

# Biodiversity Fund

## Project MERI Plan Template

### For Reef Rescue Systems Repair and Urban Water Quality On-ground grants

The purpose of this plan is to clearly set out the project activities to be undertaken, and the intended outputs and outcomes of this project. The plan also ensures that the process for monitoring progress and achievements is defined – doing so will support accountability of achievements and an adaptive management approach. This MERI Plan will need to be reported on, reviewed and updated (where necessary) at each reporting period. Data and information reported as set out in this MERI Plan will also assist the Australian Government to report on the Biodiversity Fund outcomes including as set out in the Biodiversity Fund Program MERI Plan.

The Biodiversity Fund Program MERI Plan and following documents are available on the program website [www.nrm.gov.au](http://www.nrm.gov.au). This MERI template has been developed based on the principles and processes set out in:

- *The Monitoring, Evaluation, Reporting and Improvement Strategy – Caring for our Country and Biodiversity Fund (the MERI Strategy); **Completion of this MERI template will require that you are familiar with the concepts discussed in the Monitoring, Evaluation Reporting and Improvement Strategy – Caring for our Country and Biodiversity Fund***
- *NRM MERI Framework, Australian Government Natural Resource Management Monitoring Evaluation Reporting and Improvement Framework*

*[This template has instructions in blue italics. Please delete all instructions as you work through this template]*

Important definitions
<p><b>Biodiversity Fund Long Term Goals</b> - These include 1. Carbon is biosequestered 2.The extent of native habitats in fragmented landscapes is expanded. 3 Connections between remnant vegetation in fragmented landscape improved. 4.Existing native vegetation condition that has high conservation value is protected, managed and enhanced</p> <p><b>Investment Theme - Investment</b> themes are the broad program outcomes areas and align with the long term goals.</p> <p><b>Project Outcomes</b> - Project Outcomes are the desired (or actual) results, or impacts of having undertaken the project. Project Outcomes can be influenced by factors outside of a project’s control; however they should still be expressed as a SMART Statement and monitored where possible. Project Outcomes should align with the broader Biodiversity Fund Program outcomes.</p> <p><b>Project Outputs</b> - also known as ‘immediate activities and outcomes’. Project Outputs are the key actions to be delivered by the (sub) project and are largely within the direct influence of the project team. Project Outputs should be expressed as a SMART Statements and need to be monitored and reported as part of the project.</p> <p><b>Project Activities</b> – including ‘foundational activities’ these are the activities specific to the project that underpin successful planning and delivery of the Project Outputs. These might include establishing and incorporating relevant plans, establishing steering committees, undertaking planning days, surveying sites and mapping locations, establishing base lines and delivering on ground NRM actions.</p> <p><b>SMART Statements</b> – stands for Specific Measurable Attainable Realistic and Time-bound. To help ensure the desired outcomes and activities to be undertaken are clear, this document asks that all outcomes and activities are expressed as ‘SMART’ statements.</p>

Version	Comment	Date
1		
Attachments		
Attachment A: Project Budget Summary		
Attachment B: Diagrammatic Program Logic		
Attachment C: Project Risk Plan		

## Project Information

Project Details	
Project ID:	
Project title:	
Organisation name:	
Organisation Address	
Project Manager:	
Biodiversity Fund Project Value (GST excl):	
Total MERI Budget (GST Excl):	
Carbon Farming Initiative (CFI) information	
1. Is this Project already recorded on the Register of Offsets Projects under the CFI?	
2. Is this Project <u>required</u> to be recorded on the Register of Offsets Projects under the CFI?	
3. Are you <u>planning</u> to have this Project recorded on the Register of Offsets Projects under the CFI?	
<p>If you answered “yes” to any of the above three questions, ensure that CFI activities are listed in your activities schedule below.</p> <p>If the Department <u>requires</u> your Project to be recorded on the Register of Offsets Projects, it must be so recorded <b>within 12 months of the Commencement Date</b> of your Project.</p>	

## PART 1 - Program Logic

### 1.1 PROGRAM LOGIC DIAGRAM

One purpose of this MERI template is to set out the structure and logic of the project, demonstrating how activities underpin delivery of outputs, which in turn underpin achievement of the outcomes. While Parts 2 and 3 of the template requires that you provide the detail of your project in a logical and structured way, development of a diagrammatic presentation of the project logic can be a useful way to visualise and then test the design and approach of the project. All projects should attach a program logic diagram at [Attachment B](#). You may choose to develop the program logic diagram as a first step in completing this template.

