

JIRAPA DISTRICT ASSEMBLY



MONITORING AND EVALUATION PLAN 2010-2013

FOR DISTRICT MEDIUM TERM DEVELOPMENT PLAN

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CHAPTER ONE

1.0 INTRODUCTION

Monitoring and Evaluation is increasingly becoming a tool for accountability in projects/programmes as it helps to assess impacts and results of programmes, identify gaps and institute new measures if there is the need.

Monitoring enable the institution to gather information on the processes of project implementation to keeps managers informed on trends and patterns, project activities on schedule and measures progress all time. It is a continuous management practice which should be written into project work.

Evaluation assesses the extent to which a project is achieving or has achieved and its stated outcome/goals. It gathers information to inform judgments about project achievements and value.

Monitoring and evaluation activities in the District would be carried out at three stages or levels. These are the Community, District and Regional levels.

1.1 GOAL AND OBJECTIVES OF DISTRICT MEDIUM TERM DEVELOPMENT PLAN.

The District goal is to improve the living standard of the people towards attaining the Millennium Development Goals and Middle Income Status.

THEMATIC AREAS AND THEIR OBJECTIVES

NO	THEMATIC AREA	OBJECTIVES
1	Ensuring and Sustaining Macroeconomic Stability	Improve internal Generated fund from 40% to 50% by Dece.2013.
2	Enhancing competitiveness in Ghana's private sector	Improve private Sector Competitiveness domestically from 35% to 50% by Dec.2013.
		Expand opportunities for job creation from 38% to 50% by Dec. 2013
		Improve efficiency and competitiveness of MSME's from 38% to 50% by Dec.2013

		To Improve agricultural productivity through modernization along a value chain from 50% to 65% by 2013
		Diversify and expand the tourism industry for revenue generation
		Develop and strengthen the District's creative economy to engage in competitive trading.
3.	Accelerated agricultural Modernisation and sustainable natural resource Management.	Improve Agriculture productivity
		Promote sustainable and use of mineral resources.
		Maintain and enhance the protected area system
		Reverse forest and land degradation
		Encourage appropriate land use and management
		Enhance community participation in environmental and natural resources management
		Adapt to the impact and reduce vulnerability to climate variability and change.
		Manage waste, reduce pollution and noise
4	Infrastructure and human settlement development.	Establish the District as a transportation hub
		Promote the application of Science, Technology and Innovation in all sectors of the economy.
		Promote rapid development and deployment of the national ICT infrastructure
		Promote a sustainable, spatially integrated and orderly development of human settlements for socio-economic development.
		Increase access to safe, adequate and affordable shelter.

		Develop recreational facilities and promote cultural heritage and nature conservation in both urban and rural areas.
		Minimize the impact of and develop adequate response strategies to disasters.
		Accelerate the provision of affordable and safe water
		Accelerate the provision and improve environmental sanitation
		Provide adequate and reliable power to meet the needs of EVERYONE in the District.
5.	Human Development, Productivity And Employment	Increase equitable access to and participation in education at all Levels
		Bridge the equity gaps in access to health care and Nutrition services and ensure Sustainable financial arrangement that would protect the poor.
		Develop comprehensive sports stadium
		Integrate populationvariables into all aspects of development planning at all levels
		Promote effective child development in all communities Especially deprived areas
		Children’s physical, social, emotional and psychological Development enhanced
		Ensure coordinated Implementation of new youth policy
		Ensure the reduction of new HIV and AIDS/STI/TBTransmission.
		Integrate the issues on ageing in the development planning process
		A more effective appreciation of and inclusion of disability issues both within the formal decision making process and in the society at
		Develop targeted social interventions for vulnerable and marginalized groups

7	Transparent And Accountable Governance	Mainstream the concept of local economic development into planning at the district level
		Reduce spatial and income inequalities across the country and among different socio-economic classes
		Strengthen the coordination of development planning System for equitable and balanced spatial and socio-economic Development
		Mainstream development communications into national planning system
		Empower women and mainstream gender into socio-economic development
		Promote transparency and accountability and reduce opportunities for rent seeking
		Ensure affirmative intervention to produce preferential justice options for all
		Increase national capacity to ensure safety of life and property
		Identify and equip the unemployed graduates, vulnerable and excluded with employable skills
		Improve accessibility and use of existing database for policy formulation, analysis and decision making

IMPLEMENTATION STATUS OF THE DISTRICT MEDIUM TERM DEVELOPMENT PLAN

The District Medium Term Development plan is for a period of four (4) beginning in January, 2010 and ending on December, 2013. Currently, the District has successfully implemented projects and programmes in the first year and is almost through with activities in the second year. About 85% of the activities in 2010 Action Plan have been carried and the implementation status of the 2011 Annual Action Plan is almost 75% completed as of August, 2011.

