

Char Development and Settlement Project Phase IV

Monitoring & Evaluation and Knowledge Management

Monitoring and Evaluation

A comprehensive Monitoring and Evaluation (M&E) system has been developed for CDSP IV. This helps the program to:

- generate information for impact monitoring at the project objective and goal level, and to measure the impact of the project against the log-frame objectives.
- generate information on project activities and outputs for project planning and management.
- contains IFAD Results and Impact Management System (RIMS) indicators that are required for all projects to include with reporting to IFAD.

CDSP IV has an M&E unit within the TA team headed by a Monitoring & Evaluation and Knowledge Management Specialist and a MIS & Computer Specialist. Two monitoring and evaluation officers are also employed by the TA team for specific M&E data collection.

The M&E system consists of four different monitoring elements:



1. Impact monitoring

Gathers information on IFAD's RIMS indicators. These are household assets, food security status and malnutrition indicators (anthropometric data) among children less than five years old. The first survey or RIMS baseline survey has been conducted in 2009. Two more RIMS surveys are planned, 1 for the mid-term in 2014 and one post project survey in the last year of CDSP IV implementation.

2. Outcome monitoring

This monitoring gathers information on purpose and goal level log-frame indicators that are not covered sufficiently by the RIMS survey. In particular for this project the outcome monitoring is aimed at the collection of evidence for a 'results chain' that shows changes in the physical environment (e.g. reduction in flooding reduces soil salinity, and increases soil suitability for agriculture), and improved technology (e.g. new crops and cropping patterns result in increased yields, that lead to increased sales, improved food security and finally to a reduction in poverty). For this purpose detailed baseline surveys are annually conducted.

3. Process monitoring

A system of Participatory Monitoring and Evaluation (PME) was developed to generate feedback from project participants on a range of topics. Not only does this provide the project management with valuable feedback on the implementation of activities and delivery of outputs, but also on the initial outcome and impact of these outputs in terms of steps taken by households to improve their livelihoods. This process monitoring includes assessment of the effectiveness of training via KAP (Knowledge, Attitude and Practice) surveys, ad hoc surveys and case studies.

4. Activity monitoring

Project implementing agencies are generating monthly reports on activities and outputs. These are collated by the TA team and a consolidated report is prepared for the Project Management Committee (PMC) along with a half yearly progress report. Reporting shows progress relative to annual and project targets. Where appropriate (such as for training courses) data is disaggregated by gender.

Input information is monitored and assessed continuously for timely identification of problems, to allow sufficient time to search for solutions and guard against project implementation delays. Information on project activities is recorded on a regular basis in a comprehensive computerized Management Information System (MIS).

The surveys conducted plus their frequencies are provided in table 1 below.

Table 1. Survey frequencies and status

Activities	Plan	Status (12/2014)
RIMS survey	Twice (2014 and 2017)	IFAD completed baseline in 2009, mid-term completed in 2014
Outcome survey	Annually	Baseline 2011, then 2012, 2013 and 2014
KAP survey	Biannually	4 th cycle completed
PME	Quarterly	5 th cycle completed

Project Reporting

Progress reports

Each half year a progress report is written for CDSP IV. These reports provide information on the physical and financial progress of project activities against annual and project targets. Furthermore they contain a regular assessment of the project impacts, including summaries of the results of KAP, PME and annual outcome surveys.

Mid-term review

IFAD and the Dutch Embassy (EKN), in cooperation with the PMC, will undertake a mid-term review in in the 4th project year. To review: 1. the project's achievements and constraints; and 2. the conclusions of the various impact assessments of project impact and performance. Based on



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the findings of the mid-term review, a mutually acceptable action plan for the remainder of the project will be prepared.

Project Completion Review

IFAD requires that a project completion review (PCR) is carried out following the completion of each project it is funding. This involves two stages: Preparation of a PCR by the project, followed by the IFAD PCR mission.

RIMS reporting

As part of IFAD's Results and Management Information System (RIMS) the M&E unit prepares and submits RIMS Level 1 reports regularly to IFAD. Level 1 results show progress of project activities and outputs in the terms of IFAD standard indicators. Level 2 results will be reported annually after mid-term of the project (2014), these are a subjective rating of the effectiveness and sustainability of each output, supported by evidence from project monitoring.

Knowledge Management

The CDSP IV inception report states Knowledge Management (KM) and lessons for ICZM as one of the five project outputs, which will be measured and evaluated at the end of the project implementation.

The CDSP team has gathered a large amount of knowledge and experience on developing new land and utilizing innovative approaches. Documented case studies and lessons learned from this work are highly relevant for the government organizations as well as for the development community. Underneath the current KM tools available:

1. Documentation

Reports: The project prepares regular reports, such as progress reports, mission reports, technical reports, surveys, and studies conducted on specific issues.

Training Materials: A number of training manuals and other materials developed by implementing agencies (DAE, FD) and partner NGOs for the staff and beneficiaries are available.

Monitoring & Evaluation: The M&E systems as described in this brochure.

Geographic Information System: Used for the preparation of detailed maps, monitoring the project area and present social and livelihood related information.

Good practice: The TA team fills out a special template for good practice, to aggregate useful knowledge and ensure no knowledge is lost throughout project implementation.

Photography: Project staff document their work through photographs and keep a photo archive with the M&E unit.

2. Sharing mechanisms

Reports distribution: Reports are being circulated among all involved agencies and TA team members and are submitted to the donors.

(Online)Library: The TA team is maintaining a library in the Noakhali office that holds all physical copies of published reports and other documents. Also in 2014 an Online Library was established for the digital document versions.

Meetings: Inter-ministerial meetings with the Planning Ministry and the other five Ministries (MoL, MoWR, MoA, MoFE, MoLGRD); Project Management Committee (PMC) meetings

with the Project Directors of all implementing agencies and the senior TA team members; NGO Coordination meetings, bringing together all four partner NGOs as well as representatives from the TA team and IA's; and TA meetings with all levels of the TA staff.

Workshops: Internal workshops are organized for the TA team members and representatives from implementing agencies to improve knowledge on a specific subject, or discuss findings and recommendations of missions or studies.

Coordination with other development projects: CDSP IV has established partnerships with other development projects in the region and elsewhere. Examples are the IFAD funded SARCCAB, the Danida funded RFLDC project, and the EKN funded Blue Gold project.



3. Outreach

Website: The CDSP IV website (www.cdsp.org.bd) is currently the main tool to keep external audience informed on project activities. It was fully redesigned in 2014.

Brochures: This brochure is one of a series of brochures that cover all aspects of the project in detailed two-pagers. They are all available for download on the website.

IFADAsia: CDSP IV has a project page on the IFADAsia website.

Observation of international days: Jointly with the partner NGOs the project organizes events during several different international days.

External events: Upon invitation, project staff participates in workshops/seminars and conferences organized by other institutions, to increase CDSP IV's external visibility.

Social media: A CDSP IV Facebook and Twitter account has been created to effectively communicate project news.

Newsletter: From 2015 onward, the TA will bring out a quarterly newsletter on the newest development of the project.

Latest information and contact details

If interested in the latest CDSP IV news and progress updates, please visit our website on www.cdsp.org.bd.

For questions or comments please contact us directly through:

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