

**MONITORING AND EVALUATION PLAN
(SECTOR MEDIUM TERM DEVELOPMENT PLAN)
(SMTDP)
2010-2013**



NATIONAL COMMISSION FOR CIVIC EDUCATION

APRIL 2011

CHAPTER ONE

1.1 INTRODUCTION

The National Commission for Civic Education was established by Act 452 of 1993 in fulfillment of Article 231 of the 1992 Constitution of the Republic of Ghana.

The Commission's mandate, among others, is to undertake Civic and democracy education, and inculcate within the citizenry the awareness of their responsibilities as contained in the Constitution.

1.2 FUNCTIONS

The specific functions of the NCCE are;

1. To create and sustain within the society, the awareness of the principles and objectives of the Constitution as the fundamental law of the people of Ghana;
2. To educate and encourage the public to defend the Constitution at all times against all forms of abuse and violation;
3. To formulate for the consideration of Government from time to time, programmes at national, regional and district levels aimed at realizing the objectives of the Constitution.
4. Formulate, implement and oversee programmes intended to inculcate in the Citizens of Ghana awareness of their Civic responsibilities and an appreciation of their rights and obligations as free people.

5. To assess for the information of Government, the limitations to the achievement of true democracy arising from the existing inequalities between different strata of the population and make recommendations for re-dressing these inequalities.
6. Perform other functions that Parliament may prescribe.

1.3 STRATEGIC DIRECTION

The Vision of the NCCE is to ensure that “all Ghanaians attain awareness of their Civic rights and responsibilities for achieving democracy”

The Mission of the Commission is “to create and sustain awareness of the Constitutional democracy among Ghanaians for the achievement of political and social stability for an equitable economic growth, and integrated development through civic education, by observing the principles of impartiality and non partisanship using a well trained and motivated workforce”

1.4 PURPOSE OF MONITORING AND EVALUATION PLAN

INTRODUCTION

The Monitoring and Evaluation Plan is a concise document that provides a road map for how monitoring and evaluation will be conducted. This plan will assist NCCE to measure progress towards achievement of the SMTDP goals and objectives in a structured way. The plan provides clear directions on how specific activities and expected results of SMTDP will be utilised.

While monitoring is the systematic collection of data on specified indicators to track the use of resources and progress towards the achievement of stated goals and objectives, evaluation is the systematic and objective assessment of the design, implementation and results of an on – going project or completed programme or policy.

1.5 PURPOSE OF MONITORING AND EVALUATION

The purpose of monitoring & evaluation is to;

- assess whether SMTDP developmental targets are being met.
- identify achievements, constraints and failures so that improvement can be made to the SMTDP and project designs to achieve better impact.
- identify the appropriate interventions that will increase the responsiveness of targeted beneficiaries.
- provide information for effective coordination at the regional and district levels.
- draws lessons learned from the implementation of programmes.
- improve service delivery and influence allocation of resources in the cost centres.
- demonstrate results to stakeholders as part of accountability and transparency.

1.6 NCCE MONITORING AND EVALUATION PROCESS

The Monitoring & Evaluation process involved the Commission, Director of Monitoring, Evaluation & Research, Administration, Literature and Materials, Public Affairs, Finance and Regional Directors.

PROCESS OUTLINE

PLAN PREPARATION ACTIVITIES	PARTICIPANTS	KEY OUTPUT
1. Regional training of 170 District Directors to fashion out monitoring indicators (Nov-Dec 2010)	Directors monitoring & Evaluation and Research, 10 Regional Directors, 170 District Directors.	Report on key monitoring indicators
2. Meeting of Board and Directors to select specific indicators, establish baselines and target and to produce monitoring & evaluation matrix.	Board and head of departments.	List of output indicators, monitoring & evaluation calendar, Monitoring & Evaluation budget.
3. Meeting to work on steps on, how to collect, collate, validate and analyse data. How to use monitoring & evaluation results, report and dissemination the reports.	Board, Head of departments, Regional & District Directors and Public Education officers.	<ul style="list-style-type: none">• Write up on steps 7&9 and 10• Write up on monitoring and evaluation to be carried out.• Dissemination strategy.
4. Collation of all the reports from the meetings	Director of Monitoring & Evaluation & Research,	<ul style="list-style-type: none">• Monitoring and Evaluation plan

5. A meeting to review The first draft.	Board, Head of departments, Regional Directors	Final draft monitoring and evaluation plan.
6. Review final draft monitoring & evaluation plan	Board, Head of departments	Submission of final draft to National Development Planning Committee.

