



Asia-Pacific  
Economic Cooperation

# APEC PROJECTS

## Monitoring and Evaluation

APEC Project Management Unit  
The APEC Secretariat

SOM 1 Thailand  
February 2022

Advancing Free Trade  
for Asia-Pacific Prosperity

Copyright © 2022 APEC Secretariat





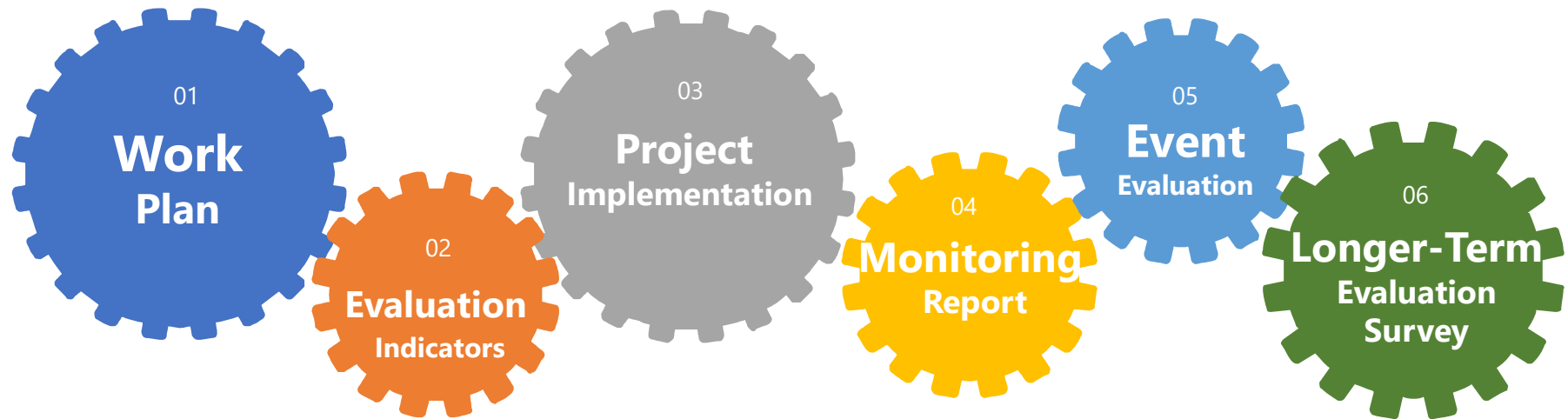
# AGENDA

This sub-section covers:

- Overview
- Evaluation Indicators Table
- The Monitoring Report
- Online Event Evaluation Tool
- Longer-Term Evaluation of APEC Projects

# Monitoring and Evaluation

## From Project Planning to Post-Completion Evaluation



# Project Evaluation

## Evaluation Indicators Table

P  
R  
O  
J  
E  
C  
T  
  
P  
R  
O  
P  
O  
S  
A  
L

### *Setting* Target Indicators

---

- OUTPUTS
- OUTCOMES

### *Measure* Indicators

---

- EVALUATION SURVEY
- ATTENDANCE LIST
- CONTRACT MILESTONES

### *Report* Indicators

---

- COMPLETION REPORT



Asia-Pacific  
Economic Cooperation

# Project Proposal: the template

11. **Monitoring and Evaluation:** The project's success will be measured by the extent to which it has delivered all its planned Outcomes, in support of the Project Objective. Please use the matrix table below to indicate your project evaluation plans by specifying what will be measured, which indicators will be used, what the target goals are, and how they will be evaluated and reported.

\*\*Examples have been given in the fields below for your easy reference. Please amend according to your project requirements. % of speakers/participants, if mentioned, should be consistent with Section B.8. [*½ page*]

