



Planning, Monitoring & Reporting Guidance

for

J-CCCP Pilot Projects

Pilot Project Planning & Monitoring Schedule of Reporting

➤ **Implementation Plan**

- Due within two weeks of project approval; Ensure it is aligned to Results Framework; Outline all activities (in relation to applicable output and deliverable). Give timelines for each activity as well as associated costs

➤ **Procurement Plan**

- Due within two weeks of project approval

➤ **Inception Report**

- Due within two weeks of submission of Implementation Plan

➤ **Field Visit Reports**

- Can be completed on proponents end at least every two weeks; NFP can complete according to milestones set out in project (this can be done with Technical Specialist)

➤ **Progress Report**

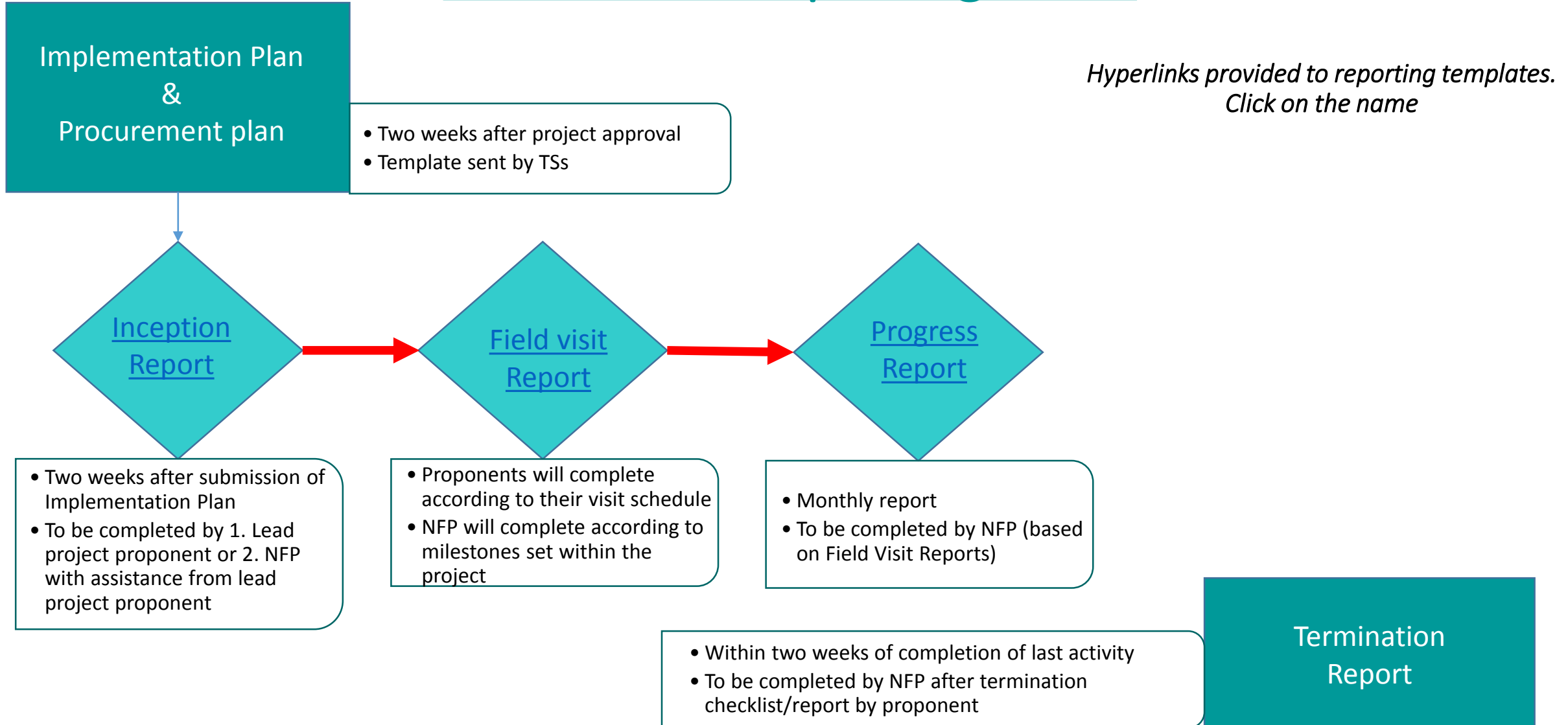
- To be completed monthly

➤ **Termination Report**

- Due within two weeks after last project activity has been completed

Pilot Project Planning & Monitoring

Schedule of Reporting *(continued)*



Pilot Project Planning

Implementation Plan

- Full overview of project with timelines and cost – allows for reporting on these variables
- Pilot project proponents to complete with assistance from NFP and TS

