

# Falklands wetlands and aquatic habitats: baselines for monitoring future change

Darwin Plus 116

## Monitoring & Evaluation Plan



UK Centre for  
Ecology & Hydrology



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## 1 Introduction

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### 1.1 Purpose of this plan

This monitoring and evaluation (M&E) plan has been prepared by the DPLUS116 Project Manager (PM), is approved by the Project Management Group (PMG) and forms an integral part of the project reporting progress. Oversight of the delivery of the M&E plan will be the responsibility of the project manager (PM) whilst signing off on the implementation of the M&E plan will be the responsibility of the PMG.

### 1.2 Project summary

<b>Title</b>	<b>Falklands wetlands and aquatic habitats: baselines for monitoring future change</b>
<b>Start/End date</b>	1 <sup>st</sup> July 2020 / 30 <sup>th</sup> June 2020
<b>Duration</b>	2 years
<b>Territories</b>	Falkland Islands
<b>Lead Partner</b>	South Atlantic Environmental Research Institute (SAERI)
<b>Other partner institutions</b>	Falkland Island Government (FIG), UK Centre for Ecology and Hydrology (UK CEH), University College London (UCL) and independent consultant David Stroud.
<b>Grant Value</b>	£210,071
<b>Project leader name</b>	Tara Pelembe . Project Manager Dr Stefanie Carter.
<b>Project goal</b>	To create freshwater and aquatic habitat baselines for monitoring future change.
<b>Project Outcome</b>	The wetlands of the Falkland Islands are better understood through the establishment of indicators for long-term monitoring and triggering of rapid management interventions.

## 2 Logical Framework

Project summary	Measurable Indicators	Means of verification	Important Assumptions
<p>Impact: Established indicators of change trigger early warnings, enabling more effective management of wetlands and aquatic habitats in the Falkland Islands. (Max 30 words)</p>			
<p>Outcome: (Max 30 words) The wetlands of the Falkland Islands are better understood through the establishment of indicators for long-term monitoring and triggering of rapid management interventions</p>	<p>0.1 At least 3 indicators for long-term monitoring established by Y2Q4 0.2 1x Paper on policy recommendations for Wetlands Ecoregion Action Plan presented to Environment Committee by Y2Q4</p>	<p>0.1 Manual for indicator monitoring published online 0.2 Paper on policy and management recommendations presented at Environment Committee and reflected in the minutes of the Environment Committee meeting.</p>	<p>Appropriate indicators that can be monitored into the future with minimum resource requirements are able to be established Environment Committee accept and progress the papers recommendations.</p>
<p>Outputs: <b>1.</b> An effective, efficient and accountable project management system established</p>	<p>1.1 1x PMG meeting held every 3 months 1.2 1x Project Manager successfully recruited by Y1Q2 1.3 1x Monitoring and evaluation plan successfully completed by Y1Q3 1.4 1x Environment Committee update successfully completed in Y1 Q4</p>	<p>1.1 PMG meeting notes circulated to PMG members 1.2 PM Contract signed 1.3 Monitoring and evaluation plan online on project webpage 1.4 Environment Committee paper presented.</p>	<p>Recruitment runs to plan and Project Manager in place at the scheduled time.  Environment Committee agenda has a slot for the paper presentations at the scheduled time</p>

<p><b>2. Existing baseline data mined and collated and data gaps identified and prioritised</b></p>	<p>2.1 1x Literature review of FI wetlands successfully completed by Y1Q3  2.2 1x Data mining and collation FI database successfully completed by Y1Q3  2.3 1x WebGIS of existing and new FI wetlands Spatial data successfully completed by Y1Q3.</p>	<p>2.1 Literature review online on project webpage  2.2 New data records in the Falkland Islands data portal managed by SAERI's IMS-GIS data centre  2.3 WebGIS project online on project webpage</p>	<p>The expert team established enables grey as well as published literature and unpublished as well as published data to be collated to avoid any duplication of previous work</p>
<p><b>3. Priority data gaps addressed through fieldwork</b></p>	<p>3.1 1 6 field sites identified and sampled successfully by Y1Q4  3.2 Gaps in spatial aspects of basic water quality in the inland waters successfully addressed in Y1Q4 (Note: includes logging short-term variations in salinity)  3.3 1 x field season report successfully completed in Y1Q4  3.4 1x field season Symposium successfully completed in Y1 Q4 with at least 20 attendees.  3.5 1 x field season database and WebGIS updates successfully completed inY2 Q1</p>	<p>3.1 Field season report online on project webpage  3.2 New data records uploaded onto the FI data portal.  3.3 Field season report available online  3.4 Field season symposium presentations available online  3.5 New data records in the FI data portal  3.5 WebGIS project online on project webpage has new records  3.6 – attendance records at workshop</p>	<p>Weather during the scheduled field season is suitable for field work. Flights are on time and enable the full 2 week period of field work to be undertaken. Sufficient accommodation available on the Falklands to carry out the fieldwork. Covid-19 related travel restrictions are lifted to enable travel from UK to the Falkland Island.</p>

