



Monitoring and Evaluation Operational Manual

for the

Multi-Donor Trust Fund (MDTF)

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1. INTRODUCTION:

1.1. Background

This document is a Monitoring and Evaluation (M&E) Operational Manual for the Multi -Donor Trust Fund (MDTF) program implemented by CORAF/WECARD.

The MDTF is a four-year program funded by a Consortium of donors, including the Canadian International Development Agency (CIDA) and the European Commission involving a total funding of US\$21,829,514. The MDTF became effective on September 20, 2011 and scheduled to close on September 30, 2015. The objective of CORAF/WECARD MDTF is to contribute to sustainable improvements in the productivity, competitiveness, and markets of the agricultural systems in West and Central Africa. This objective is expected to be achieved through support to integrated agricultural research for development within West and Central Africa from the implementation of the CORAF's medium term operational plan (MTOp).

This Operational Manual is purported to serve as reference document to provide guidelines and guidance for M&E functions in the measurement of project performance under the MDTF. It emphasizes methods and protocols for monitoring and evaluation functions under the program and provides step-by-step procedure and processes for data collection (data generation, monitoring, analysis, evaluation, reporting, and learning); and the metrics of success for the MDTF- results framework and performance indicators. The Manual has been prepared by the M&E unit¹ of CORAF/WECARD within the tenets of standard performance management requirements of the donors of the MDTF, and through interactive processes and consultations, involving the World Bank. With this Manual in place, it is envisaged that M&E activities under the MDTF would be carefully carried out to facilitate timely and effective reporting to CORAF/WECARD and its Stakeholders.

The M&E Unit of CORAF/WECARD is directly responsible for the day-to-day implementation of this M&E Manual. With oversight support from the Office of the Director of Research and Innovations, the M&E Unit would directly ensure compliance of CORAF Staff and Implementing Partners to the tenets of this Manual.

It is envisaged that implementation of the Manual will cover the four-year Life of Activity (LoA) of the MDTF - from FY 2011 to FY 2015.

1.2. Components of the Operational Manual

The MDTF M&E Manual is organized into eight components. The components cover;

- a. Introduction: To give an overview of the Manual
- b. Overview of the MDTF and Components: To highlight the various programs and project components, as well as geographical spread
- c. Purpose of the Manual: To outline the purpose of the Manual and description of key core parameters and principles governing the development and use of the Manual by CORAF/WECARD and its Partners
- d. MDTF Results framework: To show how the MDTF Results framework graphics and contribution to CORAF RF.

¹ Developed in-house by the CORAF/WECARD M&E Unit

- e. Performance Monitoring/Data Collection: To present protocols for data collection and reference sheets for performance indicators under the MDTF. Reference sheets include information on key characteristics of the indicators and information related to data collection method, data quality and data use.
- f. Reporting. Performance Indicator tracking table (PITT) explained. Means of Indicator data tracking (targets and actual data) described. Reporting protocols described
- g. Evaluations protocols: Outlines recommended evaluation approaches. A schedule of planned evaluations and special studies to provide information related to the type, timing, purpose and responsibility for each evaluation and special studies.
- h. Data Quality Assessment guidance and procedures: Outlines step-by-step approach to conduct data quality on indicator data tracked and reported to the Consortium

Annexes: **Annex 1** Matrix of Programmes and Projects Mapped by Country; **Annex 2** Performance Indicator Reference Sheets; **Annex 3**: Performance Indicator Tracking Table; **Annex 4**: Recommended Reporting Format.

2. OVERVIEW AND COMPONENTS OF THE MDTF:

The objective of CORAF/WECARD MDTF is to contribute to sustainable improvements in the productivity, competitiveness, and markets of the agricultural systems in West and Central Africa. This objective is expected to be achieved through support to integrated agricultural research for development within West and Central Africa from the implementation of the CORAF's medium term operational plan (MTOP).

The MDTF funds supports CORAF/WECARD's portfolio of five programmes and 17 projects. The programmes are (i) the Livestock, Fisheries and Aquaculture Programme involving **four** projects; (ii) the Natural Resources Management Programme involving **three** projects; (iii) the Policy, Market and Trade Programme involving **one** project (iv) the Non-Staple Crop Programme involving **five** projects; and (v) capacity strengthening involving **three** projects.

The range of projects under the MDTF and the respective countries of focus are summarized in Table 1 below. Further mapping of the programmes and projects on the countries appear in Annex 1.

Table 1: Range of Programmes and Projects under the MDTF

PROGRAM	No of projects	Projects	Countries of focus	Date Launched
Livestock, Fisheries & Aquaculture-LFA	4	1. SIAP-RP: Pond based aquaculture/rice & poultry	Nigeria, Cameroon and Sierra Leone	6 Oct, 2011
		2. SYARP-ESEA: Integrated aquaculture: fish/rice & piggery	Sierra Leone, Cameroon and Nigeria	6 Oct, 2011
		3. AMPROLAIT: Sustainable improvement of the dairy sector	Senegal, Burkina Faso, Niger, Cameroon, and Chad	14 Oct, 2011
		4. SYPIEX: Ecological intensification: fish farming systems	Cameroon, Côte d'Ivoire, and Benin	4 Nov, 2011
Natural Resource Management (NRM)	3	▪ EXTERNALITIES: Negative externalities of intensified cultivated land	Burkina Faso, Togo, Niger, Gabon, Benin, Senegal, Congo Braz	6 Oct, 2011
		▪ INTROGRESSION: Introgression of Sahelian Zebu cattle into trypanotolerant Bos taurus population	Mali, Benin, Burkina Faso, Mauritania, Guinea, Gambia, Niger, Cote d' Ivoire, Nigeria, Cameroon, Chad, Congo Braz	4 Nov, 2011
		▪ TRADE OFFS IN COCOA: Optimizing productivity and perennial intercrop diversity trade off in cocoa farms	Cameroon, Ghana, and Côte d'Ivoire, Sierra Leone, Liberia, Togo	6 Oct 6, 2011
Non Staple Crop	6	1. COCOA INTENSIFICATION: Intensification of smallholder cacao farming systems:	Cameroun, Côte d'Ivoire, Togo, Gabon, Ghana	19-21 June 2013
		2. GESTAFLAR: Food safety, food quality in peanut value chain	Burkina Faso, Mali, Senegal, Ghana, Gambia	19-21 June 2013
		3. COTTON: IPM for sustainable cotton production	Benin, Burkina, Côte d'Ivoire, Senegal, Chad, Cameroon	10-14 June 2013
		4. FAM & COMM: Production to marketing of non-food crops in cotton zones	Benin, Burkina Faso, Togo, Mali	10-14 June 2013
		5. RASTONIA-TOMATE: Integrated management for climate change	Burkina Faso, Guinea, Mali, Senegal	14-17 May 2013
		6. TAV: Productivity, competitiveness and marketing of traditional African (leafy) vegetables	Burkina Faso, Cameroun, Ghana, Mali	14-17 May 2013
Policy, Markets and Trade	1	1. Improved Policies for sustainable management of natural resources based on Non Timber Forest Products	Burkina Faso, Cameroun, Gabon, RDC, Senegal	25, Nov, 2011
Capacity Strengthening	4	• Local Food Processing	Burkina, Mali, Côte d'Ivoire	
		• GOVERNANCE: Strengthened governance, leadership and change management skills of FBOs	Gambia, Cameroun, Ghana, Liberia, Cote d' Ivoire, Burkina Faso, Chad, DR Congo, Central Afrique	
		• PROPAQ: Partnership between research and producer organizations	Senegal, Togo, Niger and Benin	

Total	17			
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3. PURPOSE OF THE OPERATIONAL MANUAL

It is deemed imperative under the MDTF to maintain clear performance management approaches to support and track performance in all spheres of implementation of the MDTF. There needs to be continuous steering of data management tools and procedures to maintain focus and keep harmony in planning, managing, tracking and documenting progress across the program, project and countries covered by the MDTF. The importance of this Operational Manual stems from these perspectives to help meet these range of M&E demands, and to maintain strong M&E system and capacity for the MDTF.

Performance management as defined in standard terms is the “systematic process of monitoring the achievements of program operations; collecting and analyzing performance information to track progress toward planned results; using performance information and evaluations to influence decision making and resource allocation; and communicating results achieved, or not attained, to advance organizational learning”.

This Manual embeds in this definitional perspective, and has **four** key purposes;

- a. To serve as a reference document to provide guidance and guidelines for M&E functions and activities for monitoring outputs, outcomes and impact achieved under the MDTF program
- b. To describe a system of gathering, managing and disseminating data and information for each performance indicator in a systematic and timely manner for effective implementation and accountability of the MDTF to stakeholders
- c. To guide and facilitate a system of gathering, managing , analyzing and disseminating data for each performance indicator for tracking and assessing impact of the MDTF across projects and in all countries of implementation
- d. To provide data required to inform management decisions, improve operations, identify performance gaps, review performance targets, and undertake remedial actions for improvement through continuous feedback with country teams on project results

CORAF/WECARD and its Partners will attach high importance to this Operational manual and use it as a ‘living’ document. The Manual will be updated periodically to reflect changes in strategy and activities during the course of implementation of the MDTF and ongoing process of review, revision, and re-implementation. The Operational Manual will be reviewed and revised at least annually during the Annual Portfolio review of the MDTF. When reviewing the document, the Project team will consider whether:

- ❖ Performance indicators are measuring the intended result?
- ❖ Performance indicators are providing the information needed?
- ❖ Improvements of the Operational Manual necessary at any point in time?

4. CORAF/WECARD MDTF RESULTS FRAMEWORK

3.1 Graphic Presentation

The Specific Objective of CORAF/WECARD's MDTF is *“Improved access to and adoption of researched technologies and innovations by actors in agriculture-based commodity value chains in West and Central Africa”*. The MDTF seeks to deliver on five Intermediate results (IRs) expected to mutually reinforce each other to achieve the Specific Objective. The five intermediate results are;

Result 1: *Generation of appropriate technologies and innovations enhanced*

Result 2: *Policy options for enhancing the performance of the agricultural sector facilitated*

Result 3: *Information exchange and knowledge management improved*

Result 4: *Performance driven governance and management structures and systems established and operational at CORAF/WECARD*

