New Projects Workshop

IWT Challenge Fund and
DI Capability & Capacity projects

Monitoring & Evaluation and Standard Indicators

ILLEGAL WILDLIFE TRADE CHALLENGE FUND

DARWIN INITIATIVE

BIODIVERSITY CHALLENGE FUNDS

Department for Environment Food & Rural Affairs

Welcome!

Welcome to this interactive online workshop!

We hope you have had the chance to visit Miro and introduce yourself there – we will be using this platform shortly for some group work so please check now that you have access.

You might want to take a look there to see who else is in attendance.

Agenda

UK TIME	TASK	DESCRIPTION
2pm	M&E Plan	Presentation on Zoom then group work on Miro (groups will be allocated into Zoom breakout rooms)
3:15pm	15-minute break	Short break (either stay on the call or leave the meeting and come back)
3:30pm	Standard Indicators	Presentation on Zoom then group work on Miro (groups will be allocated into Zoom breakout rooms)
4:30pm	Finish	

General Housekeeping

Please keep yourself muted during the presentation

If you have any questions, please use the “raise hand” feature (you can find this by clicking on the “Participants” button at the bottom of your screen) and we will invite you to unmute and ask your question – or just use the chat!

We have some specific guidelines later on for how we plan to use Miro but if you have had any difficulties accessing that platform, please let us know in the chat ASAP and we can help get you sorted

Introductions

Before we get started, we'd like to thank everybody who took the time to introduce themselves in advance.

If you could now visit the Miro board and take a look at everybody who is here today and to confirm you can access it if you haven't already tried.

Introducing the NIRAS Team

…any volunteers to read out their indicators?

Developing a Monitoring & Evaluation Plan

Systematising the collection of evidence

What is an M&E Plan?

- A document that helps to track and assess the results of the interventions throughout the life of your project
- An M&E plan identifies:
  - data collection tools for measuring variables
  - processes for data collection and data management
  - staffing and other resources needed to implement M&E activities
  - how resulting data and information will be used

Do we need an M&E Plan?

A well-thought-out M&E plan is an invaluable tool that can be used to guide project teams through the planning and implementation of M&E activities

- States how your programme will measure achievements
  - Accountability
- Documents consensus
  - Transparency
  - Responsibility
- Guides M&E implementation
  - Standardization
  - Coordination
- Preserves institutional memory

Reminder of key M&E terms

Impact: Higher level objective your project is **contributing** to – the Impact is beyond the scope of your project and will not be achieved within the lifetime of your project so you are not asked to measure your contribution towards this.

Outcome: The end state that **you** are trying to **achieve within the lifetime** of your project (and are accountable for). **Only one per project.**

Outputs: Observable, measurable change and tangible products/services delivered by project. Maximum of 5.

Indicator: How you measure change/quality at the Output and Outcome level. Should be SMART – Specific, Measurable, Achievable, Relevant and Timebound.

Means of verification: How you evidence achievement of Indicators.

What does an M&E Plan look like?

Objective	Indicator	Source	Responsibility	Timing	Frequency

	INDICATOR	DEFINITION How is it calculated?	BASELINE What is the current value?	TARGET What is the target value?	DATA SOURCE How will it be measured?	FREQUENCY How often will it be measured?	RESPONSIBLE Who will measure it?	REPORTING Where will it be reported?
Outcome								
Outputs								

What does an M&E Plan look like?

