

Selecting Indicators (SI)

1. METHOD SHEET

Objective

A monitoring and evaluation (M&E) framework will typically adopt **indicators**, with baselines and targets, which serve to measure progress against goals and objectives. Indicators play the role of helping to outline policy goals in specific terms, monitoring progress, and providing feedback to managers and the public. Four types of indicators that are commonly used are introduced in the tool: **Selecting Indicators INFORMATION SHEET**. The tool: **Selecting Indicators TEMPLATE** is provided to assist in selecting various types of indicators against each of your determined mainstreaming objectives.

When to use

This activity supports the following tasks:

Phase/Element	Element I: Substantive Process	Element II: Resources and Capacities	Element III: Policies	Element IV: Institutions and Stakeholders
Phase A: Feasibility and Diagnosis	<ul style="list-style-type: none"> ✓ Identify urban-related climate change issues, mainstreaming objectives and climate actions (WHAT) ✓ Analyze good practices for M&E and draft an M&E Plan, including indicators for mainstreaming objectives and interim milestones ✓ Compile a Diagnosis Paper based on outputs of all tasks from Phase A of your tailored mainstreaming process 			
Phase B: Formulation	<ul style="list-style-type: none"> ✓ Formulate Policy Proposal, including clear indication of what other documents need to be aligned, and estimation for budget needs and other resources to implement the mainstreaming objectives 		<ul style="list-style-type: none"> ✓ Prepare a detailed Formulation Work Plan for your Policy Proposal 	
Phase C: Implementation		<ul style="list-style-type: none"> ✓ Create detailed Implementation Plan on support/ coordination/ oversight by Core Team & wider Reference Group ✓ Develop capacities of sectoral and sub-national implementing 		

		bodies if mandated and needed (including on how to access climate financing), and support institutionalization of capacity building processes where possible ✓ Create detailed Implementation Plan on support/coordination/oversight by Core Team and Reference Group		
Phase D: Monitoring and Evaluation				

Spatial Set-up

Can be done by using paper or on white boards, manila paper, a wall or the floor – or with the aid of a computer (and projection onto a larger screen)

Group Size

This tool can be used individually, or in small groups (e.g. 4 – 6 persons)

Time

1-2 hours, or as needed

Materials

- **Selecting Indicators INFORMATION SHEET**
- **Selecting Indicators TEMPLATE**
- Large prints of the above, and pens, AND/OR
- White boards and manila paper, with pens/markers, OR
- Computer with projector and screen

Instructions

1. Read the tool: **Selecting Indicators INFORMATION SHEET**, which briefly explains the four types of indicators commonly used: input indicators, output indicators, outcome indicators and impact indicators.
2. Use the tool: **Selecting Indicators TEMPLATE** to list each of the different types of indicators against your mainstreaming objectives.

3. Use the set of questions in the tool: **Selecting Indicators INFORMATION SHEET** to refine your selection your selection of indicators and determine how indicators will be prioritized if there are tradeoffs between them.

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2. INFORMATION SHEET

A Monitoring and Evaluation framework typically adopts **indicators** (with baselines and targets) to measure progress against policy or project goals and objectives. Indicators help to outline policy goals in specific terms, monitor progress, and provide feedback to managers and the public. There are four types of indicators that are commonly used, as displayed in the table below.

Table SI 2.1 Types of Indicators

Input indicators	Monitoring indicators that measure the resources that are applied to the policy or implementation process, such as financial, technical and human resources.
Output indicators	Monitoring indicators that measure the tangible and intangible products that result from the policy, e.g. the number of local governments that have local climate action plans in place.
Outcome indicators	Monitoring indicators that measure the benefits that a policy is designed to deliver, such as increased awareness of climate change impacts among local level actors.
Impact indicators	Monitoring indicators that measure the higher-level goals and objectives to which the policy will contribute, such as improved climate justice for the urban poor, or overall reduced carbon emissions from urban activities.

Once an initial set of indicators has been determined (using the **Selecting Indicators TEMPLATE** as needed), the following questions can be asked to refine the selection:

- **Is there a clear link to a mainstreaming objective?**
The climate change actions in the Diagnosis Paper were assessed and chosen on their ability to help achieve mainstreaming objectives. Actions and indicators must be linked back to the main and/ or supporting objectives so they can be used to help monitor whether or not plan actions are having the desired results/impacts on the objectives.
- **Is the indicator specific and measurable?**
Can the indicator be easily tracked? Here, it is useful to seek information and data already being collected by another party (e.g. national census). Standardized indicators also allow for maximum use of published data, minimizing the need for additional data gathering, information management and cost.
- **Are the indicators consistent?**
Whatever the final indicators, it is important to be systematic and consistent in the information you collect for monitoring and evaluation purposes. Information not collected in the same manner (i.e. at different times, using different information sources, etc.) may not be comparable over time.
- **If there are tradeoffs between indicators, how will they be prioritized?**
Determine criteria for prioritizing the indicators.

- **Are they realistic and manageable, based on existing capacity constraints?**
Consider this against the human, financial and institutional capacity needs identified using the **SWOT Analysis Tool**.
- **Is there a clear link to a climate adaptation objective?**
The EbA actions were assessed and selected based on their ability to help achieve adaptation objectives. Actions and indicators must be linked back to the main and/ or supporting objectives so they can be used to help monitor whether or not plan actions are having the desired results/impacts on the objectives.
- **Is the indicator aligned with international, national and local processes, as well as project outcomes?**
Ensure that the indicators are aligned with your country's NAP process and city development targets and indicators, in particular those pertaining to vulnerable groups of people, livelihoods, human health and the health and performance of ecosystems.
- **Is the indicator specific and measurable?**
Can the indicator be easily tracked? Here, it is best to seek information and data already being collected by another party (e.g. national census). Standardized indicators also allow for maximum use of published data, minimizing the need for additional data gathering, information management and cost.
- **Are the indicators consistent?**
Whatever the final indicators, it is important to be systematic and consistent in the information you collect for monitoring and evaluation purposes. Information not collected in the same manner (i.e. at different times, using different information sources, etc.) may not be comparable over time.
- **Are they realistic and manageable, based on existing capacity constraints?**
Consider this against the human, financial and institutional capacities identified in Exercise 8b. Implementation Analysis.

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3. TEMPLATE

Table SI 3.1 Selecting Indicators against Mainstreaming Actions

Mainstreaming Objective	Climate Actions	Input Indicators	Output Indicators	Outcome Indicators	Impact Indicators
<p><i>(Example)</i> Give urban risks and adaptation a higher profile in local-level policies</p>	<p><i>(Example)</i> Conduct integrated vulnerability assessments and incorporate these into local-level policies and, where appropriate, develop stand-alone climate change action plans.</p>	<p><i>(Example)</i> Financial, human and technical resources applied towards vulnerability assessments, mainstreaming into local policies and development of action plans.</p>	<p><i>(Example)</i> Number of municipalities that have conducted integrated vulnerability assessments and mainstreamed climate issues and actions into local-level policy</p> <p>Number of municipalities that have adopted climate change action plans</p>	<p><i>(Example)</i> Increased awareness of climate risks and adaptation among local-level actors</p>	<p><i>(Example)</i> Increased climate resilience on the local level</p>

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