

# Welcome

ASIA REGIONAL  
**KNOWLEDGE  
SHARING  
MEETING** March 3 - 5, 2015  
Dhaka, Bangladesh

**LEARNING  
FROM THE PAST  
SHAPING  
THE FUTURE**

**Annual / Routine Monitoring Plans:  
Experiences from the Field**





# Annual / Routine Monitoring Plans: Experiences from the Field

of

## Bangladesh MYAPs

CARE - SHOUHARDO II, Save the Children - Nobo Jibon and PROSHAR - ACDI/VOCA  
Presenters:

AKM Abdul Wadud, Toufique Ahmed & Rozena Begum

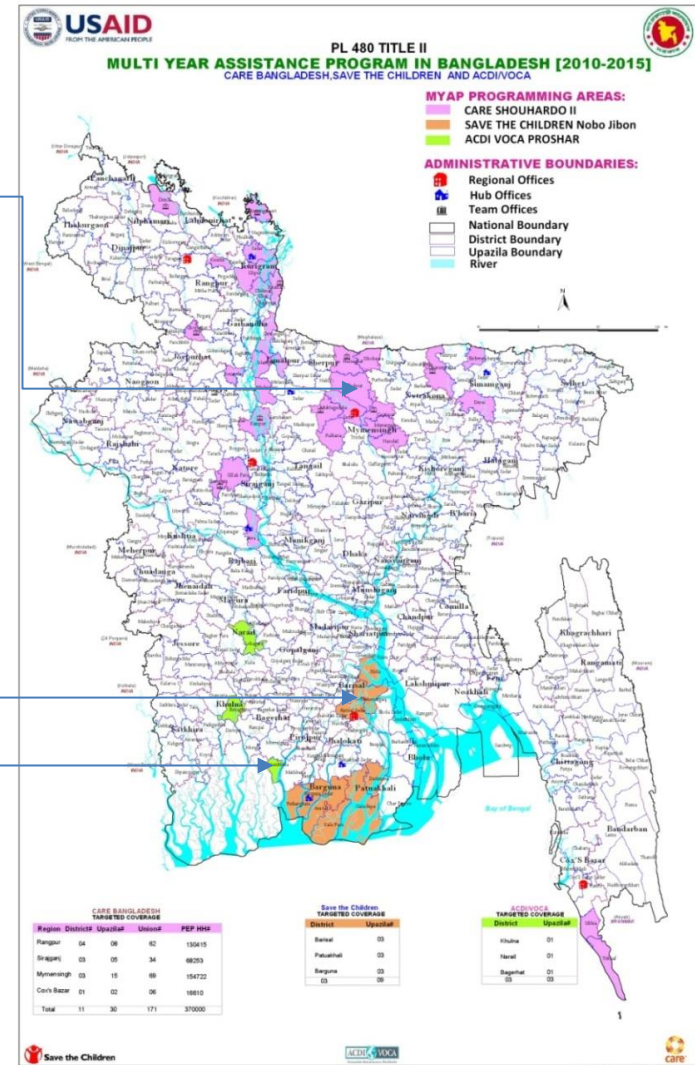


# Three Title II MYAPs in Bangladesh

- **CARE/SHOUHARDO II** program working with the GoB and local and international partners in 11 districts in the North Char, Mid Char, Haor, and Coastal Regions impacting 1.85 million poor people.

- **Save the Children/Nobo Jibon** program working with the GoB and local partners in 3 districts of Barisal Division and impacting up to 1 million poor people.

- **ACDIVOCA/PROSHAR** working with USAID, GoB and international and local partners in 3 districts in Khulna Division and impacting up to half million people.



