



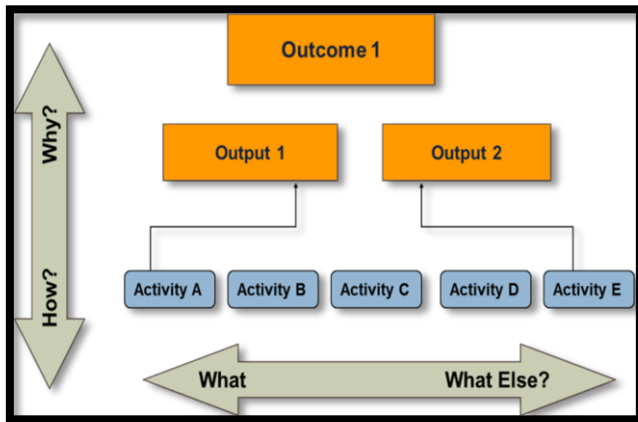
## i-TEC SUPPORT TO THE DESIGN OF AN M&E SYSTEM OF A PROJECT

### STEP 1: FORMULATING A STRATEGY

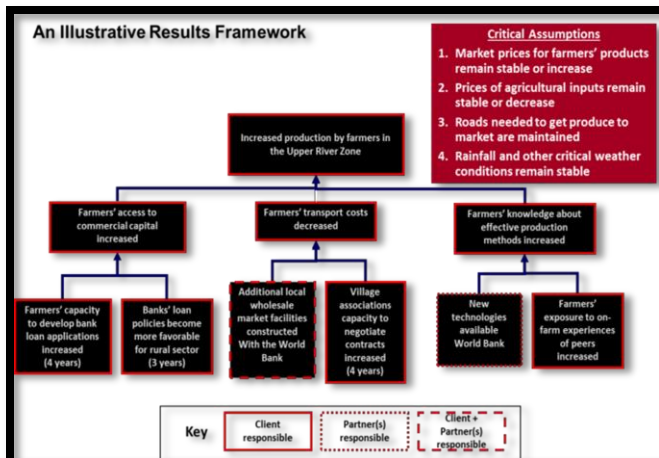
- i-TEC provides technical assistance to assess whether the client's strategy is based upon a sound development hypothesis that describes the theory of change, logic, and causal relationships between the different results levels to achieve their long-term goals.

### STEP 2: BUILDING A LOGICAL FRAMEWORK

- This involves assisting the client to identify strategic elements (**inputs, outputs, outcomes, impact**) and their causal relationships toward project objectives or goals.

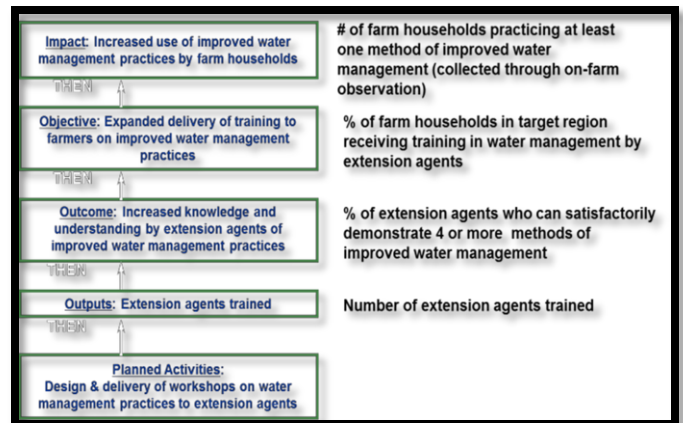


- The cause and effect linkages are typically displayed in a **RESULTS FRAMEWORK**.



### STEP 3: FORMULATION OF PERFORMANCE INDICATORS

- After articulating the intended results, we assist the client in formulating the right performance indicators to measure those results. In addition, it's important to identify the assumptions or risks that may influence success and failure of achieving the results.



