

TAMALE METROPOLITAN ASSEMBLY

METROPOLITAN MONITORING AND EVALUATION PLAN FOR THE MEDIUM TERM DEVELOPMENTMENT PLAN 2010-2013

FEBRUARY 2011

CHAPTER ONE

INTRODUCTION

1.0 Background

The government of Ghana is committed to prudent and accountable practices within the public service that are performance-oriented and result in effective and efficient delivery of services for the benefits of all Ghanaians. Government is further committed to the Medium Term Expenditure Framework (MTEF) that links resource allocation to the national development policy objectives and the delivery of specified outputs and outcomes.

Actually, Government and Development Partners commit significant resources to support a wide range of development interventions that are designed to improve the social and economic conditions in the country.

The emphasis in the Ghana Shared Growth and Development Agenda (GSGDA), to be implemented from 2010-2013, is on growth inducing policies and programmes which have the potential of supporting wealth creation for sustainable poverty reduction.

All Government Agencies at the Sector, Regional and Metropolitan levels that are tasked with the responsibility of implementing these programmes and projects must demonstrate through evidence based information, that these interventions are having the desired effects in terms of positively transforming the lives of the beneficiaries. In the context of good public sector governance, the application of Monitoring and Evaluation (M&E) tools to generate reliable and valid information to help government make sound policies and decisions is becoming increasingly relevant. Indeed, the establishment of a comprehensive national Monitoring and Evaluation system is key to facilitating the realization of Ghana's vision of becoming a middle income economy by 2015.

The Metropolitan M&E plan seeks to place the practice of monitoring and evaluation within this broader public sector management and accountability framework.

1.1 Purpose of the M&E Plan

The core premise of monitoring and evaluation is that services can continually improved through informed decision making and social learning, leading to social and economic progress. Fuelled by the recognition that resources are limited, the demand for results-based M&E has grown rapidly in recent years. This is particularly true in Ghana , where increasing emphasis is now being placed on public sector transparency and accountability. M&E in the country has therefore shifted from being implementation based (concerned with the implementation of activities) to being results-based (assessing if real changes have occurred).

The guidelines will provide a uniformed approach for results-based M&E in the Tamale Metropolitan Assembly. It is primarily meant to institute an effective and efficient system for tracking the progress of programmes and projects in the Metropolis and to generate timely

reports to the NDPC and other stakeholders through the Regional Planning Coordinating Units (RPCUs). The key outputs of the guidelines are the Metropolitan Monitoring and Evaluation Plan.

Systematic Monitoring and Evaluation of the Metropolitan Medium-Term Development Plan and reporting will show extent of progress made towards the implementation of GSGDA and the MDGS and will further help to:

1. Assess whether MMTDP developmental targets were being met
2. Identify achievements, constraints and failures so that improvements can be made to the MMTDP and projects designed to achieve better impact.
3. Provide information for effective coordination of Metropolitan development at the regional level.
4. Provide Metropolitan authorities, the government, developmental partners, community project management teams and the general public with better means of learning from past experiences.
5. Improve service delivery and influence allocation of resources in the Metropolis and demonstrate results as part of accountability and transparency of Ghanaians and other stakeholders.
6. Reinforce ownership of the MMTDP and build M&E capacity within the Metropolitan Assembly.

IMPLEMENTATION STATUS OF METROPOLITAN MEDIUM TERM DEVELOPMENT PLAN (GHANA SHARED GROWTH AND DEVELOPMENT AGENDA 2010-2013)

The implementation status of the Metropolitan Medium Term Development Plan (MMTDP 2010-2013)

CHAPTER TWO

2.0 M&E Activities

Chapter two outlines the activities of the various issues such as Stakeholders, M&E conditions, M&E conditions and capacity, Indicators and targets, M &E matrix, M &E calendar, M&E budget etc. These activities will be undertaken by the MPCU to produce the M &E Plan for 2010-2013.

