



Food and Agriculture Organization  
of the United Nations

## **Annex 11**

# **Monitoring and Evaluation Plan**

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*For the GCF-FAO Project “Forest Landscape Restoration for Climate Benefits and Resilience (Fiji FLR)”*

## 1. Scope and objectives

This Monitoring & Evaluation (M&E) Plan defines the framework for tracking, assessing, and learning from the implementation of the Fiji FLR project. It outlines key activities, processes, information flows, and resource allocation required for effective project monitoring and evaluation. The M&E system is designed as a dynamic, participatory, and transparent mechanism that enables timely communication among stakeholders, executing entities, and project management teams. It serves as an adaptive management tool, providing real-time insights to inform decision-making, improve implementation strategies, and ensure accountability to donors and beneficiaries.

The M&E system will be aligned with Fiji's national climate resilience and agricultural development strategies, and the reporting requirements of the Green Climate Fund (GCF), ensuring that progress is tracked against established outcomes and impact indicators.

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; and
- vi) support project management decisions and allocation of resources and activities by monitoring the progress of implementation of activities and achievement of targets.

The M&E Plan will be implemented in collaboration with executing and implementing partners, ensuring that monitoring activities are embedded within national structures and aligned with Fiji's long-term climate adaptation strategies. The system will be regularly reviewed and refined based on stakeholder feedback, emerging data trends, and evolving project needs.

## 2. M&E Plans

### 2.1 Monitoring

Monitoring under the Fiji FLR project is designed as a continuous, systematic process to assess the progress of project implementation, track key performance indicators, and provide real-time insights for adaptive management. The monitoring framework ensures that project deliverables and outputs align with the Results Framework, leading to the achievement of the intended climate resilience outcomes for smallholder farmers.

The specific objectives of the monitoring process are to: (i) track progress against project indicators at output and outcome levels, as defined in the logical framework; (ii) ensure timely identification of risks, bottlenecks, and challenges, allowing for proactive adjustments to project implementation; (iii) assess the effectiveness of interventions and financial inclusion initiatives in reaching targeted beneficiaries; (iv) support learning and knowledge-sharing by capturing successes, best practices, and lessons learned; and (v) enable compliance with reporting requirements of the GCF, national authorities, and project stakeholders.

The project's monitoring system will include multiple data collection methods tailored to track different types of interventions. These will be implemented by the Project Management Unit (PMU) in collaboration with executing partners and local stakeholders. The data collection tools will be developed based on the indicators at the different levels of results. The table below shows data sources, type of tools, and frequency of data collection on the basis of the project's results framework.

| Programme/<br>Projects<br>Results | Data/Source        | Collection<br>Tool | Frequency | Indicator                      | Indicative<br>Budget | M&E Personnel<br>involved |
|-----------------------------------|--------------------|--------------------|-----------|--------------------------------|----------------------|---------------------------|
| ARA1 Most<br>vulnerable           | Annual<br>progress | Document<br>review | Annual    | Core 2: Direct<br>and indirect | 64,844               | M&E Consultant            |

| Programme/<br>Projects<br>Results                | Data/Source   | Collection<br>Tool  | Frequency | Indicator   | Indicative<br>Budget | M&E Personnel<br>involved  |
|--|---|---|-----------|---|----------------------|--|
| people and communities                           | reports from interventions and regular monitoring; Project updates and beneficiary registration forms   |   |           | beneficiaries reached   |                      | Consultants for Baseline, Mid-term, and Final surveys  |
| ARA2 Health, well-being, food and water security | Annual progress reports from interventions and regular monitoring; Project updates and beneficiary registration forms, Food Insecurity Experience Scale (FIES) Survey | Document review   | Annual    | Core 2: Direct and indirect beneficiaries reached   | 64,844               | National and International M&E Consultant, Consultants for Baseline, Mid-term, and Final surveys |
|  |   |   |           | Supplementary 2.1: Beneficiaries (female/male) adopting improved and/or new climate-resilient livelihood options  |                      |  |
|  |   |   |           | Supplementary 2.2: Beneficiaries (female/male) with improved food security  |                      |  |
| ARA4 Ecosystems and ecosystem services           | Analytical report with details from georeferenced database of project intervention areas and related monitoring via remote sensing analysis as well as ground visits. | Field observation visits                                      | Annual    | Core 4: Hectares of natural resources brought under improved low-emission and/or climate-resilient management practice  | 64,844               | National and International M&E Consultant, Consultants for Baseline, Mid-term, and Final surveys |
|  |   |   |           | Supplementary 4.1: Hectares of terrestrial forest, terrestrial non-forest, freshwater and coastal marine areas brought under restoration and/or improved ecosystems |                      |  |
| MRA4 Forestry and land use                       | Annual Progress reports from interventions  | Other (please specify)<br><br>FAO NEXT carbon accounting tool | Annual    | Core 1: GHG emissions reduced, avoided or removed/sequestered   | 64,844               | National and International M&E Consultant, Consultants for Baseline, Mid-term, and Final surveys |

