

Annex 11

Monitoring and Evaluation Plan

Monitoring				
Data/Source	Collection Tool	Frequency	Indicator	Indicative Budget
National Project Implementation progress reports	Other (Desk Review)	Baseline establishment in year 1, review of National Climate Outlook/Monsoon Forum Reports on an annual basis thereafter	A5.1 Institutional and regulatory systems that improve incentives for climate resilience and their effective implementation	<i>\$0 Coordinated by PMU staff with input from national EE and DNMG</i>
Reports from National Climate Outlook / Monsoon Forums National Project Implementation progress reports	Other (Desk Review)	Baseline establishment in year 1, review of National Climate Outlook/Monsoon Forum Reports on an annual basis thereafter	A5.2 Number and level of effective coordination mechanisms	<i>\$0 Coordinated by PMU staff with input from national EE and DNMG</i>
Reports from sectors to the National Climate Outlook / Monsoon Forums National Project Implementation progress reports	Other (Desk Review)	Baseline establishment in year 1, review of National Climate Outlook/Monsoon Forum Reports on an annual basis thereafter	A6.1 Use of climate information products/services in decision-making in climate sensitive sectors	<i>\$0 Coordinated by PMU staff with input from national EE and DNMG</i>
Surveys conducted by the Project among target beneficiaries in Timor-Leste (in Year 3 and 5 of the Project) National Project Implementation progress reports DNMG CVTL	Survey/questionnaire	Surveys conducted by the Project among target beneficiaries (in years 3 and 5 of the Project). <i>This will include monitoring implementation of the Environmental and Social Action Plan (ESAP) and the Gender Action Plan (GAP), including monitoring the gender-responsiveness</i>	A7.1 Use by vulnerable households, communities, businesses and public-sector services of Fund-supported tools instruments, strategies and activities to respond to climate change and variability	<i>M&E Advisor and Local Consultants to support Mid-Term Evaluation (MTE) – MTE: 40 days @ \$100= \$4,000 Terminal Evaluation (TE): 60 days @ \$100= \$6,000. <u>Total TE @ \$6,000.</u> A sample of communities will be selected.</i>

		<i>of Project implementation and the collection of lessons learned.</i>		
<p>Surveys conducted by the Project among target beneficiaries in Timor-Leste (in Year 3 and 5 of the Project)</p> <p>National Project Implementation progress reports</p> <p>DNMG</p> <p>CVTL</p> <p>IFRC</p>	Survey/questionnaire	<p>Surveys conducted by the Project among target beneficiaries (in Years 3 and 5 of the Project).</p> <p><i>This will include monitoring implementation of the Environmental and Social Action Plan (ESAP) and the Gender Action Plan (GAP), including monitoring the gender-responsiveness of Project implementation and the collection of lessons learned.</i></p>	<p>A7.2 Number of males and females reached by [or total geographic coverage of] climate-related early warning systems and other risk reduction measures established/strengthened</p>	<p><i>\$0 (budget has been included under A7.1 above)</i></p>
<p>Surveys conducted by the Project among target beneficiaries in Timor-Leste (in Year 3 and 5 of the Project)</p> <p>National Project Implementation progress reports</p>	Survey/questionnaire	<p>Surveys conducted by the Project among target beneficiaries (in years 3 and 5 of the Project).</p> <p><i>This will include monitoring implementation of the Environmental and Social Action Plan (ESAP) and the Gender Action Plan (GAP), including monitoring the gender-responsiveness</i></p>	<p>A8.1 Number of males and females made aware of climate threats and related appropriate responses</p>	<p><i>M&E Advisor and Local Consultants to support Mid-Term Evaluation – MTE: 40 days @ \$100= \$4,000</i></p> <p><i>Terminal Evaluation: 60 days @ \$100= \$6,000. <u>Total TE @ \$6,000.</u> A sample of communities will be selected. A specific focus will be placed on gender-responsiveness, uptake of climate and early warning information, and environmental and</i></p>