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Monitoring Workflow	Rationale	Indicators	Baseline	Targets	Measure	Methodology	Frequency	Tools	Responsibility
Impact	The 130,000ha of WSP Forest are managed sustainably, supporting biodiversity and the livelihoods of 6,630 people, acting as a model for sustainable forest management in Cambodia								
Outcome	By March 2019, the strengthening of relationships between WSPWS key stakeholders (Government and local communities), enables the Sanctuary to harbour a stable population of five critically endangered bird species and increases human wellbeing in four surrounding villages.	0.1 Increased food security in four target villages (5,052 people), with a reduction in the percentage of households with sufficient food for less than five months of the year from 38% of households to 25% By end of Yr.3.	38% of households have sufficient food for less than five months of the year	25% of households have sufficient food for less than five months of the year	0.1 Participatory Rural Appraisal undertaken 2018 compared with 2014 (pre) and 2016 (start of project) baselines.	1. Conduct baselines 2. PRA 2018	Annual	1. Baselines 2. PRA	Livelihoods Programme Manager
		0.2 Stable populations of five Critically Endangered species within WSPWS by end of Y3.			0.2 BirdLife biodiversity team led species census results compared with 2016 baseline.		Annual	1. Species census 2016 baseline 2. Species census 2018	Biodiversity Senior Project Officer
Ouput 1	Local consultation structures established at village and district level, equitably representing the views of constituents	1.a Seven Village Forums established with equal representation of women and men (50% women, 50% men).	0 Village Forums	7 Village Forums, equal gender representation	1.a.1 Meetings are held regularly and attendance list shows equitable participation of women and men, evidenced by equal sex ratio of women : men attending meetings 1.a.2 Dialogue in village meetings show enhanced understanding of management planning process over the three year project implementation period, evidenced by meeting minutes and participatory learning assessment survey at end of Yr.3	1. Quarterly consultation meetings with Village Forums 2. Endorsement at Commune level 3. Protocol for beneficiaries counting into database	Six-monthly	1. Beneficiaries database 2. Attendance lists 3. Meeting minutes 4. Village Forums establishment certificates 5. Gender representation strategy 6. Participatory Learning Assessment Survey	Livelihoods Project Officer
		1.b WSPWS Stakeholder Forum established and working effectively.	0 Stakeholders Forum	1 Stakeholders Forum, regular consultations, requests included in the zoning plan	1.b.1 List of attendees at stakeholder meetings includes representatives from all relevant interest groups including representatives from village forums. 1.b.2 Requests from village forum representatives on traditional-use are collected and presented to Provincial level authorities. These requests and the rice field maps are included in the WSPWS zonation process, evidenced by forum minutes and zoning plan.	1. Quarterly meetings with Stakeholders Forum 2. Endorsement at Commune level 3. Collection of Village Forums representatives requests	Six-monthly	1. Beneficiaries database 2. Attendance lists 3. Meeting minutes 4. Stakeholders Forum establishment certificate 5. Report on Village Forums representatives requests for the zoning plan	Livelihoods Project Officer

Developing an M&E Plan

Key considerations:

- Purpose of the plan
- M&E management
- Resource needs HR and £
- Timing and sequencing
- Feedback and lesson-learning
- Provision of sound evidence

What to measure?

Key considerations:

- Who is responsible?
- Who needs to be included in the monitoring process?
- Who needs to be included in the evaluation process?
- What aspects are you measuring:
  - Milestones
  - Indicators
  - Assumptions
  - Risks

How do you plan to measure it?

Key considerations:

- Are there set methods, and templates to ensure consistency in measurement?
- When do they measure it?
- Is there a system to store and collate data?
- How do you use the data?

What is the Budget?

- How much would the planned activities cost?
- Cost efficiencies and cost minimisation
  - How much can be done as part of routine reporting and management monitoring?
  - What requires specific evidence gathering?
  - What uses secondary data generated by others?

How do I develop an M&E Plan?

1. Identify the programme goals and objectives
2. Define indicators for tracking progress towards achieving those goals
3. Define Data Collection Methods and timeline
4. Identify M&E Roles and Responsibilities
5. Analyse data
6. Dissemination plan

Translating it into a structured plan

Project summary	Measurable Indicators	Means of verification	Important Assumptions
Impact: (Max 30 words)			
Outcome: (Max 30 words)	0.1 0.2 Etc.	0.1 0.2 Etc.	
Outputs: **1.**	1.1 1.2 Etc.	1.1 1.2 Etc.	
2.			
Activities (each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1) 1.1 1.2 etc.			

