



Restoring Hopes, Inspiring Actions, Transforming Lives !!!

Christian Action for Relief and Development

CARD'S

Monitoring & Evaluation Plan

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1 Introduction

1.1 Purpose of this plan

1.2 Project summary

Title	
Starting Date	
Duration	
Target Area	
Beneficiaries	
Cost	
Funding Source	
Goal	

2 Logical Framework

	PROJECT SUMMARY	INDICATORS	MEANS OF VERIFICATION	RISKS / ASSUMPTIONS
Goal				
Outcomes				
Outputs				
Activities				

3 monitoring and evaluation plan

Activity	Indicator	Purpose	Output/ Outcome	Baseline	Target	Data Collection/ Source	Tools	Frequency	Responsible Persons

Monitoring Criteria

Monitoring and Evaluation Criteria	Indicator
Relevant The appropriateness of project objectives to the problems that it was supposed to address, and to the physical and policy environment within which it operated, including an assessment of the quality of project preparation and design – i.e. the logic and completeness of the project planning process, and the internal logic and coherence of the project design.	To what extent are the program’s objectives pertinent to the evolving needs and priorities of the target beneficiaries both at national and donor levels?
Efficiency The fact that the Results have been achieved at reasonable cost, i.e. how well inputs/means have been converted into Results, in terms of quality, quantity and time, and the quality of the Results achieved. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.	How economically have the various inputs been converted into outputs, results and outcomes during the project implementation?
Utility (impact) The effect of the project on its wider environment, and its contribution to the wider sectoral objectives summarised in the project’s Overall Objectives, and on the achievement of the overarching policy	How do the program’s results and outcomes compare with the needs of the target population?

objectives of the CARD/Donor	
Sustainability	
An assessment of the likelihood of benefits produced by the project to continue to flow after external funding has ended, and with particular reference to factors of ownership by beneficiaries, policy support, economic and financial factors, socio-cultural aspects, gender equality, appropriate technology, environmental aspects, and institutional and management capacity.	How do the programme's results and outcomes compare with the needs of the target population? Or To what extent can the positive changes be expected to last after the program has been terminated?
Effectiveness	
An assessment of the contribution made by Results to achievement of the Project Purpose, and how Assumptions have affected project achievements	To what extent can the positive changes be expected to last after the programme has been terminated? Alternatively How far have the program's results and outcomes contributed to achieving its specific and general objectives

M&E Data Collection Tools

The information from these forms is intended to be used by the CARD M& E Officer to monitor activities and benchmarks of the project. These forms are useful for identifying areas of weakness and strength, as well as, for creating quarterly and annual reports.

Tool 1a: Inventory of project inputs to target households (to be completed by the extension worker)

Name of group	
Name of payam	
Name of Boma	
Reporting quarter/Season	
Year	
Date	

Code	Name of Beneficiary	Seeds and planting materials											Tools				animals
		Sorghum	maize	cassava	groundnuts	okra	tomatoes	cabbage	Eggplant	onions	pumpkin	cucumber	Hand hoes	axe	maloda	Watering cans	

Name of data collector:

Tool 1b: Inventory of project training to target households (to be completed by the extension worker)

Name of group	
Name of payam	
Name of Boma	
Reporting quarter/Season	
Year	
Date	

Code	Name of Beneficiary	Topics covered															
		1	2	3	4	5	6	7	8	9	10	11	12	13			

Key

Topic number	Topic	Topic number	Topic
1	Land preparation (considering three steps)	8	Importance of timely harvest
2	Planting (considering spacing per crop)	9	Importance of drying
3	Crop protection (timely weeding, ..)	10	Seeds selection criteria
4	Garden monitoring	11	How to establish a quality store
5	Types of soil suitable for crop varieties	12	How to use income obtained from production
6	Duration to reach maturity per crop	13	
7	Seasonal calendar		

Name of data collector:

Tool 1c: Inventory of project benefits/inputs to demo plots (to be completed by the extension worker)

Name of group	
Name of payam	
Name of Boma	
Reporting quarter/Season	
Year	
Date	

Code	Name of demo plot	Seeds							Tools							
		okra	tomatoes	cabbage	Egg plant	Onions	pumpkin	cucumber	Wheel barrows	axe	spade	rake	machete	Hand hoe	maloda	Watering cans

Name of data collector:

Tool 2: Acreage cleared and planted with crops (to be completed by the extension worker)

Name of group	
Name of payam	
Name of Boma	
Reporting quarter/Season	
Year	
Date	

Code	Name of Beneficiary	sorghum	Maize	beans	Ground nuts	okra	tomatoes	cassava	pumpkin	onions	cucumber	Egg plant	cabbage	Other

Recorder Name:

Tool 3: Amount harvested per crop (to be completed by the extension worker)

Name of group	
Name of payam	
Name of Boma	
Reporting quarter/Season	
Year	
Date	

Code	Name of Beneficiary	sorghum	Maize	beans	Ground nuts	okra	tomatoes	cassava	Pumpkin	onions	cucumber	Eggplant	Cabbage	Other

Recorder name:

Tool 4: Amount of harvested crop given back to group (to be completed by the extension worker)