		<i>of Project implementation and the collection of lessons learned.</i>		<i>social safeguards (ESS).</i>
<p>National Framework for Climate Services (NFCS) documentation</p> <p>Reports of meetings between NMDG and other government entities on the establishment of the NFCS</p> <p>National Project Implementation progress reports</p> <p>National Climate Outlook / Monsoon Forum (NCOF) reports</p>	Other (Desk Review)	Baseline establishment in year 1, review of National Climate Outlook/Monsoon Forum and other reports on an annual basis thereafter	Establishment of the NFCS and operationalization of the NCOF	<p><i>Monitoring & Evaluation Advisor</i></p> <p><i>\$206,037</i></p>
<p>Review of data inventory from the new meteorological stations</p> <p>Country inputs to the WMO Integrated Global Observing System (WIGOS)</p> <p>National Project Implementation progress reports</p>	Other (Desk Review)	Baseline establishment in year 1, review of data inventory and reports on an annual basis thereafter	Level of enhancement of the climate observation network ¹	<p><i>Monitoring & Evaluation Advisor</i></p> <p><i>\$206,037</i></p>
<p>Surveys conducted by the Project among target beneficiaries (in Year 3 and 5 of the Project)</p> <p>Reports from consultations</p>	Survey/questionnaire	Surveys conducted by the Project among target beneficiaries (in years 3 and 5 of the Project).	Increased dissemination and communication of climate risk information and multi-hazard early warnings ²	<p><i>Monitoring & Evaluation Advisor</i></p> <p><i>\$206,037</i></p>

¹ Aligned with Paris Agreement Article 7, 7c: *Strengthening scientific knowledge on climate, including research, systematic observation of the climate system and early warning systems, in a manner that informs climate services and supports decision-making*

² Aligned with Sendai Framework Priority 1 (Understanding Disaster Risk), 24 (o): *To enhance collaboration among people at the local level to disseminate disaster risk information through the involvement of community-based organizations and nongovernmental organizations*

<p>with communities on receiving climate risk and MHEWS information</p> <p>EWS strategies and protocols, and localised communications strategies</p> <p>National Project Implementation progress reports</p> <p>CVTL reports</p>				
<p>Surveys conducted by the Project among target beneficiaries (in Year 3 and 5 of the Project)</p> <p>Reports from consultations with communities on establishing and operating MHEWS</p> <p>National Project Implementation progress reports</p>	Survey/questionnaire	Surveys conducted by the Project among target beneficiaries (in years 3 and 5 of the Project).	Number of municipalities implementing disaster preparedness initiatives based on the Forecast-based Financing (FbF) Roadmap due to increased awareness of climate risks and preparedness measures ³	Monitoring & Evaluation Advisor \$206,037

Evaluation			
Type	Timing	Independent / Self-evaluation	Indicative Budget
Outcome	Mid-Term and Terminal	Independent	<p>1 International Consultant to undertake Mid-Term Evaluation – MTE: 40 days @ \$750= \$30,000. Travel costs and DSA for a week in Timor-Leste @ \$11,120 -> <u>Total MTE @ \$41,120</u></p> <p>Terminal Evaluation: 60 days @ \$750= \$45,000. Travel costs and DSA for 2 weeks in Timor-Leste @ \$12,240 -> <u>Total TE @ \$57,240</u></p>
Process	Annually	Self-Assessment	Project-hired Monitoring & Evaluation Advisor will work closely with technical

³ Aligned with SDG Target 13.3 *Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning* and in particular SDG indicator 13.b.1 *Number of least developed countries and small island developing States that are receiving specialized support, and amount of support, including finance, technology and capacity-building, for mechanisms for raising capacities for effective climate change-related planning and management, including focusing on women, youth and local and marginalized communities*

			<i>staff to ensure that relevant data is collected, analysed, and used to inform management and design decisions @ \$158,239 per annum. Equipment @ \$3,339 in Year 1 and Year 5. Travel costs @ \$5,255 per annum -> <u>Total @ 824,148</u></i>
<i>Impact</i>	Mid-Term and Terminal	Independent	<i>Impact evaluation will occur in conjunction with outcome evaluation (budget as "outcome" above)</i>

Monitoring, reporting and evaluation arrangements

The Project will engage a Monitoring and Evaluation (M&E) Advisor to design a performance monitoring and evaluation framework to track the Project's progress towards achieving its targets, including gender responsiveness of Project implementation. Working closely with the Project Manager in the PMU, under the oversight of the UNEP Task Manager, the M&E Advisor will be responsible for continuously monitoring progress during Project implementation as outlined in the monitoring and evaluation framework. This will be achieved by i) measuring the indicators to assess the progress of the Project; ii) reporting the Project's performance to the PSC and PMU based on inputs from EEs. At key points (i.e. baseline, annual performance reports, mid-point and end of Project) the PMU will coordinate evidence-gathering exercises to verify this progress. Project targets and results will be triangulated with baseline surveys that will be completed in the Project's first year. In addition to the Project monitoring and evaluation undertaken by the M&E Advisor and PMU team, activities will be monitored by the EEs.