S: Specific
M: Measurable
A: Achievable
R: Relevant
T: Timebound

Expected Results Chain	Indicators	Rationale (how does this link to the Outcome/ Output?)	Baseline (if not yet established, outline when/how it will be)	Targets	Data sources. This could include primary or secondary data.	Methodology	Freq.	Templates (how will data be recorded?)	Budget allocation	Responsibility (who will monitor progress towards this indicator/collect necessary data?)	Additional Comments
e.g. Outcome	e.g. Outcome indicator 0.1										
e.g. Output 2	*e.g. Output Indicator 2.3*										

Group Activity

- We are going to assign you to small groups using the breakout feature in Zoom
- The activity itself is on the interactive whiteboard Miro – Keep Zoom open so you can talk to your group, but navigate to the specific space on Miro for your group. There should be a “frame” with the same number your breakout room number! (you should see other members of your group their with cursors – no need to share screens)
- Andy (“Biodiversity Challenge Funds”), Rachel, James, Nichola and Victoria will be moving between groups to help you with the exercises **but please don’t wait for us to begin** – if you have any questions or need help at any point, please just press the “call host” feature and someone will join your room as soon as possible!

Group Activity

- Prepare an M&E plan
  - To test the discipline of structuring the M&E plan and really testing the measurability of a project.
  - To allow you to then take this experience and apply to your own project.
  - Apply to your own project as soon as possible.

N.B. – your M&E Plan isn't something we need you to submit to Darwin Initiative/IWT Challenge Fund (the logframe is the key tool we need you to report against regularly) but this M&E plan will help ensure you use your logframe most effectively!

Group Activity

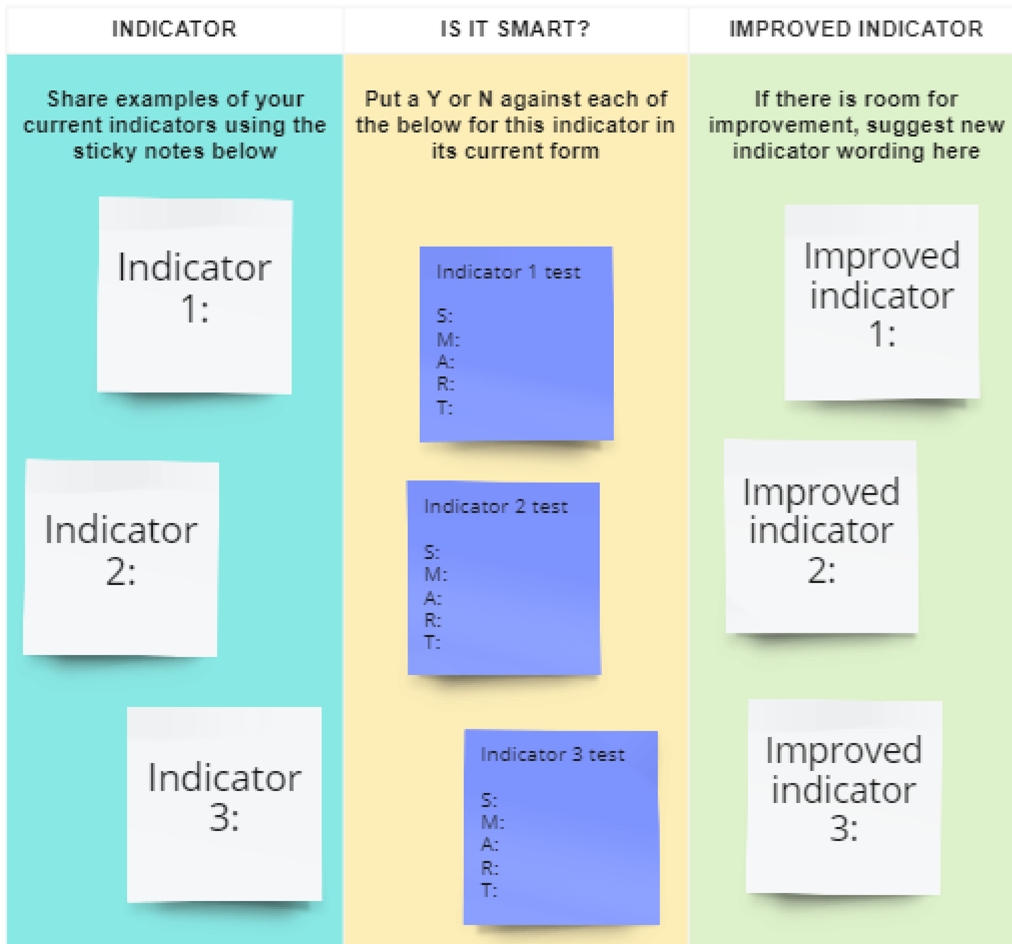
- In your breakout rooms but working on Miro
  - Develop a simple M&E plan using the template provided for one or two projects
  - You should aim to complete 3 or 4 lines during this session (1 or 2 per project). Each line should be an indicator (either Outcome or Output).
  - Use the template and sticky notes to guide your thinking and work through some indicator examples
  - Also consider whether any indicators could be improved or made more SMART