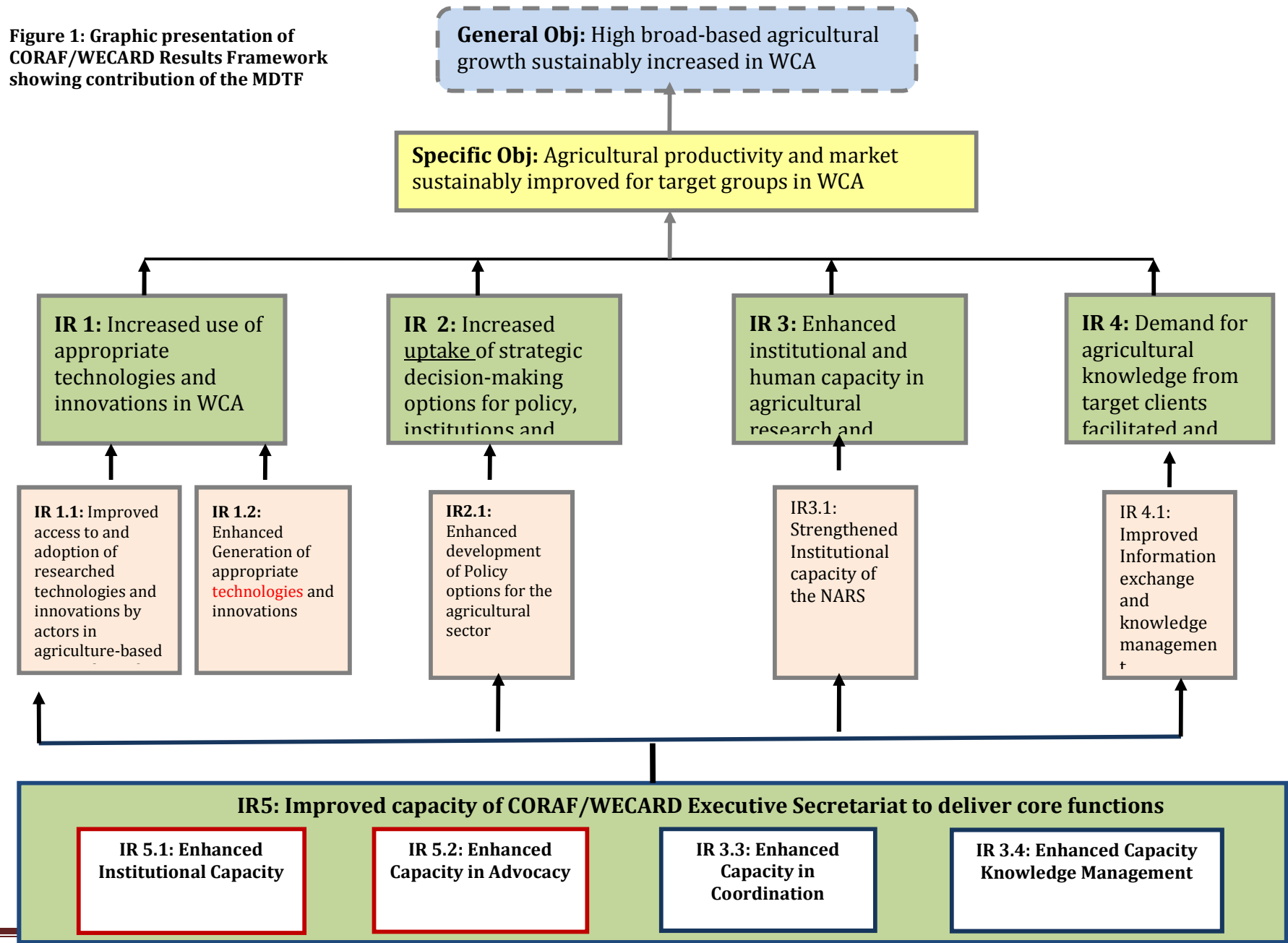
Result 5: *Convening, coordination and advocacy role for IAR4D in WCA region strengthened*

3.2. Linkage between MDTF Results Framework and CORAF/WECARD Results Framework

The CORAF/WECARD MDTF Results framework provides a relationship between the five intermediate results (IR) of the MDTF and how these feed into CORAF/WECARD key result areas, the specific objective, and eventually, the general objective. The Specific Objective of the MDTF aligns and feeds into the overall results framework of CORAF/WECARD providing much anchor to expected realization of the five key results of CORAF/WECARD.

Figure 1 shows a graphic representation of the overall CORAF Results Framework and the linkages between the various result levels and objectives. The MDTF result areas and linkages to the other key results are described to show the correlation between the results.

Figure 1: Graphic presentation of CORAF/WECARD Results Framework showing contribution of the MDTF



5. PERFORMANCE MONITORING / DATA COLLECTION

The CORAF/WECARD MDTF Manual is to rely on a mix of data sources involving primary and secondary sources. Data will be collected from primary sources as well as secondary sources and will be obtained from CORAF/WECARD MDTF regional team members at CORAF level, as well as from national partners.

5.1 Performance Indicators

The MDTF will collect and report quantitative data information on **nineteen** performance indicators to measure results of the MDTF. Table 2 presents a metrics of indicators of the CORAF/WECARD MDTF. Following this table is Table 3 which also provides detailed definitions for each of the indicators.

The selection of the indicators has been aided by series of performance questions on the goals and objectives of the MDTF and in deep collaboration between CORAF/WECARD and the Donor Consortium. The selection has also been done in consideration to the Project Appraisal Documents and institutional requirements of the CIDA and the WorldBank regarding the appropriateness of the indicators. There, a majority of the indicators of the MDTF indicators correspond to the CIDA and the WorldBank Core indicators to directly measure the specific results areas in the Agreement under the MDTF. The selection also took account of ground-level capacity to collect data in a feasible manner given the need for timely and accurate information.

The breakdown of indicators to be tracked by type is; **Impact 1; Outcome 6 and Output 12.** Output indicators measure the direct effect of MDTF activities (eg number of people trained). Outcome indicators measure changes in systems, processes and behaviors that require some time to occur, and which lead high-level changes, that is, impact. CORAF/WECARD and its partners will endeavor to know real changes occurring, hence the selection of a fairly good mix of output and outcome-level indicators. Although the performance indicators are the best metric to measure success of the MDTF, data on other outcomes of interest related to the program in the sub-region will be collected.

5.2 Performance Indicator Reference Sheets

For each indicator, a performance indicator reference sheet (PIRS) has been prepared. The sheets provide information on the characteristics of each indicator, including information on definition, data collection method, data source and acquisition, quality and responsibility. Each indicator has been comprehensively defined to provide clear understanding of the indicators to stakeholders and project staff to ensure uniform understanding and facilitate common and consistent approaches in data collection by all stakeholders. *Table 2 presents a metrics of indicators of the CORAF/WECARD MDTF.*

The reference sheets also set out a plan that provides a description of M&E tasks to track progress and assess achievements. The sheets indicate how performance indicators will be monitored, the timeframe, data collection approach, and also communicate the plan for assessment of quality of data. *The reference sheets providing detailed information on each of the **nineteen** indicators form an integral part of this Manual and are detailed in Annex 2.*

Table 2: Matrix of MDTF Results and Performance Indicators

Objectives/Results	Performance Indicator
<p>Project Development Objective (PDO): Improved access to and adoption of technologies and/or innovations by actors in priority agriculture-based commodity value chains in West and Central Africa</p>	<p>Impact Indicator: Yield of targeted commodities for beneficiaries of technologies –</p> <ul style="list-style-type: none"> • per hectare of crops (kg/ha) –cocoa; cotton; paddy rice(upland); paddy rice(irrigated);potato; cassava; tomato • milk off take per lactation • fish production per hectare of pond-improved • fish production per hectare of pond-extensive
	<p>Indicator 2: Number of beneficiaries who have adopted improved technologies made available under the Project(disaggregated by gender, country and technology)</p>
	<p>Indicator 3: Number of direct project beneficiaries</p>
	<p>Indicator 4: Number of Clients with access to technologies and/or innovations supported by the project (disaggregated by male/female, youth: 18 – 30 years)</p>
	<p>Indicator 5: Number of Clients who have adopted an improved agricultural technology promoted by the project (disaggregated by male/female, youth: 18 – 30 years)</p>
	<p>Indicator 6: Number of Clients who have adopted an improved agricultural innovation promoted by the project (disaggregated by male/female, youth: 18 – 30 years)</p>
	<p>Indicator 7 Targeted clients satisfied with access to technologies and innovations supported by the project (disaggregated by 1. Information 2. Marketing 3. Network 4. Finance 5. Technologies quality 6. Innovations quality) (disaggregated by male/female, youth: 18 – 30 years)</p>
	<p>Indicator 8: Number of Technologies and/or innovations demonstrated</p>
	<p>Indicator 9: Number of Technologies and/or innovations disseminated</p>
	<p>Indicator 10: Number of women involved in agricultural research</p>
	<p>Indicator 11: Strategic Policy Options developed and submitted by CORAF for approval by RECs and national governments</p>
	<p>Indicator 12: Number of actors who have benefited from long term training (at least 6 months) (disaggregated per category of actors and per institution)</p>
<p>Intermediate Result (Component One): Improved regional adaptive research, dissemination of technologies and innovations and policy environment</p>	<p>Indicator 13: Number of Research sub-projects supported by the project (number)</p>
	<p>Indicator 14: Number of individuals who have benefited from short term capacity strengthening (disaggregated by gender)</p>
	<p>Indicator 15: Number of Client days of training provided</p>
	<p>Indicator 16: New technologies/ innovation for which information is publicly accessible (number)</p>
<p>Intermediate Result (Component Two): improved CORAF/WECARD Governance, Administration and Change Management</p>	<p>Indicator 17: Performance management system in place:</p> <ol style="list-style-type: none"> i. Information management system ii. Monitoring and evaluation system iii. HR development iv. Information and communication system v. CORAF ISO Certified
	<p>Indicator 18: Number of Innovation Platforms (IPs) in commodity value chains functional</p>
	<p>Indicator 19: Number of IP joint programs between weaker and stronger countries implemented</p>

Table 3: CORAF/WECARD MDTF Performance Indicators and definitions

Performance Indicator	Definition
<p>Impact Indicator: Yield of targeted commodities for beneficiaries of technologies –</p> <ul style="list-style-type: none"> • per hectare of crops (kg/ha) –cocoa; cotton; paddy rice(upland); paddy rice(irrigated);potato; cassava; tomato • milk off take per lactation • fish production per hectare of pond-improved • fish production per hectare of pond-extensive 	<p>This indicator is the most commonly used impact indicator for agricultural productivity-related activities. It refers to the amount of targeted crop harvested per unit of land planted. For each targeted crop, the calculation is crop output divided by area of land cultivated. Data needed for this indicator are harvested output (in kgs) and area of land planted (in hectares).Regarding milk, this refers to volume of milk per lactation cycle; For fish, this refers to weight of fish per area of pond</p>
<p>Indicator 2: Number of beneficiaries who have adopted improved technologies made available under the Project(disaggregated by gender, country and technology)</p>	<p>This indicator refers to individuals who have <u>adopted improved technologies transferred</u> to them as result of interventions under the MDTF. Different categories of beneficiaries meet on the IP and exchange technical knowledge, innovative ideas and information on improved technology for their agricultural production activities. This indicator counts individuals who demonstrate adoption and use of such technologies transferred.</p> <p>This indicator is to count individuals who applied new technologies. It measures the total number of farmers, breeders and other primary sector targeted producers (food and non-food crops, livestock products, individual processors, rural entrepreneurs, managers and traders, natural resource managers, etc. on the Innovation Platforms that applied new technologies within the food value chain. This includes innovations in efficiency, value-addition, post-harvest management, sustainable land management, forest and water management, managerial practices, input supply delivery. Technologies to be included here are agriculture-related technologies and innovations. In the case where, for example, a farmer applies more than one innovation, they are only counted once. Also, if more than one adult farmer is applying new technologies, count all the individuals.</p>
<p>Indicator 3: Number of direct project beneficiaries</p>	<p>Refers to members of innovation Platform, that is all individuals who have been touched by the intervention of the MDTF <u>and have benefitted one way or the other</u>. It refers to persons who directly benefit from MDTF project activities, outputs and outcomes such as <u>training, technology demonstration and any form of assistance/benefit</u>. Primary beneficiaries may include producers, processors and all other actors of the selected value chains. Different categories of beneficiaries meet on the IP and exchange technical knowledge, innovative ideas and information on improved technology for their agricultural production activities.</p> <p>This indicator is to count individuals who benefit directly as a result of such IP activities and measures the total number of farmers, breeders and other primary sector targeted producers (food and non-food crops, livestock products, individual processors, rural entrepreneurs, managers and traders, natural resource managers, etc. on the Innovation.</p>
<p>Indicator 4: Number of Clients with access to technologies and/or innovations supported by the project (disaggregated by male/female, youth: 18 – 30 years</p>	<p>Client' refers to all individuals and actors of the value chain. This indicator refers to all actors who have <u>access to technology</u> exchanges by the intervention of the MDTF. It refers to persons who directly gain access to technology generated through the activities of IP. Primary beneficiaries may include producers, processors and all other actors of the selected value chains.</p>