### STEP 4: BUILDING AN M&E SYSTEM

- Define data collection methods
  - Design data collection tools
  - Establish baseline data
  - Set performance targets
  - Develop work plan
  - Develop an M&E system/database to store indicators, baseline data, targets, and new data
  - Develop a systematic process to ensure data quality
  - Design a system for reporting
- Note: The M&E System could be manual or automated.**

For example, i-TEC support to the "Net Tunnel Project" funded by the Bill and Melinda Gates Foundation (BMGF) that is

implemented in Uganda and Tanzania, entailed two stages. The first phase required developing individual partner sheets for reporting, while the second phase consisted of automating the M&E system to automatically aggregate data from all the partners.

### A) Manual M&E System in Excel

- Partner Data Collection Template

Performance Monitoring Indicators - by PARTNER										
RESULTS	UNIT OF MEASURE	DISAGGREGATION	DATA COLLECTION METHOD	YEAR 1 ACTUAL				2014 TARGET	2014 ACTUAL	% ACHIEVED (Actual/Target)*100
				Q1	Q2	Q3	Q4			
Objective 4: Build the technical and commercial capacities of pre-basic (breeder) and basic (foundation) sweetpotato planting material producers										
Outcome 4.2: Improved capacity of researchers to produce disease free planting materials										
1. Percentage increase in researchers and technicians with the capacity to produce virus free planting material										
2. Percentage reduction in materials sourced from private TC labs for pre and post flask planting management										
Output 4.2.1: 3 men and 3 women trained in pre and post flask management for Sweet Potato materials										
1. Number of men and women trained in pre and post flask management for Sweet potato materials	By Sex									
	Male									
	Female									

### B) SIMPLE DATA AUTOMATION ACROSS PARTNERS = ROLL UP OF DATA IN M&E SYSTEM

- For automating the data aggregation process across partners, i-TEC used programming to generate one "Roll up Sheet" for use by the project M&E staff, which can easily be used for reporting.

	Target Numerator Year II	Target Denominator Year II	Target (%)	Sem I Actual Numerator Year II	Sem I Actual Denominator Year II	Sem I (%)	QIII Actual Numerator Year II	QIV Actual Numerator Year II	Annual Actual Numerator Year II	Annual Actual Denominator Year II	Annual Performance (%)
Objective 1: Understanding existing sweetpotato seed system, including identifying most popular sweetpotato varieties & landraces and existing multipliers serving their community											
Percent of farmers using clean planting material											
	759	1510	50%	652	1510	43%	462	168	1282	1510	85%
LZARDI	235	454	52%	217	454	48%	145	67	429	454	94%
NACCRI	254	605	42%	237	605	39%	197	31	465	605	77%
ZARI	270	451	60%	198	451	44%	120	70	388	451	86%
Disease prevalence rate in intervention areas (Villages)											
	675	1655	41%	634	1655	38%	438	146	1218	1655	74%
LZARDI	256	589	43%	256	589	43%	145	34	435	589	74%
NACCRI	197	564	35%	216	564	38%	132	82	430	564	76%
ZARI	222	502	44%	162	502	32%	161	30	353	502	70%
Number of existing commercially oriented vine multipliers and their seed sources identified in target											
	39			23			10	13	46		118%
LZARDI	39			23			10	13	46		118%
Number of farmers growing preferred varieties											
	91			63			31	29	123		135%
LZARDI	26			18			10	9	37		142%
NACCRI	30			26			11	11	48		160%
ZARI	35			19			10	9	38		109%

- i-TEC has also automated the M&E System of the 'Yam Improvement for Incomes and Food Security in West Africa, YIIFSWA project' funded by BMGF and implemented in Nigeria and Ghana. YIIFSWA Partners collect and submit M&E data using programmed tablets which is then automatically aggregated.

### C) SCREENSHOT FROM A WEB-BASED DATABASE SYSTEM

- For clients like USAID that normally support many implementing partners ranging from 20 to 100, i-TEC can work in partnership with database firms (e.g., Hennice) to create a web-based database system.

### CONTACT INFORMATION

i-Train and Evaluate Center (i-TEC)  
 Lugogo House, 3<sup>rd</sup> Floor, Block B  
 Plot 42 Lugogo Bypass,  
 P.O. Box 918, Kampala, Uganda  
 Tel: 256- 772-193860 / 256-789-802043  
 Email: [info@evaltrain.com](mailto:info@evaltrain.com)  
 Website: [www.evaltrain.com](http://www.evaltrain.com)