CHAPTER TWO

2.0 M & E ACTIVITIES

An effective monitoring and evaluation system into projects at the local level requires that a cross-cutting objective and strategy be considered throughout the entire project cycle, thus in design, appraisal, implementation, monitoring and evaluation.

2.1 STAKEHOLDERS ANALYSIS

Assessing how an intervention has contributed to the achievement of results in improving lives of men and women will involve creating the right conditions to assess targeting questions, allocating sufficient resources, finding appropriate facilitators and defining relevant methodologies. The identification and participation of all stakeholders will lead to sustained capacity building, dissemination and demand for M&E results. This will also make sure that, the M&E system considers the concerns of all stakeholders especially the voiceless and disadvantaged in the local communities. The District M&E Stakeholders and their responsibilities are indicated in the table 2a below

TABLE 2a-STAKEHOLDERS AND THEIR RESPONSIBILITIES.

Stakeholders	Information Needs/Responsibilities
1. Local community	To demand accountability, Joint the DPCU to monitor projects and support data collection
2. District Assembly /Members	Policy formulation and development planning
3. Regional Coordinating Council	Policy, planning and development coordination
4. Ministries Departments and Agencies	Policy formulation and coordination
5. Parliament / Members of Parliament	To brief constituents
6. Political Parties	To evaluate performance of government

7. Development Partners	To monitor utilization of fund inflow
8. Researchers / Institutions	Input for research
9. Media	Information to the general public
10. TAs and CSO's)	To demand accountability and transparency, information dissemination and advocacy

2.2 M & E CONDITIONS AND CAPACITIES.

The District has an approved District Medium Term Development plan and the District intend to implement sequentially with intrusions. This simply means that only emergency cases would be given attention.

The District DPCU is in existence with experience and hardworking members actively performing theirs functions. The District Assembly has allocated 1No.Double cabin pickup and 1No.Single cabin pickup to enable the DPCU performance its functions effectively and efficiently.

The membership of the DPCU is indicated in table 2b below

Members of the District Planning Coordinating Unit

1	District coordinating Director
2	District planning officer
3	District budget officer
4	District finance officer
5	District Director of Health Services

6	District Director of Education
7	District Director of Agriculture
8	District Director of Social Welfare or Community Development
9	District physical planning director
10	District Director of Works or Engineer
11	Nominee of the District Assembly

The presence of Traditional Authorities, the Youth and Civil Society Organizations *also* play an important role as their participation in the DMTDP monitoring has been adding value to the monitoring process and its policy outcomes.

Firstly, Traditional Authorities and Civil Society Organizations have contacts with the grassroots and are therefore well positioned to express the views and experiences of people whose needs the DMTDP aim to address.

Traditional Authorities and Civil Society Organizations are the source of independent and useful information and perspectives on how the DA and other key government officials are performing. On the whole, Traditional Authorities and Civil Society Organizations can contribute to hold DAs more accountable and responsible for the delivery of goods and services. Traditional Authorities and Civil Society Organizations should therefore be involved in the various steps of preparing the M&E Plan and throughout its implementation.

Development Partners such as Action Aid Ghana, UNICEF among others play a significant role in shaping and enhancing M&E at the district level. Their activities sometimes help in strengthening district-level institutional framework for evidence based planning, monitoring and evaluation. They also provide support to enhance capacity building in M&E for the preparation and implementation of the district M&E Plan.

