

# CLIMATE INVESTMENT FUNDS

CTF/TFC.X/X  
November, 2012

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Meeting of the CTF Trust Fund Committee

## **PROPOSAL FOR REVISED CTF RESULTS FRAMEWORK**

**VERSION: AUGUST 31, 2012**

**REVISED CTF Results Framework for REVIEW**

The document is the result of a first round of discussions of the MDB CTF Committee.

Please review the document and discuss the revised results frameworks within your respective organizations. Feedback on the proposed logic model and the indicators are particularly welcome. The CIF AU would be very grateful to receive your comments and suggestions **by September 24, 2012.**



## REVISED CTF RESULTS FRAMEWORK

### BASIC PRINCIPLES

The revised CTF results framework serves as a basis for moving forward in developing M&E systems for CTF investment plans (IP) and related projects and programs. The application of the CTF results framework (in common with all the results frameworks under the Climate Investment Funds) is based on the following principles:

- a) **National monitoring and evaluations (M&E) systems** – The results framework is designed to operate: (i) within existing national monitoring and evaluation systems; and (ii) the MDBs' own managing for development results (MfDR) approach. The development of parallel structures or processes for CTF monitoring and evaluation will be avoided. National systems and capacities will be taken into account when applying the results framework.
- b) **Flexible and pragmatic approach** – The framework will be applied flexibly and pragmatically taking into account pilot country circumstances. As noted above, the proposed indicators need to be field tested. Country circumstances need to be taken into account in selecting relevant indicators and subsequent reporting. However, it is expected that pilot countries include CTF program outcome indicators in their IP results frameworks. The results framework embraces the CIF principle of learning - a trial-and-error learning approach is explicitly encouraged. Existing IP results framework will need to be revised by March 2013 and the CTF Trust Fund Committee notified of the revisions.
- c) **Data collection and reporting standards** – In order to be able to aggregate country-level results at the programmatic level – IP level, a set of core indicators<sup>1</sup> will be measured using compatible methodologies. This is especially true for indicators for the core objective of the CTF: Transformed low carbon economy.

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<sup>1</sup> The suggested indicators in table 1 are core indicators. Results frameworks of specific projects can comprise many other indicators but for the purpose of aggregation and comparison the proposed indicators are recommended for the national M&E systems and the project/program results frameworks.

## I. INTRODUCTION

1. In its meeting in November 2010, the joint Meeting of the CTF Trust Fund Committee approved the results framework for the Clean Technology Fund (CTF) as a living document with the understanding that it would be revised after field testing. The fourteen CTF countries, one regional program, and the multilateral development banks (MDB) have attempted to apply the approved results framework in developing investment plans (IP) and project/program interventions, but significant difficulties have emerged. CTF countries and MDBs have expressed that the approved CTF results framework is too ambitious and complex and would benefit from simplification.

The key constraints are:

- a) The results chain is unclear; in consequence CTF countries have difficulties to develop their own results chains.
- b) Several investment plans were approved without a results framework in place. Hence, some indicators will need to be applied ex-post and alignment with approved projects proves difficult, if there are too many standard indicators.
- c) There are too many indicators across multiple levels, creating confusion over objectives and raising the transaction cost.
- d) Most of the indicators do not correspond to the data/statistics that countries/MDBs collect through existing processes, making it very difficult and costly to establish baselines.
- e) Many indicators do not allow uniform application and aggregation across all programs, hence making it impossible to report on overall results of CTF.

2. In line with document CTF-SCF/TFC.7/4 *Proposed Measures to Improve the Operations of the Climate Investment Funds* to enhance the performance of the CIF, the CIF Administrative Unit and the MDBs are proposing a revised CTF logic model and results framework to the CTF Trust Fund Committee.<sup>2</sup> This proposal is based on (a) an interpretation of the key CTF objectives; (b) an improved understanding of what is possible as part of the development and implementation of an IP; and (c) consultations with the MDBs and recipient country counterparts.

3. The main purpose of the proposed results framework is to establish a basis for future monitoring and evaluation of the impact, outcomes and outputs of CTF-funded activities. In addition, the proposed results framework is designed to guide CTF countries, regional programs and MDBs in further developing their own results frameworks to ensure that CTF-relevant results and indicators are integrated in their own monitoring and evaluation (M&E) systems at the country or the project/program level.

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<sup>2</sup> See CIF. 2011. *Proposed Measures to Improve the Operations of the Climate Investment Funds*, paragraph 39.

4. Section 2 introduces the revised CTF logical model. Based on the logic model, section 3 outlines the proposed CTF results frameworks with result statements and indicators. The last section outlines briefly necessary changes in the project/program documentation to reflect the simplified M&E approach.

