

Climate Resilient Health and Well-Being for Rural Communities in southern Malawi (CHWBRC)

Annex 11 - Monitoring and Evaluation Plan

Accredited Entity: Save the Children Australia

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Introduction

1. This initial monitoring and evaluation (M&E) plan provides an overview of the monitoring and evaluation framework that will be followed in the Climate-resilient health and well-being for rural communities in southern Malawi (CHWBRC) project. The full M&E plan for this project will be developed during the project inception phase, which will be within the first six months of project implementation. The plan will be developed with the project M&E staff in collaboration with M&E staff from the Save the Children Malawi MEAL Core team, government staff and local partners. The full M&E plan will include detailed information on the roles and responsibilities for data collection and management, project components' impact chains, information flows and reporting systems, finalised indicators and means of verification, monitoring protocols and tools, implementation plans and schedules, alignments and collaborations with existing Save the Children International (SCI) and national M&E systems. In this annex, we have outlined some of the key features of the M&E plan that will be further developed during the initial stage of project implementation.
2. The CHWBRC's M&E plan will align with the overarching GCF Integrated Results Management Framework¹. The project results will contribute to the paradigm shift towards low-emission climate resilience in the context of sustainable development. The CHWBRC will systematically measure the contribution of GCF-funded activities in terms of paradigm shift potential through the three assessment dimensions of Scale, Replicability and Sustainability. At the GCF Outcome-level, the project will contribute to the GCF Result Areas of ARA1: Most vulnerable people and communities and ARA2: Health, well-being and food and water security, ARA3: Infrastructure and Built Environment as well as delivering results in terms of Enabling environment under Core Indicators 5, 6 and 8 (as presented in the CHWBRC's **Logical Framework in the Funding Proposal**).
3. Under ARA1, ARA2 and ARA3, the CHWBRC will contribute to the following GCF outcome-level core indicators: Core Indicator 2 (direct and indirect beneficiaries reached) and Core Indicator 3 (value of physical assets made more resilient to the effects of climate change and/or more able to reduce GHG emissions), as well as a number of Supplementary Indicators. The project will monitor and evaluate these core indicators during the project period. The project-level indicators include project outcomes and outputs.
4. The project will utilise a result-based M&E system. Result-based M&E is a project management tool that is used to systematically track progress of project implementation, demonstrate results on the ground, and assess whether changes to the project design are needed to account for evolving circumstances. Decisions and proactive measures that can be taken to improve the likelihood of the project achieving the expected results will be derived from the result-based M&E tools.
5. Monitoring and evaluation are two complementary but distinct processes. Setting goals, indicators, and targets for projects and programs is at the heart of every monitoring system. Monitoring helps to track inputs, activities, outputs, outcomes, and other aspects of the project on an ongoing and systematic basis during the implementation period. This is a key project management function. Comparing project indicators with specific targets enables project managers to improve project design and implementation, as well as promote accountability and dialogue among project implementers, policy makers and stakeholders. In contrast, evaluation is a systematic and independent assessment of an ongoing or completed project, program or policy and its design. Projects are evaluated at designated points in time and along some key dimensions. The aim is to determine the relevance and fulfilment of objectives, effectiveness, impact and sustainability (in accordance with the OECD-DAC Criteria for Evaluation of Development Assistance). Evaluation can also help to determine the worth or merit of an activity, policy or program. Learning is another key element that goes in parallel with the M&E plan. This refers to a regular review of M&E data to draw and document lessons from the projects. Project reviews, evaluations and feedback from communities are used to adapt and modify the implementation of the

¹ GCF, 2021. Integrated Results Management Framework, GCF/b.28/09. Available at: [gcf-b28-09.pdf \(greencclimate.fund\)](#)

project to improve on its delivery. In Malawi, Save the Children documents and shares findings from monitoring and evaluations with children, communities and key stakeholders. This will be the practice in this project.