# Title II Programs in Bangladesh

Goal and Objectives	Nobo Jibon	PROSHAR	SHOUHARDO II
<p><b>Goal:</b> <i>(Intended to reduce food insecurity among vulnerable populations)</i></p>	<p>Reduce food insecurity and vulnerability for 191,000 households (or nearly 1 million people) in nine Upazilas of Barisal Division over five years</p>	<p>Reduce Food Insecurity Among Vulnerable Rural Population in 3 Select Upazilas in Khulna Division</p>	<p>Transform the lives of 370,000 Poor and Extreme Poor (PEP) households in 11 of the poorest and most marginalized districts in Bangladesh by reducing their vulnerability to food insecurity</p>
<p><b>Objective:</b> <i>(Increasing the incomes of poor and extremely poor households)</i></p>	<p>Poor &amp; extremely poor households have increased production and income</p>	<p>Incomes and access to food of poor and ultra poor households improved</p>	<ul style="list-style-type: none"> <li>•"Availability of" and "access to" nutritious foods enhanced and protected for 370,000 poor &amp; extreme poor (PEP)</li> <li>•Local elected bodies and government service providers responsiveness and accountability to the poor &amp; extreme poor (PEP) increased</li> </ul>

# Title II Programs in Bangladesh- Contd

Goal and Objectives	Nobo Jibon	PROSHAR	SHOUHARDO II
<p><b>Objective:</b> <i>(Reducing chronic malnutrition among children &lt; 5)</i></p>	<p>Improved health and nutritional status of children less than five years of age and pregnant/lactating women</p>	<p>Health of pregnant and lactating women (PLW) and children under 5 (with particular attention to children under 2) improved.</p>	<ul style="list-style-type: none"> <li>•PEP women and adolescent girls empowered in their families, communities and Union Parishad</li> <li>•Improved health, hygiene and nutrition status of 176,706 children under 2 years of age</li> </ul>
<p><b>Objective:</b> <i>(Disaster Climatic Risk Management)</i></p>	<p>Households in targeted communities protect their lives and assets and quickly resume livelihood activities following natural disasters</p>	<p>Institutions and households prepared to respond effectively to shocks</p>	<p>Targeted community members and government institutions are better prepared for, mitigate, and respond to disasters and adapt to climate change</p>

# Key Purpose/ objectives

- Balancing requirements of the projects and donor
- capture timely field-level data on periodic progress and success
- transform data to information
- Informed management decision - influence project direction, fine tuned and planning
- ultimately, information so gathered and shared can inform operational teams and investment decisions as well as policy in long run
- assist community members/ groups and VDCs to better manage their own information and planning

# Approach

- Design a comprehensive annual/ routine monitoring and apply in real field
- Ensure consistency and quality across
- Reconstitute based on practical experience and need
- Quantitative and Qualitative
- Census, Probability & Purposive Sampling
- Apply process that captures data from primary sources
- Participatory approaches (Only CARE)

# Data Collection Instruments /Tools

- Master database for eligible beneficiary households
- Quantitative tool
- Process monitoring tool
- Health/ Nutrition Cards
- Volunteers Diary
- VDC Records/ Community Registers
- PRA

**Through Electronic & Paper based**



# Data Collection Instruments /Tools – Contd.

- Service Records
  - McAID (Nobo Jibon & PROSHAR)
  - SHOUHARDO II:
    - Beneficiary Tracking System (BTS)
    - Key Information Tracking Sheets (KITS)
    - Master Roll
    - Training attendance

Through Electronic & Paper-based

# Frequency & Timing

- **Varies largely**
  - based on the purpose, indicators and type of interventions
- **Very short intervals - event based**
- **Fortnightly**
- **Monthly**
- **Quarterly**
- **Semi-Annual**
- **Annual**
- **Need based**

# Data Processing and Analyzing...

- Computing
- Use statistical software
- Cross-checking
- Share backbone data sets and preliminary outputs/ results
- Workshop
- Validate at various level including primary source (sample/ non-bias)

# Data Processing & Analyzing – Contd.

- Hard to soft (electronic)
- PDA/ electronic Workshop
- Thorough and Systematic Analyses
  - Results – aggregated and disaggregated by key attribute
  - Comparison
  - Deviation and Reasons

