

Project Evaluation Series

**Evaluation of the project
“Integrating Agriculture into National
Adaptation Plans (NAP-Ag)”**

Project code: UNFA/GLO/616/UND

Annex 2. Evaluation matrix

Evaluation Questions	Methodology	Data Sources
Relevance of Programme Objectives, Scope and Design		
EQ1. Was the NAP-Ag design appropriate for delivering the ultimate objective of “Climate change concerns as they affect agricultural sector-based livelihoods and integrated in associated national and sectoral planning and budgeting process” and the planned outcomes?		
1. What is the added value of the NAP-Ag design as a global programme?	Compare programs and outcomes of NAP-Ag with other similar initiatives to analyze added value of this project; assessment of outcomes of NAP-Ag activities of knowledge sharing and participation in international Fora.	NAP-Ag Project documents; UNFCCC LEG NAP Technical Guidelines; Project reports. Key Informant Interviews, outcome analysis
2. To what extent FAO and UNDP’s support to targeted countries has been relevant? How did the programme design respond to the needs, priorities and capacities of the programme’s main counterparts as national level?	Comparison of programme design (outcomes, theory of change) with country stakeholders’ needs and support provided by FAO and UNDP.	NAP-Ag project Document, Annual reports and terminal reports; Key Informant Interviews.
3. How did the programme design respond to the needs and priorities of the programme’s main counterparts at global level (eg. UNFCCC)?	Assessment of the quality of existing national processes regarding UNFCCC, LEG, Adaptation committee & Nairobi Work Programme and compare with programmes provisions and also results of NAP-Ag.	UNFCCC LEG, Adaptation Committee & Nairobi Work Programme Good Practice Documents; National process and planning related documents. Key Informant Interviews.
4. To what extent was the technical support provided by FAO relevant to the countries?	Comparison of technical support provided by FAO with the baseline technical status of the country and changes after such support from FAO.	Baseline information technical status from the project document, role of technical support from FAO to various activities and achievement information from annual and terminal reports. Key Informant Interviews.
5. To what extent were UNDP and FAO’s comparative advantages and existing complementarities with other partners taken into account in the project design?	Analysis of project design (project document) to find out use of knowledge/lessons from UNDP, FAO and other partners to address the gaps in the relevant sectors of the target countries	Project document, Key Informant Interviews.
6. To what extent were gender equality considerations and Human Rights reflected in programme design?	Analysis of the program design and implementation plans to see gender and human right considerations.	Project documents, annual and terminal reports.
7. To What extent was the geographical targeting of the NAP-Ag pertinent?	Analysis of the baseline situation (climate change impact, vulnerability, policy, economic situation, technical capacity, knowledge base, CC effect to Agro sector etc.) of the targeted countries	Country documents. Project document. Information from Questionnaire survey and key informant interviews.
8. To what extent is the programme’s results framework/log-frame (i.e. theory of change, intervention logic, indicators etc.) appropriate to reach the programme’s goal and objectives?	Analysis of indicators (if they are SMART), baselines, analysis of internal and external coherence of RF design and the ToC; testing the ToC logic and assumptions	Log-frame and theory of change information from Project document and other reports of the project.