	Technologies to be counted here are agriculture-related technologies and innovations. Technology may include improved seed variety, value-addition, post-harvest management, sustainable land management, forest and water management, managerial practices, input supply delivery.
Indicator 5: Number of Clients who have adopted an improved agricultural technology promoted by the project (disaggregated by male/female, youth: 18 – 30 years)	<p>This indicator refers to individuals who have <u>adopted improved technologies transferred</u> to them as result of interventions under the MDTF. Different categories of beneficiaries meet on the IP and exchange technical knowledge, innovative ideas and information on improved technology for their agricultural production activities. This indicator seeks to count individuals who demonstrate adoption and use of such technologies transferred, that is individuals who applied new technologies.</p> <p>It measures the total number of farmers, breeders and other primary sector targeted producers (food and non-food crops, livestock products, individual processors, rural entrepreneurs, managers and traders, natural resource managers, etc. on the Innovation Platforms that applied new technologies within the food value chain. Technologies to be included here are agriculture-related technologies. In the case where, for example, a farmer applies more than one innovation, they are only counted once. Also, if more than one adult farmer is applying new technologies, count all the individuals.</p>
Indicator 6: Number of Clients who have adopted an improved agricultural innovation promoted by the project (disaggregated by male/female, youth: 18 – 30 years)	<p>This indicator refers to individuals who have <u>adopted improved innovation transferred</u> to them as result of interventions under the MDTF. Different categories of beneficiaries meet on the IP and exchange technical knowledge, innovative ideas and information on innovation for their agricultural production activities. This indicator seeks to count individuals who demonstrate adoption and use of such innovations transferred, that is, individuals who applied innovations.</p> <p>It measures the total number of farmers, breeders and other primary sector targeted producers (food and non-food crops, livestock products, individual processors, rural entrepreneurs, managers and traders, natural resource managers, etc. on the Innovation Platforms that applied innovations within the food value chain. This includes innovations in efficiency, value-addition, post-harvest management, sustainable land management, forest and water management, managerial practices, input supply delivery. In the case where, for example, a farmer applies more than one innovation, they are only counted once. Also, if more than one adult farmer is applying new technologies, count all the individuals.</p>
Indicator 7: Targeted clients satisfied with access to technologies and innovations supported by the project (disaggregated by 1. Information 2. Marketing 3. Network 4. Finance 5. Technologies quality 6. Innovations quality) (disaggregated by male/female, youth: 18 – 30 years)	This indicator refers to individuals <u>who express satisfaction for technology and innovation accessed</u> as a result of support of the MDTF intervention through the IP. The technology and innovation related to information, marketing, network, finance, quality of technology and quality of innovation. This indicator is to count individuals who indicate that they are satisfied one way or the other with the technologies and innovations accessed through IP activities under the MDTF. It measures the total number of farmers, breeders and other primary sector targeted producers (food and non-food crops, livestock products, individual processors, rural entrepreneurs, managers and traders, natural resource managers, etc. on the Innovation Platforms that demonstrate express satisfaction of technologies or innovation.
Indicator 8: Number of Technologies and/or innovations demonstrated	This indicator refers to a <u>count of technologies and innovations demonstrated</u> to stakeholders/clients in an IP. Technologies to be counted here are agriculture-related technologies and innovations including those that address climate change adaptation and mitigation. 'Demonstrated' includes advice given or demonstrated by producer organizations, cooperatives, extension service, innovative farmers, research organizations, community organizations, etc. Technologies can be demonstrated during field days, farmer to farmer learning events, at formal or informal training courses, as part of vocational or academic training etc. The demonstrations can be targeted at farmers or at extension agents, community representatives, researchers, etc.
Indicator 9: Number of Technologies and/or	This indicator refers to a <u>count of technologies and innovations disseminated</u> to stakeholders/clients in an IP.

innovations disseminated	Technologies to be counted here are agriculture-related technologies and innovations including those that address climate change adaptation and mitigation. Dissemination includes processes starting with establishment of demonstration plots, demonstration units (livestock), farmers' field fora, farmer field days,
<u>Indicator 10:</u> Number of women involved in agricultural research	This indicator is a count women involved in all aspects of agricultural research. For all clients interacting in the IP, this indicator seeks to know and count women involved. 'Involvement' means participation in IP and undertaking any form of activity related to agricultural research that is, having the opportunity of receiving demonstration, dissemination and access of agricultural research.
<u>Indicator 11:</u> Strategic Policy Options developed and submitted by CORAF for approval by RECs and national governments	This is a count of strategic policy options that CORAF has facilitated for development and has been submitted for approval to the Regional Economic Community (RECs) and national governments. This may include agricultural enabling environment policies / regulations / administrative procedures in the areas of agricultural resource, food, market standards & regulation, public investment, natural resource or water management and climate change adaptation/mitigation. Definition of Strategic Policy Options: report or policy brief submitted to national governments and RECs in pursuit of an enabling environment in - for instance - exchange of genetic material, access to markets and biosafety regulations proposed at regional and national level
<u>Indicator 12:</u> Number of actors who have benefited from long term training (at least 6 months) (disaggregated per category of actors and per institution)	The indicator refers to all individual actors who are currently enrolled in or graduated in the current fiscal year from a bachelor's, master's or Ph.D degree supported by the MDTF. A person completing one long term training program in the fiscal year and currently participating in another long term training program should not be counted twice.
<u>Indicator 13:</u> Number of Research sub-projects supported by the project (number)	The indicator is a count of all ongoing research related sub projects that have been supported under the MDTF. Phase I includes on-going field testing. Completed means final research results are reported/documented
<u>Indicator 14:</u> Number of individuals who have benefited from short term capacity strengthening (disaggregated by gender)	The number of individuals to whom significant knowledge or skills have been imparted through interactions that are intentional, structured, and purposed for imparting knowledge or skills should be counted as training. This can be within the framework of IP or other forms of technical; trainings. This includes farmers, breeders, and other primary sector producers who receive training in a variety of best practices in productivity, post-harvest management, linking to markets, etc. It also includes rural entrepreneurs, processors, manager, .policy makers, researchers and traders receiving training in application of new technologies, business management, linking to markets, etc. Include training on climate risk analysis, adaptation, mitigation, and vulnerability assessments, as it relates to agriculture. This could include training on food security, water resources management/IWRM, sustainable agriculture, and climate change resilience.
<u>Indicator 15:</u> Number of Client days of training provided	For all training provided, this indicator seeks to track the number of head/client days involved. It refers to the number of participants multiplied by the number of days of training, for any particular training session
<u>Indicator 16:</u> New technologies/ innovation for which information is publicly accessible (number)	For all clients accessing technology and innovations (that is indicator 4), this indicator refers to the type of technologies and innovations that are made publicly available to them to access. It is a count of all technologies and innovations that targeted clients "indicator 4" access. It includes flyers, briefs, publications, videos, radio spots,
<u>Indicator 17:</u> Performance management system in place: vi. Information management system vii. Monitoring and evaluation system viii. HR development ix. Information and communication system x. CORAF ISO Certified	This indicator tracks performance on key scores of competency areas of CORAF/WECARD. Performance represents the capacity of the CORAF/WECARD measured across key capacity areas using the Organizational Capacity Assessment (OCA) tool. The key capacity areas include information management system; Monitoring and evaluation system; HR development; Information and communication system and CORAF ISO Certified. It measures the effectiveness of CORAF/WECARD in these competency areas geared towards performance management.

<p><u>Indicator 18:</u> Number of Innovation Platforms (IPs) in commodity value chains functional</p>	<p>Innovative Platforms (IP) are processes created to bring together different actors in the value chain for exchange and transfer of agricultural technology. To be functional, an IP must be active; meet often, keep records of meetings; have a facilitator and have evidence of information exchange among others. This indicator is a count of IPs that satisfies all these criteria. Functional = meet at least three times a year, defining priorities, testing technologies and innovations, minutes from Project Coordinators</p>
<p><u>Indicator 19:</u> Number of IP joint programs between weaker and stronger countries implemented</p>	<p>Innovative Platforms (IP) are processes created to bring together different actors in crop value chain for exchange and transfer of agricultural technology. It is intended that strong IPs would be encouraged to strengthen IPs that are weak in other countries through exchange programs and joint activities. The indicator involves a count of joint programs between weak and strong countries.</p> <p>Weaker countries are: Liberia, Togo, Gambia, guinea Bissau, Sierra Leone, Guinea, CAR, Aequatorial Guinea, Gabon, Sao-Tome, Cape Verde</p>

5.3 Data Collection Methods

Data collection will be accomplished through a variety of approaches to ensure triangulation of data obtained. This will involve a range of site visits, observations, interviews, review of project records, and review of records of partner institutions. For output indicators, data will be collected directly and simultaneously as implementation occurs. Project-level data, such as the number of individuals who have received short-term agricultural sector productivity training, will be maintained using counts of participants/trainees/beneficiaries, their sex and new/continuing beneficiary status each time an organized project activity is implemented. The following data collection protocol will be applied:

- As part of the registration process for each intervention, such as a training event, all participants will provide personal identification data (name, title, organization, contact information, region/zone, district, village/ward, sex).
- Data summaries will include tabulation of disaggregated data and graphs and diagrams for visual communications in reports and presentations.

Outcome indicators will be collected through special studies and surveys occasionally and at intervals as may be advised by the M&E unit of CORAF/WECARD. Beneficiaries/recipients will be required to complete surveys of their outreach and extension activities relevant to the research and dissemination of technologies and management practices of their IPs, as well as documenting the numbers of trainees by gender and other relevant categories. Detailed methods of data collection for each indicator are spelt out in the Performance indicator reference sheets in *Annex 2*.

5.4 Baseline Data and Targeting

Using a base year of 2013, baseline data are established for all indicators against which project performance will be compared at project end. A reference point is established for each performance indicator with a baseline value. Based on the baseline values established, out year targets are set for FY 2014, 2015 and 2016 for each indicator. CORAF/WECARD Program managers in consultation with regional coordinators and national teams have been involved in the setting of indicator targets. Consideration for setting the targets involved expected funding levels, historical information, year-end reports, program plans and experience in the implementation of similar projects within the sub-region.

5.5 Responsibility for Data Collection and Tracking

Project and national staff are responsible for the collection of data on an on-going basis at project and country levels for transmission to CORAF/WECARD for verification, analysis, consolidation and reporting. Supervision and coordination at the apex will be done by the Planning and M&E Unit of CORAF/WECARD with support of CORAF/WECARD Program Managers.

The Planning and M&E Unit of CORAF/WECARD will have the ultimate responsibility for aggregation and managing data in a global data tracking table called the Performance Indicator Tracking Table (PITT) designed to consolidate indicator data on a quarterly, semi-annual and annual basis. The PITT is a performance management tool that assists not only in tracking data for the selected indicators but also has provision for analyzing achievement on a quarterly, semi-annual and annual basis. The Performance Indicator tracking table in **Annex 3** presents the approximate baseline and target values for each of the indicators for the duration of the

project. Excel-based Performance Indicator Tracking Tables (PITT) for each of the five programs has also been developed with targets. There is also a sixth file for Total MDTF. Each workbook is for each program, and each program has its respective project targets that feed into the Total Program.