2.1 Stakeholders Analysis

The identification of key stakeholders in the preparation of M&E plan is one of the areas that if well done makes the plan acceptable and comprehensive. The various stakeholders must be identified with their interest, needs and responsibilities and other issues well captured. Below is the table showing the stakeholders analysis in the Tamale Metropolitan Assembly.

Stakeholders	Type/Class	Interest/Needs/Responsibility	Role in M&E Activities
MPCU	Primary	Preparation of M &E Plans, preparation of MMTDP, Collection, collation and analysis of data, logistics preparation of M&E reports, dissemination of report's findings and co-ordination.	Preparation of M &E plans, report writing on M&E
DECENTRALISED DEPARTMENTS	Primary	Data collection, collation and analysis, report writing and report validation on M&E.	Report writing dissemination
ASSEMBLY MEMBERS	Primary	Accountability , policy formulation and community mobilization	Dissemination of findings in the M&E reports
DEVELOPMENT PARTNERS	Secondary	Accountability, capacity building in M&E techniques	Dissemination of M&E reports
MEMBERS OF PARLIAMENT	Secondary	Policy formulation,	Dissemination of M&E reports
MEDIA	Secondary	Advocacy	Advocacy and dissemination of M&E reports
TRADITIONAL AUTHORITIES	Secondary	Accountability and community mobilization	Report dissemination on M&E Findings
CIVIL SOCIETY	Secondary	Advocacy and accountability	Report

ORGNATIONS			dissemination

2.2 M&E CONDITIONS AND CAPACITIES

This section is also very necessary as we seek to prepare M&E Plan. There is a need to critically look for necessary M&E conditions by identifying type of Human Resource available, equipment, vehicle, office and funds. Below is the table showing the capacities and the conditions available in the Tamale Metropolitan Assembly.

ISSUES	WHAT IS AVAILABLE	WHAT IS NOT AVAILABLE	GAPS IDENTIFIED	RESOURCE AND OTHER REQUIREMENTS
MMTDP	It is available but not approved yet	MMTDP not approved	Approval needed for MMTDP	MMTDP approved
HUMAN RESOURCE NEEDS/CAPACITY <ul style="list-style-type: none"> • M&E Capacity • the capacity and human resource of the Assembly staff • Number of MPCU staff that lack requisite skill in M&E • Availability of vehicle dedicated for M&E 	<p>All the MPCU members available</p> <p>All heads have minimum of first degree and some second degrees</p> <p>All the members</p> <p>Available vehicle but not spacious for M&E team members</p>	<p>Requisite skills in M&E lacking Regular training in specific areas</p> <p>M&E skill lacking Data entry, management, data analysis and other computer programmes/facilitation skills</p> <p>Vehicle not available for M&E activities</p>	<p>Skill in M&E needed</p> <p>Training and refresher courses</p> <p>Data entry, data management and analysis, facilitation skills</p> <p>M&E vehicle</p>	<p>Funds, software on data analysis</p> <p>Funds and particular institution identified</p> <p>Funds</p> <p>Funds</p>
Management information system	Few laptop computers for some Officers	Dedicated computer for M&E activities, Projector, digital	Laptop computers, LCD	Funds

		camera ,printer, scanner, photocopier, binding machine	projector, digital camera, scanner, photocopier, binding machine	
Recommendations				Funds

GOAL AND OBJECTIVES OF THE METROPOLITAN MEDIUM TERM DEVELOPMENT PLAN (2010-2013)

The Goal: : achieve an improved quality of life of the people through wealth creation, empowerment of the marginalized groups, promotion of gender equity and strengthening of the Sub-Metro structures for broader and all inclusive participation in the decision-making process in the Metropolis.

