Ministry of Green Economy & Environment

Eastern Province Jurisdictional Sustainable Landscape Project (EPJSLP)

Monitoring & Evaluation Operational Manual

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THE WORLD BANK
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BioCarbon Fund
Initiative for Sustainable Forest Landscapes

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INVESTING IN OUR PLANET

Acronyms

AWPB	Annual Work Plan and Budget
BSP	Benefit Sharing Plan
CATs	Carbon Assets Tracking Tool
CFMG	Community Forest Management
COMACO	Community Markets for Conservation
CRB	Community Resource Board
CSA	Climate Smart Agriculture
CSO	Civil Society Organization
DDCC	District Development Coordinating Committee
DMT	District Multisectoral Teams
DQA	Data Quality Assessments
8NDP	8th National Development Plan
EP	Eastern Province
EPJSLP	Eastern Province Jurisdictional Sustainable Landscape Project
ER	Emissions Reduction
ERC	Emissions Reduction Credits
ERPA	Emissions Reduction Purchase Agreement
FD	Forest Department
FMP	Forest Management Plan
GEF	Global Environmental Facility
GIS	Geographical Information System
GMP	Game Management Plan
GRZ	Government of the Republic of Zambia
ISFL	Initiative for Sustainable Forest Landscapes
LF	Lead Farmer
M&E	Monitoring & Evaluation
MGEE	Ministry of Green Economy & Environment
MIS	Management Information System
MoA	Ministry of Agriculture

MRV	Monitoring Reporting and Verification
MTR	Mid Term Review
PDCC	Provincial Development Coordinating Committee
PDO	Project Development Objective
PIU	Project Implementation Unit
PSC	Project Steering Committee
RBM	Results Based Management
tCO_2e	Tons of Carbon Equivalent
TOC	Theory of Change
USD	United States Dollar
WB	World Bank
Zamstats	Zambia Statistical Agency
ZEMA	Zambia Environmental Management Agency
ZIFLP	Zambia Integrated Forest Landscape Project

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1. An overview of the EPJSLP

1.1. Project Development Objective

The Project Development Objective of the Eastern Province Jurisdictional Sustainable Landscape Project (EPJSLP) is to generate payments to the Program Entity for measured, reported, and verified Emission Reductions (ERs) and to distribute the payments according to an agreed Benefit Sharing Plan (BSP).

The achievement of the PDO will be measured through the following indicators:

- Volume of CO_2e Emission Reductions that have been measured and reported by the Program Entity, and verified by a Third Party (tCO_2e)
- Measurement, reporting and verification (MRV) systems set up and functional for all relevant land-use sectors (forest degradation, and land-use change) (Yes/No)
- Emission Reductions payments distributed in accordance with agreed Benefit Sharing Plan (Yes/No)

1.2. Project Beneficiaries

The EPJSLP's key beneficiaries are people in targeted rural communities in the EP who are most directly dependent on agriculture and forest resources for livelihoods and the most vulnerable to climate change. The Project will also benefit stakeholders in the Eastern Province, including government agencies, civil society groups, traditional leaders, and the private sector. Traditional leaders, farmers, community resource groups, and community members are expected to conduct most activities aimed at producing ERs, as over 90 percent of the Eastern Province is under customary ownership. Fifteen districts namely; Chadiza, Chipata, Chipangali, Chama, Chasefu, Lundazi, Lumezi, Lusangazi, Mambwe, Nyimba, Petauke, Katete, Kasenengwa, Sinda, and Vubwi, and are targeted to benefit from the Program. The program is expected to impact over 1 million people in the 57 chiefdoms of the Eastern Province, with direct beneficiaries estimated at 750,000 individuals, including approximately 340,000 women.

1.3. Project Components

To achieve its Project Development Objective, the EPJSLP is organized around 3 components which are;

Component 1: Emission Reductions payments distributed in accordance with agreed Benefit Sharing Plan. This component finances the purchase of Emissions Reduction Credits (ERCs) coming from the sound management of landscape and the distribution of net revenues according to the BSP. The component has 2 subcomponents:

Subcomponent 1.1 will pay for eligible ERCs generated through the MRV system. The expectation for the EP-JLSP is to generate up to 29.9 million ERCs from the forest and agriculture sectors.

Subcomponent 1.2: Distribution of ERCs and payments as per an agreed Benefit Sharing Plan (BSP). Subcomponent 1.2 aims to distribute ERCs and payments to traditional authorities, farmers, community resource groups, and community members. Most forest and agricultural land in Eastern Province are under customary ownership, and ER activities will be undertaken by the groups involved in these complex, traditional arrangements. BSP-financed activities will include re-investment in sustainable landscape management and other measures to build climate resilience, improve livelihoods, and generate income. The distribution of benefits to those beneficiary groups will be made according to a BSP that has already been developed and agreed upon by Eastern Province stakeholders.

Component 2. Strengthening communities and governance for sustainable land management. This Component will enhance local community involvement in climate resilience and mitigation within the jurisdictional program, ensuring the generation of ERs to be paid for under Component 1. The suite of activities aims to scale up livelihood and low carbon investments, enhance technical abilities, foster social cohesion, promote inclusiveness of women across all initiative aspects, and reinforce a people-led approach to sustainable land management. This strategic component is crucial, as citizen participation is key to generating ERs and achieving the PDO. It involves promoting innovative approaches to build technical capacity for climate resilience and mitigation, strengthening communities' surveillance and monitoring capabilities, establishing collaborative platforms between local communities and public/private sectors, and mainstreaming active women participation in sustainable land

management. Specifically, the component will support both maintaining of area brought under sustainable land management practices and expanding new area under sustainable land management practices through a landscape approach combining forestry and CSA activities such as improve community forest management, improve capacity to manage land rights and landscape, adoption of CSA practices, improve livelihoods through the provision of grants, etc.

Component 3, Program Management. This Component aims to establish and develop the management functions required for the program's success. The component will cover the costs of hiring consultants for the PIU and other operating expenses related to program management for the first three years of implementation. These resources will be used to prepare the first report of emission reductions, coordinate program activities, manage fiduciary matters, monitor, and evaluate performance, and implement environmental and social management measures, including regular citizen feedback. After this initial period, program management costs will be covered by revenues from the sale of emission reductions.

1.4. Project Theory of Change

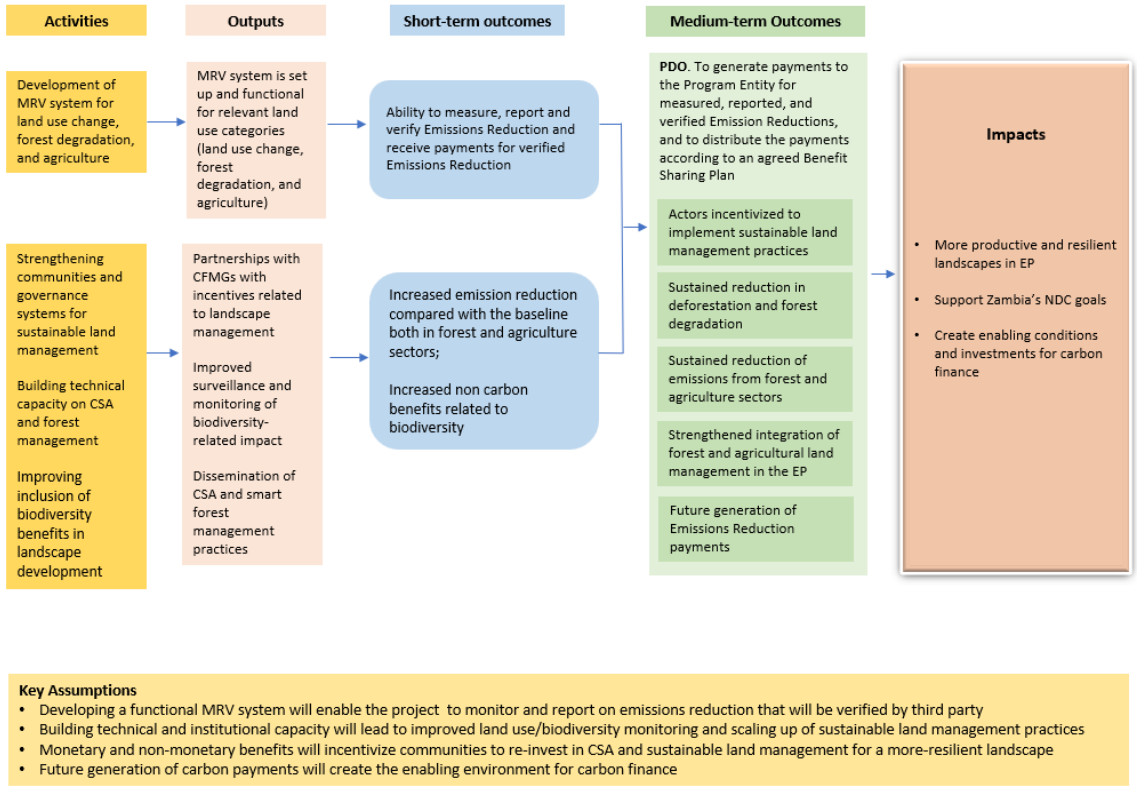
The theory of change is a comprehensive representation of how and why a desired change is expected to happen in a particular context. Reversing the process, it is focused on the expected outcome/objective first, and then all supporting outcomes (or preconditions) necessary and sufficient to reach the objective outcome are mapped out. Project interventions emerge from this analysis of outcomes.

For the EPJSLP, the desired long-term goals include more productive and resilient landscape, shared prosperity and reduced carbon emissions in Eastern Province, Support Zambia's Nationally Determined Contribution (NDC) goals and create enabling conditions and investment for carbon finance. Currently, the main factors contributing to significant poverty in rural communities of the province are poor community participation in agriculture, forest and wildlife management resulting in deforestation, land use planning, untapped livelihood activities, and poor access to markets.

EPJSLP results will contribute to the above long-term goals. The expected EPJSLP outcomes mean sustained reduction in deforestation and forest degradation, sustained reduction of

emissions from forestry and agriculture sectors, strengthened integration of forest and agriculture land management in the EP and future generation of Emissions Reduction payments. The EPJSLP The EP-JSLP will foster equitable and sustainable low-carbon development through (a) strengthening communities and governance systems for sustainable land management, (b) the development of the MRV system for land use, forest degradation, and agriculture; and (c) generation of ERCs and distribution of payments according to the agreed BSP. The project will strengthen institutions, policies, information, and Environmental and Social risk management to scale up investment (enabling environment), including coordinating and leveraging multiple interventions in the forest and agriculture sectors across the Eastern Province. Figure 1 presents the program's theory of change. its long-term desired goal, all the conditions (outcomes) that must be in place (and how these are related to one another causally) for the goals to occur.

Figure 1 Presents the program's theory of change.



1.5. Projects Implementation Arrangements

The Project will be nationally executed through the ERPA Framework Agreements and between the Government and the World Bank, with the **Ministry of Green Economy and Environment (MGEE)** as the main Implementing Partner. In collaboration with other

responsible parties namely; the Ministry of Agriculture, Ministry of Tourism, Ministry of Local Government and Rural Development, Ministry of Energy, and the Ministry of Finance and National Planning; MGEE will take overall responsibility for the Project execution, and the timely and verifiable attainment of project objectives and outcomes according to the work plan and responsibility matrix and will report to the Project Steering Committee.

A **Project Steering Committee (PSC)** with key stakeholder representation will oversee project progress and set the strategic directions while a Project Implementation Unit (PIU) will be responsible for the implementation of project activities.
The **PIU** will ensure that the Project practices due diligence with regard to the World Bank's Environmental and Social mandate for all activities, procurement and financial management provided under the project. The PIU's tasks will include coordinating activities, preparing monitoring reports, supporting the implementation of the Grievance Redress Mechanism (GRM), and supporting the implementation of the Benefit Sharing Plan in collaboration with the Ministry of Finance and National Planning (MoFNP), Nested Projects, and Chiefdoms.

At the district level, the **District Multi-sectoral Team** composed of the district government heads, representatives of the private sector, traditional representatives, CSOs and Local Authorities with the EP-JSLP Project Officers as Secretariat will oversee the project implementation and coordination at that level. The DMT chaired by the District Commissioner and Co-Chaired by an elected member of the respective DMT will ensure that the approved project annual workplan and budget is implemented accordingly and that respective sector progress is reported promptly to the PIU for consolidation and onward reporting to the PSC, MGEE and the World Bank.

2. Purpose of the Manual

2.1. Objectives of the M&E Manual

The purpose of the M&E manual is to provide guidance for standard monitoring and evaluation activities of the EPJSLP. It provides all of the practical information that the EPJSLP needs to operationalize and implement a functioning M&E system where results shall be used for decision-making. More specifically, the EPJSLP M&E Manual is part of its project

operational (or Implementation) Manual and outlines the content and processes of the project Monitoring and Evaluation System. It covers:

1. The project theory of change,
2. The set of EPJSLP monitoring and evaluation indicators including indicators on the PDO outcomes, intermediate outcomes, outputs of activities, and impacts.
3. Key financial indicators to assess the Project's budgetary and financial status
4. Identification and definition of data required to measure Project performance in terms of indicators
5. Instruments (standard forms, questionnaires, …) and procedures for data collection, analysis, reporting, and use of information for decisions on the project
6. Organization of internal project performance evaluations and responsibilities of different actors in the collection, analysis, verification and quality control of data collection
7. An M&E work plan and budget for the implementation of the M&E system including capacity strengthening.

