

## **PROJECT EVALUATION:**

### **Tools for Successful Development Agenda (DA) Project Proposals (DA\_01\_05\_01)**

#### **Inception Report**

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## **1. Introduction**

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This document is an inception report for the evaluation of the Development Agenda (DA) Project on Tools for Successful DA Project Proposals. This document outlines the purpose, objectives, strategy, methodology and work plan of the evaluation. The final report will be based on this inception report, pending approval from WIPO.

## **2. Purpose and Objectives**

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The main purpose of this evaluation is to assess implementation of the project and its overall performance. This will feed into the decision-making process of the Committee on Development and Intellectual Property (CDIP).

The main objective of this evaluation is two-fold:

1. Learning from experiences during project implementation: what worked well and what did not work well for the benefit of supporting Member States in their pursuit of designing and implementing DA projects. This includes assessing the project design framework, project management, including monitoring and reporting tools, as well as measuring and reporting on the results achieved to date and assessing the likelihood of sustainability of results achieved.
2. Providing evidence-based evaluative information to support the CDIP's decision-making process.

In particular, the evaluation will assess the extent to which the project has been instrumental in:

- (a) Facilitating the elaboration of project proposals by Member States for the consideration of the CDIP and increasing their initial thoroughness.
- (b) Increasing the knowledge base surrounding the key elements of a successful DA project proposal.

## **3. Evaluation Strategy**

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- The evaluation will take a participatory approach and involve all relevant stakeholders in the different steps of the evaluation, as far as feasible.
- The information and data will be gathered from multiple sources using different research methods in order to be able to triangulate and cross-reference the results drawn.
- The evaluation will find a balance between questions of project design ("what worked") and questions of effectiveness ("what was achieved"). This will directly support meeting the above-mentioned objectives.

## 4. Evaluation Framework

Theme and questions	Proposed indicators	Data collection tools	Sources of information
<b>Project design and management</b>			
1. Appropriateness of the initial project document as a guide for project implementation and assessment of results achieved.	Use of project document to guide implementation and assessment of results achieved	Document review Interviews	WIPO staff External stakeholders
2. The project monitoring, self-evaluation and reporting tools and analysis of whether they were useful and adequate to provide the project team and key stakeholders with relevant information for decision-making purposes.	Level of usefulness of monitoring and reporting tools	Document review Interviews	WIPO staff External stakeholders
3. The extent to which other entities within the WIPO Secretariat have contributed and enabled an effective and efficient project implementation.	Number of WIPO entities involved in the project and their contribution	Document review Interviews	WIPO staff External stakeholders
4. The extent to which the risks identified in the initial project document have materialized or been mitigated.	Type of risks encountered during project implementation and how they were addressed	Document review Interviews	WIPO staff External stakeholders
5. The project's ability to respond to emerging trends, technologies and other external forces.	Level of ability of the project to respond to external forces	Document review Interviews	WIPO staff External stakeholders
<b>Effectiveness</b>			
1. The effectiveness and usefulness of the tools and resources developed in the context of the project, in order to facilitate the elaboration of project proposals by Member States for the consideration of the CDIP and increasing their initial thoroughness.	Extent of effectiveness and usefulness of the resources developed in the context of the project	Document review Interviews	WIPO staff External stakeholders
2. The effectiveness of the project in increasing the understanding of the methodology, challenges, questions, and best practices regarding the elaboration and management of DA projects.	Extent of effectiveness of the project in increasing understanding of the management of DA projects	Document review Interviews	WIPO staff External stakeholders

<b>Sustainability</b>			
1. The likelihood of the continuation of the use of resources and tools developed in the context of the project to ensure better design, implementation and evaluation of DA projects.	Likelihood of continued use of the resources and tools developed in the context of the project	Document review Interviews	WIPO staff External stakeholders
<b>Implementation of Development Agenda (DA) Recommendations</b>			
1. The extent to which the DA Recommendations 1 and 5 have been implemented through this project.	Extent to which the Recommendations 1 and 5 have been implemented	Document review Interviews	WIPO staff External stakeholders

#### 4.1 Evaluation Tools

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The research tools will be used across the different themes and questions. The following table provides further information on these tools and how they will be deployed.

<b>Tool</b>	<b>Description</b>	<b>Information source</b>
<i>Interviews – internal</i>	Some 14 semi-structured interviews	<i>By telephone &amp; in-person:</i> WIPO Secretariat staff, including: - Regional and National Development Sector - WIPO Academy - Solutions Design and Delivery Section -Project managers (various units)
<i>Interviews – external</i>	Some 11 semi-structured interviews	<i>By telephone &amp; in-person:</i> -External consultants (guide, training) - Permanent Missions and National IP Offices - Group Coordinators
<i>Document review</i>	Review of main documentation	WIPO documentation including internal/external reports/publications, guides and tools produced.

**Data analysis methods:** The quantitative and qualitative data collected will be analyzed and compiled using comparative and statistical methods where appropriate. The data will be correlated and organized to respond to the evaluation questions. These findings will then be used to inform the conclusions and recommendations proposed.

## 5. Work Plan and Timetable

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The proposed milestones and timelines are as shown here below:

Milestones/Deliverables	Key dates
Work starts	1 July, 2022
Submission of inception report to WIPO	4 July, 2022
Feedback from WIPO on inception report	10 July, 2022
Submission of final inception report to WIPO	12 July, 2022
Submission of draft report to WIPO	8 August, 2022
Factual corrections from WIPO on draft report	10 August, 2022
Submission of final report to WIPO	15 August, 2022
Presentation of evaluation report at the CDIP	17-21 October, 2022

## 6. Key Assumptions and Risks

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It is assumed that the project team and the Development Agenda Coordination Division (DACD) will assist the consultant in: identifying and accessing all key documents; informing key stakeholders about the evaluation; making necessary introductions; providing contact information and facilitating interviews as required; and providing consolidated timely feedback on deliverables. It is also assumed that the interviews to be undertaken will be successful and language will not be a barrier (the consultant speaks English and French). It is also assumed that the people to be interviewed will be available and willing to provide the required information.

[End of Appendix III and of document]