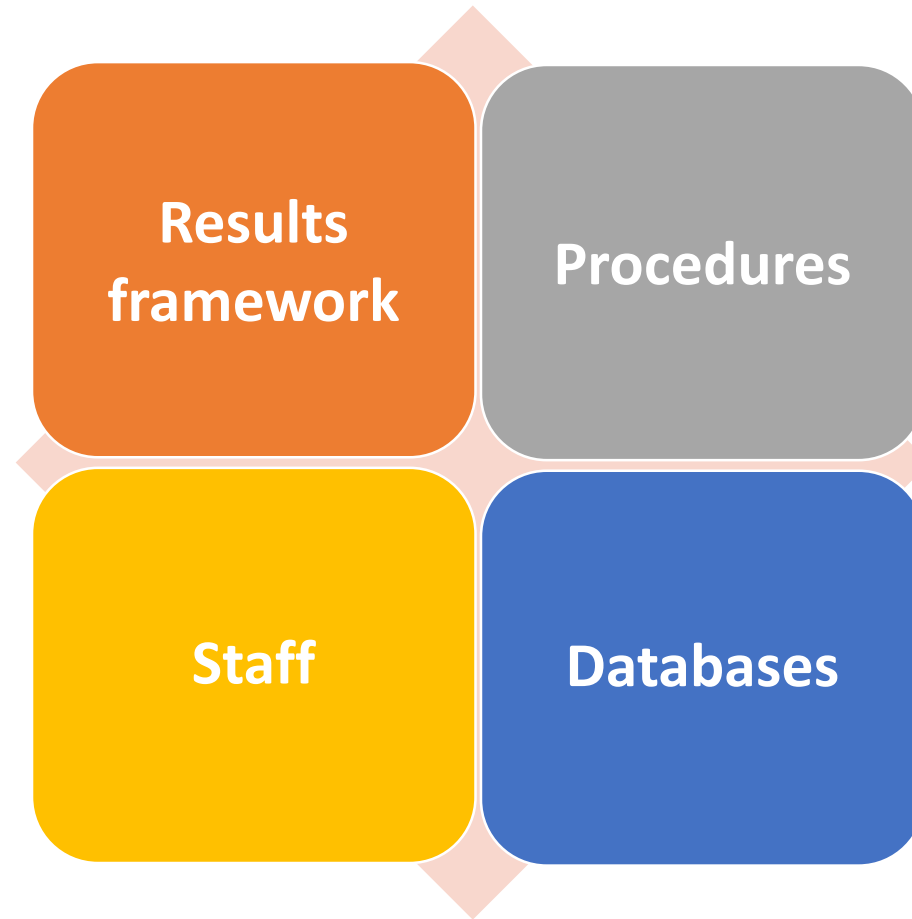# ADVANCE M&E SYSTEM

M&E Framework

Results framework

DO2. Sustainable and Broadly shared economic growth

ADVANCE II Goal: Increased competitiveness of agricultural value chains

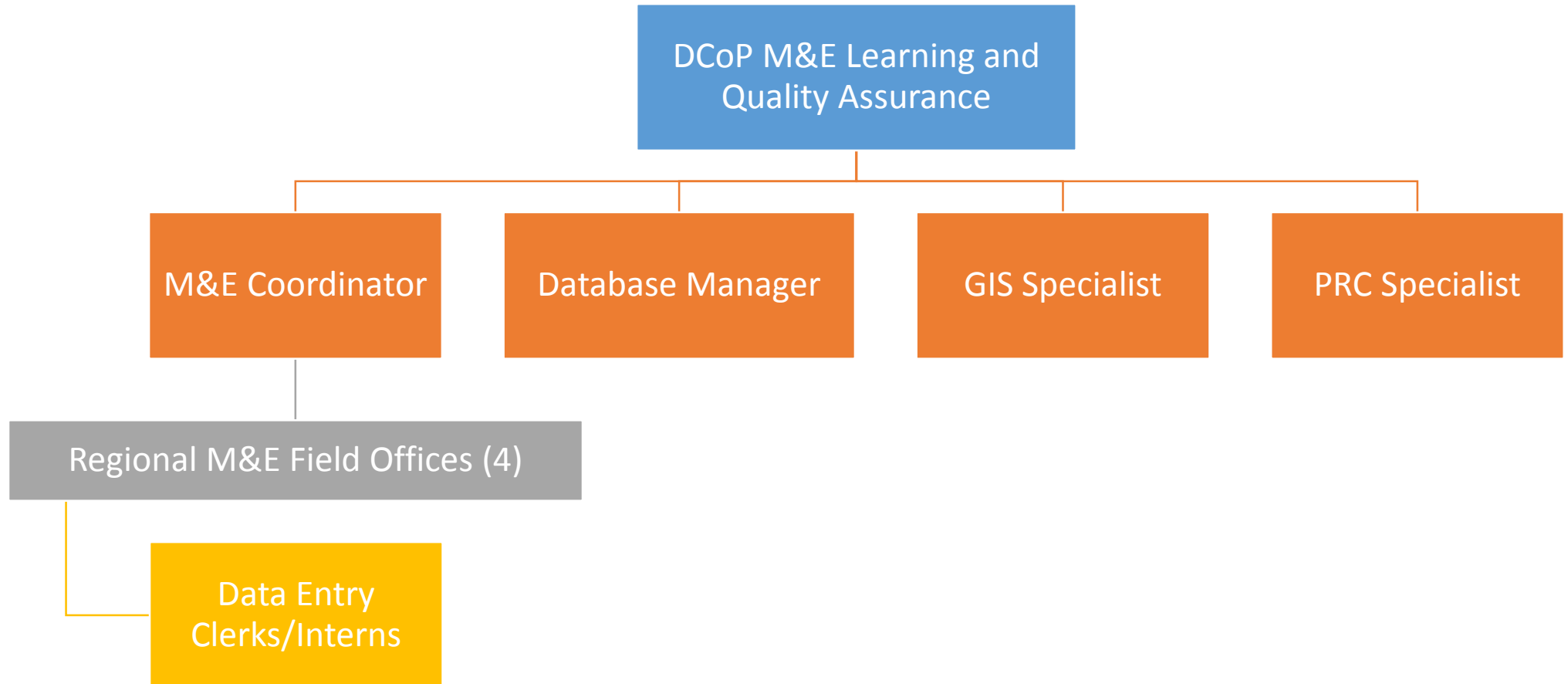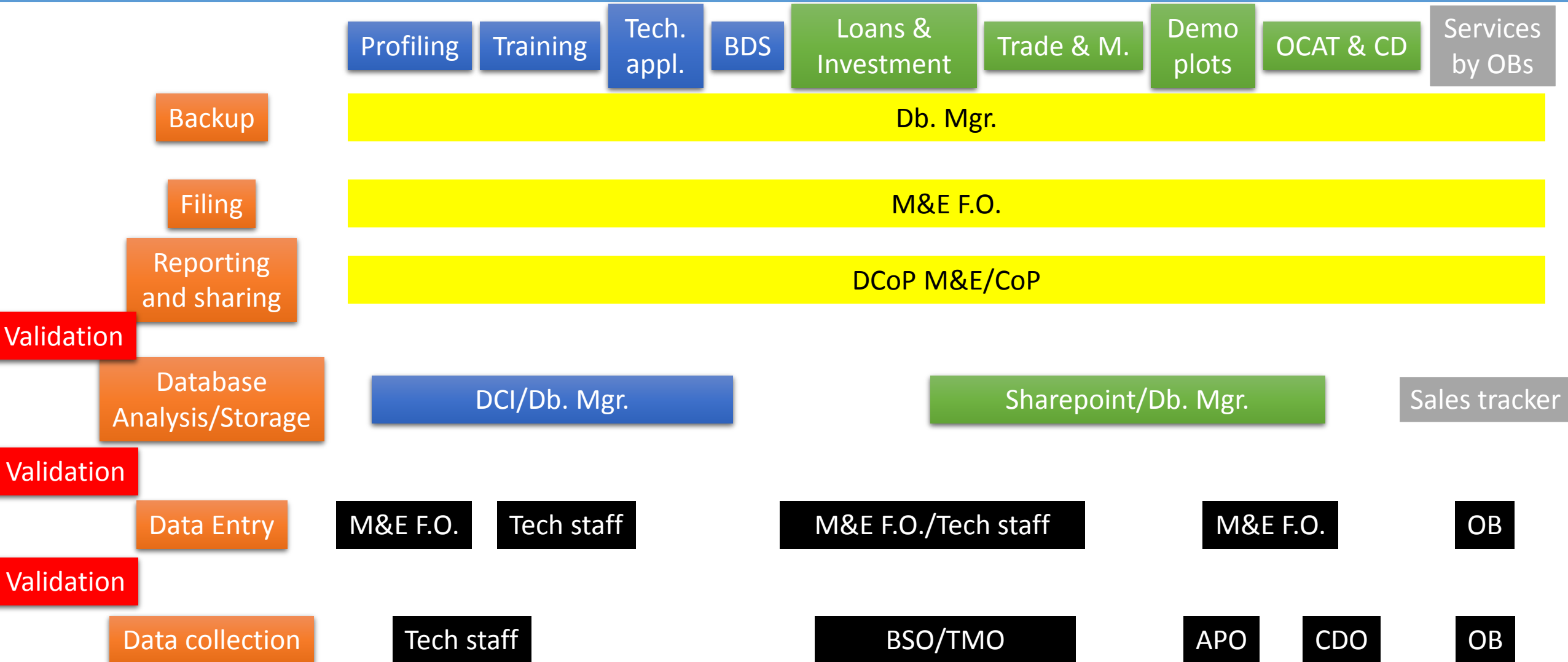| **Intermediate Result 1.1** Increased **productivity** in targeted commodities	**Intermediate Result 1.2** Increased **Market** Access and **Trade**	**Intermediate Result 1.3** Strengthened Local **Capacity**
Outcomes IR 1.1 ■ Strengthened systems for **service** provision and **input** distribution ■ Strengthened incentives for smallholder **investment** in new technology, services and practices ■ Increased application of improved **technologies** and **practices**	**Outcomes IR 1.2** ■ Increased availability and use of affordable/sustainable **services** ■ Improved **capacity** of women and men to participate in markets ■ Increased private **investment** to support value chain development ■ Expanded benefits from market **participation** for women and men	**Outcomes IR 1.3** ■ Strengthened **advocacy** capacity of VC actors to address enabling environment constraints ■ Strengthened capacity to implement VC development and become eligible for **USAID funding**