1.7 IMPLEMENTATION STATUS FOR THE SECTOR MEDIUM TERM

DEVELOPMENT PLAN

During the reporting period, the Commission achieved the following;

- Provided the major Public platform for the Constitutional Review Commission to set a positive tone for its planned District Level Consultations.
- Twenty-five thousand (25,000) Senior High School Students, mainly members of Civic Education Clubs through the Commission's facilitation efforts visited parliament to see in practice the process of Parliamentary proceedings and debates for the first time. This achievement exceeds the 15,000 originally targeted.
- The commission successfully initiated dialogue process towards the resolution of violent conflicts in the Northern Region (Tamale and Namong in the Bunkpurugu – Yunyoo District, Efiduase Zongo in the Sekyere-East District of the Ashanti Region, Akwatia in the Kwaebibrem District of the Eastern Region, Buipe in the Central Gonja District of the Northern Region. Emerging conflicts with potential to affect the upcoming District Level Elections (DLE's) have also been reduced and the people in conflict have started to dialogue process for peaceful settlement at New Edubiase in the Adansi South District of the Ashanti Region.

- Five (5) Roundtable discussions on poverty and Constitutionalism has also been held to benefit 1,000 participants drawn from Civil Society, Women's Groups, Academia , Unit Committees, District Assembly operatives , and political parties.
- More than 50 community durbars on local governance have raised the confidence levels of a number of women who have subsequently express their interest to contest the upcoming elections, an improvement over the 10 original planned.
- The community durbars succeeded in turning over 500 traditional authorities and opinion leaders into gender advocates during the public education and engagement sessions.
- Public awareness and appreciation of the importance of gender equality in democratic governance in the areas covered has also improved.
- The activities of the Constitution Week Celebration succeeded in setting the agenda for public discourse on Citizen's Participation to enhance Constitutionalism for good democratic governance.
- Strategic planning meetings towards planning the implementation of programmes during the period under review have strengthened collaboration with key governance operatives.
- More than fifteen (15) conflict prevention and interventions made an improvement of the original target of ten (10).
- Ten regional showcases on Project Citizen in connection with policy review by students sponsored by Hanns Seidel
- Research on witchcraft and women's Human Rights in Ghana: a case study of witches villages in Northern Ghana.(an action on inequalities in societies).
- Nationwide public education on the introduction of GH¢2 notes into circulation in collaboration with Bank of Ghana.

- Countrywide education and sensitization on District Assembly elections.
- Rehabilitation of burnt office at Headquarters, Accra
- Construction work continued for new office for Volta Regional office and Ho district office of NCCE.
- Construction of Head office building.(Contract Awarded)

CHAPTER II

2.0 STAKEHOLDER ANALYSIS

To enable the Commission to assess its impact, it must identify its stakeholders whose interest and actions will lead to the success or otherwise of the Commission.

The objectives of the approved Sector Medium Term Development Plan for the Commission include;

1. Strengthen Arms of governance and independent governance institutions
2. Enhancing Civil Society participation in governance.
3. Foster Civic advocacy to nurture the culture of democracy.
4. Strengthen the capacity of MMDAs for accountable, effective performance and Service delivery.
5. Facilitate public education to ensure efficient internal revenue generation leading to financial autonomy of the district assemblies.
6. Deepen ongoing institutionalization of policy formulation, planning and monitoring & evaluation systems at all levels.

Below is a schedule of stakeholders and their needs.

NCCCE STAKEHOLDER	STAKEHOLDER NEEDS
1. Parliament	Report on performance
2. Executive	Report on inequalities in society and make recommendation for the realization of true democracy.
3. NDPC	Report on Sector Medium Term Development Plan (SMTDP).
4. Controller & Accountant General	Financial Report
5. Auditor General	Financial Report
6. Out of school youth	Increase awareness and participation in Civic Responsibility
7. Local Government	Increased awareness and participation in the democratic process. Increase knowledge of Constitutional principles.

8. Religious bodies and faith based organizations	Increase awareness and participation in Civic rights and responsibility.
9. Political parties	Reduction in intolerance and acute partisanship in the Ghanaian Society
10. The public	Reduction in indiscipline and levelness in the society
11. Traditional authorities	Reduction in chieftaincy conflicts and non engagement in party politics.
12. Development partners	Improved partnership and collaboration
13. Civil Society Organizations	Increased Capacity to contribute to good governance.

