**Monitoring and Evaluation Arrangements**

WMO as the Implementing Entity of the VFDM project has the overall responsibility of carrying out regular Monitoring and Evaluation of the activities implemented including Mid-term Evaluation and Project Termination Evaluation.

Monitoring and Evaluation (M&E) will measure the overall progress and impact of the VFDM project activities through Key Performance Indicators (KPI). They will be monitored regularly to identify the achievements or insufficiencies, therefore supporting the development of additional strategies to achieve the targets. M&E tool will be made available for project activities, as well as programme management.

**Monitoring and evaluation arrangements for the project activities**

A monitoring and evaluation system will be developed to support the project management and decision-makers team in designing, implementing and adjusting the program activities. The overall (short, medium and long term) impact of the planned activities will also be assessed using the resources, methodologies or tools etc. The monitoring and evaluation arrangements will have a gender disaggregated system of data collection (baseline and target to be achieved as established in the context of the results framework of the project) and reporting for each of the project outcomes and component.

The M&E arrangements will be structured and organized at various level of institutional set-up such as:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Institutional level | Responsible Actors | Baseline Data before the start of the activity, (gender-inclusive data) | Indicator | Target based on project-result framework | End-Result with means of verification |
| Local level Monitoring and Evaluation Activities | Project Manager,  Local Staff of Agencies (NMHS, Water Resources, Disaster Management),  National External M&E expert | - No of participants (including women) has previously attended capacity development workshops/trainings or involved in consultation  - Access to the Hydro-meteorological, climate related data and information | -No. of local staff and community members selected and trained for responding to  impacts of, climate-related events | - Planned number[[1]](#footnote-1) of people who now have better resilience to climate change events and variabilities  - Pilot tests are organized and conducted as planned | Updated M&E checklists with the local project progress reports (LPPR) through semi-structure interviews or focus-group discussions, field visits consultation,  activity report |
| National level Monitoring and evaluation activities | Project Manager,  National staff, International M&E expert | -No of participants (including women) has previously attended capacity development workshops/trainings or involved in consultation  -information from national assessment on vulnerability, capacity, exposure and ecosystem services conducted previously  -number of people having received early warning information for floods and drought | -Percentage of targeted population are aware of  predicted adverse impacts of climate change on ecosystem sustainability, and of  appropriate responses  - Data and information for risks maps and climate scenarios are available and collected  -number of people receives early warning information | -Planned number of people with reduced risk to extreme  weather events  -Planned number of citizen and agencies staffs are trained on various activities of the project  -70-80% of floods and drought events are foreseen as planned and adequate preparedness measures are taken by the beneficiaries | National project activities progress reports (NPPR) semi-structured interviews or focus-group discussions, hardware and software procured, installed or developed,  activity report, field visit monitoring |
| Regional Level Monitoring and Evaluation (mid-term and terminal evaluations) | Project Coordinator,  National agencies director, Member of Advisory committee,  International M&E expert | -National level data and information are shared to the region level  - Availability of EWS for the Volta Basin region before the project  - number of awareness campaign conducted or tools developed | -National level data and information are available and integrated at the scale of Volta Basin  -Progress in the development of early warning systems  - Relevant threat and hazard information generated  and disseminated to stakeholders on a timely basis | - Availability of flood and drought risk maps and climate scenario  -Designed and development of VoltAlarm EWS.  -Percentages of population in Volta Basin have access to or receive early warning system information.  Revised or new policies, plans or guidelines on climate change adaptation and disaster risk reduction | Regional project activities progress reports (RPPR) through semi-structure interviews or focus-group discussions, hardware and software procured, installed or developed,  activity report |

The monitoring and evaluation assessment of the activities will be conducted regularly with the local, national and regional agencies and communities after which a report will be prepared to track progress made since the start of the project’s and in particular from the previous reporting period. The reporting includes, but is not limited to, on the following:

|  |  |
| --- | --- |
| Report content | Additional Description |
| Progress on the project’s objective and outcomes – each with indicators, baseline data and end-of-project targets; | aggregated, gender disaggregated, percentage of change |
| Project outputs delivered per outcome (quarterly, half-yearly and yearly); | Activities completed for each output in the reporting period as compared to planned |
| Lessons learned/good practice and challenges; | Check or assess the real benefits to the stakeholders or challenges encountered |
| Progress on work plan and expenditure reports; and | Update on the work plan and use of funds |
| Project risk and adaptive management. | Any grievance or risk encountered during the period, any measures taken |
| Any other information as required |  |

**Monitoring and evaluation arrangement for Project Management**

The Project Management Unit (PMU) will be made available with monitoring and evaluation tools of project activities and resources. The PMU under the implementing agencies will ensure that the executing agencies have adequate resources and capacity to measure and monitor results at the local, national and transboundary level. The quarterly monitoring and annual evaluation reports of the executing agencies along with the financial statements and resource management will be submitted to the implementing agencies and further to the Adaptation Fund Secretariat for the review.

**Monitoring and Evaluation reports for project activities and management:**

|  |  |
| --- | --- |
| **Quarterly report** | Monitoring will be carried out after each quarter and reports will be prepared with key results achieved, issues encountered or potential problems and proposed solutions. |
| **Annual Report** | Annual report will be prepared to monitor the progress in the time period of twelve months. This will be useful to monitor progress made in different activities. The annual report will be presented by the project leader to the project steering committee to assess the overall progress and provide their suggestions or feedbacks. |
| **Mid-term Assessment Report** | The project will conduct the mid-term review after two years of kick-off to get the feedback of project stakeholders and external experts. |
| **Final Evaluation or Project Termination Report** | Two months prior to the completion of the project, an independent evaluation will be conducted to check the overall impact of the project. The final evaluation report will be developed and presented to the Adaptation Fund secretariat, project steering committee and other stakeholders. |

**The M&E activities with their budget are shown in the table below:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monitoring & Evaluation**  **Activity**  **List** | **Accountable Parties**  **(short name)** | **Timeline** | | | | | | | | | | | | | | | |
| **2019** | | | | **2020** | | | | **2021** | | | | **2022** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| Design, development and review of the Monitoring and Evaluation tools | WMO/GWP-WA/VBA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Monitoring the project activities and outputs (quarterly) | GWP-WA/VBA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Improvement or additional changes in the Monitoring tool | WMO |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Monitoring the activities and reporting the project outputs (every six months) | WMO/GWP-WA/VBA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mid-term Evaluation of the project activities and assessing the progress | WMO/Members of Project advisory committee with the support of GWP-WA/VBA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Improvement or additional changes in the Evaluation tool | WMO |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final evaluation  and reporting (before the completion of project) | WMO/GWP-WA/VBA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final Project  Audit | WMO/ Members of Project advisory committee with the support of GWP-WA/VBA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Additionally, M&E tools for both project activities and project management following the Adaptation Fund (AF) and WMO standards will be developed and made available to the national stakeholders. This will be useful also to finalize and agree on the baseline data and end line targets of the project activities.

1. The accurate target for each of the separate activities will be determined with the local agencies and communities representatives. [↑](#footnote-ref-1)