3. Basic Elements of the EPJSLP M&E Framework

3.1. Purpose and function of project M&E

The main purpose and function of the Project M&E system is to capture, process and provide timely and relevant information to project implementers and stakeholders on resource utilization, implementation progress and the incremental contribution being made towards the three project outcomes of more productive and resilient landscapes, creating enabling conditions for investment and carbon finance as well as supporting Zambia's NDC goals. The Project M&E System will, therefore, provide information for decision-making purposes to the project implementers and stakeholders of the EPJSLP in the Eastern Province.

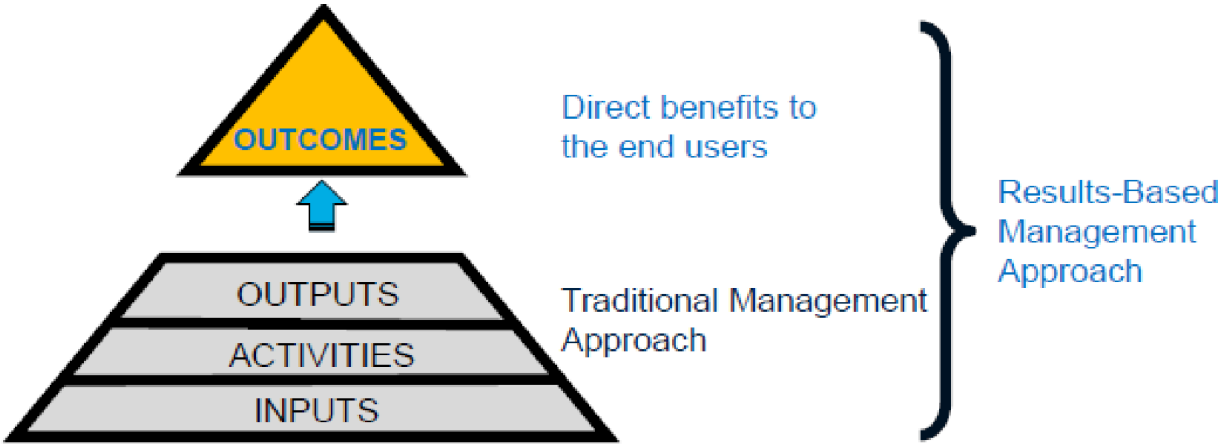
3.2. Definition of results

Defining and measuring results is in the centre of the results-based management approach. The results-based management is based on (i) defining realistic objectives and ways to generate them aligned with resources, (ii) monitoring and assessing progress towards the

expected results, (iii) integrating M&E data and lessons learned in the project management[1].

Figure 2: Difference between results-based and traditional management approaches.

Figure 2 Results Based Management



For the EPJSLP the achievement of the Project Development Objective (PDO) outcomes will be measured using the following indicators:

TABLE 1. PDO OUTCOMES AND INDICATORS

PDO outcomes	Indicators	Unit of measure
• Sustained reduction of emissions from forest and agriculture	• Volume of CO_2e Emission Reductions that have been measured and reported by the Program Entity, and verified by a Third Party	• (tCO_2e)
• Ability to measure, report and verify emissions reductions and receive payments for verified emissions reduction	• Measurement, reporting and verification (MRV) systems set up and functional for all relevant land-use sectors (forest degradation, and land-use change)	• (Yes/No)

[1] UNDP. Results Based Management. Concept and Methodology. 2002

• Actors incentivized to implement sustainable land management practices	• Emission Reductions payments distributed in accordance with agreed Benefit Sharing Plan	• (Yes/No)

3.3. Types and purpose of M&E Indicators

There are four types of indicators classified as inputs, outputs, outcomes and impacts indicators. The purpose of each level of indicator can be described as follows:

1. **Inputs**: Inputs are the resources that are needed to implement the project and its activities. They can be expressed in terms of the people, equipment, supplies, infrastructure, means of transport, and other resources needed. Inputs can also be expressed in terms of the budget that is needed for a specific project or activity.
2. **Outputs**: Outputs are the immediate results of the activities conducted. They are mostly expressed in quantities, either in absolute numbers or as proportions. Outputs are generally expressed separately for each activity and available from the administrative records.
3. **Outcomes**: Outcomes are the medium-term results of one or several activities. Outcomes are formed when the project beneficiaries utilize the outputs of the project activities. Hence outcomes are based on certain behavioral and decision-making changes of the beneficiaries and stakeholders. Outcomes are therefore mostly expressed for a set of activities. They often require separate surveys to be measured
4. **Impact**: Impact refers to the highest level of results, to the long-term results expected of the project. Impact therefore generally refers to the overall goal or goals to achievement of which the project contributes.

Together these levels of indicators form an M&E results chain. The "chain" illustrates that there is a logical pathway from one level to the next. These levels of indicators for the EPJSLP are outlined in section five (5) of this manual.

3.4. Purpose of the Results Framework

The results framework is an important M&E tool which represents a set of key results indicators illustrating the logic within which project results are thought to be achieved. It summarizes the results to be achieved both at PDO and intermediate results (can be intermediate level outcomes or outputs) levels. In particular, the outcome indicators at the PDO level are closely linked with all sector key performance indicators which also show these sectors contribution to the 8th NDP.

The M&E system will also track other lower-level types of indicators such as activity indicators and output indicators in the background because the relationship among these indicators is important in a results chain approach. The Results Framework for the EPJSLP is presented as an annex 1.

4. M&E stakeholders and Information Needs

4.1. Institutions Involved in the EPJSLP Implementation

The following are the institutions involved in the implementation of the EPJSLP.

TABLE 2. NATIONAL AND PROVINCIAL LEVEL KEY STAKEHOLDERS

Institution	Responsibility	Information needs
Project Steering committee	• Policy guidance and high level inter sectoral coordination & approval of AWPB	• Monitor compliance of project implementation with policy and agreed work plans and budgets.
MGEE	• Overall project coordination based on the mandate of the Ministry of Green Economy & Environment. • Ensure PSC are functional in relation to the National Climate Change agenda • Reporting for M & E purposes • Ensure project	• Knowing the execution of component annual work plans and the progress being made towards the realization of those plans. • knowing how resources are being utilized by the project components.

	implementation is in line with the 8th NDP • Approval of all procurement and expenditure	
Provincial administration	• House the PIU management, which will be responsible for day-to-day implementation of the EPJSLP • Oversight of project implementation through the PIU • Approval of all procurement and expenditure	• Knowing the execution of component annual work plans and the progress being made towards the realization of those plans. • knowing how resources are being utilized by the project components.
Provincial Physical Planning Department	• Implementation of local planning instruments within chiefdoms • Technical guidance to districts/decentralized arrangements, and oversight for participatory land use planning	• Knowing the execution of component annual work plans and the progress being made towards the realization of those plans. • knowing how resources are being utilized by the project components.
Agriculture Department	• Lead implementation of activities under component 2 related to climate smart agriculture: Capacity building, agroforestry, market access, and private sector engagement, developing community enterprises	• Require information on the day-to-day operations of the CSA sub-components since they take responsibility for the general daily management. E.g., report on achievements in the previous month/quarter including identified shortfalls in implementation of the sub-components and remedial measures;
Forestry Department (FD)	• Lead implementation of activities under component 2	• Require information on the day-to-day operations of sub-

	related to Forestry: Community forestry, Forest Management Plans, Rehabilitation of degraded area through promotion of assisted natural regeneration, establishment of tree nurseries, establishment of woodlots and plantations, forest conservation and management, forest –based enterprises (wood and non-wood) and management of forest protected areas	components since they take responsibility for the general daily management. E.g., report on achievements in the previous month/quarter including identified shortfalls in implementation of the sub-components and remedial measures;
DNPW	• Lead implementation of Component 2 activities on wildlife management as well as construction works for wildlife component	• Require information on the day-to-day operations of components 2 activities related to wildlife management since they take responsibility for the general daily management. E.g., report on achievements in the previous month/year including identified shortfalls in implementation of the sub-components and remedial measures;
ZEMA	• Lead the province-level GHG inventory development and coordinate GHG emissions accounting, data management, and quality control.	• Require information on the day-to-day operations of components 2 activities related to MRV setup and operationalization since they take responsibility for the general daily management. Of this part of the project E.g., report on achievements in the

		previous month/year including identified shortfalls in implementation of the sub-components and remedial measures;

TABLE 3. DEVELOPMENT PARTNERS SUPPORTING THE IMPLEMENTATION OF THE EPJSLP

Institution	**Responsibility**	**Information needs**
World Bank	• Supervise project implementation, ensuring compliance with World Bank policies and procedures. • Regularly monitor project progress, evaluating effectiveness, efficiency, and impact	• Knowing progress towards the realization of the Project Development Objective • knowing how resources are being utilized by the project components.
Global Environmental Facility	• Regularly monitor project progress • Finance the project	• Knowing progress towards the realization of the Project Development Objective • knowing how resources are being utilized by the project components.
Bio Carbon Fund - ISFL	• Regularly monitor project progress • Finance the project	• Knowing progress towards the realization of the Project Development Objective

		• knowing how resources are being utilized by the project components.

5. M&E Plan: Indicators and Results Framework

A monitoring and evaluation (M&E) plan is a document that helps to track and assess the results of the interventions throughout the life of a program. It is a living document that should be referred to and updated on a regular basis. The M&E plan sets out the development intervention's goal, outcomes and outputs, and how these will be measured, monitored and evaluated over the life of the development intervention.

A results framework must be based on a clear understanding and specification of how any planned interventions are expected to lead to desired outcomes. It requires clarity with respect to the theory of change—the reasons why the project, program, or strategy will lead to the outputs; why those outputs are likely to lead to the immediate or intermediate outcomes; and how those outcomes are (at least hypothetically) linked with longer-term outcomes or impact. It is worth noting that compared to a project results framework, an M&E plan is more detailed in that it comprises all indicators as specified in the theory of change of any particular development intervention. Below is the detailed M&E Plan for the EPJSLP.

The M&E system for the EPJSLP is two – pronged: (a) monitoring project implementation (activities, processes, inputs and outputs) to track progress (targets versus actual achievement) through an M&E system and management information system (MIS); and (b) impact assessment to measure the final outcome at midterm review (MTR) and end of the Project.

5.1. Monitoring Indicators

This section gives an overview of the key activities by sub-component, output indicators, as well as a list of data sources that will be used by the EPJSLP to collect the indicator scores at defined intervals. Table 4 summarizes this information.

TABLE 4. EPJSLP MONITORING INDICATORS

Component 1. Emission Reductions payments distributed in accordance with agreed Benefit Sharing Plan		
Subcomponent 1.1 Payment for ER credits		
Key activity	**Output Indicator**	**Means of Verification**
Payment of ER credits	Volume of ERs estimated	ER Monitoring and Verification Report, Querying the CATs database
	Volume of ER credits issued	
Subcomponent 1.2. Distribution of payments per BSP		
Distribution of payments per BSP	% Payment to communities	ER monitoring Report. Specifically, Annex 2: Information on the Implementation of the Benefit Sharing Plan
	% Payment to nested projects	
	% Payment to Governments and PIU	
Component 2 Strengthening institutions and governance for SLM		
2.1.1 Development of performance agreements and performance plans		
Finalize the development of the CERPA & NERPA	CERPA & NERPA documents developed and approved (Yes/no)	Approved CERPA & NERPA document
Facilitate the signing of the CERPA with 57 Chiefdoms	No. of CERPAs signed	Signed CERPA documents
Formulation of the CERPA performance plans (PP) for 57 Chiefdoms	No. of CERPA performance plans developed	CERPA performance plan
2.1.2 Support for local planning instruments within Chiefdoms (57)		

Prepare 30 participatory land use plans, restoration maps & community pledges	No. of PLUPs prepared	PLUP documents
2.1.3. MRV System set up and functional for relevant land use categories		
Set up and operationalize the MRV system	MRV system setup and functional for all relevant land use sectors (Yes/no)	MRV portal, data collection app, MRV systems report
2.2. CSA Land Area Expansion & Farmer Field Schools Establishment		
Training of 441 Agriculture Extension Officers	No. of agriculture extension officers trained (disaggregated by Type of Training and gender)	Training Report, Attendance Lists
Trainings of 169, 500 Lead Farmers	No. of farmers trained (disaggregated by beneficiary groups, Type of Training and gender)	Training Report, Attendance Lists
Establishment of 200 Farmer Field Schools	No. of Farmer Field Schools established	Field/ Activity Reports, Procurement Reports
Support farmers with agroforestry seedlings	No. of farmers supported with agroforestry seedlings (disaggregated type of seedlings and gender)	Distribution lists, Field Reports
Support Collaborative platforms for public and private sector in CSA value chain development	No. of collaborative platforms for public and private sector in CSA value chain development supported	Activity Reports
Establishment of 5 Farmer Led Irrigation Schemes (FLIS)	No. of Farmer Led Irrigation Schemes established	District Quarterly progress reports, Activity Monitoring Reports, Procurement Reports
Restoration of 40 ha of degraded pasture and increased vegetation cover	Hectarage of degraded pastures or rangelands rehabilitate/restored	Field Reports, District Quarterly progress reports, Activity Monitoring Reports

with different drought tolerant perennials		
Facilitate Establishment of Market Linkages	No. of Functional Market Linkages Established by Type of product	District Quarterly progress reports, Activity Monitoring Reports
Provide digital climate advisory services to farmers for enhanced climate resilience	No. of farmers provided with digital climate advisory services	Attendance lists, information dissemination activity reports, mailing lists etc.
2.5. Sustainable Forest Management Enhancement & Expansion		
Develop 10 Management Plans for 10 Forest Reserves	No. of forest management plans developed and validated	Approved Forest Management Plan, Consultation Meetings Reports, Inventory Reports, FLIES Reports
Update FMPs for 12 Forest Reserves and 89 Community Forest Management Areas	No. of FMPs updated	Approved Forest Management Plan
Boundary maintenance and signage installation	Perimeter of forest boundaries maintained (Km)	Field Reports
Train 445 community members in fire management techniques	No. of community member trained (disaggregated by district and gender)	Training Reports, Attendance lists
Refresher training of 250 Honorary Forest Officers (HFOs) in forest protection and management	No. of HFOs trained (disaggregated by district and gender)	Training Reports, Attendance lists
Implementation of fire management activities in forest reserves areas	No. of reserves in which early burning and fire suppression is conducted	GIS Remote Sensing, Early Burning Activity Report

