



CLIMATE
INVESTMENT
FUNDS

CTF Monitoring and Reporting Toolkit



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Cover photo: Wind turbine farm, Tunisia. Photo: Dana Smillie / World Bank

CIF Program	Clean Technology Fund (CTF)
INTRODUCTION	<p>This toolkit consists of guidance and reporting tools for the core indicators, based on the Revised CTF Results Framework. This toolkit is intended to help the MDBs and country project/program teams provide consistent accurate data and information on the projected results and actual achievements of CTF projects/ programs.</p> <p>In addition to the MDB’s reporting to the CIF Administrative Unit, the toolkit has been designed to allow CTF country focal points, project/program implementation units/teams, MDB task teams and other in-country stakeholders to assess progress at both the national level and the project/program level.</p> <p>This reporting toolkit consists of this explanatory text and two tables; one multi-year table for each project with no sub-projects and one multi-year table for each private-sector sub-project.</p>
REASONS FOR MEASURING	<p>The reason for measuring the core indicators is to determine whether and to what extent the CTF interventions achieve the proposed country outcome objectives, which are:</p> <ul style="list-style-type: none"> (a) avoided greenhouse gas (GHG) emissions (b) increased finance for low carbon development mobilized (c) increased supply of renewable energy (RE) (d) increased access to public transport (e) increased energy efficiency <p>The overall country- level impact objective of CTF, which is measured by these outcomes, is a transformed national low carbon economy.</p>
CORE INDICATORS	<p>MDBs should provide information on the relevant core indicators for all projects/programs or sub-projects for private sector programs that are being implemented. Each project and program, once under implementation, should also report on progress and achievements on an annual basis.</p> <p>The following five core indicators are included in the Revised CTF Results Framework at outcome level. Indicators B1 and B2 will be applied to all CTF projects while indicators B3, B4 and B5 will be applied depending on the type of project:</p> <ul style="list-style-type: none"> B1. Tons of GHG emissions reduced or avoided B2. Volume of direct finance leveraged through CTF funding – disaggregated by public and private finance B3. Installed capacity (MW) as a result of CTF interventions B4. Number of additional passengers (disaggregated by men and women if feasible) using low carbon public transport as a result of CIF intervention B5. Annual energy savings as a result of CTF interventions (GWh)

	<p>In addition to the above it is “required that at least one indicator for a development co-benefit is identified and integrated for each project/program financed under the CTF”¹.</p>
<p>CORE INDICATOR 1. Tons of GHG emissions reduced or avoided</p>	<p>This indicator will report the net change in greenhouse gas (GHG) emissions measured in tons of carbon dioxide equivalent (tCO₂eq), estimated relative to the assumed business as usual emissions trajectory (i.e., baseline), over the lifetime of the investments. This estimate will reflect total direct GHG emissions reduction as a result of CTF interventions.</p> <p>Tons of carbon dioxide equivalent (tCO₂eq) refers to metric tons.</p> <p>The assumption on the timeframe for each project should be specified and clearly explained. Indirect GHG emissions reduction, for example, as a result of replication, will be reported separately from direct emissions reduction.</p> <p>Calculation of GHG emissions reduced involves the following steps:</p> <ul style="list-style-type: none"> ▪ Determine the baseline counterfactual ▪ Estimate the change in activity or fuel consumption resulting from the CTF intervention ▪ Estimate the net change in GHG emissions through an emissions factor to the activity level data <p>For reporting purposes, all assumptions on baselines, change in activity or fuel consumption, and emission factors need to be clearly explained. Reporting of GHGs will focus on CO₂ and CH₄. Other GHGs may be considered when their contribution to the overall level of CO₂eq emissions is expected to be significant.</p> <p>For annual monitoring and reporting, this indicator will report the amount of GHG reduced or avoided during the 12-months reporting period, based on the process outlined above.</p>
<p>CORE INDICATOR 2. Volume of direct finance leveraged through CTF funding – disaggregated by public and private finance</p>	<p>Direct finance leveraged through CTF funding involves both public and private sources. These sources of finance constitute an integral part of the financial package of each CTF project.</p> <p>Under this definition, leveraged finance and co-finance are used interchangeably. For CTF projects, finance leveraged through CTF funding may come from the MDBs, bilateral agencies, governments, commercial banks, investors, local and international companies, foundations, and non-government organizations.</p> <p>For project proposals submitted to the Trust Fund Committee for funding approval, the total estimated volume of levered finance will be presented. The volume of leveraged finance will be disaggregated by public and private finance. To the extent feasible, each source and amount of leveraged finance will be specified.</p> <p>For annual monitoring and reporting, this indicator will report on the amount of finance disbursed to or received by the beneficiary or executing agency of</p>

