

PARLIAMENT OF GHANA



MONITORING AND EVALUATION PLAN

OF

SECTOR MEDIUM TERM DEVELOPMENT PLAN

UNDER

THE GSGDA 2010 TO 2013

CHAPTER ONE

INTRODUCTION, GOALS AND OBJECTIVES OF PLAN

Introduction

The legislative power of the state is vested in Parliament and exercisable in accordance with of the Articles 93(2), 106(2) and 104 of the Constitution of the Republic. Pursuant to this noble mandate, Parliament performs legislative, oversight, deliberative, financial and regulatory functions among others. Thus, the Speaker, the two hundred and thirty MPs and the Parliamentary Service are obligated to discharge the stated functions effectively in order to ensure that, the Institution of Parliament performs its mandate to its utmost ability in furtherance of Democracy, Good Governance and sound economic development.

One of the key national priorities under the GSGDA (2010-2013) is the promotion of transparent and accountable governance. In this regard, Parliament continued to play pivotal role in:

1. Enacting the required legislation that provides the legal basis for accelerated wealth creation through private sector-led investments, within the framework of guaranteed social protection of the vulnerable and excluded;
2. Streamlining the exercise of power in furtherance of good democratic governance of the country; and
3. Exercising oversight for the effective implementation, monitoring and evaluation of the Medium Term Development Plans.

Parliament has prepared a costed framework based on the Sector Medium Term Development Plan (SMTDP) for the period 2011 to 2015. This Monitoring and Evaluation (M&E) Plan is primarily a road map for tracking the progress of implementing the programmes and projects in the SMTDP

SECTOR GOAL

The Strategic Plan of Parliament designated the following five (5) strategic goals to be pursued in the medium term 2010-2013:

1. Improve the performance and management of Parliament's legislative functions;
2. Enhance Parliament's representational functions by making it more relevant to the needs of the public;
3. Improve and strengthen Parliament's oversight of the Executive and other branches of government;
4. Strengthen systems for the delivery of services by Parliament and the Parliamentary Service, develop human resources; and
5. Improve the physical, logistical and information technology assets of Parliament to sustain and transform service delivery.

OBJECTIVES OF THE SECTOR PLAN

To achieve these national goals, Parliament would pursue the following strategic policy objectives:

- To enhance the effectiveness of Parliament in the performance of its legislative, representation and oversight functions through institutional strengthening
- Strengthen parliament's capacity in budget making, approval, monitoring and evaluation.
- Increase engagement of parliament with the public, civil society and other institutions of governance to promote democratic values, social justice and fundamental human rights
- Improve policies, systems, processes and practices through the adoption of the business approach in the administration of Parliament and provision of corporate services
- Transform service delivery by the provision of improved training and human resource development/finance, infrastructure, logistics and ICT to support the work of parliament.
- Increase international participation to strengthen political & economic relations of Parliament through global and regional cooperation and partnership.

PURPOSE OF THE M&E PLAN

M&E is necessary for Parliament to achieve evidence-based policy making, prudent budget decisions, sound management and accountability. It also guides Parliament on how to generate progress reports that would feed into the national Annual Progress Report (APR). The purpose of the M&E Plan is, therefore, to monitor activities in the Sector Medium Term Development Plan of Parliament.

STRUCTURE OF THE PLAN

This Plan commences with a diagnosis of the Parliament's M&E functions and examines its strengths and weaknesses in terms of the conduct, supply (M&E results) and demand (the actual use of the M&E results). It further identifies the material and human resource requirements for effective M&E in Parliament. It then recommends ways of creating the necessary supporting conditions and capacities as well as assigning M&E responsibilities. The M&E indicators and Matrix provided is based on Parliament's goal and objectives. A work plan and budget covering all the proposed M&E activities completes the design phase of the plan.

The second phase of the plan places emphasis on how to collect M&E data, analyse and utilize the information generated. It stipulates the reporting times and formats and the kind of reports to generate and specifies how the M&E results would be communicated and disseminated to all stakeholders to achieve the desired impact. The last section of the plan specifies the evaluations and participatory M&E Parliament ought to conduct.

CHAPTER TWO

2.0 MONITORING AND EVALUATION ACTIVITIES

2.1 STAKEHOLDER IDENTIFICATION AND ANALYSIS

Identification of Stakeholders

This section focuses on how Parliament can use stakeholder identification, analysis and involvement to help discharge its mandate, fulfil its development objectives and create public value. Parliament stakeholders are individuals, communities, groups or organisations with interest in the outcome of the Ministry's policy objectives and their implementation. Based on how individuals and groups are affected (direct or indirect), stakeholders of Parliament can be classified into two broad groupings: Primary and Secondary.

