# **VI. Monitoring and Evaluation (M&E) Plan**

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP](http://www.undp.org/content/undp/en/home/operations/accountability/programme_and_operationspoliciesandprocedures.html) (including guidance on GEF project revisions) and [UNDP Evaluation Policy](http://www.undp.org/content/undp/en/home/operations/accountability/evaluation/evaluation_policyofundp.html). **The UNDP Regional Office is responsible for ensuring full compliance with all UNDP project M&E requirements including project monitoring, UNDP quality assurance requirements, quarterly risk management, and evaluation requirements.**

Additional mandatory GEF-specific M&E requirements will be undertaken in accordance with the [GEF Monitoring Policy](https://www.thegef.org/sites/default/files/council-meeting-documents/GEF-C.56-03%2C%20Policy%20on%20Monitoring.pdf) and the [GEF Evaluation Policy](https://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.ME_C56_02_GEF_Evaluation_Policy_May_2019_0.pdf) and other [relevant GEF policies](https://www.thegef.org/documents/policies-guidelines)[[1]](#footnote-0). The M&E plan and budget included below will guide the GEF-specific M&E activities to be undertaken by this project.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed – including during the Project Inception Workshop - and will be detailed in the Inception Report.

**Minimum project monitoring and reporting requirements as required by the GEF:**

Inception Workshop and Report:

A project inception workshop will be held within 2 months from the First disbursement date, with the aim to:

1. Familiarize key stakeholders with the detailed project strategy and discuss any changes that may have taken place in the overall context since the project idea was initially conceptualized that may influence its strategy and implementation.
2. Discuss the roles and responsibilities of the project team, including reporting lines, stakeholder engagement strategies and conflict resolution mechanisms.
3. Review the results framework and monitoring plan.
4. Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP and other stakeholders in project-level M&E.
5. Update and review responsibilities for monitoring project strategies, including the risk log; SESP report, Social and Environmental Management Framework (where relevant) and other safeguard requirements; project grievance mechanisms; gender strategy; knowledge management strategy, and other relevant management strategies.
6. Review financial reporting procedures and budget monitoring and other mandatory requirements and agree on the arrangements for the annual audit.
7. Plan and schedule Project Board meetings and finalize the first-year annual work plan. Finalize the TOR of the Project Board.
8. Formally launch the Project.

GEF Project Implementation Report (PIR):

The annual GEF PIR covering the reporting period July (previous year) to June (current year) will be completed for each year of project implementation. UNDP will undertake quality assurance of the PIR before submission to the GEF. The PIR submitted to the GEF will be shared with the Project Board. UNDP will conduct a quality review of the PIR, and this quality review and feedback will be used to inform the preparation of the subsequent annual PIR.

GEF Core Indicators:

The GEF Core indicators included as Annex will be used to monitor global environmental benefits and will be updated for reporting to the GEF prior to MTR and TE. Note that the project team is responsible for updating the indicator status. The updated monitoring data should be shared with MTR/TE consultants prior to required evaluation missions, so these can be used for subsequent groundtruthing. The methodologies to be used in data collection have been defined by the GEF and are available on the GEF [website](https://www.thegef.org/sites/default/files/documents/Results_Guidelines.pdf).

*Independent Mid-term Review (MTR):*

*With an anticipated project start date of 1 May 2023, the MTR is expected to be completed by November 1, 2025.*

The terms of reference, the review process and the final MTR report will follow the standard UNDP templates and UNDP guidance for GEF-financed projects available on the [UNDP Evaluation Resource Center](http://web.undp.org/evaluation/guidance.shtml#gef) (ERC).

The evaluation will be ‘independent, impartial and rigorous. The evaluators that UNDP will hire to undertake the assignment will be independent from organizations that were involved in designing, executing or advising on the project to be evaluated. Equally, the evaluators should not be in a position where there may be the possibility of future contracts regarding the project under review.

The GEF Operational Focal Points and other stakeholders will be actively involved and consulted during the evaluation process. Additional quality assurance support is available from the BPPS/NCE-VF Directorate.

