



EUROPE & SCOTLAND
European Regional Development Fund
Investing in a Smart, Sustainable and Inclusive Future

Monitoring and Evaluation Plan

[GIAPP-XXX-XX]

[Project name]

Date



Contents

1.	Overview of Framework.....	2
2.	Plan.....	3
	Checklist	3
	Outcome Measures	3
1.	Improved access to better green infrastructure	4
2.	Vacant and derelict land brought back into use.....	4
3.	Better connected green infrastructure	5
4.	Improved urban areas that are resilient to flooding.....	5
5.	Improved health and well-being	6
6.	Improved quality of place through better green infrastructure.....	6
7.	Improvement in perceptions of local greenspace	7
8.	Increased attractiveness to investors	7
9.	Enhanced biodiversity of local greenspace	8
3.	Timeline.....	9
4.	Roles and Responsibilities.....	9
	Annex 1: Monitoring Progress Report	10
	Annex 2: Timeline	11

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24/01/19	V1	Draft	RS	
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1. Overview of Framework

The purpose of this document is to provide a template for your Monitoring and Evaluation Plan and is designed to be completed using the [Monitoring and Evaluation Guidance document](#), hereafter referred to as the ‘guidance document’.

This section is designed to give you a brief overview of the Monitoring and Evaluation Framework which is outlined in pages 5 – 8 of the guidance document.

The European Regional Development Fund (ERDF) is an outcomes and results-driven investment programme. It is designed to ensure that investment results in defined impacts for communities. The ERDF horizontal themes flow through the whole programme and should cross-cut across your outcomes. The three themes which should be reflected in your project are:

- Sustainable development
- Equal opportunities and non-discrimination
- Equality between men and women

Each GISI project should also contribute towards our five outcomes and measure progress towards these outcomes through indicators and outcome measures. Monitoring activities will be recorded in the [Quarterly Progress Reports](#). Table 1 below describes the indicators and measures reported on by SNH and the grantees.

Table 1: Overview of outcomes, indicators and outcome measures.

GISI Outcomes	Result Indicators	Outcome Measures
Nature, biodiversity and ecosystems Environmental quality, flooding and climate change Involving communities and increasing participation Increasing place attractiveness and competitiveness Improving health and well-being	1. Number of projects delivering new/improved green infrastructure 2. Percentage of urban population satisfied with the quality of green infrastructure 3. Greenspace created or enhanced in urban areas	1. Improved access to better greenspace 2. Vacant and Derelict Land brought back into use 3. Better connected green infrastructure 4. Improved urban areas that are resilient to flooding 5. Improved health and well-being 6. Improved quality of place through better green infrastructure 7. Improvement in perceptions of local greenspace 8. Increased attractiveness to investors 9. Enhanced biodiversity of local greenspace
	Reported on by SNH	Reported on by Grantee

2. Plan

Checklist - *Please indicate which outcomes you will/will not measure against.*

Table 2: Outcome measure checklist.

Number	Outcome Measure	Y/N
1	Improved access to better greenspace	
2	Vacant and Derelict Land brought back into use	
3	Better connected green infrastructure	
4	Improved urban areas that are resilient to flooding	
5	Improved health and well-being	
6	Improved quality of place through better green infrastructure	
7	Improvement in perceptions of local greenspace	
8	Increased attractiveness to investors	
9	Enhanced biodiversity of local greenspace	

Outcome Measures

Please refer to the example **below** and the [guidance document](#) for assistance in completing this section. Keep in mind that you do not need to fill in every table, as you are not required to monitor against every outcome measure. Additionally, if you are reporting on other outcomes (not included here), then we encourage you to outline them in this plan as we are interested in any data collected that will demonstrate the impact of green infrastructure.

Example: Improved access to better green infrastructure

Outcome sought	Increased use of greenspace
Output	Less distance to travel for access to greenspace
Data collector	Glasgow City Council
Scope	Measure access for local community, within 300m radius
Frequency of data collection	Monthly
Data items	Planned and actual number of household within 300m of new or improved publicly usable greenspace and number of households falling within the 15% most deprived areas. Data from people counters.
Formula/s	Number of households within 300m radius of new greenspace Increase of footfall into greenspace against baseline count
Frequency of reporting	Quarterly
Notes	N/A

1. *Improved access to better green infrastructure*

Outcome sought	
Output	
Data collector	
Scope	
Frequency of data collection	
Data items	
Formula/s	
Frequency of reporting	
Notes	

2. *Vacant and derelict land brought back into use*

Outcome sought	
Output	
Data collector	
Scope	
Frequency of data collection	
Data items	
Formula/s	
Frequency of reporting	
Notes	



3. *Better connected green infrastructure*

Outcome sought	
Output	
Data collector	
Scope	
Frequency of data collection	
Data items	
Formula/s	
Frequency of reporting	
Notes	

4. *Improved urban areas that are resilient to flooding*

Outcome sought	
Output	
Data collector	
Scope	
Frequency of data collection	
Data items	
Formula/s	
Frequency of reporting	
Notes	



5. *Improved health and well-being*

Outcome sought	
Output	
Data collector	
Scope	
Frequency of data collection	
Data items	
Formula/s	
Frequency of reporting	
Notes	

6. *Improved quality of place through better green infrastructure*

Outcome sought	
Output	
Data collector	
Scope	
Frequency of data collection	
Data items	
Formula/s	
Frequency of reporting	
Notes	



7. Improvement in perceptions of local greenspace

Outcome sought	
Output	
Data collector	
Scope	
Frequency of data collection	
Data items	
Formula/s	
Frequency of reporting	
Notes	

8. Increased attractiveness to investors

Outcome sought	
Output	
Data collector	
Scope	
Frequency of data collection	
Data items	
Formula/s	
Frequency of reporting	
Notes	



9. *Enhanced biodiversity of local greenspace*

Outcome sought	
Output	
Data collector	
Scope	
Frequency of data collection	
Data items	
Formula/s	
Frequency of reporting	
Notes	



3. Timeline

This section requires you to create a timeline for the monitoring and evaluation activities outlined in section 2. The timeline does not need to go into great detail but must provide clear indication of when monitoring activities will start and finish, this includes activity beyond the end of the project.

The table below is an example.

Please include your timeline as an annex to this document.

	2019				2020				2021			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Baseline data collection												
M&E 1												
M&E 2												
M&E 3												
Evaluation Report												

4. Roles and Responsibilities

Please tell us who will be responsible for collecting, analysing and reporting on data.

Name	Role	Description of Responsibilities
John Smith	Ranger	Collecting and analysing data on visitors, events and activities in greenspace.

Annex 1: Monitoring Progress Report

This section outlines the presentation of the monitoring and evaluation section of the [Progress Report](#).

It is not mandatory to report on every outcome measure each quarter (unless agreed otherwise). The Progress Report is designed for updating SNH on what data has been collected so far and if there has been a delay to monitoring activities.

The table below is an **example** of how you can update SNH on your monitoring and evaluation progress.

Outcome Measure	Progress
1. <i>Improved access to better greenspace</i>	<i>Downloaded data from people counter on 12/02/19, 450 visitors to greenspace since last progress report.</i>
5. <i>Improved health and well-being</i>	<i>Counts of participants at health walks, increased over last 3 months</i>
7. <i>Improvement in perceptions of local greenspace</i>	<i>Survey conducted with users of greenspace, 102 responses.</i>

Annex 2: Timeline

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Dualchas Nàdair na h-Alba

All of nature for all of Scotland
Nàdar air fad airson Alba air fad