6. In the CHWBRC project, M&E will be undertaken in compliance with the global Save the Children Monitoring, Evaluation, Accountability and Learning (MEAL) Framework. Key principles of the Save the Children MEAL Framework include: the need to ensure project partners and beneficiaries, including children, are engaged in monitoring and evaluation through participatory processes; the need for a robust MEAL framework that is developed prior to the commencement of project activities to ensure an outcomes focus is maintained throughout the life of the project; a focus on continuous learning and accountability; engaging with research partners to increase the focus on climate-related challenges and local solutions as well as developing innovative methods of measuring the impact of adaptation actions. Details of M&E implementation will be negotiated and included in the agreements between the AE and the project Executing Entities. Annual reviews will be led by the Project Implementation Unit (PIU) with the participation of local partners and other government ministries involved in the project. The PIU will be responsible for executing the project activities including monitoring in accordance with an agreed plan.
7. The M&E system of the project will ensure that the co-benefits will be monitored throughout implementation of the project and integrated with monitoring systems of the relevant government Ministries. The project's overall governance and implementation approach, including M&E systems will be aligned to the Malawi Government National Planning 2063 Framework (NPF) to ensure complementarity with existing government systems and reporting processes.
8. The Monitoring and Evaluation Plan (MEP) as such will emphasise the monitoring and evaluation within the broader Malawi 2063 NPF, clarifying the roles and responsibilities of government ministries and will aid coordination. Specifically, the project's M&E framework will support government and partners with mandatory reporting on progress against key targets.

Monitoring

9. Setting up the monitoring system of the project will involve different steps. The primary responsibility for day-to-day project monitoring and implementation rests with the Project Implementation Unit (PIU). The PIU in consultation with key stakeholders including implementation partners will develop annual work plans to ensure the efficient implementation of the project. The organization of a project inception workshop is vital towards this end. A project inception workshop, involving the project's Executing Entities, Save the Children and the Ministry of Health, and other key stakeholders, will be held within the first three months of the project roll out. The overarching objectives of the inception workshop will be as follows:
 - a. Assist the Project team and stakeholders to understand and take ownership of the project strategy, objectives and outcomes and discuss any changes in the overall context that may influence project implementation;
 - b. Discuss the roles, support services and complementary responsibilities of the project team and the government ministries including reporting and communication lines and conflict resolution mechanisms;
 - c. Review the results framework, re-assess baselines as needed, and discuss reporting, monitoring and evaluation roles and responsibilities and finalise the M&E plan.
10. The inception workshop will be followed by an inception workshop report no later than one month after the inception workshop which will document all changes and decisions made during the inception workshop to the project's planned activities, budget, results framework, and any other key aspects of the project.
11. The theory of change further developed and validated during the project inception workshop will be used to identify impact pathways and develop and identify key indicators for monitoring, data needs, prioritize data collection steps, and provide a structure for data analysis and reporting. A project results monitoring plan (attached below on a GCF template) will be further refined once the project has started

to ensure that the project implementing team understands and takes ownership of the monitoring plan. The M&E plan will include GCF-level impact and outcome indicators and project-level output and activity indicators (which will be refined during inception if necessary), metrics to be collected for each indicator, methodology for data collection and analysis, baseline information, location of data gathering, frequency of data collection, responsible parties, and indicative resources needed to complete the plan.

