

**PUBLIC SERVICES COMMISSION**



**MEDIUM TERM DEVELOPMENT PLAN**

**MONITORING AND EVALUATION PLAN**

**2010 -2013**

**ITEM**

**PAGE**

LIST OF ACRONYMS & ABBREVIATIONS..... 3

**CHAPTER 1.....**

1.0 INTRODUCTION.....

1.1 BACKGROUND.....

**CHAPTER 2:**

1. IDENTIFICATION AND ANALYSIS OF STAKEHOLDERS.....

2. ASSESSING NEEDS AND CREATING THE NECESSARY CONDITIONS AND CAPACITIES.....

3. MONITORING INDICATORS.....

4. M&E MATRIX.....

5. M&E CALENDAR (WORK PLAN).....

6. M&E BUDGET.....

7. DATA COLLECTION, VALIDATION AND COLLATION.....

8. DATA ANALYSIS AND USE OF RESULTS.....

9. REPORTING.....

10. INFORMATION DISSEMINATION.....

**CHAPTER 3:**

|                  |   |
|------------------|---|
| <b>AAP</b>       | Annual Action Plan  |
| <b>CSO's</b>     | Civil Society Organisations   |
| <b>SMTDP</b>     | Sector Medium Term Development Plan                                 |
| <b>GPRS II</b>   | Ghana Poverty Reduction Strategy II                                 |
| <b>HIV/ AIDS</b> | Human Immuno Deficiency Virus / Acquired Immuno Deficiency Syndrome |
| <b>ICT</b>       | Information Communication and Technology                            |
| <b>MDAs</b>      | Ministries, Departments and Agencies                                |
| <b>MDGs</b>      | Millennium Development Goals  |
| <b>MTEF</b>      | Medium Term Expenditure Framework                                   |
| <b>PSC</b>       | Public Services Commission  |
| <b>NDPC</b>      | National Development Planning Commission                            |
| <b>NDPS</b>      | National Development Planning System                                |
| <b>NGO's</b>     | Non Governmental Organisations                                      |
| <b>POA</b>       | Programme of Action   |
| <b>SEA</b>       | Strategic Environmental Assessment                                  |
| <b>GOG</b>       | Government of Ghana   |
| <b>MOFEP</b>     | Ministry of Finance and Economic Planning                           |
| <b>OHCS</b>      | Office of the Head of Civil Service                                 |
| <b>PLWA</b>      | People Living With HIV / AIDS                                       |
| <b>MDPI</b>      | Management Development and Productivity Institute                   |
| <b>CVCP</b>      | Committee of Vice Chancellors and Principals                        |
| <b>MOU</b>       | Memorandum of Understanding   |
| <b>M&amp;E</b>   | Monitoring and Evaluation   |
| <b>HRPD</b>      | Human Resource Policy Division                                      |
| <b>MSD</b>       | Management Services Division  |
| <b>COS</b>       | Conditions of Service   |
| <b>GEA</b>       | Ghana Employers Association   |
| <b>AGI</b>       | Association of Ghana Industries                                     |
| <b>SEC</b>       | State Enterprise Commission   |

## **EXECUTIVE SUMMARY**

The Public Services Commission (PSC) is an independent constitutional organ of state established by Article 196 of the 1992 Constitution of Ghana and the PSC Establishment Act, Act 482 in 1994.

The PSC envisions becoming a state organ whose guidelines, services and advice result in well managed workforce capable of and committed to delivering high quality service to the people of Ghana".

Hence, the monitoring and evaluation framework as contained in the PSC MTDP for the four (4) years rolling beginning 2010 have been crafted around two key thematic areas of the MTDPF, 2010-2013, namely; "Developing Human Resource for National Development"; and "Ensuring Transparent and Accountable Governance".

The development of the Monitoring and Evaluation plan was thorough with cross-consultations and participation by middle and senior management level personnel of the Commission. The Plan Development Committee comprising 8 officers was chaired by the Director of the Management Services Division of the Commission. Further, 5 out of the 8 were constituted into a Technical Committee to conclude with the plan preparation.

The PSC would collaborate with identifiable stakeholders, including the governing councils and Boards of the various Public Service Institutions to ensure effective and efficient implementation of the Monitoring and Evaluation Plan.

