

Overall Monitoring and Evaluation Framework of FoSHoL Project

A. Monitoring and Evaluation Framework Related to Logframe Indicators

| Hierarchy of objectives in the logframe | Issues to be monitored and evaluated | Monitoring and evaluation process | Level of participants/ respondents | Responsible Institution/ Person | Time frame | Reporting format | Information users |
|---|--|---|---|---|---|--|--|
| Goal | Impact indicators at the goal levels of the logframes of IRRI & implementing NGOs to assess the changes on target farmers. | Comparison between baseline and ex-post survey information along with control group. Sample survey will be conducted through structured questionnaire. Case studies and PM&E reports will also be used. | Participating and control group farmers will be the main respondents. Moreover, community, Implementing NGOs, local NGOs and CBOs will be consulted. | Mainly EC. IRRI and Implementing NGOs will make availability of baseline information as per contract. | Beyond the project period which will be determined by EC. | Ex-post Evaluation report. | Donors, GOB, NGOs, International centers and other relevant centers for designing new projects. |
| Purpose | Effect indicators at purpose level of the logframes of IRRI and Implementing NGOs, institutional changes and assumptions. | Comparison between baseline and post survey information on purpose level indicators of Implementing NGOs in project and control villages; compilation from annual and special study reports, PM&E reports and case studies. Baseline and post survey will be conducted through structured questionnaire. Assumptions will be monitored through continuous observations that are recorded in the annual reports. | Participating and control farmers; some cases neighbouring farmers will also be interviewed to assess the spill over effect at the end of the project; Moreover, community, Implementing NGOs, local NGOs and CBOs will be discussed. | IRRI will facilitate in designing the baseline and post survey, questionnaire, guidelines, tabulation plan, outline of the report and reviewing the reports. Implementing NGOs will collect data and prepared their reports in consultation with IRRI. IRRI will also prepare a synthesis report on baseline study. | Baseline survey will be conducted for each batch, but post survey once by the end of the project representing farmers of each of the batches. | Post survey report; Final evaluation report. | EC, IRRI, Implementing NGOs and other interested organizations for continuing the same project and designing the new projects. |

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| Results | Result level indicators of the logframes to assess progress in delivery of results, institutional development issues and assumptions. | Using data collected by Implementing NGOs through baseline & post studies; summering and analyzing annual and quarterly progress reports, PM&E reports, seasonal reports and field visit reports. Gender issues will be monitored through disaggregated information starting from baseline and onward. | Same as purpose level | IRRI will facilitate in designing the study and analyzing data; outlining the quarterly, annual and PM&E reports and also to review the reports. Implementing NGOs will be responsible for reporting against their logframe and IRRI will be responsible for its own. | Final progress assessment at the end of the project. Preliminary progress assessment annually. | End of project evaluation report and annual report. | IRRI and Implementing NGOs to keep track on project results. |
| Activities | Physical progress of activities of the Implementing NGOs and IRRI's logframes. Moreover, some process monitoring will be done on: farmer selection process, technology identification process, Sub-contractors selection process, sustainability of technology, gender participation, communication, linkages and partnership with sources of technologies. | Review of quarterly and annual progress reports of Implementing NGOs by IRRI and provide feedback to the Implementing NGOs and EC. Moreover, participatory monitoring and evaluation will be conducted by the implementing NGOs in collaboration with IRRI to assess the progress of activities. | Participating and neighbouring farmers, partner NGOs, CBOs for PM&E. | Implementing NGOs will prepare their quarterly and annual progress reports for their management. IRRI will provide a common format to the implementing NGOs. IRRI will also review the reports and provide written feedback to the implementing NGOs and EC. | Quarterly report will be submitted by the implementing NGOs by second week of next quarter. IRRI will review and will provide feedback by first month of the next quarter. Annual report will be submitted as per reporting schedule of | Quarterly progress report; Annual progress report. | IRRI and Implementing NGOs to check whether the project activities are being performed properly and adjust accordingly. |