## **II. THE REVISED CTF LOGIC MODEL**

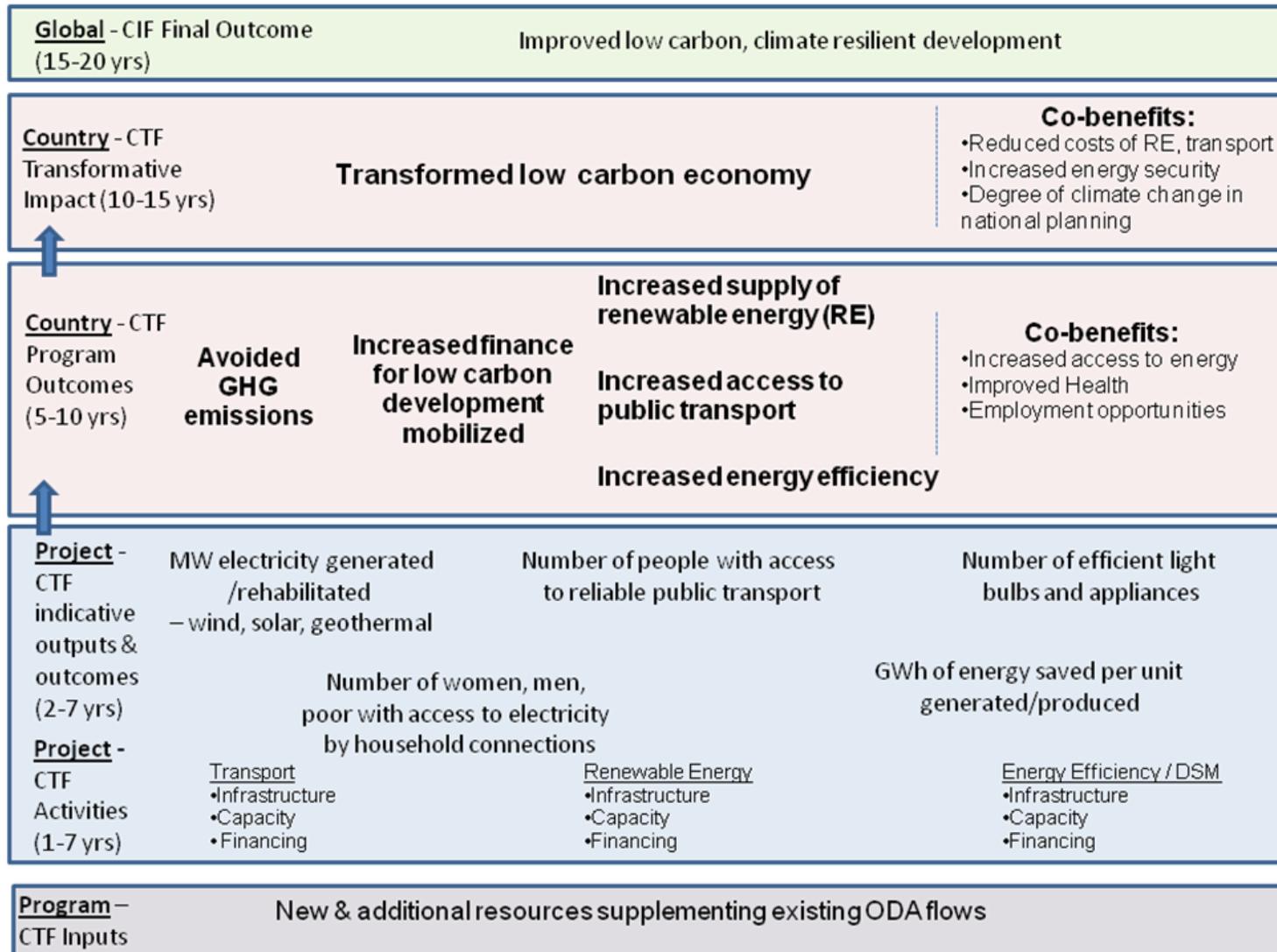
5. The logic model is a diagram intended to demonstrate the cause and effect chain of results from inputs and activities through to project outputs, program outcomes, and national/international impacts. The logic model is not intended to show how these results will be measured through indicators. One of the strengths of the logic model is the flexibility with which it can be applied to a variety of circumstances and contexts. As with all results frameworks these logic models should not be seen as a blueprint for implementation, but rather a framework that can be adjusted as progress is made and lessons are learnt, especially at the project and country levels of the results chain.

6. The original CTF logic model was approved by the CTF Trust Fund Committee in November 2010. It is suggested to change the current logic model to give greater focus to key operational objectives of CTF.