The total estimated cost for the implementation of the plan is GH487, 530.00. This estimate shall cover costs of logistics, monitoring and evaluation of selected activities, technical assistance, materials and supplies, communications, training events and staff time. The source of funding for the implementation of the monitoring and evaluation activities would come from the government of Ghana and development partners.

## **Introduction**

This chapter deals with the profile of the Public Services Commission relating to its mandate, vision and mission, human resource, infrastructure and facilities.

## **Mandate**

The Public Services Commission is one of the key strategic Central Management Agencies (CMA) established under the 1992 Constitution and the PSC Act, 1994 (Act 482) responsible for the human resource management of the public service through advisory, consultative, regulatory and supervisory services.

PSC as a Central Management Agency, its responsibilities impact on Ghana's public administration system especially, in the thematic areas of the MTDPF 2010-2013 which are: Developing Human Resource for National Development and Ensuring Transparent and Accountable Governance.

In pursuance of the above mandate, the Commission engages in; among other functions, advising government on the criteria for appointment to Public Offices, the development of policy guidelines on appointments, promotion and disciplinary procedures within the Public Service, guidelines on manpower planning and performance for maximum utilization of human resource in the public services of Ghana.

This implies developing good policies and guidelines based on best practices to recruit, place, develop and monitor the performance of public institutions to ensure high productivity, through efficient and effective utilization of human resources.

## **Mission**

"To safeguard and promote a high calibre of integrity, accountability and competence in public service organisations in Ghana, through advisory, consultative, regulatory and supervisory services".

## **Vision**

"A Public Services Commission whose guidelines and advice results in a well managed workforce capable of and committed to delivering high quality services to the people of Ghana."

### **GOALS OF THE PSCMTDP**

The goals of the Public Services Commission Medium Term Development Plan is to promote a well managed workforce capable and committed to delivering high quality services for accelerated growth and achievement of the millennium Development goals.

The United Nations millennium Declaration, adopted by the world leaders at the millennium summit in 2000, adopted the millennium development goals (MDGs).

The MDGs aim to;

- a) Eradicate extreme poverty and hunger
- b) Achieve universal primary education
- c) Promote gender equality and empower women
- d) reduce child mortality and improve maternal health
- e) combat HIV/AIDS, Malaria and other diseases
- f) ensure environmental sustainability and
- g) develop global partnerships for development

The sector goal of the PSC aims to reduce poverty and to enhance growth through highly motivated and skilled personnel to man the various public services. The PSC would do this in collaboration with other MDA's especially in the areas of recruitment, training and effective functioning of the public service to deliver prompt services to the general public.

An efficient and effective workforce would enhance high productivity and which would eventually lead to the achievement of the middle income status with a per capita income of thousand dollars by 2015.

An efficient and committed workforce in the public service would lead to an improvement in service delivery in the areas of education, health, water services, electricity, housing, and would involve the active participation of the local people in governance issues.

Lastly, the PSC's goal of promoting a well managed workforce would contribute to the achievement of the Millennium Development Goals (MDGs).

## **OBJECTIVES AND PURPOSE OF PSCMTDP**

In its medium term development plan under the Ghana Shared Growth and Development Agenda, the Commission has identified and prioritized a number of objectives. The PSC being the main central agency, responsible for the Human Resource Management of the entire Public Service, it is mandated to ensure a vibrant, effective and efficient Public Service capable of facilitating and enabling environment for the private sector to grow.

It will also encourage an efficient public service to deliver quality service in the areas of water and sanitation, energy, shelter, education, health, environmental protection and so on through the creation of a mechanism to assess the proper recruitment and deployment into the public service.

The general purpose of Monitoring and Evaluation (M&E) is to establish quality assurance mechanisms for the implementation process of the identified programmes and activities in order to build up stakeholders' confidence in the outcomes of the implemented activities.

In establishing a robust M&E regime the PSC positions itself to build confidence and trust among its stakeholders in order to enhance her image and strengthening itself to become the acclaimed "Commission whose advice is indicative of best practice in HR management".

The PSC MTDP Monitoring and Evaluation (M&E) will be built based on key principles, namely;

- a. Smart objective setting
- b. Smart target setting
- c. Accountability
- d. Effectiveness and Efficiency
- e. Participation

## **IDENTIFICATION AND ANALYSIS OF STAKEHOLDERS**

Stakeholder's analysis is very important in the conduct of monitoring and evaluation activities. It would assist the Commission to identify all organizations whose interest would negatively or positively affect the development interventions to be carried out by the organisation.

