



Food and Agriculture Organization
of the United Nations

Annex 11

Monitoring, Evaluation and Learning Plan

For the GCF-FAO Project Transforming Livelihoods through Climate Resilient, Low Carbon, Sustainable Agricultural Value Chains in the Lake Region Economic Bloc, Kenya “”

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Introduction

1. Project summary

This project seeks to implement a deep transformation of agricultural production, processing and marketing towards low-carbon, climate resilient pathways. The project builds on the private sector and the strength of the cooperative movement in Kenya and creates a mechanism for North-South and South-South technology transfer, leveraging the knowledge and expertise that exists in national and international farming networks. Focusing on six priority value chains (dairy, poultry, coffee, tea, fruit tree and indigenous vegetables), the project intends to transfer both adaptation and mitigation technology at each value chain's production, harvesting, processing and marketing stages.

The project is structured around 4 connected outcomes. Outcome 1 builds on the devolution process to improve the county-level enabling environment that facilitates upscaling of climate resilient, low carbon, sustainable value chains with a particular focus on supporting cooperatives. The project also works with county administrations to invest in the maintenance of healthy ecosystems as a basis for climate resilience in the agriculture sector (Outcome 2). Activities under Outcome 3 transfer production, harvest and processing technologies that reduce emissions, strengthen resilience, and optimize natural resources management for impending climate conditions.

Under Outcome 4, private sector co-financing will be leveraged to support de-risking, sustainability, and upscaling through Co-operative Bank of Kenya and Equity Bank, who will be co-financing the project using their own loan resources. Additional grant co-financing is mobilized through the Government of Denmark, FAO and the Government of Kenya.

2. Scope and objectives

This annex describes the project's Monitoring, Evaluation and Learning (MEL) system including activities, processes, flows of information and resources. The MEL system is conceived as a dynamic, efficient, participatory and transparent scheme, designed to ensure smooth communication between project stakeholders, executing entities and project management teams, and to enable accurate and timely reporting on results. It is an adaptive management tool that informs the Project Coordinator, the M&E officer and the different actors involved on how project implementation is going and serves as a decision-making tool when and if corrective measures are needed.

Its **objectives** are to:

- i) be used as an annual planning tool;
- ii) monitor the implementation of project activities and report in due time on progress
- iii) report on achievements in quantitative and qualitative terms to the different stakeholders and donors;
- iv) evaluate the quality of project outputs and likelihood of achievement of outcomes;
- v) support knowledge management and sharing, policy dialogue, sustainability, upscaling and replication by capturing successes, innovations, lessons and implementation challenges.
- vi) support project management decisions and allocation of resources and activities by monitoring the progress of implementation of activities and achievement of targets.

3. Monitoring and Evaluation plan

3.1 Monitoring

Project management, supervision and day to day monitoring will be carried out by the Project Management Unit (PMU), with the support of FAO-Kenya and information flows from each EE. Monitoring will ensure that: (i) project deliverables and outputs are produced in accordance with the project results framework and

leading to the achievement of project outcomes; (ii) project outcomes are leading to the achievement of the project objective; (iii) risks are continuously identified and monitored and appropriate mitigation strategies are applied; and (iv) agreed project climate-related benefits are being delivered. The data collection tools will be made on the basis of the indicators, data sources, tools indicated in Table 1, on the basis of the project's results framework.