¹ Revised CTF Results Framework, Dec 6,2012, para 19 & 20

	<p>the project/program during the 12-month reporting period, verified by official written agreement or actual transfer of funds.</p>
<p>CORE INDICATOR 3. Installed capacity (MW) as a result of CTF interventions</p>	<p>This indicator measures total installed capacity of electricity or heat generation by renewable energy as a result of CTF interventions. It includes both grid-connected and off-grid systems.</p> <p>Installed capacity refers to the overall production on a rated or actual production capacity measured in megawatts (MW). For project proposals submitted to the Trust Fund Committee for funding approval, total installed capacity as a result of the CTF project will be presented.</p> <p>For annual monitoring and reporting, this indicator will report on the actual capacity installed during the 12-months reporting period.</p>
<p>CORE INDICATOR 4. Number of additional passengers (disaggregated by men and women, if feasible) using low carbon public transport as a result of CTF intervention</p>	<p>This indicator measures the number of additional passengers per year using low-carbon public transport as a result of the CTF interventions. Efforts should be made to collect and report data that are disaggregated by female and male.</p> <p>Each CTF transport project focuses on different aspects and means of low-carbon public transport. It is therefore important that each project briefly explains the type of intervention and the theory of change when reporting on this indicator. This indicator may feed into the GHG indicator, but it is not necessarily the sole indicator with which to derive reduced or avoided GHG emissions.</p> <p>For project proposals submitted to the Trust Fund Committee for funding approval, total number of additional passengers over the lifetime of project as a result of CTF intervention will be presented.</p> <p>For annual monitoring and reporting, this indicator will report actual data over a 12-months reporting period. Data on this indicator can be collected through surveys, project reports, data from government agencies and other appropriate institutions. A dynamic baseline will be used to estimate additional passengers using low-carbon public transport.</p>
<p>CORE INDICATOR 5. Annual energy savings as a result of CTF interventions (GWh)</p>	<p>This indicator measures the increased energy efficiency as a result of CTF interventions. When converting fuel savings to GWh, proper energy conversion factors should be used and explained.</p> <p>For project proposals submitted to the Trust Fund Committee for funding approval, total energy savings over the lifetime of the investment will be estimated (with explanation of assumptions), which in turn will be converted to tons of GHG emissions savings using appropriate emission factors.</p> <p>For annual monitoring and reporting, this indicator will report on energy savings during the 12-months reporting period, based on the process outlined above.</p>