## PART 2. - Project Linkages

### 2.1 PROJECT LINKAGE TO BIODIVERSITY FUND OUTCOMES

Project Linkage to Program Outcomes - Contribution to Biodiversity Fund Program Objectives	
Biodiversity fund Long Term Goals	<ul style="list-style-type: none"> <li>• Carbon is biosequestered</li> <li>• The extent of native habitats in fragmented landscapes is expanded</li> <li>• Connections between remnant vegetation in fragmented landscape improved</li> <li>• Existing native vegetation condition that has high conservation value is protected, managed and enhanced</li> </ul>
Long Term Project Outcome(s) (refer to the Biodiversity Fund Investment Themes)	<ul style="list-style-type: none"> <li>• <i>INSERT A DESCRIPTION OF HOW THIS PROJECT WILL CONTRIBUTE TO THE BIODIVERSITY FUND PROGRAM LONG TERM GOALS</i></li> <li>• <i>Managing invasive species in a connected landscape</i></li> <li>• <i>Biodiverse Plantings</i></li> <li>• <i>Protecting and enhancing existing native vegetation</i></li> </ul>
Systems Repair Reef Rescue component objective	<ul style="list-style-type: none"> <li>• Improve the condition and extent of biodiverse native habitats in the Great Barrier Reef catchments to improve the quality of water entering the Great Barrier Reef lagoon.</li> </ul>

### 2.2 PROJECT LINKAGE TO RELEVANT PLANS

Project linkage to relevant plans- List relevant plans (including those related to Matters of National Environmental Significance, such as Species Recovery, Threat Abatement Plans, Conservation Advices, Wildlife Conservation Advices) that your project aligns with, and intends to deliver against.		
For example: Reef Water Quality Protection Plan 2013, National Wildlife Corridors Plan, Australia's Biodiversity Conservation Strategy 2010-2030, Regional NRM plans, Indigenous Land and Sea Management Plans, Water Quality Improvement Plans		
Name of Plan	Relevant actions within plan being addressed, (include reference where possible)	Brief description of how target will be addressed.

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## PART 3 - Project Detail

### 2.1 PROJECT DETAIL

<b>Project Location</b>	Spatial Information to be updated at reporting period.		
<b>Project Outcome(s)</b>	<ul style="list-style-type: none"> <li><i>INSERT THE OUTCOMES SOUGHT BY THIS PROJECT. THESE SHOULD BE EXPRESSED AS A 'SMART' STATEMENT AND RELATE TO THE BIODIVERSITY FUND PROGRAM LONG-TERM GOALS</i></li> </ul>		
<b>Description</b>	<ul style="list-style-type: none"> <li><i>DESCRIBE THIS PROJECT IN YOUR OWN WORDS (150 OR LESS)</i></li> </ul>		
<b>Project outputs, assumptions and monitoring</b>			
<b>Investment Theme</b> (choose those that apply)	<b>Total Project Output</b> – total to be delivered by end of project. Statements should be SMART. <b>NOTE: Each output should be linked to only one Investment Theme – choose the most relevant.</b>	<b>Delivery mechanisms, assumptions and rationale</b> – How is the output to be delivered (i.e. briefly describe the method to be used)? What assumption(s) is/are being made about how the output will be achieved, and how it will lead to the achievement of the Project Outcome? What evidence is there to support the assumption?	<b>Monitoring Impact</b> – How will progress, achievement and the impact of the Project Output be monitored?
<b>Theme 1:</b> Biodiverse plantings	•	• <i>Delivery Mechanism</i>	•
		• <i>Assumption and rationale</i>	
<b>Theme 2:</b> Protecting and enhancing existing native vegetation	•	• <i>Delivery Mechanism</i>	•
		• <i>Assumption and rationale</i>	
<b>Theme 3:</b> Managing invasive species in a	•	• <i>Delivery Mechanism</i>	•