7. The stated impact objective for CTF is: *Transformed low carbon economy*. The proposed outcome objectives for CTF are: (i) Avoided GHG emissions; (ii) Increased finance for low carbon development mobilized; (iii) Increased supply of renewable energy (RE); (ii) Increased access to public transport; and (iii) Increased energy efficiency.

8. CTF will contribute to these results through programs and projects that build infrastructure, develop capacity, and provide financing. These programs and projects will produce significant co-benefits: Investments in renewable energy will increase the energy generation in general and diversify the energy provision mix, thereby reducing the costs of renewable energy and increasing energy security. It is also assumed that the activities under the CTF will result in a stronger consideration in national planning of the impact of decisions (especially in the energy and transport sector) on GHG emissions. Furthermore, the increase in renewable energy, low carbon transport and energy efficiency are expected to increase the access to energy and lead to improved health through reduced pollution and particle emissions. Finally, it is expected that CTF investments have positive employment effects and thereby contribute directly to reduced poverty.

**Figure 1: Logic model – CLEAN TECHNOLOGY FUND (CTF) – REVISED**



### III. CTF RESULTS FRAMEWORK

9. The results framework in table 1 summarizes the core elements of the performance measurement system. It combines the results statements with the indicators. The first two columns represent the results statements as stated in the logic model. The results framework outlines the CTF Transformative Impact and the CTF Program Outcomes. The transformative impact cannot be achieved only by CTF interventions. It requires a truly national effort to move into a low carbon development pathway by providing scaled-up financing to contribute to demonstration, deployment and transfer of low-carbon technologies with significant potential for long-term green-house gas (GHG) emissions savings. CTF is an important part and catalyzer for this bigger change agenda in the CTF countries.<sup>3</sup> However, it is expected that CTF projects/programs contribute directly to the CTF outcomes: (a) Avoided GHG emissions; (b) Increased finance for low carbon development mobilized; (c) Increased supply of renewable energy (RE); (d) Increased access to public transport; and (e) Increased energy efficiency.<sup>4</sup>

10. The framework does not include project/program outputs, activities, products and services because these are specific to each project/program. The MDBs will develop detailed results frameworks with indicators for each individual project/program financed by the MDBs. In most cases, these frameworks will utilize indicators that are more sector-specific than the indicators in this CTF framework. Such an approach emphasizes also the commitments to (i) a managing for development results (MfDR) approach with emphasis on impact and outcomes; and (ii) the requirement to work within the MDBs' own project/program management approach.

11. The columns three to six represent the indicators for each result. The performance indicators together with the baseline and target column are what the program will use to measure expected results. The targets and baseline are currently available only for a limited number of indicators. The CTF countries, regional programs and the MDBs have to cooperate closely to fill the gaps. Some of these indicators have very different time frames. Baselines might only be established in the medium-term (1-2 years) and a true impact reporting is probably not possible for a significant time span (10-15 years). The sixth column summarizes some assumptions related to the reliability or validity of the indicators and the difficulties operations might face when addressing these. The last column briefly outlines the means of verification or data source.

12. The responsibility for reporting on progress in achieving transformation rests with the CTF countries. The CTF focal point will report progress in implementing the IP to the CTF Trust Fund Committee on an annual basis. The IP implementation progress report will comprise the

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<sup>3</sup> CTF will also face the attribution gap challenge. The further up in the results chain, factors come into play that are not directly or indirectly under the influence of projects or programs. Changes towards low carbon development pathways will be influenced by many variables and therefore will be difficult to attribute "exclusively" to CTF interventions. However, projects and programs should make efforts to articulate a results chain from project and program interventions up to CTF outcomes and impact to allow future evaluations to assess the underlying assumptions at project and program design stage.

<sup>4</sup> Not all pilot countries will place the same emphasis on all three areas of intervention. Some countries might focus mainly on renewable energy and energy efficiency, others might prefer to focus on transport. Key is that the results frameworks of the IPs provide a clear results-chain reflecting the transformation agenda.

following sections: (i) overall implementation status of the IP; (ii) key accomplishments; (iii) key issues and challenges; (iv) lessons learned; and (v) detailed data reports.

13. The responsibility for reporting on progress in implementing individual projects/programs under the IP rests with the respective MDB. The MDBs will report progress in implementing their portfolio within their own institutional and organizational reporting requirements. However, for assisting the countries in developing comprehensive IP implementation progress reports, the MDBs will share for reporting purposes, to the extent possible, their project/program reporting with the CTF country and the CIF Administrative Unit. Annex I outlines the proposed reporting approach in more detail. An M&E reporting template is attached in annex II.