The M&E Advisor will organise training for staff members of the EEs and Technical Partners in data collection and analysis, and on the Project cycle, particularly on effective monitoring and reporting of activities. All training should take a strengths-based approach, both in the training process and in the principles and practices taught. These skills will be reinforced by follow-up training at least annually, to ensure that monitoring activities are collecting meaningful information and that the information is able to be used both for adjusting inputs throughout the implementation phase and for continuous evaluation of progress. During the Mid-Term Evaluation and Terminal Evaluation an evaluation consultant will validate a sample of the data collected through these monitoring tools.

EEs will submit semi-annual progress reports and quarterly financial statements to the PMU and the PMU will consolidate the reports and submit them to UNEP as the AE. In turn, UNEP will submit annual performance reports and semi-annual financial reports to GCF. The detailed reporting timelines are as follows:

Under the PCAs, each EE is to report to UNEP as follows:

- a. Progress reports: by 30 July for January to June;
- b. Annual Performance reports on or before 1 February;
- c. Quarterly financial reports by 15 January, 15 April, 15 July, and 15 October;
- d. Annual audited statements by 30 April;
- e. Final report: within 3 months of Project completion.

UNEP (AE) reports to the GCF:

- a. Annual Performance Reports by 1 March;
- b. Semi-annual Financial Information by 1 March and 30 September;
- c. Mid-Term Evaluation report: halfway through Project;
- d. Final APR: within 6 months of Project completion;
- e. Terminal Evaluation report: within 12 months of Project completion.

Monitoring will also be undertaken by the AE through supervision visits and field missions to track implementation progress and challenges and strategically plan the way forward. The Project reporting relationships, including frequency of reporting, between AE (UNEP) and EEs and other partners in the Project, are described in section B.4 of the Funding Proposal. UNEP will be responsible for managing the Mid-Term Evaluation and the Terminal Evaluation (TE) as well as

the annual self assessment Process Evaluation, which focus on the implementation process and attempt to determine how successful the project has been in following the original intervention logic laid out in the Logical Framework. The Task Manager will oversee the process of hiring an external consultant to carry out the Mid-Term Evaluation, which will provide an assessment of Project performance at the Project's mid-point. This will be a formative exercise and will cover whether the Project is on track, what problems and challenges the Project is encountering, and what corrective actions are required so that the Project can achieve its intended outcomes by Project completion in the most efficient and sustainable way. The Project Steering Committee (PSC) and the EEs will participate in the Mid-Term Evaluation process and contribute to a management response to the Review's recommendations, with an implementation plan. The PMU will monitor the implementation of agreed recommendations during the remainder of the Project's implementation. It is the responsibility of the UNEP Task Manager to monitor whether the agreed recommendations are being implemented during the remainder of the Project's operational life.

UNEP's Evaluation Office (EO) will be responsible for undertaking the independent Terminal Evaluation (TE) at the end of Project implementation, which is a summative evaluation, and will liaise with the UNEP Task Manager throughout the process. An independent assessment of Project performance against standard evaluation criteria (e.g., strategic relevance, effectiveness, efficiency, likelihood of impact and sustainability) will be made based on documentary evidence, stakeholder interviews and, if possible, a field mission. Each evaluation criterion will be rated using a six-point rating scheme and a weighted average will be determined to provide an overall performance rating for the Project as a whole. Where there are any differences in ratings between the independent evaluation consultant and the Evaluation Office a final determination will be made by the Evaluation Office when the Terminal Evaluation report is finalised. The draft TE report will be sent to Project stakeholders during a commenting process managed by the Evaluation Office. Formal comments on the report will be shared by the Evaluation Office in an open and transparent manner. This evaluation report will be publicly disclosed and will be followed by a recommendation compliance process.

The costs for results monitoring and performance evaluation are included in the Project budget.