



CREWS Operational Procedures Note N°2 Monitoring and Evaluation



Adopted by the Steering Committee on 9 November 2016.

Revised by the Steering Committee, on 6 September 2017, to accommodate for the CREWS Operational Procedures Note N°3 on Gender-Sensitive Programming.

Revised, in January 2019, following a Steering Committee decision to simplify the monitoring framework.

Revised in July 2024, following the approval of the new CREWS Monitoring, Evaluation, Accountability and Learning (MEAL) framework

The objective of the CREWS initiative is to significantly increase the capacity to generate and communicate effective impact-based, multi-hazard, gender-informed, early warnings and risk information to protect lives, livelihoods, and assets in Least Developed Countries (LDCs) and small island developing States (SIDS).

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CREWS OPERATIONAL PROCEDURES NOTE N°2 - MONITORING AND EVALUATION

1. The CREWS Steering Committee, at its First Meeting on 12 September 2016, requested the Secretariat to develop draft operational procedures on monitoring and evaluation for review by the Steering Committee at its second meeting.
2. In 2022, an initial phase external evaluation has been conducted with a view to assess the relevance of the initiative's directions as it relates to the objectives, theory of change, results, targets and indicators as well as consider its effectiveness, efficiency, coherence and potential sustainability.
3. A key recommendation of the external evaluation is the need to have participatory stakeholder consultations towards the development of a robust MEAL (Monitoring, Evaluation, Accountability and Learning) framework inclusive of a Theory of Change which will outline the key building blocks required and assumptions to realize the CREWS objectives.
4. The CREWS MEAL framework was developed and approved by the Steering Committee in April 2024 following an extensive consultation process. It is aligned with and contributes to the global goals of the Sendai Framework, Paris Agreement, Sustainable Development Goals and the United Nations' Secretary-General's Early Warning for All Initiative. To support its application and roll-out, a number of capacity building activities and continuous mentoring and support are being provided to the CREWS Implementing Partners.
5. The terms used in this Note are compliant with the Glossary of Key Terms in Evaluation and Results Based Management of the OECD DAC Working Party on Aid Evaluation.¹

ACCOUNTABILITY

6. The roles and responsibilities of, respectively, the Steering Committee, the Implementing Partners, the Secretariat and the Trustee, regarding monitoring and evaluation are found in [Annex 1](#).

MEAL FRAMEWORK AND SYSTEM

7. A new CREWS Monitoring, Evaluation, Accountability and Learning (MEAL) framework Theory of Change (TOC) is included as [Annex 2](#) to this Note. CREWS will be monitored against its overall objective, the outcomes and outputs contained in the CREWS results framework ([Annex 3](#)).
8. The CREWS MEAL framework has been designed to serve as the primary tool to support CREWS's strategic decision-making, results-based management, and learning from results focus. Its main purpose is to enhance CREWS accountability by ensuring reporting consistency and data quality of its projects that will allow for an aggregate reporting at the portfolio level to demonstrate how CREWS, through its projects, is contributing to its objective in measurable terms. It helps facilitate learning and promote performance improvement by generating information, which can be used by CREWS to learn from and use to feed its future programming for better targeted investments.

¹ <https://www.oecd.org/dac/evaluation/2754804.pdf>

9. The CREWS Secretariat will develop an online results tracking system to capture documents in the monitoring and reporting cycle and allow Implementing Partners to report online.
10. The CREWS results tracking system will assist the Steering Committee to oversee project results, assess the overall impact of the CREWS initiative, promote accountability for resources used and understand the development impact of the Trust Fund. Collection of gender indicators will be undertaken to the full extent possible.

PROJECT DEVELOPMENT

11. The CREWS M&E operational procedures must be read in conjunction with the CREWS Programming and Project Development operational procedures.
12. To better integrate monitoring and evaluation and the CREWS MEAL framework, at project development stage, the Implementing Partners are to also prepare an M&E Plan along with the full project proposal and logical framework. The M&E plan is a required document that completes the full project proposal package for submission to the CREWS Steering Committee. A template is available in [Annex 4](#).

MONITORING AND REPORTING

13. During the project implementation period, the minimum reporting requirement ([Annex 5](#)) for the Implementing Partners for each project will be annual narrative reports. The reports will align with the procedures set out in this Note. CREWS policy is to communicate in English. Reporting templates – project status report and project final report – are available in [Annex 6 \(6.1 and 6.2 respectively\)](#).
14. The Secretariat will report annually (by calendar year covering January to December) to the Steering Committee on the performance of CREWS. The Annual Reports will be available, at the latest, June of the following calendar year. The Annual Reports will draw information from CREWS Project status reports, received from Implementing Partners during the reporting period, and will include information on progress in implementation, potential risks, tracking of the indicators and lessons learned.
15. Annual Reports will review the quality of the deliverables, include baseline studies, and measure changes in outcome and impact indicators. Excerpts of the CREWS Annual Report can be included in the Implementing Partners' respective annual reporting to reflect their contributions to the CREWS objectives.
16. The CREWS Secretariat, in consultation with the Implementing Partners, will inform the Steering Committee, at its regular meetings or as requested by the Steering Committee, of overall performance of CREWS projects using a simple color coding related respectively to low, moderate and high progress.
17. The Steering Committee may arrange site visits in coordination with the national counterparts and the Implementing Partners.