2.3 INDICATORS AND TARGETS

INDICATORS
Central Administration
Improve private Sector Competitiveness domestically from 35% to 50% by Dec.2013.
To harness the tourism potential of the district
To ensure prudent management and use of natural resources
Improve Natural Disaster management and prevention.
Improve the transportation network in the district
Expand coverage of community ICT centre services to all Area Councils
To Improve the supply of energy for both industrial and domestic use from 45% to 60% by 2013
To Improve potable water supply and environmental sanitation in the District.
To improve the efficiency of the DA in service delivery by December, 2013
To improve the efficiency of the DA in service delivery by December, 2013
To improve the efficiency of the DA in service delivery by December, 2013
To improve the efficiency of the DA in service delivery by December, 2013
To Ensure that all DA sub- structures are made functional

To improve the revenue base of the DA by 30% per annum
To improve the efficiency of the DA in service delivery by December, 2013
To strengthen the relationship between DA and CBOs/NGO/ traditional authorities
To improve living standard of the people from 40% to 50% by end of 2013
To improve security in the District
To Create employment opportunities for the youth and ensure social protection for the vulnerable
Education
To increase performance and enrolment in primary from 45% to 55% and 55% to 65% in JSS by 2013
Increase access to vocation and technical training
Promote sporting activities in the District
Health
To increase efficiency in health service delivery and coverage in the District from 40% to 55% by 2013
Environmental Health Unit
To Improve environmental sanitation in the District.
Agriculture
To Improve agricultural productivity through modernization along a value chain from 50% to 65% by 2013
To Support the development of agro- based industries in the district
To reduce post harvest losses from 8% in 2009 to 2% by 2013
Increase income growth and reduce income variability

To ensure availability of relevant, timely and reliable data on agriculture
Increase Fish production in the District by 10% by the end of 2013
Strengthen institutional collaboration and capacity of DADU
Town and Country Planning
To enforce building codes regulations in the district capital and larger communities.
Social Welfare
Promote the welfare of the vulnerable and excluded especially women and children in the district
Enhance child development in the District
To improve the skills of vulnerable persons to increase their productive
Community Development
To induce community participation in development
Feeder Roads
To improve road transport in the District
WORKS
To improve road transport in the District from 50% to 65% by the end of 2013
Births & Deaths
Modernize the birth and death register of the District.

2.4 MONITORING AND EVALUATION MATRIX

THEMATIC AREA 1–

ENSURING AND SUSTAINING MACRO ECONOMIC STABILITY

DMTDP Goal: To improve the living standard of the people towards attaining the Millennium Development Goals and Middle									
GSGDA Objective: Improve fiscal resource mobilisation									
Objective: Improve internal Generated fund from 40% to 50% by Dece.2013.									
Indicators	Indicator Type	Baseline 2009	Targets 2010 - 2013				Data Sources	Monitoring Frequency	Responsibility
			1 st	2 nd	3 rd	4 th			
10% increase in internal revenue mobilisation by Dece.2013.	Output		√	√	√	√	A/c	Quarterly	A/Cs, DPCU

GSGDA Objective: Improve private Sector Competitiveness domestically and globally.									
Objective 1: Improve private Sector Competitiveness domestically from 35% to 50% by Dec.2013.									
15% increase in private sector Activities by Dece.2013.	Input		√	√	√	√	Rural Enterprises	Annually	Rural Enterprises, DPCU
Provide Market infrastructure	Input		√	√	√	√	Rural Enterprises	Annually	Rural Enterprises, DPCU
Improve efficiency of MASLOS loan schemes	Input		√	√	√	√	Rural Enterprises	Annually	Rural Enterprises, DPCU
Organise quarterly meetings with Financial institutions operating in the District.	Input		√	√	√	√	Rural Enterprises	Annually	Rural Enterprises, DPCU
Establish a vocational SCHOOL and two learning centres to train the unemployed.	Input		√	√	√	√	Rural Enterprises	Annually	Rural Enterprises, DPCU
Train artisans to manufacture simple farm tools.	Input		√	√	√	√	Rural Enterprises	Annually	Rural Enterprises, DPCU
GSGDA Objective: Expand opportunities for job creation									
Objective 2 Expand Youth employment programme by 20% by Dec. 2013:									
15% increase in private sector Activities by Dece.2013.	Input		√	√	√	√	Youth Employment	Annually	Youth Employment , DPCU
GSGDA Objective: Expand opportunities for job creation									

Objective 2 Expand Youth employment programme by 20% by Dec. 2013:

