Food Systems & Agriculture Framework: Monitoring & Evaluation Rubric Template

In this document:

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.