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**Table 1: Results Framework – CLEAN TECHNOLOGY FUND (CTF) – REVISED**

<b>Results</b>	<b>Explanation of the result statement</b>	<b>Indicators</b>	<b>Baseline</b>	<b>Targets</b>	<b>Assumptions</b>	<b>Means of verification</b>
<b>TRANSFORMATIONAL IMPACT</b>						
A. Transformed low carbon economy		INDICATOR: Country level GHG emissions from fossil fuel combustion/GDP (PPP) (kgCO <sub>2eq</sub> )  or Country level GHG/unit of GDP				Key World Energy Statistics (IEA)
<b>CTF PROGRAM OUTCOMES</b>						
B1.Avoided GHG emissions		INDICATOR:  Tonnes of GHG emissions reduced or avoided				National M&E system and M&E framework of the implementing agency

<b>Results</b>	<b>Explanation of the result statement</b>	<b>Indicators</b>	<b>Baseline</b>	<b>Targets</b>	<b>Assumptions</b>	<b>Means of verification</b>
B2. Increased finance for low carbon development mobilized		INDICATOR:  Volume of direct and indirect finance leveraged through CTF funding – disaggregated by public and private finance				National M&E system and M&E framework of the implementing agency
B3. Increased supply of renewable energy (RE)		INDICATOR:  Installed capacity (MW) and annual electricity output from RE as a result of CTF interventions (GWh)				National M&E system and M&E framework of the implementing agency
B4. Increased access to public transport		INDICATOR:  Improved mobility and access measured by # of people (men and women) getting access to (improved) public transport				National M&E system and M&E framework of the implementing agency
B5. Increased energy efficiency		INDICATOR:  Annual energy savings as a result of CTF interventions (GWh)				National M&E system and M&E framework of the implementing agency

#### IV. CONCLUSION

14. The revised results framework is based on the first-hand experiences of the CTF countries and the MDBs in implementing the original CTF results framework. A preliminary analysis across the IPs revealed that most pilot countries have difficulties in establishing a complex M&E system, which would have been required under the original results framework. Hence, this proposal was developed with MDB and CTF country input to simplify the CTF results framework before countries get too advanced in project/program preparation.

15. The revised CTF results framework reduces the number of indicators from 31 to 6. These six indicators cover two M&E levels – transformative impact (four indicators) and CTF program outcomes (six indicators). The indicators cover avoided GHG emissions, increased finance, increased supply of RE, increased access to public transport and increased energy efficiency in order to transform CTF countries into low carbon economies. Although there would be fewer indicators, it will still be necessary to test the practicality of the results framework, particularly linking projects/programs with higher level country objectives.

16. As project level output/intermediate indicators are specific to each project/program, and the priorities of each country that this represents, it is proposed that they are not specified by the CTF results framework. However, project/program documentation will demonstrate how the output indicators that are selected will help achieve outcomes at the CTF program (country) level.

17. It is recommended that project/program documentation explains how the project/program will contribute to achieve co-benefits at the transformative impact level: For example:

- a) **Reduced cost of RE, low carbon transport** co-benefits: Economies of scale are expected over time in CTF countries which will contribute to RE or low carbon transport costs reductions. However, for achieving economic viability, it is key to strengthen the enabling policy and regulatory environment for renewable energy production and use, or low-carbon transport. This will require in particular reforms to be carried out and creating a level playing field for local private sector and small scale renewable energy schemes.
- b) **Energy security** co-benefits: Increased output from renewable energy is expected to improve the overall provision and diversification of energy at the country level compared to the current situation, thereby improving reliability and energy security.
- c) **Increase consideration of GHG emissions in national planning:** Considerations of GHG may be integrated into planning processes in national sectors or other institutional contexts. It is expected that CTF results in changes how GHG emissions are treated in planning documents.

18. Co-benefits are also expected at the outcome level:

- a) **Access to energy** co-benefits: In some countries an increased and improved provision of energy results in a general increase of energy availability. Conscious efforts may be required to ensure that the increased availability results in an increase in access to energy, particularly for poor men and women.
- b) **Health** co-benefits: Improved health of women, men and children is also a likely co-benefit of low-carbon transport and RE investments. Low-carbon transport enables reducing local pollution and accidents. RE is in general characterized by decreased local air pollution when compared to fossil fuels. Reductions in air pollution result in fewer respiratory health problems.
- c) **Employment** co-benefits: It is expected that RE and low carbon transport investments will also have some direct and indirect employment benefits, in terms of both temporary and long-term jobs for poor women and men.