Conduct early burning and fire suppression measures in 25 forest reserves	Extent or land area covered through the implementation of early burning as a management tool (ha)	
	No of late fires recorded and responded to	
Promote Participatory Forest Management in 10 PFAs through stakeholder management	No. of Forest Management Areas with Management Plans	Approved Forest Management Plan
	Forest Land Area covered by the FMP (ha)	GIS Remote Sensing
	No. of PFAs implementing at least two or more sustainable forest management activities	Activity Reports
Establish 30 new Community Forest Management (CFM) & support 27 old CFMGs	No. of CFMGs with signed agreements with the Director of Forest	Form V, recognition certificate
Support Afforestation & Restoration activities in 6 PFAs with plantations	Degraded land area restored (ha)	GIS Remote Sensing, Field Activity Reports
Promote the utilization of improved Cook Stoves	No. of cookstoves distributed/constructed and utilized	Quarterly Monitoring reports,
Support the establishment of community forest enterprises to demonstrate the results of natural resource conservation, livelihoods improvement and financial sustainability	No. of community forest enterprises supported disaggregated by type and district	Subprojects quarterly progress reports, financial reports
	No. of community members benefiting from the enterprise established	Beneficiary list
2.4. Sustainable Wildlife Management		

Facilitate the election/formation of 18 Community Resource Boards	No. of CRBs formed/whose elections are facilitated by the project	Activity Reports, Quarterly Progress Reports
Training of 18 CRBs	No. of CRBs members trained by Type of training	Training Reports
Implement effective HWC measures in 5 GMAs	Total number of interventions to reduce HWC as a result of the project (disaggregated by type)	Quarterly & Annual Progress Reports
Conduct early burning in Protected Areas & GMAs	No. of Protected Areas in which early burning and fire suppression is conducted	GIS Remote Sensing, Early Burning Activity Report
	Extent or land area covered through the implementation of early burning as a management tool (ha)	
	No of late fires recorded and responded to	
Construction/Rehabilitation of Park Infrastructure	No. of Park Infrastructure Constructed/Rehabilitated by Type	Activity Reports, Quarterly Progress Reports
Maintenance of loop roads & tracks	Km of loop roads & tracks maintained	Monitoring reports, Activity reports and quarterly progress reports
Park Boundary maintenance	Perimeter of Park boundary maintained	Activity Reports, Quarterly Progress Reports
Support to habitat protection (patrols) in the Parks & GMAs	No. of park patrols undertaken by type (Long/short)	Patrol Reports, Quarterly Progress Reports, Procurement Reports
	No. of items recovered by type	
Review & update the General Management Plan (GMP)	No. of GMPs reviewed and updated	Approved GMPs, activity report

Capacity building for 60 Wildlife Police Officer (WPO) & Community scouts in Law Enforcement	No. Of WPOs trained (disaggregated by training type and gender)	Training Report
Project Management		
Hold quarterly and annual review meetings	No. Of quarterly & Annual Review meetings	Minutes Produced
World Bank Missions	No. Of Missions by Type & Specialists	Aide Memoires
Project Steering Committee Meetings	No. Of Meetings held by Type & focus	Minutes Produced
Screening of subprojects	No. of subprojects screened	Screening records and reports
Address grievances related to project delivery	No. of grievances related to project delivery that are recorded and responded to in time	Grievance registers or log sheet
Leverage private sector finance (for-profit) through Benefit Sharing Mechanism to contribute to ISFL objectives	Volume of for-profit private sector finance leveraged through Benefit Sharing Mechanism to contribute to ISFL objectives (Amount (USD))	BSP Report, Financial Report
Leverage finance (public or private) to contribute to ISFL objectives	Volume of not-for-profit finance (public or private) leveraged to contribute to ISFL objectives (Amount (USD))	Program documents[2]

[2] Discussions with ISFL clarified that this relates to the grant money already in the program (e.g., BioCF, UK, GEF), plus any financing crowded in at a later stage.

5.2. ISFL Mandatory Indicators

Based on the ISFL Monitoring, Evaluation, and Learning Framework, the non-carbon benefits indicators described in table 5 will be monitored. The mandatory indicators have been adjusted to fit the circumstances of the project and are included in the Results Framework.

TABLE 5. ISFL MANDATORY INDICATORS APPLIED TO THE PROJECT

No	**Mandatory Indicators from the ISFL Monitoring, Evaluation, and Learning Framework**	**Corresponding indicators included in the Project's Results Framework**
1	Number of communities or other organizations that have received benefits (assets and/or services) from emission reduction payments.	Chiefdoms with signed Chiefdom Emission Reduction Performance Agreements (CERPAs) that have received monetary and nonmonetary benefits from the emission reductions payments
2	Number of people involved in income generation activities due to ISFL support (% women).	Number of people in Farmer Groups, Cooperatives involved in forestry and agriculture-related income generating activities and receiving benefits from the project (disaggregated by gender)
3	Volume of for-profit private sector finance leveraged to contribute to ISFL objectives.	Volume of for-profit private sector finance leveraged through Benefit Sharing Mechanism to contribute to ISFL objectives
4	Volume of not-for-profit finance (public or private) leveraged to contribute to ISFL objectives	Volume of not-for-profit finance (public or private) leveraged to contribute to ISFL objectives; This will monitor the additional investments in EP-JSLP program activities, as well as any third-party purchase.
5	Number of people in private sector schemes adopting sustainable practices	Number of farmers in private sector schemes adopting improved agricultural practices

5.3. Results Framework Indicators – M&E Plan

Table 6 is a monitoring and evaluation plan for key results framework indicators, their definitions, data collection methodology, the frequency, responsibilities, unit of measure, baseline values and the targets.

TABLE 6. MONITORING AND EVALUATION PLAN FOR RESULTS FRAMEWORK INDICATORS

PDO Level Indicators	
Indicator	● **Emission Reductions payments distributed in accordance with agreed Benefit Sharing Plan**
Indicator Description	● This indicator seeks to capture the development aspects of the transaction. ERPA payments have to be distributed based on an agreed Benefit Sharing Plan (BSP) that has been deemed acceptable to the World Bank. To be deemed acceptable to the World Bank, a BSP must meet all of the requirements, as detailed in criterion 3.6 of the ISFL ER Program Requirements. ER Monitoring Reports will have to provide evidence satisfactory to the World Bank Group that the Benefits have been shared in accordance with the BSP. For the EPJSLP, the allocation of the ER payments according to the agreed BSP will be as follows; 55% community, 30% nested projects and 15% for the PIU/GRZ.
Data Source	● ER Monitoring Report, Benefit Sharing (Payment Distribution) Report
Data collection methodology	● Review of Progress & Benefit Sharing Report ● Spot check visits to project sites
Frequency of data collection	● Annually in the first 2 years of project implementation and bi annually thereafter
Responsibility for data collection	● PIU_M&E Officer
Unit of Measure	● Yes/No
Baseline value	● No
Target	● Yes

Indicator	● **Volume of CO2e Emission reductions that have been measured and reported by the Program Entity, and verified by a Third Party**
Indicator Description	● This indicator measures the Volume (i.e., ERs) aspect of the transactions in CO2e. It is conditioned on the existence and

	operation of a National GHG Monitoring system to measure and report the ERs generated by the ER Program, from both the forestry and agriculture sectors. All ERs generated by the ER Program during each Reporting Period are subject to Verification by an Independent Reviewer contracted by the World Bank Group in consultation with the Program Entity.
Data Source	• EPJSLP MRV system • CATS database
Data collection methodology	• Review of ER Monitoring Report and conclusions of the Third-Party Verification • Querying the EPJSLP MRV system
Frequency of data collection	• Annually in the first 2 years and bi annually thereafter
Responsibility for data collection	• PIU_MRV Technical Officer, ZEMA & Implementing Partners
Unit of Measure	• Metric ton
Baseline value	• 0.00
Target	• 30, 000, 000

Indicator	• **MRV systems set up and functional for all relevant land-use sectors**
Indicator Description	• This indicator will monitor the performance on the creation of MRV infrastructure to effectively monitor ERs from all relevant land-use sectors (forest degradation, agriculture, and land-use change). i.e., the setup and operationalization of the MRV system by the project.
Data Source	• EPJSLP MRV System
Data collection methodology	• Review of ER Monitoring Reports • Review of the consultant's project completion report
Frequency of data collection	• Annually

Responsibility for data collection	• PIU - MRV Technical Officer and ZEMA with support of Forestry Department, Ministry of Agriculture and other implementing partners
Unit of Measure	• Yes/No
Baseline value	• No
Target	• Yes

M&E Plan for Intermediate Level Indicators	
Indicator	• **Chiefdoms with signed Chiefdom Emission Reduction Performance Agreements (CERPAs) that have received monetary and nonmonetary benefits from the emission reductions payments**
Indicator Description	• This indicator measures the number of Chiefdoms receiving monetary and nonmonetary benefits from the Program.
Data Source	• Annually in the first 2 years of project implementation and bi annually thereafter
Data collection methodology	• ER Monitoring Report including reports on payment distribution to communities as guided by the BSP
Frequency of data collection	• Annually
Responsibility for data collection	• PIU M&E Officer & ESIO
Unit of Measure	• Number
Baseline value	• 0
Target	• 57

Indicator	• **Number of people in Farmer Groups, Cooperatives involved in forestry and agriculture-related income generating activities and receiving benefits from the project**

Indicator Description	● This ISFL mandatory indicator measures the beneficiaries in Farmer Groups and Cooperatives involved in forestry and agriculture-related income generating activities and receiving benefits from the Program (disaggregated by gender).
Data Source	● ER Monitoring Report and payment distribution reports as guided by the BSP ● Project Management Information System, beneficiary lists
Data collection methodology	● Review of data from BSP section of ER Monitoring report, counting the registered cooperatives that received payments aimed at generating incomes
Frequency of data collection	● Annually
Responsibility for data collection	● PIU and all Implementing Agencies (MoA, FD, DNPW & DoE)
Unit of Measure	● Number (disaggregated by gender)
Baseline value	● 0.00
Target	● 400, 000.00

Indicator	● **Number of people in private sector schemes adopting improved agricultural practices**
Indicator Description	● This indicator measures the number of farmers adopting improved agricultural practices due to the project. This is connected with the effort on CSA, especially in the nested projects. The indicator applies if a combination of at least 2 CSA practices/technologies is applied. Examples of CSA practices and technologies which will be supported by the project are broadly: Conservation agriculture and integrated soil fertility management and agro-forestry. CSA practices can include precision farming, tillage, and improved fertilization and should be promoted in combination. Technologies are new materials introduced into new or old practices, and can include new drought-tolerant varieties.
Data Source	● Annual Beneficiary Impact Assessment/Surveys

Data collection methodology	• Structured household interviews will be conducted to collect quantitative data on household and farm characteristics; participation in EPJSLP/Nested Projects CSA activities; the adoption of CSA practices (level, barriers and incentives); and benefits (food security, income and livelihoods).
Frequency of data collection	• Annually
Responsibility for data collection	• PIU_M&E Officer, MoA, Zamstats together with the Nested Projects M&E Units
Unit of Measure	• Number (disaggregated by gender)
Baseline value	• 0.00
Target	• 500, 000.00

Indicator	• **Land area under sustainable landscape management practices (Hectare (Ha))** CRI
Indicator Description	• The indicator measures, in hectares, the land area for which new and/or improved sustainable landscape management practices have been introduced. Land is the terrestrial biologically productive system comprising soil, vegetation, and the associated ecological and hydrological processes; Adoption refers to change of practice or change in the use of a technology promoted or introduced by the project; Sustainable landscape management (SLM) practices refers to a combination of at least two technologies and approaches to increase land quality and restore degraded lands for example, agronomic, vegetative, structural, and management measures that, applied as a combination, increase the connectivity between protected areas, forest land, rangeland, and agriculture land.
Data Source	• Beneficiary Impact Assessment • Forest Resource Assessment Report • Signed CFMG agreements with the Director Forest/CFMG Reports • Aerial Survey Reports • Project Progress Report

Data collection methodology	• Structured household interview to determine land area under climate smart agriculture • GIS Remote Sensing and Forest Inventory - to determine growth of the targeted forest area. • Aerial Survey & Ground mammal counts to assess biodiversity improvement
Frequency of data collection	• Annually
Responsibility for data collection	• PIU, MoA, FD, DNPW, MFL
Unit of Measure	• Hectares (Ha)
Baseline value	• 0.00
Target	• 415, 000

Indicator	• **Communities with strengthened capacity for sustainable land management**
Indicator Description	• This indicator measures the number of communities whose capacities have been developed in sustainable landscape management through GEF financing. The target is 250 communities, that is, 5 communities per Chiefdom, where 1 community comprises roughly 5 to 10 villages. Sustainable landscape management (SLM) practices refer to a combination of at least two technologies and approaches to increase land quality and restore degraded lands for example, agronomic, vegetative, structural, and management measures that, applied as a combination, increase the connectivity between protected areas, forest land, rangeland, and agriculture land.
Data Source	• Training Reports, Attendance lists, CFMG & CRB Reports, Field Reports, Quarterly Progress Reports
Data collection methodology	• Review of Training Reports, Attendance lists, CFMG & CRB Reports, Field/Activity Reports, Quarterly Progress Reports
Frequency of data collection	• Annually
Responsibility for data collection	• PIU, MoA, FD, DNPW, MFL