EVALUATION AND LEARNING

18. Evaluations focused on the performance of the CREWS Initiative will provide a more comprehensive assessment of achievements, challenges, and processes, for both learning and accountability, of the Initiative's overall operations. The Steering Committee may commission independent evaluations such as a midterm review of the CREWS portfolio and efficiency of its operational modalities, as well as possibly other reviews that help assess the quality of implementation and results. Through these efforts, the Steering Committee will gain insight into the performance of the portfolio in addition to project-based reporting.
19. Evaluations findings focused on the CREWS projects performance will be an important source of evidence of the achievement of results of each project. They will contribute to the knowledge and organizational learning of the CREWS Initiative. It is suggested, for all CREWS projects, to allocate budget and **conduct at least one independent evaluation** performed latest at project completion. Importantly, it is expected that the results of all project evaluations will be published for public access in the CREWS website.
20. All CREWS evaluations will be based on the international assessment criteria described in the OECD manual. **Annex 7** shows the proposed evaluation criteria/questions for both the CREWS Initiative and its projects. However, each evaluation should adapt and target the evaluation questions and objectives towards issues relevant to their specific contexts.
21. Outputs of CREWS projects need to be adequately shared and disseminated to the key stakeholders, so that monitoring and reporting can serve as an instrument for ensuring programme improvement and learning. Planned learning activities can help ensure that CREWS programming is coordinated, grounded in evidence, and adjusted as necessary to remain effective over the course of implementation.
22. Some key learning questions for consideration are in **Annex 8**.
23. **CREWS is a continuously learning initiative. The CREWS MEAL framework is a "dynamic mechanism" for monitoring, reporting, evaluation and learning. As the needs arise, the CREWS Secretariat with approval from the Steering Committee, will update and/or revise the framework.**

ANNEXES

ANNEX 1: ROLES AND RESPONSIBILITIES

Stage	Monitoring and Reporting	Evaluation	Learning
Role - Lead Implementing Partner			
During the project development process	<p>A lead implementing partner will be assigned for each CREWS project and will have the following responsibilities:</p> <ul style="list-style-type: none"> Design and deliver for approval to the Steering Committee through the Secretariat, and within the Project Proposal Template, the logical framework and M&E plan of the project in compliance with the monitoring requirements. 	<ul style="list-style-type: none"> Integrate in the <i>Project Proposal Template</i> (template included as annex to the CREWS Operational Procedures Note No.1 on Programming and Project Development) and corresponding monitoring and evaluation plan and project budget proposal, earmarked resources for the implementation of an evaluation to be executed by project completion. 	<ul style="list-style-type: none"> Provide key information of lessons learned and challenges through the <i>Project Status Reports</i> to inform CREWS future programming and project design.
During project implementation	<ul style="list-style-type: none"> Compile necessary data to complete the Project Status Reports, which are to be submitted at the end of every year during the implementation period of the project. Ensure quality and proper completion of the Project Status reports in accordance with the template requirements. Deliver Project Status Reports to the Steering Committee through the Secretariat on the designated dates. 		<ul style="list-style-type: none"> Participate/engage in all designated activities to enhance the learning process.
At project completion:	<ul style="list-style-type: none"> Complete and deliver the <i>Project Final Report</i> to the Steering Committee through the Secretariat. 	<ul style="list-style-type: none"> Draft project specific ToRs for the solicitation of an external evaluation consultant and coordinate project evaluation. Lead the coordination and successful completion of the evaluation with the external consultant/s and submit to the Steering Committee through the Secretariat the evaluation results. 	

Stage	Monitoring and Reporting	Evaluation	Learning
Role - Secretariat			
During the project development process	<ul style="list-style-type: none"> Ensure the proposed logframes and M&E Plans are in accordance with CREWS M&E Operational Procedures 	<ul style="list-style-type: none"> Ensure project proposals have earmarked resources to perform an end-of-project performance evaluation. 	<ul style="list-style-type: none"> Compile and upload all Project Status Reports, Final Reports Annual Reports, and evaluation reports in the CREWS website to be made available to all interested parties. Gather feedback, as necessary, to propose updates to the MEAL Framework when needed. Review the CREWS Initiative and projects' evaluation reports to inform decision-making processes. Design and coordinate learning activities and processes between key stakeholders.
During project implementation	<ul style="list-style-type: none"> Provide quality control of the <i>Project Status Reports</i> delivered by the lead Implementing Partners to ensure compliance. Consolidate progress data from the Project Status Reports to draft the CREWS annual report. Complete and maintain up to date the CREWS Indicators Measurement Worksheet. Deliver to the Steering Committee the CREWS annual report and Indicator Measurement Worksheet on the designated dates of each calendar year. 		
At project completion:	<ul style="list-style-type: none"> Review and ensure quality of the project's <i>Final Report Template</i> submitted by the Lead Implementing Partner. 	<ul style="list-style-type: none"> Draft the corresponding ToRs for solicitation of an external consultant and coordinate and manage the corresponding CREWS Initiative Operational Plan evaluation. 	
Role - Steering Committee			
At all stages	<ul style="list-style-type: none"> Review <i>CREWS's progress reports, annual reports and the Indicators Measurement Worksheet</i> delivered by the Implementing Partners through the Secretariat. Provide feedback, as necessary, on the MEAL Framework, and review and approve any necessary updates. 		

ANNEX 2: CREWS THEORY OF CHANGE

CREWS Initiative Theory of Change

Progress measured against: Sendai Framework, Paris Agreement, Sustainable Development Goal 13



Goal

Strengthened resilience to climate shocks and loss and damage averted minimized, and addressed through increased availability and improved access to multi-hazard early warning systems by 2030.

Outcomes

Outcome 1. National and local multi-hazard early warning systems prioritized and funded

List of assumptions/pre-conditions:

- Governments expressed need to receive support from CREWS and commits ownership for implementation.
- Systematic approach applied to integrate CREWS into broader climate and disaster management strategies.
- Key stakeholders at global, regional and national levels effectively coordinate.
- Investments to improve country and regional early warning systems are sustained over time.
- Disaster Risk Management and emergency preparedness & response are prioritized by Governments and sufficient funding allocated.