Primary stakeholders

Primary stakeholders are all those (individuals, groups and institutions) who are involved or affected by an intervention. They include the initiators, implementers, funders, direct beneficiaries as well as those adversely affected by the intervention. Primary stakeholders of Parliament will include the following: implementers and beneficiaries of Parliament's legislative, oversight and representational functions, users of Parliament M&E results, other MDAs, private sector actors, etc.

Secondary stakeholders

Secondary stakeholders are those who are indirectly involved or affected by the intervention. Secondary stakeholders of Parliament will include the following: general public, academia and researchers, the media, Civil Society Organisations, Traditional Authorities, Professional Associations, Development Partners, etc. The table below summarises the key stakeholders of Parliament.

Table 1: List of Parliament's Stakeholders

<i>Institution/organisation/individual</i>	<i>Classification</i>
<i>Cabinet</i>	<i>Primary</i>
<i>Auditor General</i>	<i>Primary</i>
<i>Government Ministries, Departments and Agencies</i>	<i>Primary</i>

Metropolitan, Municipal and District Assemblies	Primary
Regional Co-ordinating Councils	Primary
Private Sector Organisations: e.g. <ul style="list-style-type: none"> Private Enterprise Foundation (PEF) Ghana Chamber of Commerce and Industry (GNCCI) Association of Small Scale Industry (ASSI) Federation of Association of Ghanaian Exporters (FAGE) Association of Ghanaian Industries (AGI) Ghana Union of Traders Association (GUTA) 	Primary
Development Partners include: DFID, GTZ, UNDP, AfDB, DANIDA, World Bank, UN System, USAID, etc.	Primary
The Electronic and Print Media	Primary
Individual Resource Persons	Primary
Civil Society Organisations <ul style="list-style-type: none"> Non-governmental organizations – NGOs Community Based Organisations – CBOs 	Secondary
Academia and Research Institutions <ul style="list-style-type: none"> Universities, Policy Think-tanks, etc. 	Secondary
Traditional Authorities <ul style="list-style-type: none"> Chiefs and Queen Mothers 	Secondary

Stakeholders Analysis

Stakeholder analysis aims to:

- Identify and define the characteristics of key stakeholders;
- Assess the manner in which they might affect or be affected by SMTDP policy objectives;
- Understand the relations between stakeholders, including an assessment of the real or potential conflicts of interest and expectation between stakeholders;
- Assign responsibilities to the different stakeholders.

Table 2: Stakeholder Analysis

Stakeholders	M&E Needs/Responsibilities	Involvement in M&E
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<p><i>Cabinet</i></p>	<ul style="list-style-type: none"> • Use M&E results to evaluate the performance of the Executive and demand accountability & transparency • Ensure quality Bills/Policies are presented to the House. • Provide resources for M&E activities of Parliament 	<ul style="list-style-type: none"> • Reporting • Dissemination
<p><i>MDAs</i></p>	<ul style="list-style-type: none"> • Collaborate in policy formulation • Release of implementation funds • Provide secondary data • Share M&E Reports • Provide feedback on M&E results • Support capacity building & training in M&E 	<ul style="list-style-type: none"> • Data Collection and validation • Reporting • Dissemination • Participatory M&E • Evaluations and studies
<p><i>MMDAs</i></p>	<ul style="list-style-type: none"> • Provide timely and accurate data for effective decision and policy making • Produce district M&E Reports (Quarterly/Annually) for submission to the RPCUs and MDAs • Provide feedback on M&E Reports • Disseminate M&E Results 	<ul style="list-style-type: none"> • Data Collection and validation • Reporting • Dissemination • Participatory M&E • Evaluations and studies
<p><i>Regional Co-ordinating Councils</i></p>	<ul style="list-style-type: none"> • Ensure the timely availability of accurate & reliable data from the districts • Produce regional M&E Reports • Provide feedback on M&E reports • Disseminate M&E Results • Supervise District M&E activities 	<ul style="list-style-type: none"> • Data Collection and validation • Reporting • Dissemination • Participatory M&E • Evaluations and studies