MONITORING INDICATORS

INDICATOR	INPUT	OUTPUT	OUTCOME	DATA SOURCE	FREQUENCY

M & E MATRIX

<p>GOAL-: <i>achieve an improved quality of life of the people through wealth creation, empowerment of the marginalized groups, promotion of gender equity and strengthening of the Sub-Metro structures for broader and all inclusive participation in the decision-making process in the Metropolis.</i></p>			
<p>OBJECTIVE: To improve agriculture production</p>			
INDICATORS	INDICATOR TYPE	DATA SOURCE	MONITORING FREQUENCY
Rice and maize production increased from 17,008MT to 25,000MT and 13,558.8 to 20,000 MT respectively by 2013		MOFA	Annually
Animal rearing increased from 40% to 70% by 2013		MOFA	Annually
15,000 healthy livestock breeds of goats, sheep, cattle and pigs produced annually			
<p>OBJECTIVE: To enhance quality education</p>			
Basic School Examination Certificate results improved from 96 th to 60 th during the plan period		GES reports and records	

Circuit Supervision and monitoring improved from 1-3 weekly supervision by an increased number of 1 to 3 Supervisors for each circuit by 2013		GES Filed visits and observation	
Incentives for teachers award sourced yearly		GES/ASSEMBLY Assembly's records	
OBJECTIVE: To ensure access to affordable health service			
Access to health services increased from 30% to 60% by 2012		GHS	
3 OBJECTIVE: To promote public private sector partnerships			
4 quarterly meetings held for all stakeholders		Reports and records of the Ghana Investment Promotion Centre Reports and minutes of meetings	
Aboabo supper market complex awarded and completed under Public Private Partnership agreement by 2011		Reports and records of the Ghana Tourist Board	
OBJECTIVE: To ensure a sustainable and friendly environment			
Environmental friendly practices and measures enforced from 38% to		Reports and records from Waste Management and Forestry Departments	

60% by 2012			
OBJECTIVE: To strengthen the Sub-Metros			
5 officers posted to each Sub-Metro by the second quarter of 2010		Records and reports of the Sub-Metros	
Office logistics provided to each Sub-Metro by the end of 2010		Inventory records of Assembly's stores	
15 management staff trained in managerial skills and 10 supporting staff trained in records management by the end of 2011		Records and reports of the Metro Assembly	
OBJECTIVE: To increase Revenue mobilization			
Internal Generated Income of the Assembly increased from 50% to 80% yearly		Records of the Metro Finance Office	

DATA COLLECTION, VALIDATION AND COLLATION

DATA ON PROGRAMMES AND PROJECTS

The Tamale Metropolitan Assembly through the MPCU and other stakeholders such as the NGOs, other Civil Society Organizations, the Development Partners, the Assembly members, the Traditional Authorities etc would provide adequate and up-to-date data on all programmes and projects in the Metropolis in order to have comprehensive data. A regular update of this data will help the MPCU keep with current situation on the ground as well as track development in terms of trend and pace.

One of such activity is the use of Programme/ Project Register. Below is the programme/project register showing projects undertaken in the Metropolis in 2010.

PROJECT REGISTER FOR 2010

PROJECT PROGRAMME	LOCATION	CONTRACT SUM GH¢	EXPENDITURE TO DATE	SOURCE OF FUNDS	START DATE	COMPLETION DATE	STATUS	CONTRACTOR
Spot improvement of Tamale Dungu - Sahakpaligu Feeder Roads (3.85Km)	Tamale	128,023.79		CBRDP	01/06/2010	06/12/2010	Completed	Maskat Enterprise P. O. Box 973, Tamale
Re- roofing of Silo at Kulaa in Tamale	Kulaa	2,370.49	2,188.74	DACF/IGF	17/03/10	21/03/10	Completed	Direct Labour
Support for Kpanvo Primary School	Kpanvo	3,537.75	3,537.75	DACF/IGF	06/04/2010	4/16/2010	Completed	Direct Labour
Rehabilitation of Fooshegu Clinic	Fooshegu	6,015.74	5,371.20	DACF/IGF	30/03/10	4/22/2010	Completed	Direct Labour
Connection of Electricity to Nyohini Clinic	Nyohini	3,086.90	2,085.00	DACF/IGF	22/03/10	4/30/2010	On-going	Direct Labour
Completion of Assembly Hall Complex	Tamale	1,353,053.76	171,330.30	DACF	18/01/2010	1/17/2011	On-going	Consar Limited P. O. Box 2035, Tamale
Reconstruction of a chain link fence at the land fill site	Gbalahi	49,073.93	49,073.93	DASCF	01/05/2010	6/1/2010	Completed	Direct Labour