J-CCCP Outputs Outputs	J-CCCP Indicators Indicators	Pilot Project Target Targets	Planned Activities Activities
			Deliverable 1: Climate Change Adaptation Capacity Building Training
Output 2.4: Sustainable Agriculture (Climate-resilient agro-pastoral practices and technologies (e.g. water management and soil fertility) demonstrated in selected target areas	Number of men and women who have received training in climate change adaptation principles and techniques	20 personnel trained	Sub Activity 1: Procurement of Consultants Sub Activity 2: Development of Training Curriculum and Manual Sub Activity 3: Capacity Building Training Workshop Sub Activity 4: Technical and Theoretical and St. Lucia Study Tour Sub Activity 5:
			Technology and Construction and Operation of Hydroponic System
Output 2.4: Sustainable Agriculture (Climate-resilient agro-pastoral practices and technologies (e.g. water management and soil fertility) demonstrated in selected target areas	% increase in youths targeted for training in the design/installation/use/maintenance of climate resilient technologies	35 residents youth CVQ trained (30 males and 5 females)	Sub Activity 1: Procurement of Consultants Sub Activity 2: Labour contract for assembling hydroponic system Sub Activity 3: Labour contract for construction of green house Sub Activity 4: Conduct equipment suppliers research Sub Activity 5: Purchase Material Green House

- **Outputs** – Those selected for each pilot project and outlined in the RRF and Workplan and Budget tables
- **Indicators**- Indicators must align to both the Outputs and the activities
- **Targets**- Targets that would have been outlined in the RRF. These targets must align to both the Indicators and Activities
- **Activities** – Include the broad deliverables outlined in the proposal as well as sub activities required to achieve them

Remember- Targets, Indicators, Targets and Activities must all align

Pilot Project Planning *(continued)*

• Implementation Plan *(continued)*

Planned Activities Activities	Timeframe																Expected Expenditure (USD)
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Deliverable 1: Climate Change Adaptation Capacity Building Training																	
Sub Activity 1: Procurement of Consultants																	\$ 1,000.01
Sub Activity 2: Development of Training Curriculum and Manual																	\$ 993.78
Sub Activity 3: Capacity Building Training Workshop																	\$ 1,987.56
Sub Activity 4: Technical and Theoretical and St. Lucia Study Tour																	\$ 3,577.61
Sub Activity 5:																	
Technology and Construction and Operation of Hydroponic System																	
Sub Activity 1: Procurement of Consultants																	\$ 4,465.79
Sub Activity 2: Labour contract for assembling hydroponic system																	\$ 3,146.97
Sub Activity 3: Labour contract for construction of green house																	\$ 4,777.50
Sub Activity 4: Conduct equipment suppliers research																	
Sub Activity 5: Purchase Material Green House																	\$ 8,023.85
Sub Activity 6: Purchase Materials Hydroponic System																	\$ 12,621.01

- Include both the full timeline for the deliverable as well as the timelines for the sub activities
- Provide costs for sub activities where possible

Remember- Not all sub activities will have an associated cost

- [Link to completed Implementation Plan example](#)

Pilot Project Planning *(continued)*

- **Procurement Plan**
- Identifies timelines for procurement and which entity to facilitate the procurement

Procurement Plan			
Description of Procurement Action <i>Description of Procurement Action: Provide breakdown for individual materials if not one system</i>	Estimated Contract Value (in USD)	Type of Procurement Action (IC/ Good/ Service) <i>Type of Procurement Action e.g. service is labor/ catering / workshop</i>	No. of units required (if goods)
Procurement of Project Manager	16,800.00	IC	NA
Training	29,750.00	Service	NA
Procurement of materials for rainwater harvesting tanks and/ or water wells for irrigation	3,000.00	Goods	5

• Procurement Plan *(continued)*

Target date for TOR/SoW/Specs Completion date	Planned Contract Start/Purchase Date Estimated date to start contract or purchase goods	No. of working days Time to undertake procurement	Estimated Contract Duration/ Delivery Time Amount of time needed to complete installation or completion of work
	<i>Examples provided below</i>		
19-May-17	26-May-17		153 Months/ July 2017
19-May-17	26-May-17		2412 months/ 19 April 2018
19-May-17	9-Jun-17		205 months/November 2017

• Procurement Plan *(continued)*

Responsible Party	Status	Delivery Location (if applicable)
UNDP	To commence	(Name of community)
Name of Government Agency/ Department	Ongoing / In progress	
IICA	Completed	

Monitoring and Reporting *(continued)*

• Inception Report Template

- Having met with beneficiaries/proponents and visited site; highlight any changes that may be made to implementation plan – especially those that affect project targets; time and costs (scope)

