



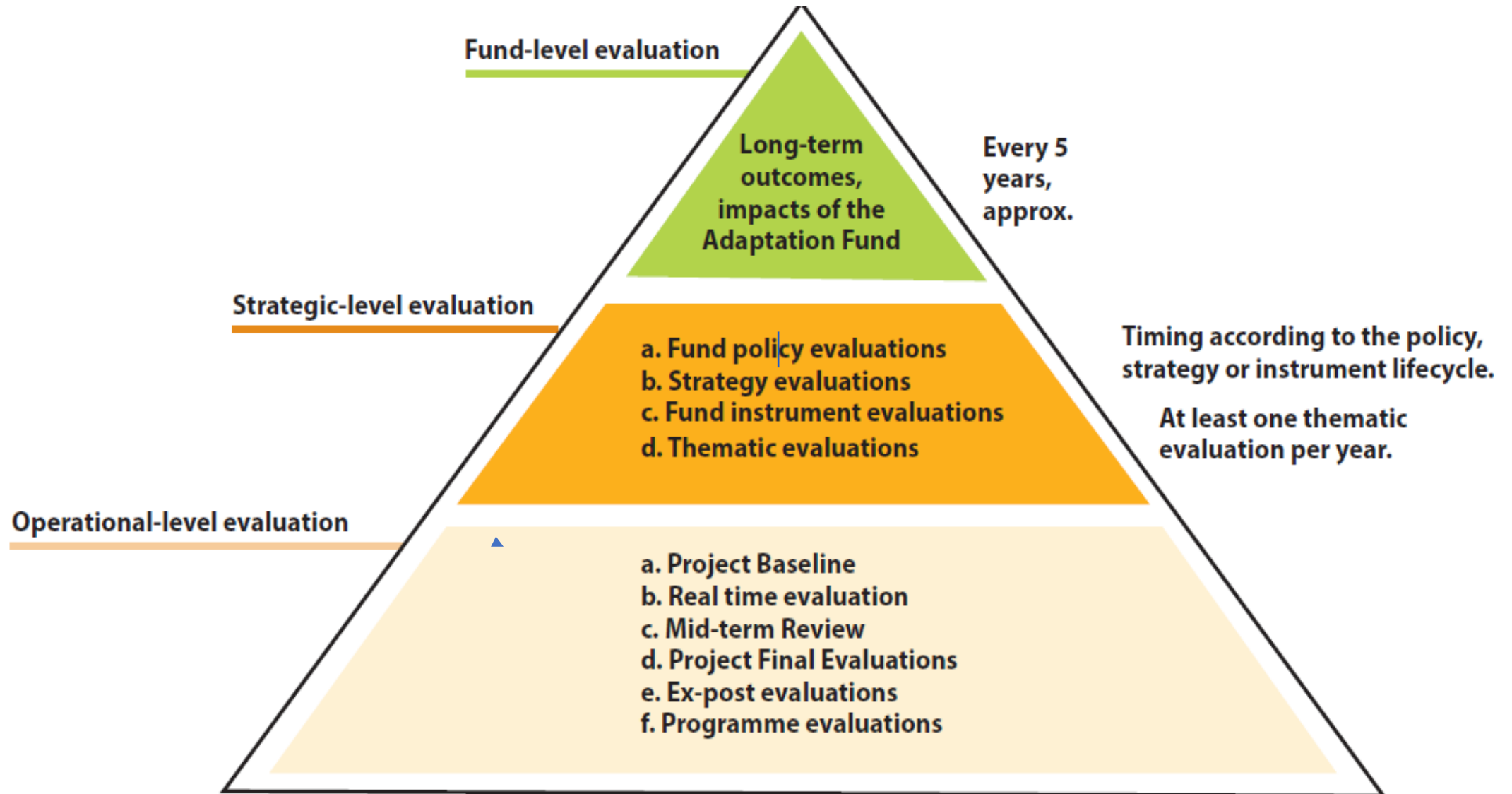
Technical Evaluation
Reference Group
ADAPTATION FUND

Preparing and Managing an Evaluation and Guidance

Presented by: Susan Legro, AF-TERG Member
Date: November 22, 2023



Three Levels of Evaluation



Relevance of Evaluation throughout the project cycle



Good design + good monitoring = **better**
evaluations



Guidance Note #4: Commissioning and Managing an Evaluation

- Benefits of commissioning and managing an evaluation
- When to commission an evaluation
 - Mid-point, end of project, and elsewhere as needed
- Which evaluations are mandatory
 - Covered in previous presentation
- Who commissions and who manages by evaluation type
 - For project evaluations, the IE commissions *and* manages mandatory and optional evaluations
- Responsibilities of the evaluation manager
 - Includes a checklist
- Evaluation timelines
 - Preparation, Inception, Implementation, Reporting, Follow-Up
- Common risks and remedies, additional resources