Outcome 2. Improved early warning service delivery and accessibility by national and regional institutions

List of assumptions/pre-conditions:

- The use of advanced technologies enhance precision and timeliness of weather forecasting and early warning.
- Targeted institutional capacity builds improved hydro-meteorological services delivery.
- Reliable and credible data sources are gathered, used, and shared to detect potential threats or hazards in a timely manner and inform decision-making.
- Communication processes and infrastructure support early warning systems which are robust and capable of disseminating information efficiently to the affected population and relevant authorities.

Outcome 3. Early warning programmes are driven by people-centered and gender responsive principles and promote private sector engagement

List of assumptions/pre-conditions:

- Communities are successfully engaged and cooperate fully to better understand warnings, co-produce messages and take actions.
- Private sector has the willingness to be engaged and invest to support innovative and sustainable delivery of early warning services.

Outputs

Output 1.1.

A country and/or region has developed or strengthened legislative and/or institutional frameworks to support and sustain multi-hazard early warning systems

Output 1.2.

Multi-hazard needs, gaps and priority assessments, analyses and related investment plans for early warning systems in a country or region are driven by CREWS financing

Output 1.3.

Partnerships and cooperation frameworks developed for financing and scaling up support to multi-hazard early warning systems

Output 2.1

Risk information and tools generated by countries to enable the delivery of impact-based early warnings

Output 2.2.

Monitoring, analysis and forecasting of hazards that threaten the country/region are improved and sustained by the countries

Output 2.3

Warnings are communicated by the countries based on common alerting protocols under agreed standard operational procedures (SOPs)

Output 2.4

Warnings are received, understood and acted upon based on co-produced preparedness and response plans by the countries

Output 3.1

People of different backgrounds, gender, youth, older persons, people with disability, poor, marginalized, displaced, and non-native, as well as related institutions have co-produced climate and weather information products tailored to their needs

Output 3.2

Private sector is engaged to foster innovation and sustainability in delivery of early warning services

Inputs

- Financing
- Technical assistance
- Analytical and advisory services
- Capacity building

Premises

- Limited capacities in national and local institutions in LCDs and SIDS
- Low visibility and limited prioritization of early warnings in national settings
- Limited coordination between relevant national institutions

Sphere of control and accountability

ANNEX 3: CREWS RESULTS FRAMEWORK: CREWS CORE INDICATORS² ARE HIGHLIGHTED

Expected results	Indicators	Unit of measurement	Disaggregation
Goal: Strengthened resilience to climate shocks and loss and damage averted and minimized through increased availability and improved access to multi-hazard early warning systems by 2030.	# of people living in LDCs and SIDS with access to/and receiving forecasts and early warning services developed or improved with CREWS support	Number of people	Men and women. When data is available, include children and people with disabilities.
	# of deaths and missing persons in LDCs and SIDS attributed to hydrometeorological events, per 100'000 population	Number of deaths and number of missing persons.	When data is available, countries provide disaggregation by hazard. Disaggregation by gender is not available.
	# of people in LDCs and SIDS whose livelihoods were disrupted or destroyed, attributed to disasters	Number of people	When data is available disaggregation should be by hazard/country.
	Direct economic loss attributed to disasters in relation to global gross domestic product.	To be defined	To be defined
	Damage to critical infrastructure attributed to disasters.	To be defined	To be defined
Outcome 1. National and local multi-hazard early warning systems prioritized and funded	# of LDCs and SIDS with national investment plans and budgets prioritizing multi-hazard early warning programmes	Number	By country
Output 1.1 A country and/or region has developed or strengthened legislative and/or institutional frameworks to support and sustain multi-hazard early warning systems	# of national plans, strategies and legislations on early warnings approved and/or implemented	Number	By targeted country specify the number of national plans, strategies, legislations, or standard operating procedures which were approved
	# of coordination mechanisms strengthened or established to enhance collaboration on early warning among national or regional institutions	Number	By targeted country specify the number of coordination mechanisms strengthened or established
Output 1.2 Multi-hazard needs, gaps and priority assessments, analyses and related investment plans for early warning systems in a country or region are driven by CREWS financing	# of multi-hazard assessments, analyses and other mapping of needs, gaps priorities that inform investment requirements on early warning	Number	By targeted country specify the number of multi-hazard assessments, analyses and other mapping of needs, gaps priorities performed

² The CREWS Core Indicators would be mandatory for partners to report on annually. At least one core indicator for each outcome and output is required.

Expected results	Indicators	Unit of measurement	Disaggregation
Output 1.3. Partnerships and cooperation frameworks developed for financing and scaling up support to multi-hazard early warning systems	Total volume of funds leveraged by national institutions and development partners (in USD) through CREWS investments	Number in USD	By funding sources: government institutions, development partners, private sector, etc.
	# of LDCs and SIDS benefiting from GCF resources through the GCF-SAP CREWS Scaling Up Framework	Number	By targeted country define the total of funding provided through the GCF accelerated support window
Outcome 2. Improved early warning service delivery and accessibility by national and regional institutions	EW Maturity Index	To be defined	To be defined
	# of hazards which pose a risk of life and economic loss for which forecasting and warning services are in place in LDCs and SIDS with CREWS support	Number	By hazard
Output 2.1 Risk information and tools generated by countries to enable the delivery of impact-based early warnings	# of risk data tools developed or strengthened to generate early warning products and/or support impact-based warnings.	Number	By tool
Output 2.2. Monitoring, analysis and forecasting of hazards that threaten the country/region are improved and sustained by the countries	# of functioning monitoring and observation systems established or strengthened per hazard	Number	By either monitoring or observation system
	# of hazards monitoring, analysis and forecasting processes developed or improved	Number	By process
	# of forecasting and prediction products developed and/ or accessed from WMO Global Prediction Centers (GPCs), Regional Specialized Meteorological Centers (RSMCs) and NMHSs.	Number	By product (specification required)
Output 2.3 Warnings are communicated by the countries based on common alerting protocols under agreed standard operational procedures (SOPs)	# of warnings issued in CAP format	Number	By warning
	# of updated LDCs and SIDS entries in the WMO register of alerting authorities	Number	By entry
	# of communication channels through which warnings are disseminated in the area covered by a prediction service for a given hazard(s)	Number	By communication channel