12. The Project team will ensure that the indicators included in the project results framework are monitored accordingly (e.g., monthly, quarterly and annually) and will objectively report progress. To ensure efficiency, all project components will be monitored separately as well as in relation to the achievement of higher-level projects results and overall GCF goals. The Project M&E will each cover two levels of performance: GCF-level performance (expected performance against investment criteria) and project-level performance. Each level requires its own arrangements and timeframes. Working closely with technical advisers, the project M&E staff will be responsible for designing a study to: a) establish/confirm baseline levels for fund-level core indicators and outcomes; b) establish/confirm baseline levels for project level results and indicators; and c) permit tracking progress against the target indicators for climate resilience. This will include baseline surveys of key resources that support food security and livelihoods and household socioeconomic surveys and establishment of comprehensive baseline indicators covering socio-economic, health and environmental factors. Mid-term and endline surveys sampling target locations and beneficiaries and non-target locations and non-target beneficiaries will enable capturing the level of progress of the project towards outputs and outcomes. Particular attention will focus on ensuring the monitoring of heterogeneous effects by different segments of population such as sex, age, disability, status of household head as well as level of vulnerability. The monitoring approach will ideally allow adjustments and flexibility to accommodate any unforeseen incidents in the course of the implementation.
13. Details of M&E implementation will be negotiated and included in the agreements between the GCF and the project Executing Entities – Ministry of Health and Save the Children Malawi. Annual reviews will be led by the PIU with the participation of District Councils and other government ministries involved in the project implementation.
14. Monitoring data will be collected and consolidated over a variety of timescales and from a variety of sources. Monthly activity reports will be completed in each district and at national level. These 7 reports will be submitted together with relevant supporting documentation and evidence to the MEAL manager, who will compile a monthly monitoring report. The monthly monitoring report will include the extraction and consolidation of relevant data from monthly activity reports into the results framework. Templates will be created during the inception period to standardise the activity reports and the structure of the monthly monitoring report.
15. Quarterly reports will comprise technical and qualitative overviews of activities and technical analysis or perspectives on project progress and performance provided by technical leads across all components, which will be submitted to the MEAL manager. The MEAL manager will compile these, together with updates on independent monitoring mechanisms, evaluative and review processes, accountability and learning mechanisms. Evidence from these processes in quarterly reports may include, for example, knowledge and attitude surveys, physical observations of progress (e.g. installations) and qualitative stories of change. Templates will be created during the inception period to standardise the quarterly technical reports and the structure of the quarterly monitoring report.
16. Annual reports will be aligned with the results framework and aggregation of data against the results framework and its quantitative and qualitative indicators (outputs and project outcomes), together with a narrative description of progress and lessons learned. Particular data needs on an annual basis will require a knowledge, attitudes and practices survey of health staff at national level and across all 6 districts, survey of healthcare facilities (to cross-check physical infrastructure changes and changes in healthcare delivery practices and community level knowledge, attitudes and practices survey. It will be compiled by the MEAL manager based on templates submitted by each district and national level, and build on the monthly and quarterly reports. Indicators and narrative descriptions of progress will be

accompanied by updates on independent monitoring mechanisms, evaluative and review processes, accountability and learning mechanisms. Annual Report data will feed into the Annual Review. Requirements for adaptive management will be identified using a Collaborative Outcomes Reporting approach¹². All annual reviews will be led by PIU in conjunction with the project Executing Entities. Project results will be reviewed and approved by the Project Steering Committee before sharing with all other stakeholders. The PIU and the project Executing Entities will work closely to ensure that annual findings and recommendations are shared with District Councils, implementing entities and all other key stakeholders. The findings and recommendations from these internal review activities will also be provided to the teams carrying out the mid-term and final evaluations.

Evaluation

17. Save the Children Australia, as the Accredited Entity, will commission an external firm to conduct an initial baseline survey. This will be carried out during the project inception phase. Results from the baseline will be a benchmark point during mid-term and final evaluation. In the Third year, an independent mid-term evaluation will be conducted. A final independent evaluation will be conducted not later than three months after closure of the project implementation. The evaluation process will include an independent summative evaluation looking at GCF impact and outcome level results and an internal process evaluation. The findings and final responses outlined in the management response from the mid-term evaluation will be taken as recommendations for enhanced implementation during the second half of the project implementation period. The evaluation terms of reference, the evaluation processes and the final evaluation reports for both the mid-term and final evaluation will follow the standard templates and guidance that Save the Children will provide.
18. In terms of focus, the evaluations will focus on the main overarching and forward and backward-looking questions and will include assessment against OECD-DAC and GCF evaluation criteria as per the IRMF. The focus will include the following: relevance; effectiveness of the project and processes; the efficiency of processes; sustained impact and coherence in climate finance delivery; gender equity and inclusiveness; innovation and potential for paradigm shift; country ownership; coherence of climate finance; potential for building scale; and unexpected results (positive and negative). Overall, the final evaluation will contribute to accountability and learning by reviewing emerging evidence on the performance and the impact and/or likelihood of impact of the project. In particular, the mid-term evaluation will be instrumental in contributing to improving implementation and setting out any necessary corrective measures for the remaining period of the project. This will be flagged in the operational and strategic recommendations. The final evaluation will assess the relevance of the intervention, its overall performance, as well as sustainability and scalability of results, differential impacts and lessons learned. The evaluation will also assess the extent to which the intervention contributed to the GCF higher-level goal of achieving a paradigm shift in adaptation to climate change in the implementation districts in Malawi.
19. The evaluation will focus on the utility of both the evaluation process and products by key stakeholders, with the objectives of providing learning, informing decision making and improving overall performance of the project. The evaluation will aim to clearly identify and engage primary users from the onset of each evaluation. The evaluation will endeavour to use input from primary users to guide the evaluation process. It will also attempt to engage with GCF stakeholders and evaluation users throughout the evaluation process in the spirit of being consultative and being participatory in the process. Findings and conclusions from the evaluations will be written in a contextualized manner that will promote uptake and use by a diverse audience. In any case, the evidence base for each finding will be clearly and systematically presented to ensure credibility.
20. The evaluation will adopt a mixed-methods approach involving both quantitative and qualitative data collection and analysis that will adapt to the information that will be available or that the team will generate. The collection of data and opinions will be guided by the evaluation matrix. Data will always be verified and validated, and it will be identified whether the data is confirmed by one or more sources so that it can be used appropriately in the analysis. The team will seek to triangulate the information and

