
MONITORING AND EVALUATION (M&E) PLAN

71. The project results, corresponding indicators and mid-term and end-of-project targets in the project results framework will be monitored annually and 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. The Monitoring Plan included in Annex details the roles, responsibilities, frequency of monitoring project results.
72. Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP](#) and [UNDP Evaluation Policy](#). The UNDP Country Office is responsible for ensuring full compliance with all UNDP project monitoring, quality assurance, risk management, and evaluation requirements. Information on M&E will be provided to GCF according to the simplified reporting regime established in place of that set out in the normal GCF Monitoring and Accountability Framework for the use of RBPs projects.
73. The costed M&E plan included below, and the Monitoring plan in Annex, will guide the GCF-specific M&E activities to be undertaken by this project.
74. In addition to these mandatory UNDP and GCF RBP M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Workshop Report.

GCF monitoring and reporting requirements:

GCF Simplified Annual Performance Report (APR) (due 1 March each year of project implementation):

75. The annual GCF APR covering the reporting period January to December will be completed for each year of project implementation. The simplified APR will include reporting of: environmental and social risks and related management plans, gender, and financial commitments at activity level, GCF 'conditions precedent' outlined in the FAA, amongst other issues. The APR submitted to the GCF shall be shared with the Project Board.
76. The Project Manager, the UNDP Country Office, and the NCE-VF Regional Technical Advisor will provide objective input to the annual project report covering the calendar year for each year of project implementation. The Project Manager will ensure that the indicators included in the project results framework are monitored annually in advance so that progress can be included in the report.
77. The simplified Annual Project Report submitted to the GCF will also be shared with the Project Board. The UNDP Country Office will coordinate the input of other stakeholders to the report as appropriate. The quality rating of the previous year's report will be used to inform the preparation of the subsequent report.

The last simplified APR (i.e. Project Completion Report) will be due for submission within 3 months after the project completion date.¹²

UNDP Monitoring and reporting requirements:

Inception Workshop and Report

78. A project inception workshop will be held after the Funded Activity Agreement becomes effective, with the aim to:

¹² See Schedule 3 of the Funded Activity Agreement

- a. 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.
- b. Discuss the roles and responsibilities of the project team, including reporting lines, stakeholder engagement strategies and conflict resolution mechanisms.
- c. Review the results framework and monitoring plan.
- d. 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 GCF National Designated Authority and other stakeholders in project-level M&E.
- e. Update and review responsibilities for monitoring project strategies, including the risk log; SESP report, Social and Environmental Management Framework and other safeguard requirements; project grievance mechanisms; gender strategy; knowledge management strategy, and other relevant management strategies.
- f. Review financial reporting procedures and budget monitoring and other mandatory requirements and agree on the arrangements for the annual audit.
- g. Plan and schedule Project Board meetings and finalize the first-year annual work plan.
- h. Formally launch the Project.

79. The Inception report does not need to be submitted to the GCF. It will be uploaded to PIMS+.

Knowledge management:

80. The project team will ensure extraction and dissemination of lessons learned and good practices to enable adaptive management and upscaling or replication at local and global scales. Results will be disseminated to targeted audiences through relevant information sharing fora and networks. The project will contribute to scientific, policy-based and/or any other networks as appropriate (e.g. by providing content, and/or enabling participation of stakeholders/beneficiaries)

Independent Interim Evaluation Report (IER):

81. An interim independent evaluation report will be completed by at the mid-point of project implementation.

82. The terms of reference, the review process and the final IER report will follow the standard templates and guidance prepared by the UNDP IEO for GCF-financed projects available on the [UNDP Evaluation Resource Center \(ERC\)](#).

83. The evaluation will be ‘independent, impartial and rigorous’. The consultants that will be hired by UNDP evaluation specialists 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 consultants should not be in a position where there may be the possibility of future contracts regarding the project being reviewed.

84. The GCF NDA and other stakeholders will be involved and consulted during the evaluation process. Additional quality assurance support is available from the NCE-VF Directorate.

85. The final interim evaluation report will be available in English and will be cleared by the UNDP Country Office and the NCE-VF Regional Technical Adviser and approved by the Project Board.

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

Terminal Evaluation (TE):

87. 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 prepared by the UNDP IEO for GCF-financed projects available on the [UNDP Evaluation Resource Center](#).
88. The evaluation will be 'independent, impartial and rigorous'. The consultants that will be hired by UNDP evaluation specialists 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 consultants should not be in a position where there may be the possibility of future contracts regarding the project being evaluated.
89. The GCF NDA and other stakeholders will be involved and consulted during the terminal evaluation process. Additional quality assurance support is available from the NCE-VF Directorate.
90. A final independent evaluation report will be completed by six months after the completion date.
91. The final evaluation report will be cleared by the UNDP Country Office and the NCE-VF Regional Technical Adviser and will be approved by the Project Board.
92. The final TE report and TE TOR will be publicly available in English and posted on the UNDP ERC and IEF website. A management response to the TE recommendations will be posted to the ERC and IEF website within six weeks of the TE report's completion.