<i>Private Sector Organisations</i>	<ul style="list-style-type: none"> • Input for policy formulation • Provide M&E data • Disseminate M&E results 	
<i>Development Partners</i>	<ul style="list-style-type: none"> • Provide funds, logistics and technical assistance for M&E • Demand for M&E Results • Ensure accountability & transparency 	<ul style="list-style-type: none"> • Reporting • Dissemination • M&E workshops and capacity building seminars
<i>The Media</i>	<ul style="list-style-type: none"> • Disseminate M&E results • Information to the general public • Ensure Transparency & accountability 	<ul style="list-style-type: none"> • Dissemination • Participatory M&E • Evaluations and studies • M&E workshops and capacity building seminars
<i>Resource Persons</i>	<ul style="list-style-type: none"> • Professional services in policy formulation, skills training, etc. 	<ul style="list-style-type: none"> • Preparation of the M&E plan • Evaluations and studies • M&E workshops and capacity building seminars
<i>CSOs</i>	<ul style="list-style-type: none"> • Demand transparency & accountability • Demand and use M&E data/results for advocacy • Disseminate M&E results • Demand quality, reliable and affordable goods and services 	<ul style="list-style-type: none"> • Dissemination • Participatory M&E • Evaluations and studies • M&E workshops and capacity building seminars
<i>Academia and research institutions</i>	<ul style="list-style-type: none"> • Sharing development information • Conduct studies and evaluations • Provide technical assistance • Utilize M&E data/results 	<ul style="list-style-type: none"> • Dissemination • Participatory M&E • Evaluations and studies • M&E workshops and capacity building seminars
<i>Traditional Authorities</i>	<ul style="list-style-type: none"> • Sharing development information • Demand quality, reliable and affordable services • Disseminate M&E results 	<ul style="list-style-type: none"> • Dissemination • Participatory M&E • M&E workshops

2.2 MONITORING AND EVALUATION CONDITIONS AND CAPACITIES

Introduction

The M&E capacity assessment of Parliament is an analysis of current capacities against desired future requirements to generate an understanding of capacity needs gaps. It has been done to ensure that the appropriate capacity and incentives are provided to enable Parliament as an institution, meet its M&E obligations.

M&E Staff Position

The required M&E staffing for Parliament is ten (10). Currently there is no PPME established in Parliament to perform the M&E function and the task is being performed by the Budget and Planning Unit with only two staff members. Thus, the M&E staffing situation within the sector is inadequate.

Diagnosis of M&E conditions and capacities

The table below summarises the human and material resource requirements of Parliament.

Current situation	Recommendations
Absence of a PPME in Parliament	Establishment of a PPME within the Parliamentary Service to assist Parliament perform the PPME function.
1. Staff Development	
Inadequate staff/capacity in respect of M & E functions.	<ul style="list-style-type: none">Recruitment and training of M&E experts for M&E functions is recommended.
Staff the Budget and Planning Unit have limited requisite M&E knowledge and skills.	<p>Continuous training would be required for staff to update their skills on new and emerging issues in M&E. E.g. in:</p> <ul style="list-style-type: none">Project ManagementDevelopment PlanningTeam and consensus building techniquesDatabase management and other computer programsReport writingFacilitation skills <p>Recommended capacity building institutions in the country include:</p> <ul style="list-style-type: none">Institute of Statistical Social and Economic Research (ISSER), University of Ghana;Ghana Institute of Management and Public Administration (GIMPA), Greenhill, Achimota;Institute of Local Government Studies (ILGS), Etc.

Current situation	Recommendations
Absence of a PPME in Parliament	Establishment of a PPME within the Parliamentary Service to assist Parliament perform the PPME function.
	<p>Foreign programmes in M&E include:</p> <ul style="list-style-type: none"> • International Programme for Development Evaluation Training (IPDET) at Carleton University in Canada; • International NGO Training and Research Centre (INTRAC), United Kingdom • IMA International, United Kingdom, • RIPA, United Kingdom, etc
2. Motivation and incentives	
High calibre of M&E staff required.	To attract and retain the high calibre of professionals, there must be competitive remuneration and better conditions of service than what pertains now.
3. Office Accommodation	
Accommodation for staff is inadequate within the current set up.	M&E staff should be allocated more spacious and better furnished offices.
4. Documentation Centre	
There is no documentation centre.	A documentation centre be set up as soon as possible and a qualified librarian recruited to manage it. It should also be furnished with up-to-date reading materials: periodicals, acts and legislative instruments, development plans, guidelines, manuals, etc.
5. Vehicle	
No specific vehicle for M&E field work.	At least a vehicles should be allocated to the Budget and Planning Unit for M&E field work.
6. Financial resources	
Inadequate budgetary support for M&E	Sufficient budgetary allocation to cover the key functions of M&E outlined in the M&E calendar and budget.