Expected results	Indicators	Unit of measurement	Disaggregation
Output 2.4 Warnings are received, understood and acted upon based on co-produced preparedness and response plans by the countries	# of preparedness and anticipatory action plans or Standard Operating Procedures (SOPs) that are operational and linked to prediction and warning services	Number	By type of plans. E.g: sectoral preparedness plans
	# of risk maps, advisory and other warning products that are available and adapted to the user group/development sector needs	Number	By type of product
Outcome 3. Early warning programmes are driven by people-centered and gender-responsive principles and promote private sector engagement	Level of integration of people centered and gender responsive approaches	Number	Level of integration: Low, medium or high
	Level of users' engagement satisfaction in the people-centered and gender-responsive approaches/ activities	Percentage	Level of satisfaction: Low, medium or high
Output 3.1 People of different backgrounds, gender, youth, older persons, people with disability, poor, marginalized, displaced, and non-native, as well as related institutions have co-produced climate and weather information products tailored to their needs	# of climate and weather information products co-designed to users' needs by group representing vulnerable segments of exposed populations	Number	By flagship product specifying which group was involved in co-design.
	# of women and men trained through X # of capacity building programmes provided by CREWS	Number	By activity, providing sex-disaggregated data
	# of CREWS projects that have included gender equality early warning as an objective or outcome.	Number	By project
	# of target outputs and activities on gender early warning (e.g., assessments and capacity building)	Number	By activity
Output 3.2 Private sector is engaged to foster innovation and sustainability in delivery of early warning services	# of agreements with private sector to co-finance or co-implement Early Warning System initiatives	Number	Disaggregate by type of activity: financing decisions, projects, etc; which engage with the private sector

ANNEX 4: M&E PLAN TEMPLATE

4.1 Theory of Change

This section will present the Theory of Change (and logic model) for the project, inclusive of key causal factors, assumptions and risks. Please ensure alignment with the CREWS MEAL framework Theory of Change.

4.2 Monitoring

This section describes how the project will monitor performance and track progress toward planned results in the results framework.

- Roles and responsibilities for monitoring activities

Responsible	Tasks

- A baseline data report which is a tool that presents the initial magnitudes of indicators, i.e. their value at the start of an intervention:

1. Introduction	<i>Briefly explain the purpose of the report and relevant information about the process of collecting the baseline data (period of collection, mention of methods used, locations where data was collected, total number of indicators in the report, team or individual who undertook the collection, and other elements that the manager finds important).</i>
2. Summary of intervention (program, project or investment)	<i>Briefly describe the intervention in question, including objective, approach, main components, partners, start-up, duration and any other elements considered relevant.</i>
3. Baseline values for the indicators	<p><i>Include the following information for each indicator:</i></p> <ul style="list-style-type: none"> • <i>Indicator name and code</i> • <i>Type of indicator</i> • <i>Output or result measured by the indicator</i> • <i>The immediate and/or intermediate outcomes (as appropriate) into which the immediate output or outcome fits (the results chain).</i> • <i>Baseline data, including baseline data broken down by corresponding categories if applicable.</i> • <i>Target, including annual targets and end-of-project targets, including targets broken down by corresponding categories if applicable.</i>

4.3 Evaluation

This section describes all anticipated evaluations from performance to impact, relevant to the project, and can be used to track evaluations over the project's timeframe. It can include:

- **An evaluation plan, which identifies the different types of internal and external evaluations to be carried out over the implementation period. It also includes the timetable for carrying out the evaluations, as well as the budget, i.e. the human and financial resources required.**

Evaluation type	Evaluation management		When it will be performed			Resources	Budget
	Internal	External	Yr 1	Yr 2	Yr 3		
Formative evaluation (mid-term or process evaluation)	X	X					
Final evaluation		X					
Impact evaluation		X					

4.4 Learning

The learning section identifies how the project will use available information to learn and adaptively manage implementation. It can include:

- **A learning plan which describes the learning activities to be carried out over a given period (annual, biannual, etc.), specifying objectives and expected results, participants and timetable.**

Type of activity	Objective/expected results	Methodology/material needed	Target audience/participants	Execution calendar

ANNEX 5: REPORTING REQUIREMENTS

Reporting requirement	Frequency	Who reports	Report delivered to	When
Project Status Report	Annually	Lead Implementing Partner	Secretariat	One month after the end of the calendar year (31st of January of the following year), while project is under implementation.
Project Final Report	Once, at project completion	Lead Implementing Partner	Secretariat	No later than three months after the project end-date
Portfolio Annual Report	Annually (by calendar year)	Secretariat	Steering Committee	Available, at the latest, end of June of the calendar year.

