APEC PROJECTS
Monitoring and Evaluation

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APEC Project Management Unit
APEC Secretariat

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Advancing Free Trade for Asia-Pacific Prosperity

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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

1. Work Plan
2. Evaluation Indicators
3. Project Implementation
4. Monitoring Report
5. Event Evaluation
6. Longer-Term Evaluation Survey
## Project Evaluation

### Evaluation Indicators Table

<table>
<thead>
<tr>
<th>Setting</th>
<th>Target</th>
<th>Measure</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>OUTCOMES</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OUTPUTS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EVALUATION SURVEY</td>
<td>COMPLETION REPORT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ATTENDANCE LIST</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CONTRACT MILESTONES</td>
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</tbody>
</table>
Project Proposal: the template

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 8.3. (5/6 page)

<table>
<thead>
<tr>
<th>Evaluation Focus</th>
<th>Indicators</th>
<th>Target Goals</th>
<th>Evaluation Method</th>
<th>Reporting Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outputs</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>1. Online training (asynchronous)</td>
<td>No. of participants (excl. speakers/experts)</td>
<td>15</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
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<tr>
<td></td>
<td>% of participating men/women (excl. speakers/experts)</td>
<td>50/50</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
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<tr>
<td></td>
<td>No. of speakers/experts engaged</td>
<td>0</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>No. of attending economies</td>
<td>15</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>No. of travel eligible economies</td>
<td>8</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>Content developed and deployed</td>
<td>23 Feb 2021</td>
<td>Certification by PO</td>
<td>Contrast</td>
</tr>
<tr>
<td>2. Workshop (case studies)</td>
<td>No. of participants (excl. speakers/experts)</td>
<td>15</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>% of participating men/women (excl. speakers/experts)</td>
<td>50/50</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>No. of speakers/experts engaged</td>
<td>5</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>% of speakers/experts engaged</td>
<td>50/50</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>No. of attending economies</td>
<td>15</td>
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<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>No. of travel eligible economies</td>
<td>8</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
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<td>Content developed and deployed</td>
<td>31 Oct 2021</td>
<td>Certification by PO</td>
<td>Contrast</td>
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<td>3. Project Report</td>
<td>No. of pages</td>
<td>3-6</td>
<td>Certification by PO</td>
<td>Email to the Secretariat</td>
</tr>
</tbody>
</table>

Outcomes

1. Best practices in approving Bio Therapeutics and Advanced Therapies
   - Evaluation Focus: Implementation of International best practices by economies
   - Target Goals: 2021 to 2022
   - Evaluation Method: Tracking economies six months after event
   - Reporting Method: Report to the Working Group

2. Participants developing APEC economies report substantial knowledge increase
   - Evaluation Focus: Participants knowledge of industry-based practices and an understanding of innovative drug products
   - Target Goals: None
   - Evaluation Method: Ex-ante and ex-post evaluations
   - Reporting Method: Completion Report

3. Women report substantial knowledge increase
   - Evaluation Focus: Women report substantial knowledge increase
   - Target Goals: None
   - Evaluation Method: Ex-ante and ex-post evaluations
   - Reporting Method: Completion Report

Others

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 source of funds for this project?
[3% to 1 page. Answers may be taken or adapted from the Concept Note]

SECTION 8: Project Sustainability

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 8) be measured? (Less than 1 page)

Project Oversight: 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 1 page)
## Evaluation Indicators Table

<table>
<thead>
<tr>
<th>Evaluation Focus</th>
<th>Indicators</th>
<th>Target Goals</th>
<th>Evaluation Method</th>
<th>Reporting Method</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OUTPUTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Output #1</td>
<td>1. Indicator</td>
<td>target</td>
<td>How? By whom?</td>
<td>Where?</td>
</tr>
<tr>
<td></td>
<td>2. Indicator</td>
<td>target</td>
<td>How? By whom?</td>
<td>Where?</td>
</tr>
<tr>
<td>Output #2</td>
<td>3. Indicator</td>
<td>target</td>
<td>How? By whom?</td>
<td>Where?</td>
</tr>
<tr>
<td></td>
<td>4. Indicator</td>
<td>target</td>
<td>How? By whom?</td>
<td>Where?</td>
</tr>
<tr>
<td>Output #3</td>
<td>5. Indicator</td>
<td>target</td>
<td>How? By whom?</td>
<td>Where?</td>
</tr>
<tr>
<td><strong>OUTCOMES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcome #1</td>
<td>7. Indicator</td>
<td>target</td>
<td>How? By whom?</td>
<td>Where?</td>
</tr>
<tr>
<td>Outcome #2</td>
<td>8. Indicator</td>
<td>target</td>
<td>How? By whom?</td>
<td>Where?</td>
</tr>
<tr>
<td>Outcome #3</td>
<td>9. Indicator</td>
<td>target</td>
<td>How? By whom?</td>
<td>Where?</td>
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<tr>
<td><strong>OTHERS</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Evaluation Indicators Table

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Participants</td>
<td>50</td>
</tr>
<tr>
<td>Percentage of Women Speakers</td>
<td>30%</td>
</tr>
<tr>
<td>No. of Attending APEC Economies</td>
<td>10</td>
</tr>
<tr>
<td>No. of Discussion Sessions Summarized by Contractor</td>
<td>6</td>
</tr>
</tbody>
</table>

**Event Attendance List**

- No. of Participants: 50
- Percentage of Women Speakers: 30%
- No. of Attending APEC Economies: 10
- No. of Discussion Sessions Summarized by Contractor: 6

**Certification by PO**
## Evaluation Indicators Table

### OUTCOME

**INCREASED INDUSTRY KNOWLEDGE**

<table>
<thead>
<tr>
<th>% of Participants Reporting Increase</th>
<th>% of Economies Reporting Increase</th>
<th>% of Women Reporting Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex-Ante and Ex-Post Evaluations</td>
<td>Ex-Ante and Ex-Post Evaluations</td>
<td>Ex-Ante and Ex-Post Evaluations</td>
</tr>
<tr>
<td>75%</td>
<td>75%</td>
<td>75%</td>
</tr>
</tbody>
</table>
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
APEC Project Monitoring Report
Please submit through your APEC Secretariat Program Director

SECTION A: Project profile

<table>
<thead>
<tr>
<th>Project number &amp; title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time period covered in report:</td>
<td>Date submitted:</td>
</tr>
<tr>
<td>Committee / WG / Foa:</td>
<td></td>
</tr>
<tr>
<td>Project Overseer Name:</td>
<td></td>
</tr>
<tr>
<td>Organization / Economy</td>
<td></td>
</tr>
</tbody>
</table>

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. 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

APEC Project Survey <Project Number>

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

Section title (optional)
Description (optional)

1. The objectives of the training were clearly defined *
   - Strongly agree
   - Agree
   - Disagree

10a. How relevant was this project to you and your economy? *
   - Very relevant
   - Mostly relevant
   - Somewhat relevant
   - A little relevant
   - Not much relevant

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Online Event Evaluation Tool

**BENEFITS**

- Online Version of Existing Survey
- Free, Easy Access
- Summarized Data in Charts
- Downloadable Raw Data for Analysis
- Ready as Soft Copy for Submission

*Contact your Program Executive for details*
# Longer-Term Evaluation of APEC Projects

## When
- 6 to 12 months after Project Completion Date
- June of every year

## 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!