Unit of Measure	• Number
Baseline value	• 0.00
Target	• 250.00

Indicator	• **Women trained in leadership skills training**
Indicator Description	• The indicator measures the number of women that receive training in leadership skills. The women to be trained are those from farmer groups, cooperatives, community resource boards, community forest management groups and others involved in natural resource management.
Data Source	• Training reports, attendance lists, progress reports, MIS
Data collection methodology	• Review of Training Reports, physical verification of attendance lists
Frequency of data collection	• Annually
Responsibility for data collection	• PIU, MoA, FD, DNPW, MFL
Unit of Measure	• Number
Baseline value	• 0.00
Target	• 420.00

Indicator	• **Beneficiaries satisfied with the Project.**
Indicator Description	• The indicator measures the percentage of project beneficiaries that are satisfied with the Project. Project beneficiaries are people or groups who directly derive benefits from an intervention (i.e., farmers trained CSA technologies; community grouping that receives a grant to implement an IGA). Based on the assessment and definition of direct project beneficiaries, specify what proportion of the direct project beneficiaries are satisfied with the project. This indicator is calculated as a percentage.
Data Source	• Beneficiary Impact Assessment Survey

Data collection methodology	• Structured household interviews will be conducted to collect quantitative data on household and farm characteristics; participation in EPJSLP activities and their overall assessment of the project in terms of their satisfaction
Frequency of data collection	• Annually
Responsibility for data collection	• PIU
Unit of Measure	• Percentage
Baseline value	• 0.00
Target	• 90

Indicator	• **Volume of for-profit private sector finance leveraged through Benefit Sharing Mechanism to contribute to ISFL objectives**
Indicator Description	• The indicator measures private sector financing channeled to emissions reduction activities
Data Source	• Project Progress Report
Data collection methodology	• Review of Project Progress Report
Frequency of data collection	• Annually in the first 2 years of project implementation and bi annually thereafter
Responsibility for data collection	• PIU
Unit of Measure	• (Amount (USD))
Baseline value	• 0.00
Target	• 11, 000, 000

Indicator	• **Volume of not-for-profit finance (public or private) leveraged to contribute to ISFL objectives**
Indicator Description	• The indicator measures the dollar amount not-for profit financing (public or private) leveraged to contribute to ISFL objectives
Data Source	• Project Progress Report
Data collection methodology	• Review of Project Progress Report

Frequency of data collection	• Annually in the first 2 years of project implementation and bi annually thereafter
Responsibility for data collection	• PIU
Unit of Measure	• (Amount (USD))
Baseline value	• 0.00
Target	• 10, 000, 000

5.4. Additional Evaluation Indicators

This section outlines additional indicators that shall be evaluated as well as the data sources in addition to those described in table 6. These are vital in that they shall assist in explaining the EPJSLP theory of change. As such, a total of eight (8) indicators have been listed as follows;

1. Population size/trend of focal species	
Definition of the Indicator	This indicator measures the number of individuals of a specific species (focal species) within a defined geographic area, and the change in that number over time. The species of interest are kudu and Roan for Lukusuzi National Parks while for Luambe National Parks it's the Puku and the Wildebeest. Additionally, the population of large herbivores such as the elephant and hippos were be monitored.
Data source	Aerial Survey Report, Large Ground Mammals Count Report
Data collection method	Field surveys (visual counts, transect surveys), Remote Sensing (e.g., aerial photography, satellite imagery), camera traps etc
Frequency of data collection	Every after 3 years

Responsibilities for data collection	DNPW _ Research Unit
Unit of measure	Absolute Numbers /Percentage Change in population size over time
Baseline Value	Lukusuzi (Kudu:105, Roan: 105)
	Luambe (Puku:197, Wildebeest:168) - (Elephant: 44, Hippos: 1116)
Target (2029)	Lukusuzi (Kudu:168, Roan: 168)
	Luambe (Puku:302, Wildebeest:278) (Elephant: 50, Hippos: 1257)

2. **Community attitude towards conservation**	
Definition of the Indicator	This indicator measures the degree to which community members hold positive or negative views, beliefs, and intentions regarding conservation efforts.
Data source	Beneficiary Impact Assessments Report
Data collection method	Surveys (questionnaires, interviews, FGDs), Community meetings/participatory rural appraisal
Frequency of data collection	Annually

Responsibilities for data collection	PIU/DNPW/Zamstats
Unit of measure	% Of respondents with favourable/unfavourable attitudes
Baseline Value	TBA
Target	TBA

3. **Community awareness/knowledge of biodiversity importance**	
Definition of the Indicator	The indicator measures the extent to which community members understand and recognize the value of biodiversity and its importance for ecosystem health, human well-being, and sustainable development.
Data source	Beneficiary Impact Assessment Report
Data collection method	Surveys (questionnaires, interviews, FGDs), Community meetings/participatory rural appraisal
Frequency of data collection	Annually

Responsibilities for data collection	PIU/DNPW/Zamstats
Unit of measure	Percentage of respondents with basic/advanced knowledge of biodiversity
Baseline Value	TBA
Target	TBA

4. Area restored or re/reforested as a result of the project interventions (ha)	
Definition of the Indicator	This indicator measures the land area targeted by the project intervention that has been restored or reforested/ afforested in hectares. This indicator will be disaggregated by district. The project interventions may take the form of assisted or natural regeneration.
Data collection method	Data will be collected through third party verification, remote sensing and GIS mapping.
Frequency of data collection	Data collection will be done annually making comparisons of satellite data at project inception and closing.
Responsibilities for data collection	An Independent consulting firm shall be hired and work in liaison with the Forest Department & EPJSLP GIS expert.
Unit of measure	Hectares
Baseline Value	TBA
Target	TBA

5. Percent of households that have diversified their crop production	
Definition of the Indicator	This indicator is expressed as a percentage of the total number of direct beneficiaries growing a variety of targeted crops in an area to the total number of direct beneficiaries over a given period of time. The indicator shall estimate the extent of crop diversification by households in the project operational areas. The commodities targeted by this indicator are: cotton, soya beans, beans, groundnuts and sunflower.
Data source	Beneficiary Impact Assessment Reports, MTR & End of Project Evaluation Report
Data collection method	A pretested structured household questionnaire shall be used to collect the data. An enumerator shall visit all the sampled households in the selected sites and collect basic information on but not limited to household demographics, area under crops, list of crops grown and livestock kept by household and its products, timber and non-timber products as well as income realized from such products.
Frequency of data collection	Annually
Responsible entities for data collection	PIU/MoA, Zamstats
Unit of measure	Percentage (%)
Baseline Value	TBA
Target	TBA

6. Proportion of households using improved Post harvest storage facilities

Definition of the Indicator	This indicator looks at the proportion of households that use improved crop storage[3] methods as a way of reducing post-harvest losses. An example of improved crop storage facilities that will be promoted under this project is the locally made storage structures such as sheet metal silos. The indicator will be disaggregated by district and gender.
Data collection method	A pretested structured household questionnaire shall be used to collect the data. An enumerator shall visit all the sampled households in the selected sites and administer the survey.
Data source	Beneficiary Impact Assessment Reports, MTR & End of Project Evaluation Report
Frequency of data collection	Annually
Responsible entities for data collection	PIU/MoA, Zamstats
Unit of measure	Percent (%)
Baseline Value	TBA
Target	TBA

7. Percent households that have access to output markets by type of product;	
Definition of the Indicator	The indicator refers to the percentage of households that access informal[4] and formal markets for their various agriculture and forestry related products in a given period of time.

[3] "Improved" storage practices are defined as methods and procedures for storing seeds, grains, animal feed, and agriculture products that are cost-effective and allow for long-term storage. "Improved" storage practices allow a farmer to safely store excess harvest from the plot where the farmer has decision-making power for subsequent sale, consumption, and/or propagative plant material (e.g., seeds for future planting).

[4] E.g. Barter their crop

Data Source	Beneficiary Impact Assessment Reports, MTR & End of Project Evaluation Report
Data collection method	A pretested structured household questionnaire shall be used to collect the data. An enumerator shall visit all the sampled households in the project selected sites and administer the survey.
Frequency of data collection	Annually
Responsible entities for data collection	PIU/MoA, Zamstats
Unit of measure	Percentage (%)
Baseline value	TBA
Target	TBA

8. **Prevalence of household food insecurity**	
Definition	This indicator measures access to food at the level of individuals or households. It measures severity of food insecurity based on people's responses to questions about constraints on their ability to obtain adequate food.
Data collection method	The indicator will be measured using the Food Insecurity Experience Scale (FIES) which will be part of the household survey. The FIES – SM questions refer to the experiences of the individual respondent or of the respondent's household as a whole. The questions focus on self-reported food-related behaviors and experiences associated with increasing difficulties in accessing food due to resource constraints. Below are the questions. During the last 12 months, was there a time when, because of lack of money or other resources: 1. You were worried you would not have enough food to eat? 2. You were unable to eat healthy and nutritious food? 3. You ate only a few kinds of foods? 4. You had to skip a meal? 5. You ate less than you thought you should? 6. Your household ran out of food? 7. You were hungry but did not eat? 8. You went without eating for a whole day?

	The set of eight questions compose a scale that covers a range of severity of food insecurity: 
Data collection frequency	Data collection shall be conducted during the baseline, at Mid-Term Review (MTR) and six months before the project closes in 2022
Responsibility for data collection	An independent consulting firm will be hired and work in liaison with the project M&E unit
Unit of measure	Percentage
Baseline Value	TBA
Target	TBA

6. EPJSLP M&E Procedures

6.1. Main EPJSLP Functions (who does what and when)

Planning of project activities. Planning is an essential element of the Monitoring and Evaluation system. Planning is the first step before implementation can commence. Given that the AWPB is a mandatory requirement for the release of Project funds, its timely preparation and submission is of critical importance. Strict adherence to a schedule will be essential.

Each executing agency involved in the planning process will be required to assign a focal point person who will be responsible for coordinating the process at that level. Briefing by the Project Coordinator to all agencies involved in the process will commence in September each year. Preparation of an AWPB by each of these agencies will commence in early October and the draft AWPB will be submitted electronically to the Project Coordinator with a copy to the M&E Officer & Accountant by end of October. It will then be consolidated by the M&E Officer for review by PIU staff and participating executing agencies by the first week of November. A second draft AWPB incorporating comments from the entities will be consolidated by mid-November and reviewed by the World Bank by the end of November. The PIU will then finalize the AWPB by mid-Mid December and submit both a hard copy and electronically to the MGEE. The second draft AWPB will be submitted to PSC by the Project Coordinator by

mid-December. Comments from PSC will be received by mid-December and the AWPB finalized for distribution to stakeholders by the final week of December. The template for the AWPB is provided for as part of the annex 1.

EPJSLP activity monitoring. The PIU and Implementing Agencies carryout monitoring of project activities. Monitoring will involve the regular visitation to the field to assess project performance, support implementation and document feedback from beneficiaries. Through monitoring, information will be collected and analysed to assist PIU and the general project management make timely decisions, ensure accountability and provide the basis for evaluation and learning. Various tools to be used for monitoring under each sector are attached as part of the annexes.

Results monitoring. As part of monitoring, the M&E Officers will use monitoring data to update both the results indicators and the M&E activity plan. Updating the results framework will be done on a bi annual basis. To assess the outcomes and impacts of the various project interventions, two major evaluations will be conducted during the life of the EPJSLP. The first will be will be the mid-term evaluation (MTR) and the second will be the end-of-project evaluation. In between the two surveys, a beneficiary impact assessment survey will be undertaken on an annual basis to provide project staff, nested projects (COMACO and BCP), key stakeholders and implementing partners with detailed data on achieving key project indicators to enable changes in livelihoods of targeted communities to be measured over the course of the project. All the two evaluations will be contracted out to independent evaluators while the beneficiary impact assessment will be undertaken in collaboration with the Zambia Statistical Agency.

Performance reviews. Like any other project, performance review for the EPJSLP will be done at various levels and platforms. The platforms to be used to review performance will include the following.

i. Quarterly Review Meetings: On a quarterly basis, the project will hold review meetings with all the focal point persons from the implementing ministries to evaluate progress, identify areas for improvement, address challenges and obstacles, set future goals and objectives, enhance team collaboration and communication.

ii. Project Steering Committees: As a board appointed to guide and oversee the project, the Project Steering Committee will on a bi annual basis meet to review project progress and status, allocate resources and prioritize tasks, address challenges and ensure alignment with organizational goal.

iii. Implementation Support Missions: As a standard practice for all World Bank funded project, technical assistance mission that helps borrower countries implement world bank funded projects effectively are held every after 6 months. The activities involved include; project status review and assessment, site visits and inspections, meetings with project stakeholders, technical discussion and guidance, review of financial management and procurement, identification and mitigation of potential risks, and development of action plans and recommendations. After each mission, the Results Framework Indicators will be updated in terms of achievement or accomplishment made by the project.

Progress reporting. The Project will prepare quarterly progress reports. However, no quarterly report will be prepared for the fourth quarter. Instead, an annual report will be prepared which will review progress made during all the four quarters. The quarterly report will review activities implemented during the quarter as outlined in the annual work plan. The quarterly report is prepared mainly for external use by key stakeholders namely; PSC, IDA, and MCGEE.

The quarterly report will be a comprehensive document in terms of presenting the actual progress of implementation at District/ Provincial level as well as analysing the project's achievements and constraints/ issues. The quarterly report will be prepared against the annual work plan. Thus, each quarterly report will discuss the extent of output and activity achievements during the quarter. The quarterly report and annual report have similar outline and format but there is a difference between the reports in terms of scope and coverage. The annual report is more detailed because it covers a longer period of implementation and the whole range of activities implemented during the year as opposed to the quarterly report that only focuses on progress during one quarter.