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| | coordination framework, BKB. | | | | implementing NGOs. | | |
| Finance and resources | <p>Implementing NGOs financial compliance according to EC rules.</p> <p>Financial progress/expenditure against budget by line items, variance with explanations.</p> <p>Resources acquired for project activities like project staff, equipment, materials, etc.</p> | <p>Participating NGOs will submit their financial reports to EC and IRRI with their annual progress reports that include expenditure against budget by line items, variance with reasons, etc. Resources acquired for project will also be reported along with the annual progress report.</p> | <p>Implementing NGOs will prepare the report based on project expenditure and resources acquired.</p> | <p>IRRI will provide the financial reporting format as per EC guidelines and will review the report and provide feedback to the Implementing NGOs with a copy to EC for necessary action, if any.</p> | <p>Annually along with the annual progress report.</p> | <p>Annual progress report.</p> | <p>IRRI and Implementing NGOs to keep EC informed of the degree of financial efficiency with which the project is operating.</p> |

B. Reports to be Prepared under the M&E Framework of FoSHoL Project

| Phase of Project Lifespan | Type of reports to be prepared | Issues to be covered | Process | Responsible Institution/ Person | Reporting time | Information users |
|---------------------------|--------------------------------|--|---|--|---|--|
| Start-up | Inception report | Progress against planned activities, review of project design, financial report, management and coordination, M&E arrangements, sustainability issues and work plan and budget for next year. | IRRI will prepare an outline of the inception report following the EC guidelines in consultation with the FoSHoL partners. Each partner will prepare their respective report based on the guidelines and will submit to EC and IRRI. All the reports will be reviewed in an inception workshop. | IRRI will review the inception reports of implementing NGOs and will provide feedback to the implementing NGOs with a copy to EC. IRRI will organize an inception workshop to review the inception reports and prepare plan with budget for the next year. | IRRI: Period covered: July to September 2004. Submission Date: November 2004. Implementing NGOs: Period Covered: Up to September 30, 2005. Submission Date: By 21 st October, 2005. | IRRI and Implementing NGOs to assess existing status of the project and plan for future. Keeping EC update about the progress. |
| Start-up | Baseline study report | Indicators at purpose and results level of the logframes of both Implementing NGOs and IRRI that cover demographic characteristics, livelihood status, food security status and shocks and coping strategy, agricultural productivity, income, linkage | A common survey covering all the partners with the leadership of IRRI will be conducted. IRRI will take the responsibility of coordination and designing in consultation with the partners. Implementing NGOs will participate in joint planning, data collection and preparation of their individual report. | Implementing NGOs will prepare their reports through IRRI facilitation and IRRI will review the reports and provide feedback to the Implementing NGOs and EC. IRRI will also prepare a synthesis report based on partners' information. | Draft reports by June, 2006. Draft synthesis report by September, 2006. | IRRI, Implementing NGOs and EC will use this report for later assessment of project effects and impacts. |

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| | | and marketing. | | | | |
| Implementation | Interim progress and forecast report | Project progress towards logframe objectives and performance, financial reports, management issues, M&E issues, sustainability issues, work plan & budget for the next year and lessons learned. | The report will be prepared based on a common format and will be reviewed by EC and IRRI. For implementing NGOs, it contains actual progress on activities for the first 9 months and forecast for the remaining 3 months of the respective project year. While for IRRI it will be 15 months for the first year, of which 12 months is actual and the rest 3 months is the forecast. | IRRI will design the format following the EC guidelines and will review the report with feedback to the implementing NGOs and EC. | The report will be submitted in 10th month of the respective project year for Implementing NGOs, while the same will be 13 th month for IRRI for the first year. But from the second year IRRI has to submit its report on 10 th month like implementing NGOs. | To get the approval of the budget and work plan for the next year. |
| Implementation | Annual report | Includes complete one year progress towards logframe objectives and performance, financial reports, management issues, M&E issues, sustainability issues, work plan & budget for the next year and lessons learned. | Using existing monitoring information through quarterly and seasonal reports, PM&E reports, special study reports and trip reports. | Same as above | Implementing NGOs: This report will be prepared annually and will be submitted within 2 months of the next project year. IRRI: Within 3 months of the next project year. | IRRI and Implementing NGOs will use this report for adjusting their project design and implementation process. |