Disilting of Gumani Storm Drain	Gumani	11,752.35		Road Fund	01/03/10	3/30/2010	Completed	Direct Labour
Rehabilitation of Grader	Tamale Metropolis	19,400.00	15,520.00	DACF	11/01/10	26/03.10	Completed	Oslim Const. Enterprise
Procurement and Supply 300 No. of 8 meter Low Voltage Wooden Treated Poles	Tamale Metropolis	90,000.00	90,000.00	DACF	01/06/2010	10/22/2010	Completed	Yak Believers Elect. & Supplies Gh. Ltd P. O. Box 156 ER Tamale
Construction of 1 No. 20 Seater Public Toilet at Ghana Secondary	Vittin/Kukuo, Tamale	44,960.86	41,713.67	DASCF	01/06/2010	7/18/2010	Completed	A. S. Nawuni Bini Co. Limited P. O. Box 2461 Tamale
Construction and Fencing of 1 No. 20 Seater Public Toilet	Koblimahagu	74,928.28	68,267.49	DASCF	01/06/2010	7/18/2010	Completed	H & J Batiticha Co. Limited P. O. Box 536 Tamale
Construction of 1 No. 6 Unit Classroom Block and Ancillary Facilities	Gumbihine / Dagbon Dabi Fong	150,020.25	53,282.70	GETFUND	05/08/2010	11/20/2010	On-going	Sugar Enterprise Box 436, Tamale
Construction of 1 No. 6 Unit Classroom Block and Ancillary Facilities	Jerigu	150,080.62		GETFUND	05/08/2010	11/20/2010	On-going	Haminsco Enterprise Box 1175, Tamale
Construction of 1 No. 6 Unit Classroom Block and Ancillary Facilities	Sagna	139,770.96		GETFUND	05/08/2010	11/20/2010	On-going	Meltiba Ent. Ltd. Box 431, Tamale

Construction of 1 No. 6 Unit Classroom Block and Ancillary Facilities	Yong - Duni	156,526.92		GETFUND	05/08/2010	11/20/2010	On-going	SMS Const. Ltd. Box 584, Tamale
Construction of 1 No. 6 Unit Classroom Block and Ancillary Facilities	Dalogyli	149,709.45		GETFUND	05/08/2010	11/20/2010	On-going	Might Ghana Limited Box 464, Kaneshie-Accra
Construction and Furnishing of 1 No. Central Resource Centre	Nyohini	235,298.25		NORPREP	10/25/2010	5/7/2011	On-going	Jilimah Co. Limited Box 1519 Tamale
Construction and Furnishing of 1 No. 3 Unit Classroom Block	Wayamba	61,468.65	11,534.72	NORPREP	18/08/2010	12/26/2010	On-going	Bomsheli Enterprise Box 1245, Tamale
Construction of 1 No. 3 Unit Classroom Block and Ancillary Facilities	Ambariya	85,243.41	20,545.48	GETFUND	30/08/2010	#VALUE!	On-going	MBO Company Ltd. Box 459, Tamale
Construction of 1 No. 6 Unit Classroom Block and Ancillary Facilities	Gumbihine North	149,492.10	37,059.00	GETFUND	30/08/2010	#VALUE!	On-going	MBO Company Ltd. Box 459, Tamale
Construction of 1 No. 10 Seater Public Toilet	Kakpagyili	30,262.02	4,539.30	MP's Reserve Fund/ TaMA	18/08/2010	3/2/2011	On-going	Might Ghana Limited Box 459, Tamale
Construction of 1 No. 10 Seater Public Toilet	Nalung	30,787.74	15,730.45	MP's Reserve Fund/ TaMA	18/08/2010	3/2/2011	On-going	H & J Batiticha Co. Ltd. Box 2461, Tamale
Renovation of Aboabo Meat Shop	Aboabo	60,592.93	17,650.20	DASCF	13/08/2010	2/25/2011	On-going	Sugar Enterprise Box 436, Tamale