The outcome of the stakeholder's analysis will identify the capacity building needs; facilitate the demand for the M&E results and to ensure accountability. The table below shows some stakeholders;

| <b>Stakeholders</b>                  | <b>Information needs/Responsibilities</b>   |
|--------------------------------------|---|
| Office of the President              | To evaluate performance of the Public Service                                       |
| Ministries, Departments, Agencies    | Policy Formulation and Co-ordination, support data collection                       |
| Local Government Service Secretariat | Human Resource Planning and deployment  |
| Office of the Head of Civil Service  | Policy Formulation and Co-ordination, support data collection for the civil service |
|                                      |   |
| Local Community                      | To demand accountability  |
| Development Partners                 | To monitor utilization of funds   |
| Civil Society Groups                 | To demand accountability and transparency. information dissemination and advocacy   |
| Non Governmental Institutions        | Research and advocacy   |
| Researchers/Institutions             | Input for research  |
| Media                                | Information to the general public and ensuring accountability                       |

## **ASSESSING THE NEEDS AND CREATING THE NECESSARY CONDITIONS AND CAPACITIES**

The aim of this process is to assess the capacity and capability of the Monitoring and Evaluation Unit to prepare and implement the monitoring and evaluation plan.

It involves conducting a situation analysis in the areas of the commission capacity to carry out monitoring and evaluation activities with specific references to critical areas such as the Status, conditions, needs and M&E capacity of the commission, and its capacity to manage information and communication Technology.

The M&E process will be implemented and managed by the team. Specifically, the team will be responsible for early identification of implementation difficulties of the plan's programmes and activities; suggesting and implementing remedial strategies and actions to ensure total success of the plan.

The table below depicts the situation analysis of the necessary conditions and capacities of the Commission;

| ISSUES                | QUESTIONS  |
|-----------------------|--|
| <b>SMTDP</b>          | <p>The Sector Medium Term Development Plan under the Ghana Shared Growth and Development Agenda from 2010-2013 has been approved. Primary stakeholders would like to see the under listed changes that the MTDP would bring;</p> <ul style="list-style-type: none"> <li>a) An effective data bank on public servants for policy formulation, analysis and decision making</li> <li>b) Development and implementation of a Human Resource Manual for the entire Public Service</li> <li>c) Establishment of industry/university collaboration programmes to facilitate increasing opportunities for practical training/internship and human resource planning</li> <li>d) An improved public service to provide timely, effective, efficient service delivery</li> </ul> <p>Secondary stakeholders would also like to see</p> <ul style="list-style-type: none"> <li>a. Intensification of advocacy to reduce infection and impact of HIV, AIDS and TB</li> </ul> |
| <b>HUMAN RESOURCE</b> | A functioning M&E system involving the following personalities   |

|  |  |
|--|--|
|  | <p>of the Commission,<br/> Vice Chairman<br/> Secretary<br/> Directors<br/> Management Services Division Staff<br/> Monitoring and Evaluation officer<br/> IT officer<br/> Researcher<br/> Planning/Budget Analyst/Estate Officer</p>  |
| <b>Staff</b>                               | <p>Staff of the Monitoring and Evaluation Unit who lacks adequate training in M&amp;E Activities would undergo a training programme.</p>   |
|  | <p>The following courses would be needed for the M&amp;E Unit Staff;</p> <ul style="list-style-type: none"> <li>a) Monitoring and Evaluation</li> <li>b) Development Planning</li> <li>c) Team and consensus building techniques</li> <li>d) Report Writing</li> <li>e) Facilitation Skills</li> <li>f) Presentation skills</li> </ul> |
|  | <p>The PSC does not have the full complement of staff at the M&amp;E unit ,however plan are far advanced to operationalise the office by</p> <ul style="list-style-type: none"> <li>a) Re-alignment of Current Staff</li> <li>b) Recruitment of new staff</li> </ul>   |
|  | <p>Technical support in the form of consultancy would be needed in the areas of the following;<br/> Database management and ICT needs</p>  |
|  | <p>Currently the PSC has one Nissan patrol which has been earmarked for monitoring and evaluation activities. Plans are far advanced to procure two vehicles to complement the one already in the system.</p>  |
| <b>MANAGEMENT INFORMATION SYSTEMS(MIS)</b> | <p>Information on databank on the personnel of the public service with specific references to skills,age,gender,etc<br/> Information on new projects<br/> Information of on-going projects<br/> Information on interviews attended</p>   |
|  | <p>Information on performance management and HR related issues</p> <p>An advanced stage level of computerization would be needed in the areas</p>  |