Template from Miro

INDICATORS:	RATIONALE:	BASELINE/TARGET:	METHODOLOGY /FREQUENCY/ DATA SOURCE:	BUDGET:
Example 1:	(How does this link to the Outcome or Outputs?)	(If not yet established, outline when/how)	(Who monitors progress/collects the data? How will the data be recorded? What type of data is it?)	

	RATIONALE:	BASELINE/TARGET:	METHODOLOGY /FREQUENCY/ DATA SOURCE:	BUDGET:
Example 2:	(How does this link to the Outcome or Outputs?)	(If not yet established, outline when/how)	(Who monitors progress/collects the data? How will the data be recorded? What type of data is it?)	

Template from Miro



Feedback from the session

- How did you find the process?
- Has anyone done something similar for their projects before?
- Did you identify any opportunities to make indicators SMARTer in the process?

Time for a short break!

- We’ll be taking a 15-minute break now
- The next presentation will start at 10:30am UK time
- Please have a copy of your project’s logframe ready for the next presentation

Standard Indicators

Where we are coming from

- Projects develop their logframes in isolation from each other
- Although we can see individual project results, we struggle to combine data from across our projects to find out the shared results of our portfolio of projects
- Some applicants and projects struggle to identify the most appropriate indicators for their logframes
- In the past, we have asked projects to report against **Standard Measures** (e.g. number of people trained). These new **Standard Indicators** replace these old Standard Measures.

Where we are going, and why

- We have developed new Standard Indicators for each of the BCFs
- They are aligned with fund-level Theories of Change and programme objectives
- Through this process we want to:
    - help you to monitor your project progress and results, using globally recognised indicators
    - provide guidance on which methodology, units and disaggregation measures to use to help you plan your monitoring and evaluation more effectively
    - increase our contribution to the global evidence base in the areas BCFs projects work
    - aggregate data from across diverse projects and communicate our combined results to key decision makers to build the case for continued support

What we want you to do

- **Asking for new projects** to map their existing indicators to these standard indicators
- At least **5 Core Indicators**
- Check our **fund-specific "Menus" to** see the indicators
- Please submit a copy of your logframe with indicators mapped by the half year reporting deadline at the latest (31st October 2023)
- If mapping is difficult, reach out to fund mailboxes and explain in your HYR

How to find them

Standard Indicator Guidance:

- Darwin Initiative: https://www.darwininitiative.org.uk/resources-for-projects/reporting-forms-change-request-forms-and-terms-and-conditions/
- IWT Challenge Fund: https://iwt.challengefund.org.uk/resources/reporting-forms-change-request-forms-and-terms-and-conditions/
- Darwin Plus: https://darwinplus.org.uk/resources/reporting-forms-change-request-forms-and-terms-and-conditions/

Standard Indicators

- Darwin Initiative Standard Indicator Guidance

4. The Darwin Initiative Standard Indicator Menu

Group A: Capability and Capacity

	Indicator number	Darwin Initiative Standard Indicator	Units	Disaggregation
RE INDICATORS	DI-A01	Number of people from key national and local stakeholders completing structured and relevant training[2].	People Proportion	Gender; Age Group; Stakeholder group: Indigenous Peoples, Local Communities, Nationals, public sector, civil society, private sector; Training typology (biodiversity, sustainable development, finance, programme management, safeguarding, gender etc.) Proportion of trained people employed by their host organisation at the end of the project.
	DI-A02	Number of secondments or placements completed by individuals of key local and national stakeholders[3].	People Proportion	Gender; Age Group; Stakeholder group: Indigenous Peoples, Local Communities, Nationals, public sector, civil society, private sector; Host Organisation Type; Training typology (biodiversity, sustainable