Supply of Furniture	Tamale	9,064.00		DWAP				A. M. Habib Ent. Box 1735 Tamale
Construction of 1 No. 3 Unit Classroom Block and Ancillary Facilities	Buipela	58,516.50		DWAP				Basha and Sons Ltd. Box 318, Tamale
Construction of 1 No. 3 Unit Classroom Block and Ancillary Facilities	Dohinayili	58,624.48		DWAP				Yankazia Enterprise Box 584 Tamale
Construction of 1 No. 3 Unit Classroom Block and Ancillary Facilities	Garizegu	56,154.20		DWAP				Task Masters Co. Ltd. Box 34, Tamale
Construction of 1 No. 20 Seater Public Toilet	Gbolo	43,540.99		DWAP				CWM Equip & Const. Gh. Ltd.Box 2654, Tamale
Construction of 1 No. 6 Unit Classroom Block and Ancillary Facilities	Manguli Kukuo	135,520.84		HIPC	24/09/2010		On-going	Kulashiedow Co. Ltd. Box 1074 Tamale
Construction of 1 No. 6 Unit Classroom Block and Ancillary Facilities	Gurugu	165,554.14		GETFUND	26/11/2010			Kookoraz Enterprise Box 2707, Tamale
Construction of 1 No. 6 Unit Classroom Block and Ancillary Facilities	Yilonayili	179,425.94		GETFUND	26/11/2010			Savana Const. Co. Ltd. Box 276, Tamale

To fulfill its M&E functions, the MCPU shall perform the following roles and responsibilities:

1. Directly responsible for the development and implementation of the Metropolitan M&E plan.
2. Convene quarterly MMTDP performance review meetings with all stakeholders. It is important that representatives of the NDPC and RPCU attend the quarterly meeting.
3. Undertake periodic project site inspection
4. Liaise with RPCU to agree on goals and targets
5. Define indicators for measuring change, especially on gender equity and other cross-cutting themes in GSGDA, such as vulnerability, exclusion and social protection.
6. Collect and collate feedback from the sub-Metropolitan level for preparation of the Metropolitan APR.
7. Facilitate dissemination and public awareness creation on GSGDA, the Annual Progress Reports and other documents from NDPC at Metropolitan and Sub-Metropolitan levels.
8. Provide Metropolitan Annual Progress Reports
9. Conduct Mid-term and Terminal Evaluation of the MMTDP.

Box 1: MEMBERS OF THE METROPOLITAN PLANNING COORDINATING UNIT

1	METROPOLITAN CO-ORDINATING DIRECTOR
2	METROPOLITAN PLANNING OFFICER
3	METROPOLITAN BUDGET OFFICER
4	METROPOLITAN FINANCE OFFICER
5	METROPOLITAN DIRECTOR OF HEALTH
6	METROPOLITAN DIRECTOR OF EDUCATION
7	METROPOLITAN DIRECTOR OF AGRICULTURE
8	METROPOLITAN DIRECTOR OF SOCIAL WELFARE OR COMMUNITY DEV'T
9	METROPOLITAN PHYSICAL PLANNING OFFICER
10	METROPOLITAN WORKS ENGINEER
11	METROPOLITAN HEAD OF WASTE MANAGEMENT
12	METROPOLITAN GENDER DESK OFFICER
13	NOMINEE OF THE METROPOLITAN ASSEMBLY

2.3 TRADITIONAL AUTHORITIES (TAs AND CSOs)

Traditional Authorities and Civil Society Organizations (NGOs, CBOs, Voluntary, Professionals and Religious Associations, etc) have a major role to play in the monitoring and evaluation of the MMTDP. The participation of TAs and CSOs in the MMTDP monitoring can add real value to the process itself and its policy outcomes. Firstly, TAs, and CSOs have contacts with the grassroots and are therefore well positioned to express the views and experiences of people whose needs the MMTDP aim to address. Despite the limitation of information gathering and analytical base, TAs and CSOs can contribute to hold DAs more accountable and responsible for the delivery of goods and services as well as exposing malpractices, corruption and choices

which do not benefit those whose needs the MMTDP are supposed to address. TAs and CSOs should therefore be involved in the various steps of preparing the M&E plan and its implementation.

