

DRAFT 25 October 2016

CREWS Operational Procedures Note N°2

Monitoring and Evaluation

Adopted by the CREWS Steering Committee on _____

The objective of the CREWS initiative is to significantly increase the capacity to generate and communicate effective impact-based, multi-hazards, gender-informed, early warnings and risk information to protect lives, livelihoods, and assets in Least Developed Countries (LDCs) and Small Islands Developing States (SIDS).

CREWS Members



CREWS Observers



Implementing Partners



DRAFT

CREWS Operational Procedures Note N°2 - Monitoring and Evaluation

1. The CREWS Steering Committee, at its First Meeting on 12 September 2016, requested the Secretariat to develop draft Operational Procedures on Monitoring and Evaluation for review by the Steering Committee at its Second Meeting.
2. The roles and responsibilities of, respectively, the Steering Committee, the Implementing Partners, the Secretariat and the Trustee, regarding monitoring and evaluation are found in the CREWS Governance Document adopted by the Steering Committee on 12 September 2016. Any modifications would need to be reflected in the CREWS Governance Document and approved by the Steering Committee.
3. The modalities for financial reporting are included in the Contribution Agreement (CA) between the Trustee and the Contributors and the Financial Procedures Agreement (FPA) between the Trustee and the Implementing Partner. Any modifications would need to be reflected in the CA and FPA template and approved by the Steering Committee.
4. The terms used in this Note are compliant with the Glossary of Key Terms in Evaluation and Results Based Management of the OECD DAC Working Party on Aid Evaluation¹.
5. The CREWS result based management system will assist the Steering Committee to oversee project results, the overall impact of the CREWS initiative, promote accountability for resources used and understand the development impact of the Trust Fund.
6. A monitoring framework for the CREWS is included as an Annex to this Note. CREWS will be monitored against its overall objective, the outcomes and outputs contained in the CREWS programming framework and the CREWS project proposals.
7. The CREWS Monitoring Framework uses a combination of quantitative and qualitative information that goes beyond simply aggregating the results' indicators. The Monitoring Framework will attempt to demonstrate the broader contribution of CREWS to sustainable development, disaster risk reduction and climate change adaptation.
8. Gender disaggregation for the indicators will be applied where possible. Possible future policies on gender sensitive programming on CREWS will be able to identify further development of CREWS indicators to integrate more explicitly gender into CREWS monitoring.
9. Implementing Partners are primarily responsible for the monitoring and evaluation of their funded projects and will report accordingly to the Steering Committee through the CREWS secretariat.
10. During the project implementation period, the minimum reporting requirements for the Implementing Partners for each project will be a narrative reports of activities every 6 months and result-based report every year. The reports will align with the procedures set out in this Note.
11. On an annual basis (calendar year), the Secretariat will report to the Steering Committee on the performance of the CREWS. The short Annual Reports will draw information from the CREWS Project progress reports, received from the Implementing Partners during the reporting period and will include information on progress in implementation, potential risks and lessons learned.

¹ <https://www.oecd.org/dac/evaluation/2754804.pdf>

12. Annual Reports will review the quality of the deliverables, include baseline studies, and measure change in outcome and impact indicators. Excerpts of the CREWS Annual Report can be included in the Implementing Partners respective annual reporting to reflect their contributions to the CREWS objectives.
13. The CREWS Secretariat will develop a simple and automatize information management systems, such as an integrated online platform to capture documents in the monitoring and reporting cycle and to allow Implementing Partners to report online.
14. The CREWS monitoring framework will be iteratively enhanced with specifics such as technical definitions, baselines, data sources, calculation methodologies, reporting format and targets where required.
15. Wherever possible, the CREWS secretariat will align the CREWS monitoring framework with indicators used by other financing mechanisms such as the World Bank (IDA, PPCR, etc.), the Green Climate Fund and Global Environment Fund and other development partners.
16. The Steering Committee may commission independent evaluations such as a midterm review of the CREWS portfolio and efficiency of its operational modalities and possibly other reviews that help assess the quality of implementation and results. Through these efforts, the Steering Committee will gain insight into the performance of the portfolio in addition to project-based reporting.
17. More detailed guidelines, reporting templates and standard TORs for evaluations can be developed at the request of the Steering Committee and added as Annexes to this Note.
18. Regarding the risk management of the CREWS, the Secretariat will inform the Steering Committee at its regular meetings, or as requested by the Steering Committee, of risks related to projects and the overall performance of the CREWS using a simple colour coding (green, orange, red).
19. The Secretariat will also estimate the value of commitments at risk under the project to facilitate decision making by the Steering Committee for remedial measures.
20. The Steering Committee may request site visits in coordination with the national counterparts and the Implementing Partners.
21. CREWS is a continuously learning initiative. The results, indicators and associated methodologies will be refined and adapted as needed based on best practices and lessons learned.