connected landscape		<ul style="list-style-type: none"> <li>Assumption and rationale</li> </ul>	
<b>Activity Schedule</b>			
<b>Project stage</b>	<b>Project Output</b> - for each period detail the Project Output to be delivered. <b>Note: output figures here should add up to Total Project Outputs stated above.</b>	<b>Key activities to be undertaken for period</b> (include key planning/preparation, delivery, communication, monitoring and evaluation, reporting activities to be delivered each period)	<b>Annual Budget (GST excl, incl. cash only)</b>
<b>Stage 1</b> , Project commencement to 31 December 2013.	<i>For example:</i> <ul style="list-style-type: none"> <li>Weed management.</li> <li>Pest Management</li> <li>Protecting and enhancing vegetation</li> <li>Revegetation</li> <li>Seed Collection</li> <li>Fencing</li> <li>Other</li> </ul>	<ul style="list-style-type: none"> <li>Activity 1: Please add and delete rows as required</li> </ul>	Aust Gov:  Other:
		<ul style="list-style-type: none"> <li>Activity 2:</li> </ul>	
		<ul style="list-style-type: none"> <li>Activity 3:</li> </ul>	
<b>Stage 2</b> , 1 January 2014–30 June 2014.		<ul style="list-style-type: none"> <li>Activity 1: Please add and delete rows as required</li> </ul>	
		<ul style="list-style-type: none"> <li>Activity 2:</li> </ul>	
		<ul style="list-style-type: none"> <li>Activity 3:</li> </ul>	

<b>Stage 3</b> , 1 July 2014–31 December 2014	<ul style="list-style-type: none"> <li>Activity 1: Please add and delete rows as required</li> </ul>	Aust Gov: Other:
	<ul style="list-style-type: none"> <li>Activity 2:</li> </ul>	
	<ul style="list-style-type: none"> <li>Activity 3:</li> </ul>	
<b>Stage 4</b> , 1 January 2015–30 June 2015	<ul style="list-style-type: none"> <li>Activity 1: Please add and delete rows as required</li> </ul>	Aust Gov: Other:
	<ul style="list-style-type: none"> <li>Activity 2:</li> </ul>	
	<ul style="list-style-type: none"> <li>Activity 3:</li> </ul>	
<b>Stage 5</b> , 1 July 2015–31 December 2015	<ul style="list-style-type: none"> <li>Activity 1: Please add and delete rows as required</li> </ul>	Aust Gov: Other:
	<ul style="list-style-type: none"> <li>Activity 2:</li> </ul>	
	<ul style="list-style-type: none"> <li>Activity 3:</li> </ul>	
<b>Stage 6</b> , 1 January 2016–30 June 2016	<ul style="list-style-type: none"> <li>Activity 1: Please add and delete rows as required</li> </ul>	Aust Gov: Other:
	<ul style="list-style-type: none"> <li>Activity 2:</li> </ul>	
	<ul style="list-style-type: none"> <li>Activity 3:</li> </ul>	
<b>Stage 7</b> , 1 July 2016–31 December 2016	<ul style="list-style-type: none"> <li>Activity 1: Please add and delete rows as required</li> </ul>	Aust Gov: Other:
	<ul style="list-style-type: none"> <li>Activity 2:</li> </ul>	
	<ul style="list-style-type: none"> <li>Activity 3:</li> </ul>	
<b>Stage 8</b> , 1 January	<ul style="list-style-type: none"> <li>Activity 1: Please add and delete rows as required</li> </ul>	

2017–30 June 2017		<ul style="list-style-type: none"><li>• Activity 2:</li></ul>	
		<ul style="list-style-type: none"><li>• Activity 3:</li></ul>	

## PART 4 Evaluation Plan

**Evaluating Progress** – As a funding recipient you have responsibility for reporting on how your project is progressing in terms of delivery of outputs and progress towards the desired outcomes. Through reporting on these aspects, you also play a role in contributing to an NRM community of continual improvement. Evaluation provides an opportunity to draw conclusions about what has been achieved, what is yet to be done, what worked well and what didn't. At each interim and yearly reporting period you will have the opportunity to provide a summary of your project, including progress and lessons learned. Evaluation findings may also support you to review and make changes to this MERI plan. You will also be required to provide an evaluation of your project as part of the Final Report.

In the table below describe how your project will capture the information needed, as well as the processes that are in place to evaluate and make conclusions about the progress, achievements and lessons learned. This may involve undertaking internal evaluations or engaging professional evaluative services. Include a description of how information about the project, including from monitoring activities will be used to evaluate progress. Also provide detail around process and roles and responsibilities.

