**GENERAL SECRETARIAT**

**EXECUTIVE ORDER No. 17-03**

**SUBJECT: RULES OF PROCEDURE OF THE PROJECT EVALUATION COMMISSION (PEC)**

THE SECRETARY GENERAL,

By the authority vested in him under Articles 109 and 113 of the Charter of the Organization of American States (OAS) and Articles 4, 8,12, and 14 of the General Standards to Govern the Operations of the General Secretariat of the OAS,

CONSIDERING:

That on October 31, 2005 the Project Evaluation Committee (PEC) was established through Executive Order No. 05-11, and on January 12, 2006 the first revision of that executive order was approved;

That the establishment of a system of results-based management requires the evaluation of the pertinence, relevance, and technical quality of programs and projects based on institutional objectives, as well as having adequate monitoring and evaluation mechanisms;

That over more than eleven years of operation, the PEC has acquired valuable experience in the integral management of programs, projects and activities;

That based on this experience it is necessary to approve a rules of procedure to facilitate the operation of the PEC,

RESOLVES:

1. To approve the Rules of Procedure of the PEC contained in the attached annex.
2. This Executive Order replaces any provision and practice of the General Secretariat to the contrary.
3. This Executive Order will enter into force on the date of its signature.

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Luis Almagro

Secretary General

Date: May 5, 2017

Original: Spanish

**ANNEX**

**RULES OF PROCEDURE OF THE PROJECT EVALUATION COMMITTEE (PEC)**

1. **COMPETENCY OF THE PEC**
2. The competency of the PEC is established in Executive Order 05-11 and its revisions.
3. The PEC is responsible for considering the allocation of all specific funds, in accordance with the provisions of Article 74 of the General Standards for the Functioning of the General Secretary (General Standards).
4. The PEC will evaluate all programs, projects and activities (jointly hereinafter projects) to be financed with specific funds even if those projects have already been initiated with other funds.
5. Projects financed under programs resulting from inter-institutional agreements, such as the Spanish Fund for the OAS, the CIDA-OAS Plan, the Mexico Fund, the “U.S. Cooperation Fund” and the “OAS/DEMOC Fund”, etc.; must be submitted for evaluation of the PEC.
6. The PEC will be informed, through its Technical Secretariat (the Department of Planning and Evaluation or DPE), of the reception of specific funds to finance meetings of the General Assembly, the Permanent Council and their subsidiary organs, ministerial and technical meetings, and isolated training activities, as well as projects financed by the OAS Development Cooperation Fund (OAS/DCF).
7. Projects resulting from decisions taken at meetings and from framework agreements shall be submitted to the PEC for consideration, without prejudice to the provisions of Article 74 of the General Standards.
8. No project to be financed with specific funds may be executed by units of the OAS/GS without prior approval by the PEC, without prejudice to the provisions of Article 74 of the General Standards.
9. The secretariats of the specialized organs which are attached to the General Secretariat shall submit the projects to the PEC before the use of the resources from specific funds, without prejudice to the provisions of Article 74 of the General Standards.
10. The PEC will invite entities receiving funding from the General Secretariat to submit their projects to the PEC for better coordination of activities
11. **CRITERIA FOR THE PRESENTATION AND EVALUATION OF PROPOSALS**
12. **Presentation and formulation of proposals**
13. The PEC will consider proposals that have been prepared following the technical requirements and methodologies in use for formulation, monitoring and evaluation. Such requirements will be previously verified by its Technical Secretariat and validated by the PEC Working Group (PEC/WG).
14. Proposals submitted to the PEC must be formulated by officials duly certified in project management - formulation, monitoring and evaluation - either by the DPE, another International Organization or an accredited academic institution. They should also be validated by the director and secretary of the respective unit.
15. Proposals should include activities and resources deemed necessary for monitoring and possible evaluation.
16. Proposals must include all the information requested and, in particular, state whether the Permanent Missions of the beneficiary Member States have been consulted.
17. The evaluation of the pertinence of the projects cannot be exempted in any case. When the units of the General Secretariat receive contributions, which must be registered immediately, they will forward to the Technical Secretariat a project idea for evaluation by the PEC of its pertinence, together with a justification and a request for an exception for registration and receipt of funds. If the project idea is approved, a project profile must then be submitted for consideration by the PEC. Resources will be registered but not available until the project profile has been approved by the PEC.
18. Any project already approved by the PEC that receives an additional contribution of more than 25% of the original contribution must be resubmitted to the PEC.
19. Multi-annual projects requesting authorization for their continuation must report on the results achieved in the previous phases, following the institutional models and formats developed by the DPE.
20. **Evaluation by the PEC/WG**
21. The PEC/WG has the function of validating the recommendations of the Technical Secretariat and suggesting improvements to the project proposals.
22. The PEC/WG will be composed of officials designated by each department of the OAS/GS (incumbent and alternate) who meet the following requirements:
	1. be familiar with OAS/GS Mandates; and
	2. have knowledge of methodologies used in the formulation, monitoring and evaluation of projects, for which they should have the appropriate certification in project management - formulation, monitoring and evaluation - issued either by the DPE, another International Organization or an accredited academic institution.
23. The PEC/WG will consider proposals that:
	1. are submitted in the project profile and document formats validated by the PEC and containing all the information requested; and
	2. have been revised by the DPE and, with regard to the budget, the Department of Financial Services