	Evaluation Focus	Indicators	Target Goals	Evaluation Method	Reporting Method
Outputs	1. Online training (synchronous and asynchronous)	1. Contracted executed	31 Dec 2021	Certification by PO	Contract
		No. of participants (excl. speakers/experts)	16	Event Attendance List	Completion Report
		3. % of participating men/women (excl. speakers/experts)	50/50	Event Attendance List	Completion Report
		4. No. of speakers/experts engaged	6	Event Attendance List	Completion Report
		5. % of speakers/experts (men/women)	50/50	Event Attendance List	Completion Report
		6. No. of attending economies	16	Event Attendance List	Completion Report
		7. No. of travel eligible economies	8	Event Attendance List	Completion Report
		8. Content developed and deployed	28 Feb 2021	Certification by PO	Contract
		2. Workshop (case studies)	1. No. of participants (excl. speakers/experts)	16	Event Attendance List
	2. % of participating men/women (excl. speakers/experts)		50/50	Event Attendance List	Completion Report
	3. No. of speakers/experts engaged		5	Event Attendance List	Completion Report
	4. % of speakers/experts (men/women)		50/50	Event Attendance List	Completion Report
	5. No. of attending economies		16	Event Attendance List	Completion Report
	6. No. of travel eligible economies		6	Event Attendance List	Completion Report
	7. Content developed and deployed		31 Oct 2021	Certification by PO	Completion Report
3. Project Report	1. No. of pages	3-5	Certification by PO	Email to the Secretariat	

	Evaluation Focus	Indicators	Target Goals	Evaluation Method	Reporting Method
		2. Submission to the Secretariat	1 Nov 2021	Submission to the Secretariat	Email to the Secretariat
Outcomes	1. Best practices in approving Bio therapeutics and Advanced Therapies	1. Implementation of international best practices by economies	2021 to 2022	Tracking economies six months after event	Report to the Working Group
		2. Participants knowledge of industry-best practices and an understanding on innovative drug products	1. % of participants report substantial knowledge increase	75%	Ex-ante and ex-post evaluations
		2. Developing APEC economies report substantial knowledge increase	25%	Ex-ante and ex-post evaluations	Completion Report
		3. Women report substantial knowledge increase	33%	Ex-ante and ex-post evaluations	Completion Report
	3. Recommendations on how to implement best practices in drug approvals	1. No. of recommendations made	10	Included in the Project Report	Report to the Working Group The Longer-term Evaluation of APEC Projects (LTEAP)
Others					

12. **Linkages:** Describe the involvement of other APEC fora, and other relevant organizations. Include:
- **Engagement:** How are you engaging other relevant groups within and outside APEC?
  - **Previous work:** How does this project build on, and avoid duplication of, previous or ongoing APEC initiatives, or those of other organizations working in this area?
  - **APEC's comparative advantage:** Why is APEC the best sources of funds for this project? [*¼ to 1 page. Answers may be taken or adapted from the Concept Note*]

## SECTION D: Project Sustainability

13. **Sustainability:** Describe how the project will continue to have impact after the APEC Funding is finished.
- How will the Beneficiaries be supported to carry forward the results and lessons from the project?
  - After the project completion, what are the possible next steps to build on its Outputs and Outcomes? How will you try to ensure these future actions will take place? How will next steps be tracked?
  - How will progress on the Outcomes (Question 5) be measured? [*less than 1 page*]
14. **Project Overseers:** Who will manage the project? Note that the scope of the duty includes managing of contractors and specialists. Include brief profile(s) of the PO(s) and any other main point(s) of contact responsible for this project. [*Less than ½ page*]



# Evaluation Indicators Table

P  
R  
O  
J  
E  
C  
T  
  
P  
R  
O  
P  
O  
S  
A  
L

	Evaluation Focus	Indicators	Target Goals	Evaluation Method	Reporting Method
OUTPUTS	Output #1	1. Indicator	target	How? By whom?	Where?
		2. Indicator	target	How? By whom?	Where?
	Output #2	3. Indicator	target	How? By whom?	Where?
		4. Indicator	target	How? By whom?	Where?
	Output #3	5. Indicator	target	How? By whom?	Where?
		6. Indicator	target	How? By whom?	Where?
OUTCOMES	Outcome #1	7. Indicator	target	How? By whom?	Where?
	Outcome #2	8. Indicator	target	How? By whom?	Where?
	Outcome #3	9. Indicator	target	How? By whom?	Where?
OTHERS					



