

# **CREWS Operational Procedures Note N°2**

## **Monitoring and Evaluation**

Adopted by the Steering Committee on 9 November 2016.

Revised by the Steering Committee, on 6 September 2017, to accommodate for the CREWS Operational Procedures Note N ° 3 on Gender-Sensitive Programming.

Revised, in January 2019, following a Steering Committee decision to simplify the monitoring framework.

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

### CREWS Contributing Members



Australia



France



Germany



Luxembourg (Chair)



Netherlands



Switzerland

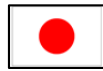
### CREWS Observers



Canada



Finland



Japan



Mexico



New Zealand



Norway



UNDP  
Development  
And  
Peace



USAID  
FROM THE AMERICAN PEOPLE



ACP

### CREWS Implementing Partners



WORLD  
METEOROLOGICAL  
ORGANIZATION



WORLD BANK GROUP



GFDRR  
Global Facility for Disaster Reduction and Recovery



UNISDR  
The United Nations Office for Disaster Risk Reduction

## 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 in the Financial Procedures Agreement (FPA) between the Trustee and the Implementing Partner. Any modifications would need to be reflected in the CA and FPA templates 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 Evaluation.<sup>1</sup>
5. The CREWS results-based management system will assist the Steering Committee to oversee project results, assess the overall impact of the CREWS initiative, promote accountability for resources used and understand the development impact of the Trust Fund.
6. A revised monitoring framework for CREWS is included as Annex 1 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 aims to capture impacts beyond basic aggregation of 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. Based on the CREWS Operational Note N°3 on Gender-Sensitive Programming, indicators to more explicitly integrate gender into CREWS monitoring were developed and included in the CREWS Monitoring Framework.
9. Implementing Partners will be responsible for the monitoring and evaluation of their CREWS-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 semi-annual narrative reports of activities and an annual results-based report. The reports will align with the procedures set out in this Note. CREWS policy is to communicate in English.
11. The Secretariat will report annually (by calendar year) to the Steering Committee on the performance of CREWS. The Annual Reports will be available, at the latest, 3 months after the end of the calendar year. The short Annual Reports will draw information from CREWS Project progress reports, received from the

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

Implementing Partners during the reporting period, and will include information on progress in implementation, potential risks and lessons learned.

12. Annual Reports will review the quality of the deliverables, include baseline studies, and measure changes 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 simple information management systems, such as an integrated online platform, to capture documents in the monitoring and reporting cycle and allow Implementing Partners to report online.
14. The monitoring framework will be iteratively enhanced with specifics such as technical definitions, baselines, data sources, calculation methodologies, reporting formats 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, the Global Environment Facility 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, as well as 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. Detailed guidelines, reporting templates and standard TORs for evaluations may be developed at the request of the Steering Committee and added as annexes to this Note.
18. The Implementing Partners will use their own risk management strategies for CREWS projects, as identified in CREWS/SC.7/workdoc.4, discussed at the 7<sup>th</sup> Steering Committee meeting. The Implementing Partners will, through the Secretariat inform the Steering Committee of any changes in the risk context of project countries.
19. The CREWS Secretariat, in consultation with the Implementing Partners, will inform the Steering Committee, at its regular meetings or as requested by the Steering Committee, of overall performance of CREWS projects using a simple color coding (e.g. green, orange, red), related respectively to low, moderate and high progress.
20. The Steering Committee may arrange 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 good practices and lessons learned. CREWS' lessons learned on monitoring and evaluation will also be made available to all interested parties.

## ANNEX 1 –CREWS MONITORING FRAMEWORK

### CREWS Objective

Substantially reduce global disaster mortality by 2030, aiming to lower average per 100,000 global mortality rate between 2020-2030 compared to 2005-2015 (Sendai Framework for Disaster Risk Reduction 2015-2030 Target A)

### Final Outcomes

Significantly increase the capacity to generate and communicate effective, impact-based, multi-hazard early warnings and risk information to protect lives, livelihoods, and assets in LDCs and SIDS (Aligned with Sendai Framework Target G)

### Intermediate Outcomes

Increased prioritization of and investment in early warning

Increased accuracy and timeliness of weather forecasts and early warning

### Outputs

#### National

- 1 NMHSs' service delivery improved, including the development of long-term service delivery strategies and development plans
- 2 Risk information to guide early warning systems and climate and weather services developed and accessible
- 3 Information and communication technology, including common alerting protocols, strengthened
- 4 Preparedness and response plans with operational procedures that outlines early warning dissemination processes strengthened and accessible
- 5 Knowledge products and awareness programmes on early warnings developed
- 6 Gender-sensitive training, capacity building programmes provided

#### Regional

Institutional and human Capacities at Regional WMO and intergovernmental organizations to provide regional climate/weather services to LDCs and SIDS increased

#### Global

Investments are increased and better coordinated to address early warning service delivery gaps

## ANNEX 2 – Reporting Timelines for CREWS Implementing Partners and Secretariat

This note details the deadlines for **operational reporting requirements** specified in paragraphs 10 and 11.

When	Who Reports	Report to be Delivered	Details
1 May every year	CREWS Implementing Partners	Project status reports delivered to the Secretariat	The status report will be presented using the “Template for CREWS Project Status Report” (Annex 3).
June every year; (or three weeks in advance of the CREWS Steering Committee meetings)	CREWS Secretariat	Aggregated status report of all CREWS projects	
1 November every year	CREWS Implementing Partners	Project results report delivered to the Secretariat	The project reports result will be presented using the “Template for CREWS Project Results Report” (to be developed)
31 March every year	CREWS Secretariat (based on financial information provided by Implementing Partners through the Trustee)	CREWS annual report	The annual report will comprise substantive operational information

As a reminder, **financial reporting requirements** between Implementing Partners and the Trustee are set out in the Financial Procedures Agreement under section 10, “Records and Reporting,” as follows:

10.2 The Implementing Partner shall provide the following information to the Trustee, prepared in accordance with the Implementing Partner's accounting and reporting procedures and provided in a form and means agreed with the Trustee:

- (a) Within thirty (30) calendar days after the end of each semester of each CREWS Fiscal Year (or such other frequency as may be agreed with the Trustee) the dates of approval and amounts approved by the Implementing Partner of Projects...
- (b) Within thirty (30) calendar days after the end of each CREWS Fiscal Year (or such other frequency as may be agreed with the Trustee), the dates and amounts of the Cancelled Funds from Projects and Administrative Fees...
- (c) Within thirty (30) calendar days after the end of each semester of each CREWS Fiscal Year (or such other frequency agreed with the Trustee), (i) the date on which all financial obligations owed by or to, as applicable, the Implementing Partner under a Project are satisfied, and (ii) the final amount disbursed/used and the amount of any Unused Funds from such Project...
- (d) Within sixty (60) calendar days after the end of each CREWS Fiscal Year (or such other frequency as may be agreed with the Trustee), statements of: (i) Investment Income earned on the Trust Fund resources transfer to the IP Trust Fund for Projects; and (ii) Investment Income returned to the Trustee, substantially in the form attached to this Agreement as Annex H;
- (e) Within six (6) months after the end of the relevant Implementing Partner's fiscal year, a financial statement of the IP Trust Fund;
- (f) Within six (6) months after termination of this Agreement, a final financial statement for the IP Trust Fund...