The final MTR report and MTR TOR will be publicly available in English and will be posted on the UNDP ERC by 1 November 2025. A management response to MTR recommendations will be posted in the ERC within six weeks of the MTR report’s completion.

Terminal Evaluation (TE):

An independent terminal evaluation (TE) will take place upon completion of all major project outputs and activities. The terms of reference, the evaluation process and the final TE report will follow the standard templates and guidance for GEF-financed projects available on the [UNDP Evaluation Resource Center](http://web.undp.org/evaluation/guidance.shtml#gef). TE should be completed 3 months before the estimated operational closure date, set from the signature of the ProDoc and according to the duration of the project. Provisions should be taken to complete the TE in due time to avoid delay in project closure. Therefore, TE must start no later than 6 months to the expected date of completion of the TE (or 9 months prior to the estimated operational closure date).

The evaluation will be ‘independent, impartial and rigorous’. The evaluators that UNDP will hire to undertake the assignment will be independent from organizations that were involved in designing, executing or advising on the project to be evaluated. Equally, the evaluators should not be in a position where there may be the possibility of future contracts regarding the project being evaluated.

The GEF Operational Focal Points and other stakeholders will be actively involved and consulted during the terminal evaluation process. Additional quality assurance support is available from the BPPS/NCE-VF Directorate.

The final TE report and TE TOR will be publicly available in English and posted on the UNDP ERC by 1 February 2028. A management response to the TE recommendations will be posted to the ERC within six weeks of the TE report’s completion.

Final Report:

The project’s terminal GEF PIR along with the terminal evaluation (TE) report and corresponding management response will serve as the final project report package. The final project report package shall be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

Agreement on intellectual property rights and use of logo on the project’s deliverables and disclosure of information**:**

To accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy[[2]](#footnote-1) and the GEF policy on public involvement[[3]](#footnote-2).

**Monitoring Plan:**  The project results, corresponding indicators and mid-term and end-of-project targets in the project results framework will be monitored by the Project Management Unit annually, and will be reported in the GEF PIR every year, and will be evaluated periodically during project implementation. If baseline data for some of the results indicators is not yet available, it will be collected during the first year of project implementation. Project risks, as outlined in the risk register, will be monitored quarterly.

A detailed **Results Monitoring Plan**, specifying the outcome-level indicators, targets, methods, means of verification and risks and assumptions is included in **Annex 5** to this Project Document

| **Monitoring and Evaluation Budget for project execution:**  *This M&E budget provides a breakdown of costs for M&E activities to be led by the Project Management Unit during project implementation.* | | | |
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| **GEF M&E requirements to be undertaken by Project Management Unit (PMU)** | **Indicative costs (US$)** | **Time frame** |
| **Inception Workshop and Report** | *USD 135,000.00* | Inception Workshop within 2 months of the First Disbursement |
| **M&E required to report on progress made in reaching GEF core indicators and project results included in the project results framework** | *USD 21,600.00* | Annually and at mid-point and closure. |
| **Preparation of the annual GEF Project Implementation Report (PIR)** | *USD 10,800.00* | Annually typically between June-August |
| **Monitoring of gender action plan** | *USD 17,555.00* | On-going |
| **Monitoring of safeguards management frameworks/action plans** | *USD 35,100.00* | On-going |
| **Supervision missions** | *USD 10,800.00* | As needed |
| **Learning missions** | *USD 10,800.00* | As needed |
| **Independent Mid-term Review (MTR):** | *USD 27,000.00* | *By 31 July 2025* |
| **Independent Terminal Evaluation (TE):** | *USD 37,800.00* | *By 30 September 2027* |
| **TOTAL indicative COST** | ***USD 306,455*** |  |

1. See <https://www.thegef.org/gef/policies_guidelines> [↑](#footnote-ref-0)
2. See http://www.undp.org/content/undp/en/home/operations/transparency/information\_disclosurepolicy/ [↑](#footnote-ref-1)
3. See https://www.thegef.org/gef/policies\_guidelines [↑](#footnote-ref-2)