

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 AuditComplete a Litter Survey | Developing Monitoring and Evaluation Plan: A Guide for Project DesignsMonitoring 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

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| **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

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| **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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| 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

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| 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 |  |  |  |  |  |  |

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| 1. Evaluating and Reporting Against Targets
 | Implement the agreed activities to evaluate and report the scheme against the intended targetsThe 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%* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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| 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: |