Each Focal Point Person will prepare the relevant chapters of the quarterly report for their respective sector and submit to the PIU where the Project Coordinator in liaison with the M&E officer will consolidate the reports into a Project Quarterly Report. The outline of the quarterly report is attached as Annex 2. The Sector contribution to the quarterly report will be submitted to the PIU by the 15th day following the end of the quarter. The M&E Officer will consolidate the reports and submit them to the Project Coordinator by the 30th day following the end of the quarter. The Project Coordinator will review and prepare the consolidated project quarterly report by the 45th day following the end of the quarter.

The annual report will be prepared at the end of the year as a review of the activities during the year. The format for the annual report is similar to that of the quarterly report. Like the quarterly reports emphasis will be placed on achievements and constraints/ issues. The annual report is a comprehensive report which reviews all the output and activity achievements during the year in detail. It provides an analysis of the implementation process in relation to the planned targets and achievements and also explains the possible reasons for failure to achieve the set targets. The impact of the project is discussed including findings from impact assessment studies and evaluations. The annual report should be prepared within 45 days following the end of the year.

6.2. Specific M&E functions

6.2.1. Functions of the EPJSLP M&E Unit

The Monitoring and Evaluation Officer shall perform the following responsibilities:

a) Spearhead the development of tools to collect data on project activities and performance;
b) Train project staff and relevant stakeholders in the use of Participatory Monitoring and Reporting tools;
c) Facilitate review of progress and development of actions to address variance between planned and actual results in the Project area of Eastern Province;
d) Undertake periodic on-site monitoring and desk review of sub-projects under implementation and formulation respectively to provide timely feedback for decision-making;

e) Support district and community facilitators in conducting gender-sensitive climate risk assessment to inform planning at the district and community levels;
f) Support districts and community facilitators in undertaking monitoring of implementation of sub-projects;
g) In liaison with the Program Coordinator at the Provincial level, provide technical input to capacity building in data collection including data quality assurance at the district and community levels;
h) To collate information on project performance at all levels of implementation and regularly document lessons learned on various interventions of the project;
i) Management of the project's grievance mechanism database;
j) Develop a field monitoring plan and reporting framework for key project indicators as maybe required in the Project Results Framework;
k) Coordinate and initiate the timely preparation of annual work plans and budgets in collaboration with the Program Coordinator;
l) Organize critical reflection events for the relevant Project staff, Provincial and District Teams, and key stakeholders, including Community Facilitators to assess the level and quality of project implementation and document feedback to inform future project reviews;
m) Identify Planning, Monitoring, and Evaluation capacity gaps in the District Teams and Community Facilitators and organize relevant capacity-building interventions to recommend remedies to identified gaps;
n) Undertake or support relevant studies and surveys and any other duties as may be required by the Project Implementation Unit;
o) Collaborate closely with the Planning Subcommittees of the Provincial Development Coordinating Committee (PDCC) at the Provincial level and of the District Development Coordinating Committees (DDCC) in the target districts; and
p) Produce timely Quarterly, and Annual progress reports on project implementation in Eastern Province.

6.2.2. Specific M&E functions at various levels

The PAD recognizes the need to develop M&E capacity within the structures that the project will be working through. As such, the M&E officer will train all stakeholders including provincial and district focal point persons on the project's M&E system. The implementation

of activities conducted by service providers will be monitored by them as part of the contractual obligation. Table 7 summarizes the roles and responsibilities of the various key stakeholders of the EPJSLP.

TABLE 7. M&E ROLES AND RESPONSIBILITIES

Stakeholder	Roles and responsibilities
MGEE Planning Department	• Integrate Project M&E into national M&E
Project Implementation Unit (PIU)	• Aggregate Implementing Agencies data • Review Implementing Agencies report and submit consolidated project report • Monitor implementation of activities in the districts • Identify implementation problems and take action to address them • Training to stakeholders
Implementing Agencies (MoA, FD, DNPW, PPH & DoE)	• Aggregate/update District data • Review District reports and submit consolidated Ministerial/Department report to PPIU • Monitor implementation of activities with Farmer Groups/CFMG/CRBs and implementing partners/service providers
Farmer groups/CFMGs/CRBs/ Sub-projects	• Submit M&E reports to districts
Project Steering Committee	• Review implementation progress of the Project • Internally approve AWPB
Implementing partners (NGOs, Private Sector, Service providers)	• Submit M&E reports to PIU
IDA/BioCF/GEF	• Biannual review missions to monitor result indicators

6.3. M&E Work plans & Budget

The implementation of M&E entails carrying out four categories of M&E activities. These are Monitoring, Reviews, Facilitation of External Audits and Evaluation. In order to implement these activities effectively, a budgeted and rolling M&E Work Plan to the end of the Project

should be prepared. For ease of implementation, the activities in table 5 will be planned annually and fit into AWPB.

TABLE 8. M&E WORK PLAN AND BUDGET

#	Activity	Cost (USD)	Timelines (2024-2025)	Responsible
Annual work planning and budgeting				
1	Develop the M&E Manual	0.00	October 30, 2024	M&E Officer
2	Develop Annual Work Plan and Budget	16,000.00	September 30, 2024 and November 15, 2025	M&E Officer
Capacity Building				
3	Training of project staff and implementing partners in M&E	19, 500.00	December 30, 2024	M&E Officer
4	Undertake a study tour to ERP implementing countries	12, 000.00	June 30, 2025	Project Coordinator
Performance Reviews				
5	Hold 5 Quarterly Planning & Review meetings	38, 500.00	Quarterly (2024-2025)	M&E Officer
6	Project Steering Committee Meetings	21,800.00	Bi annual	Project Coordinator
7	Support to World Bank Missions	25,000.00	Bi annual	M&E Officer & Project Coordinator
8	Quarterly (5) monitoring of Project activities	25,000.00	Quarterly (2024-2025)	M&E Officer
Impact Assessment Studies				
9	Beneficiary Impact Assessment Studies	150,000.00	Oct to Dec 2024 Aug to Oct 2025	M&E Officer/Zamstats
10	Mid-term Evaluation	-	Year 3	M&E Officer/Consultant
11	End of Project Evaluation	-	last 6 months before project closure	M&E Officer/Consultant

Progress Reporting	-	45th day after the end of each quarter/half year/year	M&E Officer/Implementers

7. Evaluation of the EPJSLP

Evaluation will involve systematic and objective examination of the project to answer specific management questions and to judge the overall achievement of project results, and supply lessons learned to improve future design of projects, planning and decision-making. There will be two major evaluations during the life of the project. The first will be the mid-term evaluation (MTR) and the second will be the end-of-project evaluation. All the two evaluations will be contracted out to independent evaluators. However, the evaluations will draw heavily on monitoring work done during project implementation.

Mid-term evaluation (MTR) will be undertaken during the second quarter of the third year (2027) to assess Project achievements, interim impact, efficiency and effectiveness of project management and the validity of Project design. It is a fact-finding mission undertaken to evaluate the implementation progress and experience of the project and agree future directions. On the basis of its findings, the MTR mission – which will report directly to the PSC and World Bank – will recommend revisions to Project design for the remainder of the Project and suggest any changes to the PIM, if required.

End of project evaluation will take place at the end of project, once all activities have been implemented. The main objective of these evaluations will be to assess the achievement of project development objectives and other aspects of project implementation such as relevance, efficiency, effectiveness, contribution to national systems and sustainability, management performance and impact. The end of term evaluation will be carried out during the last six months before project completion in 20230. The end of project evaluation report will feed into the ***Project Completion Report***. Draft terms of reference for the end of project evaluation are provided in **Annex 8.**

The study design that will be used during evaluation will depend on the evaluation framework defined at inception stage. A 'before and after the project' evaluation design seeks to compare the existing conditions before project interventions are carried out with the conditions that will exist after the interventions have been carried out. A "with and without project" design seeks to compare two independent groups, one receiving support and acting

as treatment while the other not receiving project support becomes a control. Both of these approaches will be used in the evaluation of the EPJSLP.

Project completion report. At the end of the project, the PIU will prepare an internal Project Completion Report (PCR), which will include an assessment of the achieved versus the planned activities, outputs and outcomes. This will be submitted to MGEE and World Bank within three months after Project completion.

8. Data management system and quality assurance

Data management refers to the collection, storage, processing, dissemination and efficient use of information. On a project like EPJSLP, a data management system is essential in that its helps;

- to assure data quality thereby improving the credibility of data in that quality is emphasized at each stage,
- to interpret the program outcomes and impacts and
- enables management/policy makers to make decisions based on the available data among other things.

In managing its routine monitoring data, the EPJSLP will adhere to the six routine data management processes. The 6 data management steps to be followed on the EPJSLP are; sourcing, collection, collation, analysis, reporting and use.

Data sourcing – this is the first data management step. It entails writing down or typing data onto standard forms designed for the purpose. For the EPJSLP, the forms will be paper forms, registers, or electronic forms on a tablet (e.g., workshop attendance registers) as the project implementation progresses. Without this step being implemented, there will be no data to manage. Monitoring data will originate or be sourced from 3 different sources on the Project and these are categorized as: primary, secondary and tertiary data sources. Examples include;

1. Primary data source – the workshop attendance register, distribution list, household surveys, forest inventories, park patrols etc.
2. Secondary source – Crop Forecast Survey by the Zambia Statistical Agency will provide data on yield of selected crops.

3. Tertiary – National Census Data

Data collection – Refers to the way in which you get the data from the source and put it into a format for the later stages in the data flow. On the EPJSLP, different data collection tools will be used depending on the specific data and the environment. Workshop registers, questionnaires, interviews, observations, existing records are all ways in which data will be collected and made available for the next step.

The frequency of data collection on the EPJSLP will be at each encounter with the target beneficiary. Lead farmers together with Extension Workers from the implementing units will be responsible for data collection under the agriculture subcomponent. This will involve completing all the information accurately, as required on the data collection forms, during each encounter or contact visit. For instance, under climate smart agriculture, the MoA who are the implementing agency, will be required to collect data on the number of farmers they would have trained in climate smart agriculture using the workshop attendance register. Similarly, under the Wildlife component, Wildlife Police Officers and Community Scouts will be required to complete the patrol sheets/forms as they undertake park patrols for habitat protection.

Data collation - Once the routine data have been collected, the next step is to collate them. This entails combining data from different areas/locations into summarized (often standardized) formats. Data collation on the EPJSLP will be done manually and electronically as the project progresses.

In terms of frequency, collation of data on the EPJSLP will be done on a quarterly basis. This will be the responsibility of the staff through which data will flow at each stage of the data management process. For instance, under climate smart agriculture: Attendance registers on training done by Lead farmers are entered into a summary form and submitted to the Camp Extension Officer who combines them to get the total for their camp and submit the summaries to the district. The district combines the submissions from the various camp extension officers to get the total for the district which they submit to the province. The province then collates the data to get the total for the sector which they submit to the PIU.

Data analysis - Is basically the review and manipulation of data. Analysis enables data users to understand or interpret the results. Once collated, data will then be analysed depending on

the type and purpose of the data. For example, data analysis can present trends over time or it can compare data from different districts in a cross-district analysis. You may want to analyse data by seeing how the summary data (e.g., number of persons who have attended workshops) change over time, or by comparing the number of persons who attended training with the number that you planned to attend.

Data analysis will be done on a quarterly basis. Basic data analysis and interpretation of community level data will be done by Lead volunteers together with extension workers and other relevant stakeholders depending on the unit.

Data reporting – This process will provide program implementers and stakeholders an opportunity to inform themselves of progress, problems, difficulties encountered, successes, and lessons learned during implementation. On the EPJSLP reporting will be done quarterly, semiannually, and annually. Reporting on a quarterly basis will only be for internal purposes while to the WB reporting will be done on a bi annual basis. The details on how the reporting will be done by each implementing unit and the project as a whole are given in Chapter 6 of this Manual.

Data use – Applying information to make timely and appropriate decisions is what data use is all about. For example, when you find that fewer people are satisfied with the project implementation than planned, this should enable you to take remedial action by speaking to the team concerned and then addressing the reason(s) for the shortfall. To ensure this is attained, the EPJSLP has set targets for its interventions and will from time to time (quarterly basis) hold review meetings where performance will be assessed against its set targets. It is from such meetings where remedial actions will be taken. Use of data generated by the project will not only be for implementers and the donors but even other relevant stakeholders such as the private sector partners.

