



REPUBLIC OF GHANA

**MINISTRY OF JUSTICE AND
ATTORNEY-GENERAL'S
DEPARTMENT**

MONITORING AND EVALUATION PLAN

(SECTOR MEDIUM TERM DEVELOPMENT PLAN)

2010 – 2013

ACCRA, GHANA

TABLE OF CONTENTS

Table of Contents	-	-	-	-	-	-	-	-	-	i
List of Acronyms	-	-	-	-	-	-	-	-	-	ii
Chapter One	-	-	-	-	-	-	-	-	-	1
1.1 Introduction	-	-	-	-	-	-	-	-	-	1
1.2 Purpose of M&E Plan	-	-	-	-	-	-	-	-	-	1
1.3 Plan Preparation Process	-	-	-	-	-	-	-	-	-	1
Chapter Two	-	-	-	-	-	-	-	-	-	3
2.0 Identification and Analysis of Stakeholders	-	-	-	-	-	-	-	-	-	3
2.1 Capacity Needs Assessment	-	-	-	-	-	-	-	-	-	6
2.2 M&E Matrix	-	-	-	-	-	-	-	-	-	8
2.3 M&E Calendar (Work Plan)	-	-	-	-	-	-	-	-	-	25
2.4 M&E Budget	-	-	-	-	-	-	-	-	-	27
2.5 Data collection, collation and validation	-	-	-	-	-	-	-	-	-	30
2.5.2 Issues to be considered for data collection and analysis	-	-	-	-	-	-	-	-	-	32
2.5.3 Data analysis and the use of the result	-	-	-	-	-	-	-	-	-	32
2.5.3.1 General steps in analysis	-	-	-	-	-	-	-	-	-	33
2.6 Ministry's M&E report format-	-	-	-	-	-	-	-	-	-	34
2.7 Information Dissemination	-	-	-	-	-	-	-	-	-	35
2.8 Evaluation	-	-	-	-	-	-	-	-	-	35
2.9 Participatory Monitoring and Evaluation	-	-	-	-	-	-	-	-	-	35
2.10 Process of developing M&E Plan	-	-	-	-	-	-	-	-	-	36

LIST OF ACCRONYMS

APR	-	ALTERNATIVE DISPUTE RESOLUTION
APR	-	ANNUAL PROGRESS REPORT
CAGD	-	CONTROLLER AND ACCOUNTANT GENERAL'S DEPT.
CLR	-	COUNCIL FOR LAW REPORTING
CMC	-	COMMUNITY MEDIATION CENTRES
CO	-	COPYRIGHT OFFICE
EOCO	-	ECONOMIC AND ORGANISED CRIME OFFICE
GLC	-	GENERAL LEGAL COUNCIL
GPS	-	GHANA POLICE SERVICE
GSGDA	-	GHANA SHARED GROWTH DEVELOPMENT AGENDA
IGF	-	INTERNALLY GENERATED FUNDS
LAS	-	LEGAL AID SCHEME
LRC	-	LAW REFORM COMMISSION
LSB	-	LEGAL SERVICE BOARD
M&E	-	MONITORING AND EVALUATION
MAB	-	MINISTERIAL ADVISORY BOARD
MDA'S	-	MINISTRIES DEPARTMENTS AND AGENCIES
MOFEP	-	MINISTRY OF FINANCE AND ECONOMIC PLANNING
MOJAGD	-	MINISTRY OF JUSTICE AND ATTORNEY-GENERAL'S DEPARTMENT
NDPC	-	NATIONAL DEVELOPMENT PLANNING COMMISSION
PM&E	-	PARTICIAPTORY MONITORING AND EVALUATION
PPME	-	POLICY PLANNING MONITORING AND EVALUATION

- RGD - REGISTRAR GENERAL'S DEPARTMENT**
- SMTDP - SECTOR MEDIUM TERM DEVELOPMENT PLAN**
- SPSS - STATISTICAL PACKAGE FOR SOCIAL SCIENCES**

CHAPTER ONE

1.1. INTRODUCTION

The goal of the Ministry Of Justice and Attorney General's Department is to ensure justice and human rights for all through equitable and easy access to justice in order to help sustain accelerated growth and poverty reduction towards the achievement of middle income status.

To realize this goal, the ministry has a set of objectives to be achieved during the plan period 2010-2013. These objectives are enshrined in the Sector Medium Term Development Plan (SMTDP).