Reference documents

- FtF handbook

- FtF Ag indicators guide

- ACDI/VOCA Policy and guidance

- M&E plan – contractual

- Data quality strategy

- Manuals

Staffing

Data management flow – Routine data

	Profiling	Training	Tech. appl.	BDS	Loans & Investment	Trade & M.	Demo plots	OCAT & CD	Services by OBs

Backup	Db. Mgr.

Filing	M&E F.O.

Reporting and sharing	DCoP M&E/CoP

Validation

Database Analysis/Storage	DCI/Db. Mgr.	Sharepoint/Db. Mgr.	Sales tracker

Validation

Data Entry	M&E F.O.	Tech staff	M&E F.O./Tech staff	M&E F.O.	OB

Validation

Data collection	Tech staff	BSO/TMO	APO	CDO	OB

Data management flow – Annual surveys

- Collection by enumerators, under supervision by staff

- Entry by data imputers, under supervision by M&E Field Officers

- Storage on Sharepoint

- Analysis by Accra team – DCoP M&E/DB Manager

- Reporting and sharing by DCoP M&E/M&E Coordinator

- Filing by M&E Field Officers

- Validation by M&E Officers, DB Manager, DCoP M&E

Reporting flow

- M&E staff – Field and Accra/Databases
- Regional Coordinators
- Technical leads/Specialists
- DCoP Technical
- DCoP M&E
- CoP/HQ
- USAID

Databases - Sharepoint

- ACDI/VOCA worldwide database
- Online database system that allows an online and offline data entry, online sharing, storage and backup of the data
- Different types of access – password protected
- Every edit recorded in a log file
- ADVANCE II SP set up from April 2014
- Following some practical issues (connectivity, high number of beneficiaries) → DCI Data Capture Interface
- Current content: loans, demo plots, profiles of input dealers and radio stations, FY14 training data, FY14 services tracker data, gross margin and end market surveys data

Databases - DCI

- Data Capture Interface
- Specifically developed for ADVANCE II
- For entry of profiling, training and services data
- Offline operations
- Includes a smart card system
- User friendly automated entry of training and services through card readers
- Password protected with different permission levels similar
- Sits in M&E staff and technical team's laptops
- Regular synchronization among the office's computers and with Accra office

Databases – Sales Tracker

- Designed for ADVANCE II
- Monitors services OBs provided to their OGs
- Business management tool for the OB
- Records all payments made and outstanding
- Generation of receipts and some simple reports
- Only for OBs that received a laptop - for the others, services will be tracked through DCI
- Password protected with different permission levels

Data collection forms

- Based on data needs: reporting and project management
- Consistent with databases
- Surveys and routine
- Paper, offline and online
- Training on forms
- Tested

Best practices

- Data needs assessment
- Involvement of management and technical staff
- Training and refresher
- Beneficiaries unique coding
- Proper M&E budgeting
- Frequent data quality reviews
- Anything else?