

**Strengthening Philippine City Capacities
to Address Climate Change Impacts
(SPCC2ACCI)**

Monitoring and Evaluation

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Monitoring and Evaluation

To ensure that project targets and outputs are met and target activities as well as project financial management are consistent with the plans, regular monitoring and evaluation (year-end and end of project) will be conducted.

Activity	Person/Unit Responsible	Frequency or Due Date	Output
Conduct Coordination Meeting	UN-H project team	Bi-Monthly/Quarterly/Semi-annually/Annually	Work plans
Submission of Reports	Project Coordinator	Monthly/Quarterly/Semi-annually/Annually	Progress or Status Reports
Site Visits and Consultation and Supervision Meetings	UN-H project team and agency partners	Monthly/Quarterly/ Semi-annually/Annually	Progress or Status Reports and Minutes of the Consultation/ Supervision Meetings
Construction monitoring	UN-H and Project Stakeholders	Weekly/Monthly	Progress, Status and Completion Reports
Supervision and specialized technical support	Senior Human Settlements Officer, ROAP -	Semi-annually	Report
Financial Reporting/Expenditure Reporting		Annual	Report for UNDP and UN-Habitat HQ

Mission teams will be deployed by UN Habitat to conduct mid-term and end of project evaluation to facilitate assurance of quality and assessment of deliverables that includes review of project's responsiveness to gender equality. This would help the stakeholders to define post project sustainability planning.

What is Monitoring?

The systematic and continuous **collecting, analyzing and using of information** for the purpose of management and decision-making.

Monitoring systems should provide information to the right people at the right time to help them make **informed decisions**.

Monitoring must highlight the **strengths and weaknesses** in project implementation, enabling managers to deal with problems, find solutions and adapt to changing circumstances in order to improve performance.

Focus on collecting and analyzing information on:

- **Physical progress** (input provision, activities undertaken and results achieved)
- **Quality of process** (i.e., stakeholder participation and local capacity building)
- **Financial progress** (budget and expenditure)
- **Preliminary response** by target groups to project activities (i.e., use of services or facilities and changes in knowledge, attitudes and practices)
- **Reasons** for any unexpected or adverse response by target groups, and what remedial action can be taken.

Monitoring is a **vital management tool**. It is:

An **information gathering** exercise based on knowledge of project documentation, current status and general project environment gathered from interviews with all actors involved to arrive at a structured opinion on progress

A **facilitator** for good project management

A **transparent** exercise, whereby all parties are aware of project progress and difficulties

An **overview** of project implementation at a given point in time, which is carried out against a clear set of objective criteria.

Principles

Monitoring is undertaken to provide information useful for feedback and correction to the process and hence it is **selective and focused** in the measures it uses and the data it collects; relevance and usefulness are the guiding principles;

Monitoring should be organized in a full **participatory** way, involving the stakeholders in agreement upon the monitoring system, in the actual gathering of information, and in the analysis and drawing of conclusions;

Monitoring is undertaken to **benefit the city** – as a way of making participatory decision-making process work better.

Monitoring is different from evaluation and audit.

Evaluation concerns an **assessment** of the efficiency, effectiveness, impact, sustainability and relevance of a project in the context of stated objectives. It is a more in-depth study of how the project has contributed to the project purpose and overall objectives. It can be distinguished from monitoring by its broader scope, being concerned with whether or not the right objectives and strategies were chosen.

Audit can be distinguished from monitoring and evaluation by its **financial focus** on the efficiency, economy and effectiveness of activities. It is an assessment of the legality and regularity of project expenditure and income; whether project funds have been used efficiently and economically and effectively for the purposes intended.

Thank You