TABLE 9. FLOW CHART FOR THE EPJSLP DATA MANAGEMENT SYSTEM

	LF/CFMGs/CRBs/Village Safeguards Committees	Extension worker	District Level staff	Provincial staff	PIU
Sourcing	• Complete monitoring data using the appropriate tools such as registers at each contact with beneficiary	• Record the summary of the monitoring forms received from the Lead volunteer	• Record the summary of the monitoring forms received from the Extension officers	• Record the summary of the monitoring forms received from the districts	• Record the summary received from the units/sector
Collection	• By the 30th of the month following the end of the quarter collect all data from the follow up farmers if its CSA.	• Follow up the lead farmers that have not submitted their data	• Follow up the camps/ zones that have not submitted their data	• Follow up the districts that have not submitted their data	• Follow up the units that have not submitted their data
Collation	• Complete a summary reporting form for catchment • Archive the forms once summary reporting form is prepared	• Complete a summary reporting form for the camp • Archive the summary reporting form for the camp once its prepared	• Prepare a summary report form for the district • Archive the summary form once the district monthly report has been prepared	• Prepare a summary report form for the province • Archive the summary form once the district monthly report has been prepared	• Capture all provincial level data once all the units submit
Analysis	• Validate the data and sign off the forms	• Validate the data and sign off the forms • Perform trend analysis to understand	• Validate the data • Perform trend analysis to understand trends over time at the camp	• Validate the data • Perform trend analysis to understand trends over time at the district	Perform trend analysis to understand trends over time

		trends over time at the community level, and look for patterns amongst farmers	level, and look for patterns amongst extension workers	level, and look for patterns amongst districts	
Reporting	• Prepare and submit the zonal quarterly report to the extension officer	• Prepare and submit the camp quarterly report to the district office	• Prepare and submit the district quarterly report to the Provincial Office	• Prepare and submit the unit monthly report to the PIU	• Compile & submit the Project quarterly report to the NPIU
Use	• Use the data to decide which farmers to follow up • Supervise the farmers, agree on remedial actions to improve weaknesses • Follow up to ensure remedial actions are implemented	• Use the data to decide which lead farmers to follow up • Supervise the lead farmers, agree on remedial action to improve weaknesses • Follow up to ensure remedial actions are implemented	• Use the data to decide which EW to follow up • Supervise the extension workers, agree on remedial action to improve weaknesses • Follow up to ensure remedial actions are implemented	• Use the data to decide which districts to follow up • Supervise the districts, agree on remedial action to improve weaknesses • Follow up to ensure remedial actions are implemented	• Use the data to decide which districts & units to follow up • Supervise the units & districts, agree on remedial action to improve weaknesses • Follow up to ensure remedial actions are implemented

Data Quality

Data quality refers "to the extent to which data adheres to the six dimensions of quality – which are accuracy, reliability, completeness, precision, timeliness and integrity[5]. Data quality assurance is a set of internal and external mechanisms and processes to ensure that data meets the six dimensions of quality. Data quality assurance processes include

- planning for quality,
- controlling quality which includes supportive supervision and auditing, and
- remedial measures to improve quality.

As a starting point in assuring data quality, capacity building among the key M&E players and stakeholders will be conducted. The EPJSLP will ensure everyone involved in implementing the M&E system understands how the system works and how to use it. Capacity building shall take place through the following measures targeted to these audiences,

a. Formal training workshops organized by the PIU. The M&E unit shall develop an annual M&E Training Plan, which will be included in the EPJSLP M&E budget for each year. Where possible, the M&E training will be linked and integrated with other training sessions in financial management and other areas as may be deemed necessary.
b. Biannual supervision visits by the M&E Officers to the Focal Points to supervise and data audit information that they have been received
c. Coaching and mentorship during M&E technical support
d. Support may also be provided by resident World Bank M&E advisor

Besides building staff capacity in data collection and analysis, supervision is essential in data quality assurance. Supervision shall incorporate directing and overseeing the performance of others, whilst transmitting skills, knowledge and attitudes that are essential for the successful implementation of the M&E activities. The supervision shall be done in such a manner that it is used as a vehicle for capacity building and support provision. It shall be used as an opportunity to give an account of work that has been done; reflect on it; receive feedback and

[5] World Bank, 2009. Making Monitoring and Evaluation Systems Work. A Capacity Development Toolkit.
USAID, 2007. Data Quality Assurance Tool for Program-Level Indicators
https://www.pepfar.gov/documents/organization/79628.pdf

where necessary guidance as to how to improve implementation. In order for supervision to achieve these, it has to be done in a structured and planned manner, which is part of the EPJSLP M&E management system. The visits by the M&E officer, World Bank team and any others as may be deemed necessary shall include visits to implementing partner's premises, field visits, visits to beneficiaries and or data auditing.

Supportive supervision and data auditing - is a series of processes through which data is verified for the purpose of improving its quality. On a project like this, M&E supportive supervision and data auditing when implemented on a routine basis will also help build the capacity of staff involved in M&E. Additionally, these processes help to improve the use of information for decision making, as more project implementers collect, capture, and learn how to use better quality data.

The EPJSLP supportive supervision and data auditing will take place at all levels of data flow and the following are the steps to be followed when undertaking the supportive supervision visit on the project.

TABLE 10. EPJSLP SUPPORTIVE SUPERVISION PROCESS GUIDELINES

Stage	Task to be performed
Planning stage	At the planning stage the supervision team will ● Identify sites to be supervised and develop a route plan. ● Inform the relevant authorities and supervisees on the dates, team composition, time, objectives of the visit and support needed. ● Take note of: - All the vital information about the supervision sites such actual routine monitoring data to be verified, - All the strengths and limitations regarding the supervision site performance in meeting project objectives - Important supervision site issues, action points already known/reported if any. ● Arrange logistics ● Organize a preparatory team meeting the preceding day.
Getting started	As they get started the supervision team will ● Pay a courtesy call to the relevant authority according to the level of supervision - Introduce yourself and the team

	- Objectives - Sites to be visited - Debriefing date at the supervision office ● Establish rapport - always start by greeting and introducing yourself and the rest of the team to the supervisees; ● Tell the in-charge and supervisees the purpose of the visit. Let the supervisees introduce and listen in a relaxed manner but attentive and avoid interruption; ● Explain the whole supportive supervision plan e.g. supervisee ● to be met, time to be spent, feedback session etc.; ● Avoid making promises and be honest; and ● Encourage active participation.
Conducting supportive supervision	As they conduct the supportive supervision the team must ● Show respect and patience throughout the supervisory visit. ● Allow time for staff to complete any consultations underway and for any hand over. ● Review the previous action points and status of implementation. ● Observe and gather information using the checklist. ● Listen to their problems and challenges. ● Address and follow up on problem areas. ● Provide corrective and supportive feedback on performance. ● In case a procedure is performed incorrectly, demonstrate the correct procedure and ask for a return demonstration. ● If there is a need, liaise with mentors. ● Give on-the-job training on new techniques and approaches if required.
Immediate feedback	At the point of giving feedback ● Once you are done with supervision, find a conducive environment to give feedback. ● Use positive feedback, when performance is good; and constructive feedback, when performance needs improvement. ● Start with those areas they are doing well followed by those where there are problems. ● Focus on systems and processes, the performance or action, not on the person. ● Discuss previous action points which were not implemented and include them in the new action plan.

	• Outline areas needing improvement and guide them to come up with corrective actions and timeline. Link the behaviour to project goals e.g. "If we don't get the reports on time, the data on households following the recommended climate smart agricultural practices will be out of date by the time we get them back. Then we won't be able to use the information to improve our capacity building services." • Listen attentively, with encouragement and an open mind believing that everyone has good contributions to make. Give a chance to the supervisee to respond. • Invite the supervisee to give you feedback and questions. You may ask: - How did the process go? - What things did you find helpful? - What are some things that you didn't like, or were not helpful to you? - Are there things you want help with which we did not address today?
Wrap up	During wrap up, the following points should be discussed/considered: • Share some observations/findings made such as data recording and reporting; • Share new information, such as guidelines and training opportunities; • Summarize the specific aspects that require change or improvement, discuss/review and agree on what needs to be done and how. • Identify areas of strengths including specific aspects of care going well and commend them appropriately. • Identify areas that need improvement/strengthening and agree on the action plan using a joint problem-solving approach; • Set aside adequate time for supervisees' questions; • Identify persons responsible to solve the identified action points and problem areas; • Share with staff as a group the supervisor's general impression on what is going well and what needs further improvement based on the supervisor's findings; • When ready to leave, thank the supervisees and others.

Report writing and follow up action	• Use the report writing format to document the visit including action and follow up plans • Disseminate the report to the relevant levels including the supervision site • Share the information on the identified gaps with mentors

Data auditing - is the process of verifying the completeness and accuracy of one or more data management processes. In data auditing, one follows a specific set of steps to check the data in the M&E system against the data sources, verify the quality and accuracy of data sourcing, data collation, data analysis, data reporting, and data use. Data auditing can be done as part of M&E supervision.

Data auditing in the context of EPJSLP

The objectives of the data quality auditing on the EPJSLP will be to: verify the quality of reported data for key indicators at selected sites; and assess the ability of the data management systems to collect and report quality data. In addition, the findings of the data quality audits will also be very useful for strengthening the data management and reporting systems for the project.

Data audits will be based on the 6 dimensions of data quality and will focus on two areas: (1) assessment of data management and reporting systems; and (2) verification of reported data for key indicators at selected sites.

Assessment of Data Management and reporting Systems:

The purpose of this assessment is to identify potential challenges to data quality created by the data management and reporting systems at three levels: (1) the project M&E Unit, (2) the service delivery site, and (3) any Intermediary Aggregation Level (at which reports from sites are aggregated prior to being sent to the project M&E Unit, or other relevant level).

The assessment of the data management and reporting systems will take place in two stages:

1. *Off-site* desk review of documentation provided by the project;
2. *On-site* follow-up assessments at the project M&E Unit and at selected sites and Intermediate Aggregation Levels (e.g., districts, province).

The assessment will cover five functional areas, as shown in the table below.

TABLE 11. SYSTEMS ASSESSMENT QUESTIONS BY FUNCTIONAL AREA

Functional Areas		Summary Questions	
I	M&E Structures, Functions and Capabilities	1	Are key M&E and data-management staff identified with clearly assigned responsibilities?
		2	Have the majority of key M&E and data-management staff received the required training?
II	Indicator Definitions and Reporting Guidelines	3	Are there operational indicator definitions meeting relevant standards that are systematically followed by all service points?
		4	Has the program/project clearly documented (in writing) what is reported to who, and how and when reporting is required?
III	Data Collection and Reporting Forms and Tools	5	Are there standard data-collection and reporting forms that are systematically used?
		6	Is data recorded with sufficient precision/detail to measure relevant indicators?
		7	Are data maintained in accordance with international or national confidentiality guidelines?
		8	Are source documents kept and made available in accordance with a written policy?
IV	Data Management Processes	9	Does clear documentation of collection, aggregation and manipulation steps exist?
		10	Are data quality challenges identified and are mechanisms in place for addressing them?
		11	Are there clearly defined and followed procedures to identify and reconcile discrepancies in reports?
		12	Are there clearly defined and followed procedures to periodically verify source data?
V	Links with National Reporting System	13	Does the data collection and reporting system of the project link to the Provincial or National Reporting System?

The *outcome* of this assessment will be to identify strengths and weaknesses for each functional area of the data management and reporting system for the EPJSLP.

Verification of reported Data for key Indicators:

The purpose of this assessment will be to assess, on a limited scale, if service delivery and

intermediate aggregation sites are collecting and reporting data to measure the audited indicator(s) accurately and on time — and to cross-check the reported results with other data sources. To do this, the DQA will determine if a sample of sites have accurately recorded the activity related to the selected indicator(s) on source documents. It will then trace that data to see if it has been correctly aggregated and/or otherwise manipulated as it is submitted from the initial sites through intermediary levels to the Provincial Project M&E Unit.

This data verification exercise will also take place in two stages which are:

1. In-depth verifications at the sites; and
2. Follow-up verifications at the Intermediate Aggregation Levels and at the project M&E Unit.

The *first* stage of the data-verification occurs at the sites. There are five types of standard data-verification steps that could be performed at this level:

TABLE 12. SITE: FIVE TYPES OF DATA VERIFICATIONS

Verifications	**Description**	**required**
1. Description	Describe the connection between the delivery of services and/ or commodities and the completion of the source document to record that delivery.	In all cases
2. Documentation Review	Review availability and completeness of all indicator source documents for the selected reporting period.	In all cases
3. Trace and Verification	Trace and verify reported numbers: (1) Recount the reported numbers from available source documents; (2) Compare the verified numbers to the site reported number; (3) Identify reasons for any differences.	In all cases
4. Cross-checks	Perform "cross-checks" of the verified report totals with other data-sources (e.g. inventory records, laboratory reports, registers, etc.).	In all cases
5. Spot-checks	Perform "spot-checks" to verify the actual delivery of services and/or commodities to the target beneficiaries.	If feasible

The *second* stage of the data-verification will occur at the Intermediate Aggregation Levels (e.g., Districts, Province) and at the project M&E Unit. As illustrated in the table above, the DQA will evaluate the ability at the intermediate level to accurately aggregate or otherwise process data submitted by Service Delivery Sites, and report these data to the next level in a timely fashion.

The following verifications as tabulated in table 13 will be performed at Intermediate

Aggregation Levels. Similar verifications may also be performed at the M&E Unit by third party players.

TABLE 13. INTERMEDIATE AGGREGATION LEVELS: TWO TYPES OF DATA VERIFICATIONS

Verification	Description	required
1. Documentation Review	Review availability, timeliness, and completeness of expected reports from Service Delivery Sites for the selected reporting period.	In all cases
2. Trace and Verification	Trace and verify reported numbers: (1) Re-aggregate the numbers submitted by the Service Delivery Sites; (2) Compare the verified counts to the numbers submitted to the next level (program/project M&E Unit); (3) Identify reasons for any differences.	In all cases

The *outcome* of these verifications will be statistics on the accuracy, availability, completeness, and timeliness of reported data.

Selection of the sites

The number of sites selected for a given DQA will depend on the time and resources available to conduct the audit.

Outputs

In conducting the DQA, the Audit Team will collect and document: (1) evidence related to the review of the project's data management and reporting system; and (2) evidence related to data verification. The documentation will include:

- **Completed protocols and templates** included in the DQA Tool.
- **Write-ups of observations, interviews, and conversations** with key data quality officials at the M&E Unit, at intermediary reporting locations, and at Service Delivery Sites.
- **Preliminary findings** and draft Recommendation Notes based on evidence collected in the protocols;

- **Final Audit report**. The Final Audit Report will summarize the evidence the Audit Team collected, identify specific audit findings or gaps related to that evidence, and include recommendations to improve data quality.