Japan-Caribbean Climate Change Partnership Inception Report Template	
The report below is intended to capture the any updates since project approval. Special emphasis on update of: Implementation plan; Procurement Plan and Targets (Results Framework)	
Date of report	Dropdown list here. Select date of completion of report
Country	Dropdown list here. Select country
Pilot Project Code & Short Name	Dropdown list of in-country projects here. Select project
Pilot Project Name	#N/A This is automatically generated based on project code chosen above
Pilot Project Description (no more than 4 sentences) if given in previous report, please state "refer to previous"	Type in brief project description – should include project goal, responsible organization and budget total
Focal Area(s)	Dropdown list of Focal areas. Select one. Additional dropdown list provided. Select additional focal area if applicable
Related Output	Drop down list of related outputs. Select one Additional drop down list provided. Select additional output if applicable
Other Output(s) (please specify)	Type in any other Output referenced in proposal

Monitoring and Reporting *(continued)*

- Inception Report Template *(continued)*
 - Having met with beneficiaries/proponents and visited site; highlight any changes that may be made to implementation plan – especially those that affect project targets/results; timeline and budget

Narrative on Amendments				
Type of Amendment	Details Describe the amendment	Link to Updated Related Document	Notes List implications regarding this change	
Dropdown box here – Types of Amendments – Targets/Beneficiaries/ Timeline/Cost/Procurement	Describe what has changed – original information versus changed information	Place link to updated document (that contains changes) here – Imp. Plan/RF/Procure. Plan if in separate document. It is preferable if it is also copied to Sheet 5-Updated ImpPlan	List how this change will/can affect project success – in relation to scope – timeline/budget/results	

Monitoring and Reporting *(continued)*

- **Inception Report Template** *(continued)*

Initial Challenges and Recommendations

(List the main challenges experienced during this inception stage and proposed recommendations; highlight the type of challenge and level of risk it may pose to the project). Notes regarding these can be provided below the table or in separate Annex if necessary

Challenges Identified	Type of Challenge	Recommended Action
1)		
2) Type in any challenges that were identified at this stage.	Drop down list of types of challenges provided – technical, capacity, operational, financial, other. Select one.	Identify what action has been or will be taken to address the challenge. Also highlight whether any additional support may be needed.
3)		
4)		

Note:

- [Link to completed Inception Report example](#)

Monitoring and Reporting *(continued)*

• Field Visit Report Template

- This template can be completed by project proponents according to their visit schedule
- NFP will complete according to milestones set within the project

Please follow same guidelines (from Inception Report Template) for first four rows

Purpose of Field Visit:	<u>State whether according to 1. milestone set (and indicate milestone); 2. pre-activity visit (and state activity); 3. post-activity visit (and state activity); verification of execution/results</u>		
<u>Status Details</u> (Report status as comparison to implementation plan and progress towards indicators)			
Outputs	Update on Outputs (Status of deliverable aligned to selected outputs)	Reasons if Progress is below targets	Recommended Action
State Output from pilot project proposal/implementation plan	Project status towards achievement of deliverables and outputs; indicate whether further action may be necessary; brief analysis on any relevant changes pertaining to the outcome as stated in results framework.		

Monitoring and Reporting *(continued)*

- **Field Visit Report Template** *(continued)*

Challenges and Recommendations

(List the main challenges experienced during implementation and proposed recommendations; highlight the type of challenge and recommended action for the specific challenge). Notes regarding these can be provided below the table or in separate Annex if necessary

Challenges Identified	Type of Challenge Operational/Technical	Recommended Action
1) Type in any challenges that were identified at this stage.	Drop down list of types of challenges provided – technical, capacity, operational, financial, other. Select one.	Identify what action has been or will be taken to address the challenge. Also highlight whether any additional support may be needed.
2)		
3)		
4)		

Note: _____

Stakeholders interviewed

(provide full list and details as an Annex):

- 1) **List persons met with/discussed project details. Please also complete Annex with Stakeholder Information** _____
- 2) _____
- 3) _____
- 4) _____

Monitoring and Reporting *(continued)*

- **Progress Report Template**

- This report should be generated monthly report. Please note if report is generated mid-month (see below)
- To be completed by NFP (based on Field Visit Reports)

Please follow same guidelines (from Inception Report Template) for first six rows

NB. These actions can include both administrative actions and project activities

List of actions completed during the reporting period

1)	<u>List actions or activities completed during the period (see example at right)</u>
2)	_____
3)	_____
4)	_____

List of actions completed during the reporting period

Met with Implementing partners to explain post approval procedures
Prepared implementation and procurement plan
Contracted consulting firm to conduct a microassessment of the CPDCBS

List of actions completed during the reporting period

1) Solar materials purchased	
2) Started with designing Awareness material for session in the village on the project steps, involvement-ownership-contribution for sustaining the investments and using energy efficiently	