| Programme/<br>Projects<br>Results   | Data/Source   | Collection<br>Tool                             | Frequency         | Indicator   | Indicative<br>Budget | M&E Personnel<br>involved  |
|---|---|--|-------------------|---|----------------------|--|
| <b>Outcome<br/>1: Strengthened regulatory framework for integrated landscape management aimed at climate change adaptation and mitigation</b> | ITLTB database  | Government data/records<br><br>Document review | Annual monitoring | Percent of new land leases include sustainability and climate resilience conditions   | 159,318              | Consultants for Baseline, Mid-term, and Final surveys, National and International M&E Consultant |
|   | Meeting minutes   | Document review                                | Annual monitoring | Number of policy frameworks supported by the project have been approved by Cabinet  |                      | National and International M&E Consultant, Consultants for Baseline, Mid-term, and Final surveys |
|   | MoU regulating public-private-community partnerships. Technical reports by the project – baseline and final surveys in pilot area<br>Independent expert surveys at mid-term and project termination | Field visits, document review                  | Annual monitoring | Ha of forests regulated through PPCP for reforestation and/or SFM   |                      | National and International M&E Consultant  |
|   | Course curricula, promotional material, website content   | Document review                                | Annual monitoring | Number of academic and training institutions integrate introduced technologies, practices, standards and protocols in their curricula |                      | National and International M&E Consultant  |
| <b>Output<br/>1.1: Strengthened institutional coordination and multi-sectoral collaboration on applying R2R approaches</b>                    | Signed MoUs between Ministries, project monitoring reports  | Government data/records, Document review       | Annual monitoring | Number of multi-stakeholder mechanisms created and operational  |                      | National and International M&E   |
|   | Training reports disaggregated by type, gender, age, region   | Document review                                | Annual monitoring | Number of community representatives assessed as having increased knowledge in ecological monitoring.                                  |                      | National and International M&E   |

| Programme/<br>Projects<br>Results  | Data/Source   | Collection<br>Tool   | Frequency                                    | Indicator  | Indicative<br>Budget | M&E Personnel<br>involved   |
|--|---|--|--|--|----------------------|---|
|  | MoUs signed between project and Ministries. Minutes of Meeting  | Document review  | Annual monitoring                            | # Ministries collaborating in multi-stakeholder mechanism  |                      | National and International M&E Consultant   |
|  | MoU regulating public-private-community partnerships. Technical reports by the project – baseline and final surveys in pilot area | Document review  | Annual monitoring                            | # Agreements between MoFF, private sector stakeholders and   |                      | National and International M&E Consultant   |
| Output 1.2: Key forest policies and land management regulations are updated, reviewed, and developed | GoF reports, National newspaper, project monitoring reports   | Government data/records, Document review, survey/questionnaire               | Annual monitoring, mid-term and final        | # updated policy frameworks are presented to the Cabinet for approval  |                      | National and International M&E, Consultants for Baseline, Mid-term, and Final surveys |
|  | Training reports disaggregated by type, gender, age, region   | Document review  | Annual monitoring                            | Number of stakeholders assessed as having increased knowledge in the implementation of key policies                                    |                      | National and International M&E  |
| Output 1.3: Climate responsive land use plans at landscape scale developed                           | MoF data records, Remote Sensing Data   | Government data/records, Document review, survey/questionnaire, field visits | Annual monitoring; baseline, mid-term, final | Ha of forests included in community landscape management plans   |                      | National and International M&E, Consultants for Baseline, Mid-term, and Final surveys |
|  | MoF data records, Remote Sensing Data   | Government data/records, Document review, survey/questionnaire, field visits | Annual monitoring; baseline, mid-term, final | Ha of permanent forest estates established.  |                      | National and International M&E, Consultants for Baseline, Mid-term, and Final surveys |
|  | Training reports disaggregated by type, gender, age, region   | Document review  | Annual monitoring                            | Number of stakeholders assessed as having increased knowledge in the design, implementation, and execution of CLMPs and/or sustainable |                      | National and International M&E  |