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| Implementation | PM&E reports | Progress against purpose and results level indicators which are qualitative in nature. Moreover, activities of Implementing NGOs and institutional change will also be covered under PM&E. | A checklist will be used for the PM&E exercise. PRA tools and techniques will be used to conduct the PM&E exercise. PM&E exercise will be done quarterly /annually by the Implementing NGOs. Finally, a report will be prepared by each of the Implementing NGOs. All the partners will review their project achievements and will share among themselves. | IRRI will facilitate to develop the checklist and outlining the report including field visits. Target farmers will be the main actors. EC will be invited to participate in the review. | After completion of a rice season or an episode of the project. | Implementing NGOs will use the results to update their project activities and implementation strategies. |
| Implementation | Quarterly progress report | Physical progress of activities as per logframe of Implementing NGOs. | Implementing NGOs will prepare their individual QPR based on an agreed format. A review meeting will be organized by IRIRI based on QPR of Implementing NGOs. | IRRI will develop a QPR format in consultation with the implementing NGOs. | By second week of next quarter | IRRI and Implementing NGOs to assess progress and plan for the next quarter. |
| Implementation | Mid-term evaluation report | Progress against purpose, results and activities of the logframe, financial progress, analysis of risks and assumptions. | Comparative analysis of targets and actual achievements; this may include qualitative interviews of some target farmers by Implementing NGOs. | EC in consultation with IRRI will form a team for mid-term evaluation. IRRI will play the coordination role. Implementing NGOs will prepare their progress report and will support | First quarter of the third year of Implementing NGOs. | Implementing NGOs will use this report to identify possible improvements in project strategies and interventions. |

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| | | | | evaluation team. Evaluation team will prepare the mid term evaluation report. | | |
| Implementation | Special study reports | Implementing NGOs will conduct special studies on food consumption and nutrition; land tenure system, farming system and income generation in Barind tract; and other areas as needed. IRRI will also conduct special studies on need based issues. | Both qualitative and quantitative assessment procedure will be followed. | External expert in collaboration with IRRI and Implementing NGOs. | After project year 2. | EC, IRRI and Implementing NGOs to design future projects. |
| End of project | Post survey report | Project purpose and result levels indicators of the logframes of both Implementing NGOs and IRRI, cost-benefit and sustainability of benefits, extract lessons learnt. | Conducting new survey through same questionnaire and same respondents of baseline survey, focus group discussion with farmers for capturing lessons learnt, document review, and interview with staff of partner NGOs. | IRRI will facilitate and coordinate the post survey, implementing NGOs will conduct the survey and write the report. | Jan-April, 2009 | IRRI, EC and Implementing NGOs will use lessons learnt to improve design of on-going and future projects. |

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| End of project | Completion report | Project progress, achievement, learning, financial and administrative reports. | A common format will be provided by IRRI to Implementing NGOs as per EC guidelines. | Implementing NGOs will prepare their individual completion reports and IRRI will review and provide feedback to the Implementing NGOs with a copy to EC. | At the end of the project implementation phase. | EC, IRRI, Implementing NGOs and partner NGOs for designing future projects. |
| After project | Ex-post evaluation report | Goal and purpose level indicators of the logframes of IRRI and Implementing NGOs to study the long term impact and sustainability of benefits for target farmers. Unintended impacts. | Before and after with control group will be used to assess the impact of the project on target farmers. Same OVIs used in the baseline will be considered for this impact study. | EC has to take the main responsibility; IRRI will make sure the availability of baseline data both soft and hard copies. | 5-10 years after termination of the project. | EC and other donor agencies to design future projects. |