1. The project profile and document presented to the PEC/WG for evaluation must have considered the best techniques suggested by the DPE.
2. The project profile or document presented will be analyzed from a comprehensive perspective, taking into account the mandates given to the General Secretariat.
3. The representative of the area presenting the proposal may intervene in the PEC/WG discussion. If it is deemed necessary to require further information or clarification regarding a proposal, the PEC/WG will ask the submitting area to provide a written response that will then be attached to the documentation considered by the PEC.
4. The DPE may propose during the formulation of project profiles or documents the identification of key performance indicators and financial and administrative risks of the projects as well as the funding required for risk control assessment and monitoring.
5. Project profiles will be sent to PEC/WG members five business days prior to the meeting at which they will be considered.
6. **MONITORING AND EVALUATION OF PROJECTS**
7. Once the project has been approved by the PEC and according to the agreements with the donors, the executing areas should prepare, with the assistance of the DPE, a Project Document (PD) containing the description of the problem and the background, the project structure, the risk mitigation analysis, the Logical Framework Matrix, the Monitoring and Evaluation Matrix, a description of the implementation, selection criteria, and analysis of the sustainability of the benefits.
8. According to the agreement with the donors, the executing area will present biannual Progress Reports on Project Implementation (RPPI) to the DPE, as well as certified financial reports, using the institutional formats developed by the DPE. At the end of the execution, a Final Narrative Report (FNR) should be presented together with the certified financial report. The DPE will prepare the corresponding Verification Reports (VR) to be submitted to the donor, when appropriate.
9. The PEC will be informed about the cases in which the VRs indicate difficulties in the execution and could motivate the suspension, temporary or permanent, of disbursements.
10. The DPE, with the necessary funding, will initiate a process of external evaluation of the projects. These evaluations may be (a) mid-term or formative evaluations, with the aim of improving implementation and the likelihood of achieving the expected results, and (b) final or summative evaluations, with the aim of obtaining final conclusions, documenting achievements and lessons learned, and improving future similar interventions.
11. The DPE will coordinate and supervise external outcome evaluations and have the following responsibilities:
	1. Supervise and approve the definition of the Terms of Reference (TOR)
	2. Manage the selection process of the evaluators and review the evaluation proposals received. Evaluators must be selected following a competitive and transparent process in accordance with the Performance Contract Regulations;
	3. Review the evaluation plan, interim reports, and final reports submitted by the evaluators; and
	4. Present the results of the evaluation to the executing areas, the PEC/WG, the PEC, the donors and the Member States
12. **INFORMATION MANAGEMENT**
13. The Technical Secretariat shall keep updated the information on the projects approved by the PEC.
14. The Technical Secretariat will channel all information related to the work of the PEC.
15. **COMMUNICATION FOR RESOURCE MOBILIZATION**
16. The Strategic Counsel for Organizational Development and Management for Results (Strategic Counsel), through the PEC and the Department of International Affairs (DIA), will establish a specific mechanism, to make the communication of resource mobilization more orderly, effective, and efficient, attending to institutional needs. This mechanism will work as follows:
	* 1. Each Secretariat shall appoint one or two officers as official Liaison Points (LP) with the DIA;
		2. The LPs will periodically inform and coordinate with the DIA about priority projects, visits to donors, necessary or unplanned communications, and feedback or requests received from donors, if applicable;
		3. Based on the information received, the DIA will submit to the PEC, through its Technical Secretariat, a monthly plan of the schedule of visits, the contact schedule, and other topics that are considered relevant; and
		4. The PEC will analyze and approve this monthly DIA plan seeking to coordinate the efforts envisaged by the Secretariats.
17. All activities to obtain resources from the Secretariat must follow this mechanism to avoid the dispersion of efforts.
18. The Technical Secretariat of the PEC will periodically send information on the projects approved to the DIA for the search of external financing, following the mechanisms for mobilization of resources.
19. The DIA will periodically inform the Resource Mobilization Commission about the communication actions carried out.