| Programme/<br>Projects<br>Results   | Data/Source   | Collection<br>Tool   | Frequency                                    | Indicator  | Indicative<br>Budget | M&E Personnel<br>involved   |
|---|---|--|--|--|----------------------|---|
|   |   |  |  | forestry and climate smart product development   |                      |   |
| <b>Outcome 2:<br/>Climate resilience of local communities through climate-adaptive forest management increased while contributing to mitigation and food security</b> | MoF data records, Remote Sensing Data                       | Government data/records, Document review, survey/questionnaire, field visits | Annual monitoring; baseline, mid-term, final | Average survival rate per ha (%) of planted seedling   | 178,771              | National and International M&E, Consultants for Baseline, Mid-term, and Final surveys |
|   | MoF data records, Remote Sensing Data                       | Government data/records, Document review, survey/questionnaire, field visits | Annual monitoring; baseline, mid-term, final | Total forest area [ha]   |                      | National and International M&E, Consultants for Baseline, Mid-term, and Final surveys |
|   | MoF data records, Remote Sensing Data                       | Government data/records, Document review, survey/questionnaire, field visits | Annual monitoring; baseline, mid-term, final | # of ha of restored land with increased food production  |                      | National and International M&E, Consultants for Baseline, Mid-term, and Final surveys |
| <b>Output 2.1:<br/>Technical and knowledge capacity to produce climate adaptive seedlings established</b>   | Training reports disaggregated by type, gender, age, region | Document review  | Annual monitoring                            | Number of stakeholders assessed as having increased knowledge in the production of climate adaptive forestry seedlings, FLR and/or CAS |                      | National and International M&E  |
|   | Project documentation, photographic and remote sensing data | Government data/records, Document review, survey/questionnaire, field visits | Annual monitoring; baseline, mid-term, final | Number of nurseries upgraded   |                      | National and International M&E, Consultants for Baseline, Mid-term, and Final surveys |
|   | Project monitoring reports                                  | Document review  | Annual monitoring                            | Number of Guidelines to support climate adaptive silviculture  |                      | National and International M&E  |