1.2. PURPOSE OF M&E PLAN

This monitoring and evaluation plan has been put together to critically observe and report on the performance of the set objectives enshrined in the SMTDP during its implementation.

The systematic monitoring and evaluation of the SMTDP and reporting will also show the extent of progress made towards the implementation of Ghana Shared Growth and Development Agenda (GSGDA) and eventually help to:

- Access whether the SMTDP development target are being met.
- Identify achievement, constraints and failure so that improvement can be made to the SMTDP and projects designed to achieve better impact.
- To provide information for effective coordination at regional level.

1.3. PLAN PREPARATION PROCESS

The plan preparation process started with a stakeholders meeting held at the conference room of the ministry to discuss the state of the M&E system of the ministry.

This was followed by a ten working days workshop organized by the PPME of the ministry; the workshop was well attended by all stakeholders including;

Departments, agencies, civil society organizations and Non-Governmental Organizations.

This ten-day workshop produced this document - The M&E Plan of the Ministry of Justice and Attorney-General's Department.

CHAPTER TWO

SEQUENCE OF MONITORING & EVALUATION (M&E) PREPARATION

The preparation of the M&E plan involves ten main steps these are outlined below:

2.0 IDENTIFICATION AND ANALYSIS OF STAKEHOLDERS

Introduction: The identification and the participation of all stakeholders will help to sustain capacity building, dissemination and demand for M&E results. The following are the key stakeholders identified:

STAKEHOLDERS	CLASSIFICATION	M&E NEEDS/RESPONSIBILITIES	INVOLVEMENT IN M&E
PPMED OF THE MINISTRY	Primary	Provide information, logistics, education, and coordinate activities.	Planning, Implementation and Reporting of M&E activities.
ATTORNEY GENERAL'S DEPT	Primary	Provide Data	Attend Stakeholders meetings and Report on M&E activities in their sector.
LEGAL AID SCHEME	Primary	Provide data	Attend Stakeholders meetings and Report on M&E activities in their sector.
COUNCIL FOR LAW REPORTING	Primary	Data collection	Attend Stakeholders meetings and Report on M&E

			activities in their sector.
GENERAL LEGAL COUNCIL	Primary	Support data collection	Attend Stakeholders meetings and Report on M&E activities in their sector.
LAW REFORM COMMISSION	Primary	Provide information	Attend Stakeholders meetings and Report on M&E activities in their sector.
ECONOMIC and ORGANISED CRIME OFFICE	Primary	Provide data	Attend Stakeholders meetings and Report on M&E activities in their sector.
REGISTRAR GENERALS DEPT	Primary	Data collection	Attend Stakeholders meetings and Report on M&E activities in their sector.
COPYRIGHT OFFICE	Primary	Data support	Attend Stakeholders meetings and Report on M&E activities in their sector.
NATIONAL DEVELOPMENT PLANNING COMMISSION	Primary	Demand reports from the ministry	Provide guidelines and Collaborate with PPMED of

			MoJAGD to establish an M&E system in the Ministry.
CONTROLLER and ACCOUNT GENERAL'S DEPARTMENT	Secondary	Provide funds and demand reports	Release funds to the Ministry and its agencies for M&E activities.
MINISTRY of FINANCE and ECONOMIC PLANNING	Secondary	Provide funds and demand reports	Receive budget proposals from MoJAGD and approve funds to MoJAGD and its agencies for M&E activities.
OFFICE OF THE PRESIDENT	Secondary	Demand reports and give feedback on reports	Receive M&E reports from MoJAGD.
INTERNAL AUDIT AGENCY	Secondary	Demand reports and give feedback	Receive M&E reports from MoJAGD.
AUDIT SERVICE	Secondary	Demand reports and give feedback	Receive M&E reports from MoJAGD.
JUDICIAL SERVICE	Secondary	Data collection	Receive M&E reports from MoJAGD.
OFFICE of the HEAD of CIVIL SERVICE	Secondary	Demand report and give feedback	Receive M&E reports from MoJAGD.
BANK of GHANA	Secondary	Support data collection	Receive M&E reports from MoJAGD.
GHANA POLICE SERVICE	Secondary	Support data collection	Receive M&E reports from

			MoJAGD.
LEGAL SERVICE BOARD	Primary	Demand report	Attend Stakeholders meetings and Report on M&E activities in their sector.
MINISTERIAL ADVISORY BOARD	Primary	Demand report	Receive M&E reports and use them in their core duty.
AUDIT REPORT IMPLEMENTATION COMMITTEE	Secondary	Demand report and give feedback	Receive M&E reports from MoJAGD.
Development Partners	Secondary	Provide funds and monitor the utilization of funds	Receive M&E reports from MoJAGD.
Media	Secondary	Dissemination Information to the general public	Receive M&E reports from MoJAGD.