2.4 THE ROLE OF DEVELOPMENT PARTNERS

Development Partners (DPs) can play a significant role in shaping and enhancing M&E at the Metropolitan level. Specifically, DPs could:

1. Strengthen Metropolitan level institutional framework for evidence based planning, monitoring and evaluation.
2. Shift from the heavy reliance on consultants and project monitoring towards support for the preparation and implementation of the Metropolitan M&E plan.
3. Assist DAs to develop efficient information and reporting system and reduce support for separate, additional monitoring and reporting procedures.

LEVEL OF IMPLEMENTATION OF MMTDP 2010-2013

Though the MMTDP 2010-2013 is yet to be approved by the NDPC, the Metropolitan Assembly has commenced the implementation of projects/ activities contained in the plan. What has been implemented so far is put under the seven thematic areas of the Ghana Shared Growth and Development Agenda(GSGDA).

HUMAN RESOURCE

❖ EDUCATION

❖ HEALTH

❖ WATER AND SANITATION

❖ GOOD GOVERNANCE AND CIVIC RESPONSIBILITIES

Under this thematic pillar the Metropolitan Assembly has provided its three sub-metros with the following:

- a. Capacity Building
- b. Office Facilities

❖ PRIVATE SECTOR COMPETITIVENESS

Some projects were also implemented under this thematic area.

- a. A number of feeder roads have been rehabilitated to ease free movement of goods and people.
- b. Some registered companies have entered into agreement with the Assembly to collect revenue for the Assembly.
- c. A number of cell-phone companies have been given permit to install mast in the Metropolis

CHAPTER THREE

MONITORING AND EVALUATION ACTIVITIES

3.0 Stakeholders Analysis

The Metropolitan Assembly has conducted its Stakeholders analysis to determine the various stakeholders with regard to M&E plan preparation. The following were identified during the analysis.

M&E STAKEHOLDERS AND THEIR NEEDS

STAKEHOLDERS	INFORMATION NEEDS/ RESPONSIBILITIES
1. Government Policy and Decision Makers	Policy Formulation
2. Local Community	To Demand Accountability and support data collection
3. Metropolitan Assembly/Assembly Members	Policy formulation and Development planning
4. Regional Coordinating Council	Policy, planning and development coordination
5. Department and Agencies	Policy Formulation and Coordination
6. Parliament/ members of parliament	To brief Constituents on Policy Issues
7. Political Parties	To evaluate performance of government
8. Development Partners	To monitor utilization of fund inflow
9. Researchers/Institutions	Input for research
10. Media	Information to the general public
11. Civil Society Groups(NGOs, CSOs, TAs, people with disabilities etc)	To demand accountability and transparency, information dissemination and advocacy.

3.1 METROPOLITAN CAPACITY AND OTHER CONDITIONS.

ISSUES/ SOLUTIONS	
MMTDP	<p>1. The Metropolitan Assembly has prepared the MMTDP 2010-2013 which is yet to be approved.</p> <p>2.The Monitoring Team has no vehicle for monitoring</p>
Human Resource Available	<p>1. All the 16 members of expanded MPCU are available. Capacities of the officers vary and training is needed in M&E for most of the members</p> <p>2. Most of the Team members are Degree Holders in Various fields with much experience. Training is needed in the following fields: Monitoring and Evaluation, Development Planning, Database management and other computer programmes and facilitation skills.</p> <p>3. The entire core of MCPU members are well qualified and are at post in the Metropolitan Assembly. Some important equipment will be needed as well as courses E.g. M&E, Database Management and Computer courses.</p>
Logistics	<p>The following equipment are needed: Vehicles (two pick up), Two lap top computers, two digital cameras, four pen-drives, giant stapler, office stapler, two HP printers, cabinet, one air conditioner, binding machine, lamination machine, one scanner, photocopier and office space.</p>
Recommendations	<p>The items listed above must be provided to motivate the team. The training needs must also be taken into account.</p>

