



INTRA-ACP GCCA+ PROGRAMME An initiative of the ACP Group of States funded by the European Union's European Development Fund

Intra-ACP Global Climate Change Alliance plus (GCCA+) IGAD Climate Change Programme

Strengthening the Resilience of the IGAD region to the adverse Impacts of Climate Change through effective Adaptation and Mitigation Actions (RICCAMA)

Monitoring and Evaluation Plan

April, 2020

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ACRONYMS

ACP	Africa, Caribbean and Pacific
EU	European Union
ICPAC	IGAD Climate Prediction and Applications Centre
IGAD	Intergovernmental Authority on Development
IOP	Annual Operations Plan
M&E	Monitoring and Evaluation
RICCAMA	Strengthening Resilience of the IGAD region to the adverse Impacts of Climate Change through effective Adaptation and Mitigation Actions

SUMMARY

The M&E plan for the Strengthening Resilience of the IGAD region to the adverse Impacts of Climate Change through effective Adaptation and Mitigation Actions (RICCAMA) project has been developed with the consideration of key stakeholders and other actors in the areas of climate change adaptation and mitigation. The M&E plan includes two components addressing the target indicators in the project log frame, i.e.:

Assessing Project Performance: this component will focus on the management and supervision of project activities so as to improve efficiency and overall effectiveness of project implementation. This process will be continuous and collect information on actual implementation of project activities compared to those scheduled in the annual work plans, including the delivery of quality outputs in a timely manner, to identify problems and constraints, to make clear recommendations for corrective actions, and identify lessons learned and best practices for scaling up, etc. Monitoring of project performance will be spearheaded by Project Technical Support Unit (PTSU) through quarterly and semi-annual reports, quarterly implementation reviews, annual and technical reports and regular technical supervision field visits as required.

M&E of project impact: Evaluation of the project's success in achieving its outcomes will be monitored continuously throughout the project. The key indicators found in the logical framework (see Appendix 1), and the M&E matrix will guide the evaluation of the project results and impact. Baseline data has been collected at the start of the project activities and impact (desired change) data will be collected when appropriate during the project implementation.

Both project performance and impact M&E will contribute towards improvement in decision making and keeping the project on track towards achieving set outcomes. Project achievements will be evaluated after two years of project execution during the mid- term evaluation (Mid 2021) and at the end of the project through an independent final evaluation by ACP secretariat

1.0 INTRODUCTION

1.1 Project Background

Intergovernmental Authority on Development (IGAD) is a regional economic community of African Union while IGAD Climate Prediction and applications Centre (ICPAC) is a specialized institution of IGAD that is responsible for fostering climate services and knowledge to enhance community resilience for prosperity in the Greater Horn of Africa. The IGAD region and its economies are prone to the climate variability and change that have consistently impacted on the people living within the IGAD region who are considered to be among the most vulnerable. This is mainly due to low adaptive capacity coupled with increasing frequency and intensity of climate related risks.

IGAD/ICPAC received funding from the European Union under the 11th European Development Fund (EDF 11) to implement a three-year project titled, “Strengthening the Resilience of the IGAD region to the adverse Impacts of Climate Change through effective Adaptation and Mitigation Actions (RICCAMA)” that runs from June 2019 up to June 2022. This funding is within the framework of an existing Financing Agreement with the Secretariat of the ACP Group of States (“ACP Secretariat”) for the implementation of the Intra-ACP Global Climate Change Alliance Plus (GCCA+) Programme. It contributes to the implementation of the regional component of the GCCA+ Programme.

The ACP Secretariat is the Contracting Authority and Authorising Officer for the Intra-ACP GCCA+ Programme and thus a member of the RICCAMA’s Steering Committee with ICPAC’s technical support unit facilitating the project’s implementation.

Overall objective of the project

The overall objective of this project is to increase the resilience of the IGAD region to the adverse impacts of climate change and contribute to the achievement of the UN's Sustainable Development Goals, in particular Goal 13: *“Take urgent action to combat climate change and its impacts”* in order to reduce poverty and promote sustainable development.

