

Session 6

APFED Showcase Programme Handbook

1

IKUYO KIKUSAWA
IGES, APFED SECRETARIAT
MARCH 9, 2009

About Handbook

2

- **APFED Showcase Handbook is to**
 - Build mutual understanding on APFED Showcase Programme
 - Guide implementing organisation (IO) and NetRes as to how to monitor & evaluate a project
 - ✦ Expected outcomes
 - ✦ Administrative procedures
 - ✦ Roles of stakeholders
 - ✦ Successful monitoring and evaluation

Effective implementation

3

Following issues must be addressed

- Smooth administrative operation
- Schedule management
- Keeping record and reporting
- Timely communication (feedback)
- Detailed agreement (inc. budget use, timing of reporting, etc.)

Utilisation of Handbook

4

- Use of format
 - Implementation Plan, Evaluation Reports
- Rules and responsibilities
- Monitoring & evaluation schemes
 - Criteria, key features to be considered
- Timing of activities (reporting, site visit, etc.)
- Clear modality of fund use
 - Procurement of equipment, personnel costs

Actors

5

- APFED Secretariat (IGES)
- APFED Showcase Facility Secretariat (UNEP/ROAP)
- APFED Network of Research Institutes for Sustainable Development (NetRes)
- Implementing organisation (IO)
- Ministry of the Environment Japan
- Other supporting agencies

Roles of Stakeholders

6

- **APFED Secretariat**
 - Coordination of Showcase Programme
 - Monitoring and evaluation (M&E) when necessary
- **Facility Secretariat**
 - Fund provision
 - Consultation with NetRes and IO
- **NetRes**
 - Guidance on project implementation
 - M&E
 - Reporting to Secretariats
- **IO**
 - Project implementation
 - M&E
 - Project refinement
 - Reporting to NetRes

Disbursement modalities

7

NetRes support cost

- 50% - LOA
- 50% - at completion



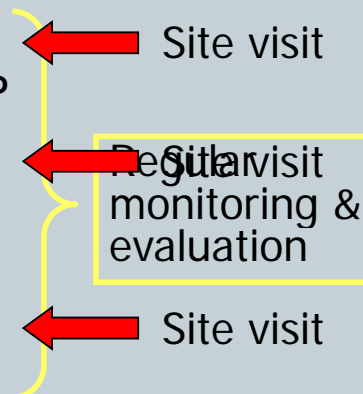
Implementation cost

- 60% - implementation plan
- 30% - mid-term evaluation report
- 10% - final evaluation report

Procedure of Showcase projects

8

1. Selection to approval of projects
2. Appointment of NetRes
3. MOU bet. Facility Secretariat and NetRes
4. LOA between IO and NetRes
5. Refinement of project design
6. Disbursement upon receipt of LOA and IP
7. Mid-term evaluation
8. Disbursement upon receipt of mid-term report
9. Final evaluation
10. Disbursement upon receipt of final report
11. Preparation of data sheet



Procedure of Showcase projects

Procedure	Implementing Organisation (IO)	Required Documents	
<ol style="list-style-type: none"> 1. Selection & notification, verification of IO and project approval 2. Appointment of NetRes 3. MOU between Facility Secretariat (UNEP ROAP) and NetRes 4. LOA between IO and NetRes 5. Refinement of project design 6. Disbursement of funds to IO upon receipt of LOA and implementation plan <p>◆ Site visit of NetRes</p>	<ol style="list-style-type: none"> 4. To sign LOA with NetRes 5. To refine the project proposal and develop implementation plan (IP) with NetRes (IP must clarify <u>innovativeness</u>, <u>mechanism for self-reliance and scope of the project</u>, and <u>roles and responsibility of stakeholders</u>) <p>◆ To guide NetRes partners in the field</p>	<ol style="list-style-type: none"> 4. LOA 5. Revised project proposal and Implementation Plan (Apdx. 1) <p>◆ Photos and, if possible, video clips</p>	Initial
<ol style="list-style-type: none"> 7. Regular monitoring and evaluation 8. Mid-term evaluation <p>◆ Site visit of NetRes</p> <ol style="list-style-type: none"> 9. Disbursement upon receipt of mid-term report 	<ol style="list-style-type: none"> 7. To undertake project activities and keep record of activities and the outputs 8. To conduct mid-term evaluation, prepare mid-term report, and submit to NetRes <p>◆ To guide and report the progress to NetRes partners in the field</p>	<ol style="list-style-type: none"> 8. Mid-term self-evaluation report (Apdx. 3) and revised implementation plan according to the evaluation <p>◆ Photos and, if possible, video clips</p>	Implementation
<p>◆ Site visit of NetRes</p> <ol style="list-style-type: none"> 10. Final evaluation and disbursement upon receipt of final report 11. Preparation of data sheet 	<p>◆ To guide and report the progress to NetRes partners in the field</p> <ol style="list-style-type: none"> 10. To conduct final evaluation, prepare final report and submit to NetRes 11. To prepare data sheet for APFED Good Practice database if necessary 	<p>◆ Photos and, if possible, video clips</p> <ol style="list-style-type: none"> 10. Final evaluation report (Apdx. 4) including summary (Apdx. 5) 11. Data sheet for APFED Good Practice Database if necessary 	Final

Required documents

10

- Project proposal (to be revised at project design)
- Memorandum of understanding (MOU)
 - Bet. Facility Secretariat and NetRes
- Letter of agreement (LOA)
 - Bet. NetRes and IO
- Implementation plan
- Mid-term evaluation report
- Final evaluation report
 - Other additional requirements to be determined by individual agreement

Monitoring and Evaluation

11

- **Criteria for Evaluation**
 - Relevance
 - Effectiveness
 - Self-reliance
 - Participation
- **Measurable indicators**
- **Time schedule**

1. INTRODUCTION
2. GOAL
3. PURPOSE – *project components including scope*
4. ELABORATED OUTPUTS AND IMPACTS – *gained by the achievement of activities below*
5. ELABORATED ACTIVITIES
 - Activity 1
 - Activity 2
 - Activity 3
6. INDICATORS AND BASELINE – *indicators measuring changes and initial status (baseline)*
7. MEASUREMENT METHODS
8. RISK & ASSUMPTION – *external factors contributing to or restrict progress*
9. MODALITY – *who takes what responsibility*
10. TIME FRAME AND FINANCIAL PLAN – *referring to 5. Elaborated Activities* (sample)

Implementation plan

Activities	Time frame					Financial plan
	YY / MM	YY / MM	YY / MM	YY / MM	YY / MM	\$ Total APFED fund
Activity 1	X	X				\$ Cost of activity 1
Activity 2		X	X	X	X	\$ Cost of activity 2
Activity 3			X		X	\$ Cost of activity 3
Implementation plan	X					
Mid-evaluation plan			X			
Final evaluation plan					X	
Site visit by NetRes	X		X		X	

Logical framework

(13)

Narrative Summary	Verifiable Indicators	Measurement Methods	Risks & Assumption	Baseline	Progress (Jul 2007)
Goal:			<i>External factors to contribute or restrict progress</i>	<i>Referring to verifiable indicators</i>	<i>Changes being monitored with verifiable indicators since the original status (baseline)</i>
Purpose: 1. 2. 3. 4.					
Outputs: 1. 2. 3. 4.					
Activities: 1. 2. 3. 4.	Inputs (<i>budget, personnel and facility</i>)				

(14)

Suggestions and recommendations are most welcome!!

Thank you,