2.1. CAPACITY NEEDS ASSESSMENT

The PPMED of the sector requires certain infrastructural base; in terms of equipments and logistics like computers and requisite data analysis software like Microsoft excel, Statistical Package for Social Science (SPSS) etc, strong human resource capacity; in terms of quality and also quantity and the funds needed.

This section is to report on the available resources as described above, available in the Sector. The rationale is to ensure that appropriate incentives, materials, and human resources are in place for effective sector medium term plans implementation, monitoring and evaluation.

A key has been designed to explain the contents of the table below.

STAKEHOLDERS	HR	MANAGEMENT INFORMATION SYSTEM	LOGISTICS/ EQUIPMENT	FUNDS	POSSIBLE SOLUTIONS TO THE PROBLEMS IDENTIFIED
MoJ (PPMED)	III	II	II	III	PERSONNEL WITH THE REQUISITE SKILLS AND COMPETENCE AS WELL AS RELEVANT EQUIPMENT AND SUFFICIENT FUNDS REQUIRED
AG (PPMED)	IV	IV	IV	IV	NEEDS TO BE SET UP
LEGAL AID SCHEME	III	II	II	IV	PERSONNEL WITH THE REQUISITE SKILLS AND COMPETENCE AS WELL AS RELEVANT EQUIPMENT AND SUFFICIENT FUNDS REQUIRED
COUNCIL FOR LAW REPORTING	III	II	II	II	PERSONNEL WITH THE REQUISITE SKILLS AND COMPETENCE AS WELL AS RELEVANT EQUIPMENT AND SUFFICIENT FUNDS REQUIRED
GENERAL LEGAL COUNCIL	III	I	II	II	STUDY LEAVE AND FREQUENT TRAINING FOR STAFF MUST BE ENCOURAGED AND ADEQUATE FUNDS NEEDED TO BOOST PERFORMANCE.
LAW REFORM COMMISSION	I	I	II	III	PERSONNEL WITH THE REQUISITE SKILLS AND COMPETENCE AS WELL AS RELEVANT EQUIPMENT AND SUFFICIENT FUNDS REQUIRED
EOCO	IV	IV	III	III	PERSONNEL WITH THE REQUISITE SKILLS AND COMPETENCE AS WELL AS RELEVANT

					EQUIPMENT AND SUFFICIENT FUNDS REQUIRED
REGISTRAR GENERALS DEPT	II	I	I	II	SUFFICIENT FUNDS REQUIRED TO BOOST PERFORMANCE
COPYRIGHT OFFICE	III	II	III	III	PERSONNEL WITH THE REQUISITE SKILLS AND COMPETENCE AS WELL AS RELEVANT EQUIPMENT AND SUFFICIENT FUNDS REQUIRED

KEY:

I=====Adequate

II=====Average

III===== Inadequate

IV=====Nil

2.2. M&E MATRIX

The Matrix below provides a format for presenting the indicator types of each sector medium term development plan objective. It further outlines the source of data, monitoring frequency and the responsibility of the various actors.

SMTDP Goal: To ensure justice and human rights for all through equitable and easy access to justice in other to help sustain accelerated growth and poverty reduction towards the achievement of middle income status.									
Objectives: Develop and retain Human Resources capacity at National, Regional and District levels									
Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Number of Directors recruited	OUTPUT	3	0	4	1	0	HR DEPT.	MID YEAR	LEGAL SERVICE BOARD
Consultant engaged to prepare a scheme of service and conditions of service	OUTPUT	N/A	0	1	0	0	HR DEPT.	QUARTERLY	LEGAL SERVICE BOARD
Draft scheme and conditions of service discussed	OUTCOME	N/A	0	30	30	40	LEGAL SERVICE BOARD	MID YEAR	LEGAL SERVICE BOARD
% Structures or systems set up for the Legal Service	OUTPUT	N/A	0	50%	80%	100%	Legal Service Board	MID YEAR	Legal Service Board