2.1 MONITORING & EVALUATION CONDITIONS AND CAPACITIES (INTERNAL ANALYSIS)

It is the right blend of the two forms of resource that generate expected results. It is important, therefore, to analyse the conditions under which NCCE monitoring & evaluation department performs. We would do this as we profile the current situation in terms of

- a. Office accommodation
- b. Logistics and materials
- c. Human resource

OFFICE ACCOMMODATION

- Although NCCE is playing a key role in consolidating democracy in Ghana, it has no permanent office space and facilities for its Head office. The present office location of NCCE within the Electoral Commission building is inadequate and makes effective delivery of work difficult.
- The Commission has thus added the monitoring & evaluation functions to the Research Department.

LOGISTICS

Most Regional and Districts offices have no computers, printers, fax machines, photocopiers. The inadequacy of these makes data gathering very difficult.

The European Union has budgeted for 2010 a total of €200,000 to procure computers and a website for the Commission.

HUMAN RESOURCE

The Commission is to employ professional monitoring & evaluation officers. However, the Director of Research has organized training for 10 Research officers and 170 District Directors and 10 Regional Directors in monitoring indicators and other monitoring & evaluation steps.

The Commission also intends to acquire an office as annex to be used for Public Education and Research/monitoring & evaluation Departments.

MONITORING & EVALUATION INDICATORS AND TARGETS

The Commission developmental issues are the basis of our performance and monitoring indicators as listed below.

- a. Indiscipline in the society
- b. Chieftaincy conflicts.
- c. Low level of women's participation in the democratic process.
- d. Increased intolerance in the Ghana Society.
- e. Low level of respect for the Constitution
- f. Low level of Civic responsibilities among the Citizenry
- g. Inadequate logistics for effective civic and democracy education.
- h. Inequalities between different strata in the Ghanaian Society

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MONITORING & EVALUATION MATRIX

SMTDP GOAL: The goal of NCCE is to ensure that " all Ghanaian attain awareness of their Civic rights and responsibilities for achieving democracy.									
Objective: Strengthening Arms of governance and independent governance institutions									
Indicator	Indicators type	Base Line	Targets				Data Source	Monitoring	Responsibility
			2010	2011	2012	2013		Freq.	
Office infrastructure Head quarters Ho Kumasi office	Output		10% 5% 10% 0	10% 5% 20% 0	40% 40% 30% 50%	45% 50% 40% 50%	Estate Unit	Quarterly	Commission
Objective Enhancing Civil Society participation in governance									
Indicator	Indicators type	Base Line	Targets				Data Source	Monitoring	Responsibility
			2010	2011	2012	2013		Freq.	
Increase awareness creation on sound environmental sanitation culture	Outcome	-	10%	10%	10%	10%	Public Education Department/ Commission Secretary secretariat.	Quarterly	Commission

Objective Fosters Civic advocacy to nurture the culture of democracy									
Indicator	Indicators type	Base Line	Targets				Data Source	Monitoring	Responsibility
			2010	2011	2012	2013			
Increased awareness creation on principles and objectives of the 1992 Constitution.	Outcome	-	10%	10%	10%	10%	Public Education Department Public Education Department/ Com. Secretary secretariat.	Quarterly	Commission
Improved capacity of monitoring & evaluation depart -	Output	-	0	20%	20%	20%	Director, Research, Monitoring & Evaluation /Com. Secretary secretariat	Bi annually	Monitoring Committee under Chairman
Objective Strengthening the capacity of MMDAs for accountable, effective performance and Service delivery									
Indicator	Indicator type	Base Line	Targets				Data Source	Monitoring	Responsibility
			2010	2011	2012	2013			
Office equipment and Computers	Output	-	0	30%	30%	40%	Director	Yearly	Commission

Objectives Ensure efficient internal revenue generation leading to financial autonomy of the districts.									
Indicator									
Improvement districts revenue generation	Outcome	-	10	20%	20%	20%	District Assemblies/District Directors of NCCE	bi - annually	Commission
Objective Deepen on-going institutionalization and internalization of policy formulation, Planning and monitoring & evaluation systems at all levels.									
Indicator									
Number of students trained in policy formulation and planning Capacity.	Output	50 Schools	50	50	50	50	Director, LMD /Project Co-donator Of Project Citizen	Annually	Commission
Improved capacity of monitoring & evaluation unit	Output	-	-	20%	20%	30%	Director, LMD /Project Co-donator Of Project Citizen	annually	Commission

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2.3 MONITORING & EVALUATION CALENDAR (WORK PLAN)

The M & E Calendar indicates the time frame and a budget relating to each activity and the actors.