Specific objectives of the project

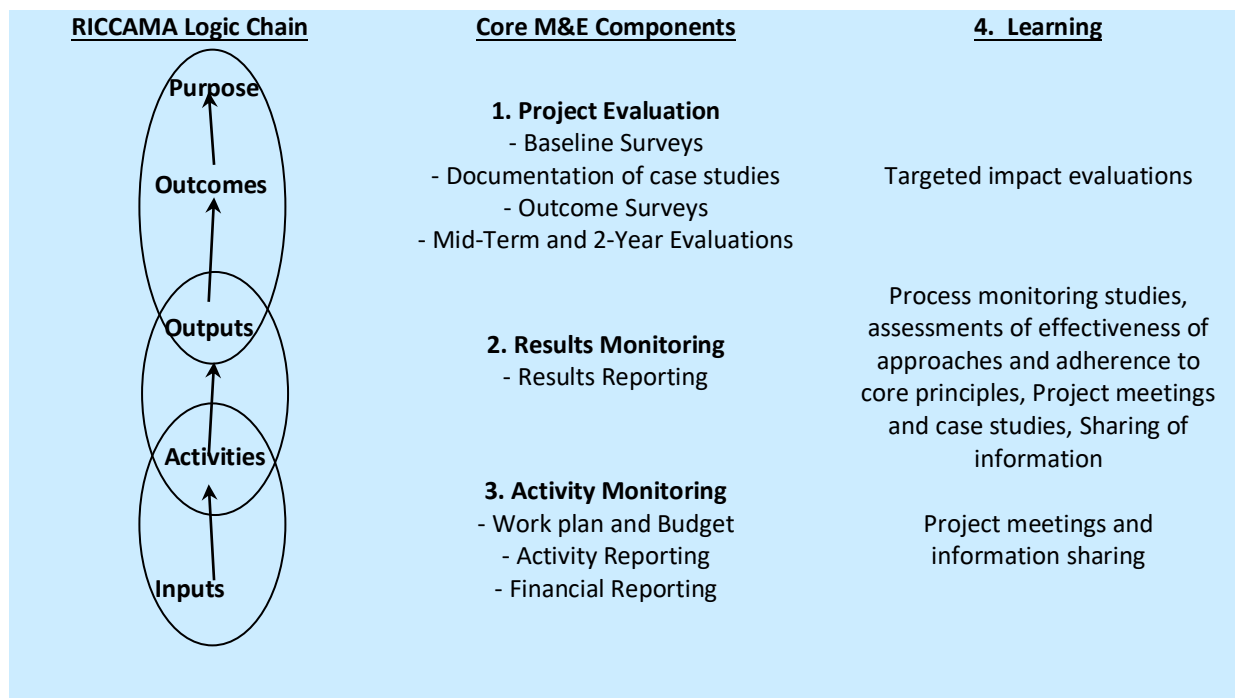
- 1) Enhance the capacity of IGAD, through the IGAD Climate Prediction and Applications Centre (ICPAC), to address regional and national climate change challenges and support IGAD Member States.
- 2) Support IGAD Member States to mainstream climate change adaptation and mitigation into their strategies and policies and align them to the Paris Agreement and other UNFCCC aspirations.
- 3) Promote engagement and strategic dialogue across relevant stakeholders to manage and share information, knowledge and capacity in support of climate initiatives and actions across the region.
- 4) Strengthen the capacity of other regional and national institutions for improved service delivery within the IGAD region for addressing climate change-related challenges

2.0 OBJECTIVES OF THE PROJECT MONITORING AND EVALUATION PLAN

The main objective of the M&E plan is to provide strategic and technical guidance in the monitoring and evaluation of the RICCAMA project implementation. Specifically, the plan;

1. Defines all indicators, baseline values and targets that will be monitored to track project success;
2. Defines tools for routine data collection, analysis and reporting;
3. Supports decision making processes for taking corrective measures/action during the implementation of the project based on solid evidence; and
4. Provides a framework for the evaluation of the project as part of the accountability mechanism
5. Describes a system for quality assurance with emphasis on ensuring the delivery of accurate and reliable project data.
6. Details roles and responsibilities at the different levels of project M&E.

The M&E Plan will have four interlinked core components namely 1) Project Evaluation, 2) Results Monitoring, 3) Activity Monitoring and, 4) Learning. These components are demonstrated in Figure below.



3.0 LINKAGE OF THE M&E PLAN WITH EXISTING M&E ARRANGEMENTS IN IGAD

3.1 Annual IGAD Operations Plan (IOP)

At the beginning of each financial year, IGAD prepares an operational plan (OP) that entails the projects and activities to be implemented as well as the budget for each activity. This OP helps the M&E Team

as well as project teams to track progress in implementation of the planned activities at IGAD level. The RICCAMA Project is already incorporated into the overall IGAD Operations Plan (IOP) 2020.

