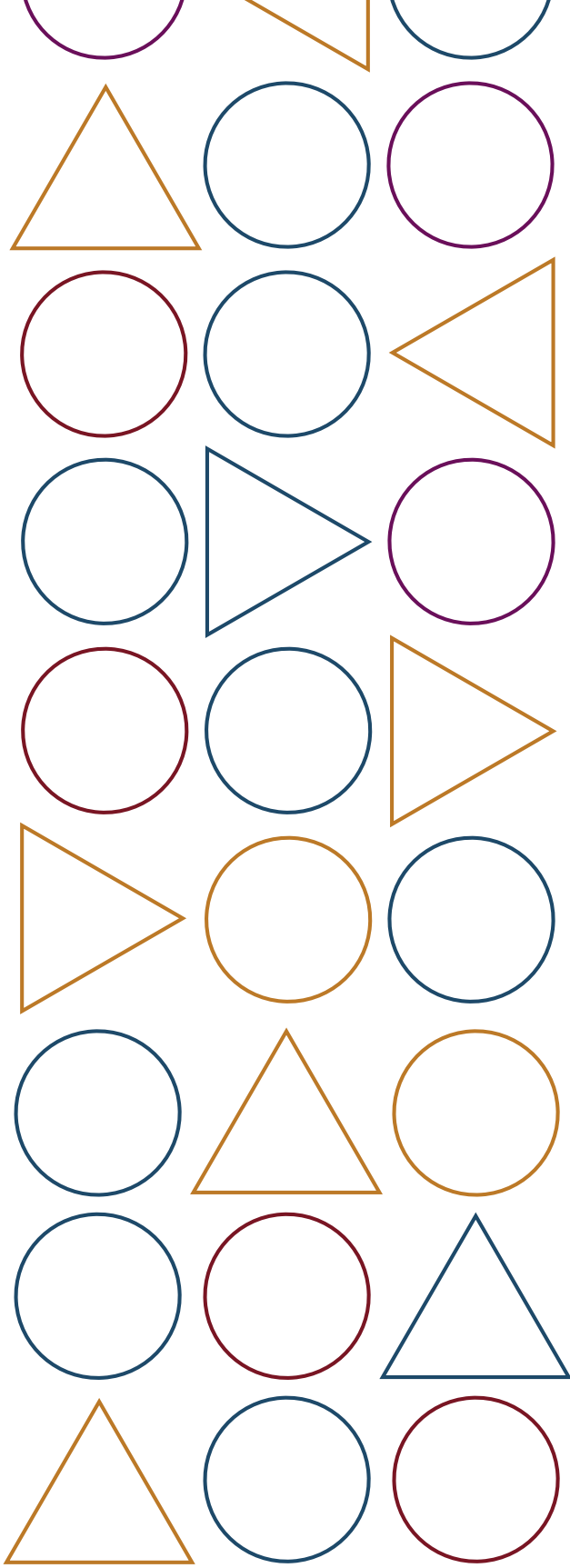
Starting in Spring 2025, the Office of Evaluation will release an Annual Report including financial information. The Annual Report will be submitted to the Programme Committee. The Office of Evaluation will also comply with any ad-hoc reporting requirements from FAO and its governing bodies.

## **References**

- Report of the Council of FAO, [172<sup>nd</sup> Session](#), paragraph 20c - April 2023
- [FAO Evaluation Strategy 2023-2025](#) - March 2023
- [Report of the 135<sup>th</sup> Session of the Programme Committee](#) - March 2023
- [FAO Council CL 132](#), paragraph 76 - June 2007
- FAO Basic Text, volume 2, H: Charter for the Office of Evaluation  
<https://www.fao.org/3/mp046e/mp046e.pdf>

## **Document history**

- FAO Office of Evaluation. April 2022. *OED Trust Fund Policy*.
- FAO Office of Evaluation. November 2013. *Procedures for Financing the Evaluation of Initiatives Funded by Voluntary Contributions*.



Office of Evaluation  
E-mail: [evaluation@fao.org](mailto:evaluation@fao.org)  
Web address: [www.fao.org/evaluation](http://www.fao.org/evaluation)

**Food and Agriculture Organization of the United Nations**  
Rome, Italy