Note: Core Indicators in Green

Darwin Initiative

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Darwin Initiative Indicator Groups

- Group A: Capability and capacity
- Group B: Policies, Practices and Management
- Group C: Evidence Use and Best Practices
- Group D: Sustainable Livelihoods, Biodiversity and Climate Resilience
- Group E: Impact on Biodiversity and Poverty

Darwin Initiative Standard Indicators

Select **at least 5 core indicators** from Group A-E. You do not have to select indicators from all groups. Your core indicators must cover all three elements of the fund: Biodiversity, Poverty Reduction, and Capability & Capacity.

- **Biodiversity** ✓
- **Poverty reduction** ✓
- **Capability & capacity** ✓

Project Indicators

Five Core Indicators:
Select from across the groups to include biodiversity, poverty and capability & capacity indicators

+

Additional Standard indicators:
Select the most relevant and feasible indicators for your project

+

Other Indicators:
Select from other sources to meet project needs. See BCF's MEL guidance for best practice

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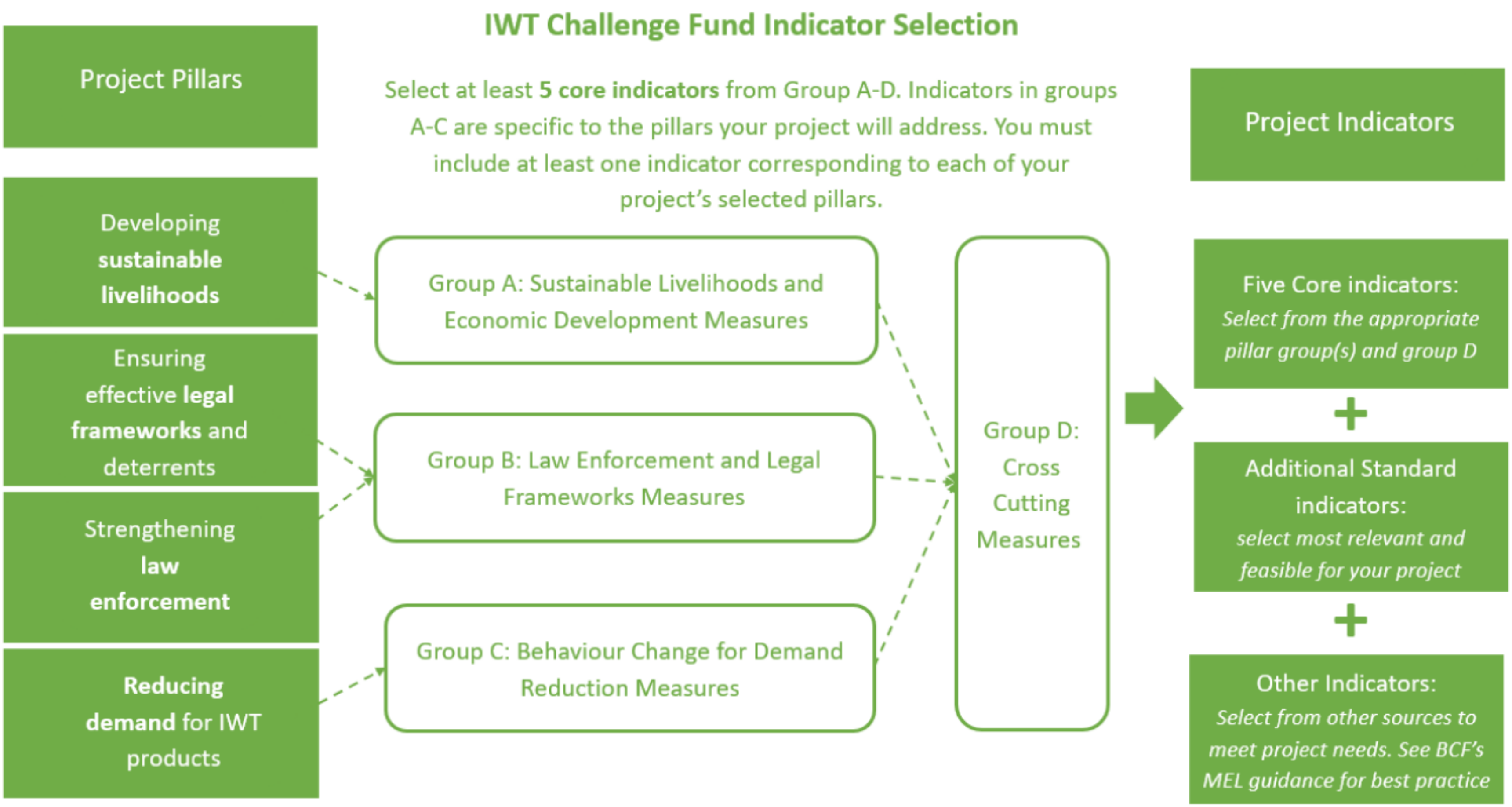