19. It is suggested that project/program outline in the project/program documentation how the project/program might trigger positive development benefits beyond the immediate project outputs. It is expected that key or underlying assumptions about co-benefits are clearly articulated in the project documents so that ex-post evaluations can assess the effectiveness of supported interventions. It is expected that an effort will be made to integrate at least one development impact indicator and relevant gender impact indicator(s) for each project/program financed under the CTF.

20. For any IP that has been endorsed prior to approval of the revised results framework, the country and the MDBs are requested to review the results framework initially submitted with the IP and to make any revisions that are necessary to align the plan's results framework with the revised CTF results framework. The country should inform the CTF Trust Fund Committee of any revisions that are made.<sup>5</sup>

21. Progress reports, including reporting against the proposed indicators, will be provided to the CTF Trust Fund Committee annually.

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<sup>5</sup> This step might have resource implications for the MDBs. There might be a need to assess country-by-country the need and the availability of resources for revising the results frameworks of the IPs.

## CTF

### Results Reporting Framework

#### I. OBJECTIVE OF CTF RESULTS REPORTING

1. **Results reporting as a communication tool** - The objective a country-owned, programmatic results reporting system is to ensure that results of CTF operations are generated, reported and shared timely with the CTF Trust Fund Committee and other stakeholders.<sup>6</sup> A results monitoring report is an opportunity for the pilot countries and regions to inform themselves and others (stakeholders, partners, donors, etc.) on the progress, challenges, encountered difficulties, successes and lessons learned during the implementation of programs and activities. The results monitoring reports need to be seen primarily as a communication tool, transforming raw data into knowledge and learning. CTF reporting will need to evolve over time from a focus on design and processes towards implementation progress and eventually results reporting.
2. **Evolving CTF reporting** - The reporting will need to mirror the basic milestones in the development of the CTF programs with reporting requirements at (i) the project/program level; (ii) the respective IP level; and (iii) the CTF program level. The reporting structure will follow the flow of information from the individual project/program up to the CTF at the CIF level across countries. Information in project/program implementation progress reports will be consolidated in IP implementation progress reports and summarized and presented annually in the CIF operational reports and the CIF annual report.

#### II. PHASED REPORTING

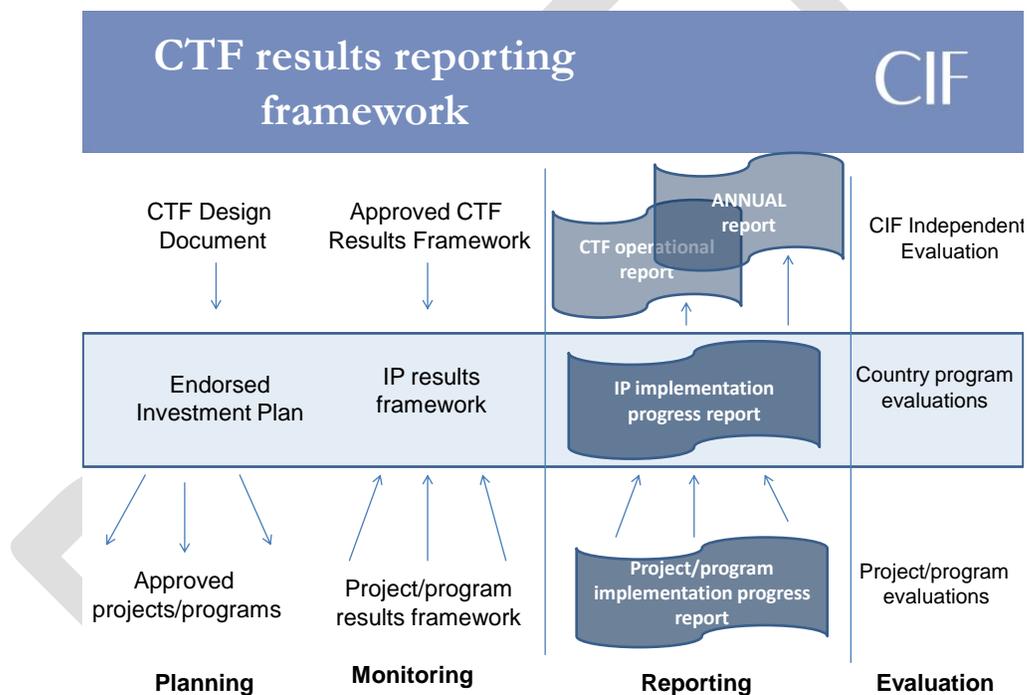
3. CTF countries governments and regional organizations will need to play a key role as central reporting units, ensuring that information and data is consolidated at the country and regional level and communicated to the CIF AU for reporting to the CTF Trust Fund Committee. This role will allow countries to (i) take the lead in ensuring a dialogue among development partners about progress in implementing a country program; and (ii) consolidate and coordinate project/program output information across CTF activities in a country. Results reporting provides the countries and regional pilots with the opportunity to tell their story to the CTF Trust Fund Committee and the broader development community. Over time the reports will evolve from a process and portfolio focus towards a results and impact focus. It is expected that, with the maturity of the portfolio, reports will move from anecdotal story telling towards robust evidence based impact reporting.