Guidance Note #5: Evaluation Terms of Reference (ToR)

Terms of Reference

- Provide an overview of what is expected in an evaluation
- Create and communicate a shared understanding for the evaluation
- Provide a basis for recruiting evaluators, both internal and external

Terms of Reference Guidance Note

- How and when to develop a ToR
- Tips on publicizing the ToR
- Links to sample ToRs
- Checklists for ToRs
- Additional resources

Guidance Note #6: Evaluation Inception Report

- Responsibilities during the inception phase
- Sample inception reports
- Suggested contents and a checklist
- Sample evaluation matrix

Lines of Inquiry / Sub-Question	Evaluation Criteria	Indicators / Data Points	Data Sources	Data Collection Techniques
Evaluation Question: <i>Overarching Evaluation Question</i>				
<i>Sub-questions that expand upon the overarching evaluation question.</i>	<i>Relevant AF evaluation criteria</i>	<i>Points of data that to be analyzed as evidence in answering the question(s).</i>	<i>Sources of information, ranging from documentation to key stakeholders, that will be consulted.</i>	<i>How data will be collected, for example: literature review, key informant interview, focus group discussion.</i>

Guidance Note #7: Evaluation Reporting

- Reporting is more than a final written report!
 - Workshops and meetings
 - Synthesis briefs, summaries for decision-makers
 - Webinars and videos
- Roles in evaluation reporting
- Elements of reporting and time needed
- How to gather feedback
- Sample report contents and checklist



Guidance Note #3: Evaluation Budgeting

- Understand the costs of different types of evaluation and how to conduct them efficiently
- Consider available resources when establishing the scope of the evaluation in the Terms of Reference
- Consider available resources when planning reporting activities and evaluation products



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The Evolution of Ex Posts

- 2021: Phase 1: methodology developed
- 2022: Phase 2: methodology tested
 - Pilot #1 in Samoa
 - Pilot #2 in Ecuador
- 2023: Phase 3: methodology refined
 - Pilots #3 and #4 in Argentina (finalizing)
- 2023: Guidance Note for Implementing Entities on Ex Post Evaluation
- *2024: All-outcome ex post evaluations in two countries, piloting for remote evaluations, updated methodology, toolkit*

2 Understanding ex post evaluations

Why evaluate ex post?

Ex post evaluations may generate a variety of **benefits** for different stakeholders, such as to:

- ✓ **Confirm anticipated and projected changes** post-closure
- ✓ **Increase** upwards **accountability** to donors and decision makers and downwards to project participants
- ✓ **Determine how much projects contribute to AF intended impacts** and document unintended, maladaptive and emerging results
- ✓ **Verify lessons to improve the design of adaptation** projects, strategy, M&E, and management for decision-makers at the Fund and for its partners
- ✓ **Cross-check sustainability ratings** at closure and inform similar estimates moving forward
- ✓ **Increase transparency for country-level reporting** to the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement.

Samoa: Regina's Beach Fale after tropical cyclone



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Samoa: Regina's Beach Fale after breaker (Nov '21)



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Sustainability at Closure vs. 3-5 Years Ex Post