Monitoring and Reporting *(continued)*

- **Progress Report Template** *(continued)*

Status Details - Indicators and Targets

(Report status as comparison to implementation plan and progress towards targets)

Outputs	Core indicators	Proposed Targets (from Implementation Plan and Results Framework)	Actual Target Progress (Narrative and include variance (+/-))	Details
State Output(s) from pilot project proposal/impe- mentation plan	List indicators aligned to output(s) cited	List all targets outlined in Results Framework	Highlight actual target progress – list progress towards targets. This can include activities if implementation not complete	Detail the progress and activities completed relating to progress toward specific target. For example, if target is installation of 10,000 gallons of water storage; progress toward target can include procurement and installation tanks etc.
Note: Data Collection Tools provided can be used				



Monitoring and Reporting *(continued)*

- **Progress Report Template** *(continued)*

Challenges and Recommendations

(List the main challenges experienced during implementation and proposed recommendations; highlight the type of challenge and level of risk it may pose to the project). Notes regarding these can be provided below the table or in separate Annex if necessary

Challenges Identified	Type of Challenge	Challenge level <i>(Note whether challenge represents a risk to the project. High or medium risks should be noted for Risk Log update)</i>	Recommended Action
1) See guidance provided for Inception and Field Visit		Dropdown list here for Risk Level.	Identify what action has been or will be taken to address the challenge. Also highlight whether any additional support may be needed.
2) Reports		Select level and if Medium or High amend Risk Log accordingly	
Note: _____			

Measurement of Project Performance / Implementation Status Conclusion

Good (progressing on target)	<p>Check box for which status conclusion is applicable. If any conclusion below Satisfactory is highlighted, please ensure Challenges matrix and/or Risk log is updated to reflect this so that appropriate support can be provided if needed</p>		
Satisfactory (progressing but some low risk challenges identified)			
Implementation Challenges (Needs close monitoring; Update risk log)			
Serious Implementation Challenges (intervention by Mgmt needed)			
Unsatisfactory (needs expert support)			

Monitoring and Reporting *(continued)*

- **Progress Report Template** *(continued)*

Lessons Learned

Describe briefly key lessons learned during the project. Document any lessons noted based on interviews in the field or observations. Efforts should be made to document lessons as it pertains to the core indicators listed in the table above.

Type	Successes	Shortcomings
Dropdown list provided for type of lessons learned	Describe what has worked well. What factors supported this success?	Describe the challenges or areas for improvement and what was unanticipated

Status Details - Expenditure

Planned Expenditure as of (Date)	Actual Expenditure as of (Date)	Actual as a percentage of planned
State planned expenditure as per list of activities that were to be completed by that date – this can be from Implementation Plan	State what has been actually expended as of the date of the report	State what has been actually expended as of the date of the report
Note:		

If percentage is more than +/- 25%, please provide narrative at Note section and include whether any changes to budget may be necessary and detailed Financial report attached

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Monitoring and Reporting *(continued)*

- **Progress Report Template** *(continued)*

Stakeholders Interviewed

(provide full list and details as an Annex):

- 1) List persons met with/discussed project details. Please also complete Annex with Stakeholder Information
- 2) _____
- 3) _____

List of actions for the next reporting period

- 1) List the actions that are expected to be completed in the coming month
- 2) _____
- 3) _____
- 4) _____

Prepared by:

Dropdown list for name – should include all NFPs

Provide electronic signature here

#N/A

Signature

[Link to Progress Report Example](#)

Monitoring and Reporting

- Termination Report Template
- Should include
 - Baseline information – collect where possible and note baseline information guidance provided
 - Lessons Learned – will use matrix provided
 - Risk Log – will use matrix provided
 - Stakeholder Matrix
 - Results Framework with Targets achieved
- Template will be provided by April 2018 and will be specific to focal areas

Monitoring, Reporting and Evaluation

• Frequently Asked Questions (FAQs)

- ***Can one Field Visit/Progress report be submitted for a multi-site project?*** – Yes. Once the activities on these sites feed into the same results framework and amalgamated
- **Which date should be used for progress reports?** – Report is monthly however it is acknowledged that reporting may not commence at the beginning of a month. Therefore use whatever date of first progress report and report on that date monthly. For example, if first progress report was completed 14 July (and you chose Jun2018 in report) then next report should be due 14 August and the date Jul2018 would be selected. Please remember to note this is cell at right of date.
- **Do we report on total budget or only J-CCCP funded sections?** – Total budget, however please use Financial report provided to report on both and provide details and breakdown (J-CCCP vs other) funding at bottom of sheet. Please note if procurement is directly implemented (shared), TS will provide financial info on funds expended for goods and will be communicated to NFP – joint report.

• Further queries

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