Table 1: Monitoring Project Results

Programme/Projects Results	Data/Source	Collection Tool	Frequency	Indicator (Target)
MRA4 Forestry and land use	<i>EX-ACT, GLEAM, Decentralized carbon accounting in each county, supported by remote sensing imaging. Secondary source of information through Global Forest Watch and Kenya Forest Service annual reports.</i>	<i>Document review</i>	Midline (Y3) and Endline (Y6)	Core 1: GHG emissions reduced, avoided or removed/sequestered (4,268,492 tCo2Eq over project lifetime)
<u>ARA4 Ecosystems and ecosystem services</u>	<i>County Landscape Management Strategies' Implementation Reports</i> <i>Physical Observation</i>	<i>Field observation visits</i>	Baseline (Y1), Midline (Y3) and Endline (Y6)	Core 4 : Hectares of natural resources brought under improved low-emission and/or climate-resilient management practice (2800 ha)
ARA1 Most vulnerable people and communities/ ARA2 Health, well-being, food and water security/ ARA4 Ecosystems and ecosystem services	Resilience Survey, M&E project progress reports	<i>Survey/questionnaire</i>	Baseline (Y1), Midline (Y3) and Endline (Y6)	Core 2: Direct and indirect beneficiaries reached 572,000 people, of which 286,000 women (direct beneficiaries) 2,098,140 People, of which 1,049,070 women (indirect beneficiaries)
ARA2 Health, well-being, food and water security	Resilience Survey	<i>Survey/questionnaire</i>	Baseline (Y1), Midline (Y3) and Endline (Y6)	Supplementary 2.5: Beneficiaries (female/male) adopting innovations that strengthen climate change resilience Target: At least 295,000 men and women (50% women) (representing 60% of total project beneficiaries) show an improvement of 30% against the resilience index by end of project)

Programme/Projects Results	Data/Source	Collection Tool	Frequency	Indicator (<i>Target</i>)
Outcome 1 Enhanced public agro-climate services support farmer-led proactive adaptation and mitigation actions.	Resilience survey (primary) Government of Kenya extension service data (secondary)	<i>Survey/questionnaire</i>	Baseline (Y1), Midline (Y3) and Endline (Y6)	# of men and women receiving improved knowledge, extension, and climate services, disaggregated by gender, age, and type of actor (cooperative member vs non-member, producer/processor/buyer) <i>Target: 143,000 women and men (50% women) receive improved or new extension and climate services</i>
Output 1.1 Local administrations deploy improved climate knowledge, extension and methodologies to producers and value chain actors	Government of Kenya (County Administrations) Resilience Survey	<i>Survey/questionnaire</i>	Baseline (Y1), Midline (Y3) and Endline (Y6)	# of methods, tools, databases and climate knowledge products developed and implemented <i>Target: At least 1 new/upgraded method for delivering gender-responsive agro-climate services is approved and deployed by end of project; the agricultural databases for the 6 Value Chain are filled and updated on a regular basis by county administrations</i>
Outcome 2.1 Reduced emissions from the AFOLU sector	Ex-Ante Carbon balance Tool (Ex-ACT), GLEAM	Other *EXACT/GLEAM	Every 3 years (Year 4, Year 6)	<u>Core 1: GHG emissions reduced, avoided or removed/sequestered</u> <u>Core 1: GHG emissions reduced, avoided or removed/sequestered</u> GHG emissions reduced from improved landscape management hectares of land brought under restoration and improved

Programme/Projects Results	Data/Source	Collection Tool	Frequency	Indicator (<i>Target</i>)
Outcome 2.2 Increased ecosystem resilience to climate change	<i>County Landscape Management Strategies' Implementation Reports</i> <i>earthmap data</i>	<i>Field observation visits</i>	At the end of the project (Year 6)	<u>Core 4: Hectares of natural resources brought under improved low-emission and/or climate-resilient management practice</u> 30,450
Output 2.1 Agricultural landscapes are managed under strategies that conserve, restore, and sustainably manage community forest and agriculture land, and reduce emissions	Physical observation and consultations with county forestry departments, GIS Data	<i>Field observation visits</i>	At year 2 and Year 5	<u>Supplementary 4.1: Hectares of terrestrial forest, terrestrial non-forest, freshwater and coastal marine areas brought under resoration and/or improved ecosystems</u> <i>Target: 2800 ha of land are under improved landscape management by end of project.</i>
Outcome 3 Outcome 3. Increased climate resilience of smallholders' livelihoods using climate-resilient, low carbon technologies.	Resilience household Survey	Survey/questionnaire	Baseline, midline and endline	# of beneficiaries showing an improvement of the resilience score against the Resilience Score Card (disaggregated by gender, age and type of beneficiary); <i>Target: At least 295,000 beneficiaries (60% of total project beneficiaries) show an improvement of 30% against the resilience scorecard by end of project;</i>
Output 3.1 Vulnerable smallholders adopt gender responsive and socially inclusive climate-resilient and low-carbon	Resilience household Survey	Survey/questionnaire	Baseline, midline and endline	# of people participating in trainings provided by the project (disaggregated by type of training (FFS vs Coop) and gender/age) <i>Target: 143,000 people (50% women) have</i>