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
% of performance appraisal system reviewed and updated	OUTPUT	N/A	0	100%	0	0	SOLICITOR-GENERAL	MONTHLY	SOLICITOR-GENERAL
% of performance appraisal system evaluated	OUTPUT	N/A	0	100%	0	0	SOLICITOR-GENERAL	QUARTERLY	LEGAL SERVICE BOARD
Number of interviews for recruitment and promotion conducted	OUTPUT	N/A	6	2	2	2	HR	YEARLY	LEGAL SERVICE BOARD
Number of courses organized for newly appointed Attorneys	OUTPUT	2	4	6	6	6	HEADS OF DIVISIONS	QUARTERLY	SOLICITOR-GENERAL AND HEADS OF DIVISIONS

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Number of Administrative staff recruited	OUTPUT	N/A	12	15	13	10	HR	ANNUALLY	MOJ,AGD,RGD,LAS,LRC,CLR,GLC,EOCO,CO
Number of refresher courses organized FOR 40 MEMBERS OF STAFF	OUTPUT	N/A	181	190	200	230	EOCO	QUARTERLY	EOCO
ICT, Asset Management and Human Trafficking training provided	OUTPUT	N/A	140	150	170	180	EOCO	QUARTERLY	EOCO
Number of staffs sponsored for overseas courses	OUTPUT	N/A	0	20	0	0	EOCO	ANNUALLY	EOCO
Number of support staff for Legal Service recruited	OUTCOME	N/A	0	0	3	2	LSB	QUARTERLY	AGD
Number of paralegals recruited	OUTPUT	N/A	20	25	0	0	MOJ	ANNUALLY	MOJ

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
NUMBER OF ATTORNEYS BENEFITTED FROM internship PROGRAMME	OUTCOME	2	2	1	1	1	AGD	QUARTERLY	AGD
Number of Police investigators and EOCO Officers trained	OUTPUT	N/A	0	9	9	9	EOCO	QUARTERLY	EOCO, GPS
NUMBER OF staff trained In ADR	OUTPUT	N/A	0	44	4	24	GLS, LAS	YEARLY	GLS, LAS
Number of Attorneys trained in energy (oil and gas under the energy unit).	OUTPUT	N/A	0	8	8	8	Solicitor General	MID YEAR	SOLICITOR GENERAL, PSDS, COMMONW EALTH, UNDP
Number of records keepers upgraded	OUTPUT	N/A	0	20	5	0	MOJ AND ALL AGENCIES	MID YEARLY	MOJ
Number of administrative staff trained	OUTPUT	4	6	4	6	8	MOJ	ANNUALLY	MOJ

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Mid-year and annual review undertaken in core service areas of AG's Dept	OUTCOME	N/A	0	-INTENSIVE APPROACH TO JUSTICE FOR ALL -IMPROVED LOGISTICS TO ENHANCE JUSTICE DELIVERY	80% OF COURT CASES TO BE WON	95% OF CRIMINAL CASES TO BE WON	LSB, AGD	MID YEAR	LSB, AGD
Number of Attorneys provided with Transfer grants	OUTPUT	N/A	5	10	10	10	DIRECTOR FINANCE	YEARLY	DIRECTOR FINANCE, PPMED
Objective: Increase the capacity of the legal system to enhance speedy and affordable access to justice for all									
% of Witness charter set up	OUTPUT	N/A	0	100%	0	0	DPP	MID YEAR	DPP
NUMBER OF WITNESSES BENEFITTED FROM THE WITNESS CHARTER	OUTPUT	N/A	0	300	400	400	SG,DPP	QUARTERLY	SG,DPP