|                       |  |
|-----------------------|--|
|                       | <p>of the usage of software applications</p> <p>The Commission will procure a number of computers and its accessories which would assist in carrying out the monitoring and evaluation activities</p> <p>Adequate training in the following courses would be needed</p> <ul style="list-style-type: none"> <li>a) MS EXCEL,</li> <li>b) PowerPoint Presentation</li> <li>c) MS ACCESS</li> </ul> |
| <b>LOGISTICS</b>      | <p>The PSC would set up a documentation center where monitoring and evaluation reports ,periodicals ,acts, legislative instruments, development plans, guidelines, manuals and other important documents would be kept for references and to inform decision making</p>  |
|                       | <p>The PSC has adequate computers and accessories for monitoring and evaluation activities</p>   |
|                       | <p>Office Space and incentives would be provided to staff of the M&amp;E unit</p>  |
|                       | <p>The PSC has logistics such as photocopiers, flip charts ,projector screens etc to facilitate monitoring and evaluation activities</p>   |
| <b>STAKEHOLDERS</b>   | <p>All stakeholders would be contacted in the development of the monitoring and evaluation plan.</p> <p>The monitoring and evaluation reports would be submitted to all stakeholder s to make their inputs which would be subsequently added to the final Annual Progress Report</p>   |
| <b>RECOMMENDATION</b> | <p>The identification of the various stakeholders would help the institutions in addressing the inherent challenges in the monitoring and evaluation activities.</p> <p>The Commission would also establish the Monitoring and Evaluation unit for the co-ordination of all development plans and the monitoring and evaluation of all developmental interventions.</p>                          |

## **MONITORING AND EVALUATION MATRIX**

This matrix illustrates the linkage of the Sector Medium Term Development Plan to Ghana Shared Growth and Development Agenda. The matrix provides a format for presenting the input, output, and outcome, impact indicators for each SMTDP objective as well as the methods to be used in collecting data.

The table below shows the key elements of the M&E matrix;

| SMTDP Goal; Absence of human resource development policy for Civil and Public Servants.                      |                |               |                 |      |      |      |              |                      |                |
|--|----------------|---------------|-----------------|------|------|------|--------------|----------------------|----------------|
| GSGDA Objective; Improve Human Resource Management Capacity of Human Resource Managers in the Public Service |                |               |                 |      |      |      |              |                      |                |
| Indicators   | Indicator type | Baseline 2009 | Targets 2010-13 |      |      |      | Data Sources | Monitoring Frequency | Responsibility |
|  |                |               | 2010            | 2011 | 2012 | 2013 |              |                      |                |
| No of Human Resources manuals developed and issued   | Output         | 0             | 50              | 150  | 300  | 400  | HRPD         | 2                    | PPMED+MSD      |
| No of validation workshop organized for HR Practitioners   | Output         | 0             | 2               | 2    | 3    | 4    | HRPD         | 4                    | PPMED+MSD      |
| Percentage of MDAs who have access to the new manual   | output         | 0             | 0               | 30   | 50   | 80   | HRPD         | 4                    | PPMED+MSD      |
| Percentage of MDAs implementing the new manual   | output         | 0             | 0               | 20   | 50   | 95   | HRPD         | 4                    | PPMED+MSD      |







## **MONITORING AND EVALUATION CALENDAR (WORK PLAN)**

The preparation of the monitoring and evaluation plan is to indicate the time frame and a budget relating to each activity and the actors who will be responsible for the activities.

The team shall hold quarterly meetings during which performance reports presented by the Divisions will be evaluated against the agreed performance indicators set out in the plan and reported upon. These quarterly reviews and reports will build up into an Annual M&E Report to be submitted to the Commission for review and approval during the Plan period (2010-2013).

It is for these good benefits that the PSC SMTDP implementation process must have a well thought through implementable M&E programme to provide quality assurance and stakeholder confidence in the process.

The first meeting of the team will be held in the fourth week of December, 2010 during which the Logical Framework will be constructed, the Performance Reporting format adopted and the M&E schedule of activities confirmed.