M&E INDICATORS

Parliament, guided by its constitutional functions and the medium term strategic objectives, has developed a number of indicators to measure the achievement of its policy objectives under the SMTDP. The Table below presents a list of the key indicators:

Table 2.3 Key SMTDP Indicators

OBJECTIVES	OUTPUT INDICATORS	OUTCOME INDICATORS
1. To Enhance The Effectiveness of Parliament in The Performance of its Legislative, Representation and Oversight Functions through Institutional strengthening.	<ul style="list-style-type: none"> • % of MPs with the requisite skills, resources and data to fully participate in the conduct of Parliamentary Business. • Number of MPs, Committee Clerks and Research staff trained in Policy/Project Analysis, Monitoring and Evaluation. • % increase in public inputs in Parliamentary work. • % increase in the number channels to collate public input • Number of community engagement 	<ul style="list-style-type: none"> • Parliament has requisite skills, resources and data to fully participate in the conduct of Parliamentary Business. • MPs, committee clerks and research staff have the required knowledge, skills, and competences to adequately monitor, evaluate and report on national policies, programs and

OBJECTIVES	OUTPUT INDICATORS	OUTCOME INDICATORS
	<p>meetings held</p> <ul style="list-style-type: none"> • % increase in Parliamentary questions. 	<p>projects.</p> <ul style="list-style-type: none"> • Views of constituents and their welfare mainstreamed into Parliamentary Business. • MPs satisfactorily serviced their constituents.
<p>2. Strengthen Parliament's Role in the National Budget Process through Capacity Building for Budget Review, Approval, Monitoring and Evaluation.</p>	<ul style="list-style-type: none"> • Number of MPs, Committee Clerks and Research staff trained in budget analysis, monitoring and Evaluation. • The Parliamentary Budget Office established. 	<ul style="list-style-type: none"> • MPs, committee clerks and research staff have the required knowledge and skills in budget analysis, monitoring and evaluation.
<p>3. Increase Engagement of Parliament with the Public, Civil Society and other Institutions of Governance To Promote Democratic Values, Social Justice And Fundamental Human Rights</p>	<ul style="list-style-type: none"> • Increase in the number of engagement meetings held on relevant national policy issues. • Increase in the number of Public Forums held. <ul style="list-style-type: none"> ▪ Parliamentary visits to the Regions/Districts. ▪ Publications and TV documentary produced and distributed 	<ul style="list-style-type: none"> • Engagement and policy dialogue with key governance institutions, Civil Society and Development Partners (DPs) instituted. • The public have adequate information on the relevance of Parliament in meeting the aspiration of the people.

OBJECTIVES	OUTPUT INDICATORS	OUTCOME INDICATORS
<p>4. Improve Policies, Systems, Processes And Practices Through The Adoption Of The Business Approach In The Administration Of Parliament And Provision Of Corporate Services</p>	<ul style="list-style-type: none"> ▪ The New 5-Year Strategic Plan (2011-2015) completed and implemented. ▪ Parliamentary Service reorganised to make it more compact, efficient and professional in the provision of Services. 	<ul style="list-style-type: none"> ▪ Parliamentary Service reorganised to make it more compact, efficient and professional in the provision of Services.
<p>5. Transform Service Delivery by The Provision of Improved Training and Human Resource Development, Finance, Infrastructure, Logistics And ICT to Support the work of Parliament.</p>	<ul style="list-style-type: none"> • % increase in number of staff with the requisite skill-mix and appropriately placed. ▪ Job 600 commissioned and handed over. • PP MED established. • Increase in number of office and residential accommodation facilities available to MPs and staff. • Expanded and fully functional and interactive ICT infrastructure to support the work of Parliament. 	<ul style="list-style-type: none"> ▪ Well trained, highly skilled, motivated and effective workforce optimally utilised. ▪ Improved financial management and budgeting system established. ▪ Physical facilities expanded and utility services improved to enable the work of Parliament to proceed efficiently.
<p>6. Increase International Participation to Strengthen Political & Economic Relations of Parliament through Global and Regional Cooperation and Partnership.</p>	<ul style="list-style-type: none"> • Number of foreign delegations hosted by Parliament, • Number of participation of Parliament in Regional, Continental and International Forums. 	<ul style="list-style-type: none"> • The relationship between Parliament of Ghana and other regional and international bodies strengthened.