Programme/Projects Results	Data/Source	Collection Tool	Frequency	Indicator (Target)
production and processing practices, technologies, assets and risk reduction mechanisms				<p><i>participated in at least 1 trainings by end of project.</i></p> <p><u>Supplementary Indicator 2.5 Beneficiaries (female/male) adopting innovations that strengthen climate change resilience</u></p> <p><i>Target: 60% of the participants (35,750) adopt at least one of the innovations that strengthen climate change resilience</i></p>
Outcome 4 Climate resilient, low carbon value chains are sustained financially and upscaled by the adoption of new business models and practices among farmers and value chain actors.	Resilience household Survey, Cooperative Audited Accounts	Survey/questionnaire	Baseline, midline and endline	<p>143,000 people (40% women) are reporting a increase in income generated from the target value chains with the supports of the project interventions by year six</p> <p><i>85,800 people (50% are women and 30% are youth) (representing 60% of participants) are reporting a 15% increase in income from CRLCSA practices.</i></p>
Output 4.1 Increased access to markets and profitability of climate smart, low carbon sustainable agricultural products	Resilience household Survey, Cooperative Audited Accounts	Survey/questionnaire	Annually	<p>% increase in sales in the targeted value chains of the FO and Cooperatives (disaggregated by VC and type of beneficiary)</p> <p><i>Target: 15% increase in sales of climate resilient, low-carbon commodities by project beneficiaries</i></p>
Output 4.2 Vulnerable smallholders	Financial proposals and banking proposals submitted by cooperatives	Other: Private Expenditure Reporting	Annually	Number of farmer organizations and Cooperatives with

Programme/Projects Results	Data/Source	Collection Tool	Frequency	Indicator (<i>Target</i>)
and their organizations have increased access to gender-responsive and socially inclusive financial products that support climate resilient, low carbon growth				improved capacity to access private sector finance. <i>Target: At least 65% of beneficiary farmer organizations and cooperatives have improved capacity to access loans from financial institutions by end of project.</i>
Co-Benefit Increased Socially Inclusive rural employment	Cooperative Census	Survey/questionnaire	End of Project – Year 6	Number of jobs created and sustained for men, women, PwD, and youth <i>Target: 3000 jobs</i>

The dedicated budget for the Monitoring, Evaluation and Learning Plan includes human resource costs, travel and contractual services for the development of surveys, data collection and analysis. These costs are not included in the AE fee and are also separate from the costs of conducting gender and social inclusion impact monitoring or environmental and social safeguards monitoring. The total cost of the MEL plan is 1,579,858 USD.

Additional Monitoring, Evaluation, Learning and Knowledge sharing activities are also mainstreamed in project activities.

Monitoring Assessments

In addition to regular monitoring of project activities and results, the project will undertake periodical evaluation of high-level outcomes and results using the following tools and methodologies.

i. Calculations of GHG emissions reductions

The project will conduct EXACT and GLEAM simulation exercises in the final year of the project, leveraging updated data on project execution and output delivery regarding specifically:

- Number of heads of cattle and productivity levels by end of project
- Extent of land under improved management, improved cover, reforestation, afforestation and conservation

Using these simulations, the project's final evaluation will compare projected achieved emissions reductions with anticipated reductions at inception. Please refer to FS section 6 for details on the methodologies. A report analyzing changes and factors of success or challenges will be compiled at the end of the project.

ii. Resilience Index and Survey

As indicated in FS section 6.3, a resilience survey will be deployed at baseline, midline and end line (Years 1, 3 and 6) of the project. The survey will be designed at inception, to facilitate tracking of project indicators and deliverables as well as all sub-indices contained in the resilience index. It will be tailored to

include additional questions to minimize the reporting burden on farmers and the project and to maximize data collection. The measurement will be made at household level with a representative sample of project participants (at least 25% of participants, including an adequate cross-section of vulnerable groups such as women, elders, youth and PLWD). The Survey will be conducted by FAO in close cooperation with Agriterra, with support from local consultants and enumerators.

iii. Cooperative Census

The cooperative census, which was crafted with climate, gender equality and social inclusion intent, will be carried out by counties on a biennial basis, assessing evolution in membership and participation, social inclusion, sales and income, environmental and climate challenges and access to assets and inputs (land, water, energy). Activity 1.1.1 contains provision for updates to the census.