As a reminder, financial reporting requirements between Implementing Partners and the Trustee are set out in the Financial Procedures Agreement under section 10, “Records and Reporting,” as follows:

- 10.2 The Implementing Partner shall provide the following information to the Trustee, prepared in accordance with the Implementing Partner’s accounting and reporting procedures and provided in a form and means agreed with the Trustee:
- a. Within thirty (30) calendar days after the end of each semester of each CREWS Fiscal Year (or such other frequency as maybe agreed with the Trustee) the dates of approval and amounts approved by the Implementing Partner of Projects.
 - b. Within thirty (30) calendar days after the end of each CREWS Fiscal Year (or such other frequency as may be agreed with the Trustee), the dates and amounts of the Cancelled Funds from Projects and Administrative Fees.
 - c. Within thirty (30) calendar days after the end of each semester of each CREWS Fiscal Year (or such other frequency agreed with the Trustee), (i) the date on which all financial obligations owed by or to, as applicable, the Implementing Partner under a Project are satisfied, and (ii) the final amount disbursed/used and the amount of any Unused Funds from such Project.
 - d. (Within sixty (60) calendar days after the end of each CREWS Fiscal Year (or such other frequency as may be agreed with the Trustee), statements of: (i) Investment Income earned on the Trust Fund resources transfer to the IP Trust Fund for Projects; and (ii) Investment Income returned to the Trustee, substantially in the form attached to this Agreement as Annex H;
 - e. Within six (6) months after the end of the relevant Implementing Partner’s fiscal year, a financial statement of the IP Trust Fund;
 - f. Within six (6) months after termination of this Agreement, a final financial statement for the IP Trust Fund.

ANNEX 6: CREWS PROJECT TEMPLATES

Annex 6.1: Project Status Report


CREWS PROJECT STATUS REPORT

(Define the reporting period covered in this report)

Section 1. General Project Information

1. Project title	
2. Project reference	
3. Lead Implementing Partner of the project	
4. Other Implementing Partners involved in the project	
5. Operational Partners involved in the project	
6. Project Duration/ Timeframe (from year – to year)	
7. Current year of implementation	
8. Total Funding Approved by Steering Committee (in US dollars), including fees	
9. Reporting focal point(s) from Implementing Partners	

Section 2. Overall rating

Interpretation of color coding		
High		The project is having good implementation progress. End-of project targets achievement or cumulative financial delivery are fully on track.
Medium		The project is having moderate progress. Implementation is facing issues. End-of project targets achievement or cumulative financial delivery are off track. Adaptive management should be undertaken immediately.
Low		The project is having less than moderate or poor progress. Implementation is not proceeding as planned facing major issues. End-of project targets achievement or cumulative financial delivery are severely off track. Requires remedial attention where restructuring may be necessary.

	Rating	Comments on delays
Rate of delivery		
Rate of expenditure		

Section 3. Project Performance Progress

10. Progress summary	What has been achieved <i>during this reporting period?</i> – Please <i>list by project outcome in bullet points</i> : progress and main achievements
11. Rating of progress towards achieving CREWS Indicators	<i>Complete the following for the selected CREWS indicators in the project logical framework, at both outcome and output level. Use the unit of measure and disaggregation level defined for each indicator³ and provide a progress summary justification of the indicator. This summary should state the evidence on the indicator's progress and describe in detail what has been achieved and performed focusing on results.</i>

CREWS Outcome 1

Indicator	Baseline level	End-of project target level	Target for reporting period	Progress by ____ (Set as a percentage)	Progress summary justification as of ____	Progress rating ⁴
Outcome 1. National and local multi-hazard early warning systems prioritized and funded						
# of LDCs and SIDS with national investment plans and budgets prioritizing multi-hazard early warning programmes						
Output 1.1 A country and/or region has developed or strengthened legislative and/or institutional frameworks to support and sustain multi-hazard early warning systems						
# of national plans, strategies and legislations on early warnings approved and/or implemented						
# of coordination mechanisms strengthened or established to enhance collaboration on early warning among national or regional institutions						

3 CREWS Results Framework.

4 Use scale system provided in Annex X of this document.

Indicator	Baseline level	End-of project target level	Target for reporting period	Progress by ____ (Set as a percentage)	Progress summary justification as of ____	Progress rating ⁴
Output 1.2 Multi-hazard needs, gaps and priority assessments, analyses and related investment plans for early warning systems in a country or region are driven by CREWS financing						
# of multi-hazard assessments, analyses and other mapping of needs, gaps priorities that inform investment requirements on early warning						
Output 1.3. Partnerships and cooperation frameworks developed for financing and scaling up support to multi-hazard early warning systems						
Total volume of funds leveraged by national institutions and development partners (in USD) through CREWS investments						
# of LDCs and SIDS benefiting from GCF resources through the GCF-SAP CREWS Scaling Up Framework						

CREWS Outcome 2

Indicator	Baseline level	End-of project target level	Target for reporting period	Progress by ____ (Set as a percentage)	Progress summary justification as of ____	Progress rating
Outcome 2. Improved early warning service delivery and accessibility by national and regional institutions						
EW Maturity Index						
# of hazards which pose a risk of life and economic loss for which forecasting and warning services are in place in LDCs and SIDS through CREWS support						
Output 2.1 Risk information and tools generated by countries to enable the delivery of impact-based early warnings						
# of risk data tools developed or strengthened to generate early warning products and/or support impact-based warnings.						