The table below depicts the activities and the time frame for each activity

| ACTIVITIES  | TIME FRAME                         |              |      |      | ACTORS | BUDGET GH |
|---|------------------------------------|--------------|------|------|--------|-----------|
|   | 2010                               | 2011         | 2012 | 2013 |        |           |
| Construction of the Logic Framework Matrix and determination of Performance indicators  | Last week of March 2010            |              |      |      | PPMED  | 500.00    |
| 1st Quarterly Review of 2010 Action Plan ( 2 day workshop and report writing)   | Last week of June 2010             |              |      |      | PPMED  | 5,000.00  |
| 2 <sup>nd</sup> Quarterly Review of 2010 Action Plan Plan ( 2 day workshop and report writing)  | Last week of Sept., 2010           |              |      |      | PPMED  | 5,000.00  |
| 3rd Quarterly Review of 2010 Action Plan Plan ( 2 day workshop and report writing)  | 2 <sup>nd</sup> week of Dec., 2010 |              |      |      | PPMED  | 6,500.00  |
| 4 <sup>th</sup> Quarterly Review and Evaluation of 2010 Action Plan and Review of Performance indicators for 2011 Action plan Plan ( 2 day workshop and report writing) | 2 <sup>nd</sup> week of Dec., 2010 |              |      |      | PPMED  | 6,500.00  |
| 1st Quarterly Review of 2011 Action Plan  |                                    | Last week of |      |      |        | 8,000.00  |

|  |  |                        |  |  |  |          |
|--|--|------------------------|--|--|--|----------|
| Plan ( 2 day workshop and report writing)  |  | March 2011             |  |  |  |          |
| 2 <sup>nd</sup> Quarterly Review of 2011 Action Plan Plan ( 2 day workshop and report writing) |  | Last week of June 2011 |  |  |  | 8,000.00 |
|  |  |                        |  |  |  |          |

#### **MONITORING AND EVALUATION CALENDAR (WORK PLAN)**

| ACTIVITIES  | TIME FRAME |                                    |                                    |      | ACTORS | BUDGET GH |
|---|------------|------------------------------------|------------------------------------|------|--------|-----------|
|   | 2010       | 2011                               | 2012                               | 2013 |        |           |
| 3rd Quarterly Review of 2011 Action Plan ( 2 day workshop and report writing)   |            | Last week of March 2011            |                                    |      | PPMED  | 8,000.00  |
| 4 <sup>th</sup> Quarterly Review and Evaluation of 2011 Action Plan and determination of Performance indicators for 2012 Action plan ( 2 day workshop and report writing) |            | 2 <sup>nd</sup> week of Dec., 2011 |                                    |      | PPMED  | 8,000.00  |
| 1st Quarterly Review of 2012 Action Plan ( 2 day workshop and report writing)   |            |                                    | Last week of March 2012            |      | PPMED  | 9,000.00  |
| 2 <sup>nd</sup> Quarterly Review of 2012 Action Plan ( 2 day workshop and report writing)   |            |                                    | Last week of June 2012             |      | PPMED  | 9,000.00  |
| 3rd Quarterly Review of 2012 Action Plan ( 2 day workshop and report writing)   |            |                                    | Last week of Sept., 2012           |      | PPMED  | 9,000.00  |
| 4 <sup>th</sup> Quarterly Review and Evaluation of 2012 Action Plan and determination of Performance indicators for 2013 Action Plan ( 2 day                              |            |                                    | 2 <sup>nd</sup> week of Dec., 2012 |      | PPMED  | 9,200.00  |



## **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

| <b>ITEM</b>   | <b>UNIT COST<br/>GH</b> | <b>QUANTITY</b> | <b>FREQUENCY</b> | <b>TOTAL<br/>GH</b> |
|---|-------------------------|-----------------|------------------|---------------------|
| <b>STAFF TIME</b>   |                         |                 |                  |                     |
| Travel allowance  | 30.00                   | 40              | 3                | 3,600               |
| Sitting allowance   | 15.00                   | 50              | 3                | 2250                |
| <b>Facilitating M\$E<br/>workshops and<br/>processes</b>                        |                         |                 |                  |                     |
| Training Events<br>Huir of venue  | 500.00                  | 1               | 9                | 4,500               |
| Training of PPMED<br>Staff in ME,<br>Presentation skills,<br>report writing,etc | 300.00                  | 7               | 1                | 2,100               |
| Hire of venue   | 400.00                  | 1               | 6                | 2,400               |
| Accommodation   | 300.00                  | 30              | 3                | 2,700               |
| Materials   | 400.00                  | 1               | 3                | 1,200.00            |
| Per diem  | 15.00                   | 30              | 9                | 4050                |
| Course Fees   | 1,500.00                | 7               | 8                | 84,000              |
| Travel Expenses   | 200.00                  | 10              | 3                | 6,000               |
| <b>OFFICE<br/>EQUIPMENTS</b>  |                         |                 |                  |                     |
| Purchase of<br>computers and  | 2,500.00                | 4               | 1                | 10,000              |