3.2 Evaluation

Mid-Line and End-Line (Mid-Term and Terminal) Evaluations

In accordance with the AMA between FAO and GCF, the FAO Office of Evaluation will be responsible for the independent mid-term and final evaluations, in line with the initial monitoring and accountability framework (MAF) for accredited entities (AEs) which requires all AEs to submit two important independent evaluations for all projects or programmes, these being the project mid-term and final evaluations. These are submitted to the GCF as per a timeline agreed upon by the Secretariat and the AE. The independent interim evaluation will be instrumental in contributing – through operational and strategic recommendations – to improving implementation, setting out any necessary corrective measures for the remaining period of the project in order to achieve the results. 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 has contributed to the GCF's higher-level goal of achieving a paradigm shift in adaptation to climate change in the LREB region. FAO will arrange for the mid-term review in consultation with the project partners.

The evaluation will, inter alia: review the effectiveness, efficiency and timeliness of project implementation; analyze effectiveness of partnership arrangements; identify issues requiring decisions and remedial actions; propose any mid-course corrections and/or adjustments to the implementation strategy as necessary; and highlight technical achievements and lessons learned derived from project design, implementation and management. The independent final evaluation will aim to identify the project impacts and sustainability of project results and the degree of achievement of long-term results. This evaluation will also have the purpose of indicating future actions needed to sustain project results and disseminate products and best-practices within the country and to neighboring countries.

As per the FAO policy on evaluation, the FAO Office of Evaluation (OED) will conduct a final evaluation of the project, to be launched within six months prior to the actual completion date. An independent mid-term evaluation (MTE) will be carried out at project mid-life in terms of expenditure and/or overall project duration, tentatively in the first quarter of project year 4. The MTE will be conducted to review progress and effectiveness of implementation in terms of achieving project objective, outcomes and outputs. The MTE will allow mid-course corrective actions, if needed. The MTE will provide a systematic analysis of the information on project progress in the achievement of expected results against budget expenditures. It will highlight replicable good practices and key issues faced during project implementation and will suggest mitigation actions to be discussed by the PSC, PMU, the LTO and FAO-GCF Coordination Unit.

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 should also assess the extent to which the intervention has contributed to the Fund's higher-level goal of achieving a paradigm shift in adaptation to climate change in Kenya.

Both the mid-term and final evaluations must be consistent with GCF requirements as outlined in the GCF Evaluation Policy, Evaluation Standards, and Evaluation Operational Procedures and Guidelines.

Table 2: Evaluation schedule

Evaluation			
Type	Timing	Independent/Self-evaluation	Indicative Budget
<i>Process</i>	Q1, Year 4 (mid-term)	Independent	110,000
<i>Process</i>	Q4, Year 6 (final)	Independent	140,000

The evaluations will include (a) data on expected and realized changes (b) working back through the Theory of Change, (c) assessments of project activities against the criteria of relevance, effectiveness, efficiency, coherence, and sustainability, among others.

In addition to primary data collected by participating farmers and the evaluators and secondary national data, both interim and final evaluations will draw on the monitoring reports and activities prepared by project staff. Attention will focus on assessing how the project developed capacities within the three dimensions: enabling environment, organizations and individuals. This will be important to ensure the sustainability, scalability and replicability of the project over time.

4. Learning and Knowledge Sharing Plan

The sustainability of the project will be partly ensured through learning opportunities incorporated in activities and sub-activities, such as reports constructed from survey and assessments findings, studies and documents, guidance and methodologies, lessons learned case studies, workshop reports and beneficiary feedback. The intention is to provide evidence of learning and adoption of project activities and outputs. The objective is to collect and transfer knowledge to intended beneficiaries and project implementation collaborators. The Learning and Knowledge sharing plan is built on the principle that stakeholders must have (i) documented access to processes and outputs, (ii) structured opportunities to access information in a standardised and accessible manner. Ultimately, the aggregation of information seeks to provide meaningful and empowering knowledge to relevant social, cultural, gender, and other stakeholder groupings.