<p>4. Indicators established, capacity in indicator monitoring built and policy recommendations made.</p>	<p>4.1 At least 3 indicators successfully identified by Y2Q1  4.2 Long-term monitoring protocols and procedures established by Y2 Q3  4.3 At least 5 FIG and 5 SAERI staff (at least 50% female) training feedback on indicator monitoring shows increased knowledge by Y2Q2  4.4 1x Paper on recommendations for wetlands action plan successfully completed by Y2Q3  4.5 1x Final project stakeholder talk successfully completed in Y2Q4</p>	<p>4.1 and 4.2 Indicator report and training manual online  4.3 Workshop/training report online  4.4 Policy paper produced and circulated to PMG.  4.5 Public talk advertisement, photographs and presentation available online. Minutes from the questions at the talk and a list of attendees circulated to the PMG.</p>	<p>There are enough people interested in undertaking the training to reach the target number.  Environment Committee agenda has a slot for the paper presentations at the scheduled time.</p>
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### 3 Monitoring and evaluation plan

Activity	Indicator	Evidence/data required	Where evidence / data is to be sourced	Frequency How often will it be measured	Responsibility Who will measure it	Resources (time, £, staff, input from others)
1.1 Organise and host quarterly project management group meetings and make notes available online	PMG meeting held every 3 months	Minutes from PMG meetings circulated to PMG members and uploaded to the project website	Project website and PMG Google Drive	Quarterly	PMG	All PMG members attend, PM chairs and takes minutes.
1.2 Recruit the Project manager	Project Manager successfully recruited by Y1Q2	PM contract signed	Filed on Breathe HR	Once	SAERI Deputy Director - Science	Recruitment process led by SAERI Deputy Director - Science
1.3 Write the Monitoring and evaluation plan and make it available online	Monitoring and evaluation plan successfully completed by Y1Q3	Completed M&E Plan	On SAERI Wetlands Project website	Once	PMG	Drafting by PM, signed off by PMG
1.4 Provide an end of Year 1 project update to the FI Environment Committee.	Environment Committee update successfully completed in Y1 Q4	EC paper and EC minutes	EC paper on project website, minutes circulated to all committee attendees	Once	PM	Drafting and submitting by PM
2.1 Undertake Literature review of FI wetlands and produce a summary report	Literature review of FI wetlands successfully completed by Y1Q3	Completed literature review	On SAERI Wetlands Project website	Once	PM	Writing by PM, comments and suggestions by PMG on initial draft.
2.2 Undertake a data mining exercise and upload all relevant data onto the FI data portal	Data mining and collation FI database successfully completed by Y1Q3	Data records on database	SAERI server and data portal	Once	PM	PM will collate data, SAERI data manager will add data to database
2.3 Produce WebGIS of FI wetlands Spatial data	WebGIS of existing and new FI wetlands Spatial data successfully completed by Y1Q3	WebGIS	SAERI website	Once	PM	PM will collate data, SAERI data manager will create WebGIS and add data
3.1 Organise and undertake preliminary fieldwork, and write up fieldwork report.	6 field sites identified and sampled successfully by Y1Q4  Gaps in spatial aspects of basic water quality in the inland waters successfully addressed in Y1Q4 ( Note: includes logging short term variations in salinity)	Data records, fieldwork report	SAERI server and data portal, SAERI Wetlands Project website	Once	PM	PM will organise and carry out the fieldwork; PMG will advise on equipment and methodology
3.2 Organise and undertake intensive field season	6 field sites identified and sampled successfully by Y1Q4	New data records, fieldwork report	SAERI server and data portal, SAERI Wetlands Project website	Once	PM	PM will organise and carry out the fieldwork; PMG will