# Data Processing & Analyzing – Contd.

- Share backbone data sets and preliminary outputs/ results
  - Hub/ Team
  - Regional
  - HQ
  - Community/ VDC
- Validate systematically at various level – lab test/ clinically
- Improving data quality, better utilization and planning

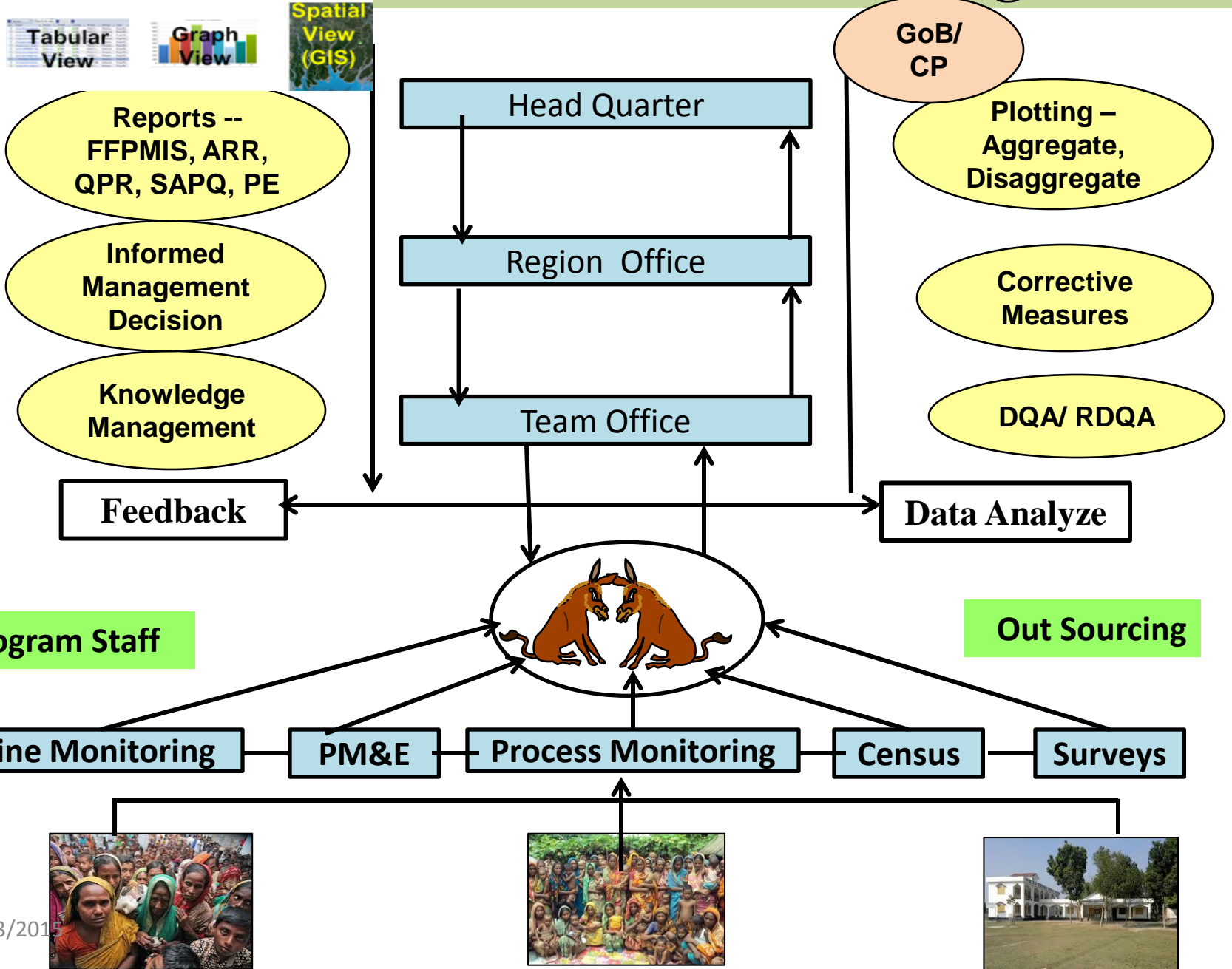
# Summarizing and Utilization

- Generate outputs (data tables, chart, graph) following standards procedure
- Track the progress
- Deviation and corrective measures
- Use results for informed management decision and planning
- Cross learning
- Reporting ++

# Roles and Responsibilities

- **Technical**
- **Managerial**
- **Frontline**
- **Volunteer**
- **Community/VDC**

# Information Flow & Data Management





# **maintenance of databases**

## **- archive/ stock taking**

Depends on...