Ethical considerations

The data quality audits will be conducted with the utmost adherence to the ethical data standards of the country and, as appropriate, of the Organization Commissioning the DQA. While the audit teams may require access to personal information for the purposes of recounting and cross-checking reported results, under no circumstances will any personal information be disclosed in relation to the conduct of the audit or the reporting of findings and recommendations. The Audit Team should neither photocopy nor remove documents from sites.

Audit Implementation

Data Quality Audits on the EPJSLP will be implemented chronologically in six phases, as shown in table 14.

TABLE 14. PHASES AND STEPS OF DATA AUDIT

Phase	steps
1. Preparation and initiation (multiple sites)	● Select the site, project indicators and reporting period ● Notify the project site ● Constitute the audit team ● Review the documentation about the sites of interest
2. M&E management unit	● Assessment of data management system ● Trace and verify reports from intermediate aggregation site
3. Intermediate aggregation level e.g., district	● Assessment of data collection and reporting system ● Trace and verify results from service delivery sites

4. Service delivery sites	• Assessment of data aggregation and reporting system • Trace and verify results from source documents
5. M&E management unit	• Consolidate assessment of data management system • Draft preliminary findings and recommendation notes • Conduct close out meeting
6. Completion	• Draft audit report • Review and collect feedback from the project • Finalize the audit report • Initiate follow up of recommended actions

MIS and M&E system

While an M&E system refers to the structural totality that the project sets up to carry out the monitoring and evaluation function and will include the totality of data collection, storage and analysis and sharing/ feedback mechanisms. The M&E system consists of project personnel, data management systems, reporting mechanisms and formats, and M&E plans (including lists of indicators and tools for data collection). The M & E process will be aligned with the overall project implementation process, implying that M&E reports will be available BEFORE work plans are developed. This will maximize opportunities for the M&E results to be used for decision-making. The implementation of the EPJSLP M&E system shall be synchronized with the annual project implementation process indicated in chapter 5 of this manual. To do this, all the EPJSLP M&E work planning should be done at the same time as annual planning.

On the other hand, a Management and Information system (MIS) is a set of systems and procedures that gather data from a range of sources, compile it and present it in a readable format. It's an arrangement of equipment and procedures, often computerized, that is

designed to provide managers with information. The Project will leverage open-source data management platforms, such as ODK Central or Kobo Collect to setup its MIS, this system will efficiently manage and store data from the various components of the Project.

Using Kobo Collect or ODK's XLS Form, the project will create digital data collection forms. Android devices or smartphones will be used to collect data. The data collected will be submitted to Kobo or ODK's server. The project will then use ODK's built-in analysis tools or export the data to Excel for analysis. Data visualization will then be done using Power bi or ODK's mapping and reporting features before sharing with managers and decision makers.

Linking the M&E system to the MRV system

To enhance effectiveness and transparency, the EPJSLP will link its Monitoring & Evaluation (M&E) system to the Measurement, Reporting, and Verification (MRV) system. This is crucial for tracking and ensuring the accuracy of carbon offset outcomes. While both systems serve distinct but complementary roles in ensuring the success and credibility of carbon projects, particularly in relation to carbon credits and emission reductions, linking of the two systems will ensure consistent and accurate data on emissions reductions and program outcomes.

How the two systems will be linked

For the aforementioned to be actualized, linkage of the two systems will have to be done at various levels starting with the indicators/metrics to be tracked by the two systems. Data collection and monitoring tools, reporting mechanism, feedback loops, data validation and quality assurance, technology and software integration, third party verifications and lessons learned and adaptation will also have to be linked.

i. **Key metrics to be tracked by the two systems**

Based on the results framework indicator and the additional indicators in the Project M&E Manual, the key metrics to be measured by the two systems under the climate smart agriculture subcomponent are;

a. **M&E Key Metrics**

- Number of people in private sector schemes adopting improved agricultural practices
- Land area under sustainable landscape management practices (ha)

- Community engagement (e.g., number of farmers trained, extension services provided).
- Crop yield improvements (e.g., tons per hectare for crops grown using CSA practices).

b. **MRV Key Metrics:**

- Volume of CO2e Emission reductions that have been measured and reported by the Program Entity, and verified by a Third Party
- Soil carbon sequestration (e.g., tons of CO_2 sequestered per hectare due to improved soil health practices).

c. **Linking point**

The M&E system tracks the adoption rates of CSA practices and the area under these practices. These metrics feed into the MRV system, which calculates the resulting GHG emissions reductions and soil carbon sequestration based on the adoption rates of practices like no-till farming or agroforestry.

ii. Data Collection and Monitoring Tools

a. **M&E Tools**

- Surveys and interviews to track farmer adoption rates and attitudes toward CSA practices.
- Field visits and GPS-based tracking to measure land area under CSA practices.

b. **MRV Tools**

- Soil sampling and lab analysis to measure carbon content in soil (before and after CSA practice adoption).
- Remote sensing or satellite data to monitor crop cover, changes in land use, and vegetation growth.
- GHG modelling tools (e.g., EX-ACT, NEXT, Collect Earth) to calculate the emission reductions associated with different CSA practices

iii. Aligning Reporting Mechanisms

a. **M&E Reporting:**

- Quarterly & bi annual reports on project activities, such as the number of farmers trained, hectares of land converted to CSA, and community involvement.
- Annual evaluations (beneficiary impact assessments) summarizing progress on adoption rates and impacts on farm productivity.

b. **MRV Reporting:**

- Emissions Reduction (Annual carbon offset) reports based on the verified emissions reductions from CSA practices.
- GHG emission reduction reports detailing the changes in emissions due to the adoption of specific CSA practices.

c. **Linking point**

- M&E reports that 400 farmers have adopted agroforestry practices and that 100 hectares have been converted to no-till farming. The MRV system uses this data to calculate the associated carbon sequestration benefits (e.g., increase in soil carbon and reduction in methane emissions from soil disturbance).

iv. Feedback Loops Between M&E and MRV

a. **M&E Feedback**

- The M&E system identifies challenges, such as low CSA adoption rates in certain regions. These challenges are addressed by project managers through additional training or support.

b. **MRV Feedback**

- The MRV system provides updated carbon sequestration figures based on new data, indicating that soil carbon is increasing slower than expected in areas where adoption rates are low. The project team can then focus on improving adoption rates in these areas.

c. **Linking point**

- If the M&E system reports that a particular region has low adoption of CSA practices, the MRV system may adjust its estimates of emissions reductions. The

project team may then invest more effort into targeted extension services or training in these areas.

V. Data Validation and Quality Assurance

a. **M&E Validation:**

- Periodic checks to ensure that adoption rates, land area under CSA, and other indicators are accurate.
- Regular surveys and audits of farmers to ensure that the reported CSA practices are being properly implemented.

b. **MRV Validation**

- Verification of GHG reductions by a third-party auditor, who checks that the carbon sequestration and emissions reductions claims are supported by accurate data (e.g., soil sampling, remote sensing).

c. **Linking point**

- M&E reports that 100 hectares have adopted agroforestry practices. The MRV system uses remote sensing and soil sampling to verify that this practice has led to increased soil carbon sequestration. Any discrepancies between the reported area and the verified area would be flagged for further investigation.

vi. Technology and Software Integration

d. **M&E Tools**

- Data management software and platforms (e.g., Microsoft Excel, Power bi, ODK & Kobo collect) to track training, farmer adoption, and implementation progress.
- GIS software for mapping areas under CSA practices and tracking.

e. **MRV Tools:**

- GHG emission reduction modelling tools (e.g., EX-ACT, NEXT, COMET-Farm) to calculate the impact of CSA practices on emissions reductions.
- Remote sensing tools (e.g., satellite imagery) to assess land cover changes and carbon sequestration.

f. **Linking point**

- Both M&E and MRV systems use **GIS** to track land areas under CSA practices. M&E collects data on areas where CSA practices are adopted, and this information is integrated into MRV systems to model carbon sequestration and emissions reductions based on the land area covered by specific practices.

vii. Third-party Verification

a. **M&E Role in Verification:**

- Ensures that the activities are being implemented as planned, and identifies any discrepancies in reporting adoption or implementation (e.g., a farmer who claimed to adopt a CSA practice but didn't).

b. **MRV Role in Verification:**

- Provides verified emissions reductions or carbon sequestration outcomes based on GHG modelling and field data, which are then verified by an independent third party to certify carbon credits or other climate finance outcomes.

c. **Linking point**

- The M&E system reports that a group of farmers has adopted conservation tillage, but the MRV system, through carbon modelling and soil sampling, confirms that the emissions reduction potential from these farmers is lower than expected due to other factors (e.g., poor soil health). The project team can adjust the implementation strategy accordingly.

viii. Lessons Learned and Adaptations

a. **M&E Lessons Learned:**

- Farmers in a particular region are facing difficulty with adopting CSA practices due to a lack of equipment and extension service. The M&E team identifies this and recommends increasing equipment support and extension services.

b. **MRV Adaptations:**

- Based on the feedback from M&E, the MRV system may adjust its predictions on CSA, recognizing that while adoption is low in certain regions, the potential for CSA is higher in areas with better access to equipment and extension services.

c. **Linking point**

- M&E identifies that farmer are struggling with the implementation of CSA due to high upfront costs and extension services. As a result, the MRV system might adjust its estimates of CSA and emissions reductions, potentially lowering the projected impact in the short term but showing improved results when support increases.

9. Communication and information dissemination

A detailed communications and citizens engagement strategy will be developed during Project Start Up by the Communications Officers. It is envisaged that M&E findings will be presented in quarterly and annual reports. The approach to reporting will recognize that M&E-related findings have several potential audiences. For example, implications for policy will be shared with MGEE and the Project Steering Committee, the use of funds will be shared with WB/MGEE and all implementation partners, as well as with primary stakeholders, and documented lessons will be shared with all stakeholders plus any others who are interested (probably through the Project dedicated website and Facebook or twitter handles). The communications and citizens engagement strategy will cover more than formal reports and include newsletters. Efforts will also be made through other means, such as the quarterly progress reviews, annual programme reviews and periodic reviews of sub-components to actively seek feedback about interim findings and to discuss the actions required.

As a matter of principle, however, draft M&E findings will always be discussed first with implementing partners, service providers and the primary stakeholders to obtain feedback on accuracy, reach joint conclusions and agree on next steps. Once the findings have been agreed with these stakeholders they will be communicated to a wider audience.

10. Annexes

10.1. Annex 1. Annual work plan and budget template

Component	Subcomponent	Activity	Subactivity	Summary Objectives	Description of Activity	Activity type	Responsible	Financier	Total Project Cost	Year 1 (2024)												
2										Cost	J	F	M	A	M	J	J	A	S	O	N	D
2	1																					
2	1	1																				
2	1	1	1							-												
2	1	1	2							-												
2	1	1	3																			

10.2. Annex 2. Quarterly Progress Report Template

REPUBLIC OF ZAMBIA

MINISTRY OF GREEN ECONOMY AND ENVIRONMENT

EASTERN PROJECT JURISDICTIONAL SUSTAINABLE LANDSCAPE PROJECT (EPJSLP)

QUARTERLY

PROGRESS REPORT

(Reporting Period_1st January 2025 – 30th March 2025)

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gef GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

EPJSLP Reporting Template

- ***The purpose of this reporting format is to highlight key information to inform project/programme management for quality performance and accountability.*** *This is a project/programme's primary reporting mechanism and it will compile information from other reports (e.g., activity reports), as well as provide information for other external reports for accountability, resource mobilization and advocacy (e.g., donor reports).*
- ***This report format is to be utilized by all sectors supported by the Project/programme at all levels*** *and is to inform other reporting formats within the EPJSLP Community as appropriate.*
- ***Report submission should follow the agreed (required) frequency and reporting lines according to the specific project/programme*** *– typically reports are submitted by the sector focal point persons to the Monitoring and Evaluation Officer who compiles and submits to the Project Coordinator. The Project Coordinator then reviews and submits to the Provincial Administration, Ministry of Green Economy & Environment and the World Bank on a quarterly and bi annual basis.*
- ***Attach the Results Framework to the report annex,*** *which should be referred to in the analysis of implementation (see Section 4).*
- ***Instructions for completing each section in this report are included in italic. Please delete all italicized instructions when first using the report template*** *(this reduces length, and a copy of the original can be separately saved for future reference).*
- ***Additional guidance for project/programme reporting*** *can be found in the* ***EPJSLP project/programme M&E manual.***

1. Project/program profile

Project Title	Eastern Province Jurisdictional Sustainable Landscape Programme
Project Code	P155827
Country	Zambia
Sector	
Executing Agency	
Contact Person	
PDO	
Project Components	
Effectiveness Date	
Due date for Progress Report submission	
Original disbursement deadline	

Financing source	**Total approved Amt. (US$M)**	**Disbursed to Date Amount (US$M')**	**Disbursed to Date (%)**	**Actual Expenditure (US$M)**	**% Expenditure**
Bio Carbon Fund					
GEF					
IDA					
TOTAL					

2. Executive summary

This section should summarize key points from the other sections of this report to provide a snapshot overview of the project/programme's current status and key actions planned to address any ongoing or new issues and support project/programme implementation.