3.2 IGAD M&E Working Group

The ACP Secretariat is in charge of monitoring and reporting on the implementation of the Intra-ACP GCCA+ Programme consequently, IGAD has agreed to cooperate with ACP Secretariat, in particular on aspects related to the monitoring and reporting.

The Technical Support Unit (TSU) of the Project at ICPAC will tap into the solid technical expertise of the members of the IGAD M&E working group to support the Project. The IGAD bi-annual M&E technical meetings discusses progress in tracking Project indicators and provides support to different project teams on M&E including the identification of solutions for improving the M&E activities described in the performance indicator matrix (Table 1). The ICPAC Monitoring and Evaluation Expert will support Project Manager to link the Project work with the M&E working group of IGAD.

4.0 M&E MATRIX FOR INDICATORS, DEFINITIONS AND MEASUREMENTS

Indicators will provide parameters against which to assess project performance and achievement in terms of quantity (how many/how much?), time (when?), target and quality (how good?). Indicators will be quantitative, (number of people, number of trainings etc., semi-quantitative (scale, ranking), or qualitative (perceptions, opinions & categories). **Table 1** below provides details of the matrix.

Table 1: Performance Indicator Matrix

	Indicator	Definition/Description	Baseline (2020)	Target (2022)	Data Source	Data Collection methods/tools	Responsible Person/Who collects?	Frequency /How often?
IMPACT: Increased resilience of IGAD region to the adverse impacts of climate change and contribute to the achievement of Goal 13 of the SDG “Take urgent action to combat climate change and its impacts”	Number of IGAD countries with improved human and technical capacity to effectively and appropriately prepare and implement climate change issues (NDCs, NAPs, NAPAs) including resources mobilization	The number of IGAD countries reporting an improvement in human and technical capacity to prepare and implement their NDCs, NAPs and NAPAs through writing proposals for climate funding. The country will be considered to have an improvement in human and technical capacity or counted if it has successfully submitted one proposal on issues of NDCs or NAPAs or NAPAs	0	8	Reports from member States to UNFCCC on NDCs, Policy documents of Member States, Project reports	Observation Interview guide during midterm review and end of project evaluation Documents review	Evaluation Consultants provided by ACP Secretariat	Annually
	Number of countries that have formally communicated the establishment of integrated low-carbon, climate resilient development strategies	The country to be counted will have an integrated low carbon climate resilient development strategy in place and the strategy will have mechanisms/actions for addressing climate change. The countries that have formally communicated are Kenya, Uganda, Sudan and Ethiopia. The project envisage helping 4 more countries besides the 4 countries that still require assistance.	4	8	Project Assessment Reports, Monitoring reports, Documents from member States	Interviews and document reviews during midterm and end of project evaluation, assessments	Evaluation Consultants provided by ACP Secretariat Project Manager M&E Expert	Annually
Outcomes								
OC1: IGAD’s specialized Institution, ICPAC, has dedicated operational and institutional capacity supporting the needs of Member States in climate change issues and in the implementation of the Paris Agreement	Number of ICPAC staff applying knowledge gained on climate change adaptation, mitigation and GHG inventory	The total number of ICPAC technical Staff in relevant programmes with gained skills in climate change adaptation, mitigation and GHG inventory The staff to be considered trained will be the ones with certificate of attendance on climate change adaptation, mitigation and GHG inventory	5	15	Training attendance Sheets Training reports	Observation Interviews Document reviews	Project Manager M&E Expert	Bi annually

including resource mobilization for NDCs.	Number of new tools developed/adopted/promoted to generate climate change information	Total number of new climate change products and decisions support tools developed /adopted /promoted by ICPAC with support from this action will be counted The climate change products and decision support tools will include; data sets, reviewed reports, software, Web portal, Dissemination tools/reports, newsletters, brochures, policy briefs, banners, peer reviewed journal articles	8	12	Project reports, Documented good practices	Observation Interviews Document reviews	Project Manager M&E Expert Project staff	Bi- annually
	An online and print version of a resource guide developed	One guideline on climate financing that can assist people engaged in climate change issues to better access current and future sources of climate funding.	0	1	Interim Project reports	Document review	Project Staff supported technical consultants by ACP	Quarterly
OC 2: Regional and national climate change strategies and policies that contribute to the implementation of the Paris Agreement (including NDCs) strengthened and supported in their implementation	Number of strategies, policies and programmes supported to address climate change issues at regional and national levels	Total number of strategies/policies and programmes supported to address climate change issues at regional and national levels. National strategies will be from line ministries, sectoral programmes such as Agriculture, DRM, and Water & Energy. The policy, programme and strategy will be considered reviewed if the action supports the review process in form of a meeting, consultancy and	Djibouti (4) Ethiopia (12) Eritrea (5) Kenya (7) S. Sudan (5) Sudan (2) Uganda (9) Somalia (3)	Djibouti (6) Ethiopia (14) Eritrea (7) Kenya (9) S. Sudan (7) Sudan (4) Uganda (11) Somalia (5)	Project reports, Midterm and end of project evaluation reports, Sectoral reports	Interviews Document reviews during Midterm and end of project evaluation reports	Evaluation by consultants M&E Expert Project staff	Annually
	Number of CC Adaptation & Mitigation best practices on pilot projects documented, disseminated and promoted for scaling up	Total number of adaptation best practices and pilot projects documented, disseminated and promoted for scale-up with support from this action.	0	13	Project reports Midterm and end of project evaluation reports	Interviews Document reviews during Midterm and end of project evaluation reports	M&E Expert Project staff	Annually