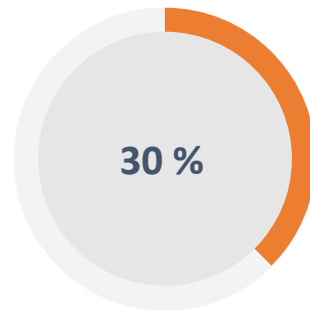
# Evaluation Indicators Table

## OUTPUT WORKSHOP



No. of Participants

Event Attendance List



Percentage of  
Women Speakers

Event Attendance List



No. of  
Attending APEC Economies

Event Attendance List



No. of Discussion Sessions  
Summarized by Contractor

Certification by PO

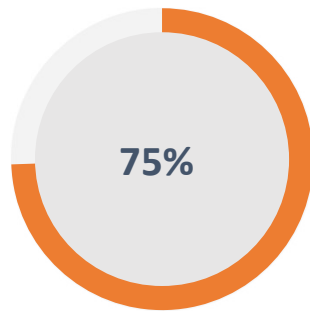


Asia-Pacific  
Economic Cooperation

# Evaluation Indicators Table

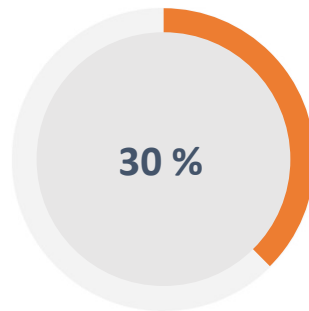
## OUTCOME

### INCREASED INDUSTRY KNOWLEDGE



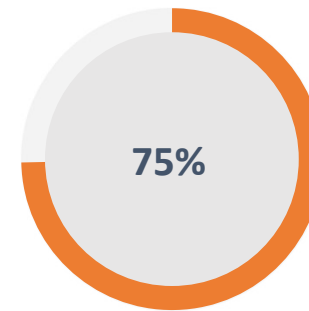
**% of Participants  
Reporting Increase**

Ex-Ante and Ex-Post  
Evaluations



**% of Economies  
Reporting Increase**

Ex-Ante and Ex-Post  
Evaluations



**% of Women  
Reporting Increase**

Ex-Ante and Ex-Post  
Evaluations







# The Monitoring Report

## Submission Dates

---

- One per calendar year
- On April or October

## Reporting

---

- On schedule?
- On budget?
- What has been implemented?
- Evaluation Indicators  
(participation data)
- Challenges

## Changes

---

- Project Design  
Amendment
- Budget Amendment



# The Monitoring Report

## APEC Project Monitoring Report

Please submit through your APEC Secretariat Program Director

### SECTION A: Project profile

Project number & title:			
Time period covered in report:		Date submitted:	
Committee / WG / Fora:			
Project Overseer Name:			
Organization / Economy			

### SECTION B: Project update

If you have submitted previous Monitoring Reports, focus on progress since the last report.

1. **Current status of project:** Please cross-reference the Work Plan, Outputs, Outcomes and Budget in your Project Proposal, or where amended through approved APEC Project Design Amendment & Extension and Budget forms.

- > On schedule: YES / NO (has an extension been requested YES / NO)
- > On budget: YES / NO (was a budget re-program requested: YES / NO)
- > On target to deliver project outcomes: YES / NO

If NO, why not? How far off schedule, budget or outcomes? What actions are being taken to resolve delays? What support is needed from your Forum or the Secretariat?

2. **Implementation:** Describe progress against the project work plan and proposed outcomes.

- Were adjustments made to the scope or timing of the project?
- What outputs (e.g. agenda, report, workshop, tools, best practices) have been delivered? How have/are these outputs being utilised?

3. **Evaluation:** What are the measures and indicators developed under the project to measure progress/success? Has baseline information or evaluation results been collected? How will any potential impacts on gender be measured? How is the project contributing to APEC's capacity building goals, objectives and operational principles? If relevant please provide details.

4. **Challenges:** If you answered 'no' in Q1, describe any issues which impacted (or might still impact) on the effective delivery of the project. How have these affected the outputs, timeline or budget? What will you do to ensure the project will still achieve all outcomes, and hence, realise the project's objective? What are the risk management strategies in place to manage potential or real risks?

5. **Engagement:** Describe the engagement and roles of stakeholders in the implementation of the project, including other APEC fora, experts and participants.

6. **Gender:** To what extent have the gender-related steps stated in your Project Proposal been taken? If an event has been held, identify if you achieved your gender targets. If an event is upcoming, report on how you are tracking gender targets and what steps will be taken to ensure that all targets will be met.