- Types
- Annual Monitoring
- Routine monitoring
- MBL, Muster Roll, Training records – service delivery
- PRA exercises
- HQ, Regional Offices, PNGO & community
- Data safe guarding

# Key Strength/Benefit

- Comprehensive data management
- Direct engagement from program staff to community
- External + internal
- Analysis from ground to top
- Beneficiaries tracking system by using electronic devices (customized software)
- Mixing of Quant + Qual
- Composite scoring
- Community Action Plan and routine monitoring
- GMP / field diary
- Village grading
- Institutional assessment
- Data utilization for Informed management decision towards Programme quality

# Few Challenges and Limitations

- Staff turnover
- Low market competitive package to attract qualified M&E experts
- Sampling for representation of all category of beneficiaries
- Yet some dependency on paper
- Political unrest

# Budget and Personnel

- Surveys (US\$ 35,000- 45,000 per annum)
- Regular monitoring
  - Program and M&E staffs are responsible to collect data as a part of job
  - Budget are inbuilt with program
- Staff
  - SHOUHARDO-II (PR=12, FM=32, IP=16)
  - Nobo Jibon (PR=5, IP=9)
  - PROSHAR (PR=9, IP=10)

*Note: Other than direct M&E staff, the program staff perform monitoring responsibility (10-15% of their time)*

# Some Pictures/ Snips on AS/ RM



GMP



# Some Pictures/ Snips on AS/ RM

क्र.सं.	दिनांक	विकास क्षेत्र/ग्राम		विकास कार्य	कार्यकर्ता	समय	स्थिति	टिप्पणी	अन्य	मार्गदर्शक	सहकारिता	समाज	स्वास्थ्य	शिक्षण	कृषि	पशुपालन	पर्यावरण	न्याय	संस्कृति	विकास	
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Tracking sheet maintained by community - CARE

# Some Pictures/ Snips..

ଓଡ଼ିଶା ସରକାର (Odisha Government)  
 ଓଡ଼ିଶା ସରକାରଙ୍କ ଦ୍ଵାରା ପ୍ରଦତ୍ତ କର୍ମଚାରୀଙ୍କ ତାଲିକା  
 ତାରିଖ: 26/9/2028

କ୍ର.ସଂ.	ଉପକ୍ରମଣ ନାମ	ପଦ ବିବରଣୀ	ପଦ ନାମ	ପଦର ସମ୍ପର୍କ	ପଦର ବି. ସଂ.	ପଦର ବି. ନା.	ପଦର ବି. ସଂ.	ସମ୍ପର୍କିତ ତାରିଖ			ସମ୍ପର୍କ
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 ଅନୁମୋଦନକାରୀ: ...

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 ଦୂରତର: ...  
 ଓ/ କାର୍ଯ୍ୟାଳୟ - ...  
 B1 ...

TIR = 540%  
 20%  
 750

Service Record/ Muster Roll





# Some Pictures/ Snips..



Conducting Beneficiary Sample Survey –  
interviewing the respondent - CARE

# Annual monitoring snapshots



Training of enumerators



USAID staff in DQA process



Annual monitoring survey in ground  
(Anthro measurement)



HH observation as a part of Annual  
Monitoring survey



HH observation as a part of regular  
IDQA



IDQA conducted jointly  
ACDI/VOCA HQ & PROSHAR M&E  
jointly at PNGOs level

# Some Pictures/ Snips..



Survey

Any Concern, Comments, Questions??  
Suggestion.....

Most Welcome