In developing appropriate evaluation questions, you should include useful evaluation questions that:

- Cover the key evaluation criteria of: the **effectiveness** of the project and whether project delivered what it intended; the **impact** of the project; the **efficiency** of the delivery mechanism/s; and the **appropriateness** of the methodology.
- Consider whether the assumptions and logic of the project will hold true.
- Consider whether the project's key risks will impact the project's outcomes or whether the controls to mitigate the threat/risk will be sufficient.
- Are drawn from the Caring for our Country Program Plan(s) and evaluation questions, where possible including in relation to Community and Indigenous engagement.
- Are answerable within the resources available to the project. Larger, long-term projects are expected to provide suitably high quality responses to in-depth evaluation questions.
- Can be answered by the monitoring data the project intends (and can afford) to collect.

Key evaluation questions	Describe how this project will ensure that evaluation questions will be addressed in a timely and appropriate manner.
<i>Impact:</i>	
<i>Effectiveness:</i>	
<i>Efficiency:</i>	
<i>Appropriateness:</i>	



**ATTACHMENT A: BUDGET SUMMARY, TOTALS**

NOTE: Update and attach the Project Budget with detail as in the table below. All figures are GST exclusive. In-kind contributions should not be included.

Where a budget item overlaps multiple investment areas, insert budget details against the primary investment area. This information will be used to assist Australian Government reporting of its investments.

Priority Area	Funding Source	2013-14 (\$)	2014-15 (\$)	2015-16 (\$)	2016-17 (\$)	2017-18 (\$)	Total (\$)
<b>Theme 1:</b> Biodiverse plantings	Aust. Govt.	\$	\$	\$	\$	\$	\$
	Other	\$	\$	\$	\$	\$	\$
<b>Theme 2:</b> Protecting and enhancing existing native vegetation	Aust. Govt.	\$	\$	\$	\$	\$	\$
	Other	\$	\$	\$	\$	\$	\$
<b>Theme 3:</b> Managing invasive species in a connected landscape	Aust. Govt.	\$	\$	\$	\$	\$	\$
	Other	\$	\$	\$	\$	\$	\$
<b>Sub-total</b>	Aust. Govt.	\$	\$	\$	\$	\$	\$
<b>Sub-total</b>	Other	\$	\$	\$	\$	\$	\$
<b>Total (cash only)</b>	All	\$	\$	\$	\$	\$	\$
<b>Admin &amp; MERI budget as part of the above table.</b>							
Admin	Aust. Govt.	\$	\$	\$	\$	\$	\$
	Other	\$	\$	\$	\$	\$	\$
MERI	Aust. Govt.	\$	\$	\$	\$	\$	\$
	Other	\$	\$	\$	\$	\$	\$