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
% OF MOU AND OTHER JOINT ACTIONS TOWARDS JUSTICE FOR ALL IMPLEMENTED	OUTPUT	N/A	10%	40%	70%	100%	MOJ	QUARTERLY	MOJ
% increase in access TO JUSTICE	OUTPUT	20%	20%	25%	35%	40%	PPME		PPME
TEAM OF ATTORNEYS FOR PRISON DECONGESTION	OUTPUT	4	12	14	15	20	DPP	ANNUALLY	DPP
Objectives: Review 1992 constitution and conflicting Acts of Parliament towards amendment where necessary									
Minerals and Mining Law reviewed	OUTPUT	70%	90%	100%	0	0	LRC	ANNUALLY	LRC, GCM, AGD, MoMNR.
Criminal Injuries Compensation Law introduced	OUTPUT	20%	40%	60%	80%	90%	LRC	ANNUALLY	LRC, AGD
Law on Torts	OUTPUT	N/A	10%	30%	50%	70%	LRC	ANNUALLY	LRC, AGD, GBA

introduced									
------------	--	--	--	--	--	--	--	--	--

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Contract Act reviewed	OUTPUT	10%	20%	40%	55%	70%	LRC	ANNUALLY	LRC, AGD
Marriage Registration Law	OUTPUT	50%	80%	90%	100%	0	LRC, RGD	ANNUALLY	LRC, RGD, AGD
Objectives: Promote transparency and accountability and reduce opportunity for rent seeking									
Services of consultant engaged	OUTCOME	3	3	3	3	3	EOCO	ANNUALLY	EOCO
Continuous public education organized	OUTCOME	N/A	2	4	4	4	EOCO	QUARTERLY	EOCO
EOCO annual report printed	OUTPUT	N/A	0	1	1	1	EOCO	ANNUALLY	EOCO

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Human trafficking , cyber crime, correlative crimes monitored	OUTPUT	30%	50%	60%	70%	80%	E.O.C.O	ANNUALLY	EOCO
Office complex continued	OUTPUT	30%	40%	50%	60%	70%	EOCO	ANNUALLY	EOCO
Objectives: Effective public awareness creation on laws for the protection of vulnerable and excluded									
AG'S Department Logo developed	OUTPUT	N/A	0	100%	0	0	LSB	ANNUALLY	LSB
IEC strategy developed	OUTPUT	N/A	20%	50%	60%	70%	MOJ	ANNUALLY	MOJ
Awareness on registration procedure created	OUTPUT	20%	35%	50%	65%	80%	RGD	ANNUALLY	RGD

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Ministry its Agencies and Departments profiled.	OUTPUT	N/A	0	30%	50%	70%	MOJ	ANNUALLY	MOJ
Website and newsletter for legal service set up	OUTPUT	N/A	0	100%	0	0	MOJ	ANNUALLY	MOJ
Laws translated into user friendly format	OUTPUT	N/A	0	0	10%	40%	LRC, AGD.	ANNUALLY	LRC, FIDA, GSL, BGL, UG, AGD.
Objective: Improve accessibility and use of existing data base for policy formulation, analysis and decision making									
E-library project completed	OUTPUT	N/A	80%	100%	0	0	PPME	ANNUALLY	PPME
Law library computerized	OUTPUT	N/A	80%	100%	0	0	PPME	ANNUALLY	PPME

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Software for filing and information retrieval system procured and put into use	OUTPUT	N/A	20%	100%	0	0	CD	QUARTERLY	CD
LAN for regional offices provided	OUTPUT	N/A	0	50%	100%	0	CD	QUARTERLY	CD
Number of Consultants engaged	OUTPUT	1	1	0	0	0	RGD	ANNUALLY	RGD
Application forms converted	OUTPUT	N/A	0	50%	100%	0	RGD	ANNUALLY	RGD
Workflow developed	OUTPUT	50%	100%	0	0	0	RGD	ANNUALLY	RGD

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Internet website developed	OUTPUT	60%	100%	0	0	0	RGD	ANNUALLY	RGD
Objective: Upgrade the capacity of the public and civil service for transparent, accountable, efficient, timely, effective performance and service delivery									
Ten storey Law House continued	OUTPUT	40%	60%	80%	90%	100%	CD	QUARTERLY	CD
Number of bungalows refurbished	OUTPUT	N/A	0	3	3	3	PPMED	QUARTERLY	PPMED
Front office constructed	OUTPUT	N/A	100%	0	0	0	RGD	ANNUALLY	RGD
Two storey office completed	OUTPUT	N/A	0	70%	90%	100%	CO	ANNUALLY	CO
Number of offices rented	OUTPUT	1	1	4	4	4	CO	ANNUALLY	CO