3.2 METROPOLITAN M & E MATRIX

MMTDP Goal:						
GSGDA POLICY OBJECTIVE TO LINK:						
Objective 1						
Indicators	Indicator Type	Baseline 2009	Target 2010-2013	Data Source	Monitoring Frequency	Responsibility

3.3 METROPOLITAN M&E CALENDAR

Below is the M&E calendar with activities planned to be undertaken. With available resources and funds, the team will carry out the activities which will help determine the level of implementation and impact.

ACTIVITIES	TIME FRAME				ACTORS	BUDGET GH ¢
	2010	2011	2013	2014		
					MPCU	
MMTDP Evaluation					MPCU	
MMTDP Mid- term Evaluation					MPCU	
Annual Progress Review Workshop	Jan	Jan	Jan	Jan	MPCU	
Annual Progress Report	Feb.	Feb.	Feb.	Feb.	MPCU	
Dissemination	May	May	May	May	MPCU	

Midyear review workshops	July	July	July	July	MPCU	
Submission of Midyear review reports	August	August	August	August	MPCU	
Quarterly Review Meetings with Partners					MPCU	
Quarterly Field Visits						

3.5 DATA COLLECTION

Data will be collected on all the sectors in the Metropolis. Qualitative and quantitative data on programmes and projects will be collected from both primary and secondary sources. There shall be data of all ongoing programmes and projects in the District. This data will be up-dated regularly with details of each activity with regards to start time, costs, location, source of funding, expected completion date, status of project etc. The data shall include: process data; input data; output data and outcome data. There will also be a validation forum where all stakeholders in the Metropolis will discuss and deliberate to eliminate errors, deviations and inconsistencies that might be inherent the data collected before collation.

Below is a table for primary data sources.

Programmes/ Project Report Format:

1	Program/project name	Connection of Electricity to Nyohini Clinic
2	GSGDA Thematic Area
3	Sector	Health
4	Project Description	
5	Project location	Nyohini
6	Contractor	Direct Labour
7	Source of funding	DACF/IGF
8	Date Started	22/03/10

9	Expected Completion Date	4/30/2010
10	Contract sum	GHc 3,086.90
11	Expenditure to date	GHc 2,085.00
12	Project implementation status	On-going
13	Remarks	May be completed within the planned period.

❖ **Primary Data**

The primary data will be collected and will be classified according to their nature depending on what they are intended to show or imply. The data that will be collected will be mainly on programmes/projects such as National Health Insurance Scheme, school feeding programme, HIV/AIDS, Immunisation programmes, National Youth employment programme, revenue mobilisation programme, agriculture projects, Capitation Grant, NGOs and CSOs programmes and other programmes/projects.

❖ **SECONDARY DATA**

Secondary Data will also be collected for the purposes of the M&E Plan. The sources include NGOs GES, MOFA, GHS etc.

3.6 DATA ANALYSIS AND USE OF THE RESULTS

The Data collected would be analyzed for the preparation of the M&E Plan. The Metropolitan Assembly is ready to sponsor some of the MPCU members (Core Members) to be trained in the use of SPSS Statistical software for the scientific analysis of the data that will be collected in the future. This will help easy interpretation by all stakeholders and make dissemination fruitful.

The analysis will be based on the indicators (data) which will help reveal whether the Metropolitan Assembly will be able to achieve the goal set in the MMTDP. It will also point to the location where weaknesses are and to be addressed. This will afford the Metropolitan Assembly to plan and avoid problems in the future.

REPORTING

Monitoring Reports will be prepared after the monitoring exercise from the field where data is collected for the report.

The monitoring report will be prepared using the format below:

1. **TITLE PAGE:** it will contain the name of the Metropolitan Assembly and time period for the M & E report.