# Online Event Evaluation Tool

Section 1 of 4

APEC Project Survey <Project Number>

<Project Number>  
<Project Name in Full>  
<Event Date>

Thank you for attending the <Project Number> workshop on <Event Date> in <Economy where event is being held/virtually>. We would now like to gather your feedback with regards to how well the event has been organised and how it has helped build capacity for you. We value your inputs and this survey takes about 10 minutes to complete. We would appreciate the completion of this survey no later than <deadline of survey>. Thank you.

Email \*

Valid email

This form is collecting emails. [Change settings](#)

After section 1 Continue to next section

Section 2 of 4

Section title (optional)

Description (optional)

1. The objectives of the training were clearly defined \*

Strongly agree

Agree

Disagree

Section 3 of 4

Section title (optional)

Description (optional)

10a. How relevant was this project to you and your economy? \*

Very relevant

Mostly relevant

Somewhat relevant

A little relevant

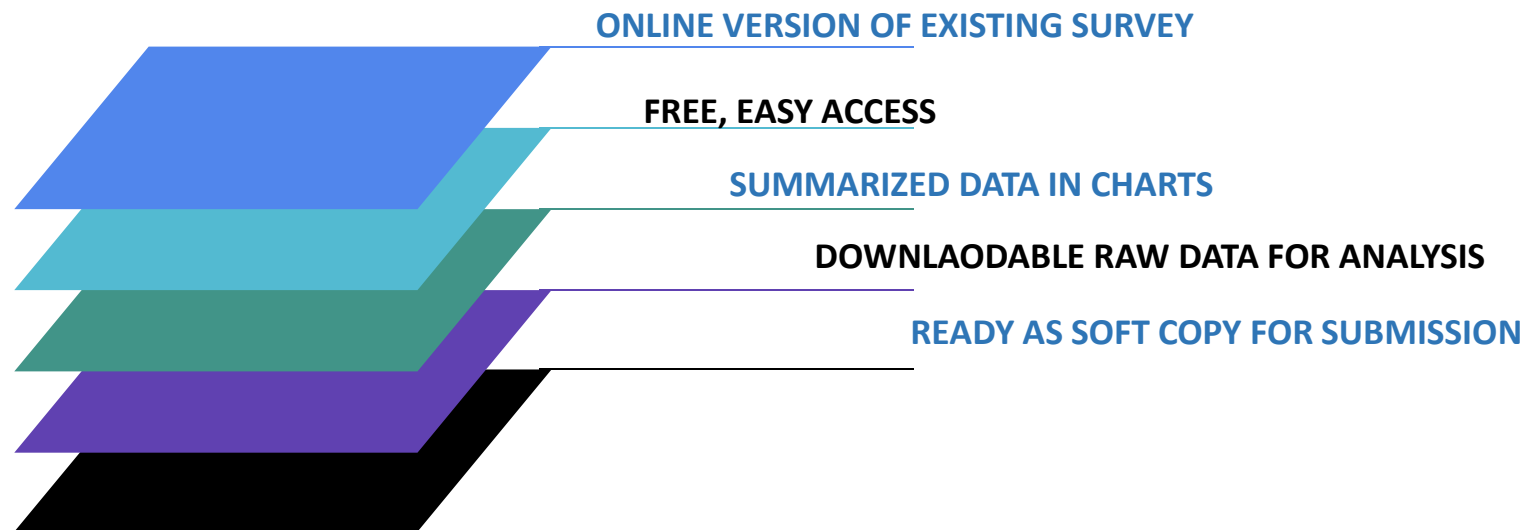
Not much relevant





# Online Event Evaluation Tool

## BENEFITS



\*Contact your Program Executive for details



Asia-Pacific  
Economic Cooperation

# Longer-Term Evaluation of APEC Projects

## When

- 6 to 12 months after PCD\*
- June of every year

\*Project Completion Date

## Who, What, How

- All Project Participants and Overseers (~5000)
- Projects completed in a given year (~90)
- Online surveys (2) via email

## Why

- Project outcomes on *Relevance, Effectiveness, and Sustainability*
- Goals:
  - Understand how projects contribute to APEC *capacity building* objectives
  - Improve *project processes* and *guidelines*



Thank You!



**Asia-Pacific  
Economic Cooperation**

# Find out more

APEC Online and Social Media



Apec.org



@APECnews



@APEC  
@Rebecca\_APEC



@apec



APEC



APEC - Asia-Pacific Economic Cooperation



Asia-Pacific  
Economic Cooperation