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<sup>6</sup> Results reporting provides the government (owner of IP) with an opportunity for the country to share lessons, experiences, successes and challenges with other stakeholders. Programmatic means that MDBs need to work together with the country to achieve results. Results reporting provides the MDBs with an opportunity to share lessons, experience, successes and challenges in implementing projects with other stakeholders. Results comprise both the process in designing or setting up a system for results reporting and the actual achieved results on the ground.

4. The following five phases in M&E reporting are envisaged:
- Phase I: Establish baselines and targets for CTF specific indicators – setting the foundation for future progress reporting
  - Phase II: Report on the development of the country portfolio – informing about the progress in implementing the projects/programs
  - Phase III: Results Reporting – focusing on outcomes and outputs
  - Phase IV: Impact assessments and reporting – assessing and evaluating the success or the failures of CTF investments

Figure 1: The relationship between Planning, Monitoring, Reporting and Evaluation in CTF operations



### III. PORTFOLIO DELIVERY AND RESULTS REPORTING

5. The results reporting system will build on two main reporting streams: (i) project/program portfolio development data; and (ii) project/program results. Project/program portfolio development data will be generated by the MDBs based on their own portfolio monitoring systems. The MDBs agreed to report regularly on the following milestones for program and project delivery:

- a milestone on funding approval by the Trust Fund Committee from the date of endorsement of an investment plan;
- a milestone on MDB approval from the date of CIF funding approval;

- c) a milestone on project effectiveness from the date of MDB approval; and
- d) a milestone on project disbursement.<sup>7</sup>

6. Data on portfolio development will be summarized in the semi-annual operations reports. All CIF programs will use the same milestones for their reporting because the project cycle is similar in CTF/FIP/PPCR and SREP. This will allow for some cross program comparison concerning portfolio development milestones.

7. Results reporting will need to be program-specific. The simplified results framework will provide the basis for core indicator reporting. Until all revised results frameworks are in place, it is suggested to start reporting against a framework of expected results at the project/program level and gradually move into actual results reporting when a significant part of a country portfolio is implemented. This also entails that the reporting responsibility will gradually move from MDB-driven reporting towards CTF country-driven IP reporting. Although keeping in mind that the need for assistance and support from the MDBs to the CTF country will vary according to the existing results monitoring capacity in a respective country. For program-specific reporting see proposed core indicator reporting templates in Annex II.

8. CTF countries and the MDBs are encouraged to start reporting systematically on progress as soon as possible to develop a reporting culture which considers results reporting as part of sound program management and not as a burden. It is expected that first country-driven results reports are submitted to the CIF AU by the fourth quarter of 2012 so information can be added to the semi-annual reports on operations for the four CIF programs. An annotated outline for a CTF results report is presented in Annex III.

#### **IV. ROLES AND RESPONSIBILITIES**

9. M&E of the IP implementation is a shared task between the CTF country and the MDBs. The reporting responsibility for reporting on progress in achieving transformation rests with the CTF countries. The CTF focal point will report progress in implementing the CTF to the CTF Trust Fund Committee on an annual basis. The IP implementation progress report will comprise the following sections: (i) overall implementation status of the IP; (ii) key accomplishments; (iii) key issues and challenges; (iv) lessons learned; and (v) detailed data reports.

10. The reporting responsibility for reporting on progress in implementing individual projects/programs under the IP rests with the respective MDB. The MDBs will report progress in implementing their portfolio within their own institutional and organizational reporting

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<sup>7</sup> See SREP/SC.7/6 *Proposal for SREP Pipeline Management System*.

requirements. However, for assisting the countries in developing comprehensive IP implementation progress reports, the MDBs will share, to the extent possible, their project/program reporting with the CTF country and the CIF Administrative Unit for reporting purposes. Table 1 outlines the responsibilities and respective functions.