² Dart, J. 2016. What is Collaborative Outcomes Reporting? Clear Horizon. Available [here](#).

evidence taken from different sources and it will consider different perspectives to ensure credibility. Data sources will include desk reviews and reviews of previous studies by other institutions; interviews with key stakeholders; as well as interviews with informed observers and field observations by evaluation team members. In addition to primary data collected by the evaluators and secondary national data, both mid-term and final evaluations will draw on the monitoring reports and activities prepared by project staff. Careful attention will be paid to the disaggregation of data, results and outcomes by gender, age and vulnerability groups, considering the compositions of peoples in the project area and the different level of vulnerability of project beneficiaries.

21. Overall, the evaluations will bring to Save the Children, the government of Malawi, other stakeholders, the GCF and all other involved partners, lessons and experiences on what is working, how and for whom, while identifying key bottlenecks in ensuring access and commitment to adaptation support.

Learning

22. The learning part of the Monitoring and Evaluation Framework aims to systematically collect and document lessons learned and good practices, and then ensure that these are used to inform adaptive management of project implementation and to effectively disseminated within and outside the project. It will be generated in line with Save the Children's formal procedures for learning³.

24. **Learning in country:** The specific nature of the learning framework will be finalized in the first six months of implementation as part of the overall M&E plan. Information will be captured through structured processes of evidence gathering and made accessible to users. For instance, all indicators will be managed through Save the Children's [Project Reporting, Information Management and Evidence System](#), which automatically generates dashboards to show which outputs and outcomes are off-track against targets. [PRIME is supported by enterprise accounts on KoboToolbox and Commcare, and a list of [Global Indicators](#).]

This will be accompanied by structured opportunity for key stakeholders to periodically come together, review emerging data and complement it with a process-based reflection about how the project is achieving those outcomes.

The project incorporates multiple interventions that will be assessed and evaluated by varied methods during and after project implementation – including formal assessments via quantitative and qualitative methods and capturing of critical reflection. Whilst the evaluation methods may differ, we will produce 'Impact and Learning Briefs' that synthesise evidence and learning from successful interventions in a form that is accessible and relevant for sharing for non-target districts. Further detail has been provided below:

- National level sharing via (routine government forums):
 - Governmental strategic and planning forums including:
 - Joint Sector Reviews – Health; WASH
 - Technical Working Groups (TWGs) – for example, Malaria, Safe Motherhood, Nutrition
- Platforms for programme specific interventions (national level):
 - Health Facilities Solar Electrification Task Force platform
- Regional / Zonal
 - Zonal Review meetings annually – by sector
- Beyond these formal sharing mechanisms, we will also share via:
 - Utilising sectoral networks and associations / coordination bodies.