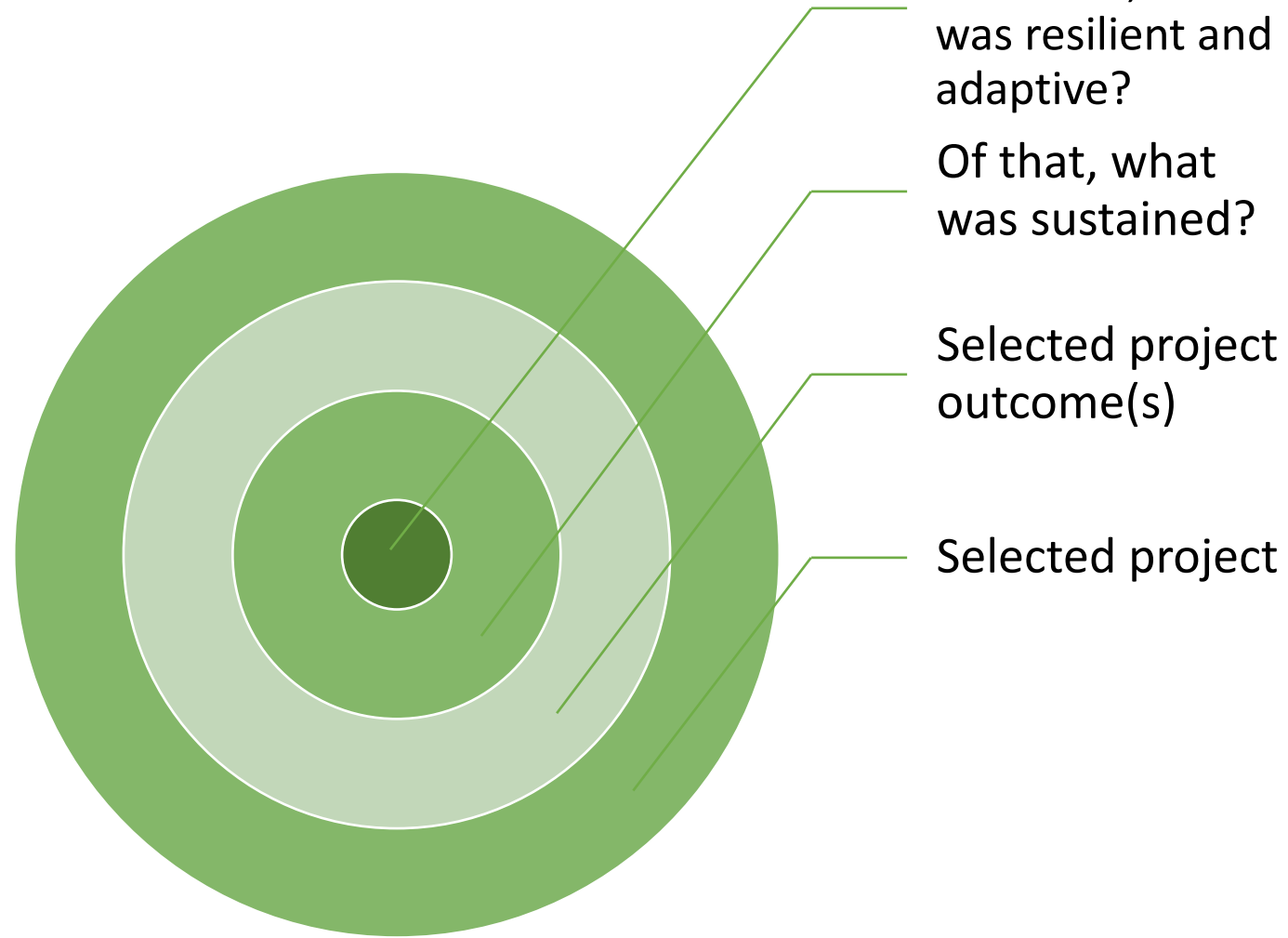
Likelihood (at project completion) is based on a *final evaluation*

- Review of documentation
- Interviews and site visits
- Expert judgment

Verification (at 3-5 years ex post) is based on an *ex post evaluation*

- Review of project documentation, other information (e.g. climate)
- Interviews and site visits
- Application of the sustainability analysis framework

The Focus of the Ex Post Evaluations: Pilot Phase



The AF-TERG Ex Post Evaluation Process

Preparation	Evaluation	Follow-Up
<ul style="list-style-type: none"> • Select a project • Reach out to the implementing entity (IE) and host government • Draft Terms of Reference • Select and train the evaluator(s) (and IEs where there is interest) 	<ul style="list-style-type: none"> • Evaluators complete desk review and preliminary interviews • Co-creation exercise • Formulate questions for fieldwork, clarify issues with partners and IE • Discuss proposal for fieldwork (sampling plan, interview questions) • Conduct Fieldwork • Draft and Final Evaluation Report and Summary 	<ul style="list-style-type: none"> • De-briefing for the IE, De-briefing for the Board Secretariat • Presentation to the Ethics and Finance Committee of the Adaptation Fund Board w/ recommendations to Fund stakeholders • Refine approach • <i>Dissemination of results to evaluation participants at the community level</i>

Relevance of Evaluation throughout the project cycle



Guidance Note #10: Ex Post Evaluation

Focuses on *what IEs need to know when contacted about an AF-TERG ex post evaluation*

- Roles and responsibilities
- How projects are selected for ex post evaluations
- How to plan for an ex post evaluation – data archiving
- IE involvement in ex posts
- Methodology

Note: Participation is voluntary but strongly encouraged!

Key Learning To Date

Ex Post Methods	Ex Post Experiences and Lessons Learned	How to Apply Learning from Ex Posts
<p>Go back and look...and then go back and look again</p> <p>Be modest – <i>contribution</i> versus <i>attribution</i>.</p>	<p>Biggest challenge? Data quality and data availability</p> <p>Adaptation is not a “yes/no” question...it’s also “for how long?”</p>	<p>Design and fund evaluable projects</p> <p>Design sustainable projects (assets, partnerships, capacities, resources)</p> <p>“Overestimate” climate risk</p>

Join our Ex Post Work Moving Forward

- Watch for an upcoming webinar on Ex Posts #3 and #4
- Watch for our upcoming toolkit
- Share your experiences with Ex Post Evaluation
- Contact us to stay informed on AF-TERG ex post work (slegro@adaptation-fund.org)



Photo credit: GeoAdaptive 2023

Thank you

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