3. Narrative summary of project progress by component and subcomponent

This section should be based on the objectives as stated in the project/programme's appraisal document and the results framework. *It is a very important part of the report and should be carefully completed. Some key points to guide analysis and reporting include:*

- ***Remember not just to state what happened, but to elaborate,*** *explaining why it happened, what were the contributing factors, why were specific actions taken, who was involved and what further action is required and by whom.*
- ***Remember to relate quarterly performance to the project's overall targets for the year and the life of the project.***
- ***If no activity was taken for a specific objective during the reporting period, explain why*** *(e.g., activity under this objective is planned for next quarter)*
- ***Keep it simple and short –*** *as much as possible, only write what is necessary and sufficient to explain objective and indicator performance. Keep it concise and relevant to the specific objective you are reporting on.*
- ***Remember to include activity photos that are of good quality and high resolution.*** *Photos give life to your results and the report as a whole.*

3.1. Component 1_ Emission Reductions payments distributed in accordance with agreed Benefit Sharing Plan

3.1.1. Subcomponent 1.1. Payment for Emission Reduction Credits

3.1.2. Subcomponent 1.2. Distribution of payments per BSP

3.2. Component 2_ Strengthening institutions and governance for Sustainable Land Management

3.2.1. Collaborative platforms for public and private sectors

3.2.2. Technical capacity for CSA and Forest Management

3.2.3. Biodiversity approaches (Wildlife Management)

3.2.4. Fostering women participation in SLM

3.3. Component 3 Program Management

Use this section to provide an update on the expenses related to human resource, procurement, and financial management, as well as environmental and social risks management and coordination meetings. Monitoring and evaluation, communication, and knowledge management as well as setting the program up to be self-sustaining and a model for future sustainability initiatives should also be reported under this section.

3.3.1. Human Resource

This section should list any new hires, recruitment or other changes in project/programme staffing, highlighting any implications for project/programme implementation. It should also include whether any management support is needed to help resolve any issues. If there have been no significant staffing issues this quarter, state that the project/programme is fully staffed and there are no relevant issues.

3.3.2. Environmental and social compliance

Based on the Social and Environmental Safeguards Assessment (SESA) that was developed under the ZIFLP, use this section to provide an update on the activities undertaken to address any key environment and social issues.

3.3.2.1. Safeguards screening

Using the table below, provide a list of all subprojects that you screened in that particular reporting period and the status of each of those subprojects.

S/N	*Subproject name*	*location*	*Screening date*	*ESMP*	*Status*

3.3.2.2. Safeguards compliance monitoring

Use this section to provide an update on compliance to environmental and social management standards.

3.3.2.3. Feedback Grievance Redress Mechanism

Using the table below, summarize any key stakeholder feedback, especially any complaints logged through the project/programme's stakeholder Grievance and Feedback Redress Mechanism. If it is a complaint, be sure to explain how it was or will be handled in the recommended follow-up column. If there is no feedback, then leave blank. Be sure to update any pending action from the previous feedback.

Complaint *(Clearly indicate whether it is a complaint or positive feedback)*	**Date**	**Priority** **H**igh, **M**edium, **L**ow	**Recommended follow-up** *(Write "NA" is not applicable. If applicable, explain what, who and when will follow.)*	**Date closed**

3.3.2.4. Gender

What has your sector done during the reporting period to address the needs of women and girls? How has this contributed to their improved well-being and lifestyle? Please offer specific details (examples can include: strategy for including women and girls in meaningful ways in your Climate Change work, number of women on Leadership committees, number of training/clubs/groups/interventions specifically targeting women/girls, etc). Note that the target for women participation in all project interventions is 50%.

3.3.3. MRV Development

This section should provide an update of key activities undertaken towards the development of the MRV system for land use change, land degradation, forest degradation and Agriculture. It should also provide a summary of key MRV activities to produce the monitoring report.

3.3.4. Monitoring and Evaluation

This section should provide a concise update of the project/programme's key planning, Monitoring, evaluation and reporting (PMER) activities. Using the table below, summarize the key activities planned, their timing and their status (e.g., completed, in process, planned, etc). Specific PMER activities required of the projects/programmes have been listed in the table. Other activities will vary according to project/programme, and can be inserted appropriately. Some examples include: endline survey, project/programme Monitoring, context Monitoring, beneficiary Monitoring, annual reports, donor reports, M&E training, etc.

M&E Activity/Event	**Timing**	**Comments - Status and relevant information**
AWPB		
Develop the M&E Manual		
Conduct a Beneficiary Impact Assessment Survey		
M&E Capacity building for staff		
Conduct a mid-term review		
Conduct Terminal Evaluation of the Project		

3.3.5. Communications and stakeholder management

3.3.5.1. Stakeholder engagement

*Concisely describe how key stakeholders, **particularly local beneficiaries and private sector players,** have been involved in the project/programme (which can include project/programme design, implementation, Monitoring, evaluation and reporting).*

3.3.5.2. Sector Integration

How are you working with other sectors (Agriculture, Forestry, Physical Planning, Energy, Wildlife etc.) to improve the impact on and well-being of communities? Tell of specific activities done in collaboration and the results? Tip: this should be work done jointly with another sector in design, implementation, etc. Just working in forestry does not count as integration with forestry if there is no planning together.

3.3.5.3. Most Significant Change Story

Pictures and stories give life to your project/program results, sharing impact on the lives of beneficiaries, families, and communities. Your MSC story should answer the what, why, when, who and how questions. Attach good quality or high-resolution photos.

What was done during this reporting period to ensure people have adopted sustainable landscape management behaviors (i.e., climate smart agriculture (ripping, potholing), use of improved cookstoves, woodlot establishment and agroforestry,)?

3.3.6. Financial Management

This section should provide a concise overview of the project/programme's financial status based on the project/programme's finance reports for that reporting quarter. Please answer the following questions in your financial analysis:

i. *If there have been any budget revisions greater than ten percent from the original plan, please give reasons.*
ii. *If the execution rate looks like it will be less than 80 per cent of the budget by the end of the year, give reasons.*
iii. *If the project/programme's budget versus actual variance is more than 20 per cent at the cost category level (supplies, personnel, workshop, etc.), please explain.*
iv. *If the project/ programme is not fully funded for the year, how will this affect the project/programme's implementation and what is being done to address this issue?*

Project component	**Allocated Amt**	**Disbursed Amt**	**% Disbursed**	**Budget Amt**	**Expenditure**	**% Exp**

3.3.7. Procurement Status Update

This section should summarize or rather provide a status update of all key procurements based on the approved procurement plan. The report should provide a snapshot overview of the project/programme's current procurement status and key actions planned to address any ongoing or new issues that may be hindering the speed completion of procurements. Use the table below to complete the report.

Description	Category	Market approach	Estimated amount	Actual contract value	Process status	Completion status

3.3.8. Supervision of BSP

Beneficiaries will receive funding from carbon revenues as per agreed BSP. Therefore, this section will provide an update on the implementation of the BSP.

4. Analysis of project/programme results (PDO and Intermediate Level)

Project/Programme Development Objective Indicator: *State the project/programme development objective indicator as it appears in the project/programme results framework and report on the goal performance. Link the achievement with the activities undertaken to show the attribution or contribution made by the interventions undertaken by the project.*

Intermediate Indicator*: State the outcome Indicator statement as it appears in the project/programme results framework and report the achievement as at the close of the reporting period.*

Indicator Variance Explanation. *Variance is the difference between agreed targets and actual results. Referring to the results framework or the Indicator Tracking Table,* ***explain any variance greater than ten per cent*** *(Percentage of target) for PDO and intermediate indicators. Explanations should be concisely listed below by indicator number, and can be expanded on in the additional explanation section*

- *Indicator 1.a: Provide explanation here, e.g. "Variance was 50 per cent below target because of an early start to the rainy season with unexpected floods that restricted transportation to and between targeted communities…"*

Example

4.1. Project Development Objective Indicators

PDO Indicator 4.1. *Emissions Reduction distributed in accordance with the agreed benefit sharing plan*

- ***Indicator Definition:*** *This indicator seeks to capture the development aspects of the transaction. ERPA payments have to be distributed based on an agreed Benefit Sharing Plan (BSP) that has been deemed acceptable to the World Bank. To be deemed acceptable to the World Bank, a BSP must meet all of the requirements, as detailed in criterion 3.6 of the ISFL ER Program Requirements. ER Monitoring Reports will have to provide evidence satisfactory to the World Bank Group that the Benefits have been shared in accordance with the BSP.*
- ***Achievement:*** *There are no ERPA payments that were made during the period under review.*
- ***Variance Explanation:*** *There are no ERPA payments that were made during the period in review reasons being, the project took long to be effective and as such the monitoring, reporting and verification of ERs could not be completed on time to allow the processing of any transaction.*

5. Key challenges, recommendations and lessons learnt

i. ***Challenges and recommendations*** *– use this section to report what have been the primary project challenges during this reporting period? What steps have you already taken or do you plan to take to address these challenges?*

ii. ***Lessons*** *- Use this section to highlight key lessons and how they can be applied to this or other similar projects/programmes in future.* ***Note that this section*** *should highlight lessons that inform organizational learning for this and similar projects/programmes in the future.*

S/N	Challenges	Recommendations	Lessons learnt
1			

6. Planned activities for the next quarter

Concisely summarize the overall plan of action for next quarter, highlighting any key considerations.

7. Annex

7.1. Results Framework and ISFL Indicators

PDO	*To generate payments to the Program Entity for measured, reported, and verified Emission Reductions (ERs) and to distribute the payments according to an agreed Benefit Sharing Plan (BSP).*						
Results chain	*indicator*	*Unit of measure*	*baseline*	*target*	*Achieved*	*Variance*	*comment*
PDO	*Emission Reductions payments distributed in accordance with agreed Benefit Sharing Plan*	*Yes/No*	*No*	*Yes*			

10.3. Annex 3. Training workshop/meeting attendance register

Ministry of Green Economy & Environment
Eastern Province Jurisdictional Sustainable Landscape Project (EPJSLP)
Attendance register

Title of training/meeting: _____ Date: _____Location: _____

#	Name	Gender		Ben Type	District/village/Institution	Email	NRC	Signature
		M	F	N/R				
1								
2								
3								
4								
5								
6								
7								
8								

Note: on Beneficiary Type R = Repeat Beneficiary while N = New Beneficiary Attendance summary: Total____ M___F_____ Beneficiaries: R_____ N_____

10.4. Annex 4. Climate Smart Agriculture Monitoring Tools


FarmerRegistration Form091024.docx


Land Preparation Tool 091024.docx


Crop Management Monitoring Tool_Final


Post-Harvest Tool091024.docx


EPJSLP Training Monitoring Form.doc

10.5. Annex 5. Community Forest Management Group (CFMG) Monitoring Guide checklist


Community Forestry Monitoring Guide and


Cookstove Monitoring Form.xlsx


EPJSLP_CFMG Monitoring form 1311


Cookstoves Data Verification Form.doc

10.6. Annex 6. Wildlife Management Monitoring Tools (Patrols & HWC)


Patrol Data Form.xlsx


HWC- Form.docx

10.7. Annex 7. Sample ToRs for Beneficiary Impact Assessments


TORs_EPJSLP_ Beneficiary Assessmer

10.8. Annex 8. General ToRs for Project Evaluations


Sample Evaluation TORs.pdf

10.9. Annex 9. Sample Activity Concept Note _Template


Sample activity concept note_Templat


Data Entry Form_Training Qualait

10.10. Annex 10. Activity Report Templates & Distribution Form


Training Activity Report Template.doc


Distribution form.docx


EP-JSLP SUB-PROJECT SCREEN


Extension Services Quality & Beneficiary


Training Quality & Beneficiary satisfactio

10.11. Environmental and social standards monitoring tools


Grievance Registration Form_09


E&S Compliance Monitoring Tool.docx


GRM_Logsheet.xlsx

10.12. Indicator Target Table by Sector

Eastern Province Jurisdictional Sustainable Landscape Project Indicator Targets Table											
Results Level	**Unit of measure**	**Baseline value**	**Target**	**Sector Targets/Contribution**							
PDO Indicators				**FD**	**DOE**	**MoA**	**DNPW**	**ZEMA**	**PIU**	**MFL**	**Total**
Emission Reductions payments distributed in accordance with agreed Benefit Sharing Plan	Ye/No	**No**	**Yes**	-	-	-	-	-	Yes	-	**Yes**
Volume of CO2e Emission reductions that have been measured and reported by the Program Entity, and verified by a Third Party	Metric ton	**0.00**	**30,000,000.00**	24,966,010.	2,180,910.00	2,748,246					**29,895,166**
MRV systems set up and functional for all relevant land-use sectors	Ye/No	**No**	**Yes**					Yes	Yes		**Yes**
Intermediate Indicators											
Chiefdoms with signed Chiefdom Emission Reduction Performance Agreements (CERPAs) that have received monetary and nonmonetary benefits from the emission reductions payments	Number	**0.00**	**57.00**						57.00		**57.00**
Number of people in Farmer Groups, Cooperatives involved in forestry and agriculture-related	Number (disaggregated by gender)	**0.00**	**400,000.00**	150,000.00		150,000.00	100,000.				**400,000.00**

income generating activities and receiving benefits from the project	%	**0.00**	**45.00**	4 5.00		45.00	45.00				**45.00**
Number of people in private sector schemes adopting improved agricultural practices	Number (disaggregated by gender)	**0.00**	**500,000.00**			500,000.00					**500,000.00**
	%	**0.00**	**45.00**			45.00					**45.00**
Land area under sustainable landscape management practices	Hectares (Ha)	**0.00**	**415,000.00**	335,000.00		80,000.00					**415,000.00**
Communities with strengthened capacity for sustainable land management	Number	**0.00**	**250.00**	119.00		111.00	18.00			2.00	**250.00**
Women trained in leadership skills training	Number	**0.00**	**420.00**	185.00		185.00	50.00				**420.00**
Beneficiaries satisfied with the Project.	Percentage	**0.00**	**90.00**	90.00	90.00	90.00	90.00	90.00	90.00	90.00	**90.00**
Volume of for-profit private sector finance leveraged through Benefit Sharing Mechanism to contribute to ISFL objectives	USD	**0.00**	**11,000,000.00**						11,000,000.		**11,000,000**
Volume of not-for-profit finance (public or private) leveraged to contribute to ISFL objectives	USD	**0.00**	**10,000,000.00**						10,000,000.		**10,000,000**