Introduction

The Monitoring and Evaluation matrix presents outcomes and impacts for each objective in the SMTDP. It further indicates the link between SMTDP and GSDA policies, sources of data, frequency of monitoring and institutions, departments and agencies responsible for data collection.

Table 2.4 M&E matrix of the plan

Indicators	Indicator or Type	Baseline 2009	Targets 2010 - 13				Data Sources	Monitoring Frequency	Responsibility
			2010	2011	2012	2013			
<i>Objective 1: To Enhance The Effectiveness of Parliament in The Performance of its Legislative, Representation and Oversight Functions through Institutional strengthening.</i>									
<i>% of MPs with the requisite skills, resources and data to fully participate in the conduct of Parliamentary Business.</i>	Output		30%	50%	70%	95%	MPs survey reports	Annually	Parliament
<i>Number of MPs, Committee Clerks and Research staff trained in Policy/Project Analysis, Monitoring and Evaluation.</i>			150	200	250	270	Survey reports The Annual Report of the Parliamentary Service	Quarterly/ Annually	Parliament/CSOs
<i>% increase in public inputs in Parliamentary</i>			33%	35%	40%	50%	Survey reports The Annual	Annually	Parliament/CSOs

<i>y work.</i>						Report of the Parliamentary Service		
<i>%increase in the number channels to collate public input</i>		30%	50%	70%	80%	Survey reports The Annual Report of the Parliamentary Service	Annually	Parliament/CSOs
<i>Number of community engagement meetings held.</i>		8	11	15	25	Survey reports The Annual Report of the Parliamentary Service	Annually	Parliament/CSOs
<i>% increase in no. of Parliamentary questions asked on the Floor</i>		366 questions	50%	70%	100%	Hansard The Annual Report of the Parliamentary Service	Annually	Parliament/CSO surveys
<i>Proportion of MPs with requisite skills, resources and data to fully participate in the conduct of Parliamentary Business</i>	Outcome					Acts of Parliament Official Report of Parliament. Report of Parliamentary Committees.	Annually	Parliament/CSO
<i>Proportion of MPs, committee clerks and</i>								

<i>research staff with the required knowledge, skills, and competences to adequately monitor, evaluate and report on national policies, programs and projects.</i>									
<i>Views of constituents and their welfare mainstreamed into Parliamentary Business.</i>							Acts of Parliament Official Report of Parliament. Report of Parliamentary Committees. Survey reports	Annually	Parliament
<i>MPs satisfactorily serviced their constituents.</i>							MPs	Annually	Parliament
Objective 2: Strengthen Parliament's Role in the National Budget Process through Capacity Building for Budget Review, Approval, Monitoring and Evaluation.									
<i>Number of MPs, Committee Clerks and Research staff trained in budget analysis, monitoring and Evaluation.</i>	Output		70	120	180	270	Annual Report of Parliament	Annually	Parliament
<i>The Parliamentary Budget Office</i>			0	1	1	1	Annual Report of	2012	Parliament

<i>established.</i>							Parliament		
<i>Proportion of MPs, committee clerks and research staff with the required knowledge and skills in budget analysis, monitoring and evaluation.</i>	<i>Outcome</i>						Survey Reports, Annual Report of Parliament	Annually	Parliament
Objective 3: Increase Engagement of Parliament with the Public, Civil Society and other Institutions of Governance To Promote Democratic Values, Social Justice And Fundamental Human Rights									
<i>Increase in the number of engagement meetings held on relevant national policy issues.</i>	<i>Output</i>		2	4	4	4	Annual Report of Parliament	Annually	Parliament
<i>Increase in the number of Public Forums held.</i>			5	5	5	5	Survey Reports, Annual Report of Parliament	Annually	Parliament/CSO survey reports
<i>Parliamentary visits to the Regions/Districts.</i>			6	7	8	10	Annual Report of Parliament	Annually	
<i>Publications and TV documentary produced and distributed</i>			4	6	7	7	Annual Report of Parliament		
<i>Engagement and policy dialogue with key governance institutions, Civil Society and Development</i>	<i>Outcome</i>						Annual Report of Parliament	Annually	Parliament