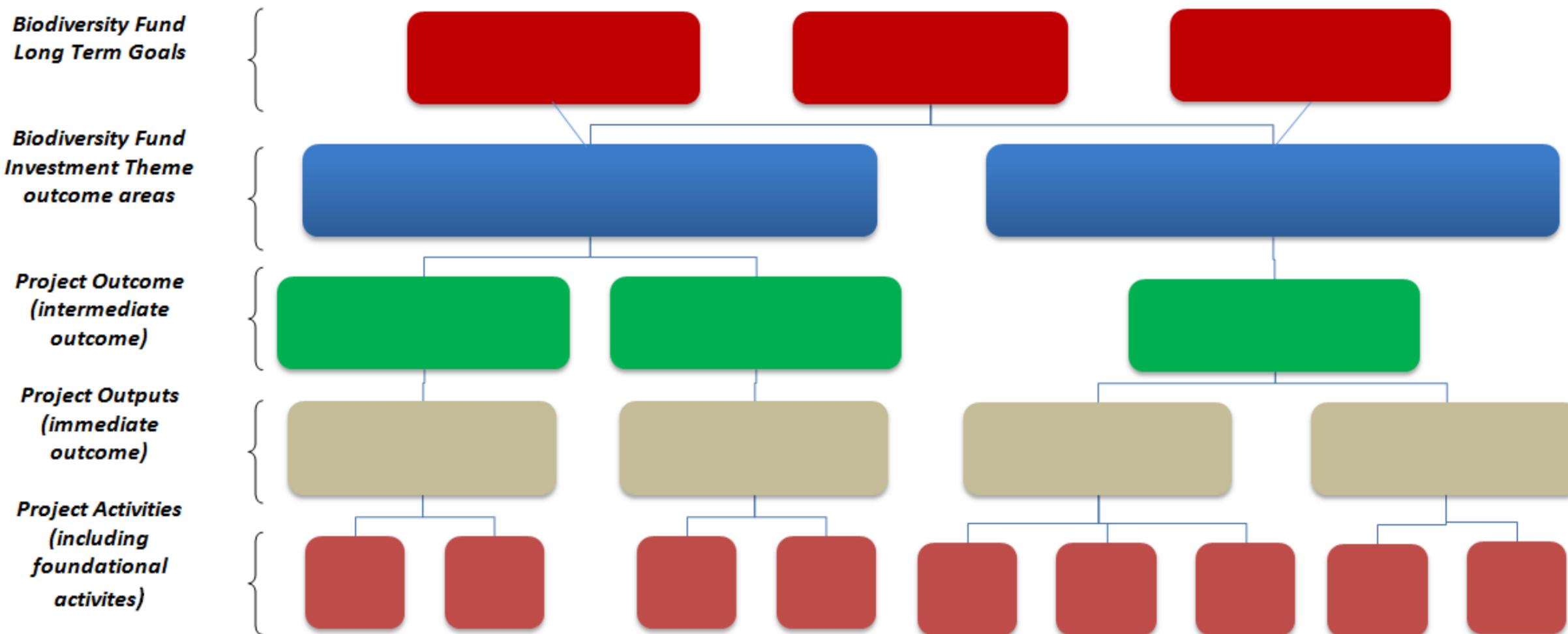
**ATTACHMENT B: PROGRAM LOGIC**

Developing a program logic diagram can be useful in helping demonstrate how your project aligns with the Biodiversity Fund program goals and objectives and help ensure that the approach, and steps needed to achieve the project outputs and outcomes are clear. The program logic diagram attached here should reflect and be consistent with the important detail captured elsewhere in this plan. A program logic diagram can also be a useful tool for communicating the project to others.

Developing a program logic diagram can be a useful activity done as a group, with members of the project team, as it ensures that there is a shared understanding about how the project is expected to proceed, and can unearth aspects (including assumptions, risks or other factors that you had not previously thought of. You can use this information to update the relevant sections within this plan.

Develop and attach a program logic diagram consistent with the structure provided at below. For further information and guidance on how to complete program logic diagram, refer to the guidance material found on the MERI page of the [www.nrm.gov.au](http://www.nrm.gov.au) website. Your Biodiversity Fund Regional Base Staff may also be able to assist.

**EXAMPLE ONLY**



**ATTACHMENT C: PROJECT RISK**

To help anticipate and determine management strategies for the risk associated with the project, update and attach the risk plan here. Based on the risks and the controls or contingencies identified, you may need to update other sections of this MERI plan. Risks identified should be those that the project team consider to be within the reasonable influence of the project team to anticipate and manage.

<b>Risk/Threat Description</b> <i>Describe the threat/risk, its sources and impacts</i>	<b>Likelihood*</b> <i>Rare, Unlikely, possible, likely, almost certain</i>	<b>Consequence*</b> <i>insignificant, minor, moderate, major, critical</i>	<b>Rating</b> <i>Low, Medium, high, severe</i>	<b>Current Controls/Contingency</b> <i>Describe what you will do to mitigate the threat/risk, source or impact to an acceptable level</i>	<b>Residual Risk</b> <i>Describe any remaining risk after application of the control / contingency. Consider whether further management strategies are needed</i>
1.					
2. Add rows as required					

Use the risk matrix below to determine the overall “Rating” of each risk listed in the table above based on your identified level of likelihood and consequence to produce a rating (severe, high, medium or low).

**For example:** If you identified a risk’s consequence as minor and the likelihood as possible, the risk “Rating” is low.

		Consequence				
		Insignificant	Minor	Moderate	Major	Critical
Likelihood	Almost Certain	Low	Medium	High	Severe	Severe
	Likely	Low	Medium	Medium	High	Severe
	Possible	Low	Low	Medium	High	Severe
	Unlikely	Low	Low	Low	Medium	High
	Rare	Low	Low	Low	Medium	High