Each program then links into total MDTF as CORAF PITT Total MDTF. Targets for 2014 and 2015 that Program Managers submitted were reviewed, consolidated and entered into the PITT to which each project is bound to deliver on.

An M&E Working Group would be put in place to manage performance monitoring at national and regional levels to keep pace with tracking of progress towards achievement of outcomes and objectives of the MDTF. The Group will be mainly involved in the following to ensure effective management of performance and the following functions;

- Self Assessment;
- Experience sharing;
- Challenges & solutions;
- Manual reviews and updates;
- Capacity strengthening

6. REPORTING

6.1 Data Capturing and Storage System

Each project must have a Performance Indicator Tracking System that rolls up into a program level system. All program level data must link up into a total MDTF aggregated data. In other words, the Excel-based Performance Indicator Tracking systems (PITT) for each of the five programs all link into total MDTF. Data capture for each project is done by the M&E project Focal person under the supervision of Project Coordinators and final review by CORAF/WECARD Planning and M&E Unit. The robust approach for the PITT is from the perspective to systematize data collection and ensure timely reporting on the various projects across the several intervention countries.

On a quarterly basis, Project Coordinators will submit indicator data on all projects to CORAF/WECARD in Dakar. At CORAF/WECARD level, each project results submitted will be entered into a workbook alongside the country data and all worksheets linked into a consolidated worksheet in a workbook for a program. This data is housed in simple Microsoft Excel database. CORAF/WECARD undertakes accuracy checks on data submitted before entering into the individual country worksheets.

The data capturing system is designed to allow flexibility in tracking progress of performance against annual indicator targets (entered at the beginning of each fiscal year) for each project and whole program.

A workbook per program is developed for each fiscal year. Workbooks across fiscal years are linked to give a trajectory of progress towards attainment of Life of Activity (LoA) targets for the MDTF program. The data capturing system will sit on a Central Server and managed by the Planning and M&E Unit, the Program Managers and the IT department using a special password system.

6.2 Results Reporting

Every fiscal year, CORAF/MDTF will submit two main reports on progress of implementation of the MDTF to the WorldBank. These are, a Half-year report on progress of activity covering October to March (due every May); and an Annual report on achievement in the particular fiscal year (due every October). These reports feature information on progress towards achievement of the MDTF Objective and key Intermediate Results.

In order that CORAF/WECARD will be abreast with field-level implementation, Regional Project Coordinators are required to report to CORAF/WECARD on a quarterly basis for the periods ending Oct to Dec; Jan-March; April to June; and July to Sept. **Annex 4 outlines the recommended reporting format to be used for reporting under the MDTF by Coordinators.**

Quantitative data collected on the indicators should be supplemented with success stories and lessons learned, using appropriate data collection tools. It is required that each quarterly report be written to capture achievements in the quarter, and be results-oriented rather than just enumeration of activities undertaken

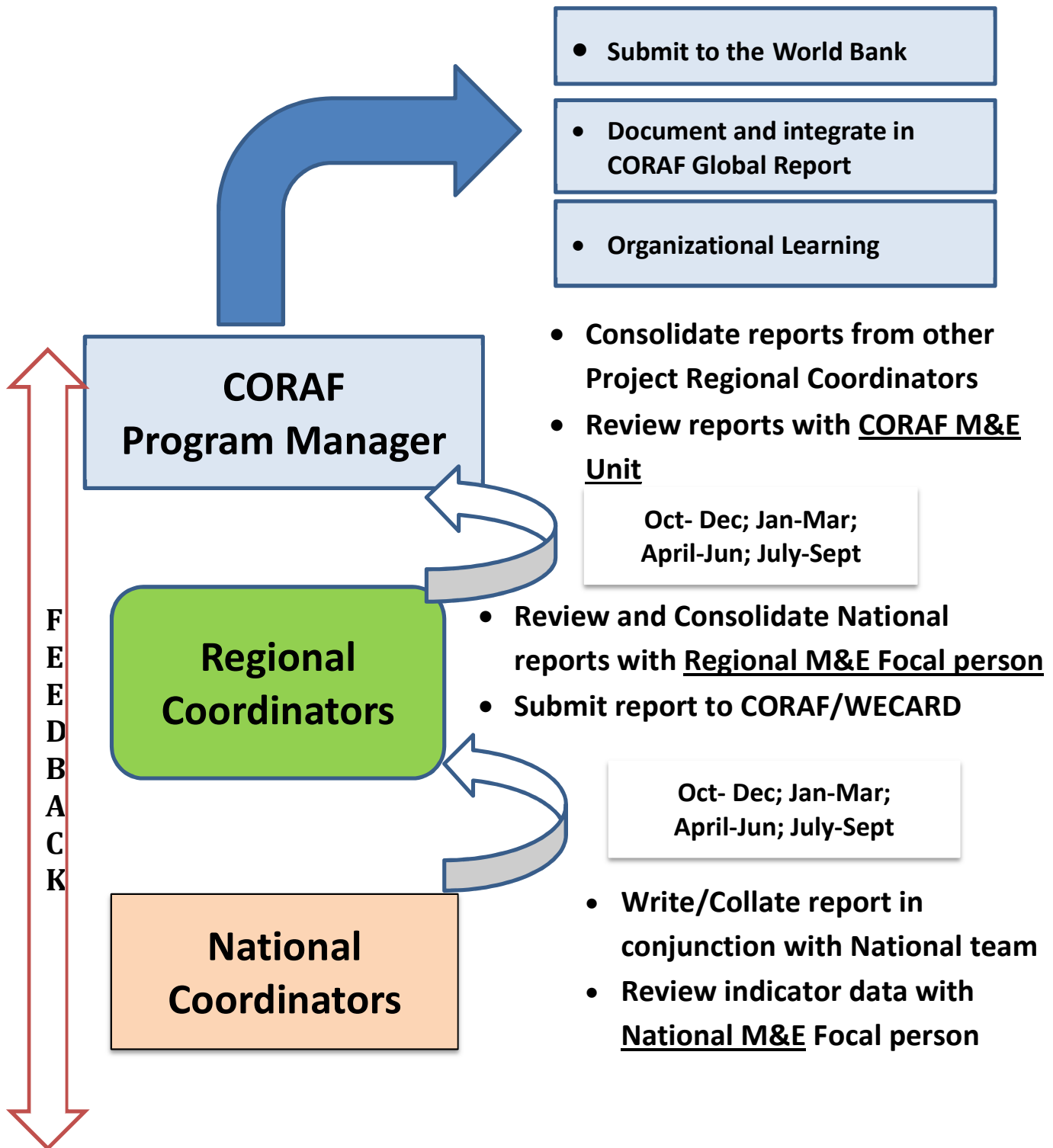
Under the MDTF, a reporting feedback system will be maintained between the CORAF/WECARD, implementing partners and country focal persons. ***An in-house peer review group in CORAF/WECARD*** will be formed to review quarterly reports of each country and send comments for consideration by Project Coordinators. Final reactions from the countries are to be obtained within a week enroute the regional Coordinators to CORAF/WECARD for final review, collation and analysis and integration into a consolidated database for reporting to the World Bank. In collaboration with the regional team, the Planning and M&E Unit will collect success stories and lessons on the programs and shared on a periodic basis with the World Bank. ***The expected flow/chain for reporting taking account of feedback mechanism, is presented in Figure 2.***

Data are be presented in a variety of tools including tables, graphs and charts and key findings summarized in Power Point presentation, brochures and posters. Results data are to be presented at annual program review and planning workshops of all partners of the CORAF/WECARD MDTF that should be organized annually.

6.3 Integration in CORAF/WECARD electronic global database

In the medium term, there will be integration of MDTF data into the CORAF/WECARD global database to facilitate decision making and reporting. Data from the excel system for all projects and programs upon verification and quality checks would be transposed into the electronic database to serve not only as a clearing house for the MDTF but for all kinds of analysis and reporting required by management and CORAF/WECARD stakeholders. It is expected that stakeholder capacity will be continually built on the M&E Manual and Monitoring system jointly for regional and project staff to ensure harmonized and uniform approaches to data collection.

Figure 2: MDTF PROJECT REPORTING CHART/FLOW



7. EVALUATION SCHEDULE AND PROTOCOLS

7.1 Purpose of Evaluation under the MDTF

The purpose of evaluation under the MDTF would be two-fold- Accountability and Learning.

Accountability: This would involve measuring project effectiveness, relevance and efficiency, disclosing findings to stakeholders, and using evaluation findings to inform resource allocation and other decisions. Under the MDTF, accountability would involve comparing performance to ex ante commitments and targets, using methods that obtain internal validity of measurement, ensuring credibility of analysis, and disclosing findings to CORAF/WECARD and its Partners and Stakeholders.

Learning: Under the MDTF, evaluations would be well designed to generate knowledge about the magnitude and determinants of project performance across intervention countries. Care would be undertaken to ensure that selection of evaluation questions are tested to fundamental assumptions underlying project designs and methods generate findings that are internally and externally valid. Findings would be shared widely and accepted evaluation findings and recommendations are integrated into decision-making.

7.2 Key Evaluation Protocols

Evaluations and special studies under the MDTF would be subjected to rigor and best practices to ensure that quality evaluations are conducted under the MDTF. Selected best practices would be adopted to ensure that evaluations are conducted to meet the spirit of quality standards are as follows:

- Evaluation Questions in Terms of references and Scopes of Works would be limited, focused, and relevant to future decisions.
- Evaluations will be timed and used to inform a key project, program, or strategic question.
- Methodology should be sound, appropriate to the evaluation questions and explained in detail, including limitations.
- Evaluation teams must be independent but include an M&E person from CORAF/WECARD rather than “total external”. Nonetheless, to avoid auto-evaluation and minimize personal bias and preserve the independence evaluations, external consultants would lead in all evaluations under the MDTF. Evaluation scope of work and draft report should always each be peer reviewed (in-house) to strengthened provisions and provide adequate clarity regarding evaluation services required.

7.3 MDTF Evaluation Schedule

Performance monitoring is expected to provide understanding to CORAF/WECARD if the program strategies are “on track” and are proceeding in good fashion towards the achievement of program level results. If performance monitoring data point to a problem or management issue, CORAF/WECARD will conduct targeted evaluative activities, full evaluations or special studies to complement information on performance monitoring to better understand the reasons for lagging performance. The schedule of expected evaluations and special studies are detailed in Table 4.