Indicator	Baseline level	End-of project target level	Target for reporting period	Progress by ____ (Set as a percentage)	Progress summary justification as of ____	Progress rating
Output 2.2. Monitoring, analysis and forecasting of hazards that threaten the country/region are improved and sustained by the countries						
# of functioning monitoring and observation systems established or strengthened per hazard						
# of hazards monitoring, analysis and forecasting processes developed or improved						
# of forecasting and prediction products developed and/or accessed from WMO Global Prediction Centers (GPCs), Regional Specialized Meteorological Centers (RSMCs) and NMHSs.						
Output 2.3 Warnings are communicated by the countries based on common alerting protocols under agreed standard operational procedures (SOPs)						
# of warnings issued in CAP format						
# of updated LDCs and SIDS entries in the WMO register of alerting authorities						
# of communication channels through which warnings are disseminated in the area covered by a prediction service for a given hazard(s)						
Output 2.4 Warnings are received, understood and acted upon based on co-produced preparedness and response plans by the countries						
# of preparedness and anticipatory action plans or Standard Operating Procedures (SOPs) that are operational and linked to prediction and warning services						
# of risk maps, advisory and other warning products that are available and adapted to the user group/development sector needs						

CREWS Outcome 3

Indicator	Baseline level	End-of project target level	Target for reporting period	Progress by ____ (Set as a percentage)	Progress summary justification as of ____	Progress rating
Outcome 3. Early warning programmes are driven by people-centered and gender-responsive principles and promote private sector engagement						
Level of integration of people centered and gender responsive approaches ⁵						
Level of users' engagement satisfaction in the people-centered and gender-responsive approaches/activities ⁶						
Output 3.1 People of different backgrounds, gender, youth, older persons, people with disability, poor, marginalized, displaced, and non-native, as well as related institutions have co-produced climate and weather information products tailored to their needs						
# of climate and weather information co-designed to users' needs by group representing vulnerable segments of exposed populations						
# of women and men trained through X # of capacity building programmes provided by CREWS						
# of CREWS projects that have included gender equality in early warning as an objective or outcome						
# of targeted outputs and activities towards gender implemented						
Output 3.2 Private sector is engaged to foster innovation and sustainability in delivery of early warning services						
# of agreements with private sector to co-finance or co-implement EWS initiatives						

- 5 Please grade your project based on the following criteria: **Low**- The project did not perform consultations, activities to promote gender quality, and activities /developed products with a people-centered approach. **Medium**- There is evidence of the project performing at least one consultation, one activity to promote gender equality, and one activity/ product developed with a people-centered approach. **High**- There is evidence the project performed more than one consultation, activities to promote gender equality, and activities/products developer with a people-centered approach.
- 6 This indicator will only be completed when the survey is performed. Please provide the overall result of your survey result based on the following criteria: **Low**- Users do not feel the project considered their opinion, context and experience when developing or strengthening early warning systems. **Medium**- Users feel the project somewhat considered their opinion, context and experience when developing or strengthening early warning systems. **High**- Users feel the project considerably considered their opinion, context and experience when developing or strengthening early warning systems.

12. Risk Status	Insert ALL the risks identified at project proposal, those from previous/ current project status reports, and the new risk identified for the current reporting period. If a risk has been mitigated or is no longer a risk, please specify it in the “current situation” column.	
Description of risk <i>What is the cumulative risk status of the project in comparison to what was identified in the project proposal?</i>	Risk management actions <i>What mitigation measures have been developed to address the risk status? In bullet points</i>	Current situation <i>If mitigation measures have been undertaken, what is the current status of the risk? If a risk has been mitigated or is no longer a risk, please specify it here.</i>

13. Knowledge management and social media	<i>Provide a list of knowledge activities / products (when applicable) produced during this reporting period only. Include any links to press releases, videos or communication items and/or social media. Please attach with this report any supporting files, including photos, videos, stories, and other documents.</i>




14. Partnerships & stakeholder engagement	<i>Optional: If the project worked with any of the following partners in this reporting period, please provide a summary of the partnership activities.</i>	
United Nations and Development Partners		
Civil Society Organisations and/ or NGOs		
Academic Institutions		
Private Sector		

15. Impact stories	<i>Provide a brief summary of any especially interesting and impactful project result that is considered to be worth sharing in the annual report to the Steering Committee, with concrete examples of the contributions to CREWS value propositions (gender-responsive, multiplier, people-centered, promote coherence, solution-oriented, unique) (max 500 words).</i>

16. Financial management	
Total financing approved (in approved project proposal):	
Cumulative amount for the reporting period (how much has been used, actual expenditure):	
Percentage used as of (state end date of reporting period):	

17. Supporting documents	<i>List and annex to the report any documents providing details on project activities conducted during the reporting period such as reports of training sessions, assessment reports, online solutions and tools, manuals, summaries of high-level discussions etc.</i>

18. Certification on Use of Resources	<i>Each Implementing Partner to provide a certification of the use of resources signed by their authorized representative.</i>

19. Annex. Progress rating		
Interpretation of color coding		
Achieved		The indicator has achieved its end-of-project target.
Partially achieved		The indicator is on track to achieve its end-of-project target.
Not achieved		The indicator has not had any advancement towards achieving its end-of-project target.

Annex 6.2 Project Final Report

CREWS PROJECT FINAL REPORT (Date of submission)

Section 1. General Project Information

1. Project title	
2. Project reference	
3. Lead Implementing Partner of the project	
4. Other Implementing Partners involved in the project	
5. Operational Partners involved in the project	

6. Expected Project duration/timeframe (from year – to year)	
7. Actual Project duration/timeframe (if no-cost extensions were approved)	
8. Total funding approved by Steering Committee (in US dollars), including fees	
9. Total funding executed in actual duration	
10. Reporting focal point(s) from Implementing Partners	
11. Total funding leveraged by organization and what it was used for	
12. Report Certified Accurate by (with signature):	

Section 2. Overall Project Performance

13. Summary of outcomes and outputs	<p><i>Provide a detailed account by project/programme outcomes and outputs of what was achieved. Include, per outcome, information which also demonstrates people-centered inclusive and gender responsive-related achievements.</i></p> <p><i>Provide a detailed account of which outcomes and outputs were not realized and why.</i></p> <p><i>Describe any unexpected outcomes.</i></p>
14. Rating of CREWS Indicators achievement	<p><i>Complete the following for the selected CREWS indicators in the project results framework, at both outcome and output level. Use the unit of measure and disaggregation level defined for each indicator⁷</i></p>

⁷ CREWS Results Framework.