³ Save the Children International, n.d. SCI Procedure: Learning. 12p. Save the Children International Learning Procedure is available upon request

- Publish learning documents on our website and drive interest towards them via targeted social media postings.
- National conferences

This is in alignment with Save the Children's Learning Quality Standard that mandated that all implementing offices should systematically identify, document, share and use learning from Save the Children and others' work, to continuously adapt and improve the quality of projects/programmes.

25. Learning across countries and across the GCF portfolio: To ensure learning generated in Malawi can be used in other geographies and projects, any study and evaluation produced will be uploaded on [SC Resource Center](#), which hosts over 12,000 resources including evaluations (some accessible to everyone, some only to staff). Furthermore, there is already a coordination group of MEAL professionals within Save the Children who are supporting GCF projects, and working to transfer learning across the portfolio when feasible and relevant. More informal lessons learned will also be captured by the staff in the organisation's global Learning Log, which can be searched using tags.

25. Following finalization of learning questions, the learning framework will also include learning indicators with targets and milestones. Such learning indicators are likely to reflect the extent of knowledge capture, which would include the existence of spaces for lessons to be generated, the extent of knowledge dissemination, which would include the documentation of those lessons, for example through publications and sharing through workshops and webinars, and their impact, which could be both external through stakeholder feedback, and internal through evidence for the implementation of lessons and recommendations.

26. The learning framework will be managed by the MEAL manager within the project implementation unit. Data for learning from action will come from the monthly, quarterly and annual monitoring reports, and thus will be fed by district level staff, as well as from evaluations and the specific spaces created for learning in action. Learning in action will come from learning-specific processes, likely to comprise twice-annual learning sessions for project team members, facilitated by the MEAL manager, which enable a structured process of reflection together. Learning in action sessions can also be used to validate learning from action lessons that are captured from the monitoring and evaluation data. Evidence from learning from action and learning in action will be recorded in annual learning reports will include logs of learning (from and in action), and action trackers. These reports will be for internal use, with the action trackers feeding into adaptive management in the next M&E cycle. The content of reports will, depending on the nature of lessons learned, also be captured into an appropriate knowledge product for external use. Proactive efforts will be made to share this with stakeholders, including through existing fora in Malawi such as the Joint National Technical Committee on Climate Change and Disaster Risk Management. Internationally, lessons from the CHWBRC project will be shared through Save the Children's networks to enable sharing with other Green Climate Fund projects, as well as other external stakeholders who will be identified in the Learning Framework. All learning outputs will be shared on Save the Children websites.

Monitoring Plan

Monitoring				
Data/Source	Data Collection Tool	Data Collection Frequency	Project Indicator	Indicative Budget (in US\$) ³
Baseline Study	Baseline study	Baseline establishment in year 1, during inception, before the start of the project activity implementation	Baseline survey questionnaire administered to officials, health staff, households and community members Baseline report produced	92,632
GCF Outcome Level: ARA1, ARA2 and ARA3				
Evaluation reports	Field observation visits	Annually	Core 2: Direct and indirect beneficiaries reached	Budgeted under evaluations
Evaluation reports	Field observation visits	Annually	Supplemeco	
Evaluation reports	Survey/questionnaire	Annually	Supplementary 2.5: Beneficiaries (female/male) adopting innovations that strengthen climate change resilience	
Evaluation reports	Public expenditure reporting	Annually	Core 3: Value of physical assets made more resilient to the effects of climate change and/or more able to reduce GHG emissions	
GCF Outcome level: Enabling environment				
Evaluation reports	Document review	Mid-term and end-term	Core indicator 6: Degree to which GCF investments contribute to technology deployment, dissemination, development or transfer and innovation	Budgeted under evaluations
Evaluation reports	Survey/questionnaire	Mid-term and end-term	Core Indicator 5: Degree to which GCF investments contribute to strengthening institutional and regulatory frameworks for low emission climate-resilient development pathways in a country-driven manner	
Review report	Survey/questionnaire	Mid-term and end-term	Core indicator 8: Degree to which GCF investments contribute to effective knowledge generation and learning processes, and use of good practices, methodologies and standards	