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Kumasi and Takoradi offices furnished	OUTPUT	N/A	0	40%	80%	100%	LAS	ANNUALLY	LAS
Ho office completed	OUTPUT	70%	90%	100%	0	0	LAS	ANNUALLY	LAS
Number of plots acquired	OUTPUT	N/A	0	2	2	0	LAS	ANNUALLY	LAS
Office accommodation constructed	OUTPUT	N/A	0	0	50%	100%	LAS	ANNUALLY	LAS
Lecture hall and library constructed	OUTPUT	N/A	0	30%	60%	100%	GLC	ANNUALLY	GLC
KNUST campus set up	OUTPUT	N/A	0	20%	60%	100%	GLC	ANNUALLY	GLC

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
University of Ghana campus set up	OUTPUT	N/A	0	20%	60%	100%	GLC	ANNUALLY	GLC
Number of computers procured	OUTPUT	4	101	50	0	0	MOJ AND ITS AGENTS	ANNUALLY	MOJ AND ITS AGENTS
Number of vehicles procured	OUTPUT	37	17	0	0	0	MOJ AND ITS AGENTS	ANNUALLY	MOJ AND ITS AGENTS
Number of furniture procured	OUTPUT	N/A	160	0	0	0	MOJ AND ITS AGENTS	ANNUALLY	MOJ AND ITS AGENTS
Number of servers procured	OUTPUT	2	0	0	0	0	MOJ AND ITS AGENTS	ANNUALLY	MOJ AND ITS AGENTS
Number of air conditioners procured	OUTPUT	N/A	20	20	20	20	MOJ AND AGENCIES	ANNUALLY	MOJ AND AGENCIES

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Number of desktop computers procured	OUTPUT	N/A	0	20	20	20	MOJ AND AGENCIES	ANNUALLY	MOJ AND AGENCIES
Number of laptop computers procured	OUTPUT	2	13	14	4	4	MOJ AND AGENCIES	ANNUALLY	MOJ AND AGENCIES
Number of cabinets procured	OUTPUT	N/A	30	30	0	0	MOJ	ANNUALLY	MOJ
Number of photocopiers procured	OUTPUT	N/A	18	0	4	2	MOJ, LAS, CO,LRC	ANNUALLY	MOJ, LAS, CO,LRC
Surveillance equipment procured	OUTPUT	N/A	1	0	0	0	EOCO	ANNUALLY	EOCO
PABX procured	OUTPUT	N/A	0	1	0	0	EOCO	ANNUALLY	EOCO

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
Number of generator sets procured	OUTPUT	N/A	0	1	0	0	MOJ AND AGENCIES	ANNUALLY	MOJ AND AGENCIES
Number of LCD projectors procured	OUTPUT	N/A	0	2	0	0	MOJ AND AGENCIES	ANNUALLY	MOJ AND AGENCIES
Number of scanners procured	OUTPUT	N/A	4	0	1	0	MOJ AND AGENCIES	ANNUALLY	MOJ AND AGENCIES
Number of printers procured	OUTPUT	3	35	10	10	10	MOJ AND AGENCIES	ANNUALLY	MOJ AND AGENCIES
Number of computers procured	OUTPUT	N/A	64	24	22	22	MOJ AND AGENCIES	ANNUALLY	MOJ AND ITS AGENCIES
Number of vehicles procured	OUTPUT	3	0	2	3	0	MOJ AND AGENCIES		MOJ AND AGENCIES

Indicators	Indicator type	Baseline 2009	Targets				Data sources	Monitoring frequency	Responsibility
			2010	2011	2012	2013			
33-seater bus procured	OUTPUT	N/A	1	1	1	0	GLC, MoJ	ANNUALLY	GLC, MoJ
20- seater bus procured	OUTPUT	N/A	0	0	1	0	COPYRIGHT OFFICE	ANNUALLY	COPYRIGHT OFFICE

2.3. M&E CALENDAR (WORK PLAN)

The M & E Calendar indicates M&E activities, time frame within which the activities would be carried out and the actors or collaborators to be involved in the activities.