Activity	Indicator	Evidence/data required	Where evidence / data is to be sourced	Frequency How often will it be measured	Responsibility Who will measure it	Resources (time, £, staff, input from others)
	Gaps in spatial aspects of basic water quality in the inland waters successfully addressed in Y1Q4 ( Note: includes logging short term variations in salinity)					advise on equipment and methodology
3.3 Write up intensive field season report and make it available online	Field season report successfully completed in Y1Q4	Fieldwork report	SAERI Wetlands Project website	Once	PM	PM will write fieldwork report
3.4 Organise and host intensive field season Symposium and make all of the presentations available online	Field season Symposium successfully completed in Y2 Q4 with at least 20 attendees.	Presentations and attendance records	SAERI Wetlands Project website	Once	PMG	PM will organise the Symposium, each PMG member will present at the Symposium
3.5 Organise and undertake second intensive field season	Fieldwork season with visiting project partners by Y2 Q4	New data records, fieldwork report	SAERI server and data portal, SAERI Wetlands Project website	Once	PM	PM will organise and carry out the fieldwork; PMG will advise on equipment and methodology; if international travel allows, PMG will take part in field work
3.6 Review new data and update the Falkland Islands data portal and WebGIS	Field season database and WebGIS updates successfully completed in Y2 Q1	New data records	SAERI server and data portal, WebGIS	Once	PM	PM will lead on data review, PMG will assist
4.1 Analyse all of the data and identify indicators and write a report on the methodology for determining the indicators.	At least 3 indicators successfully identified by Y2Q1	Indicator report and methodology report	SAERI Wetlands Project website	Once	PM	PM will lead on the task, PMG will assist with indicator identification and writing of methodology
4.2 Prepare indicator monitoring manual and make it available online	Long-term monitoring protocols and procedures established by Y2 Q3	Indicator monitoring manual	SAERI Wetlands Project website	Once	PM	PM will draft manual, PMG will provide input and review
4.3 Train FIG and SAERI staff in indicator monitoring	At least 5 FIG and 5 SAERI staff (at least 50% female) training feedback on indicator monitoring shows increased knowledge by Y2Q2	Workshop/training report	SAERI Wetlands Project website	Once	PM	PM will organise training course, PMG will participate and deliver presentations



Activity	Indicator	Evidence/data required	Where evidence / data is to be sourced	Frequency How often will it be measured	Responsibility Who will measure it	Resources (time, £, staff, input from others)
4.4 Write up training workshop report and make available online with training workshop presentations	At least 5 FIG and 5 SAERI staff (at least 50% female) training feedback on indicator monitoring shows increased knowledge by Y2Q2	Workshop/training report	SAERI Wetlands Project website	Once	PM	PM will write workshop report and make the presentations available
4.5 Write policy paper on recommendations for wetlands action plan	Paper on recommendations for wetlands action plan successfully completed by Y2Q3	Policy paper	SAERI Wetlands Project website	Once	PM	PM will draft paper, PMG will provide input
4.6 Organise and host final project stakeholder/public talk	Final project stakeholder talk successfully completed in Y2Q4	Advertisement, photographs, presentation, minutes from the questions	SAERI Wetlands Project website	Once	PM	PM will organise and deliver the talk
4.7 Present policy paper and end of project report to Environment Committee	Paper on recommendations for wetlands action plan successfully completed by Y2Q3	Email submission to Environment Committee	Screenshot of email submission	Once	PM	PM will submit paper to Environment Committee

<b>Role</b>	<b>Responsibilities</b>
<b>Project Manager</b>	The project manager leads on the day to day running of the project, including coordinating the project partnership, providing secretariat for the PMG. The project manager shall be accountable for the financial management of the Darwin project budget, and ensure the project is delivered on time and on budget.
<b>Project Leader</b>	The project leader will be responsible for the technical direction of the project and will be the main point of contact for Darwin. In addition, they shall be the person responsible for ensuring any grant meets the relevant Terms and Conditions. Finally, the Project Leader and their organisation are responsible for the health and safety of all staff working full and part time on their project.
<b>Project Management Group (PMG)</b>	Project Management Group (PMG) shall monitor and steer the project, ensuring it aligns with the project proposal document, and ensuring that the project delivers its outputs on time, and on budget. The PMG will also approve the Monitoring and Evaluation plan at the start of the project, and sign off its implementation throughout the project duration. Finally, the PMG provides high level decisions regarding any changes to the Project Management Plan (log frame), and will review relevant documents associated with this, such as the project risk register and the issues log.

SAERI operates a strict data management policy for Darwin Plus projects, which this project shall comply with. This includes, but is not limited to:

- The provision of Research Permits from FIG.
- The provision of metadata for project delivery data layers
- Submission of final datasets to the IMS-GIS data centre as required by the data management policy.

A more detailed guide to data management provision under this project can be viewed here:

<http://www.south-atlantic-research.org/guide-for-researchers/d-data-management>

The project is conducted in compliance with the Darwin Initiative's grant terms and conditions, which can be found [here](#). Monitoring and Reporting (Section 7) is a key component of the terms and conditions and will be carried out accordingly.