



Monitoring and Evaluation Plan

Technical Assistance for Resilience to Climate Variability in the Building Sector of Antigua and Barbuda

Submitted to

**Climate Technology Centre and Network
United Nations Industrial Development Organization**

By

ECMC

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Document History and Status

Version No.	Date	Description	Distributed to	
			Name	Position
V01Draft	July 11, 2018	M&E Plan – Draft	Sandra Bry	Adaptation Coordinator LAC & West Africa, CTCN
V02Final	July 13, 2018	M&E Plan - Final	Sandra Bry	Adaptation Coordinator LAC & West Africa, CTCN



This Monitoring and Evaluation Plan was designed based on the outputs and activities identified in the Terms of Reference for the Technical Assistance (TA). Key indicators were selected from the TA Closure and Data Collection Report in addition to developing specific and relevant indicators.

(A) Outputs and Activities as described in the Response Plan	(B) Response Plan target for the Output or Activity	(C) Indicator	(D) Method and frequency for data collection	(E) Value for Output/Activity produced using the indicator in column C	(F) Difference between targeted and delivered Output and activity values
Activity 1 i)	Detailed Work Plan developed	Number of other information materials created	Document Review	1 document/plan	None
Activity 1 ii)	Monitoring and Evaluation Plan developed	Number of other information materials created	Document Review: Document template; Standardised CTCN Performance Indicators	1 document/plan	None
Activity 1 iii)	CTCN Impact Description Developed	Number of external communication and outreach activities conducted to showcase the assistance	Document Review: CTCN Impact Description Examples; Terms of Reference; Response Plan for Technical Assistance, Antigua and Barbuda Intended Nationally Determined Contribution (INDC)	1 document/plan	None
Activity 1iv)	Closure and Data Collection report prepared	Number of other information materials created	Document Review: Document template; Evaluation forms from training sessions; Inspection data and photos; Information from Antigua and Barbuda Government Team	1 report	None
Activity 1v)	Delivery impact assessment report	Number of other information materials created	Document Review: Evaluation forms from training sessions; Information from Antigua and Barbuda Government Team	1 report	None



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Activity 2.1	Draft bid package developed	Document which includes generic work scope, method statements and quality standards as specified by CTCN and Antigua and Barbuda team	Visual observations of a representative sample (5 buildings) of the 30 buildings guided by inspection checklist Non-destructive testing Preliminary analysis of data collected Document Review: <ul style="list-style-type: none"> • 2015 OECS Building Code • ASTM E2514 Standard Practice for Presentation Format of Elemental Cost Estimates, Summaries and Analyses • FEMA guides on screening of buildings for potential seismic hazard 	The condition of the 5 buildings should indicate the typical scope of work to be undertaken for the 30 buildings	None
	Guidance note for data collection, detailed work assessment and cost estimation submitted	Guidance note which allows the local engineer to undertake detailed inspection and prepare work packages based on best practices	Document Review: <ul style="list-style-type: none"> • ASCE 11 Guideline for Structural Condition Assessment of Existing Buildings; • Standard and Poor's Property Condition Assessment Criteria 	1 guidance note	



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			<ul style="list-style-type: none"> • ASTM E2514 Standard Practice for Presentation Format of Elemental Cost Estimates, Summaries and Analyses • FEMA Guides for wind retrofit and seismic rehabilitation 		
Activity 2.2	Draft bid package consultation	Number of informed consultation with key stakeholders	Meeting with key stakeholders with feedback collected via documented meeting notes	1 meeting each with key stakeholders	None
	On-site training of the local engineer and Antigua and Barbuda Government team	Number of organisations trained	Review of training feedback forms	<ul style="list-style-type: none"> • Department Of Environment - Government of Antigua and Barbuda • Ministry of Works and Housing – Government of Antigua and Barbuda 	TBC by CTCN/Antigua and Barbuda Government team
		Number of people who received the training <ul style="list-style-type: none"> • Number of men • Number of women 		TBC by CTCN/Antigua and Barbuda Government team	TBC by CTCN/Antigua and Barbuda Government team



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		Level of satisfaction of participants		At least 85% indicating 'Satisfied' and above	TBC by CTCN/Antigua and Barbuda Government team
		Percentage of participants that increased their capacities		At least 85% indicating 'Very' and above	TBC by CTCN/Antigua and Barbuda Government team
	30 detailed work packages	Each work package includes a work list, site plan and engineering cost estimate	Checklist for document contents	30 work packages	None
	Standard structural drawings prepared	Structural drawings include standard details and notes for components and systems identified as deficient during inspections	Document Review: <ul style="list-style-type: none"> • 2015 International Building Code • 2015 International Existing Building Code • GIS data, maps and PDF or CAD drawings for the facilities 	Standard structural drawings when used during implementation assist in improving disaster resilience (number to be determined)	TBC by CTCN/Antigua and Barbuda Government team
Activity 2.3	Technical Advice Notes (TAN) for 2018 procurement and	Efficient procurement mechanisms are being used	Telephone and email discussions for 6 weeks	6 TAN	TBC by CTCN/Antigua and Barbuda Government team



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	implementation activities	Applicable construction method and technologies			