Indicators	Indicator Type	Baseline 2009	Targets 2010 - 2013				Data Sources	Monitoring Frequency	Responsibility
			1 st	2 nd	3 rd	4 th			
Train 100 Youth on dress making and Link trainees with financial institutions.	Output	79	√	√	√	√	Rural Enterprises	Annual	DA/Rural Enterprises

Objective 3- To Improve Agricultural Productivity Through Modernization Along A Value Chain From 50% To 65% By 2013

Provide 1,000 agricultural inputs to individuals and farmer groups	Input	900	√	√	√	√	MOFA	Annual	DA/, MOFA
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Objective 4- Develop And Strengthen The District's Creative Economy To Engage In Competitive Trading

Strengthen the Bongo festival to sustain the environment.	Input	-	√	√	√	√	Traditional Council	Annually	DA/Traditional Council
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THEMATIC AREA 2-

ACCELERATED AGRIC MODERNISATION AND SUSTAINABLE NATURAL RESOURCE MANAGEMENT.

GSGDA Objective: Accelerated Agric Modernisation And Sustainable Natural Resource Management									
Objective 1: To Improve agricultural productivity through modernization along a value chain from 50% to 65% by 2013									
Establishment of tractor machinery hire purchase and lease schemes	Input	-	√	√	√	√	MOFA	Annual	DA/, MOFA
Maintenance and servicing of 1 No. Tractors	Input	-	√	√	√	√	DA	Annual	DA
Spot improvement of 10No roads	Input	-	√	√	√	√	DA	Annual	DA/, Feeder roads
Reshaping of 15No. roads	Input	-	√	√	√	√	DA	Annual	DA/, Feeder roads
Rehabilitation of 5No.dams	Input	-	√	√	√	√	DA	Annual	DA/, MOFA
Provision for farmer's day	Input	-	√	√	√	√	DA	Annual	DA/, MOFA
Indicators	Indicator	Baseline	Targets 2010 - 2013				Data	Monitoring	Responsibility
	Type	2009	1st	2nd	3rd	4th			
GSGDA Objective: Expand opportunities for job creation									

Objective 2- To Improve environmental sanitation in the District.									
Intensify Public education on the outcome of improper disposal of waste.	Input	0	√	√	√	√	DA/	Annual	DA/ HD
2.Procurement of Sanitary equipment	Input	-	√	√	√	√	DA	Annual	DA
Organise quarterly meetings on transparent engagement between major stakeholders in the mining sector.	Input	-	√	√	√	√	DA	Annual	DA
GSGDA Objective: Mitigate And Reduce Natural Disasters And Reduce Risks And Vulnerability									
Objective 2- Improve Natural Disaster management and prevention.									
Procure and distribute disaster relief items as and when necessary	Input	-	√	√	√	√	NADMO	Annual	DA-NADMO
Carry out anti-bush burning campaign	Input	-	√	√	√	√	NADMO	Annual	DA-NADMO
Carry out public education on disaster prevention	Input	-	√	√	√	√	DA	Annual	DA-NADMO
Development of 2No. community nurseries	Input	-	√	√	√	√	DA	Annual	DA-NADMO

THEMATIC AREA 4-

INFRASTRUCTURE AND HUMAN SETTLEMENT DEVELOPMENT

GSGDA Objective: Improve the transportation network in the district									
Objective: Establish The District As A Transportation Hub									
Indicators	Indicator Type	Baseline 2009	Targets 2010 - 2013				Data Sources	Monitoring Frequency	Responsibility
			1 st	2 nd	3 rd	4 th			
Sensitise GPRTU Staff on safety standards and revenue generation and management	Input		√	√	√	√	DA	Annually	DPCU
Construct a Lorry Park	Input	0	√	√	√	√	DA	Annually	DPCU
GSGDA Objective: Promote Rapid Development And Deployment Of The District Ict Centre									
Objective1: Expand coverage of community ICT centre services to all Area Councils									
Furnishing and supply of ICT Equipments for the Community ICT Centre.	Input		√	√	√	√	DA	Annually	DA
Increase the coverage of the community ICT centre to cover particularly basic schools in rural and peri-urban communities.	Input		√	√	√	√	DA	Annually	DA

GSGDA Objective: Provide Adequate And Reliable Power To Meet The Needs Of Rural Communities

Objective 2: To Improve the supply of energy for both industrial and domestic use from 45% to 60% by 2013

Connect electricity to households	Input		√	√	√	√	DA	Annually	DA
Connect electricity	Input		√	√	√	√	DA	Annually	DA
Connect Electricity to Market	Input		√	√	√	√	DA	Annually	DA
Maintenance of streets lights	Input		√	√	√	√	DA	Annually	DA
Develop layout for the supply of electricity	Input		√	√	√	√	DA	Annually	DA

GSGDA Objective: To Improve potable water supply

Objective: Expand potable water supply coverage.

