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Sustainable Financing for Waste Management: Design It Yourself Workbook

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# Step 20 - Monitoring & Evaluation, and Auditing

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| --- | --- | --- | --- | --- | --- |
| **What Involved to Complete Step**  Implement a monitoring, evaluation, and auditing system to ensure the scheme is operating as expected, and that the required funding is available to ensure the identified scheme activities are undertaken.  This Step will assist to   * evaluate the system and determine if it's meeting the objectives and targets set out in Step 8 and 9 * provide provision for making information accessible to the public, and a plan for scheduling public information updates on the performance of the scheme | | | **Information / Consultation Recommended to Complete Step**   * Findings from the feasibility study and detailed scheme design * Findings / feedback from political and stakeholder consultation (with communities. Government agencies, and private sector) * Results from policy and legislative approval | **Resources Available**  Complete a Waste Audit    Complete a Litter Survey | Developing Monitoring and Evaluation Plan: A Guide for Project Designs    Monitoring and evaluation resources (request from SPREP / PacWaste Plus) |
| 1. Record keeping and Monitoring Procedures | Implement the agreed record keeping and monitoring procedures to track and evaluate scheme performance | | | | |
| **Monthly / Annual Recycling Rate**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Items in Scheme** | **Items Imported** | **Items Collected at Depots** | **Items Recycled** | **Items Exported** | **Recycling Rate %**  **(Imported / Recycled + Imported)** | | PET bottles (plastic) |  |  |  |  |  | | Aluminium cans |  |  |  |  |  | | Glass bottles |  |  |  |  |  | | Other containers – HDPE, LPB, tin food cans |  |  |  |  |  | | Vehicles |  |  |  |  |  | | Heavy Equipment |  |  |  |  |  | | Whiteware |  |  |  |  |  | | Electronics |  |  |  |  |  | | Tyres |  |  |  |  |  | | Batteries |  |  |  |  |  | | Solar panels |  |  |  |  |  | | Used Oil |  |  |  |  |  |   **Litter Assessment**  Using the same methodology as the assessment in Step 1, it is recommended to complete regular litter assessments to monitor scheme performance against litter targets   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Litter Assessment**  **Baseline** **Assessment** | | | | | | | **Litter Assessment**  **Follow-up Assessment – 3 months, 6 months, annual** | | | | | | **Difference (+ / -)** | | | **Items** | **Results / Findings (items collected)** | | | | **Total** | **Percen-tage** | **Results / Findings (items collected)** | | | | **Total** | **Percen-tage** | **Volume Change (Follow-up –Baseline** | **Percent Change (Volume Change / Baseline %)** | | **Sample Area 1** | **Sample Area 2** | **Sample Area 3** | **…** | **Sample Area 1** | **Sample Area 2** | **Sample Area 3** | **…** | | PET bottles (plastic) |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Aluminium cans |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Glass bottles |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Other containers – HDPE, LPB, tin food cans |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Vehicles |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Heavy Equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Whiteware |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Electronics |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Tyres |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Batteries |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Solar panels |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Used Oil |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   **Landfill Assessment**  Using the same methodology as the assessment in Step 1, it is recommended to complete regular landfill audits to monitor scheme performance against waste disposal targets   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Items Disposed to Landfill**  **Baseline Assessment** | | | | | | | **Items Disposed to Landfill**  **Follow-up Assessment – 3 months, 6 months, annual** | | | | | | | **Difference (+ / -)** | | | | **Items** | **Results / Findings (weight)** | | | | **Total** | **Percen-tage** | **Results / Findings (weight)** | | | | **Total** | **Percen-tage** | **Volume Change (Follow-up –Baseline** | | **Percent Change (Volume Change / Baseline %)** | | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | | PET bottles (plastic) |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | Aluminium cans |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | Glass bottles |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | Other containers – HDPE, LPB, tin food cans |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | Vehicles |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | Heavy Equipment |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | Whiteware |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | Electronics |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | Tyres |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | Batteries |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | Solar panels |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | Used Oil |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | | | | |
| 1. Social Monitoring | | Implement the agreed record keeping and monitoring procedures for collection of data on users of the scheme according to business /private / gender / level of mobility. This information allows the understanding of users of the scheme (and who is missing out).  The following templates may be used as a starting point or contact SPREP / PacWaste Plus if assistance is required to develop scheme specific data collection templates   |  |  |  | | --- | --- | --- | | **Users of Collection Depots** | **Number of Items Dropped off** | **Type of Items dropped off (beverage, e-waste, etc)** | | **Gender** |  |  | | Male |  |  | | Female |  |  | | Non binary |  |  | | Not disclosed |  |  | | **Age** |  |  | | Under 18 |  |  | | 19-39 |  |  | | 40-59 |  |  | | Over 60 |  |  | | **Mobility level** |  |  | | No visible limitations |  |  | | Visible limitations |  |  | | Wheelchair |  |  | | **Transport method\*** |  |  | | Car |  |  | | Motor bike |  |  | | Push bike |  |  | | Public bus |  |  | | Taxi |  |  | | Walk |  |  | | Other |  |  | |  |  |  |   \* may be an appropriate proxy to illustrate level of income   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | How many communities in country with more than 1,000 people |  | | | | | | |  | **Target** | **Performance after 3 months** | **Performance after 6 months** | **Performance after 12 months** | **…** | **Comments** | | How many communities with more than 1,000 people have access to a Collection Depot |  |  |  |  |  |  | | Percentage of communities who have access to a Collection Depot |  |  |  |  |  |  | | | | |
| 1. Evaluating and Reporting Against Targets | | Implement the agreed activities to evaluate and report the scheme against the intended targets  The following template may be used as a starting point or contact SPREP / PacWaste Plus if assistance is required to develop scheme specific data collection templates   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Goals of the Scheme** | **Baseline** | **Target** | **Performance – 3 months** | **Performance – 6 months** | **Performance – 12 months** | **…** | **Comments on Performance Against Targets** | | *E.g., Scheme achieving target recycling performance* | *12%* | *80%* |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | | | |
| 1. Communicating and Sharing Results | | Provide scheme performance data to the agency delivering scheme communications and awareness (Step 18) to enable the results to be shared with communities and scheme partners | | | |
| Notes for Follow-up / Further Research / Discussions: | | | | | |