Table 4: MDTF Schedule of evaluation and special studies

Timeframe	Performance Task	Purpose	Lead Responsibility
Oct/Nov 2013	Baseline	After implementation, the MDTF would be subject to a final performance evaluation to assess achievement of the objective and results, and to glean lessons learnt. The purpose of the baseline is to collect data on the outcomes of interest as reference to gauge achievement of outcomes during the final evaluation.	External Consultants
Oct - Dec, 2014	Mini Impact Assessment	The MDTF intervention involves a range of technical capacity building activities. These assessments are to assess how participants apply learnt concepts, and to know any early effects of MDTF technical trainings for publication in quarterly MDTF performance bulletin.	Planning and M&E Unit in collaboration with Program Managers and external consultants
June 2015	Final Evaluation	The purpose of this evaluation is to learn from the experience and achievement of the MDTF to inform the design of future programs.	External Consultants
2014-2015	Other Special Studies	To equip the MDTF and its Stakeholders with information and knowledge about changing trends and emerging issues in the seed industry in the West Africa sub region for decision making and future program design	External Consultants/ M&E Specialist
2014-2015	Organizational Capacity Assessments (OCA)	To assess the capacity of selected Partner Organizations and NARSS- in key competency areas to be determined by Program Manager in consultation with the Project Coordinators. Competency areas may include Governance; Administration; Human Resources Management; Financial Management; Organizational Management; Program Management; Project Performance Management.	External Consultants

8. DATA QUALITY PROCEDURES AND REQUIREMENTS

8.1 Guidance

Data Quality Assessments are important as they convey to management, whether they can trust the data for use in making programmatic decisions.

The goal of data quality assessment is to ensure that decision makers are aware of:

- Data strengths and weaknesses
- Extent to which data can be trusted when making management decisions and reporting

In view of this, CORAF/WECARD should take a strong view in ensuring that data generated in the implementation of the MDTF are of high quality.

A routine system would be instituted to conduct internal DQA yearly on the MDTF indicators to ascertain quality of data generated and reported. This is to be conducted in line with recommended guidelines to ensure that data meet the recommended five data quality standards - *Validity; Reliability; Precision; Integrity & Timeliness*.

8.2 DQA Principle

A key general principle in collecting performance data is that it should be as complete, accurate, and consistent as management needs and resources permit. DQAs are systematic reviews of data reported for each indicator, based on five data quality standards, which are:

- Validity – Do data clearly and directly measure what is intended?
- Reliability – Using the same measurement procedures, can the same results be obtained repeatedly?
- Timeliness – Are data sufficiently current and available frequently enough to inform management decision-making at the appropriate levels?
- Precision – What is the acceptable margin of error given the likely management decisions to be affected?
- Integrity – Are mechanisms in place to reduce the possibility that data are manipulated for any reason?

Data need to be good enough to document performance and support decision-making. Below is the **methodology** that the MDTF team follows to undertake internal DQAs.

8.3 MDTF Approach and Processes in the conduct of DQA

- Schedule a meeting with the Country Project Implementers and request access to the data files pertaining to program results reported to the CORAF/WECARD regional office.
- Meet with the Country Designated Focal person to document the extent to which they use the methodology in the M&E Operational Manual to collect data that they report.
- The Country Focal person is required to demonstrate proof of the process steps they take.
- Request for raw data sources (e.g., training sign-in sheets, expert reviewer checklists, or completed surveys, MoU, Agreements, Protocols) as appropriate.

8.4 DQA Process and what to look out for in DQA

In the conduct of DQA, the MDTF M&E Specialist specifically undertakes to find out the following:

- Verifies whether written procedures are in place for data collection;
- Undertakes consistency of data collection process from year to year;
- Whether data are collected by qualified personnel and personnel, and properly supervised;
- Whether there is a conscious effort to avoid duplication;
- Safeguards are in place to prevent unauthorized changes to the data;
- As part of consistency check, compare reported data for each indicator with what is stored in the database of country database
- Source documents are maintained and readily available.

8.5 Procedures expected of Project implementers

- Build Quality assessments into normal work processes
- Ensure that the indicator definitions and methodology used are consistent with the definitions and methodology contained in the Operational Manual
- Periodically read through the Indicator definitions and **Performance Indicator reference sheets (PIRS)** for each indicator
- All indicator data must be collected using the prescribed data **collection tools** developed under the MDTF. This requires the need to be familiar (abreast) with the Data collection tools
- Institute a system to ensure safeguard of data and prevention of unauthorized changes to data;
- Create an **Indicator file** for each indicator. Each indicator file must contain the following:
 - **Indicator definition sheet;**
 - **PIRS for that indicator;**
 - **Data Collection tool for that indicator;**
 - **Data results reported and all supporting documents and protocols**
 - **Evidence of self conducted DQA and filled DQA template**

Annexes:

Annex 1: Annex 1: Matrix of Programmes and Projects Mapped by Country

Annex 2: Performance Indicator Reference Sheets

Annex 3: Performance Indicator Tracking Table

Annex 4: Recommended Reporting Format

Annex 1: Matrix of Programmes and Projects Mapped by Country

Program	Projects	COUNTRIES OF FOCUS ²																					
		S. Leone	Mauritania	Guinea	Liberia	Gambia	Niger	Cote D'voire	Togo	Ghana	Nigeria	Benin	Burkina Faso	Mali	Senegal	Cameroon	Chad	Gabon	DR Congo	Congo Bra	C. Afrique	TOTAL	
LFA	1. Sustainable integrated pond based aquaculture with rice and poultry production: economic, social and environmental assessment (SIARP-ESEA)	√			×			×			√	×				√						6	
	2. Poverty eradication and grassroots empowerment through sustainable integrated aquaculture development: fish cum rice and piggery production (SIARD RP)	√									√					√						3	
	3. Supporting the sustainable improvement of productivity and competitiveness of the dairy sector in West and Central Africa. (AMPROLAIT)						√						√	×	√	√	√						6
	4. Ecological intensification of extensive family fish farming systems in West and Central Africa from an analysis of the innovation process. (SYPIEX)							√				√				√		×	×	×			6
PMT	5. Improved policies for sustainable management of natural resources based on Non Timber Forest Products in WCA- NTFPs in favor of small products denote											√		√	√		√	√				5	
NRM	6. Negative externalities of intensified cultivated land: assessment methods and tools and alternative practices.						×	√			×	√		√			×		√			7	
	7. Introgession of Sahelian Zebu cattle into trypanotolerant Bos taurus population of West Africa		×	×		×	×	×			×	√	√	√		×	×			×		12	

² √ denotes initial selected countries at inception; × denotes additional countries after restructuring

Program	Projects	COUNTRIES OF FOCUS ²																					
		S. Leone	Mauritania	Guinea	Liberia	Gambia	Niger	Cote D' Ivoire	Togo	Ghana	Nigeria	Benin	Burkina	Mali	Senegal	Cameroon	Chad	Gabon	DR Congo	Congo Bra	C. Afrique	TOTAL	
	8. Optimizing productivity and perennial intercrop diversity trade off in West and Central Africa cocoa farms.	X			X			✓	X	✓					✓							6	
NSC	9. Facilitating sustainable intensification of smallholder cacao farming systems in West and Central Africa							✓	✓	✓					✓		X					5	
	10. Improving food safety, food quality and income poor actresses and actors of the value chain of peanut West Africa seeds and farmers market linking farmers to groundnut seed and product markets and improving ecosystem health in the Sahel (GESTAFLAR)					X				✓		✓	✓	✓								5	
	11. Integrated pest management by treatments threshold for sustainable cotton production in WA and integrated bugs Dysdercus spp for a quantitative and qualitative improvement of seed cotton production in WA								✓			✓	✓		✓	X	X						6
	12. Women genetic adaptation and technical mastery of the production to marketing in the diversification of on-food crops in cotton zones(FAM & COMM)									✓		✓	✓	X									4
	13. Integrated management of Ralstonia solanacearum in the context of increased phytosanitary risks related to climate change			✓									✓	✓	✓								4
	14. Enhancing productivity, competitiveness and marketing of traditional African (leafy) vegetables for improved income and nutrition in West and Central Africa										✓		✓	✓		✓							4
CS	15. Support the development and competitiveness of local food processing							✓				✓	✓									3	

Program	Projects	COUNTRIES OF FOCUS ²																				
		S. Leone	Mauritania	Guinea	Liberia	Gambia	Niger	Cote D' Ivoire	Togo	Ghana	Nigeria	Benin	Burkina	Mali	Senegal	Cameroon	Chad	Gabon	DR Congo	Congo Bra	C. Afrique	TOTAL
	PADEC/ETA																					
	16. Strengthened governance, leadership and change management skills of FBOs; demonstrated by improvement in the marketability and competitiveness of their food products.				✓	✓		✓		✓			✓			✓	✓		✓		✓	9
	17. Partnership between research and producer organizations to improve the quality, labeling and better marketing of processed agricultural sectors of priority products (PROPAQ)						✓		✓			✓		✓								4
	TOTAL	3	1	2	3	3	4	8	5	5	4	7	11	7	7	11	4	4	3	3	1	95

Annex 2: Performance Indicator Reference Sheets for all MDTF Indicators

PERFORMANCE INDICATOR REFERENCE SHEET: <u>Indicator 1:</u>	
Project Development Objective :	Improve access and adoption of researched technologies and innovations by actors in agriculture-based commodity value chains in WCA
Name of Indicator :	Indicator 1: Yield of targeted commodities for beneficiaries of technologies – 1) per hectare of crops (kg/ha) –cocoa; cotton; paddy rice(upland); paddy rice(irrigated);potato; cassava; tomato 2) milk off take per lactation 3) fish production per hectare of pond-improved 4) fish production per hectare of pond-extensive
DESCRIPTION	
Definition: This indicator is the most commonly used impact indicator for agricultural productivity-related activities. It refers to the amount of targeted crop harvested per unit of land planted. For each targeted crop, the calculation is crop output divided by area of land cultivated. Data needed for this indicator are harvested output (in kgs) and area of land planted (in hectares).Regarding milk, this refers to volume of milk per lactation cycle; For fish, this refers to weight of fish per area of pond	
Unit of Measure: Metric tons	Disaggregated by: Targeted Crop; Milk; Fish
Type: Outcome	Direction of change: Higher is better
Rationale: Increase in beneficiary and national crop yield reflects improvement in agricultural productivity and a good measure and basis of impact of agricultural productivity-related intervention. The indicator gives indication of the extent to which targeted beneficiaries are having access and adopting researched technologies and innovations to improve productivity	
PLAN FOR DATA ACQUISITION BY CORAF	
Data Collection Method:	Data Collection Method: Data for this indicator is collected from a combination of primary and secondary sources. Primary data to be collected from commissioned studies based on sound methodologies. Secondary data to be collected through desk reviews of production data reported by Country Agric Ministries, Statistical Services and requisite institutions triangulated through interviews with key informants of these institutions. Key data points to note in methodology are harvested output and area planted(targeted crop) ; Volume of milk and lactating animal(milk) ; Weight of fish per area of pond (fish)
Data Source:	1. Primary data from Surveys; 2. Secondary data from Agriculture production data; Agriculture Ministries and Statistical Services of targeted countries triangulated with review of other International websites, eg FAO;RESAKKS; World Bank
Method of Data Acquisition by CORAF/WECARD:	Study Reports
Frequency and Timing of Data Acquisition by CORAF/WECARD:	Baseline (2013) and Final Evaluation (2016)
Office/Individual Responsible at CORAF:	Respective Program Manager and M&E Unit
Location of Data Storage:	Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Unit; Hard copy files
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment:	
Any known Data Limitation & Significance :	
Taken/Planned Actions to Address Data Limitations:	

Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET: <u>Indicator 2</u>	
Project Development Objective :	Improve access and adoption of researched technologies and innovations by actors in agriculture-based commodity value chains in WCA
Name of Indicator :	Indicator 2: Number of beneficiaries who have adopted improved technologies made available under the Project (disaggregated by gender, country and technology)
DESCRIPTION	
<p>Definition(s): This indicator refers to individuals who have <u>adopted improved technologies transferred</u> to them as result of interventions under the MDTF. Different categories of beneficiaries meet on the IP and exchange technical knowledge, innovative ideas and information on improved technology for their agricultural production activities. This indicator counts individuals who demonstrate adoption and use of such technologies transferred.</p> <p>This indicator is to count individuals who applied new technologies. It measures the total number of farmers, breeders and other primary sector targeted producers (food and non-food crops, livestock products, individual processors, rural entrepreneurs, managers and traders, natural resource managers, etc. on the Innovation Platforms that applied new technologies within the food value chain. This includes innovations in efficiency, value-addition, post-harvest management, sustainable land management, forest and water management, managerial practices, input supply delivery. Technologies to be included here are agriculture-related technologies and innovations. In the case where, for example, a farmer applies more than one innovation, they are only counted once. Also, if more than one adult farmer is applying new technologies, count all the individuals.</p>	
Unit of Measure: Number	Disaggregated by: <ul style="list-style-type: none"> ▪ Gender; Country; Technology
Type: Outcome	Direction of change: Higher is better
Rationale: Technologies generated and transferred are purported for adoption and use by targeted beneficiaries. This indicator serves the purpose to give indication of rate at which targeted end-users are up taking up technologies transferred. Technological change and its adoption by different actors in the agricultural supply change is critical to increasing agricultural productivity.	
PLAN FOR DATA ACQUISITION BY CORAF	
Data Collection Method:	Beneficiaries applying are recorded in IP records. Data is collected by direct count of targeted clients/beneficiaries from Innovation Platform (IP) records after initial survey and interview by IP Coordinator (or through commissioned studies). Data collection seeks to directly count beneficiary numbers.
Data Source:	IP Coordinator/Commissioned surveys
Method of Data Acquisition by CORAF:	Reports of Commissioned Studies or report of IP Coordinator
Frequency and Timing of Data Acquisition by CORAF:	Quarterly
Office/Individual Responsible at CORAF:	Respective Program Manager and M&E Unit
Location of Data Storage:	Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment:	
Any known Data Limitation & Significance:	
Taken/Planned Actions to Address Data Limitations:	

Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET: Indicator 3

Project Development Objective :	Improve access and adoption of researched technologies and innovations by actors in agriculture-based commodity value chains in WCA						
Name of Indicator :	Indicator 3: Number of direct project beneficiaries						
DESCRIPTION							
Definition(s): This indicator refers to all individuals who have been touched by the intervention of the MDTF and have benefited one way or the other. It refers to persons who directly benefit from MDTF project activities, outputs and outcomes such as <u>training, technology demonstration and any form of assistance/benefit</u> . Primary beneficiaries may include producers, processors and all other actors of the selected value chains. Different categories of beneficiaries meet on the IP and exchange technical knowledge, innovative ideas and information on improved technology for their agricultural production activities. This indicator is to count individuals who benefit directly as a result of such IP activities and measures the total number of farmers, breeders and other primary sector targeted producers (food and non-food crops, livestock products, individual processors, rural entrepreneurs, managers and traders, natural resource managers, etc. on the Innovation. This includes innovations in efficiency, value-addition, post-harvest management, sustainable land management, forest and water management, managerial practices, input supply delivery.							
Unit of Measure: Number	Disaggregated by: ▪ Gender- Male and Female						
Type: Output	Direction of change: Higher is better						
Rationale: Count of individuals touched by the project intervention gives indication of the project scope and a pathway to achieving outcomes and impact.							
PLAN FOR DATA ACQUISITION BY CORAF							
Data Collection Method:	Data is collected by direct count of targeted clients/beneficiaries from records of Innovation Platform (IP). This can be supplemented by beneficiary surveys						
Data Source:	IP Coordinator/Surveys						
Method of Data Acquisition by CORAF:	Quarterly Reports						
Frequency/Timing of Data Acquisition by CORAF:	Quarterly						
Office/Individual Responsible at CORAF:	Respective Program Manager and M&E Unit						
Location of Data Storage:	Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office						
DATA QUALITY ISSUES							
Date of Initial Data Quality Assessment:							
Any known Data Limitation & Significance							
Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							

NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET: Indicator 4

Intermediate Results:	Generation of appropriate technologies and innovations enhanced						
Name of Indicator :	Indicator 4: Number of Clients with access to technologies and/or innovations supported by the project (disaggregated by male/female, youth: 18 – 30 years)						
DESCRIPTION							
Definition(s): ‘Client’ refers to all individuals and actors of the value chain. This indicator refers to all actors who have access to <u>technology</u> exchanges by the intervention of the MDTF. It refers to persons who directly gain access to technology generated through the activities of IP. Primary beneficiaries may include producers, processors and all other actors of the selected value chains. Technologies to be counted here are agriculture-related technologies and innovations. Technology may include improved seed variety, value-addition, post-harvest management, sustainable land management, forest and water management, managerial practices, input supply delivery.							
Unit of Measure: Number				Disaggregated by: ▪ Gender- Male and Female and Youth(18-30 yrs)			
Type: Output				Direction of change: Higher is better			
Rationale: Count of individuals touched by the project intervention gives indication of the project scope and a pathway to achieving outcomes and impact.							
PLAN FOR DATA ACQUISITION BY CORAF							
Data Collection Method:				Data is collected by direct count of targeted clients/beneficiaries from records of Innovation Platform (IP). This covers all actors who have access to technologies made available from the activities of the IP			
Data Source:				IP Coordinator/IP Records			
Method of Data Acquisition by CORAF:				Quarterly Reports			
Frequency and Timing of Data Acquisition by CORAF:				Quarterly			
Office/Individual Responsible at CORAF:				Respective Program Manager and M&E Unit			
Location of Data Storage:				Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office			
DATA QUALITY ISSUES							
Date of Initial Data Quality Assessment:							
Any known Data Limitation & Significance							
Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET: Indicator 5	
Intermediate Results :	Generation of appropriate technologies and innovations enhanced
Name of Indicator :	Indicator 5: Number of Clients who have adopted an improved agricultural technology promoted by the project (disaggregated by male/female, youth: 18 – 30 years)
DESCRIPTION	
<p>Definition(s): This indicator refers to individuals who have <u>adopted improved technologies transferred</u> to them as result of interventions under the MDTF. Different categories of beneficiaries meet on the IP and exchange technical knowledge, innovative ideas and information on improved technology for their agricultural production activities. This indicator counts individuals who demonstrate adoption and use of such technologies transferred.</p> <p>This indicator is to count individuals who applied new technologies. It measures the total number of farmers, breeders and other primary sector targeted producers (food and non-food crops, livestock products, individual processors, rural entrepreneurs, managers and traders, natural resource managers, etc. on the Innovation Platforms that applied new technologies within the food value chain. This includes innovations in efficiency, value-addition, post-harvest management, sustainable land management, forest and water management, managerial practices, input supply delivery. Technologies to be included here are agriculture-related technologies and innovations. In the case where, for example, a farmer applies more than one innovation, they are only counted once. Also, if more than one adult farmer is applying new technologies, count all the individuals.</p>	
Unit of Measure: Number	Disaggregated by: ▪ Gender- Male/Female
Type: Outcome	Direction of change: Higher is better
<p>Rationale: Technologies generated and transferred are purported for adoption and use by targeted beneficiaries. This indicator serves the purpose to give indication of rate at which targeted end-users are up taking up technologies transferred. Technological change and its adoption by different actors in the agricultural supply change is critical to increasing agricultural productivity.</p>	
PLAN FOR DATA ACQUISITION BY CORAF	
Data Collection Method:	Clients adopting technology are recorded in IP records. Data is collected by direct count of targeted clients/beneficiaries from Innovation Platform (IP) records after initial survey and interview by IP Coordinator or through commissioned studies. Data collection seeks to directly count beneficiary numbers.
Data Source:	IP Coordinator/Commissioned surveys
Method of Data Acquisition by CORAF:	Reports of Commissioned Survey report of IP Coordinator
Frequency and Timing of Data Acquisition by CORAF:	Quarterly
Office/Individual Responsible at CORAF:	Respective Program Manager and M&E Unit
Location of Data Storage:	Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment:	
Any known Data Limitation & Significance:	
Taken/Planned Actions to Address Data Limitations:	
Date of Future Data Quality Assessment:	

Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET: Indicator 6	
Intermediate Results :	Generation of appropriate technologies and innovations enhanced
Name of Indicator :	Indicator 6: Number of Clients who have adopted an improved agricultural innovation promoted by the project (disaggregated by male/female, youth: 18 – 30 years)
DESCRIPTION	
<p>Definition(s): This indicator refers to individuals who have <u>adopted improved innovation transferred</u> to them as result of interventions under the MDTF. Different categories of beneficiaries meet on the IP and exchange technical knowledge, innovative ideas and information on innovation for their agricultural production activities. This indicator counts individuals who demonstrate adoption and use of such technologies transferred.</p> <p>This indicator is to count individuals who applied new technologies. It measures the total number of farmers, breeders and other primary sector targeted producers (food and non-food crops, livestock products, individual processors, rural entrepreneurs, managers and traders, natural resource managers, etc. on the Innovation Platforms that applied new technologies within the food value chain. This includes innovations in efficiency, value-addition, post-harvest management, sustainable land management, forest and water management, managerial practices, input supply delivery. Technologies to be included here are agriculture-related technologies and innovations. In the case where, for example, a farmer applies more than one innovation, they are only counted once. Also, if more than one adult farmer is applying new technologies, count all the individuals.</p>	
Unit of Measure: Number	Disaggregated by: ▪ Gender- Male/Female; Youth
Type: Outcome	Direction of change: Higher is better
<p>Rationale: Innovation transferred are purported for adoption and use by targeted beneficiaries. This indicator serves the purpose to give indication of rate at which targeted end-users are up taking up innovations transferred. Technological change and its adoption by different actors in the agricultural supply change is critical to increasing agricultural productivity.</p>	
PLAN FOR DATA ACQUISITION BY CORAF	
Data Collection Method:	Clients adopting innovations are recorded in IP records. Data is collected by direct count of targeted clients/beneficiaries from Innovation Platform (IP) records after initial survey and interview by IP Coordinator or through commissioned studies. Data collection seeks to directly count beneficiary numbers.
Data Source:	IP Coordinator/Commissioned studies
Method of Data Acquisition by CORAF:	Reports of Commissioned Studies or report of IP Coordinator
Frequency and Timing of Data Acquisition by CORAF:	Quarterly
Office/Individual Responsible at CORAF:	Respective Program Manager and M&E Unit
Location of Data Storage:	Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment:	
Any known Data Limitation & Significance:	
Taken/Planned Actions to Address Data Limitations:	
Date of Future Data Quality Assessment:	

Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET: <u>Indicator 7</u>				
Intermediate Results :		Generation of appropriate technologies and innovations enhanced		
Name of Indicator :		Indicator 7 Targeted clients satisfied with access to technologies and innovations supported by the project (disaggregated by 1. Information 2. Marketing 3. Network 4. Finance 5. Technologies quality 6. Innovations quality) (disaggregated by male/female, youth: 18 – 30 years)		
DESCRIPTION				
Definition(s): This indicator refers to individuals who express satisfaction for technology and innovation accessed as a result of support of the MDTF intervention through the IP. The technology and innovation related to information, marketing, network, finance, quality of technology and quality of innovation. This indicator is to count individuals who indicate that they are satisfied one way or the other with the technologies and innovations accessed through IP activities under the MDTF. It measures the total number of farmers, breeders and other primary sector targeted producers (food and non-food crops, livestock products, individual processors, rural entrepreneurs, managers and traders, natural resource managers, etc. on the Innovation Platforms that demonstrate express satisfaction of technologies or innovation.				
Unit of Measure: Number		Disaggregated by: ▪ Gender- Male/Female; Youth		
Type: Outcome		Direction of change: Higher is better		
Rationale: Technologies generated and Innovations must be tailored to meet the needs and satisfaction of targeted clients. This indicator measures the extent to which this is achieved.				
PLAN FOR DATA ACQUISITION BY CORAF				
Data Collection Method:		Clients who expressed satisfaction for technologies and innovations are recorded in IP records. Data is collected by direct count of clients/beneficiaries those who express to be satisfied technologies and innovations generated by the Innovation Platform (IP) through surveys by IP Coordinator or through commissioned studies..		
Data Source:		IP Coordinator/Commissioned surveys		
Method of Data Acquisition by CORAF:		Reports of Commissioned Studies or report of IP Coordinator		
Frequency and Timing of Data Acquisition by CORAF:		Quarterly		
Office/Individual Responsible at CORAF:		Respective Program Manager and M&E Unit		
Location of Data Storage:		Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office		
DATA QUALITY ISSUES				
Date of Initial Data Quality Assessment:				
Any known Data Limitation & Significance:				
Taken/Planned Actions to Address Data Limitations:				
Date of Future Data Quality Assessment:				
Procedures for Future Data Quality Assessments:				
Project	Baseline	2014	2015	2016

	(2013)	Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET: Indicator 8	
Intermediate Results :	Generation of appropriate technologies and innovations enhanced
Name of Indicator :	Indicator 8: Number of Technologies and/or innovations demonstrated
DESCRIPTION	
Definition(s):	
<p>This indicator refers to a <u>count of technologies and innovations demonstrated</u> to stakeholders/clients in an IP. Technologies to be counted here are agriculture-related technologies and innovations including those that address climate change adaptation and mitigation. Relevant technologies include:</p> <ul style="list-style-type: none"> ▪ Mechanical and physical: New land preparation, harvesting, processing and product handling technologies, including packaging, sustainable water management practices; sustainable land management practices; sustainable fishing practices; ▪ Biological: New germ plasm (varieties, breeds, etc.) that could be higher-yielding or higher in nutritional content and/or more resilient to climate impacts; bio fortified crops such as vitamin A-rich sweet potatoes or rice, or high-protein maize, or improved livestock breeds; soil management practices that increase biotic activity and soil organic matter levels; and livestock health services and products such as vaccines; ▪ Chemical: Fertilizers, insecticides, and pesticides sustainably and environmentally applied, and soil amendments that increase fertilizer-use efficiencies; ▪ Management and cultural practices: Information technology, improved/sustainable agricultural production and marketing practices, increased use of climate information for planning disaster risk strategies in place, climate change mitigation and energy efficiency, and natural resource management practices that increase productivity and/or resiliency to climate change. 	
Unit of Measure: Number	Disaggregated by: <ul style="list-style-type: none"> ▪ Technology Type
Type: Outcome	Direction of change: Higher is better
Rationale: Technologies generated and Innovations must be demonstrated to clients to be aware for decision making on adoption and use. This indicator measures the extent to which this is achieved. It tracks research and technology investments and progress towards dissemination.	
PLAN FOR DATA ACQUISITION BY CORAF	
Data Collection Method:	Count of technologies and innovations <u>demonstrated</u> to clients in an Innovation Platform. These counts are expected to be recorded in IP records so data is gleaned from IP records.
Data Source:	IP Coordinator
Method of Data Acquisition by CORAF:	Reports of Commissioned Studies or report of IP Coordinator
Frequency and Timing of Data Acquisition by CORAF:	Quarterly
Office/Individual Responsible at CORAF:	Respective Program Manager and M&E Unit
Location of Data Storage:	Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment:	
Any known Data Limitation & Significance:	

Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET: <u>Indicator 9</u>	
Intermediate Results :	Generation of appropriate technologies and innovations enhanced
Name of Indicator :	Indicator 9: Number of Technologies and/or innovations disseminated
DESCRIPTION	
Definition(s):	
<p>This indicator refers to a <u>count of technologies and innovations disseminated</u> to stakeholders/clients in an IP. Technologies to be counted here are agriculture-related technologies and innovations including those that address climate change adaptation and mitigation. Relevant technologies include:</p> <ul style="list-style-type: none"> ▪ Mechanical and physical: New land preparation, harvesting, processing and product handling technologies, including packaging, sustainable water management practices; sustainable land management practices; sustainable fishing practices; ▪ Biological: New germ plasm (varieties, breeds, etc.) that could be higher-yielding or higher in nutritional content and/or more resilient to climate impacts; bio fortified crops such as vitamin A-rich sweet potatoes or rice, or high-protein maize, or improved livestock breeds; soil management practices that increase biotic activity and soil organic matter levels; and livestock health services and products such as vaccines; ▪ Chemical: Fertilizers, insecticides, and pesticides sustainably and environmentally applied, and soil amendments that increase fertilizer-use efficiencies; ▪ Management and cultural practices: Information technology, improved/sustainable agricultural production and marketing practices, increased use of climate information for planning disaster risk strategies in place, climate change mitigation and energy efficiency, and natural resource management practices that increase productivity and/or resiliency to climate change. 	
Unit of Measure: Number	Disaggregated by: <ul style="list-style-type: none"> ▪ Technology Type
Type: Outcome	Direction of change: Higher is better
Rationale: Technologies generated and Innovations must be demonstrated to clients to be aware for decision making on adoption and use. This indicator measures the extent to which this is achieved. It tracks research and technology investments and progress towards dissemination.	
PLAN FOR DATA ACQUISITION BY CORAF	
Data Collection Method:	Count of technologies and innovations <u>disseminated</u> to clients in an Innovation Platform. These counts are expected to be recorded in IP records so data is gleaned from IP records.
Data Source:	IP Coordinator
Method of Data Acquisition by CORAF:	Reports of Commissioned Studies or report of IP Coordinator
Frequency and Timing of Data Acquisition by CORAF:	Quarterly
Office/Individual Responsible at CORAF:	Respective Program Manager and M&E Unit
Location of Data Storage:	Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment:	
Any known Data Limitation & Significance:	

Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET <u>Indicator 10</u>							
Name of Intermediate Result :		Generation of appropriate technologies and innovations enhanced					
Name of Indicator :		Indicator 10: Number of women involved in agricultural research					
DESCRIPTION							
Definition(s): This indicator is to count women involved in all aspects of agricultural research. For all clients interacting at IP, this indicator seeks to know and count women involved. 'Involvement' means participation in IP and being touched with agricultural research, that is, having the opportunity of receiving demonstration, dissemination and access of agricultural research.							
Unit of Measure: Number				Disaggregated by: Age			
Type: Output				Direction of change: Higher is better			
Rationale: This indicator purports to know the extent to which women are involved and participating in agricultural research							
PLAN FOR DATA ACQUISITION BY CORAF							
Data Collection Method:		Count of women participating in Innovation Platform. These counts are expected to be recorded in IP records so data is gleaned from IP records.					
Data Source:		IP Coordinator					
Method of Data Acquisition by CORAF:		Quarterly Reports					
Frequency and Timing of Data Acquisition by CORAF:		Quarterly					
Office/Individual Responsible at CORAF:		CORAF/WECARD Program Manager and M&E Unit					
Location of Data Storage:		Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office					
DATA QUALITY ISSUES							
Date of Initial Data Quality Assessment:							
Any known Data Limitation & Significance :							
Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET <u>Indicator 11</u>	
Intermediate Result:	Policy options for enhancing the performance of the agricultural sector facilitated
Name of Indicator :	Indicator 11: Strategic Policy Options developed and submitted by CORAF for approval by RECs and national governments
DESCRIPTION	
Definition(s):	This is a count of strategic policy options that CORAF has facilitated for development and has been submitted for approval by the Regional Economic Community (RECs) and national governments for approval. This may include agricultural enabling environment policies / regulations / administrative procedures in the areas of agricultural resource, food, market standards & regulation, public investment, natural resource or water management and climate change adaptation/mitigation.
Unit of Measure: Number	Disaggregated by: <ul style="list-style-type: none"> • Not Applicable
Type:	Direction of change:
Rationale:	The indicator measures the number of policies / regulations / administrative procedures that CORAF and its constituents are able to facilitate for consideration by the RECs or national government
PLAN FOR DATA ACQUISITION BY CORAF	
Data Collection Method:	Analysis of each government legal status of the various policies being addressed Data for this indicator is collected at country level in collaboration with the Regional M&E Focal persons. Given the various stages involved in this indicator, only a count of the highest stage of policy completed for each specific sector policy during the reporting year is counted. For each specific policy, Focal point persons will use a policy data collection matrix to track progress in the stages of each policy in the year in each country.
Data Source:	Project Coordinator / Regional M&E Focal points in collaboration with Country implementers
Method of Data Acquisition by CORAF:	Quarterly reports
Frequency and Timing of Data Acquisition by CORAF:	Quarterly reported
Office/Individual Responsible at CORAF:	CORAF/WECARD Program Manager and M&E Unit
Location of Data Storage:	Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment:	
Any known Data Limitation & Significance:	
Planned Actions to Address Data Limitations:	
Date of Future Data Quality Assessment:	
Procedures for Future Data Quality Assessments:	

Project	Baseline	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET Indicator 12

Name of Intermediate Result :	Institutional capacity of the NARS strengthened						
Name of Indicator :	Indicator 12: Number of actors who have benefited from long term training (at least 6 months) (disaggregated per category of actors and per institution)						
DESCRIPTION							
Definition(s): The indicator refers to all individual actors who are currently enrolled in or graduated in the current fiscal year from a bachelor's, master's or Ph.D supported by the MDTF. A person completing one long term training program in the fiscal year and currently participating in another long term training program should not be counted twice.							
Unit of Measure: Number	Disaggregated by: o Gender – Male and Female						
Type: Output	Direction of change: Higher is better						
Rationale: Measures enhanced human capacity for policy formulation and implementation which is key to transformational development							
PLAN FOR DATA ACQUISITION BY CORAF							
Data Collection Method:	Simple count of persons on post graduate studies supported by the program. From Program training records						
Data Source:	CORAF Program training records						
Method of Data Acquisition by CORAF:	Annual reports						
Frequency and Timing of Data Acquisition by CORAF:	Annually						
Office/Individual Responsible at CORAF:	CORAF/WECARD Program Manager and M&E Unit						
Location of Data Storage:	Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office						
DATA QUALITY ISSUES							
Date of Initial Data Quality Assessment:							
Any known Data Limitation & Significance:							
Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET Indicator 13