<i>Partners (DPs) instituted.</i>									
<i>The public have adequate information on the relevance of Parliament in meeting the aspiration of the people.</i>							Survey reports	Annually	Parliament
<i>Objective 4: Improve policies, systems, processes and practices through the adoption of the business approach in the administration of Parliament and provision of corporate services</i>									
<i>The New 5-Year Strategic Plan (2011-2015) completed and implemented.</i>	Output		1	1	1	1	Annual Report of Parliament	Annually	Parliament
<i>Number of internal management systems introduced</i>			2	2	2	2	Annual Report of Parliament	Quarterly/ Annually	
<i>Parliamentary Service reorganised to make it more compact, efficient and professional in the provision of Services.</i>	Outcome						Annual Report of Parliament	Annually	Parliament
<i>Objective 5: Transform service delivery by the provision of improved training and Human Resource Development, Finance, Infrastructure, Logistics and ICT to support the work of Parliament.</i>									
<i>% increase in number of staff with the requisite skill-mix and appropriately placed.</i>	Output		70%	65%	60%	50%	Annual Report of Parliament	Annually	Parliament

<i>Job 600 commissioned and handed over.</i>			0	1	1	1	Annual Report of Parliament	Annually	Parliament
<i>PPMED established</i>			0	1	1	1	Annual Report of Parliament	Annually	Parliament
<i>% increase in number of office and residential accommodation facilities available to MPs and staff</i>							Annual Report of Parliament Survey reports	Annually	Parliament
<i>Well trained, highly skilled, motivated and effective workforce optimally utilised..</i>	Outcome							Annually	Parliament
<i>Improved financial management and budgeting system established.</i>								Annually	Parliament
<i>Physical facilities expanded and utility services improved to enable the work of Parliament to proceed efficiently</i>								Annually	Parliament
<i>Expanded and fully functional and</i>								Annually	Parliament

<i>interactive ICT infrastructure to support the work of Parliament.</i>									
Objective 6: . Increase International Participation to Strengthen Political & Economic Relations of Parliament through Global and Regional Cooperation and Partnership.									
<i>Number of foreign delegations hosted by Parliament,</i>	<i>Output</i>		<i>20</i>	<i>22</i>	<i>25</i>	<i>30</i>	<i>Annual Repot of Parliament Hansard</i>	<i>Annually</i>	<i>Parliament</i>
<i>Number of participation of Parliament in Regional, Continental and International Forums.</i>			<i>15</i>	<i>15</i>	<i>15</i>	<i>15</i>		<i>Annually</i>	<i>Parliament</i>
<i>The relationship between Parliament of Ghana and other regional and international bodies strengthened.</i>	<i>Outcome</i>							<i>Annually</i>	<i>Parliament</i>

M&E CALENDAR

The M&E Calendar provides a detailed schedule of activities to be carried out during the period (2010-2013); how the activities will be carried out as well as how the activities relate to the common objectives and goal of Parliament.

ACTIVITIES	TIME FRAME	BUDGET
Parliament M&E Plan		Gh¢
Meeting to draw a budget and conduct stakeholder analysis	February, 2011	
Prepare M&E plan first draft	April, 2011	
Internal review of the draft plan	April, 2011	
Review the draft plan with stakeholders	April, 2011	
Prepare final draft plan	May, 2011	
Print the plan	May, 2011	
Quarterly Progress Reports		
Commence the collation of quarterly reports	First week of April, July and October	3,000
Collate quarterly reports from the implementing Cost Centres	Second week of April, July and October	600
Harmonise reports from the implementing Cost Centres	Third week of April, July and October	6,000
Prepare Annual Progress Report – APR		
Commence the collation of APRs	Second week of January each year	500
Collate the APRs from the implementing Cost Centres	First week of February each year	500
Validate the collated APRs	Last week of February each year	5,000
Prepare the 1 st draft MOTI APR	First week of March each year	5,000
Internal review of the draft APR	Second week of	5,000

	March each year	
Prepare the final draft APR	Third week of March each year	5,000
Print the APR	Last week of March each year	800
Participatory Monitoring and Evaluation (PM&E)		
Prepare for PM&E with stakeholders (team building, budget, choice of methodology, etc.)	Second week of April 2012	48,000
Design and review data collection instruments	Third week of April 2012	6,000
Train personnel for fieldwork	Fourth week April 2012	5,000
Conduct pre-testing	May 2012	5,000
Conduct PM&E	June/ July 2012	28,000
Collect, collate and analyse data	August 2012	6,000
Internal review of PM&E report	First week Sept. 2012	4,000
Stakeholders review of the report	Weeks 2 & 3 Sept. 2012	36,000
Print final PM&E report	First week October 2012	8000
M&E Capacity Building		
Compile M&E capacity and needs assessment	August 2011	600
Design M&E skills training programme	September 2011	500
Conduct M&E skills training	October – November 2011	5,000