ACTIVITIES	TIME FRAME				ACTORS/ COLLABORATORS	BUDGET IN GH¢
	2010	2011	2012	2013		
DATA COLLECTION AND REVIEW MEETINGS						
Quarterly Meetings	March, June, September and November each year				PPMED and other Departments and Board	14,815.00
Quarterly Review Meetings	April ,July, October each year and January the following year				PPMED and other Departments and Board	21,015.00
Preparation of Quarterly Reports	April ,July, October each year and January the following year				PPMED and Department	13,440.00
Sub- Total						49,360.00

ACTIVITIES	TIME FRAME				ACTORS/ COLLABORATORS	BUDGET IN GH¢
	2010	2011	2012	2013		
ANNUAL PROGRESS REPORT (APR) (PREPARATION AND DISSEMINATION)						
Data Collection from Departments/Regions/Districts	January each year				PPMED	5,040
Quarterly Review Meetings	Last Friday in January each year				PPMED	2,625
Draft APR Review Workshop	2 nd Friday in February each year				PPMED, Department and Board	13,545
Final APR submitted to NDPC	Last Friday February each year				PPMED	1,312
Dissemination of NCCE's APR	3 rd Friday in March each year				PPMED	7,560
Sub- Total						30,082

ACTIVITIES	TIME FRAME				ACTORS/ COLLABORATORS	BUDGET IN GH¢
	2010	2011	2012	2013		
SECTOR MEDIUM TERM DEVELOPMENT PLAN						
Mid - Term Evaluation	First Week of July each year				PPMED	6,800
Terminal Evaluation	First Week of January each year				PPMED	6,800
Other Evaluation and Studies	Second week of October each year				PPMED, Department and Boards	6,800
Sub- Total						20,400
Grand - Total						99,842

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.

ITEM	QUANTITY	FREQ.	UNIT COST	TOTAL GH¢
M & E PLAN				
Plan preparation	4	3	365	4,380
Review workshop	4	3	645	7,740
TECHNICAL ASSISTANCE				
Consultancy fees	4	1		30,000
Establishment of management information systems	1	1	30,000	30,000
Report writing and analysis	4	3	840	10,080
Editorial assistance	4	3	125	1,500

ITEM	QUANTITY	FREQ.	UNIT COST	TOTAL GH¢
MATERIAL AND SUPPLIES				
Office facilities and stationery	4	2	500	4,000
Printing and distribution	4	1	2,500	30,000
STAFF ALLOWANCES				
Travel and night allowance	4	4	1,000	16,000
Sitting allowance	4	5	800	16,000
M & E WORKSHOP AND PROCESSES				
Hiring of venue	4	3	700	8,400
Training of PPMED staff in M & E presentation skills, report writing etc	1	1	8,420	8,420

Accommodation	4	3	1,630	19,560
Materials	4	3	375	4,500
Per diem	4	3	1,100	13,200
Courses fees	4	3	2,000	24,000
Travel Expenses	4	3	500	6,000
COMMUNICATIONS				
Network maintenance	4	4	200	3,200
TRAVEL AND TRANSPORT				
fuel and lubricants	4	3		10,000
Maintenance of vehicles	4	3		4,500
Running cost of vehicles	4	3		14,000
TOTAL				265,480

2.5 DATA COLLECTION, COLLATION AND VALIDATION

The PPMED will compile a register of all ongoing programmes and projects in the ministry. The 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

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	Data 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

- PRIMARY DATA OR SECONDARY DATA
- QUALITATIVE OF 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: District data

SECONDARY DATA

The NCCE will engage other stakeholders in the collection, collation and validation of the secondary data. The NCCE will collaborate with other MDAs such as Ministry of Local Government and Rural development.

2.5.3 DATA ANALYSIS AND THE USE OF THE RESULTS

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 limitation to reliability
- Make specific recommendations

2.6 NCCE'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 NCCE's Annual Progress report and quarterly reports will be shared with NDPC, Ministries, Department and Agencies and other key stakeholders in order to enhance accountability, transparency and commitment to the implementation of development interventions. Copies will be made available to all the 170 district offices and 10 regional offices.

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

- Holding of regional workshops, seminars and conferences with stakeholders
- Meeting with the press
- Uploading report on the NCCE's website
- Discussions and broadcast in local news media e.g. local FM stations, 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 decisions making.

2.8 PROCESS OF DEVELOPING M&E PLAN

Regional Directors and District Directors were at the initial state invited for training on monitoring indicators. After the training, Heads of departments and the Commission met and deliberated on the steps to develop and finalize a monitoring and evaluation plan.