|  |           |    |   |        |
|--|-----------|----|---|--------|
| accessories                              |           |    |   |        |
| Purchase of photocopiers, projectors etc | 15,000.00 | 1  | 1 | 15,000 |
| <b>DOCUMENTATION</b>                     |           |    |   |        |
| Printing of documents                    | 200.00    | 30 | 9 | 54,000 |
| Distribution of documents                | 30.00     | 70 | 9 | 18,900 |

### **MONITORING AND EVALUATION BUDGET**

| <b>ITEM</b>  | <b>UNIT COST GH</b> | <b>Quantity</b> | <b>Frequency</b> | <b>Total GH</b> |
|--|---------------------|-----------------|------------------|-----------------|
| <b>TECHNICAL ASSISTANCE</b>                        |                     |                 |                  |                 |
| Consultancy fees                                   | 2,500.00            | 4               | 9                | 90,000          |
| Developing the M&E Plan                            |                     |                 |                  |                 |
| Establishment of the management information system | 3,000.00            | 1               | 1                | 3,000           |
| Report writing and analysis                        | 1,000.00            | 7               | 9                | 63,000          |
| Editorial assistants                               | 500.00              | 2               | 9                | 9,000           |
| <b>M&amp;E PLAN</b>                                |                     |                 |                  |                 |
| Plan preparation                                   | 7,000.00            | 1               | 1                | 7,000           |
| Review workshops                                   | 2,000.00            | 1               | 9                | 1,900           |
| Training   | 400.00              | 1               | 3                | 1,200           |
| <b>MATERIALS AND SUPPLIES</b>                      |                     |                 |                  |                 |
| Office supplies                                    |                     |                 |                  | 2,500           |
| Cabinets,  | 500.00              | 5               | 1                | 1,600.00        |
| shelves  | 400.00              | 4               | 1                |                 |
| Cleaning materials                                 | 1,000.00            | 1               | 1                | 1,000           |
| Cost of printing and distribution                  | 3,000.00            | 1               | 1                | 3,000           |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

### **MONITORING AND EVALUATION BUDGET**

| <b>ITEM</b>   | <b>UNIT COST<br/>GH</b>    | <b>Quantity</b> | <b>Frequency</b> | <b>Total<br/>GH</b>     |
|---|----------------------------|-----------------|------------------|-------------------------|
| <b>COMMUNICATIONS</b>   |                            |                 |                  |                         |
| Purchase of<br>2 fax machines,<br>telephones                  | 1,000<br>200.00            | 1<br>1          | 1<br>1           | 1,000<br>200            |
| Network<br>maintenance  | 1,400                      | 1               | 3                | 4,200                   |
| Fuel and<br>Maintenance of<br>VEHICLE                         |                            |                 |                  |                         |
| Maintenance of<br>vehicle                                     | 700.00                     | 4               | 12               | 33,600                  |
| Petrol<br>Lubricants  | 50.00<br>30.00             | 200<br>100      | 3<br>3           | 30,000<br>9,000         |
| <b>MEANS OF<br/>TRANSPORT</b>                                 |                            |                 |                  |                         |
| Purchase of 4x4<br>Wheel Drive ,<br>1 Pickup,<br>1 motor bike | 70,000<br>30,000<br>15,000 | 1<br>1<br>1     | 1<br>1<br>1      | 700<br>30,000<br>15,000 |
| Cost to monitor and<br>Evaluate each<br>project               | 2,760                      | 23              | 1                | 63,480                  |

|                                 |     |    |   |                   |
|---------------------------------|-----|----|---|-------------------|
|                                 |     |    |   |                   |
| Cost to disseminate M&E Results | 300 | 23 | 1 | 1150              |
| Total Cost of M&E of the SMTDP  |     |    |   | <b>487,530.00</b> |

## **DATA COLLECTION, VALIDATION AND COLLATION**

### **PROGRAMME/PROJECT REGISTER FORMAT**

The PPMED would facilitate the compilation of all ongoing programmes and projects under the auspices of the Ministries, Departments and Agencies, Development Partners and Non-Governmental Organisations in the sector.