Overseas training of Parliament M&E staff (5 officers trained)	February – October 2012	50,000
Evaluate impact of the M&E skills training programme	November 2013	5,000
<i>Evaluations and Studies</i>		
Mid-term evaluation of SMTDP	June 2013	24,000
Terminal evaluation of SMTDP	January 2015	24,000
<i>Dissemination</i>		
Disseminate SMTDP	Two weeks after producing the plan	45,000
Disseminate the APRs	First to last week of April each year	35,000
Disseminate PM&E reports	Two weeks after producing the report	45,000
Disseminate the evaluation reports of SMTDP	Two weeks after producing the report	50,000

M&E BUDGET

In preparing the budget, a careful consideration was given to key M&E activities which include; training and capacity building, APR preparation, participatory M&E for mid-term and terminal evaluation of the SMTDP. The table below gives a detailed breakdown of the financial resources needed by MOTI to monitor and evaluate the SMTDP activities.

ACTIVITIES	QUANTITY or No. of days	FREQUEN CY	UNIT COST GH¢	AMOUNT GH¢
Parliament Sector M&E Plan Preparation				
Hotel accommodation	2*5	1	180.00	1,800.00
Feeding – snacks & meals	2*5	1	45.00	4,500.00
T&T Allowance	2*5	1	300.00	3,000.00
Cost of facilitators	2*1	1	500.00	1,000.00
Hire workshop venue	-	-	-	-
Print copies of final report	100	1	8.00	800.00
Cost of resource persons	-	-	-	-
Cost of drivers	-	-	-	-
Cost of rapporteurs				
SUB-TOTAL				11,100
Stakeholder review of the SMTDP, including M&E Plan				
Meeting expenses				5,000.00
SUB-TOTAL				5,000.00
Mid-Term Evaluation of SMTDP				
Engage consultants	1*2	1	15,000.0	30,000.00

ACTIVITIES	QUANTITY or No. of days	FREQUEN CY	UNIT COST GH¢	AMOUNT GH¢
			0	
Accommodation for participants	-	-	-	-
Feeding - snacks & meals	1*50	1	45.00	2,250.00
T&T for participants	1*50	1	200.00	10,000.00
Hire workshop venue	1	1	1,400.00	1,400.00
Print copies of final report	60	1	8.00	480.00
Cost of resource persons	-	-	-	-
Cost of drivers	10	1	150.00	1,500.00
Support staff	2	1	240.00	480.00
Cost of rapporteurs	3	1	500.00	1,500.00
SUB-TOTAL				47,610.00
Production of Parliament APR				
Data collection costs	14*3	1	300.00	12,600.00
Data validation costs	8*3	1		17,900.00
Stationery	-	-	-	-
Printing costs	300	1	8.00	80.00
SUB-TOTAL				32,800
Dissemination of Parliament APR				
Hotel accommodation				

ACTIVITIES	QUANTITY or No. of days	FREQUEN CY	UNIT COST GH¢	AMOUNT GH¢
T&T for participants				
Feeding – snacks & meals	55*2	1	45.00	19,800.00
Facilitation Allowance	5*2	1	250.00	10,000.00
Hire workshop venue				
SUB-TOTAL				29,800.00
<i>Capacity building training workshops</i>				
<i>Cost items same as above</i>				29,800.00
SUB-TOTAL				29,800.00
<i>Conduct Participatory M&E</i>				
<i>Similar cost items as above</i>				29,800.00
GRAND TOTAL				182,710.00

HOW DATA WILL BE COLLECTED, VALIDATED AND COLLATED

Data on Programmes and Projects

The Budget and Planning Unit of Parliament will compile a register of all ongoing programmes and projects of Parliament. This register will be updated regularly with details on each activity such as start-time, costs, location and source of funding, expected completion date and status of project.

Primary Data

The primary data gathered by the Budget and Planning Unit will be both quantitative and qualitative and would include:

- ☑ Data on Parliamentary Business and others as may be requested by stakeholders.
- ☑ Process data on Parliamentary Outreach/oversight activities from regions and districts.
- ☑ Input data on budget releases and other funds from development partners, MDAs, NGOs, IGF, etc.
- ☑ Output data on construction projects undertaken and capacity trainings conducted, etc.
- ☑ Outcome/impact data (impact of legislations and oversight activities) such as improved service provision and improved accountability, etc.

