

Food Systems & Agriculture Framework: Monitoring & Evaluation Rubric Template

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The *Monitoring & Evaluation Rubric Template* is a customizable tool to help stakeholders—farmers, indigenous communities, non-governmental organizations (NGOs), local governments, and private sectors—track and assess the progress and impact of initiatives under the *Food Systems & Agriculture Framework*. By defining objectives, selecting measurable Key Performance Indicators (KPIs), and establishing evaluation methods, this rubric ensures projects align with the framework's [Strategic Objectives](#) and [Core Principles](#) of sustainability, equity, resilience, and transparency. Designed for pilot projects or broader initiatives, it is part of the [Start with the Seed Kit](#) and supports the framework's [Monitoring and Evaluation](#) goals.

Overview

The rubric provides a structured framework to:

- Clarify project objectives and their alignment with the framework.
- Define quantitative and qualitative KPIs to measure success.
- Outline methods for data collection and evaluation.
- Establish processes for reporting outcomes and adapting strategies.
- Ensure accountability and inclusivity in monitoring efforts.

This tool supports the framework's commitment to tracking progress, such as achieving 30% regenerative farmland by 2035 and reducing hunger by 50% by 2030, while incorporating community feedback to ensure cultural and ecological relevance.

Accessible explanation: This template helps you check how your project is doing, like if you're growing more food or helping the environment, by setting goals and measuring progress.

Alignment: Supports SDG 2 (Zero Hunger), SDG 15 (Life on Land), and SDG 17 (Partnerships for the Goals).

Instructions

1. **Customize the Template:** Replace placeholders (e.g., [Project Name], [Region]) with details specific to your initiative.
2. **Engage Stakeholders:** Involve all relevant stakeholders, including indigenous communities and marginalized groups, to co-design objectives and KPIs.
3. **Complete Sections:** Fill in each section, ensuring KPIs are measurable and evaluation methods are feasible for your context.

4. **Implement Monitoring:** Collect data regularly and document findings, sharing results with stakeholders via [e.g., community meetings, globalgovernanceframework.org].
5. **Review and Adapt:** Conduct periodic reviews (e.g., quarterly, annually) to assess outcomes and adjust strategies based on findings.

Accessible explanation: Fill in the blanks for your project, work with your team to set goals, check progress often, share results, and make changes if needed.

Monitoring & Evaluation Rubric Template

Project Objectives

Purpose: Define the specific goals of your initiative, aligning with the framework's [Strategic Objectives](#).

Objectives:

- [Objective 1, e.g., Increase local food access by 20% in [Region] by [Year]].
- [Objective 2, e.g., Train 100 farmers in regenerative practices in [Region] by [Year]].
- [Objective 3, e.g., Integrate Traditional Ecological Knowledge (TEK) into 2 farming practices by [Year]].

Alignment with Framework:

- [e.g., Objective 1 supports enhancing food security (SDG 2)].
- [e.g., Objective 2 supports promoting sustainable practices (SDG 15)].
- [e.g., Objective 3 supports UNDRIP and equity (SDG 10)].

Accessible explanation: List what your project aims to do, like feeding more people or teaching eco-friendly farming, and how it fits the bigger plan.

Key Performance Indicators (KPIs)

Purpose: Select measurable indicators to track progress toward objectives, as outlined in [Monitoring and Evaluation](#).

KPIs:

- **Quantitative:**
 - [KPI 1, e.g., Number of households with improved food access (Target: 100 by [Year])].
 - [KPI 2, e.g., Hectares of farmland using regenerative practices (Target: 50 by [Year])].
 - [KPI 3, e.g., Number of farmers trained in TEK (Target: 100 by [Year])].
- **Qualitative:**
 - [KPI 4, e.g., Community satisfaction with project outcomes (Target: 80% approval via surveys by [Year])].
 - [KPI 5, e.g., Cultural preservation of TEK practices (Target: 2 practices documented by [Year])].

Accessible explanation: Choose ways to measure success, like counting people fed or asking if the community is happy with the project.

Evaluation Methods

Purpose: Define how data will be collected and analyzed to assess KPIs.

Methods:

- **Quantitative:**

- [Method 1, e.g., Monthly surveys to track household food access, conducted by local coordinators].
- [Method 2, e.g., Satellite imagery or field measurements to monitor regenerative farmland].
- [Method 3, e.g., Training attendance records to count TEK-trained farmers].
- **Qualitative:**
 - [Method 4, e.g., Focus groups with 10–20 community members to assess satisfaction].
 - [Method 5, e.g., Interviews with indigenous elders to document TEK practices].
- **Frequency:** Collect data [e.g., monthly, quarterly] and evaluate [e.g., biannually, annually].

Resources Needed:

- [e.g., Survey tools, local facilitators, data platform access].
- [e.g., Partnerships with NGOs for qualitative data collection].

Accessible explanation: Decide how to gather information, like asking people questions or checking fields, and how often to do it.

Data Collection and Reporting

Purpose: Establish processes for collecting, storing, and sharing evaluation data.

Plan:

- **Collection:** Assign [e.g., community volunteers, project coordinators] to collect data using [e.g., paper forms, mobile apps].
- **Storage:** Store data securely on [e.g., local servers, globalgovernanceframework.org platform], respecting data sovereignty for indigenous communities.
- **Reporting:** Share findings via [e.g., quarterly community meetings, annual reports], ensuring accessibility (e.g., multilingual summaries, audio formats).
- **Transparency:** Publish outcomes on [e.g., public dashboards, community boards] to maintain trust, as per [Core Principles](#).

Example:

- A pilot in [Region] reports 75% community satisfaction via a public dashboard, shared in English and [local language].

Accessible explanation: Plan who collects and keeps track of information, then share results openly with everyone.

Review and Adaptation

Purpose: Use evaluation findings to refine and improve the initiative.

Process:

- **Review Schedule:** Conduct reviews [e.g., quarterly, annually] with [e.g., steering committee, indigenous leaders] to assess KPI progress.
- **Adaptation:** Adjust strategies based on findings, such as [e.g., increasing training sessions if farmer engagement is low].
- **Feedback Loop:** Incorporate stakeholder input, targeting [e.g., 50%] representation from marginalized groups, to ensure inclusivity.
- **Documentation:** Record changes in a [e.g., project log, annual report] to track evolution and inform scalability.

Example:

- A project in [Region] increases TEK workshops from 2 to 4 per year after a review shows only 60% farmer training targets met.

Accessible explanation: Regularly check how things are going, make changes if needed, and write down what you learn to do better.

Cross-Reference Note: This rubric supports [Monitoring and Evaluation](#) and aligns with [Timeline and Milestones](#). Explore the [Index](#) for navigation or access additional tools at the [Tools Library](#).