



Annex 7A

Monitoring Plan

Type of monitoring	Level of monitoring				Monitoring topic	Planned timing	Responsible authority	Parties involved
	Swiss-Estonian Cooperation programme	SM "Biodiversity Programme"	SM "Supporting Social Inclusion"	Project				
Risk assessment of the Cooperation Programme	yes				The risks related to the cooperation programme are assessed by POs, PCOs (only ministries) and the NCU. The NCU consolidates the results of the risk assessment and prepares a risk assessment table with risk mitigation measures. The implementation of mitigation measures is monitored to ensure their timely implementation.	once a year	NCU	Programme Operators PCOs (only ministries)
Risk assessment of projects in SFOS				yes	A separate project is opened in SFOS for each PO, PCO, implementer, and for the Technical Assistance. A risk assessment is carried out for each project. Based on the result of the risk assessment, the sample for checking the expense documents and sample for on-the spot controls are formed. Once a year, the results of controls, detected irregularities, observations made in audit reports are analysed, and depending on the results, the need for a new risk assessment of the project is decided. Upon need, the risk assessment of the project is carried out.	once a year	NCU	
On-the-spot controls				yes	The need for on-the-spot controls is determined based on the project's risk analysis. At the time of submitting the Annual Cooperation Programme Report, no on-the-spot controls are foreseen in 2026 based on the risk analysis.		NCU	
Monitoring missions/monitoring visits		yes	yes		Monitoring missions, as described in the Regulations for monitoring progress towards outputs and outcomes according to agreed indicators, baselines, and targets, are not planned. Progress can be monitored through Annual Support Measure Reports, RRs, and meetings of the SC and Task Force. Joint meetings and visits involving the NCU and SCO, together with the PO, PCO, implementers, partners, held alongside the SC and/or Annual Meetings, may conditionally be referred to as monitoring visits. These meetings and visits provide an opportunity to examine more closely the activities of the PCO, implementer or partner within the programme component.	SM "Biodiversity Programme" 27.04-28.04.2026 Tartumaa SM "Biodiversity Programme" September 2026	NCU SCO	POs, PCOs, implementers, partners
NCU checks*				yes	The NCU carries out various checks based on data available in SFOS, including checks on the timeliness of expenditure verification, payments to identify expenditure potentially affected by irregularities, recoveries, etc.	The detailed requirements for these checks are reviewed following the annual programme risk assessment and adjusted on an ongoing basis where necessary.	NCU	

Annual Cooperation Programme Reports	yes				Annual Cooperation Programme Reports provide an overview of the progress of the cooperation programme – including the implementation of support measures, management, audits, irregularities, achievement of indicators, and other relevant aspects.	once a year by the end of April	NCU	POs, PCOs, implementers
Annual Support Measure Reports		yes	yes		Annual Support Measure Reports provide an overview of the progress of the support measure – implementation, management, outputs, outcomes, achievement of indicators and other aspects.	once a year by the end of March	POs	POs, PCOs, implementers, NCU
Reimbursement requests		yes	yes		Reimbursement requests provide an overview of the expenses incurred and activities conducted under the support measure during the previous 6 months.	twice a year by the end of March by the end of September	1) Support Measures - POs 2) Technical Assistance Fund - NCU	1) PCOs, implementers,
Annual meetings	yes				During the meetings, progress of the cooperation programme is assessed, risks are discussed, the milestones for the upcoming year are presented, the annual cooperation programme report is discussed and approved and decisions regarding the overall cooperation programme are made.	once in a year	NCU	SCO, representatives of Switzerland
Support Measure Steering Committee		yes	yes		SM Steering Committee supervises the progress of implementation of the support measure, makes decisions regarding the support measure and approves modifications of the support measure.	meets at least once in a year	POs	SCO, NCU, PCOs, implementers
Task Force meetings		yes	yes		Task Force monitors the implementation of the support measure and components on an ongoing basis, proposes modifications to the Steering Committee.	meets twice in a year	POs	PCOs, NCU, implementers For the "Biodiversity Programme" also SCO

*In spring 2025, the relevant working processes of the NCU were reviewed, and it was decided that a separate performance analysis will not be prepared for the Swiss-Estonian Cooperation Programme, as such a document is not required under any applicable rules or procedures. Due to the limited number of projects under the programme, project implementation can be effectively monitored on the basis of SFOS data without preparing a separate performance analysis. Various checks continue to be carried out, and checklists are completed to document them.

Performance analyses were not prepared in previous years either, as all projects were registered in SFOS only by the end of 2025 and, consequently, there was no data on which such analyses could be based.

Annex 7B

Evaluation Plan

Programme information							Evaluation Information					
Title	Support Measure Type	Executing Agency	Objective	Thematic Area	Duration (start/end)	Requested Swiss contribution (CHF)	Budget (CHF)	Type of Evaluation	Evaluation Objectives (reasons and learning goals)	Timing	Data needs and collection methods (reports, interviews, surveys, other)	Knowledge Sharing (Who will benefit from the evaluation? How will findings be shared?)
Biodiversity Programme	Programme	Ministry of Climate	Protecting the environment and the climate	Nature conservation and biodiversity	01.05.2024-31.08.2024	6 930 000	55 0000 (including VAT)	Ex-post evaluation of the programme	The following aspects are planned to be evaluated: *Effectiveness, impact/predicted impact of the programme *Achievement of outcomes of the programme *Lessons learned Additionally, positive changes initiated with the support of the programme could be identified.	In 2028 (January-August)	Qualitative and quantitative methods (e.g reports, interviews etc) can be used. The best methodology for carrying out the evaluation shall be provided by the tenderer.	The beneficiaries are: the programme operator, component operators, policy makers; donor; general public. The results can be used while preparing strategies and new programmes. Evaluation report will be available for the general public.
Supporting Social Inclusion	Programme	Ministry of Culture	Managing migration and supporting integration. Increasing public safety	Providing support to migration management and promoting integration measures	01.06.2024-31.08.2024	18 600 000	55 0000 (including VAT)	Ex-post evaluation of the programme	The following aspects are planned to be evaluated: *Effectiveness, impact/predicted impact of the programme *Achievement of outcomes of the programme *Lessons Learned Additionally, positive changes initiated with the support of the programme could be identified.	In 2028 (January-August)	Qualitative and quantitative methods (e.g reports, interviews etc) can be used. The best methodology for carrying out the evaluation shall be provided by the tenderer.	The beneficiaries are: the programme operator, component operators, policy makers; donor; general public. The results can be used while preparing strategies and new programmes. Evaluation report will be available for the general public.