

**NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY**

**The National Implementing Entity (NIE)**

**BASELINE SURVEY GUIDANCE PACK**

**FOR**

**INTEGRATED PROGRAMME TO BUILD RESILIENCE TO CLIMATE CHANGE & ADAPTIVE CAPACITY OF VULNERABLE COMMUNITIES IN KENYA**

**April 2016**

**Funded by**

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**Guidelines**

Baseline information about the background upon which the programme/project is building upon is extremely important because it provides the benchmark at different points of project implementation, for comparison and analysis with actual progress. Each Executing Entity (EE)/Sub -EE shall conduct a baseline survey in order to establish benchmark/Baseline level for the progress, at the beginning of the programme implementation. Subsequent surveys shall be done to measure progress in reference to the benchmark.

The following are the guidance notes for executing the baseline survey.

1. The NIE has provided baseline survey framework that details programme outcome baseline indicators and programme output indicators for the five component of the AF programme, (Appendix 1.)
2. Each EE/Sub –EE shall carry out a baseline study to establish the Baseline Levels for each of their programme outcome and outputs as provided for in the programme baseline survey framework.
3. Each EE/Sub –EE is required to use conventional research method for establishing the Baseline Levels for each identified indicator.
4. The EE/Sub –EE shall submit the baseline study report to NIE, both in hardcopy and softcopy within the first quarter of programme implementation.
5. The NIE shall review the baseline study report, compile and authenticate the findings before submitting to AF.
6. The baseline study report shall contain the following:
7. Introduction of the programme component(s) the entity is implementing
8. Description of the specific funded programme activities/output and the geographical location.
9. A description of the study method used to establish the baseline levels for each indicator.
10. The baseline levels determined for each outcome and output.

1. Explanations/discussions/notes on the output and outcome baseline levels.