OC 3: Strategic dialogue between IGAD and Member States is strengthened, negotiation capacity built, relevant information and knowledge about climate actions shared.	Percentage (%) of policy makers, and negotiators by number of countries, trained in climate change issues in support of Paris Agreement implementation.	The number of policy makers and negotiators out of total in climate change related fields trained and provided information on climate related issues by this project in all IGAD member states expressed as a percentage.	0	20%	Project reports Midterm and end of project evaluation reports	Interviews Document reviews during Midterm and end of project evaluation reports	Evaluation Consultants provided by ACP Secretariat Project Manager M&E Expert Project staff	Bi-annually
	Number of regional and national forums and initiatives on climate change supported	The total number of regional and national forums/platforms/dialogues/events organized for exchange of climate change experience with support from this Project Sectors such as insurance, banks, telecom companies, NGOs	0	12	Project reports Activity reports	Review of documents	Project Manager M&E Expert Project staff	Bi-annually
OC 4: The provision of services by regional and national institutions involved in capacity building, research and innovation in relation to climate change adaptation and mitigation strengthened	Number of experts that participated in climate change related negotiations listed in UNFCCC roster	The experts will be only those negotiators in the IGAD Region registered with AGCN At least one per IGAD member country	74	75	Negotiation reports Project reports	Document review Interviews with Negotiators during Midterm and end of Project evaluation	Evaluation consultants Project Manager M&E Expert Project staff	Annually
	Number of MoUs signed with institutions for technical and human support in climate change adaptation and mitigation	Total number of institutions having MoU with ICPAC to be given structured support in climate change adaptation and mitigation including online training	0	3	Project reports Activity reports Training reports	Document review Interviews with UNFCC focal points in each Member state of IGAD	Evaluation consultants Project Manager M&E Expert Project staff	Annually
Outputs								
R1: Operational and Institutional capacity of ICPAC to support Member States strengthened	Number of bankable proposal drafted, reviewed or submitted	Total number of proposals drafted by member states assisted by ICPAC reviewed and submitted for funding. Proposals will include; Regional on adaptation, mitigation, resilience. National proposals on policy implementation, VIA, Sectoral interventions, crosscutting issues e.g. gender, DRM	0	8	Project proposals	Document review	Project Manager M&E Expert Project staff	Quarterly
	No of trainings and awareness forums organised	Workshops/trainings/awareness a on climate change issues	0	10	Workshop Reports, technical reports	Training manuals, visibility materials	Project staff consultants	quarterly
	IGAD/ICPAC accredited as a Regional Implementing Entity (RIE) for Green Climate Fund	Progress in accreditation procedures made in document	0	1	Online form, policies,	Observation, document reviews	Project Manager	Annually