Indicators	Indicator Type	Baseline 2009	Targets 2010 - 2013				Data Sources	Monitoring Frequency	Responsibility
			1 st	2 nd	3 rd	4 th			
Rehabilitation of 40 No boreholes	Input		√	√	√	√	DA	Annually	DPCU
Construction and Installation of 50 No. boreholes									

GSGDA Objective: Promote Rapid Development And Deployment Of The District Ict Centre

Objective1: Expand coverage of community ICT centre services to all Area Councils

THEMATIC AREA 5-

HUMAN DEVELOPMENT, PRODUCTIVITY AND EMPLOYMENT

GSGDA Objective: Increase Equitable Access To And Participation In Education At All Levels									
Objective 1: Expand potable water supply coverage.									
Indicators	Indicator Type	Baseline 2009	Targets 2010 - 2013				Data Sources	Monitoring Frequency	Responsibility
			1st	2nd	3rd	4th			
Construction of 25No. 3-unit classroom block with office, store, urinal and KVIP.	Input	17	√	√	√	√	DA	Annually	DA-GES
Construction of 15No. 6-unit classroom block with office, store, urinal and KVIP.	Input	9	√	√	√	√	DA	Annually	DA-GES
Furnishing of 25No.3-unit classroom block & 15No.6-unit classroom block.	Input	5	√	√	√	√	DA	Annually	DA-GES
Supply of free school uniform for school children in deprived communities	Input	0	√	√	√	√	DA	Annually	DA-GES
Continue with the Ghana school feeding programme.	Input	4	√	√	√	√	DA	Annually	DA-GES PCU

Expand the Ghana school feeding programme to 5 schools..	Input	4	√	√	√	√	DA	Annually	DA-GES
Support to 150 teacher trainees	Input	75	√	√	√	√	DA	Annually	DA-GES
Support to 15 needy students especially girls in basic schools	Input	9	√	√	√	√	DA	Annually	DA-GES
STME Clinic for Basic School children	Input	1	√	√	√	√	DA	Annually	DA-GES-action aid
Sensitise communities on the importance of child education	Input	0	√	√	√	√	DA	Annually	DA-GES
Support 6 th March celebration	Input	1	√	√	√	√	DA	Annually	DA-GES
My first day at school	Input	1	√	√	√	√	DA	Annually	DA-GES
GSGDA Objective: Bridge The Equity Gaps In Access To Health Care And Nutrition Services And Ensure Sustainable Financing Arrangements That Protect The Poor.									
Objective 2: To increase efficiency in health service delivery and coverage in the District from 40% to 55% by 2013.									
NID, CSM and other health programmes	Input	1	√	√	√	√	DA	Annually	DA-Health Department
District response imitative on malaria	Input	1	√	√	√	√	DA	Annually	DA-Health Department
Support to 90 Nursing trainees	Input	65	√	√	√	√	DA	Annually	DA-Health Department

Support to 5 medical students	Input	2	√	√	√	√	DA	Annually	DA-Health Department
Motivation Package to 5 Medical Doctors	Input	5	√	√	√	√	DA	Annually	DA-Health Department
Haulage of supplementary foods for malnourish children	Input	1	√	√	√	√	DA	Annually	DA-Health Department
Procure 500 ITNs for pregnant women and children under 5 years to reduce malaria	Input	250	√	√	√	√	DA	Annually	DA-Health Department
Construction of 15 No. CHPS compound	Input	12	√	√	√	√	DA	Annually	DA-Health Department
GSGDA Objective: Ensure The Reduction Of New HIV And AIDS/STI/TB Transmission									
Objective 3: Ensure The Reduction Of New HIV And AIDS/STI/TB Transmission.									
Intensify advocacy to reduce infection and impact of HIV, AIDS and TB	Input	-	√	√	√	√	DA	Annually	DA-Health Department
Counsel pregnant women to Prevent mother-to-child transmission	Input	-	√	√	√	√	DA	Annually	DA-Health Department

GSGDA Objective:Increase Equitable Access To And Participation In Education At All Levels

Objective 1: Expand potable water supply coverage.