Name of group	
Name of payam	
Name of Boma	
Reporting quarter/Season	
Year	
Date	

Code	Name of Beneficiary	sorghum	Maize	beans	Ground nuts	okr a	tomatoes	cassav a	Pum pkin	onion s	cucu mber	Eggpl ant	Cabbage	Other

Recorder name:

Tool 5a: Training Log for Horticulture Groups and CBOs (to be completed by the community facilitator)

Dates:	Instructor(s):	Topics/Modules covered	
Location: Payam Boma		Land clearance and preparation of gardens Nursery bed establishment Planting seeds How to apply manure Watering crops How to detect crop diseases Turning up of soil in nursery beds	How to transplant How to space while transplanting How to mulch Systems and materials used in pruning
Training materials used:	Other staff:		

Demographics								Attendance				
Name	Physical address	Sex	Age	marital status	education level	Occupation	Village position	Day 1	Day 2	Day 3	Day 4	Day 5

Issues raised/Comments:

Recorder name:

Tool 5b: Training Log for Poultry Groups and CBOs (to be completed by the community facilitator)

Dates:	Instructor(s):	Topics/Modules covered	
Location: Payam Boma		How to distinguish between a sick and healthy chicken Feeds to give to poultry Types of houses required	
Training materials used:	Other staff:	Types of chicken (layers and broilers) Types of diseases and treatment Benefits of poultry rearing	

Demographics								Attendance				
Name	Physical address	Sex	Age	marital status	education level	Occupation	Village position	Day 1	Day 2	Day 3	Day 4	Day 5

Issues raised/Comments:

Tool 6: Monitoring Food Security and Livelihood Project Activities (to be completed by project Manager)

Name of implementing partner	
Reporting quarter/Season	
Year	
Date	

Result area	Intervention Logic	item/area of concern	Previous season	this season/quarter	grand total to date	Observations
Result area 1	Increased production of staple crops among rural target group Farmers groups include animal ploughing	Number of new farmer groups formed				
		Total number of group members				
		Number of farmer groups trained				
		Number of group members trained				
		Number and types of tools distributed to households				
		Hand hoes				
		Axes				
		Maloda				
		Watering cans				
		Number of farmers that received tools				
		Number and type of tools distributed to demonstration plots				
		Hand hoes				
		Axes				
		Maloda				
		Watering cans				
		Wheel barrow				
		Spades				
Number of demonstration plots that received tools						

Result area	Intervention Logic	item/area of concern	Previous season	this season/quarter	grand total to date	Observations
		Amount and types of seeds distributed to farmers				
		Sorghum (kg)				
		Maize (kg)				
		Cassava (kg)				
		Groundnuts (kg)				
		Okra (kg)				
		Tomatoes (kg)				
		Cabbage (kg)				
		Egg plant (kg)				
		Onions (kg)				
		Pumpkins (kg)				
		Cucumber (kg)				
		Number of farmers that received seeds				
		Amount and types of seeds for horticulture distributed to Demonstration plots				
		Okra (kg)				
		Tomatoes (kg)				
		Cabbage (kg)				
		Egg plant (kg)				
		Onions (kg)				
		Pumpkins (kg)				
		Cucumber (kg)				
		Number of demonstration plots that received seeds for horticulture				
		Number of demonstration plots that received cassava cuttings				
		Number of acres/fedans opened by farmers				
		Number of acres/fedans planted with crops by farmers				
		Number of farmers trained in animal traction				
		Number of farmers using animal traction for ploughing				

Result area	Intervention Logic	item/area of concern	Previous season	this season/quarter	grand total to date	Observations
		Number of target households that produced enough food for the family for a year				
		Number of target households that produced enough food for the family and surplus for sale				
		Amount of SS pounds earned from sale of surplus food				
		Number of households that have not yet produced enough food to take the family for a year				
		Amount and types of crops harvested				
		Sorghum (kg)				
		Maize (kg)				
		Cassava (kg)				
		Groundnuts (kg)				
		Okra (kg)				
		Tomatoes (kg)				
		Cabbage (kg)				
		Egg plant (kg)				
		Onions (kg)				
		Pumpkins (kg)				
Cucumber (kg)						
Result area 2	Increased agricultural diversification among target group IDP/returnee	Number of households that established kitchen gardens				
		Number of households trained in poultry keeping				
		Number of households trained in horticulture				
		Number of households supported with tools and seeds for horticulture				
		Number of households supported with poultry inputs				
		Number of households rearing poultry				
		Number of demonstration plots established				

Result area	Intervention Logic	item/area of concern	Previous season	this season/quarter	grand total to date	Observations
		for horticulture				
		Number of nutrition awareness and sensitization meetings held				
		Number of people that attended the nutrition awareness and sensitization meetings				
		Number of savings schemes set up and supported				
Result area 3	Improved marketing system in place in target areas	Number of market committees formed				
		Committee composition by gender --Number of men --Number of women				
		Number of market committees trained in business and marketing skills				
		Number of market information products developed				
		Number of market information products disseminated				
		Number of information boards set up				
		Number of farmers visiting the information boards to seek information on prices				
Result area 4		Number of CBOs whose organizational capacity was assessed				
		Number of CBOs with developed capacity building plans				
		Number of CBOs whose capacity was built				
		Number of				

