Technical Evaluation Reference Group
ADAPTATION FUND

Guidance on applying the Fund's Evaluation Policy during proposal preparation

Presented by: Susan Legro
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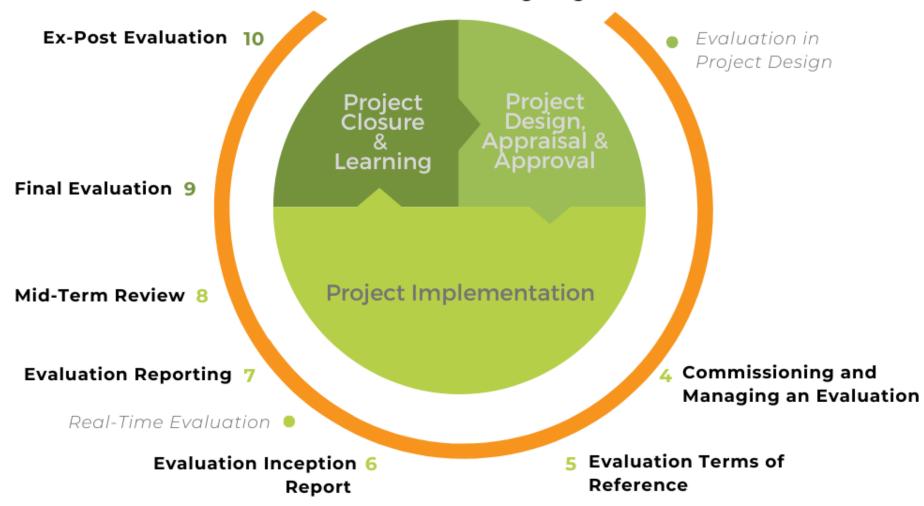
Overview of Evaluation Policy Guidance

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Overview

1 Introduction to the Evaluation Policy (EP) and EP guidance

2 Building in good M&E at the design stage.

3 Q&A

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Guidance Notes throughout the project cycle

● *Over-arching Guidance Note*

1 **Evaluation Principles**

2 **Evaluation Criteria**

3 **Evaluation Budgeting**

● *Evaluation in Project Design*

Ex-Post Evaluation 10

Final Evaluation 9

Mid-Term Review 8

Evaluation Reporting 7

Real-Time Evaluation ●

Evaluation Inception 6 Report

Project Closure & Learning

Project Design, Appraisal & Approval

Project Implementation

4 **Commissioning and Managing an Evaluation**

5 **Evaluation Terms of Reference**

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M&E Elements in Proposal Design

Entry Points for Evaluation

1. **Logical Framework**

2. **Theory of Change**

3. **Use of indicators**

4. **Cross-cutting issues**

5. **M&E Plan and Budgeting**

Goal: Make your project **evaluable**

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1. Logical framework

☑ **Baseline & targets**
Baseline and target measures clearly show how outcomes will be measured and achieved. Changes needed to achieve them are clearly described for each outcome.

☑ **Quality of outputs and outcomes**
AF Strategic Outcomes are relevant, and outputs and outcomes are clearly linked to deliverables and goals.

☑ **Activities' link to results and deliverables**
Activities are clearly linked to achieve each output. At least one specific deliverable can be inferred for each output (e.g. technical assessment, action plan, workshop report, communication materials, information system, training materials, etc.).

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2. Theory of change

☑ **Quality of the goal / development objective statement**
The goal clearly explains IF...THEN... BECAUSE clarifying how the grant contributes to a greater goal It describes how the goal is aligned with the Fund objectives.

☑ **Logical link to outputs/outcomes**
The theory of change clearly shows how the multiple pathways and linkages between outcomes, outputs and activities by identifying the desired long-term goals with preconditions and/or interventions that are necessary for change to occur in achieving the desired goal, including assumptions and risks.

☑ **Assumptions and Risks**
Assumptions for each of the outcomes, outputs and underlying activities are clearly described. Also, the barriers that prevent the realization of the project outcomes are identified and clearly aligned with the assumptions and the outputs. Risks are included and aligned with the risk table.

☑ **Overall narrative quality**
The overall theory of change narrative is clear and complete.

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3. Use of Indicators

☑ **SMAART Indicators**
Almost all or all indicators are SMAART. ('specific', 'measurable/ 'manageable', 'achievable',/ 'attributable' 'relevant' and 'time-based')

☑ **AF Core Indicators**
All applicable core indicators are present and estimates are consistent with guidance

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4. Cross-cutting issues

Gender Equality and Indigenous Rights
- ✓ Most or all indicators of how both gender-related concerns and indigenous rights are included in design and as relevant to the sectoral work and are clear in the project results framework.
- ✓ Indicators are gender-disaggregated and/or disaggregated by vulnerable group (youth, indigenous people).
- ✓ It is clear is how data gathering, monitoring, data retention and analysis are embedded in the operations and decision-making processes of national institutions.

Sustainability (stakeholder engagement, post-completion plans)
- ✓ The proposal clearly describes how project participants are consulted or engaged in implementation & monitoring and how it builds into project activities a framework for the sustainability of support beyond the life of the proposed readiness/adaptation planning intervention as well as retaining knowledge.
- ✓ There is a sustainability strategy of how relevant adaptation planning activities will be sustained after the AF funds are spent, including data and document archiving.

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5. M&E Plan and Budgeting

M&E Plan and Budgeting

✓ M&E plan contains all required M&E products (inception workshop/report, baseline report, annual monitoring and PPRs, MTR (if applicable), and final evaluation

*Mid-term review *for projects lasting 4 or more years*
*Final evaluation for projects *must be independent*

✓ M&E plan includes an itemized budget that specifies the source of funding (project activity budget, project support costs, IE fee) for each item.

✓ Budget is sufficient for the M&E activities proposed.

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Q&A

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