		filing, changes in rules, procedures etc. with GCF						
R2: Regional and national climate change strategies and policies that contribute to the implementation of the Paris Agreement (including NDCs) reviewed and improved.	IGAD Regional Climate Change Strategy reviewed, updated and approved for implementation	This will be considered or counted if the IRCCS is reviewed by technical experts from Member states, and submitted to the IGAD council of ministers for endorsement	0	1	Policy document Interim project Reports	Interviews, document reviews	Project Staff	Annually
	A Map of projects and initiatives on mitigation and adaptation programmes in the region	Map and stock of institutions taken with on-going projects and initiatives in support of climate change adaptation and mitigation	0	1	NDCs Reports, Policy documents of Member States, Project reports	Observation Documents review	Project staff	Quarterly
	Number of line ministries with increased annual budget allocation to finance climate change adaptation and mitigation activities	Total number of government ministries with increased budget to finance climate change adaptation and mitigation activities.	3	7	National budget speeches in countries, Sectoral budget allocation reports	Review budget documents, survey, interviews.	Project staff	Annual
	Number of stakeholder engagement and experience sharing events organised	The total number of events on stakeholder engagements and experience sharing organized by this project. These will include; meetings to exchange ideas, trainings and Stakeholder engagement.	0	12 (3)	Annexes of GHACOFs reports Interim Project reports Activity reports	Focus Group discussion during the event Document review Interviews during monitoring visits	Project staff	Quarterly
R3: Knowledge Sharing on Climate Change related issues within IGAD and Member States improved	A dedicated climate change Knowledge or information portal across the region developed	One unified web portal for sharing climate change knowledge, information, tools, good practices across the region developed within ICPAC webpage	0	1	ICPAC web page	Observation	Web designer with help from project staff	
	Number of events on public awareness, dialogues, fora for climate change issues and understanding of climate action	The total number of forums on climate change related issues organised including COFs, COP preparations, awareness forums as a result of this action	6	12	Activity reports Interim Project reports	Document review Interviews during monitoring visits	Project staff	Quarterly
	Number of documented best practices, technological transfer in climate change	Total number of recorded successful stories documented and shared by the project team.	Djibouti (0) Ethiopia (0) Eritrea (0)	Djibouti (2) Ethiopia (4) Eritrea (2)	Country survey reports	Questionnaire tools, Key Informant	Project Staff in collaboration with	Quarterly

	adaptation and mitigation	The success stories will include the most significant change stories, technological transfer shared by the project team as a result of implementation of this action. Adaptation and Mitigation, Cross cutting issues e.g. gender mainstreaming, resilience, DRM mainstreaming	Kenya (0) S. Sudan (0) Sudan (0) Uganda (0) Somalia (0)	Kenya (5) S. Sudan (2) Sudan (3) Uganda (7) Somalia (2)	Donor webpages Country project documents	Interviews (KII), climate for a reports	country UNFCCC focal points	
	Number of COP preparation workshops organized and supported	The total number of regional pre-COP preparation and negotiation training sessions/workshops	0	3	Interim Project reports Activity reports	Document review Interviews during monitoring visits	Project staff	Quarterly
	Number of negotiators given refresher training on latest developments in international climate change processes	Total number of negotiators cutting across Adaptation), Mitigation, Finance, capacity building, technology, gender, legal registered with Africa Group of Negotiators given refresher training and communicated to the Chair of the African Group for Negotiators on Climate Change (AGN) by this project	Djibouti (3) Ethiopia (9) Eritrea (3) Kenya (10) S. Sudan (9) Sudan (18) Uganda (46) Somalia (1)	Djibouti (5) Ethiopia (10) Eritrea (5) Kenya (10) S. Sudan (10) Sudan (10) Uganda (10) Somalia (5)	Interim Project reports Activity reports	Document review Interviews during monitoring visits and end line evaluation	Project staff	Quarterly
R4: Capacity of other regional and national technical institutions that undertake activities related to capacity building, research and innovation in climate change adaptation and mitigation is improved	Number of technical institutions with signed contract to engage closely with ICPAC in providing climate change-related education and/or research / innovation services.	Total number of technical institutions, Universities with signed contract to work with ICPAC to provide climate change related education and/or research / innovation services with this action.	0	3	Interim Project reports Activity reports MoUs signed	Document review Interviews during monitoring visits, midterm review and end line evaluation	Project staff	Bi-Annually
	Number of students admitted for Master's degree in climate change adaptation and mitigation	Total number of Students admitted in various regional institutions to undertake Master's degree in climate change adaptation and mitigation with this project support	0	3	University Admission letters Interim Report	Interviews, Key Informant Interviews during mid-term review and end of project evaluation	Project Manager, M&E Expert	Quarterly
	Number of tailor-made programmes with relevant course materials developed for capacity building	Total number of modules or short courses developed for capacity building -Basics on Climate change science -Climate change adaptation -Climate change mitigation	0	3	Training reports, Training materials	Interviews, Key Informant Interviews during mid-term review and end of project evaluation	Project staff	Bi-Annually

5.0 ROUTINE DATA COLLECTION, ANALYSIS AND REPORTING

5.1 Data collection and analysis

Data will be collected on a quarterly and annual basis by the Project staff and M&E Expert using standard data collection tools from Member States focal points. Data collection will focus on capturing data on output and outcome indicators as outlined in the project logical framework (see appendix 1).