EQ2. To what extent (and how) has the programme contributed to the integration of agriculture in national adaptation plans and sectoral planning and budgeting process?		
9. To what extent did the programme contribute to strengthen countries' capacities and institutional environment to advance the NAP process and to scale up adaptation, in particular with regards to the agriculture sectors?	Assessment of objectives and outcomes against overall NAP-Ag programmes. Analysis of project activities, outputs and outcomes on capacity building and institutional strengthening against the baseline situation.	NAP-Ag Programme documents; annual reports, Terminal reports, Key Informant Interviews; post training assessments reports.
10. How effective has the programme been in integrating or paving the way to integrate climate change adaptation into development policies and strategies at the national and sub-national level, starting with agriculture as the key sector?	Assessment of results (expected or not) of the project in the light of baseline situation and planned programs to integrate climate change adaptation into development policies and strategies at national and sub-national levels to see effectiveness of programme to achieve the results	Key Informant Interviews; programme documents; annual reports, terminal reports.
11. To what extent was the programme able to support the countries in improving the evidence base to enable countries to systematically learn about the effectiveness of adaptation options that they implement, in particular in the agriculture sector?	Evaluation of indicators and targets against best-practice standards and actual intended and unintended outcomes of programme and the nature of NAP-Ag's specific assistance. Analyze development of knowledgebase and use of information in planning.	Project document (log-frame, theory of change), project reports; terminal reports and key informant interviews.
12. To what extent was the programme able to support the consolidation of a knowledge-base on National Adaptation Planning by promoting the sharing of lessons learnt and best practices?	Examine the degree to which country team used M&E system results to identify obstacles & supporting factors and adapt the programme. Also, analyze knowledge management (documentation of lessons and best practices and sharing with national and international partners) and use of it in planning exercise	Project M&E reports and progress reports (that explain use of information from M&E to addressing the issues). Terminal reports, key informant interviews.
13. To what extent were gender equality issues and Human Rights mainstreamed and addressed in the programme implementation? To what extent has the programme contributed to increased likelihood in the planning for and uptake of gender-responsive adaptation options?	How has gender been mainstreamed in the documents generated by the project? Whether gender and human rights were mainstreamed in the program implementation or not? Analyze gender-mainstreaming indication in the outputs, into policies and plan, contextual appropriateness.	Project document, work plans, Annual reports, Terminal reports, key informant interviews.
14. To what extent was the programme able to build on existing/ongoing countries' conditions (resources, plans, capacities, norms, processes) to achieve the outcomes?	Evaluation of baseline and changes in resources, plans, policies, capacities, norms and processes that is related to outcomes. Analyze if project built on the existing resources, plans, capacities, norms and process to achievement outcomes or not. Comparison of expected and actual changes.	Reports, log-frame, baseline reports, key informant interviews.
15. Which and to what extent other factors, actors or initiatives have contributed or hindered the achievement of the Programme's results?	Identification/analysis of role played by different stakeholders (players) to influence NAP-Ag results (outcomes/outputs) at sub-national, national and global level including the players not directly linked to the project, and analysis of context	Project document, annual reports, M&E reports and key informant interviews.

16. Is the theory of change sound and clear, and has the programme model succeed in achieving the desired outcomes?	Analysis of theory of change, indicators and activities and results (outcomes) (planned vs actual changes)	Project document, work plan, annual results, and key informant interviews.
17. Has the M&E system been effective in informing and improving programme implementation and efficacy?	Review of M&E framework and M&E reports, annual reports and use of information from monitoring in management improvement (adaptive management analysis)	M&E framework and M&E report. Key Informant Interviews (those working on M&E framework on measuring progress and project management staffs)
EQ 3. How and to what extent did the programme contribute to supporting climate change adaptation planning efforts at national, regional and global (UNFCCC) processes level?		
18. To what extent did the programme contribute to supporting countries to translate UNFCCC NAP related objectives to the country level, in particular with regards to integrating agriculture?	Assessment of the quality of current national processes and planning against assistance NAP-Ag has provided and past situation.	UNFCCC LEG, Adaptation Committee & Nairobi Work Programme Good Practice Documents; National process and planning related documents. Country mission, key informant interviews.
19. To what extent did the programme contribute to facilitating country experience sharing at the global level in UNFCCC processes?	Analysis of Annual Reports, interview with the personnel who took part in global forums; identification and analysis of outcomes influenced by the participation of countries in UNFCCC processes	Annual project reports and key informant interviews (personnel who participated in global forum).
20. Which and to what extent other factors, actors or initiatives have contributed or hindered the achievement of the Programme's results?	Identification/analysis of role played by different stakeholders (players) to influence NAP-Ag results (outcomes/outputs) at sub-national, national and global level including of players not directly linked to the project, and analysis of context	Annual report, M&E reports and interview with the project staffs.
21. To what extent did the programme results link to relevant SDG indicators/targets?	Analysis of project findings from Annual reports in light of SDG indicators, in particular SDG13. Comparison of project indicators with SDG13 indicators.	Annual reports and SDG indicator documents.
Efficiency and Coordination		
EQ4. To what extent management arrangements were appropriate to deliver efficiently the programme?		
22. To what extent were the management arrangements and governance structure of the project adapted to deliver the attended results in an efficient manner?	Review of project document, management structure analysis, implementation plans, annual reports and M&E reports. Also, analyze if the information/ recommendations from monitoring is used to improve management.	Project document, annual reports, M&E reports, workplans Management response document.
23. How/how much have the partnerships built contributed to the results?	Analysis of the partnership strategy in the project document, financial and/or technical support from the partners, annual reports and information from the partners.	Project document, Annual reports and Key informant interview.