The register would be regularly updated with details on each activity such as start time, costs, location, source of funding status of project and the impact of the project intervention.

More importantly the data would indicate the contributions that the programmes or projects are making toward the achievement of the goal and objectives of the SMTDP.

The table below depicts data collected on projects being undertaken by the Commission;

|   |  |
|---|--|
| 1 | PROGRAMME/PROJECT NAME ; Memorandum of Understanding between the Public Sector Reform and the Public Services Commission |
| 2 | GSGDA Thematic Area; Human Resource Development  |
| 3 | Sector; Institutional and Human Resource Capacity  |
| 4 | Project Description; Rehabilitation and furnishing of some selected offices of the commission building                   |
| 5 | Project Location; Public Services Commission office  |
| 6 | Contractor; Shinjeffi Enterprise   |
| 7 | Budget ,source and type of funding ,138,000.International Development Association, Capital funding                       |

|    |                                |                                    |
|----|--------------------------------|------------------------------------|
| 8  | Date Started                   | September,2010                     |
| 9  | Expected Completion Date ;     | November,2010                      |
| 10 | Contract Sum;                  | 138,000                            |
| 11 | Expenditure to date;           | 33,000                             |
| 12 | Project Implementation Status; | Completed                          |
| 13 | Remarks;                       | Project was successfully completed |

## **DATA COLLECTION, VALIDATION AND COLLATION**

### **PROGRAMME/PROJECT REGISTER FORMAT**

|    |  |  |
|----|--|--|
| 1  | PROGRAMME/PROJECT NAME ; Memorandum of Understanding between the Public Sector Reform and the Public Services Commission |  |
| 2  | GSGDA Thematic Area; Human Resource Development  |  |
| 3  | Sector; Institutional and Human Resource Capacity Building   |  |
| 4  | Project Description;   | Purchase of 25 computers and accessories |
| 5  | Project Location;  | Public Services Commission office        |
| 6  | Contractor;  | IPMC                                     |
| 7  | Budget ,source and type of funding; GH63,000.Internationa Development Association, Capital funding                       |  |
| 8  | Date Started   | September,2010                           |
| 9  | Expected Completion Date   | ;October,2010                            |
| 10 | Contract Sum;  | GH63,000                                 |

|    |                                |                                    |
|----|--------------------------------|------------------------------------|
| 11 | Expenditure to date            | Nil                                |
| 12 | Project Implementation Status; | Completed                          |
| 13 | Remarks;                       | Project was successfully completed |

### **DATA COLLECTION, VALIDATION AND COLLATION**

#### **PROGRAMME/PROJECT REGISTER FORMAT**

|    |  |  |
|----|--|--|
| 1  | PROGRAMME/PROJECT NAME ; Memorandum of Understanding between the Public Sector Reform and the Public Services Commission |  |
| 2  | GSGDA Thematic Area  | ; Human Resource Development                         |
| 3  | Sector   | ; Institutional and Human Resource Capacity Building |
| 4  | Project Description; Purchase of Heavy duty printer, photocopiers, swivel chairs, cabinets, and Heavy Duty Printer       |  |
| 5  | Project Location   | ; Public Services Commission office                  |
| 6  | Contractor   | ; Beautiful Creations Company Limited                |
| 7  | Budget ,source and type of funding ,.International Development Association, Capital funding                              |  |
| 8  | Date Started   | September,2010                                       |
| 9  | Expected Completion Date   | ;October,2010  |
| 10 | Contract Sum;  | 31,000.00  |

|    |   |
|----|---|
| 11 | Expenditure to date ; nil                           |
| 12 | Project Implementation Status ; Partially Completed |
| 13 | Remarks; Project was successfully completed         |