Mapping existing indicators to Standard Indicators

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First, we will show you a run-through of how to map the indicators from your application to the Standard Indicators

Then, we will do a group exercise in which you map your own indicators to the Standard Indicators

Finally, we will ask for your feedback:

- What worked for you and what did not work?
- What were the challenges?
- What could we do differently?

Keep in mind

We require you all to submit an updated copy of your logframe by the time of your half-year report at the latest

The only change we require is for you to indicate, next to each of your indicators, which Standard Indicator (if any) it corresponds to

All projects should map **at least five** of their indicators to one of the **Core** Standard Indicators (see guidance for details)

Example 1

Existing indicator	Standard Indicator Number	Standard Indicator Wording
By 2026, number of women and men trained on nature-based livelihood measures (Baseline 0: Target 600)	IWTCF-A01 Or DI-A01	Number of people who received training in sustainable livelihood skills

Example 2

Existing indicator	Standard Indicator Number	Standard Indicator Wording
60% of recipients indicate the use of the newly acquired skills by end of project (Baseline - 0%; Y1 = 30%, Y2/3 = 60%)	IWTCF-A02 Or DI-A04	Number of people reporting they are applying new capabilities (skills and knowledge) 6 (or more) months after training.

Example 3

Existing indicator	Standard Indicator Number	Standard Indicator Wording
Twenty radio segments produced/ broadcast across Zambia and South Africa by the end of Year 3 (10 per community)	IWTCF-C02 Or IWTCF-D22	Number and type of IWT behaviour change materials produced / Number and type of IWT behaviour change materials distributed Or Number of Media related activities.

Frequently asked questions

- What if I am unable to map my indicators to the full 5 Standard Indicators required?
- Do you require us to change our indicators so that they resemble the wording of the Standard Indicators?
- How do I tell which indicators correspond to each of the fund's Elements (Darwin Initiative) or Pillars (IWTCF)?

Group Activity

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Exercise 2

STEP 1: For your project's indicators (try to get at least one for each project in your group) try mapping to the relevant Standard Indicators

Original indicator	Does it map to Standard Indicators? If Y, include indicator number here	Standard indicator wording
Share examples of your current indicators using the sticky notes below	If you indicator maps, include Standard Indicator number here	Include standard indicator wording here
e.g. By end of project, the number of social media likes, reposts, and/or followers has increased by 100% from year 1 baseline	e.g. DPLUS-C12	e.g. Social Media presence
Indicator 1:		Standard indicator wording 1:

Feedback from the session

- How did you find the process?
- Were you able to map at least 5 of your indicators to the standard indicators?
- If you couldn't map many indicators, can you pinpoint the challenge?
- Did you find any new indicators you could measure through your project?

Wrap-up

- Thank you!
- We will upload slides to the IWT Challenge Fund and Darwin Initiative websites after the event
- Towards the bottom of the Miro board you will note we have a space for feedback – please grab a sticky note or two and let us know:
  - What went well?
  - What could be improved?
- And if anything else comes to mind after the session, please don't hesitate to get in touch!
  - BCF-Darwin@niras.com
  - BCF-IWTCF@niras.com

  We will stay online for a few mins after the session to answer any questions you may have!

Wrap-up