USDA Poultry Projects M&E Activity

M&E Working Group Meeting

Discussion Topic One, Section II

SWOT of the Projects M&E Systems

METSS II Conference Room, Accra

June 26, 2018

SAAKA ADAMS

Implemented through:

Identifying the Inherent Strengths, Weaknesses and Challenges of the Projects M&E System

Forming Working Groups for this Session

❑ Participants break into four large groups

- Each group should have at least one M&E Specialist from GPP, AMPLIFIES and METSS

- Each group should also have at least one field staff from GPP and AMPLIFIES

- Assign a group leader and a scribe (otherwise called secretary)

❑ Two groups would be assigned to work on GPP's M&E System; the remaining two will work on AMPLIFIES M&E System

The Assignment

❑ Using the presentation made by Nana Adwoa, and the two presentations made by the two projects, identify the following inherent characteristic of the two project projects M&E System

- The strength (soundness or robustness) of the M&E system (The Good)

- Weakness (deficiency or defects) of the M&E system (The bad or ugly)

- The challenges, or issues that confronts or limits the full operationalization of the M&E system

Guidelines for Assessing the M&E Systems

❑ General review of the M&E System

- Is the M&E plan clear and well organized, and did it follow the recommended format?
- Is there a general description of the activity, its purpose or objective, and its development hypothesis, including assumptions?
- Has the M&E plan changed from prior years, and if so, is there an explanation for how and why?

Guidelines for Assessing the M&E Systems

❑ Review of the Results Hierarchy

- Is there a Results Framework showing the causal relationship and logical relationship between different levels of results and their associated indicators?
- Is there a clear relationship among the levels of the objectives in the Results Framework?
- Are the results included at each level of the activity Results Framework written in appropriate "results" language?

Guidelines for Assessing the M&E Systems

❑ Review of Indicator Selection

- Does the M&E plan have indicators at each level of results, i.e. IR, sub-IR, or output, etc.?
- Will the indicators (in their currently worded state) actually measure the results with which they are associated?
- Is there a clear relationship between the activity-level results (outputs) and the higher-level results (outcomes)?

Guidelines for Assessing the M&E Systems

❑ Review of the Performance Indicator Reference Sheets (PIRS)

- Does the M&E plan include PIRS for each indicator, or does the project have a separate M&E manual or user document?
- Are the PIRS complete?
- Is the information in the PIRS plausible (does it make sense)?
- Is the information in the PIRS correct?
- For standard indicators, does the PIRS match the donor's PIRS?

Guidelines for Assessing the M&E Systems

❑ Review of Performance Indicator Tracking Table (PITT)

- Is there a performance indicator table that lists all the performance indicators (and the key information about the indicator)?
- Do the indicators have baseline values and targets?
- Are the indicator targets achievable, or are they too ambitious?

Guidelines for Assessing the M&E Systems

❑ Review of Data Quality and Management

- Does the M&E plan describe the project's data quality assessment procedures?
- Are the procedures acceptable?
- Does the plan identify who is responsible for data quality?
- Does the M&E plan describe responsibility and timing for reviews of data at all stages?
- Does the M&E plan make provision for the COP and/or DCOP to review the project results?

Guidelines for Assessing the M&E Systems

❑ Review of Reporting Types and Timelines

- Does the M&E plan describe the frequency and type of reports that will be submitted?
- Does the reporting format meet USDA standards and do reports meet USDA needs?
- Does the reporting period proposed in the M&E plan match USDA's reporting calendar?

Guidelines for Assessing the M&E Systems

❑ Review of Evaluation Plan

- Does the M&E plan include a baseline and evaluation plan?
- Does the baseline and evaluation plan reflect USDA's evaluation plan?
- Does the evaluation plan describe the types and timing of each evaluation?

❑ Review of M&E Capacity

- Does the project have enough staff with the right skills to implement the M&E plan?
- Are the roles and responsibilities of the M&E staff clear?
- Does the project have an M&E capacity building plan for its core technical staff?
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