

DELIVERABLE 5.4

MONITORING AND EVALUATION METHODS FOR ADAPTATION MEASURES ASSESSMENT

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Project key facts

Priority:	2. Safety and resilience	
Specific objective:	2.1 Improve the climate change monitoring and planning of adaptation measures tackling specific effects in the cooperation area	
Acronym:	RESPONSE	
Title:	Strategies to adapt to climate change in Adriatic regions	
Project ID n°:	10046849	
Lead Partner:	INFORMEST	
Duration:	01.01.2019	31.12.2021

Deliverable information

WP 5	Mainstreaming adaptation planning into local policy frameworks
A 4	Monitoring and evaluation methods for adaptation measures assessment
Issued by:	Partner n° 5 - EIHP
Reviewed by:	Partner n° 3_UNIVPM, Partner n° 1_APE
Partners involved:	UNIVPM, APE
Status:	FINAL
Distribution:	confidential / public
Date:	15.3.2022

Document history

Version	Date	Author	Description of changes
V 0.2	27.9.2021	EIHP	draft
V 0.3	15.3.2022	EIHP	final

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Introduction

Monitoring and evaluation are important activities for any project implementation. To plan and to implement adaptation measures are two separate processes and we need to properly address responsibilities and tools for each process.

Development of the SECAP (Sustainable Energy and Climate Action Plan) and associated adaptation measures are part of the planning process where solutions (adaptation measures) for identified risk caused by climate changes are identified. The process involves close cooperation between local and county stakeholders and SECAP developer in effort to maximise quality of data analysis from on-site inspection and available open-source data. Harmonised input data are defining indicators used for calculation of climate change caused hazard and associated risks. The value of calculated risk afterwards has high importance for prioritisation of defined adaptation measures.

In the implementation phase, adaptation measures are planned in detail and implemented on-site. The process usually consists of different activities listed below:

- The planning (definition of management plan, detailed time and cost plan, communication plan, controlling and validation methods, risk analysis...)
- The design (definition of all activities, content, deliverables, drawings, bill of quantities, permit issuing...)
- The conduction (carrying out activities according to the implementation plan)

Monitoring activities have focus on overall project progress, controlling stakeholder engagement, communications taking into consideration unpredicted circumstances.

Validation activities require evaluation of hard data during and/or at the end of the measure implementation phase. This analysis should confirm that measure is successfully achieving planned goals in terms of quality, quantity, resources, cost, time schedule...Also, in case of huge discrepancies in project progress, presumed are corrective and preventive actions.

Also, the mitigation measures are an important part of SECAP, and they could be covered in the same way using monitoring and validation methods prepared for adaptation measures.

1 Monitoring methods

The document SECAP determines adaptation measures for various hazards and their effect on the local community. The number of identified measures depends on the identified risks, city/municipality size, available resources, number of inhabitants, development (especially near sea coast) and appropriate engagement of stakeholders. Among the involved stakeholders, a fundamental figure has the person who will control SECAP implementation and therefore, their role in definition of adaptation and mitigation measures is important. They must be aware of identified risks, possible hazards, and properly respond to them. Also, they must plan all these measures till 2030. year. Many of the presumed measures will have duration longer than one year and there is a big possibility that their activities will overlap during SECAP implementation.

The successful plan to monitor planned measures is to develop a plan for SECAP implementation till 2030. The plan should include information about measure activity in the year, presumed progress, targets and all-important information for successful measure implementation. The level of detailed description of adaptation measures defined in SECAP can be pivotal for monitoring of implementation progress.

For that purpose, the EIHP team developed a time schedule for implementation of adaptation measures defined in SECAP for the City of Cres. Plan includes only information about adaptation measure implementation plan (by year). By this approach, the city has the possibility to plan in more detail each measure and its progress dynamic.

The developed time schedule for implementation of adaptation measures identified in sectors agriculture and health, is presented in the picture below. Time schedules can also be produced for developed mitigation measures.

Sector	Adaptation measure	2022	2023	2024	2025	2026	2027	2028	2029	2030
Agriculture	A1 Drought protection and water management plan in agriculture									
	A2 Construction of a system for collecting, storing and delivering water in agriculture									
	A3 Education and informing farmers									
Health	H1 Raising public awareness, especially of vulnerable groups, about heat stroke prevention									
	H2 Improving housing conditions									
	H3 Strengthening green infrastructure									
	H4 Strengthening the capacity to provide information and health care									

2 Validation methods

Validation of gain results during and at the end of the measure implementation period is activity that should determine if the measure is developed according to planned restraints. The validation activities can be performed according to validation plan (determined in planning phase), by specific time or progress period or by random validation inspections. It all depends on the measure type and validation plan defined in the contract for implementation.

For the SECAP implementation, reporting on progress in adaptation measure implementation is presumed every two years. The validation of progress includes analysis to confirm if the measure is successfully achieving planned goals in terms of quality, quantity, resources, cost, time schedule...

For that purpose, the EIHP team developed *A yearly Form for adaptation measures monitoring progress*.

The purpose of this form is to be a tool for monitoring and validation process. In accordance with time-schedule, each identified measure with activities in the reporting year should be monitored and evaluated (implementation progress.). The idea is that at the end of each calendar year, the person responsible for SECAP implementation fills this form identified measure. A form is filled with required information, signed, and saved, and as such, a part of project (implementation of adaptation measure) documentation.

The presented form is just an example of which elements the measure implementation can be monitored and validated. Content of values that we are planning to control and validate during implementation can vary and it is advisable to insert expected values for specific targets that you are planning to reach in time. Milestones, risk and indicator values, time and cost dynamics of planned progress are just examples of possible values that we can monitor and validate.

Example for *A yearly Form for adaptation measures monitoring progress*. Is presented below.

Name	Adaptaion measure 1	Person responsible
Status	<i>Design/Implementation/Implemented</i>	
Stakeholder engagement	<i>Yes/No</i>	
Co-financing sources included	<i>Yes/No</i>	
Schedule control	<i>under expected/ as expected/ above expected</i>	
Cost control	<i>under expected/ as expected/ above expected</i>	
Quality control	<i>under expected/ as expected/ above expected</i>	
Evaluation (risk/indicator status)	<i>under expected/ as expected/ above expected</i>	
Evaluation	<i>Corrective actions if applicable</i>	
Name of person responsible for SECAP implementation		Signature

The form should always take into consideration key elements for monitoring and controlling progress like status, stakeholder engagement, schedule and cost progress.