Secondary Data

In addition to the primary data the Budget and Planning Unit will collect secondary data from Civil Society, Policy Think-tanks and other stakeholders in the public and private sector, etc.

Data Validation

The Budget and Planning Unit will organise a review of all the data collected with stakeholders before and after collation. A data validation forum with stakeholders shall further ensure that the data is devoid of errors and inconsistencies.

M&E Information System

A well functioning IT-based monitoring information system is required by Parliament for effective data entry, efficient data processing and easy access to

information on the SMTDP implementation. Parliament will acquire an MIS and train staff on how to use the system.

HOW DATA WILL BE ANALYSED AND THE RESULTS UTILIZED

The Budget and Planning Unit will analyse all M&E data, including those gathered from other agencies and the private sector. The data will be analysed and interpreted to highlight key areas of concern. Policy recommendations and interventions to address the challenges would be proposed. The data would also be analysed to show the results being produced by each project/programme.

Data analysis will further show how Parliament is performing with regards to all the indicators. Each indicator would be examined and the appropriate action proposed to address the findings. Once an indicator has been highlighted for concern, further exploration shall be taken on that issue. The basis for the analysis is to report on the progress of each indicator towards meeting the goal, objectives and targets of the SMTDP. The data would therefore be analysed in a systematic way using the appropriate tools so that lessons learned can be fed into the sector action plans and the next SMTDP.

However, project data analysis and presentation may depend on the information needs of Development Partners and other stakeholders. In spite of that, focus will be on identifying linkages between the various projects and the goals and objectives of the SMTDP.

HOW AND WHEN TO REPORT ON PROGRESS

Quarterly and Annual Progress Report (APR)

The Budget and Planning Unit will collate the findings and results from all the field work undertaken and prepare Quarterly and Annual Progress Reports. The APR will sum up all the M&E activities of the year.

HOW AND WHEN EVALUATIONS WILL BE DONE

One of the key features of the Parliament's medium term development effort is to move towards a strong commitment to conducting evaluations. The Budget and Planning Unit will assist Parliament to assess the performance of each programme/project when completed to ascertain if they have achieved the original objectives and also assess the overall changes caused by each intervention.

Evaluation Process

The Ministry will conduct all evaluations following the steps outlined below:

- 1) Assess the need for an evaluation.
- 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 analyse stakeholders.
- 6) Consider the costs involved (budget).
- 7) Prepare the Terms of Reference (TOR) and contractual agreement based on items 1 to 4. The preparation of the evaluation exercise will start with the elaboration of the TOR. This will be prepared by the Budget and Planning Unit in collaboration with stakeholders.
- 8) Discuss the TOR with key stakeholders. The Ministry will always have a broad consultation and agreement on the TOR that will form the basis of each evaluation.
- 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) Constitute a technical committee to review the work and reports of the consultant.
- 12) Disseminate the results and act on the findings and recommendations.

Proposed Evaluations for Parliament

Parliament will adopt both qualitative and quantitative approaches in the evaluation processes. The quantitative analysis will rely mainly on statistical data and their basic interpretation. One of the main challenges is the validity and credibility of the observation and judgment made. There will be the use of both internal and external evaluators to ensure transparency and credibility of the evaluation results.

Parliament will conduct the following:

- Mid-term and terminal evaluations of the SMTDP.
- Ex-ante and ex-post evaluations of all programmes/projects.
- Programme and Programme/Project evaluations.
- Impact evaluations.

Evaluation Norms and Standards

The PPME Division will ensure that basic principles, norms and standards are followed to ensure quality, reliability and validity of all evaluations commissioned by Parliament. The following are some of the criteria which will be used to ensure that evaluations commissioned by Parliament meet minimum quality standards. Evaluations must be designed and completed in a timely fashion so as to enhance the usefulness of the findings and recommendations.

HOW PARTICIPATORY M&E WILL BE DONE

The Budget and Planning Unit will involve stakeholders in the selection of indicators, data collection and analysis, implementation of the findings and dissemination of the results.

Parliament will follow the steps below in conducting PM&E:

- 1) Decide on the need for PM&E.
- 2) Decide on the PM&E method to use.
- 3) Identify the key stakeholders.
- 4) Identify a lead facilitator.
- 5) Determine the performance questions.
- 6) Determine the resources and time available.
- 7) Define a TOR for the lead facilitator or consultant.
- 8) Train the team to carry out the PM&E.

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