| Programme/<br>Projects<br>Results  | Data/Source   | Collection<br>Tool  | Frequency  | Indicator  | Indicative<br>Budget | M&E Personnel<br>involved  |
|--|---|---|--|--|----------------------|--|
|  |   |   |  | approaches<br>published<br>online  |                      |  |
|  | MoF data<br>records,<br>Remote<br>Sensing Data                                  | Government<br>data/records,<br>Document<br>review,<br>survey/questionnaire, field<br>visits | Annual<br>monitoring;<br>baseline, mid-<br>term, final | Number of<br>climate adaptive<br>seedlings<br>produced   |                      | National and<br>International<br>M&E,<br>Consultants for<br>Baseline, Mid-<br>term, and Final<br>surveys |
|  | Training<br>reports<br>disaggregated<br>by type,<br>gender, age,<br>region      | Document<br>review  | Annual<br>monitoring                                   | Number<br>of communities<br>involved in<br>climate adaptive<br>forest<br>investment and<br>management<br>trainings   |                      | National and<br>International<br>M&E   |
|  | MoF data<br>records,<br>Remote<br>Sensing Data                                  | Government<br>data/records,<br>Document<br>review,<br>survey/questionnaire, field<br>visits | Annual<br>monitoring;<br>baseline, mid-<br>term, final | Number of ha<br>for forest<br>landscapes<br>restored   |                      | National and<br>International<br>M&E,<br>Consultants for<br>Baseline, Mid-<br>term, and Final<br>surveys |
|  | MoF data<br>records,<br>Remote<br>Sensing Data                                  | Government<br>data/records,<br>Document<br>review,<br>survey/questionnaire, field<br>visits | Annual<br>monitoring;<br>baseline, mid-<br>term, final | Number of ha of<br>newly protected<br>areas/HCVF<br>established  |                      | National and<br>International<br>M&E,<br>Consultants for<br>Baseline, Mid-<br>term, and Final<br>surveys |
|  | Training<br>reports<br>disaggregated<br>by type,<br>gender, age,<br>region      | Document<br>review  | Annual<br>monitoring                                   | Number of<br>stakeholders<br>assessed as<br>having<br>increased<br>knowledge in<br>introduced<br>practices   |                      | National and<br>International<br>M&E   |
| <b>Output<br/>2.2: Community and farmer<br/>enterprise led<br/>FLR for<br/>Afforestation<br/>and<br/>conservation of<br/>High<br/>Conservation<br/>Value Forests<br/>established</b>         |   |   |  |  |                      |  |
| <b>Outcome 3:<br/>Strengthened<br/>financial<br/>mechanisms<br/>and private<br/>sector<br/>involvement<br/>in climate<br/>change<br/>related<br/>investments<br/>for<br/>sustainability,</b> | Project<br>monitoring<br>reports, FDB<br>reports,<br>commercial<br>bank reports | Document<br>review,<br>Government<br>data/records   | Annual<br>monitoring                                   | Increase in<br>credit<br>placements of<br>national finance<br>institutions in<br>support of<br>climate change<br>adaptation and<br>mitigation<br>initiatives | 321, 438             | National and<br>International<br>M&E   |
|  | MoF data<br>records,<br>Remote<br>Sensing Data                                  | Government<br>data/records,<br>Document<br>review,  | Annual<br>monitoring;<br>baseline, mid-<br>term, final | # of ha of<br>restored<br>agroforestry<br>land of the  |                      | National and<br>International<br>M&E,<br>Consultants for   |

| Programme/<br>Projects<br>Results   | Data/Source  | Collection<br>Tool                 | Frequency         | Indicator   | Indicative<br>Budget | M&E Personnel<br>involved             |
|---|--|------------------------------------|-------------------|---|----------------------|---------------------------------------|
| food security<br>& scale-up   |  | survey/questionnaire, field visits |                   | private sector/farmers with increased food production   |                      | Baseline, Mid-term, and Final surveys |
|   | FDB documentation, Project documentation   | Document review                    | Annual monitoring | # of private entities accessing financing from the new forestry loan facility promoted by the FDB   |                      | National and International M&E        |
| Output 3.1:<br>Forest Ecosystem Services Levy designed and agreed   | Training reports disaggregated by type, gender, age, region                        | Document review                    | Annual monitoring | Number of representatives from target communities and government assessed as having increased knowledge in forestry ecosystem services payments |                      | National and International M&E        |
|   | Project monitoring reports, Project documentation, FSC documentation               | Document review                    | Annual monitoring | Official inclusion in the administrative communications (gazette) of the entry into force of the Ecosystem Services Procedure (ES PRO)          |                      | National and International M&E        |
| Output 3.2: Design of improved financial mechanisms supported and made accessible to communities and the private sector | Training reports disaggregated by type, gender, age, region; project documentation | Document review                    | Annual monitoring | Number of financial institutions assessed as having increased knowledge in climate related risk assessment and /or FLR investments              |                      | National and International M&E        |