CO-BENEFITS	<p>Each project/program will outline and where possible quantify and/or explain expected positive development co-benefits beyond the immediate project outputs at the start of the project/program. All key or underlying assumptions about co-benefits must be clearly articulated in the project document so that ex-post evaluations can assess the effectiveness of supported interventions. At least one indicator for a development co-benefit should be identified and integrated into each project/program financed under the CTF ². Reporting on development co-benefits should be done when appropriate, preferably annually.</p> <p>Co-benefits are expected at the outcome level, for example;</p> <ol style="list-style-type: none"> a. Access to energy: increased or improved provision of energy, particularly for women and the poor, b. Health; reduced pollution, reduced respiratory problems and improved health of women, men and children, and c. Employment: temporary and long-term jobs for women and the poor. <p>Sample indicators are included in the CTF Revised Results Framework.</p> <p>Information regarding progress on development co-benefits should be drawn from official national planning, policy and statistical documents, national repositories, including meeting documents, workshop, budget reports, policy papers and other relevant reports available from civil society and the stakeholder community.</p>
TECHNICAL DEFINITIONS	<p>Activities as a result of CTF interventions are defined as those funded by CTF funds as well as all those funded by the leveraged co-financing reported in Indicator B2.</p> <p>The expected reporting closure date is the date when the MDB last expects data on the core indicators from the project/program. Each MDB has a different term for this date. For some it is the closure or completion date. This date can be modified if projects are extended or terminated.</p> <p>The reporting year refers to the twelve month period from July 1 through June 30, the following year.</p> <p>Stakeholders refer to those operating at the country level, including bilateral and UN organizations, civil society organizations, and the private sector³.</p>
METHODOLOGY	<p>Given the nature of the CTF projects and the fact that all core indicators are outcome indicators, it is recognized that significant progress may only occur near or at project/ program completion.</p> <p>The MDBs are developing comprehensive methodologies and guidance for GHG emissions. The purpose of this sheet is therefore to primarily provide guidance on the process to ensure consistency of the monitoring and reporting between the individual MDBs as well as to be transparent to the stakeholders.</p>
DATA SOURCES AND DATA COLLECTION	<p>Reporting of baselines is not necessary for the five core indicators since they are set at 0. This is because they each measure the increase in activities “as a</p>

² CTF Revised Results Framework, para 19 &20

³ Measures to Improve the Operations of the Climate Investment Funds, Nov18, 2011, para.11

	<p>result of CTF interventions”.</p> <p>Targets are those results proposed in project documents at the time of funding approval by the Trust Fund Committee and verified/modified at the time of MDB board approval. There are three columns for project/program targets in table A:</p> <ol style="list-style-type: none"> a. The target stated in the proposal document at the time of the TFC approval, b. The target over the lifetime of the investment in the proposal document at the time of the MDB approval, and c. The target by the expected reporting closure date, as in the proposal document at the time of the MDB approval. <p>For reporting targets in private sub-projects, table B there has three columns:</p> <ol style="list-style-type: none"> d. The program target over the lifetime of the investment in the proposal document at the time of the MDB approval, e. The sub-project target over the lifetime of the sub-project investment indicated at the time of MDB approval, and f. The sub-project target by the expected reporting closure date indicated at the time of the MDB approval. <p>When targets are modified later in the project/program lifetime, then alterations should be made, but notes made in the comments section beneath each indicator.</p> <p>Data from the project/program level monitoring system need to be used for reporting actual results rather than projections or ex-ante estimates.</p> <p>All documentation containing relevant information (the evidence base) supporting reported results is auditable. It should be stored by the CTF country focal point in one location, for future reference.</p>
<p>RESPONSIBILITIES FOR MONITORING AND REPORTING</p>	<p>For each project MDBs and CTF focal point in country will work with the country to fill the sections on the core indicators in the CTF monitoring and reporting table.</p> <p>Table A should be completed for all public sector projects/programs and private sector project/programs with no sub-projects. Table B should be used for private sector sub-projects.</p> <p>Where a project or program is co-funded by two MDBs, there must be an agreement on which MDB will report on the project to the CIF Administrative Unit. There can only be one report for each project because the focus of the CIF monitoring and reporting is at the project level. The risk of double counting, if MDBs only reported on their part of the project, should be avoided.</p> <p>Task team leaders will review the data before sharing the final results.</p> <p>The information will be shared with the CIF Administrative Unit by July 31 each year.</p>
<p>OUTREACH AND STAKEHOLDER</p>	<p>The MDBs and CTF focal point in country should invite stakeholders to review the annual results of the program before sharing the final results with the CIF</p>