Completion Report:

93. The project's final simplified APR along with the terminal evaluation (TE) report and corresponding management response will serve as the completion 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:

94. To accord proper acknowledgement to the GCF for providing grant funding, the GCF 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 GCF will also accord proper acknowledgement to the GCF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy¹³ and the GCF Disclosure Policy¹⁴. See also [GCF Branding Guidelines](#).

¹³ See <https://www.undp.org/content/undp/en/home/accountability/transparency/information-disclosure-policy.html> ¹⁴ See https://www.greenclimate.fund/documents/20182/184476/GCF_B.12_24_-_Comprehensive_Information_Disclosure_Policy_of_the_Fund.pdf/f551e954-baa9-4e0d-bec7-352194b49bcb

¹⁴ See https://www.greenclimate.fund/documents/20182/184476/GCF_B.12_24_-_Comprehensive_Information_Disclosure_Policy_of_the_Fund.pdf/f551e954-baa9-4e0d-bec7-352194b49bcb

M&E requirements	GCF and/or UNDP requirement	Primary responsibility	Indicative costs to be charged to the Project Budget¹⁵ (US\$)	Time frame
Inception Workshop	UNDP requirement	Implementing Partner Project Manager (PM)	8,000	Within 3 months after signing the ProDoc
Inception Report and baseline assessments	UNDP requirement	PM	None	Within 3 months after signing the ProDoc
Risk management (including Atlas Risk logs)	UNDP requirement	PM Country Office	None	On-going
Monitoring of indicators in project results framework and PBPA (including hiring of external experts, project surveys, data analysis etc...)	UNDP requirement	PM / National M&E specialist / International M&E specialist	None	On-going
GCF Simplified Annual Project Report	GCF Requirements	RTA UNDP Country Office ¹⁶ PM	None	Annually as per FAA
Audit of Implementing Partner as per UNDP audit policies	UNDP requirement	UNDP Country Office	100,000	As per UNDP Audit policies
External Independent Assessor to validate the results under the PBPA	UNDP requirement	Independent Assessor	450,000	Annually or bi-annually, depending on the final PBPA, during the four year's project period
Lessons learned, case studies, and knowledge generation	UNDP requirement	PM	100,000	On-going
Monitoring of safeguards management frameworks and/or plans	GCF and UNDP requirement	Project Safeguards Officer	280,000	On-going
Monitoring of gender action plan	GCF and UNDP requirement	Project Gender Officer	None	On-going
Monitoring of stakeholder engagement plan	GCF and UNDP requirement	PM	None	On-going
Addressing environmental and social grievances	GCF and UNDP requirement	PM UNDP Country Office NCE-VF unit as needed	None	On-going
Project Board meetings	UNDP requirement	Project Board UNDP Country Office PM	4000	At minimum annually

¹⁵ Excluding project team staff time and UNDP staff time and travel expenses.

¹⁶ Or equivalent for regional or global project

M&E requirements	GCF and/or UNDP requirement	Primary responsibility	Indicative costs to be charged to the Project Budget ¹⁵ (US\$)	Time frame
Supervision missions	UNDP requirement	UNDP Country Office	None ¹⁷	Two per year
Oversight missions	UNDP requirement	RTA NCE-VF Unit	None ¹⁸	Troubleshooting as needed
GCF learning missions/site visits	GCF and UNDP requirement	UNDP Country Office PM NCE-VF Unit	48,000	Two per year
Interim independent evaluation	UNDP requirement	Independent evaluators	50,000	Six months after the end of Y2
Oversight of MTR process and MTR management response	UNDP requirement	UNDP Country Office NCE-VF Unit	None ¹⁹	
Final independent evaluation	UNDP requirement	Independent evaluators	50,000	Six months after completion date
Translation of evaluation reports into English		UNDP Country Office	None	As required. GCF will only accept reports in English.
Oversight of TE process and TE management response	UNDP requirement	UNDP	None ²⁰	
Completion report	GCF requirement	UNDP Country Office PM NCE-VF Unit	None	Within three (3) months after the Completion Date
	TOTAL indicative COST Excluding project team staff time, and UNDP staff and travel expenses		USD 1.09 million	

GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Roles and responsibilities of the project's governance mechanism:

95. The project will be implemented following UNDP's national implementation modality, according to (i) the Revised Basic Agreement for Technical Assistance signed 29 October 1954 between the United Nations, the International Labour Organisation, the Food and Agriculture Organisation of the United Nations, the United Nations Educational, Scientific and Cultural Organisation, the International Civil Aviation Organisation, and the World Health Organisation and the Government of the Republic of Indonesia; (ii) the Standard Agreement on Operational Assistance signed 12 June 1969 between the United Nations, the International Labour Organisation, the Food and Agriculture Organisation of the United Nations, the United Nations Educational, Scientific and

¹⁷ The costs of UNDP Country Office and NCE-VF Unit's participation and time are charged to the GCF Agency Fee.

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¹⁹ The costs of UNDP Country Office and NCE-VF Unit's participation and time are charged to the GCF Agency Fee.

²⁰ The costs of UNDP Country Office and NCE-VF Unit's participation and time are charged to the GCF Agency Fee.