



Ministry of Foreign Affairs

# *OCIF Monitoring Evaluation and Learning Guidelines*

*Commissioned by the Netherlands Enterprise Agency*

*>> Sustainable. Agricultural. Innovative.  
International.*

## Monitoring, Evaluation and Learning Guidelines for prospective fund managers

When you create your Monitoring, Evaluation, and Learning (MEL) plan, please make sure it follows the guidelines in this document. Please follow the guidelines to meet requirements of the Orange Corners Innovation Fund (OCIF) subsidy programme.

### MEL indicators

As a prospective fund manager, you will need to provide insights into the progress and impact of the OCIF project. To do this, you need to gather data and report on certain indicators that relate to the main outputs and outcomes of the programme.

All activities should address gender. In your MEL plan, please explain how you will monitor the gender awareness of the project. Please, also mention what gender equality measures are being taken.

Besides defining quantitative indicators, you should tell us about qualitative achievements and report on the progress made. For example, give us evidence of how startups have achieved success financially as well as contributing to the Sustainable Development Goals (SDGs). Below is the list of indicators you should report on. Please add extra project-specific indicators (quantitative and qualitative) if needed.

Level	Indicators
Output	# number of entrepreneurs helped with the development of their business plan. Please report the numbers per gender.
Output	# number of innovative ideas, products or services that deal with local challenges or needs that have not been met before.
Output	# number of jobs supported. This is defined as the total number of jobs at the startups. Please report the numbers per startup and per gender.
Output	# number of jobs created. This is defined as number of jobs supported minus the number of existing jobs at the start of the project. Please report the numbers per startup and per gender.
Output	% increase in monthly turnover per startup.
Output	# number of entrepreneurs that received extra financing from sources other than OCIF. If possible, please include the percentage of extra financing.
Output	# number of newly introduced or improved financial products. Please report the numbers per type of financial product.
Output	% of companies still operating 1 year after completion of the project.
Outcome	Improved skills of entrepreneurs. Please specify per skill, for example, financial literacy.
Outcome	Contribution towards the SDGs (reported per startup). Include the SDG target as well as the SDG indicator(s). You can use a mix of quantitative results combined with qualitative narratives to show how your activities or the startups' activities have created impact on the SDGs.

### MEL reporting

Please take the following requirements into consideration. The requirements apply to the process and timeline for MEL reporting.

- You are responsible for all MEL activities at the project level. The Netherlands Enterprise Agency handles the overall OCIF programme evaluation. All prospective fund managers must fully cooperate with the Netherlands Enterprise Agency when the programme

evaluation takes place. This includes evaluation activities after the project has finished. We expect you to share knowledge, lessons learnt and provide relevant data.

- You should allocate 2 to 4% of budget to MEL activities at the project level.
- Report on output and outcome indicators in your yearly review. Tell us how you will assess these indicators by performing pre-project assessments, mid-term assessments, and post-project assessments.
- In the yearly review, report on the achievements, lessons learnt, and impact of the OCIF project. Submit the yearly reviews right after the end of the year, before the second quarter of the next year.
- Include quantitative and qualitative data in your reports. Please explain how and when you will gather data during the project by creating a timeline.
- Learning is a central part of MEL activities. Please specify how you will use the data on output, outcome and impact level for learning and decision-making.
- If you need technical assistance to design MEL activities or adjust them during the project period, please tell us in the project proposal. An OCIF programme manager will consider your request.

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