ANNEX – DRAFT CREWS MONITORING FRAMEWORK

Result Level	Indicators	Reporting Responsibility (Annual Reporting)	Notes by the Secretariat for information
Objective			
Substantially reduce global disaster mortality by 2030, aiming to lower average per 100,000 global mortality between 2020-2030 compared to 2005-2015 (SFDRR Target A)	# of deaths LDCs and SIDS due to hazardous hydrometeorological events (subset of proposed SFDRR Indicator A-2)	UNISDR as part of Sendai Framework monitoring	Indicators to measure this Sendai Framework target are under development by the Open Ended Working Group on Disaster Risk Reduction Indicators and will be monitored by countries against the Sendai Framework and the SDGs.
Final Outcomes			
To significantly increase the capacity to generate and communicate effective impact-based multi-hazards early warning systems and risk information to protect lives, livelihoods, and assets in LDCs and SIDS (SFDRR Target G)	# of people who are covered by multi-hazard early warning system in LDCs and SIDS (subset of proposed SFDRR Indicator G-3)	UNISDR as part of Sendai Framework monitoring	Indicators to measure this Sendai Framework target are under development by the Open Ended Working Group on Disaster Risk Reduction Indicators and will be monitored by countries against the Sendai Framework and the SDGs.
Intermediate Outcomes			
Increased prioritization of and investment in early warning	# of LDCs and SIDS that have national plans with budget and timeline for development of multi-hazard EWS (proposed SFDRR Indicator G-8)	CREWS Secretariat	The inclusion of early warning in National Disaster Risk Reduction Plans is not currently a measured criteria by countries or globally. It will need to be included by UNISDR as part of the Sendai Framework monitor.
Increased accuracy and timeliness of weather	# of LDCs and SIDS demonstrating increased	CREWS Secretariat	While currently this indicator is not

Result Level	Indicators	Reporting Responsibility (Annual Reporting)	Notes by the Secretariat for information
forecasts and early warning	accuracy and timeliness of weather forecasts and early warning		measured systematically, a number of reviews are planned. For example WMO is planning a global review of early warning systems and GFDRR has included this indicator as part of its annual reporting (GFDRR Pillar 3 outcome indicator)
Outputs			
National			
1. Assessment of institutional capacities of NMHSs, user needs, on-going and planned programs, and socioeconomic benefits of hydromet services and early warning	# of national capacity assessments carried out in LDCs and SIDS	Implementing Partners	Information will need to be drawn from CREWS project reports.
2. Hazard and risk information of exposed populations and assets to guide early warning systems and climate and weather services	# of national risk assessments in LDCs and SIDS with information on vulnerable population disaggregated by gender	Implementing Partners	Information on risk information relevant to early warning systems is not currently collected. It will need to be drawn from CREWS project reports.
4. Improvement of NMHSs' service delivery	Average increase in WMO Service Delivery Progress Model (SDPM) level across CREWS countries	WMO	SDPM self-assessment supported by GFDRR and WMO (Country Profile Database)
5. Development of long-term service delivery strategies and development plans for NMHSs	# of NMHS service delivery strategies and development plans in LDCs and SIDS	WMO	Based on information in WMO Country Profile Database
6. Procurement and installation of high	# of items installed and operational, broken	Implementing Partners	Information will need to be drawn from

Result Level	Indicators	Reporting Responsibility (Annual Reporting)	Notes by the Secretariat for information
priority observation and ICT equipment	down by type (AWS, visualization software, etc.)		CREWS project reports.
7. Preparedness for response plans with operational procedures for effective early warning dissemination, readiness to act with regular simulation exercises.	# of preparedness for response plans with operational procedures for effective early warning dissemination in SIDS and LDCs # of SIDS and LDCs with regular disaster simulation exercises	TBD	Indicators not currently measured. Consultations will be held with IASC and other partners to identify data sources.
8. Targeted education and public awareness programmes available for warning systems and related public action.	# of education and awareness programmes developed through CREWS projects	Implementing Partners	Information will need to be drawn from CREWS project reports.
Regional			
Assessment of institutional capacities of regional centers to meet NMHSS' needs in LDCs and SIDS	# of capacity assessments	Implementing Partners	Based on information including in CREWS project reports by Implementing Partners.
Training for regional intergovernmental organizations to provide regional climate/weather services to LDCs and SIDS	# of regional organizations staff trained	Implementing Partners	Based on information including in CREWS project reports by Implementing Partners.
Global			
Investments are increased and better coordinated to address early warning service delivery gaps	\$ leveraged by CREWS investments	CREWS Secretariat	Based on information including in CREWS project reports by Implementing Partners.