24. To what extent has the management been able to adapt to changing conditions to improve project implementation?	M&E reports, MTR report, annual reports and terminal report analysis to see whether the monitoring findings were used to improve implementation or not.	M&E reports, MTR report, response to MTR report, annual reports, management response to recommendations from monitoring and key informant (project staff) interview
25. Were the project monitoring and the MTR used / useful to make timely decisions and foster learning during project implementation?	Same as above	Same as above
Sustainability		
EQ 5. To what extent are the results achieved by the programme sustainable?		
26. What are the prospects for the country -partners to sustain the results achieved after the completion of the project, when the BMU support and Nap-Ag ends?	Interview with the UNDP, FAO, government partners and other partners to find out if they have any project in pipeline or already approved; explore plans of the government and other institutions to support outputs and outcomes of this project.	Key informants Interview (from UNDP, FAO, Govt staffs, partners).
27. Which, how and to what extent contextual factors/actors could threaten the sustainability of the project's results and the further development of such results? (taking into consideration the cross-cutting programming principles of: capacity development, gender equality, environmental and economic sustainability, and inter-institutional ministries coordination)	Analyze various situations that could threaten the persistence and further development of project outcomes. Explore information on such threats from project related personnel.	Same as above
28. To what extent have national and global stakeholders owned NAP-Ag's processes and progresses? Which factors have contributed to or hindered the countries' capacity to own the NAP-Ag process?	Analyze involvement of various government and other stakeholders in project development and implementation. Policy formulation/amendment in agreement with the project objectives. Information from the stakeholders.	Same as above. Policy document review.
Progress towards Impacts		
EQ6. To what extent has NAP-Ag project contributed to the overall goal of "Climate change concerns as they affect agricultural sector-based livelihoods are integrated in associated national and sectoral planning and budgeting processes?"		
29. Did any verifiable improvements (creation of environment) took place in agro-ecological status?	Analysis of project goal, objectives and results. Analysis of changes in policies, institutional capacity, cost-benefit analysis of adaptation practices and changes in agro-ecological situation or potential to such changes.	Project documents, Project terminal reports, cost-benefit analysis report, interview with key informants.

30. Has any verifiable stress reduction on agro-ecological system happened (or any sign of improvement) as a result of the project?	Analysis of project goal, objectives and results.	Same as above
31. Is there a link between improvement/stress reduction and project outputs and outcomes?	Analysis of project goal, objectives, outputs, outcomes and results.	Project documents
32. Does project contributes to Paris agreement?	Analysis of project goal, objectives and results in light of Paris agreement agendas.	Project document Paris agreement document.
33. To what extent are the achieved results able to contribute to NAP-Ag overall goal?	Analysis of project achievements against the NAP-Ag overall goal	Annual and terminal reports and Project document
34. Does initial indicators of progress assures long lasting impact from the project?	Analysis of project goal, objectives and results. Interview with key person from the project team.	Project document, annual reports and interview with key informants
35. Does project contributes to SDGs?	Analysis of project outcomes in light of SDGs.	Annual Reports, SDGs document.
Lessons learned		
<i>EQ7. Which lessons can be learned from the design and implementation of the NAP-Ag programme, taking into account its specific design, which could inform similar initiatives?</i>		
36. Lessons from design?	Analysis of lessons from the reports and information from the key informants	Annual reports, interview with key informants
37. Lessons from implementation- coordination, policy, partner's role, institutional practices, local social, political and cultural issues etc.?	Analysis of lessons from the reports and information from the key informants	Annual reports and interview with key informants.
38. How lessons learned regarding coordination between UNDP and FAO and its impact in project implementation?	Analysis of information from project team and stakeholders	Interview with key informants (project staff, stakeholders)