RICAMMA PSTU and M&E Expert will undertake monitoring visits to Member States to collect data and assess project implementation, document lessons learnt and make recommendations for improvement.

Quarterly Monitoring reports will be prepared and they will inform the progress of implementation of the project activities and achievement of outputs. These reports will inform the annual interim project report as well.

5.2 Reporting and learning mechanism

Reporting will be an integral part of the project and the M&E process will involve the systematic and timely collation and provision of essential information at periodic intervals. Specifically, bi-annual progress reports will be prepared and shared with both management, the Project Steering Committee and the EU not later than one month after the end of the reporting period covered by the report. The project reports will among others provide details on implementation progress (based on set outcomes, indicators and targets), challenges encountered and mitigation measures, recommendations for corrective actions in addressing key challenges and lessons learned.

Both Project interim and final reports will be prepared and submitted to the Head of Delegation of European Union in Djibouti

Furthermore, the project will stand to benefit from the on-going processes and tools being developed and implemented within the framework of the IGAD knowledge management strategy. Best practices and lessons learnt will be captured, documented and shared during implementation through existing platforms such as the GHACOF, ICPAC website and other print materials and fora.

6.0 DATA QUALITY ASSURANCE

Data quality assurance will be carried out to check the data inconsistencies including any anomaly that will have come up during data collection as a way of improving the data before its analysed.

7.0 EVALUATION FRAMEWORK

A Mid-term review and a final evaluation are planned for the project. The mid-term review will be conducted by European Union mid-way the project implementation. This will be an external review process that will assess the progress made in attaining set objectives, thus providing an opportunity to

review strategies and outputs. The ICPAC M&E Expert and the Project Technical Support Unit will be involved in the process.

At the end of the project, EU will once again carry out an external evaluation to assess the impact of the project. A before and after comparison analysis will be conducted during the final evaluation so as to examine the project's impact and draw lessons and conclusions for future similar interventions.

8.0 M&E COORDINATION AND CAPACITY BUILDING

8.1 Coordination

The Monitoring and evaluation activities of this plan will be coordinated by the M&E Expert who will work closely with the Project Manager, Project Staff and other IGAD M&E Structures.

8.2 Capacity Building

M&E Capacity building of the Project staff right from data collection, analysis and reporting will be led by the M&E Expert with technical support from the M&E Working Group members and the Project Manager.

9.0 ROLES AND RESPONSIBILITIES

9.1 ACP Secretariat

The ACP secretariat will be responsible for the overall monitoring of the project implementation as stipulated in the grant agreement and it will be responsible for midterm and Final project Evaluation.

9.2 European Union Delegation in Djibouti

The European Union Delegation in Djibouti will play a critical role in supervising and guiding implementation of activities of the project. Annual work plans and Budgets will be approved by the EU delegation in Djibouti as well.

9.2 Steering Committee

The Project steering Committee will undertake the role of work plan and budget approval for the project and check all the inconsistencies that might have come and as well check if the activities are in line with the Member states plans.

9.3 IGAD Executive Secretary

The Executive Secretary of IGAD as the overall accounting Officer of IGAD is responsible for the overall supervision of the project

9.4 ICPAC Director

The ICPAC Director as the overall accounting officer of the Climate Centre in Nairobi is responsible for the day to day management of the Project and approval of project funds and as well chair the Project Steering committee.

APPENDICES

1. Monitoring and Evaluation Work Plan

	Description of Activities	Time frame for Accomplishment			Person Responsible
		Year 1	Year 2	Year 3	
1.	Prepare and Review the M&E Plan	X	X	X	M&E Expert/Project Team
2.	Annual Work Plan preparation and Review	X	X	X	Project Manager
3.	Develop data collection tools	X			M&E Expert
4.	Conduct Baseline Assessment/Institutional Mapping	X			Project team
5.	Routine data collection and analysis	X	X	X	M&E Expert/Project Team
6.	Periodic reporting	X	X	X	Project team
7.	Mid-term review		X		External Consultants by ACP
8.	Final Evaluation			X	External Consultants by ACP
9.	Project Reviews Internal (Stakeholder reviews)	X	X	X	Project team
10.	M&E Training for project teams	X	X	X	M&E Experts
11.	Documentation of Experiences and Lessons learnt	X	X	X	Project staff supported by knowledge Mgt Expert
12.	Conduct monitoring visits to Member States	X	X	X	M&E Expert