Knowledge sharing and learning are fundamental elements of this project's strategy. Under Outcome 1, county administrations, particularly those departments concerned with climate change, agriculture, extension and cooperatives, will be capacitated to develop new information and knowledge services – including climate information services – that will be deployed to last mile users. In particular, the project leverages farmers' own organizations as vehicles of climate knowledge dissemination vs the traditional model of on-demand, government-to-farmer extension. Under Outcome 2, the project also generates and share knowledge and learning around the benefits of climate resilient, low-carbon landscape management in support of agriculture. The mechanisms included here are both participatory in nature (ensuring local participation in the development of landscape management strategies and their implementation) and collaborative (pulling together information from individual counties towards the development of a LREB-wide strategy. In this regard, the project leverages the LREB Multi-stakeholder climate change knowledge platform and other mechanisms to promote knowledge sharing and learning.

The most important part of the knowledge sharing and learning strategy lies in the development and acquisition of knowledge by farmers themselves, by leveraging cooperatives and providers of technology

in Kenya and elsewhere under Outcome 3. This includes generating knowledge about specific climate issues and solutions, empowering farmers to undertake their own diagnosis and prioritization of climate problems in the context of agriculture as a business. The farmer field school model is also another key mechanism for sharing knowledge, best practice and promoting farmer learning locally. Methods used for knowledge sharing and learning include trainings, demonstrations, exchange visits, community meetings, market fairs and county level forums as well as LREB-wide meetings and workshops, the Multi-sectoral Knowledge platforms, Council of Governors and Maarifa center.

The project also generates knowledge and learning for other value chain actors, and particularly buyers, aggregators and finance institutions. New knowledge products such as research and comparative analysis of quality, grading and pricing of climate resilient, low-carbon products, market insights, and agricultural databases, will also be generated by this project to support future similar endeavours.

Finally, the project includes sub-activities related to the evaluation and documentation of the effectiveness of major strategies promoted, generating significant evidence and lessons learned that will be disseminated and shared to all stakeholders through activity 1.1.6. Lessons learned, case studies, information products and other reports will be disseminated at county and national level and at international levels through the project website, print and mass media.

5. The Organization of the MEL System – key actors and their roles

MEL will be undertaken in compliance with FAO and GCF policies. As AE, FAO will ensure that all EE are making use of a common monitoring and measurement system to analyse and quantify the causal pathways and attributable changes, the contribution of project activities and the overall results of the project. This includes the implementation of: (i) a *monitoring system* to regularly measure progress and results; (ii) a Risk monitoring and management plan; (iii) an *evaluation plan* that helps understand efficacy, pathways to impact and to verify the assumptions that the program is making and (iv) a *learning strategy* through which the results of the project can feed back into project implementation and exit strategy.

Throughout the project period, monitoring and evaluation will be performed in line with the relevant FAO standards and procedures, and in accordance with the GCF Performance Measurement Framework. The Project Management Unit (PMU) will implement tools and methods to facilitate monitoring and evaluation of the project. In particular, the PMU M&E Officer will develop a database to track project progress, building on the logical framework, and will work in close consultation with the technical specialists and EE for each component. The M&E system will aggregate reports from the various activities and stakeholders and consolidate the information and report for each indicator. The M&E Officer will be also responsible for the periodic reporting to the PMU, the Project Steering Committee (PSC), as well as to FAO.

