



ADAPTATION FUND

MONITORING AND EVALUATION ASPECTS IN PROJECT PROPOSAL

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May 2025

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M&E principles



ENSURES ACCOUNTABILITY AND TRANSPARENCY

Verifies that project objectives are being met



MEASURES EFFECTIVENESS AND IMPACT

Tracks the progress of adaptation interventions



SUPPORTS ADAPTIVE MANAGEMENT

Enables course corrections in real-time



BUILDS INSTITUTIONAL LEARNING AND KNOWLEDGE SHARING

Documents lessons learned and best practices



ENHANCES RISK MANAGEMENT

Identifies emerging risks early



ALIGNS WITH ADAPTATION FUND REQUIREMENTS

Supports results-based management (RBM) framework



Evaluation Budgeting



Evaluation budgeting is proactive financial planning for the future that generates estimated values for evaluation activities over a specific period.



Rule of thumb: ask advice to an evaluation expert and do not underestimate the cost of an evaluation. Overall evaluation budget for proposed projects and programmes at **1 to 5 per cent** of the project or programme budget, to be counted towards the implementing entity fee [The AF Evaluation Policy came into effect in October 2023, replacing the Evaluation Framework].



In cases where new approaches are being piloted or are highly innovative, a higher evaluation budget may be required for a more rigorous evaluation design to establish whether the approach is suitable for scaling up.



Evaluation Budgeting

At the full funding proposal stage, IEs should provide a budgeted M&E plan in **Part III.D** of the proposal template. However, at the concept note stage, a rough estimate for evaluation costs should factor into the total funding requested.

Funding proposals submitted to the Fund by IEs should include a cost estimate for a series of evaluation activities that collectively evaluate the proposed project over time, such as a **baseline study, mid-term review, and final evaluation.**

Project Duration	Type of Evaluation	Required?	Required Format?
Shorter than 4 years	Baseline data report	Yes	No
	Mid-term Review	No	May be independent, semi-independent, or self-conducted
	Terminal Evaluation	Yes	Yes – must be independent
Four years or longer	Baseline data report	Yes	No
	Mid-term Review	Yes	May be independent or semi-independent
	Terminal Evaluation	Yes	Yes – must be independent



Monitoring Considerations

Day-to-day **project monitoring** is part of project management, and the costs for establishing and implementing systems and personnel to collect, manage, and report monitoring data are costed as part of a project's results-based management (RBM) system.

IEs need to describe M&E arrangements and provide a budgeted M&E plan, in compliance with the Evaluation Policy, Environmental and Social Policy and the Gender Policy of the Adaptation Fund. What activities are included as part of project monitoring?

- Personnel and Staff Cost (M&E officers, data collectors);
- Tools and equipment (tablets; GPS units);
- Data collection and surveys (travel to field);
- Project reporting (preparation of PPRs and other monitoring reports as necessary);
- External audits.



Monitoring Considerations

Monitoring arrangements for **locally-led adaptation projects** and programmes should explain how innovative tools are used to enable active monitoring by communities and local actors.

Community-Centric Monitoring Framework

- Describe how local stakeholders participate in indicator selection, data collection, and interpretation.
- Ensure that monitoring tools are aligned with local knowledge systems and priorities.

Innovative and Accessible Tools

- Use of mobile-based data collection apps, SMS surveys, or voice-based platforms for areas with low literacy.
- Deployment of community dashboards, participatory mapping.

Participatory M&E Methods - (e.g. community scorecard; storytelling) these empower communities to define and track success from their own perspective.

Feedback Loops - Mechanisms for community feedback to be integrated into project decision-making, not just collected passively. Regular feedback sessions and community validation of results.

Data Ownership and Accessibility - Ensure that local people own and access the data they help gather, and use of local languages and culturally appropriate formats (visuals, radio, etc.) for sharing results.



Example of M&E budgeting

Breakdown of M&E Supervision	Responsibility	Timeframe	Budget (USD)
Contribution of project budget to M&E (AF)			
Baseline study	PMU	First year	25,250
Mid-Term review (survey)	PMU	2027	26,270
Annual Work Plan and Budget (AWPB)	PMU	Annual	31,856
Project records and consolidation	M&E Officer and other PMU members	Trimestral	144,000
Semi-annual progress report	M&E Officer and other PMU members	Semi-annual	
Annual project report	M&E Officer and other PMU members	Annual	
Project completion survey	PMU	2030	27,878
Completion process	PMU	2030	11,151
Total			266,405
Contribution of IE Fees to M&E			
Inception workshop report	PMU	After workshop	20,000
Supervision visits	TFAD, PMU, Government	Biannual	60,000
Mid-term review	IFAD, external consultants	2027	20,000
Final evaluation	IFAD, external consultants	2030	20,000
Total			120,000
Grand total			386,405

Project total budget **US\$ 10 Million**



Resources



- Guidance note for Implementing Entities on Evaluation Budgeting
<https://www.adaptation-fund.org/wp-content/uploads/2024/02/AFBEFC.318Add.3-02.13.24.pdf>
- Guidance note on Evaluation Principles:
<https://www.adaptation-fund.org/wp-content/uploads/2024/02/AFBEFC.318Add.1-02.13.24.pdf>
- Evaluation Policy: <https://www.adaptation-fund.org/wp-content/uploads/2022/07/New-Design-Evaluation-Policy.pdf>



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