| Programme/<br>Projects<br>Results   | Data/Source  | Collection<br>Tool  | Frequency  | Indicator  | Indicative<br>Budget | M&E Personnel<br>involved  |
|---|--|---|--|--|----------------------|--|
|   | FDB<br>documentation,<br>Project<br>documentation                    | Document<br>review  | Annual<br>monitoring                                   | Number of FDB<br>climate finance<br>instruments<br>developed<br>and/or improved<br>to facilitate<br>private<br>investment in<br>the agroforestry<br>sector |                      | National and<br>International<br>M&E   |
| Output<br>3.3: Support<br>the restoration<br>and SFM of<br>commercially<br>logged over<br>natural forests<br>and<br>plantations   | MoF data<br>records,<br>Remote<br>Sensing Data                       | Government<br>data/records,<br>Document<br>review,<br>survey/questionnaire, field<br>visits | Annual<br>monitoring;<br>baseline, mid-<br>term, final | Ha of forest<br>landscapes<br>restored in<br>collaboration<br>with the private<br>sector and/or<br>under SFM<br>practices                                  |                      | National and<br>International<br>M&E,<br>Consultants for<br>Baseline, Mid-<br>term, and Final<br>surveys |
|   | Training reports<br>disaggregated<br>by type, gender,<br>age, region | Document<br>review  | Annual<br>monitoring                                   | Number of<br>stakeholders<br>assessed as<br>having<br>increased<br>knowledge in<br>introduced FLR<br>practices   |                      | National and<br>International<br>M&E   |
| Co-benefit 1:<br>Ecosystems<br>protected  | Independent<br>expert surveys  | Survey/questionnaire  | Baseline, mid-<br>term and final                       | % average<br>decrease in silt<br>cover in marine<br>areas of target<br>region  | 26,024               | Consultants for<br>Baseline, Mid-<br>term, and Final<br>surveys  |
| Co-benefit 2:<br>Gender<br>Equality   | Independent<br>expert surveys  | Survey/questionnaire  | Baseline, mid-<br>term and final                       | # of women in<br>leadership<br>positions within<br>Community<br>Landscape<br>Management<br>Plans (CLMP)  | 26,024               | Consultants for<br>Baseline, Mid-<br>term, and Final<br>surveys  |
| Co-benefit 3:<br>Green Jobs   | Independent<br>expert surveys  | Survey/questionnaire  | Baseline, mid-<br>term and final                       | % increase in<br>green jobs<br>available in Fiji   | 26,024               | Consultants for<br>Baseline, Mid-<br>term, and Final<br>surveys  |
| Total monitoring budget for data generation and collection not covered by AE fee:<br>National M&E consultants with proficiency in GIS: USD 423,696<br>International M&E consultant with proficiency in GIS: USD 40,046<br>Communications equipment: USD 41,322<br>Data collection workshops and equipment: USD 23,739<br>Tool development and GRM-related costs: USD 85,425<br>Travel, local and international: USD 108,089<br>Project baseline surveys (Y1): USD 120,300<br>Project Mid-term survey (Y3): USD 100,750<br>Project End-line survey (Y6): USD 137,363 |  |   |  |  |                      | <b>Total:</b><br>USD 1,080,730   |

## Surveys

Surveys will ensure that gender, remoteness, poverty, disability, SEAH, and other key data about communities and ecosystems addressed by the proposal from specific target areas and in comparison areas are adequately collected. Surveys 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 beneficiaries and the project and to maximize data collection. Sample size will be determined during inception using standard power calculations, with stratified random sampling to ensure representative data collection.

## 2.2 Evaluation

### Interim and Final Evaluation reports

In accordance with the AMA between FAO and GCF, the FAO Office of Evaluation (OED) will be responsible for the independent evaluation, in line with the initial monitoring and accountability framework (MAF) for accredited entities (AEs) which requires all AEs to submit two important deliverables for all projects or programmes, these being the project interim and final reports. These are submitted to the GCF as per a timeline agreed upon by the Secretariat and the AE.

Evaluation in the Fiji FLR project serves as a systematic assessment of the relevance, effectiveness, efficiency, impact, and sustainability of project interventions. The evaluation framework will provide evidence-based insights on project performance, lessons learned, and recommendations for scaling up climate resilience initiatives. The evaluation process will be aligned with the GCF Independent Evaluation Unit (IEU) guidelines, national policies, and global best practices in climate-resilient agriculture and disaster risk management.

