

Work Plan for Monitoring and Reporting on the Core Indicators

Covering the Period from [Month 20____ to Month 20____ This is the life of the SPCR]

[Remember the work plan is a rolling document so would apply to a particular period and will be updated. Note the version number and the date when this work plan was prepared, should be included in the header, so that they appear on every page.]

1. Overview

[Provide brief context – main climate issues; main development strategies that include climate, if any.]

a. The Coordination Mechanism

[The name of the unit/agency that coordinates the SPCR.]

b. Approved PPCR Projects of the SPCR

[List the names of projects, implementing agencies, stages of project (pipeline, approved etc.), \$ amounts and main sectors of intervention (agriculture, water, hydromet, infrastructure)]

2. Institutional Arrangements for Monitoring and Reporting

[Provide names of key institutions/agencies/ministries participating. Use specific sectors, not just 'for example';

(i) Mention if any of those participating institutions have a unit or person for M&E already established/identified

(ii) Indicate in brief who reports what data to whom? Annex can have the details.]

3. Outline of Work Required

a. Alignment of Existing Project/Program Indicators with the PPCR Core Indicators, including, with national systems for monitoring and reporting

[Annex could have a table with the aligned indicators. See blank template attached.]

b. Baseline and Target Data

[The baselines for the indicators that measure PPCR support, i.e., A1.3, B1 & B5 are all zero, except in unusual situations where Regional programs began in country before the SPCR was endorsed. Use the scorecards to measure what level of integration of climate change into national and sector plans and the government's capacity to mainstream climate resilience.

The targets for each of the scorecards, A2.1, B2 and B5 do not need to be set, as the target is continuous improvement (with an implicit 10 as the target). The targets for A1.3 and B1 can be sourced from the approved project documents. Targets for A1 need to be carefully analyzed to prevent double counting. Targets for B1 only need to be aggregated.]

Indicator	Baseline	Target
A1.3 people supported by PPCR to cope with CC	0	Source: Project proposals but analyzed to prevent double count
A2.1 Degree of integration	Use scorecard to assess	Not needed
B1 Extent to which household etc. use PPCR supported tools	0	Source: aggregated from all project proposals
B2 Strengthened govt. capacity	Use scorecard to assess	Not needed
B5 Quality & extent to which PPCR tools are developed & tested	0	Not needed

c. Data Collection at Project/Program Level

[Indicate generally, who will collect what data and when (specific dates would be captured in calendar deadlines below)]

d. Synthesis and Aggregation of Data at SPCR Level

[Indicate who is responsible for this and what are the key steps (and/or issues) in doing the synthesis and aggregation in the particularly country context.]

4. Resources for Monitoring and Reporting on the Core Indicators

[Provide budget details and indicate available and required resources. Annex can provide a budget table]

5. Timetable for reporting Monitoring and Reporting on the Core Indicators**a. Alignment of Existing Project/Program Results Frameworks with the Revised Results Framework, including, with national systems for monitoring and reporting****b. Baselines and Targets:****c. Reporting Period:**

[This will be a twelve month period with a cut- off date, sufficient to allow for data collection, analysis, approvals and quality assurance, in time to report to the CIF Admin Unit by July 31 each year e.g., a reporting period of May 1 thru April 30 the next year would give the SPCR two months to collect data, analyze it get all the approvals and quality assurance before reporting it on July 31.]

d. Calendar deadlines:

[List all the significant actions, estimate the time they will take and place on a timeline that ends on July 31 each year.]

6. Stakeholder Participation in Monitoring Activities

[Indicate if possible who would be the participating stakeholders (names of institutions not individuals).]

7. Learning, Feedback and Continuous Improvement

[How will the reported results be used to improve/modify project/program management?]

8. Milestones for the SPCR

[Provide dates of significant events in the life of the SPCR such as mid-term evaluations, impact assessments, government reviews, end dates of projects etc.]

Annexes:

1. Matrix of Monitoring and Reporting Activities of PPCR Core Indicators

[The following matrix is only an example and each country can design its own monitoring matrix that reflects their situation and add or amend the activities to reflect their own internal processes. You can make this as detailed as it is useful to you to track the M&E activities in your country.]

2. Matrix for Alignment of Existing Project/Program Indicators with the PPCR Core Indicators (optional)

3. Budget table (optional)

Annex 1. Matrix of Monitoring and Reporting Activities

Results	Indicator	Unit and disaggregation	Data Collection a) Methods b) Source c) Frequency d) Responsibility e) Resources f) Data storage	Data Analysis a) Processes b) Timelines c) Responsibility d) Resources e) Archive	Data Quality Assurance a) Processes b) Timelines c) Responsibility d) Resources	Data Reporting a) Processes b) Timelines c) Responsibility d) Resources
A1 Increased resilience of households, communities, businesses, sectors and society to climate variability	A1.3 # of people supported by PPCR to cope with CC/CR	A person Females and poor (below national poverty level)				
A2 Strengthened climate responsive development planning	A2.1 Degree of integration of CC into national planning	Score				
B1 Adaptive capacities strengthened	B1 Extent to which vulnerable households, communities, businesses and public sector use improved PPCR supported tools	A household, community business, and/or public service entity				
B2 Institutional frameworks improved	B2 Evidence of strengthened government capacity and coordination mechanism to mainstream CR	Score				
B5 Climate responsive investment approaches identified and implemented	B5 Quality of & extent to which climate responsive instruments/investment models are developed and tested	Score				

Annex 2: Matrix of aligned indicators for each project (If/ when available),

PPCR Results	PPCR Indicator	National and/or PPCR project indicators	Comments
A1 Increased resilience of households, communities, businesses, sectors and society to climate variability	A1.3 # of people supported by PPCR to cope with CC/CR		
A2 Strengthened climate responsive development planning	A2.1 Degree of integration of CC into national planning		
B1 Adaptive capacities strengthened	B1 Extent to which vulnerable hhs, communities, businesses and public sector use improved PPCR supported tools		
B2 Institutional frameworks improved	B2 Evidence of strengthened government capacity and coordination mechanism to mainstream CR		
B5 Climate responsive investment approaches identified and implemented	B5 Quality of & extent to which climate responsive instruments/investment models are developed and tested		