E.5 – Project/ programme specific indicators				
Output 1.1 Climate-informed health surveillance system and Health Early Warning and Response System (EWARS)	<i>Document review</i>	Annual	# of climate-induced thresholds revised and validated for target diseases	11,791
	<i>Survey/questionnaire</i>	Mid-term and endline	% of target national and district officials with increased knowledge of health early warning systems and climate information services	19,915
	<i>Document review</i>	Annual	# of national and district government officials with access to dashboards hosting CIEWS	11,791
	<i>Field observation visits</i>	Annual	# sentinel sites established	30,524
Output 1.2: District Health Adaptation plans	<i>Document review</i>	Annual	# of district health adaptation plans developed and validated by DEC	11,791
	<i>Document review</i>	Annual	# of district health adaption plans referenced in wider district planning documents	11,791
Output 2.1 Climate-resilient health centres, district and central hospitals and schools for community health	<i>Field observation visits</i>	Annual	# of target health facilities with solar improvements implemented	30,524
	<i>Field observation visits</i>	Annual	# of target health facilities with improved WASH facilities installed	30,524
	<i>Survey/questionnaire</i>	Mid-term and endline	% of target health facilities using climate-resilient WASH facilities guidelines	19,915
	<i>Survey/questionnaire</i>	Mid-term and endline	% of target health facilities using national standards for climate-resilience	19,915
	<i>Field observation visits</i>	Annual	# of target schools with improved WASH facilities installed	30,524
Output 3.1: Healthcare staff trained in managing climate-related disease monitoring, health messaging, and disease treatment and prevention	<i>Field observation visits</i>	Annual	# of households receiving treatment for cholera and diarrheal disease (ORS, Zinc)	30,524
	<i>Field observation visits</i>	Annual	# of households receiving treatment or preventive measures for malaria	30,524
	<i>Field observation visits</i>	Annual	# of district and health facility staff trained on surveillance operation and data collection	30,524
	<i>Field observation visits</i>	Annual	# of health outreach staff (HSAs and SHSAs) and community healthcare volunteers (CHVs) trained in climate and health and utilization of new EWARS	30,524

	<i>Survey/questionnaire</i>	Mid-term and endline	% of target health facility staff that report improved understanding of Mental Health and Psychosocial Support in Practice	19,915
	<i>Survey/questionnaire</i>	Mid-term and endline	% of Maternal Newborn Child Health (MNCH) service users that report they were treated with kindness and emotional support during last visit to health facility	19,915
Output 4.1: Community capacity to reduce health risks and impacts from climate change increased	<i>Survey/questionnaire</i>	Mid-term and endline	% households that demonstrate understanding of the design, implementation and management of climate-resilient WASH facilities	19,915
	<i>Survey/questionnaire</i>	Mid-term and endline	% target communities reached by mobile health awareness units	19,915
	<i>Field observation visits</i>	Annual	# of school and out of school children and young people receiving materials on early warnings and climate-resilient health	30,524
	<i>Survey/questionnaire</i>	Mid-term and endline	% of children 6-23 months received Minimum Dietary Diversity the previous day	19,915
	<i>Survey/questionnaire</i>	Mid-term and endline	% of households that report less food wastage following participation in community-based programme for growing nutritious foods	19,915
	<i>Survey / questionnaire</i>	Mid-term and endline	% of target community members demonstrating increased understanding of gendered impacts of climate change	19,915
	<i>Survey/questionnaire</i>	Mid-term and endline	# of households with pregnant women, breastfeeding mothers and children under 2 that grow climate-resilient complementary nutritious food	19,915
	<i>Survey/questionnaire</i>	Mid-term and endline	% of pregnant and breastfeeding mothers who received Minimum Dietary Diversity the previous day	19,915
	<i>Survey/questionnaire</i>	Mid-term and endline	% of households that report less food wastage following participation in community-based programme for growing nutritious foods	19,915

Evaluation Plan

Evaluation			
Type	Timing	Independent/Self-evaluation	Indicative Budget (in US\$)
<i>Impact</i>	Year 3	Independent	112,085
<i>Process</i>	Year 3	Self-Assessment	112,085
<i>Impact</i>	Year 5	Independent	135,623