ACTIVITIES	TIME FRAME				ACTORS/COLLABORATORS
	2010	2011	2012	2013	
DATA COLLECTION AND REVIEW MEETINGS					
Quarterly Field Meetings	1 st Wednesday in March, June, September and December each Year				PPMED, AGENCIES and DEPARTMENTS
Quarterly Review Meetings	2 nd Thursday in March, June, September and December each Year				PPMED, AGENCIES and DEPARTMENTS
Preparation of Quarterly Reports	15 th April, July and October each Year and January of ensuing Year				PPMED, AGENCIES and DEPARTMENTS
ANNUAL PROGRESS REPORT (APR) PREPARATION AND DISSEMINATION					
Data Collection from Directorates/Department/Agencies	From 15 th January each Year				PPMED
Draft APR Prepared	31 st January each Year				PPMED

Draft APR Review Workshop	15 th February each Year	PPMED, DEPARTMENTS AND AGENCIES of MOJAGD
Final APR submitted to NDPC	28 th February each Year	PPMED
Dissemination of Ministry's APR	29 th March each Year	PPMED
SECTOR MEDIUM TERM DEVELOPMENT PLAN		
Mid – Term Evaluation	First Week of July each Year	PPMED, DEPARTMENTS and AGENCIES of MOJAGD
Terminal Evaluation	First Week of January each Year	PPMED, DEPARTMENTS and AGENCIES of MOJAGD
Other Evaluation and Studies	Second Week of September bi – annually	PPMED, DEPARTMENTS and AGENCIES of MOJAGD

2.4. MONITORING AND EVALUATION BUDGET

Financial resources would be needed to carry an effective monitoring and evaluation assignments. The PPMED would facilitate the mobilization of resources for an effective monitoring and evaluation activities.

The table below is the budget estimates to carry out the activities.

No.	Item	Activities	Inputs	Quantity/No. of Personnel	Frequency	Unit Cost (GH¢)	Total Amount (GH¢)
1.	M & E Plan Preparation	Organize Consultative Workshop with all Stakeholders to Prepare Sector M&E Plan	Resource Persons	2	10	500	10,000
			Refreshment	30	5	20	3,000
			Conference Venue	1	5	500	2,500
			Participants Allowance	30	5	100	15,000
			Honorarium for Technical Staff	9	10	300	27,000
			Stationery	1	15	50	750
			Fuel	1	5	20	100
			TOTAL				

No.	Item	Activities	Inputs	Quantity/No. of Personnel	Frequency	Unit Cost (GH¢)	Total Amount (GH¢)
2.	Preparation of Quarterly Reports	Write quarterly reports based on information gathered from field visits to access the rate of implementation of SMTDP within the period.	Allowance for officers on field visit	9	9	300	24,300
			Fuel	2	9	50	900
			Driver's Night Allowance	2	9	20	360
			Hotel Expenses	9	9	100	8,100
			Stationery	1	4	50	200
			TOTAL				
3.	Preparation of Annual Report	Write annual reports based on information gathered from field visits and quarterly reports to access the rate of implementation of SMTDP within the period.	Allowance for Technical staff who will write the report.	5	3	50	750
			Fuel	1	2	30	60
			Publication	300	1	60	18000
			Stationery	1	3	10	30
			TOTAL				

No.	Item	Activities	Inputs	Quantity/No. of Personnel	Frequency	Unit Cost (GH¢)	Total Amount (GH¢)
4.	Evaluation	To contract experts to evaluate the implementation of the SMTDP and Convene a meeting for stakeholders to validate evaluation report.	Consultant's fee	1	5	1000	5000
			Stationery	1	3	20	60
			Evaluation Validation Meeting Allowance	30	1	50	1500
			Evaluation Validation Meeting Refreshment	30	1	15	450
			TOTAL				
5.	Dissemination	Organize Workshops, Seminars and Meetings to present and explain the M&E Plan and Reports of the Ministry.	T & T for the media	20	1	20	400
			Refreshment	70	1	20	1,400
			Stationery	1	1	20	20
			Public Address System	1	1	100	100
			TOTAL				

2.5. DATA COLLECTION, COLLATION AND VALIDATION

Currently, there is no comprehensive software for information system and data management in the Ministry, however, there are such systems available in some of our departments and agencies such as The Registrar-General's Department.

The PPMED will compile a register of all ongoing programmes and projects in the Ministry. This register would be regularly updated with details on each activity such as start-time, cost, location, source of funding, expected completion date, among others.

2.5.1. Data on Programmes and Projects

The table below is the Programme/ Project register format that will be used to collect data on on-going projects and programmes.