The evaluation will focus on the causal links between project activities and outcomes, determining the extent to which Fiji FLR has enhanced climate resilience, financial access, and food security for smallholder farmers. The OED evaluation team will employ a mixed-method approach, integrating quantitative impact assessments with qualitative participatory techniques, including beneficiary surveys, case studies, and focus group discussions.

Both the interim and final evaluation reports must be consistent with GCF requirements as outlined in the GCF Evaluation Policy, Evaluation Standards, and Evaluation Operational Procedures and Guidelines.

| Evaluation       |                            |                             |                          |
|------------------|----------------------------|-----------------------------|--------------------------|
| Type             | Timing                     | Independent/Self-evaluation | Indicative Budget (US\$) |
| <i>Outcome</i>   | Interim evaluation (Y3 Q2) | Independent                 | 87,500 <sup>1</sup>      |
| <i>Summative</i> | Final evaluation (Y6 Q3)   | Independent                 | 87,500 <sup>2</sup>      |
| Total            | -                          | -                           | 175.000                  |

## 2.3 Organisation of the Monitoring and Evaluation system

Project-level monitoring and evaluation will be undertaken in compliance with FAO and GCF policies. FAO will ensure the existence of a well-designed, operational and effective impact monitoring and measurement system to analyse and quantify the causal and attributable changes, the contribution and the overall causal results of the project. This will include the implementation of: (i) a monitoring system to understand efficacy, targeting and verification of the assumptions that

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<sup>1</sup> to be funded by the AE fee.

<sup>2</sup> to be funded by the AE fee

the program is making; and (ii) a learning plan through which the results of the monitoring systems can feed back into the project implementation and planning Outcomes.

The M&E system will be coordinated by the PMU and aligned with the GCF guidelines and international best practices. Additional oversight will come from the Project Steering Committee (PSC) and relevant Technical Units in FAO HQ. It will be implemented in collaboration with key agencies including the Ministry of Fisheries and Forestry (MoFF), the Ministry of Agriculture and Waterways (MoAW), the Fiji Hardwood Corporation Limited (FHCL), the Fiji Pine Limited (FPL) and the Ministry of Environment (NDA). Oversight will ensure that: (i) project 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 from the project's Results Framework (RF) and the Annual Work Plan and Budgets (AWPBs).

**M&E Structure:** An M&E system will be established for the project in keeping with the guidelines of GCF to report on its Integrated Results Management Framework designed to measure the core indicators as well as all other indicators identified in Section E of the FP. An M&E system will be developed with an M&E Officer and a Monitoring Information System (MIS) to keep track of performance and core indicators at the national and province level. The M&E officer of the project will work in parallel with the M&E officer of the Forestry Directorate that will hold specular functions and support integrating the MIS with data related to cofinancing activities. All service contracts, Letters of Agreements and others with implementing partners will specify their responsibility with respect to sex-disaggregated data collection and reporting. The execution partners will submit reports to the PMU which will prepare a consolidated report on an annual basis. Regular meetings for monitoring and follow-up will be organized where problems will be discussed and, when needed, corrective measures will be recommended. Concerning the GAP, the project's gender working group will provide assistance to the M&E unit with additional oversight for monitoring the implementation of the GAP and assisting to maximize benefits for gender targets through all project activities.

**An MIS system** will be developed for the project to record key information of all beneficiaries. The PMU M&E Unit will coordinate and produce a consolidated MIS report for the project on an annual basis. Within the first quarter of the second year, when activities have been initiated and sufficient outreach has been achieved and the M&E database begins to get populated, thematic maps will be generated by the project and will be monitored through consolidated remote sensing practices or geospatial analysis.