Indicators	Indicator Type	Baseline 2009	Targets 2010 - 2013				Data Sources	Monitoring Frequency	Responsibility
			1 st	2 nd	3 rd	4 th			
Construction of 25No. 3-unit classroom block with office, store, urinal and KVIP	Input	17	√	√	√	√	DA	Annually	DA-GES
Construction of 15No. 6-unit classroom block with office, store, urinal and KVIP	Input	9	√	√	√	√	DA	Annually	DA-GES
Furnishing of 25No.3-unit classroom block & 15No.6-unit classroom block	Input	5	√	√	√	√	DA	Annually	DA-GES
Supply of free school uniform for school children in deprived communities	Input	0	√	√	√	√	DA	Annually	DA-GES

GSGDA Objective:Reverse Forest And Land Degradation.

Objective: To ensure prudent management and use of natural resources

Distribution and planting of 25,000.00 seedlings for reforestation Project	Input	0	√	√	√	√	DA	Annually	DA-MOFA
Establishment of 10 acres woodlot.	Input	0	√	√	√	√	DA	Annually	DA-MOFA

Provision for youth employment	Input	-	√	√	√	√	DA	Annually	DA
Promote universal access to infrastructure	Input	-	√	√	√	√	DA	Annually	DA
Allocate 2% of DACF for Disable people activities	Input	-	√	√	√	√	DA	Annually	DA
Organise a meeting to coordinate and redistribute development projects and programmes in a manner that ensures fair and balanced allocation of District resources.	Input	0	√	√	√	√	DA	Annually	DA
GSGDA Objective: Mainstream The Concept Of Local Economic Development Into Planning At The District Level									
OBJECTIVE - Mainstream The Concept Of Local Economic Development Into Planning At The District Level									
Support Assembly members to acquire motorbikes to aid them to have access to their electoral areas	Input	-	√	√	√	√	DA	Annually	DA
Institutionalize annual meet-the-citizens session for all assembly members.	Input	-	√	√	√	√	DA	Annually	DA
GSGDA Objective: Empower Women And Mainstream Gender Into Socio-Economic Development									
Objective: Empower Women And Mainstream Gender Into Socio-Economic Development									

Create a special fund to support the participation of women in district level elections.	Input	-	√	√	√	√	DA	Annually	DA
Develop leadership training programme for women to enable , especially young women, to manage public offices and exercise responsibilities at all levels	Input	-	√	√	√	√	DA	Annually	DA
Supply shea butter extraction machines to women groups	Input	-	√	√	√	√	DA	Annually	DA
Dressmaking training for 100 women	Input	0	√	√	√	√	DA	Annually	DA

M & E CALENDAR (WORK PLAN)

ACTIVITIES	TIME FRAME				ACTORS	BUDGET
	2010	2011	2012	2013		
DMTDP Evaluations						GH¢
Mid-term Evaluation	16/06	21/06	20/06	26/06	DPCU, +	8,000.00
Specific Evaluations and studies					DPCU, ++	
Participatory M&E					DPCU, +	
Annual Evaluation	14/12	15/12	17/12	18/12	DPCU, +	8,000.00
Data collection and review meetings						
Quarterly field visits	1 st Thursdays in Mar, Jun, Sept. and Dec.				DPCU, +	9,600.00
Quarterly review meetings	1 st Fridays in Mar, Jun, Sept. and Dec.				DPCU, +	6,400.00
Preparation of quarterly reports	9 ^h of April, Jul. and Oct.				DPCU, +	3,200.00
APR preparation and dissemination						
Data collation	From 12 th Jan. annually				DPCU, +	4,000.00

Draft District APR prepared	31 st Jan. annually	DPCU, +	400.00
Draft APR review workshop	10 th February annually	DPCU, +	6,400.00
Final APR submitted to RPCU/NDPC	28 th Feb. annually	DPCU, +	400.00
Dissemination of District APR	15 th March annually	DPCU, +	1,600.00
GRAND TOTAL			44,000.00