Table 1: Responsibilities and functions

<b>Responsibility</b>	<b>Function</b>
<i>Unit or agency within the CTF country with enhanced M&amp;E capacity (lead for development and implementation of the strategic country or regional program)<sup>8</sup></i>	<ul style="list-style-type: none"> <li>- Coordinate the integration of the CTF results framework into the national M&amp;E system and ensure that M&amp;E arrangements are reflected in the IP document submitted for TFC review and approval.</li> <li>- Monitor or assess the impact and outcome indicators.</li> <li>- Monitor project/program implementation and request regular project performance updates in line with agreed procedures from the relevant government agencies and MDBs.</li> <li>- Manage the assessment of current M&amp;E capacity and gap analysis in terms of baselines, targets, technology (IT support) and HR capacity.</li> <li>- Manage the progress reporting in implementing the IPs.</li> <li>- Prepare progress reports on IP implementation to the CTF Trust Fund Committee bi-annually and update reports every other year .</li> <li>- Present and discuss progress reports with other stakeholders before submission to CTF Trust Fund Committee during stakeholder fora.</li> </ul>
<i>Sector ministries/private sector arms of the MDBs on behalf of private sector entities</i>	<ul style="list-style-type: none"> <li>- Manage the M&amp;E systems at the project/program level and ensure regular progress reporting to (i) the coordinating unit; and (ii) communicate with all relevant stakeholders.</li> <li>- Private sector entities report through the respective MDBs managing the relationship as the legal and implementation agreement is between the private client and the MDB only. The private sector MDB will include the CTF M&amp;E indicators as well as relevant project-specific indicators to its standard institutional reporting requirements and communicate these to the unit or agency leading the IP M&amp;E approach in the CTF country</li> </ul>
<i>Implementation units (public/private sector) for individual CIF funded projects</i>	<ul style="list-style-type: none"> <li>- Manage the establishment of M&amp;E systems for each individual project/program.</li> <li>- As agreed with the central program coordination unit report on progress on outputs and outcomes indicators on a regular basis.</li> </ul>

<sup>8</sup> In the case of a regional project, it would be appropriate for the entity selected for managing the regional component of the project to assume the coordinating function for ISL activities.

## V. TIME LINE

11. The results reporting process is key in developing a ‘managing for results’ culture. It is expected that each CTF country and regional pilot submits an annual results report to the CIF AU. Ideally the report is prepared by the CTF country/regional focal point and presented and discussed with other stakeholders prior to finalization and submission to the CIF AU. In accordance with the decision of the CTF-SCF Joint Trust Fund Committee during its meeting on May 2, 2012, the CIF country/regional focal point might want to present the DRAFT report in a stakeholder forum as to jointly review progress against the CIF results framework.<sup>9</sup>

12. In year 1, the CTF country would prepare a DRAFT IP Implementation Progress Report and share this DRAFT with stakeholders and seek their feedback in a stakeholder forum. After the stakeholder forum, the CTF country revises the IP Implementation Progress Report, if necessary, and submits the report to the CTF Trust Fund Committee for consideration. In year 2, the CTF pilot country updates the IP Implementation Progress Report and submits the report to the CTF Trust Fund Committee for consideration. In year 3, the CTF country prepares a new IP Implementation Progress Report and organizes a stakeholder forum for discussing the report. The subsequent years would follow the same cycle – year 1 “progress report”, year 2 “update”, year 3 “progress report”, year 4 “update”, etc.

13. It is expected that the FINAL IP Implementation Progress Report is submitted to the CTF Trust Fund Committee through the CIF AU **not later than September 15** of each year.

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<sup>9</sup> See CTF/SCF. 2012. *Summary of the Co-Chairs. Joint Meeting of the CTF and SCF Trust Fund Committees, May 1-2, 2012.*

## CTF – Core Indicator reporting template

Indicator	Baseline	Target	Reporting period			Comments
			Target	Actual	% of target	
<b>IP IMPACT LEVEL</b>						
Country level GHG emissions from fossil fuel combustion/GDP (PPP) (kgCO <sub>2</sub> eq)  or Country level GHG/unit of GDP						
<b>IP OUTCOME LEVEL</b>						
B1: Tonnes of GHG emissions reduced or avoided						
B2: Volume of finance mobilized as a result of CTF funding – disaggregated by public and private finance						
B3: Installed capacity (MW) and annual electricity output from RE as a result of CTF interventions (GWh)						
B4: Improved mobility and access measured by number of people (men and women) getting access to (improved) public transport						
B5: Annual energy savings as a result of CTF interventions (GWh)						

## Annotated Outline

### Annual

### IP IMPLEMENTATION PROGRESS REPORT<sup>10</sup>

*(not more than 5 pages of core text [sections A-F])*

#### INVESTMENT PLAN KEY INFORMATION

Country: XXXXXXXX

Reporting period: XX/month/XXXX to XX/month/XXXX

IP endorsement date: XX/month/XXXX

Expected IP completion date: XX/month/XXXX

Country focal point:

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#### EXECUTIVE SUMMARY

##### I. Overall implementation status of the Investment Plan

Summarize the overall IP implementation status and whether the implementation is on track/target for the reporting period – explain why in the following sections below.