PARTICIPATION	<p>Administrative Unit.⁴</p> <p>It is recommended that this would be done as part of an already planned stakeholder coordination meeting⁵ such as the stakeholder meeting within the Investment Plan update process.⁶</p>
TABLES	<p>The reporting tables have been designed to capture detail to the sub-project level, to allow MDBs to fully report on the variety/diversity of the project/program that would be otherwise not available.</p> <p>Table A is to be completed for each MDB-approved project/program which has no documented private sector sub-projects.</p> <p>Where there are documented private sector sub-projects, complete a Table B for each sub-project. The CIF Administrative Unit will aggregate the data to the project level.</p> <p>Be sure to enter the date the report is submitted on each table. This will be important to distinguish if later revisions of the same sheet are submitted.</p> <p>Examples of the tables are included in this toolkit, however the tables to be completed are part of an Excel workbook file.</p> <p>Only blue colored cells need to be completed. This includes cells for comments, explanations and to highlight relevant achievements of the CTF project/program during the reporting period. The other cells have formulae in them that will do the calculations for you. The worksheets are protected from accidental entries. There is no password, so they can be unprotected if necessary.</p>

⁴ Measures to Improve the Operations of the Climate Investment Funds, Nov18,2011, para 5 & 6

⁵ Revised CTF Results Framework, Dec 6, 2012, para 15

⁶ Summary of Co-Chairs Joint Meeting of the CTF and SCF Trust Fund Committees, May 1-2,2012, para.11b

Table A: Monitoring and Reporting for CTF Projects and Programs

Date this report was submitted: mm/dd/yy

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<Country>	Project/Program Title: <Title> Implementing MDB 1: <MDB1 Name> Implementing MDB 2: Amount of CTF funding (million USD): Date of First MDB Approval: <Date> Report Year 2014 covered in this sheet:	Project/Program ID (from the CTF pipeline): <Project ID> Project/Program ID (from the CTF pipeline): Project lifetime: _____ years Expected Reporting Closure Date: mm/dd/yy
From: 07/01/13 To: 06/30/14		

Please complete all cells colored

Core indicators	Unit	Target at the time of TFC approval (cumulative over lifetime of the investment)	Target at the time of MDB approval (cumulative over lifetime of the investment)	Target at the time of MDB approval (as of expected reporting closure date)	Report Year 2013	Report Year 2014	Report Year 2015	Report Year 2016	Report Year 2017	Report Year 2018	Report Year 2019	Total actual to date
					Cumulative until July 2013	Annual	Annual	Annual	Annual	Annual	Annual	
B1. Tons of GHG emissions reduced or avoided	Tons of CO2 equivalent											0.000 T
Provide assumptions and remarks related to estimation of GHG emissions reduced and/or avoided												
Total Project size in US million \$		US\$m	US\$m	US\$m	US\$m	US\$m	US\$m	US\$m	US\$m	US\$m	US\$m	US\$m
B2. Volume of direct finance leveraged through CTF funding		US\$m	US\$m	US\$m	US\$m	US\$m	US\$m	US\$m	US\$m	US\$m	US\$m	US\$m
<MDB1 Name>	million US\$											0
Other MDB (please specify)												0
Government												0
Private sector												0
Bilateral												0
Other												0
Exchange Rate used for non-US\$ investments	US\$1 =											
Specify the source of direct finance (e.g., name of the private sector, bilateral agency and other)												
B3. Installed capacity (MW) as a result of CTF interventions		0 MW	0 MW	0 MW	0 MW	0 MW	0 MW	0 MW	0 MW	0 MW	0 MW	0 MW
Wind	MW											0 MW
Solar												0 MW
Hydro												0 MW
Geothermal												0 MW
Other/Mixed												0 MW
Describe methods of calculation												
B4. Number of additional passengers using low-carbon transport as a result of CTF		0	0	0	0	0	0	0	0	0	0	0
Female	No. of people											0
Male												0
Describe the type (car, bus, train, other) of low carbon transport and how passenger numbers have been calculated												
B5. Annual energy savings as a result of CTF interventions (GWh)												0 GWh
Comment on methods of calculation												

Development indicator(s): Please identify at least one indicator for development co-benefits. Reporting on development co-benefits must be done when information is available, not necessarily annually. At a minimum, at project completion.

Describe the development co-benefits													

Does the project/program intend to seek carbon finance or has it received carbon credits? If yes, please explain.

Please provide remarks, as appropriate, for any indirect GHG emissions reduction and indirect finance leveraged.

General comments and/or project status (Optional)