CREWS Outcome 1

Indicator	Baseline level	End-of project target level	Target for reporting period	Progress by ____ (Set as a percentage)	Progress summary justification as of ____	Progress rating ⁸
Outcome 1. National and local multi-hazard early warning systems prioritized and funded						
# of LDCs and SIDS with national investment plans and budgets prioritizing multi-hazard early warning programmes						
Output 1.1 A country and/or region has developed or strengthened legislative and/or institutional frameworks to support and sustain multi-hazard early warning systems						
# of national plans, strategies and legislations on early warnings approved and/or implemented						
# of coordination mechanisms strengthened or established to enhance collaboration on early warning among national or regional institutions						
Output 1.2 Multi-hazard needs, gaps and priority assessments, analyses and related investment plans for early warning systems in a country or region are driven by CREWS financing						
# of multi-hazard assessments, analyses and other mapping of needs, gaps priorities that inform investment requirements on early warning						
Output 1.3. Partnerships and cooperation frameworks developed for financing and scaling up support to multi-hazard early warning systems						
Total volume of funds leveraged by national institutions and development partners (in USD) through CREWS investments						
# of LDCs and SIDS benefiting from GCF resources through the GCF-SAP CREWS Scaling Up Framework						

⁸ Use scale system provided in Annex X of this document.

CREWS Outcome 2

Indicator	Baseline level	End-of project target level	Target for reporting period	Progress by ____ (Set as a percentage)	Progress summary justification as of ____	Progress rating
Outcome 2. Improved early warning service delivery and accessibility by national and regional institutions						
EW Maturity Index						
# of hazards which pose a risk of life and economic loss for which forecasting and warning services are in place in LDCs and SIDS through CREWS support						
Output 2.1 Risk information and tools generated by countries to enable the delivery of impact-based early warnings						
# of risk data tools developed or strengthened to generate early warning products and/or support impact-based warnings.						
Output 2.2. Monitoring, analysis and forecasting of hazards that threaten the country/region are improved and sustained by the countries						
# of functioning monitoring and observation systems established or strengthened per hazard						
# of hazards monitoring, analysis and forecasting processes developed or improved						
# of forecasting and prediction products developed and/or accessed from WMO Global Prediction Centers (GPCs), Regional Specialized Meteorological Centers (RSMCs) and NMHSs.						
Output 2.3 Warnings are communicated by the countries based on common alerting protocols under agreed standard operational procedures (SOPs)						
# of warnings issued in CAP format						
# of updated LDCs and SIDS entries in the WMO register of alerting authorities						
# of communication channels through which warnings are disseminated in the area covered by a prediction service for a given hazard(s)						

Indicator	Baseline level	End-of project target level	Target for reporting period	Progress by ____ (Set as a percentage)	Progress summary justification as of ____	Progress rating
Output 2.4 Warnings are received, understood and acted upon based on co-produced preparedness and response plans by the countries						
# of preparedness and anticipatory action plans or Standard Operating Procedures (SOPs) that are operational and linked to prediction and warning services						
# of risk maps, advisory and other warning products that are available and adapted to the user group/development sector needs						

CREWS Outcome 3

Indicator	Baseline level	End-of project target level	Target for reporting period	Progress by ____ (Set as a percentage)	Progress summary justification as of ____	Progress rating
Outcome 3. Early warning programmes are driven by people-centered and gender-responsive principles and promote private sector engagement						
Level of integration of people centered and gender responsive approaches ⁹						
Level of users' engagement satisfaction in the people-centered and gender-responsive approaches/activities ¹⁰						
Output 3.1 People of different backgrounds, gender, youth, older persons, people with disability, poor, marginalized, displaced, and non-native, as well as related institutions have co-produced climate and weather information products tailored to their needs						
# of climate and weather information co-designed to users' needs by group representing vulnerable segments of exposed populations						
# of women and men trained through X # of capacity building programmes provided by CREWS						

- 9 Please grade your project based on the following criteria: **Low**- The project did not perform consultations, activities to promote gender quality, and activities /developed products with a people-centered approach. **Medium**- There is evidence of the project performing at least one consultation, one activity to promote gender equality, and one activity/ product developed with a people-centered approach. **High**- There is evidence the project performed more than one consultation, activities to promote gender equality, and activities/products developer with a people-centered approach.
- 10 This indicator will only be completed when the survey is performed. Please provide the overall result of your survey result based on the following criteria: **Low**- Users do not feel the project considered their opinion, context and experience when developing or strengthening early warning systems. **Medium**- Users feel the project somewhat considered their opinion, context and experience when developing or strengthening early warning systems. **High**- Users feel the project considerably considered their opinion, context and experience when developing or strengthening early warning systems.