M&E BUDGET

PROGRAMME	ACTIVITIES	COST	TOTAL	OVER THE FOUR YEARS
DMTDP Evaluations			GH¢	
Mid-term Evaluation	Stationery	150.00		
	Meals	300.00		
	Snacks	150.00		
	Travel and transport	500.00		
	Allowance	700.00		
	Facilitation allowances	200.00		

Specific Evaluations and studies				
Participatory M&E				
Annual Evaluation	Stationery	150.00	2,000.00	8,000.00
	Meals	300.00		
	Snacks	150.00		
	Travel and transport	500.00		
	Allowance	700.00		
	Facilitation allowances	200.00		
Data collection and review meetings				
Quarterly field visits	Stationery	50.00	600.00 x 4 = 2,400.00	9,600.00
	Lunch	50.00		
	Fuel	300.00		
	Allowance	200.00		
Quarterly review meetings	Stationery	50.00	450.00 x 4 = 1,600.00	6,400.00
	Meals	100.00		
	Snacks	50.00		
	Allowance	150.00		

	Facilitation allowances	100.00		
Preparation of quarterly reports	Stationery	50.00	200.00 X 4= 800.00	3,200.00
	Lunch	50.00		
	Allowance	100.00		
APR preparation and dissemination				
Data collation	Stationery	300.00		
	Allowance	500.00		
	Facilitation allowances	200.00	1,000.00	4,000.00
Draft District APR prepared	Stationery	100.00	100.00	400.00
Draft APR review workshop	Stationery	50.00	450.00 x 4 = 1,600.00	6,400.00
	Meals	100.00		
	Snacks	50.00		
	Allowance	150.00		
	Facilitation allowances	100.00		
Final APR submitted to RPCU/NDPC	Stationery	100.00	100.00	400.00
Dissemination of District APR	Stationery	300.00	300.00	1,200.00
GRAND TOTAL				44,000.00

2.6 DATA COLLECTION, VALIDATION AND COLLATION

2.6.1 Primary Data

The both quantitative and qualitative information would be gathered include demographic, socio-economic, revenue, expenditure and others as may be requested by the DA, RPCU, NDPC, MDAs and other stakeholders. The data would be categorised into:

- Process data e.g. operations of the DPCU and sub-district structures, tendering and contract awards, compliance with audit recommendations, etc.
- Input data e.g. government transfers (DACF, HIPC, etc.) and other transfers from development partners, MDAs, NGOs, IGF, etc.
- Output data (goods and services provided) e.g. projects constructed, crops and livestock produced, etc.
- Outcome/impact data (changes in livelihood as a result of certain interventions) e.g. literacy rate, BECE results, infant mortality, etc.

2.6.2 Secondary Data

In addition to the primary data, secondary data should also be collected by the DPCU. Someuseful sources of secondary data include NGOs, MDAs and their decentralized agencies: CWSA, MOFA, GHS, Ghana Statistical Service (CWIQ, GLSS, GDHS MICS, surveys and the National Census reports), etc.

2.7 DATA VALIDATION

All the data collected would be reviewed with stakeholders before and after collation. A data validation forum would be organised to ensure that the data is devoid of errors and inconsistencies

2.8 M&E INFORMATION SYSTEM

The District has a well functioning IT-based monitoring information system and this would be used for effective data entry, efficient data processing and easy access to information on the DMTDP implementation.

2.9 DATA ANALYSIS AND USE OF THE RESULTS

The DPCU would collate all M&E data in the district (including those gathered by the decentralised agencies and CSOs), to analyse and report to the RPCU, NDPC and other MDAs and stakeholders. The M&E data would also highlight key areas of concern and to identify interventions for development and poverty reduction in the district.

The data should be analysed to show the results being produced by each project. Data analysis will further show how the district is performing with regards to all the indicators (core and district specific) and the critical areas of concern for the general public. Each indicator should be examined and the appropriate action taken to address the findings. Once an indicator has been highlighted for concern, further exploration should be taken on that issue. The analysis would report on the progress of each indicator towards meeting the goal, objectives and targets of the DMTDP and GSGDA

The data would be analysed in a systematic way so that lessons learned can be fed into the district action plans and the next DMTDP.