##### I. Key accomplishments

Highlight notable accomplishments for the respective reporting period.

##### II. Key issues/challenges

Summarize any key issues or challenges (problems or barriers) that affect whether the IP is being implemented according to targets – identify whether the issues are pending or new and the activities to address the issues.

##### III. Plans for next reporting period

Highlight any notable initiatives planned for the subsequent reporting period.

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<sup>10</sup> This annotated outline is based on a Project/program monitoring and evaluation (M&E) guide developed by the International Federation of Red Cross and Red Crescent Societies (IFRC). See IFRC. 2011. *Project/programme monitoring and evaluation (M&E) guide*, Annex 19. [www.ifrc.org](http://www.ifrc.org)

### **A. IMPLEMENTATION STATUS – Projects/programs under the Investment Plan**

This section provides an opportunity to report on the status of the major deliverables under the IP. The report should summarize for projects/programs under implementation the following milestones:

- a) a milestone on funding approval by the Trust Fund Committee from the date of endorsement of an investment plan;
- b) a milestone on MDB approval from the date of CTF funding approval;
- c) a milestone on project effectiveness from the date of MDB approval; and
- d) a milestone on project disbursement.<sup>11</sup>

In case projects/ programs are in a very early stage of implementation, this section should summarize “expected” results for each project/program.

In case projects/programs are already in an advanced implementation status, this section provides an opportunity to report first results.

Specific reporting parameters are summarized in Annex I for each program.

### **B. IMPLEMENTATION STATUS – Investment Plan**

This section should be based on the CIF impact and outcomes as stated in the IP results framework and baselines and targets identified. This section provides an opportunity to outline how the country is progressing concerning the transformation process. It is very important to remember not only to report the data but also to explain why certain developments are happening or NOT happening, who are the contributors and who is involved in the transformation process.

Keep it simple and short (KISS) – focus on the essential key messages – what is necessary for the reader to know concerning objectives and indicator performance.

### **C. PARTNERSHIP AGREEMENTS AND OTHER KEY ACTORS**

This section provides an opportunity to reflect on the catalytic and replication role of CIF programs. It is expected that this section provides an overview of activities of other key actors in relevant sectors/themes relevant to the IP and/or projects and programs. This section could also provide in-depth information on the leveraging factor of IP investments with key other partners such as private sector, other development partners, etc.

### **D. CROSS-CUTTING/CO-BENEFIT ISSUES**

Some CIF programs strive for co-benefits or address cross cutting issues such as energy security, degree of climate change integration in national planning, reduced cost of RE/transport, access to energy, employment, and improved health. This section provides an opportunity to reflect on results related to

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<sup>11</sup> See SREP/SC.7/6 Proposal for SREP Pipeline Management System.

these issues. Please provide information only on new developments. Also, if already discussed elsewhere in this report, please refer to the relevant section rather than rewriting here. It might be helpful to consider whether there have been, any findings (e.g. through monitoring and evaluations) that show how the IP or projects/programs are working in addressing cross-cutting or co-benefit issues.

#### E. STAKEHOLDER PARTICIPATION

**Stakeholder participation** – Describe how stakeholders are involved in the implementation of the IP and projects/programs (including project/program design, implementation, monitoring, evaluation, and reporting).

**Stakeholder feedback** – Provide a brief summary of stakeholder feedback, including challenging comments through the stakeholder consultation process.

<b>Stakeholder feedback summary</b>				
<b>Feedback</b>	<b>Date</b>	<b>Priority</b>	<b>Recommended follow-up</b>	<b>Date closed</b>
(Clearly indicate whether it is a critique or positive feedback)		<b>H</b> igh, <b>M</b> edium, <b>L</b> ow	(Write N/A, if not applicable. If applicable, explain what, who and when follow up will occur)	
1.				
2.				
Add rows as needed.				

#### F. KEY LESSONS

Use this section to highlight key lessons and how they can be applied to this or similar project/programs in the future. It should highlight lessons that inform organizational learning for the CTF and similar programs in the future.

It is recommended to concisely number each lesson for ease of reference:

- 1.
- 2.
- 3.

#### REPORT ANNEX

- Attach the IP indicator reporting templates. (See Annex I)

- Attach any useful supplementary information for the IP monitoring reporting.
- Relevant pictures, letters, commissioned studies, reports, etc.