



Toolkit for Equitable
Emergency Management

Appendix V

Monitoring and
Evaluation Template

2025

Appendix V - Monitoring and Evaluation Template

Section: Monitoring and Evaluation

Project Name:

Community:

Date:

Prepared by:

Purpose

To ensure that the HRVA remains relevant, accurate, and impactful by continuously collecting, analyzing, and using data to track progress, assess the effectiveness of implemented strategies, and identify new and evolving risks. This process should incorporate IGA considerations to ensure inclusivity and equity.

Instructions

1. **Outline Objectives:** Clearly define the objectives for monitoring and evaluating the HRVA process to ensure they align with the principles of inclusivity and equity inherent in the IGA framework.
2. **Select Indicators:** Choose indicators that measure progress and effectiveness, ensuring they capture data relevant to different social identities and vulnerabilities.
3. **Establish Data Collection System:** Set up a system for the continuous collection of data on implemented risk reduction strategies and community vulnerabilities.
4. **Engage Partners and Stakeholders:** Involve a wide range of partners and stakeholders, including community members, Indigenous communities, local authorities, and experts, to gather diverse perspectives and ensure the assessment accurately reflects the community's reality.
5. **Ensure Data Quality:** Maintain high standards of data quality and management, ensuring data collected is accurate, up-to-date, and relevant.
6. **Foster Continuous Learning:** Create a culture of continuous learning and improvement within the emergency management/HRVA team. Use findings from monitoring and evaluation to inform future HRVAs, as well as opportunities for training, capacity-building, and development initiatives.

7. **Document and Report:** Ensure comprehensive and consistent documentation and reporting of the monitoring and evaluation processes and outcomes. Regular reporting helps in effective communication with all partners and stakeholders.
8. **Review and Update:** Periodically review and update the HRVA to reflect new data, community feedback, and changing conditions, ensuring continuous integration of IGA considerations.

Monitoring and Evaluation Plan for *(insert Community name)*

Activity	Objective	Data Collection Method	Indicators	Frequency
<i>Continuous Data Collection</i>	<i>Track progress of risk reduction strategies and measure their effectiveness</i>	<i>Surveys, community feedback, incident reports/After Action Reports (AARs)</i>	<i>Number of implemented strategies; effectiveness of strategies; community satisfaction levels</i>	<i>Ongoing</i>
<i>Periodic Review</i>	<i>Assess alignment with community needs and priorities</i>	<i>Partner/stakeholder meetings, focus groups</i>	<i>Alignment of strategies with community needs; feedback from diverse groups</i>	<i>Twice a year – usually before/after seasonal hazards</i>
<i>Update Risk Assessments</i>	<i>Reflect changes in community demographics and emerging risks</i>	<i>Census data, local reports</i>	<i>Updated risk profiles; identification of new risks</i>	<i>Annually</i>
<i>Community Engagement Feedback</i>	<i>Gather continuous input and adjust strategies</i>	<i>Community forums as part of AARs, feedback forms</i>	<i>Level of community engagement; rate of integrating feedback</i>	<i>Twice a year – usually before/after seasonal hazards</i>

<i>Documentation and Reporting</i>	<i>Communicate findings and facilitate decision-making</i>	<i>Reports, presentations</i>	<i>Number of reports generated; impact of reports on future planning and integration; partner/stakeholder satisfaction with reports</i>	<i>Annually</i>
<i>Training and Capacity Building</i>	<i>Inform and improve staff skills and knowledge, especially in relation to feedback obtained from the community</i>	<i>Training sessions, workshops; professional development goals in relation to HRVA and IGA</i>	<i>Number of training sessions held; participant feedback; level of improvement/learning</i>	<i>Semi-Annually</i>

Quick Reference Checklist

Preparation:

- Define clear objectives for the monitoring and evaluation process.
- Identify key metrics to measure the effectiveness and inclusivity of the HRVA process.
- Develop a detailed monitoring and evaluation plan.
- Assign responsibilities for data collection and analysis.

Data Collection

- Establish a system for continuous data collection.
- Conduct regular surveys and focus groups to gather community feedback.
- Collect and analyze census data and local reports to update risk assessments.

Perform data audits and validation checks to ensure data accuracy and completeness.

Partner and Stakeholder Engagement

Involve a wide range of partners and stakeholders, including community members, Indigenous communities, local authorities, and experts, in the monitoring and evaluation process.

Ensure diverse participation in stakeholder meetings and focus groups.

Gather continuous input from the community through forums and feedback forms.

Analyze with IGA

Analyze collected data through an IGA lens to assess the impact on different social identities.

Evaluate the alignment of risk reduction strategies with community needs and priorities.

Assess the effectiveness of training and capacity-building initiatives.

Reporting and Documentation

Document findings from the monitoring and evaluation process.

Prepare regular reports and presentations to communicate findings to stakeholders.

Ensure comprehensive documentation of all monitoring and evaluation activities.

Continuous Improvement

Use findings from monitoring and evaluation to inform future HRVAs, training, capacity-building, and development initiatives.

Adjust risk reduction strategies based on feedback and data analysis.

Establish a feedback loop to ensure continuous improvement of the HRVA process.

Periodically review and update the HRVA to reflect new data, community feedback, and changing conditions.

Final Review

- Conduct a final review to ensure all steps in the monitoring and evaluation plan have been completed.
- Confirm that all data is accurate, relevant, and comprehensive.
- Verify that all reports and documentation are complete and have been shared with relevant stakeholders.
- Ensure that the continuous improvement process is in place and functioning effectively.