**DATA COLLECTION, VALIDATION AND COLLATION**

**PROGRAMME/PROJECT REGISTER FORMAT**

|    |  |
|----|--|
| 1  | PROGRAMME/PROJECT NAME ; Memorandum of Understanding between the Public Sector Reform and the Public Services Commission |
| 2  | GSGDA Thematic Area; Human Resource Development  |
| 3  | Sector; Institutional and Human Resource Capacity Building   |
| 4  | Project Description; Installation and Supply of local area networks and network operating systems                        |
| 5  | Project Location; Public Services Commission office  |
| 6  | Contractor ; IPMC  |
| 7  | Budget ,source and type of funding ,GH46,000.Internationa Development Association, Capital funding                       |
| 8  | Date Started; September,2010   |
| 9  | Expected Completion Date ;October,2010   |
| 10 | Contract Sum ;GH46,000   |

|    |   |
|----|---|
| 11 | Expenditure to date ; nil                   |
| 12 | Project Implementation Status ; Completed   |
| 13 | Remarks; Project was successfully completed |

### **DATA VALIDATION**

All data (both primary and secondary) collected would be validated. A stakeholder’s validation workshop would be organized before and after collation to validate all data collected. The purpose of the validation workshop is to ascertain whether the data is reliable and devoid of inconsistencies.

### **Primary data**

The PPMED would facilitate the collection and collation of both data both qualitative and quantitative. Data collected would include socio –economic activities activities, demographic.gender, revenue and expenditure among others. Data collected would be categorized into the following

### **Process Data**

Data would be collected on the process involve in the procurement process and activities of the commission, information on the tendering and contract awards, payments and other related activities would be collected ,collated and analysed.

### **Input Data**

Financial transfers received from the government and other development partners such as the International Development Association, The Canadian Government would be collected and analysed.The Commission also generates

internally generated fund in the areas of examination fees and proceeds from the privatization of its canteen.

### **Output Data**

The Commission being the main central agency for Human Resource Management in the entire Public Service, provides a lot of services to its client organisation. Some of the output delivered by the commission includes among others;

### **OUTCOME/IMPACT DATA**

The commission has embarked on a number of developmental interventions; notable among them is the facilitation of the National Institutional Renewal Programme which led to the renewal of the entire Public Service in the areas of productivity, wage administration and the provision of improved logistics for the public service.

### **Secondary Data**

The Commission would engage other stakeholders in the collection and collation of secondary data. The commission would collaborate with other MDAs, notably among them would be the Office of the Head of Civil Service, Ghana Statistical Service, Ghana Health Service, Ghana Education Service, Research and Tertiary Institutions.

The ME would facilitate the collection and collation of surveys which have been conducted by MDAs and research institutions for analysis and to inform decision making.

## **STEP 8 DATA ANALYSIS AND USE OF THE RESULTS**

The ME would be responsible for the collection of all data. Data for the M&E activity will be sourced from the Performance Reports to be presented by the Directors of the Divisions who are members of the team. The data collected would be analysed and its report submitted to the National Development Planning Commission and other stakeholders.

The relevance of the data report is to highlight or identify key areas of concerns and issues and to find possible interventions to address these issues. The data analysis would also identify the output produced by each project or programmes.

The data analysis will also highlight the sector performing with regards to all the indicators (core and sector specific) and the issues raised for the benefit of the general public.

## **STEP 9 REPORTING**

The PPME after each monitoring exercise would make a report on the findings and observations. The MED would brief all the division of the commission on its findings and observations. This deliberation would inform all the divisions of the commission to take the necessary actions that require redress before the next monitoring exercise.

The MED would also include all the findings and feedbacks in its quarterly and Annual Progress Reports. The Annual Progress Report would sum up all the M&E activities of the commission

It would be expected that the Annual M&E Report would form a component of the PSC Annual Report submitted to Parliament and the Presidency of the Republic.

## **STEP 10 DISSEMINATION**

The PPMED would facilitate the preparation of the Annual Progress Report and copies of the Sector APR quarterly reports would be shared with the National Development Planning Commission, MDAs and Office of the President.

Sharing the content of the report would enhance transparency and accountability, as well as boost the commitment of stakeholders to support the general or specific interventions that would emerge from the M&E exercise.

Some of the dissemination strategy tools to be used would include;

- a) Holding of workshops ,seminars, and conferences
- b) Discussion with stakeholder s eg MDAs, CSO, NGOs ,etc
- c) Interactive visits to MDAs

A feedback mechanism strategy would be put in place so that lessons learnt would be applied and serve as inputs into future planning and to inform decision making.