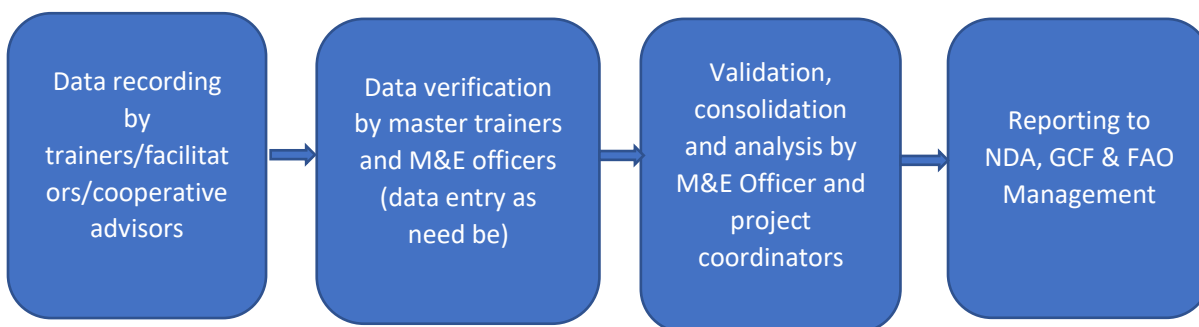
Level ¹	Position/ Stakeholder	Role and responsibility in the M&E system
PMU/FAO and Agriterria	Technical specialists	<ul style="list-style-type: none"> - Check reliability and provide final validation of the consolidated data in the M&E system for the respective component - Conduct specific field supervisions - Participate in data analysis, - Contribute to activity reports and AWPB proposal at national level - Participate in capitalisation work and identify good practices, possible scaling up, and exchange opportunities
	Environmental & Social expert, and Gender and Social Inclusion Specialists	<ul style="list-style-type: none"> - Check reliability and provide final validation of the consolidated data in the M&E system for the ESMF and GAP - Conduct specific field supervisions - Participate in data analysis, - Contribute to activity reports and AWPB proposal at national level
	M&E officers	<ul style="list-style-type: none"> - Coordinates and supports the design of all M&E related tools and activities

¹ The level refers to the reporting structure for the M&E system.

		<ul style="list-style-type: none"> - Participates in the preparation of the manual and updating, - Controls data consolidation, - Output of consolidated dashboards - Controls the quality of reports, project indicators and statistics - Launches, organizes and supervises the conduction of evaluations and surveys - Develop capacities of M&E system stakeholders - Coordinates with the communication consultant and monitors knowledge management processes - Supervises and organizes internal knowledge management to support implementation - Analyses monitoring data - Writes quarterly and annual reports - Ensures availability and quality of data for all supervision, MTR and completion missions - Supports the use of GIS tools and analysis for project monitoring and targeting - Produces maps according to the needs of the project - Centralizes all geo-referenced information and its use for the M&E system - Develops capacities development in use of tablets, GIS and phones for data collection and GIS points
	Finance Officers	<ul style="list-style-type: none"> - Enters financial data and matching with technical monitoring - Communicates and exchanges constantly with the M&E Officer to ensure the good correspondence between technical and financial reporting - Participates in the formulation of the AWPB - Participates in the formulation of the M&E sheets and tools directly linked to the budgets.
	Knowledge Management and Communications specialists	<p>Analyze data from the M&E system and reports, and identifies possible knowledge products</p> <p>Helps improving the different result and evaluation report and shares, communicates project results</p>
	National Project Coordinator	<ul style="list-style-type: none"> - Performs the general supervision of the M&E system - Ensures the general monitoring of activities, beneficiaries and outcomes - Participates in data analysis - Coordinates of baseline studies - Coordinates, organizes and (preliminarily) validates the AWPB - Ensures preparedness for supervision missions, as well as MTR and completion missions.
County Level	FFS trainers/ Cooperative Advisors	<ul style="list-style-type: none"> - collect activity-based data - report the data to the M&E assistant and regional coordinators/country officers/FFS facilitators
	Regional Coordinators/County Officers/FFS facilitators	<ul style="list-style-type: none"> - Collect, enter and transmit digital data - Monitor and collect disaggregated data - Supervise and collect data on FFS - Participate in coordination and follow-up meetings, - Participate in diagnostics for the preparation of the AWPBs - Provide monthly activity reports - Provide quarterly and annual reports - Facilitate annual project surveys (involving contact with sample persons) - Provide all necessary data for supervision missions and consultation meetings at the level of the branches - Ensure the follow-up of field activities in consultation with the project team - Provide information for knowledge generation, and identify possible intra-regional exchanges - Contribute to data collection and field supervision
	Technical specialists	<ul style="list-style-type: none"> - Check reliability and provide final validation of the consolidated data in the M&E system for the respective component/sub-component - Conduct specific field supervisions - Participate in data analysis - Contribute to activity reports and AWPB preparation at regional level