2.10 REPORTING

After each monitoring exercise, project actors, communities and sector departments involved would be made aware of the key observations and findings. DPCU would also brief the DCE. Presiding Member and other DA actors on progress of work, observations and gaps identified to allow all stakeholders to take the necessary actions that would be required before the next monitoring exercise. All the findings and reactions would reflect in the Quarterly and Annual Progress Reports. The Annual Progress Reports would sum up all the M&E activities in the year and copies of the Annual Progress Reports would also be sent to the DA for discussion.

2.11 INFORMATION DISSEMINATION

Copies of the Annual Progress Reports and quarterly reports would be forwarded to the RPCU, NDPC, MDAs and other stakeholders. The content of these reports would be disseminated with the DA and other stakeholders at the sub-district and community levels to increase the accountability and transparency of the DA as well as displaying commitment to development and poverty reduction.

Some of the dissemination techniques that could be used include:

- Announcements, discussions and broadcast in the local news media e.g. local FM station, local newspapers, etc.
- Meeting with traditional authorities, representatives of area councils and other opinion leaders and tasking them to take the messages back to their communities
- Holding workshops and community meetings at central locations throughout the District.

There would be a report to inform the DA about the dissemination, so that lessons learned can be applied to planning and decision making by the DCE, DA and other district authorities.

CHAPTER THREE

3.1 DEVELOPMENT EVALUATION

This chapter is on the specific role that evaluation can and should play. One of the key features of the district development effort is a strong commitment to conducting evaluations. The District would there conducted the Mid-term and terminal evaluations of the DMTDP. The DPCU would assess the performance of each project when completed to ascertain if the intervention has achieved its original objectives and assess the overall changes caused by the intervention. The DPCU would further examine the relevance of the development effectiveness of all projects with reference to GSGDA. These evaluations will improve decision making and provide insights for effective programme design and implementation.

3.2 THE EVALUATION PROCESS

The following keys steps would be followed when conducting an evaluation:

- 1) Assess the need for an evaluation (provide the background).
- 2) Develop clear ideas on the rationale and objectives of the evaluation
- 3) Determine the type of evaluation to undertake
- 4) Specify the methods, scope and timing of the evaluation
- 5) Identify and analyze stakeholders
- 6) Consider the costs involved – draw a budget
- 7) Prepare the Terms of Reference (TOR) and contractual agreement based on items 1 to 4. The preparation of the evaluation exercise starts with the elaboration of the TOR. They can be prepared by the DPCU alone or in collaboration with

stakeholders. It is important to have a broad agreement on the TOR it will be the basis of the evaluation exercise and more importantly, the formal reference for the consultant or team of consultants to be recruited.

- 8) Discuss the TOR with key stakeholders
- 9) Recruit a consultant or a team in accordance with the provisions of the Procurement Act, Act 663 of 2003.
- 10) Commission the evaluation
- 11) Disseminate the results and act on the findings and recommendations

3.3 *TYPES OF EVALUATIONS TO USE.*

The evaluation could be a 'mixture' of the different categories, that is:

A prospective evaluation would be done before the implementation of an intervention. The objective is usually to determine the feasibility of the intervention e.g: appraisals, needs assessments and feasibility studies

A mid-term evaluation would also be carried out approximately at the middle of the implementation of the project or programme and then finally, terminal evaluation would be carried out at the end of the project or programme.

An internal evaluation would be conducted by the DPCU monitoring and supervision the programme or project and an external evaluation normally are conducted by consultants recruited by Donors and development partners to assess impacts.

3.4 *TECHNICAL SPECIFICATION AND SCOPE*

The fourth group identifies evaluations based on their technical specifications and scope. This is the most diversified and includes: Programme evaluation, Project evaluation, Thematic evaluation, Impact evaluation, Participatory evaluation, , etc.

In conclusion, both quantitative analysis and qualitative analysis would be used in the evaluation. The DPCU would not impose restrictions on the content, comments and recommendations of any evaluation report. .

The rationale for an evaluation would be clear from the onset (no hidden agenda) and there would be regular meaningful consultation with stakeholders for credibility and utilization of the evaluation results.

The evaluation would not reflect personal interests would therefore be free of political or other biases and deliberate distortions.