The following table describes the actors involved in the M&E system and their respective roles:

| Stakeholder  | Role and responsibility in the M&E system  |
|--|--|
| Technical specialists  | <ul style="list-style-type: none"> <li>- Check reliability and provide final validation of the consolidated data in the M&amp;E system for the respective component</li> <li>- Conduct specific field supervisions</li> <li>- Participate in data analysis</li> <li>- Contribute to activity reports and AWPB (Annual Work Plan and Budget) proposal at national level</li> <li>- Participate in capitalisation work and identify good practices, possible scaling up, and exchange opportunities</li> </ul> |
| Environmental & Social experts, Gender and Social Inclusion Specialist | <ul style="list-style-type: none"> <li>- Check reliability and provide final validation of the consolidated data in the M&amp;E system for the ESMF and GAP</li> <li>- Conduct specific field supervisions</li> <li>- Participate in data analysis,</li> <li>- Contribute to activity reports and AWPB at national level</li> </ul>  |
| M&E Officer (with GIS expertise)                                       | <ul style="list-style-type: none"> <li>- Coordinates and supports the design of all M&amp;E related tools and activities</li> <li>- Participates in the preparation of the M&amp;E manual and updating</li> <li>- Coordinate baseline study and impact assessments</li> <li>- Controls data consolidation and quality assurance</li> </ul>   |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>- Output of consolidated dashboards</li> <li>- Controls the quality of reports, project indicators and statistics</li> <li>- Launches, organizes and supervises the conduction of evaluations and surveys</li> <li>- Develop capacities of M&amp;E system stakeholders</li> <li>- Coordinates with the communication consultant and monitors knowledge management processes</li> <li>- Supervises and organizes internal knowledge management to support implementation</li> <li>- Analyzes monitoring data</li> <li>- Contribute to the preparation of quarterly and annual reports</li> <li>- Ensures availability and quality of data for all supervision, MTR and completion missions</li> <li>- Supports the use of GIS tools and analysis for project monitoring and targeting</li> <li>- Produces maps according to the needs of the project</li> <li>- Centralizes all geo-referenced information and its use for the M&amp;E system</li> <li>- Develops capacities development in use of tablets, GIS and phones for data collection and GIS points</li> </ul> |
| Admin and Finance Officer                          | <ul style="list-style-type: none"> <li>- Enters financial data and matching with technical monitoring</li> <li>- Communicates and exchanges constantly with the M&amp;E Officer to ensure good correspondence between technical and financial reporting</li> <li>- Participates in the formulation of the AWPB</li> <li>- Participates in the formulation of the M&amp;E sheets and tools directly linked to the budgets.</li> </ul>   |
| Knowledge Management and Communications Specialist | <ul style="list-style-type: none"> <li>- Analyze data from the M&amp;E system ad reports, and identify possible knowledge products</li> <li>- Helps improve the different result and evaluation reports and shares and communicates project results</li> </ul>   |
| National Project Coordinator / Technical Advisor   | <ul style="list-style-type: none"> <li>- Performs the general supervision of the M&amp;E system</li> <li>- Ensures the general monitoring of activities, beneficiaries and outcomes</li> <li>- Participates in data analysis</li> <li>- Coordinates baseline studies</li> <li>- Coordinates, organizes and (preliminarily) validates the AWPB</li> <li>- Ensures preparedness for supervision missions, as well as MTR and completion missions.</li> </ul>   |
| Project Steering Committee (PSC)                   | <ul style="list-style-type: none"> <li>- AWPB revision and approval</li> <li>- Revision of project monitoring and evaluation reports, results and outcomes</li> </ul>  |
| FAO Fiji   | <ul style="list-style-type: none"> <li>- Participates in steering and technical committee and supervision missions, and technical support mission</li> <li>- Gives AWPB no objection</li> <li>- Provides technical assistance</li> <li>- Participates in interim and final evaluations</li> </ul>  |

### 3. 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

- **Annual Progress Reports.** The Annual Progress Report will be a consolidation of the progress of achievements attained during the calendar year. It assesses the overall

performance of the project against set objectives. The annual progress report will be done by the Reporting Specialist, National Project Coordinator and Technical Advisor. The M&E Officers will ensure that the indicators in the results framework are monitored annually through the relevant tools and other procedures. The APRs will be due to 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 CPIU 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 PSC as appropriate.
- **Annual Financial and Co-financing Reports:** FAO 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 FAO AE Task Force a draft Completion Report (Final APR). The main purpose of the Completion Report is to provide guidance at the 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 EEs, to the GCF, no later than 6 months after technical completion of activities.