2. INTRODUCTION: purpose of the M & E report, processes involved, difficulties encountered and status of implementation of MMTDP.
3. M & E ACTIVITIES REPORT: Programmes/ Projects status for the quarter or year, update on disbursement from funding sources, update on critical development and poverty issues and participatory M & E and other studies.
4. THE WAY FORWARD: Key issues addressed and those yet to be addressed and recommendations.

The report produced will be discussed with all the stakeholders and disseminated to all the relevant Agencies, Departments and NGOs. Some reports will be quarterly based, some Mid-term and Annual reports on all the activities of the MMTDP

3.7 DISSEMINATION STRATEGY

The dissemination of the reports will be done in consultation with all the stakeholders. Copies of the M & E reports of all periods will be sent to RPCU, NDPC, MDAs and other stakeholders. Some of the reports will be aired on the local Fm Station so that the community members will understand how programmes and projects are impacting their lives and, the problems of implementation.

Part of the Strategy is to hold community fora with Traditional Authorities and other meetings at central points to make known some pertinent findings in the report. Finally, feedback mechanism to help address the negative findings and problems are considered in the document.

3.8 M & E BUDGET

To carryout Monitoring and Evaluation activities, sufficient resources are needed. There is the need to adequately budget for it. Below is the Budget for the M&E of the MMTDP 2010-2013.

MONITORING AND EVALUATION BUDGET

N O	M&E ACTIVITY	TIME FRAME				RESPONSIB ILITY	UNIT PRICE	FREQ	AMOUNT
		2010	2011	2012	2013				
1	Quarterly monitoring visits	✓	✓	✓	✓	M&E Team			
2	Organize quarterly review meetings	✓	✓	✓	✓	MPCU			
3	Organize midyear Review meetings	✓	✓	✓	✓	MPCU			
4	Organize annual review workshops	✓	✓	✓	✓	MPCU			
5	Dissemination of M&E Reports	✓	✓	✓	✓	MPCU			

6	Capacity building of MPCU members on participatory monitoring and evaluation			✓		MPCU			
7	Training of MPCU members on data management on M&E			✓		MPCU			
8	Contingency								
	GRAND TOTAL								

DETAILED BUDGET

Input	Unit	QTY	Unit cost Ghc	Amount
Hiring of Venue	Hall for Meeting			
Note Pad	Bundle			
Markers	Packet			
Exercise Book	Pieces			
Pen	Pieces			
A4 Paper	Ream			
Office Equipment	Desktop Computer			
	Laptop Computer			
	Photocopier	1		
	Giant Stapler	1		
	Tables and Chairs	1		
	Cabinet	1		
	Flip Chart Stand	1		
	Digital Camera			
Resource Person's Fee	Facilitator Days			
Sitting Allowance/T&T	Officers 16			
Total				

3.9 EVALUATION

DEVELOPMENT EVALUATION

The Metropolitan Assembly will evaluate the impact of the projects implemented in the planned period to determine impact on the lives of the people. This will be done by conducting Mid-Term and Terminal Evaluations of the Metropolitan Medium Term Development Plan (2010-2013).

The MPCU will also study the performance of all projects when completed to determine whether the interventions have achieved their original objectives and assess the overall changes by the interventions. These evaluations will serve to improve management and provide insights for effective programme and project designs and implementation.

The Metropolitan Assembly in addition, will undertake or commission other studies to generate more information on the implementation of the programmes and the projects. These are the types of studies to be undertaken if necessary:

1. Strategic Evaluation
2. Impact Assessments
3. Metropolitan Poverty Profiling And Mapping
4. Thematic Evaluation

5. Beneficiary Assessments

PARTICIPATORY M&E

The Metropolitan Assembly plans to carry out detailed participatory M&E assessment by involving all the stakeholders including the beneficiary communities. They will be involved in coming out with what type of tools or indicators to use.

This activity will help promote strong ties of partnership between the Metropolitan Assembly and Civil Society Organizations (NGOs and CBOs). The result of this is to build trust among the various stakeholders.

These are some of the tools that will be used for the studies:

1. Citizen Report Cards
2. Community Score Cards
3. Focus Group Discussion
4. Observations