		<ul style="list-style-type: none"> - Participate in capitalisation work and identify good practices, possible scaling up, and exchange opportunities
Other Executing Entities	M&E officers	<ul style="list-style-type: none"> - Participate in data analysis and data consolidation before centralization, - Validate activity reports and AWPB proposal - Conduct capitalisation work - are responsible for data transmission to M&E system and digital tools - Promote coordination and development of synergies - report the field data and deliver progress reports to PMU - Ensures that proper support documentation of data reported is available
National	MoA	<ul style="list-style-type: none"> - Participates in supervision, mid-term and completion missions - Member of the PSC
	Project Technical Committee (PTC)	<ul style="list-style-type: none"> - Provides technical advisory
	Project Steering Committee (PSC)	<ul style="list-style-type: none"> - AWPB revision and approval - Revision of project monitoring and evaluation reports, results and outcomes
	FAO Kenya	<ul style="list-style-type: none"> - Participates in steering and technical committee and supervision missions, and technical support mission - Gives AWPB no objection - Provides technical assistance - Participates in mid-term and final evaluations

An illustration of the project data work flow:



6. Reporting

Project outputs will be monitored separately as well as in relation to the achievement of higher level project results and overall GCF goals. Reporting on results will be required as follows:

Project Inception Report

- A project inception workshop will be conducted in order to: a) orient project stakeholders to the project strategy and discuss any change in the overall context that might influence implementation; b) discuss the roles and responsibilities of the project team, including reporting and communication lines; c) review the results framework and discussion, present in detail the Theory of Change of the project, reporting, monitoring and evaluation roles and responsibilities, and to finalize the M&E plans; d) review financial reporting requirements; and e) planning and scheduling of M&E meetings; and f) finalize the first year work plan. The workshop will generate an inception report that will be submitted to the GCF.

Project Progress Reports

- **Semi Annual Progress Reports.** The PMU will prepare 6-months progress reports which will be sent to the Budget Holder. The progress reports will include an overall assessment of achievements against targets and deliverables. Executing Entities will report on their achievements against targets as well as financial and operational progress on a six-month basis.
- **Annual Progress Reports.** The Annual Progress Report will be a consolidation of the progress of achievements attained during the financial year. It assesses the overall performance of the project against set objectives. The annual progress report will be done by the M&E Officers and Project Coordinator. The M&E Officers will ensure that the indicators in the results framework are monitored annually through the relevant tools and other procedures. The annual progress reports will be due at GCF 60 days after the end of each calendar year. The final project annual report and the terminal evaluation report will serve as the final project report package.
- **Technical Reports** will be prepared by consultants as part of project outputs (deliverables) and to document and share project outcomes and lessons learned. The drafts of any technical reports will be submitted to the PMU as required in their Terms of Reference. The Lead Technical Officer (LTO) will be responsible for ensuring appropriate technical review and clearance of the reports. Copies of relevant technical reports will be distributed to project partners and the PTC and PSC as appropriate.
- **Annual Financial and Co –financing Reports:** FAO, with support from the PMU, will be responsible for collecting the required information and reporting, on a semi-annual basis, on co-financing as indicated in the Funding Proposal.
- **Project Completion report (Final APR):** Within two months before the end date of the project, and one month before the Final Evaluation, the PMU will submit to the BH and LTO a draft Completion Report (Final APR). The main purpose of the Completion Report is to provide guidance at ministerial or senior government level on the policy decisions required for the follow-up of the project, and to provide the donor with information on how the funds were utilized. The Completion Report is accordingly a concise account of the main products, results, conclusions and recommendations of the project, without unnecessary background, narrative or technical details. The target readership consists of persons who are not necessarily technical specialists but who need to understand the policy implications of technical findings and needs for insuring sustainability of project results. The final APR report will be submitted by the AE, with input from all EE, to the GCF, no later than 6 months after technical completion of activities.

For field-level activities, the project will make use of georeferenced monitoring. The project places particular attention on ensuring the monitoring of differential impacts by sex, age and vulnerability, especially monitoring regarding activities relevant to women and more vulnerable populations. Updates to agricultural databases, crop and productivity datasets will be carried out under activity 1.1.4.3. The project will update databases with sex- and gender-disaggregated data and ensure that data on marginalized and invisible groups (i.e., women respondents living in male-headed households, widows) are included in updating datasets. At minimum, annual updates are conducted.