Programme/ Projects Register Format		
1	Programme/ Project name	
2	GSGDA Thematic Area	
3	Sector	
4	Project Description	
5	Project Location	
6	Contractor	
7	Budget, source and type of funding	

8	Date started	
9	Expected completion date	
10	Contract sum	
11	Expenditure to date	
12	Project implementation status	
13	Remarks	

2.5.2. ISSUES TO BE CONSIDERED FOR DATA COLLECTION AND ANALYSIS

Data Collected and Collated will be put into Microsoft excel and SPSS for analysis, the data to be used will include;

- PRIMARY DATA OR SECONDARY DATA
- QUALITATIVE OR QUANTITATIVE
- PARTICIPATORY OR NON PARTICIPATORY APPROACH
- VERBAL OR LESS VERBAL APPROACH

PRIMARY DATA

The PPMED will facilitate the collection and collation of both qualitative and quantitative data. The data collection will cover socio-economic activities: Court cases, Gender, Revenue, Expenditure, among others.

Data will be categorized into the following; process data, input data, output data, outcome data and impact data.

SECONDARY DATA

The Ministry will engage other stakeholders in the collection, collation and validation of the secondary data. The Ministry will collaborate with other MDA's such as Ministry of Finance and Economic Planning, Controller and Accountant General's Department, Ghana Police Service, Ministry's Agencies, Ghana Statistical Service, etc.

2.5.3. DATA ANALYSIS AND THE USE OF THE RESULT

The PPMED will undertake analysis of data collected. The PPMED will also engage the services of consultants and data analyst to analyse data collated where necessary.

2.5.3.1. GENERAL STEPS IN ANALYSIS

The PPMED will undertake the following steps in data analysis;

- Go back to the objectives of the programmes and activities being evaluated
- Emphasis should be placed on identifying the linkages between the various projects and the objectives of the SMTDP.
- Validate the data
- Follow a systematic and logic path in data analysis (organize raw data, prepare descriptions and generate interpretations)
- Discuss the findings (present the findings to the M&E team and other stakeholders)
- Consider any limitations to reliability.
- Make specific recommendations

The information gathered from the Monitoring and Evaluation of the SMTDP will be used to:

- Access the general performance of the sector over the period
- Access how well or otherwise programmes, activities and projects of the sector are performing.
- Inform the general public on activities of the sector
- Inform future policy decisions and directives.

2.6. MINISTRY'S M&E REPORT FORMAT

The PPMED, after each M&E exercise will write a report on the findings and observations using the report format below;

TITLE PAGE

- Sector
- M&E report for (time period)

INTRODUCTION

- Purpose of the M&E for the stated period
- Process involved and difficulties encountered
- Status of implementation of SMTDP

M&E ACTIVITIES REPORT

- Programme/project status for the quarter or year
- Update on disbursements from funding sources
- Update on critical development and poverty issues
- Evaluation and participatory M&E.

THE WAY FORWARD

- Key issues addressed and those yet to be addressed
- Recommendations.

2.7. INFORMATION DISSEMINATION

PPMED will disseminate the M&E information to relevant stakeholders and decision makers. Copies of the Ministry's Annual Progress report and quarterly reports will be shared with NDPC, Ministries, Departments and Agencies and other key stakeholders in order to enhance accountability, transparency and commitment to the implementation of development interventions.

The following activities will be undertaken to disseminate the M&E report;

- Holding of regional workshops, seminars and conferences with stakeholders
- Meetings with the press
- Uploading reports on the Ministry's website
- Discussions and broadcast in the local news media e.g. local FM station, local newspapers, TV, etc.
- Meeting with traditional authorities, representatives of area councils and other opinion leaders

A mechanism for providing feedback to the PPMED will be put in place so that lessons learnt can be incorporated into planning and decision making.

2.8. EVALUATION

A consultant will be contracted in accordance with the Procurement Procedures spelt out in the Public Procurement act (Act 603). The consultant's evaluation will be validated by all stakeholders in a day's meeting.

2.9. PARTICIPATORY MONITORING AND EVALUATION

There would be participatory monitoring and evaluation, where as much as possible the general public and a wider stakeholder base would be consulted in the process, for instance questioners would be designed to be administered in communities where applicable to validate certain indicators.

2.10. PROCESS OF DEVELOPING M&E PLAN

Participants were invited from the various stakeholder institutions and agencies under the Ministry of Justice and Attorney General's Department. Participants met at the Conference room of the Copyright Office for ten working days to produce the draft plan. A two-day workshop was then organized for all the various departments and agencies, inputs from these agencies were incorporated to finalize the M&E plan.