Indicator	Baseline level	End-of project target level	Target for reporting period	Progress by ____ (Set as a percentage)	Progress summary justification as of ____	Progress rating
# of CREWS projects that have included gender equality in early warning as an objective or outcome						
# of targeted outputs and activities towards gender implemented						
Output 3.2 Private sector is engaged to foster innovation and sustainability in delivery of early warning services						
# of agreements with private sector to co-finance or co-implement EWS initiatives						

15. Lessons learned and challenges	<i>Provide important challenges and lessons learned, in bullet points, in terms of what worked well, what did not, what can be improved from the project, including what were the factors that hindered or enabled successful project implementation (200 to 250 words).</i>
	<i>Challenges</i>
	<i>Lessons Learned</i>




16. Sustainability and exit strategy	<i>Provide a description of the exit measures undertaken to ensure sustainability of the results attained by the project/programme. The section should also cover key recommendations to guide and/or improve similar interventions in the future. (200 to 250 words).</i>

17. Knowledge management and social media	<i>Provide a list of knowledge activities / products (when applicable) that were produced and not included in the last status report. Include any links to press releases, videos or communication items and/or social media. Please attach with this report any supporting files, including photos, videos, stories, and other documents.</i>

18. Partnerships & stakeholder engagement	<i>Optional: If the project worked with any of the following partners that were not included in the last status report, please provide a summary of the partnership activities.</i>	
United Nations and Development Partners		
Civil Society Organisations and/or NGOs		
Academic Institutions		
Private Sector		

19. Financial management	
Total financing approved (in approved project proposal):	
Cumulative amount by end-of-project (how much has been used, actual expenditure):	
Percentage used by end-of-project:	

20. Supporting documents	<i>List and annex to the report any documents providing details on project activities that were NOT reported in the final status report such as reports of training sessions, assessment reports, online solutions and tools, manuals, summaries of high-level discussions etc</i>

20. Annex. Progress rating		
Interpretation of color coding		
Achieved		The indicator achieved its end-of-project target.
Partially achieved		The indicator's end-of-project target was only partially achieved.
Not achieved		The indicator's end-of-project target was not achieved, and no progress was made during implementation.

ANNEX 7: PROPOSED EVALUATION CRITERIA

Criterion	Definition	Potential Key Evaluation Questions
Relevance	Extent to which the intervention is aligned with the needs, priorities, and policies of target groups, donors, partners, and other stakeholders	<ul style="list-style-type: none"> To what extent are the priorities and objectives of the CREWS initiative/CREWS project still valid? To what extent do the CREWS initiative's/CREWS project outputs and outcomes meet the needs of beneficiaries, national governments, donor partners and other stakeholders? Are CREWS initiative's/CREWS project programme activities and results aligned with global and regional early warning objectives?
Coherence	The extent to which other interventions (particularly policies) support or undermine the intervention, and vice versa. Includes internal coherence and external coherence.	<ul style="list-style-type: none"> Are the CREWS initiative's/CREWS project efforts complementary to others across the globe/country/region? Is the CREWS initiative/CREWS project harmonised and coordinated with others? To what extent are the interventions adding value while avoiding duplication of efforts?
Effectiveness	The extent to which CREWS initiative attains its objectives.	<ul style="list-style-type: none"> To what extent has the CREWS initiative/CREWS project achieved planned outputs and made progress towards the outcomes defined in the results framework? Has the CREWS initiative/CREWS project produced any unexpected or negative results?
Efficiency	Cost effectiveness of outputs in relation to the inputs, usually in comparison to other possible approaches.	<ul style="list-style-type: none"> How cost effective has the CREWS initiative's/CREWS's project outputs been? Were the CREWS initiative's/CREWS's project objectives achieved on time? Was the CREWS initiative/CREWS project implemented in the most efficient way compared to alternatives?
Impact	Positive and negative changes in higher order social, economic, environmental, or other development indicators linked to a development intervention, directly or indirectly, intended or unintended.	<ul style="list-style-type: none"> To what extent has the CREWS initiative/CREWS project contributed to improving early warnings services in LDCs and SIDS? How many men, women, people with disability, poor, marginalized, displaced and non-native have benefited as a result of the CREWS initiative/CREWS project interventions?
Sustainability	How likely are interventions' benefits to continue after CREWS funding has been withdrawn? Projects need to be environmentally as well as financially sustainable.	<ul style="list-style-type: none"> How sustainable are the implementing partners' capacity? What measures are in place to ensure the environmental, social, and financial sustainability of these results?
Gender equality	Extent to which gender equality and equity considerations are integrated across an intervention.	<ul style="list-style-type: none"> To what extent have the CREWS initiative's/CREWS project activities and outputs ensured meaningful participation and benefit of both men and women equally? To what extent have the CREWS initiative's/CREWS project activities addressed barriers to women's access to and control over decision-making, resources, and benefits?
People-centered	Extent to which people-centered considerations are integrated across an intervention.	<ul style="list-style-type: none"> To what extent have the CREWS initiative's/CREWS project activities and outputs ensured meaningful participation and benefit of people of different backgrounds, gender, youth, older persons, people with disability, poor, marginalized, displaced, and non-native?

ANNEX 8: PROPOSED LEARNING QUESTIONS

- What should we have achieved (in the CREWS Initiative) by now?
- What information have we gathered over the last period through our monitoring processes, how, and from whom?
- What is working well, and why?
- What problems or challenges are there, and why? Can they be solved?
- What have we learned about matters such as: the institutional, cultural, and other contexts where we are carrying out our activities, the programme component areas, success factors, the monitoring process itself?
- What action should we take to address issues/concerns raised in learning reviews?
- Who will take the action, and when?

The CREWS Initiative gratefully acknowledges the support of:

CREWS Members



Australia



Austria



Canada



Finland



France



Germany



Luxembourg



Monaco



Netherlands



Norway



Switzerland



United Kingdom
(Chair)

CREWS Observers



European
Commission



Japan



Mexico



New Zealand



Spain



USAID

CREWS Implementing Partners



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UNDRR
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Visit www.crews-initiative.org

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