Name of Intermediate Result :	Institutional capacity of the NARS strengthened						
Name of Indicator :	Indicator 13: Number of Research sub-projects supported by the project (number)						
DESCRIPTION							
Definition(s):	The indicator is a count of all ongoing research related sub projects that have been supported under the MDTF.						
Unit of Measure: Number	Disaggregated by: Not Applicable						
Type: Output	Direction of change: Higher is better						
Rationale:	Measures enhanced human capacity for increased agriculture productivity, improved food security, policy formulation and/or implementation, which is key to transformational development.						
PLAN FOR DATA ACQUISITION BY CORAF							
Data Collection Method:	This is a simple count of all sub projects ongoing that are research-based and supported by the MDTF						
Data Source:	Records of CORAF and constituent NARSs						
Method of Data Acquisition by CORAF:	Quarterly Reports						
Frequency and Timing of Data Acquisition by CORAF:	Quarterly						
Responsibility/Office/Individual Responsible at CORAF:	CORAF/WECARD Program Manager and M&E Unit						
Location of Data Storage:	Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office						
DATA QUALITY ISSUES							
Date of Initial Data Quality Assessment:							
Any known Data Limitation & Significance:							
Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET		Indicator 14
Name of Intermediate Result :	Institutional capacity of the NARS strengthened	
Name of Indicator :	Indicator 14: Number of individuals who have benefited from short term capacity strengthening (disaggregated by gender)	
DESCRIPTION		
<p>Definition(s): The number of individuals to whom significant knowledge or skills have been imparted through interactions that are intentional, structured, and purposed for imparting knowledge or skills should be counted as training. This can be within the framework of IP or other forms of technical; trainings</p> <p>This includes farmers, breeders, and other primary sector producers who receive training in a variety of best practices in productivity, post-harvest management, linking to markets, etc. It also includes rural entrepreneurs, processors, manager, .policy makers, researchers and traders receiving training in application of new technologies, business management, linking to markets, etc. Include training on climate risk analysis, adaptation, mitigation, and vulnerability assessments, as it relates to agriculture.</p> <p>Delivery mechanisms can include a variety of extension methods as well as technical assistance activities. This could include training on food security, water resources management/IWRM, sustainable agriculture, and climate change resilience.</p>		
Unit of Measure: Number	Disaggregated by: <ul style="list-style-type: none"> ▪ Gender (M/F) ▪ Type of individual: <ul style="list-style-type: none"> ○ Producers (farmers, fishers, pastoralists, ranchers, etc.) ○ People in firms, e.g. processors, service providers, manufacturers ○ Other rural people (i.e. rural people that are not producers or in firms) 	
Type: Output	Direction of change: Higher is better	
Rationale: Measures enhanced human capacity for policy formulation and implementation which is key to transformational development		
PLAN FOR DATA ACQUISITION BY CORAF		
Data Collection Method: Data for this indicator is collected through a count of individuals trained of participating in IP activities to whom significant knowledge is imparted		
<p>Participant sign-in sheets is the basis for counting. Names of persons who have signed a Training participants' sign-in sheet for a training held are counted and reported. Individuals trained in a well-structured. A training protocol/curriculum to guide training and modules and approach to ensure impart of significant knowledge or skills, need to be in place. For IPs training, there is IP records serve the basis of counting</p> <p>Counting should be done regardless of training period (training days), that is, the period for training is not a deciding factor in considering training as having happened or not. Training should have potential to impart significant knowledge or skills, and must be through interactions that are intentional, structured and purposeful. It should cover the list of areas mentioned above.</p>		
Data Source:	Training records	
Method of Data Acquisition by CORAF:	Quarterly Reports	
Frequency and Timing of Data Acquisition by CORAF:	Quarterly	
Office/Individual Responsible at CORAF:	CORAF/WECARD Program Manager and M&E Unit	
Location of Data Storage:	Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office	
DATA QUALITY ISSUES		

Date of Initial Data Quality Assessment:							
Known Data Limitation & Significance (if any):							
Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET SO Indicator 15:

Specific Objective 1:	Institutional capacity of the NARS strengthened						
Name of Indicator :	Indicator 15: Number of Client days of training provided						
DESCRIPTION							
Definition(s): For all training provided, this indicator seeks to track the number of head/clients days involved/ For every training session, the number of participant multiplied by the number of days of the training							
Unit of Measure: NUME				Disaggregated by: Possible to disaggregate by key sub matter/ technical area as may be necessary			
Type: Output				Direction of change: Higher is better			
Rationale: This indicator seeks to know the number of days dedicated to training or imparting of technical skills to stakeholders in and IP or through other forms of classroom-related training							
PLAN FOR DATA ACQUISITION BY CORAF							
Data Collection Method:				Count of days of training multiplied by participants involved to give client days per training sessions. Organizational Assessment Survey			
Data Source:				Training Report/ Projects records			
Method of Data Acquisition by CORAF:				Quarterly Reports			
Frequency and Timing of Data Acquisition by CORAF:				Quarterly			
Office/Individual Responsible at CORAF:				CORAF/WECARD Program Manager and M&E Unit			
Location of Data Storage:				Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office			
DATA QUALITY ISSUES							
Date of Initial Data Quality Assessment:							
Known Data Limitation & Significance (if any):							
Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET <u>Indicator 16:</u>							
Name of Intermediate Result:		Information exchange and knowledge management improved					
Name of Indicator :		Indicator 16: New technologies/ innovation for which information is publicly accessible (number)					
DESCRIPTION							
Definition(s): For all clients accessing technology and innovations (that is indicator 4), this indicator refers to the type of technologies and innovations that are made publicly available for them to access. It is a count of all technologies and innovations that targeted clients “indicator 4” access.							
Unit of Measure: Number		Disaggregated by: Not intended					
Type: Output		Direction of change: Higher is better					
Rationale: This indicator seeks to capture the extent to which technology/innovation information is made publicly accessible to targeted clients							
PLAN FOR DATA ACQUISITION BY CORAF							
Data Collection Method: Data collection involves a count of technologies and innovations that have been made publicly available to targeted clients. This relates to indicator 4							
Data Source:		IP Coordinator					
Method of Data Acquisition by CORAF:		Quarterly Reports					
Frequency and Timing of Data Acquisition by CORAF:		Quarterly					
Office/Individual Responsible at CORAF:		CORAF/WECARD Program Manager and M&E Unit					
Location of Data Storage:		Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office					
DATA QUALITY ISSUES							
Date of Initial Data Quality Assessment:							
Known Data Limitation & Significance (if any):							
Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET Indicator 17:							
Name of Intermediate Result:		Performance driven governance and management structures and systems established and operational at CORAF/WECARD					
Name of Indicator :		Indicator 17: Performance management system in place: xi. Information management system xii. Monitoring and evaluation system xiii. HR development xiv. Information and communication system xv. CORAF ISO Certified					
DESCRIPTION							
Definition(s): This indicator tracks the performance on combined key scores of competency areas of CORAF/WECARD. This performance represents the capacity of the CORAF/WECARD measured across key capacity areas using the Organizational Capacity Assessment (OCA) tool. The key capacity areas include information management system; Monitoring and evaluation system; HR development; Information and communication system and CORAF ISO Certified. It measures the effectiveness of CORAF/WECARD in these competency areas geared towards performance management.							
Unit of Measure: Qualitative measure- Fair, Good or Very Good		Disaggregated by: Key competency areas					
Type: Outcome		Direction of change: Higher is better					
Rationale: Building the capacity of CORAF/WECARD is crucial to sustainable development in the organization. This indicator measures progress in actual capacity development.							
PLAN FOR DATA ACQUISITION BY CORAF							
Data Collection Method: Organizational Capacity Assessment- OCA. Prepared internally by in –house staff							
Data Source:		OCA Report					
Method of Data Acquisition by CORAF:		Annual Report. Assessment Report					
Frequency and Timing of Data Acquisition by CORAF:		Annual					
Office/Individual Responsible at CORAF:		CORAF/WECARD Program Manager and M&E Unit					
Location of Data Storage:		Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office					
DATA QUALITY ISSUES							
Date of Initial Data Quality Assessment:							
Any known Data Limitation & Significance :							
Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							

NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET Indicator 18:							
Name of Intermediate Result:		Convening, coordination and advocacy role for IAR4D in WCA region strengthened					
Name of Indicator :		Indicator 18: Number of Innovation Platforms (IPs) in commodity value chains functional					
DESCRIPTION							
Definition(s): Innovative Platforms (IP) are processes created to bring together different actors in the value chain for exchange and transfer of agricultural technology. To be functional, an IP must be active; meet often, keep records of meetings; , have a facilitator and have evidence of information exchange among others							
Unit of Measure: Number		Disaggregated by:					
Type: Outcome		Direction of change: Higher is better					
Rationale: Tracks the extent to which agriculture is disseminated among key stakeholders in the value chain							
PLAN FOR DATA ACQUISITION BY CORAF							
Data Collection Method: To be functional, an IP must be active; meet often, keep records of meetings, have a facilitator and have evidence of information exchange among others . Country staff to assess IP established against criteria to ascertain functionality of IP and undertake a simple count. Data collection will involve a count of IPs established with the set criteria.							
Data Source:		IP Coordinator/IP Record					
Method of Data Acquisition by CORAF:		Quarterly Report. Assessment Report					
Frequency and Timing of Data Acquisition by CORAF:		Quarterly					
Office/Individual Responsible at CORAF:		CORAF/WECARD Program Manager and M&E Unit					
Location of Data Storage:		Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office					
DATA QUALITY ISSUES							
Date of Initial Data Quality Assessment:							
Any known Data Limitation & Significance :							
Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

PERFORMANCE INDICATOR REFERENCE SHEET Indicator 19:							
Name of Intermediate Result:		Convening, coordination and advocacy role for IAR4D in WCA region strengthened					
Name of Indicator :		Indicator 19: Number of IP joint programs between weaker and stronger countries implemented					
DESCRIPTION							
Definition(s): Innovative Platforms (IP) are processes created to bring together different actors in the value chain for exchange and transfer of agricultural technology. It is intended that strong IPs would be encouraged to strengthen IPs that are weak in other countries through exchange programs and joint activities. The indicator involves a count of joint programs bet weak and strong countries							
Unit of Measure: Qualitative measure- Fair, Good or Very Good		Disaggregated by: Key competency areas					
Type: Outcome		Direction of change: Higher is better					
Rationale: It is expected that IPs would continue to exchange techniques and issues around technology adoption, access to technology and innovation. Given that some IPs are weak and others, strong, this indicator would give an idea about how strong countries are pulling the weak ones along.							
PLAN FOR DATA ACQUISITION BY CORAF							
Data Collection Method: A criterion for weak IPs in terms of functions is determined; so it is for a strong IP. The indicator involves a count of programs slated for the two							
Data Source:		IP Coordinator/IP Record					
Method of Data Acquisition by CORAF:		Quarterly Report. Assessment Report					
Frequency and Timing of Data Acquisition by CORAF:		Quarterly					
Office/Individual Responsible at CORAF:		CORAF/WECARD Program Manager and M&E Unit					
Location of Data Storage:		Country level: Database of Implementing Partners; Hardcopy files CORAF/WECARD: Database and Server system with management responsibility of Program Manager and M&E Specialist; Hard copies to be filed in Office					
DATA QUALITY ISSUES							
Date of Initial Data Quality Assessment:							
Any known Data Limitation & Significance :							
Taken/Planned Actions to Address Data Limitations:							
Date of Future Data Quality Assessment:							
Procedures for Future Data Quality Assessments:							
Project	Baseline (2013)	2014		2015		2016	
		Target	Actual	Target	Actual	Target	Actual
LFA							
PMT							
NRM							
NSC							
CS							

Annex 3: Performance Indicator Tracking Table (PITT)

Performance Indicators	Baseline (2013)	FY 2014			FY 2015			FY 2016		
		Target	Actual	% achieved	Target	Actual	% achieved	Target	Actual	% achieved
<p>Impact Indicator: Yield of targeted commodities for beneficiaries of technologies –</p> <ul style="list-style-type: none"> per hectare of crops (kg/ha) –cocoa; cotton; paddy rice(upland); paddy rice(irrigated);potato; cassava; tomato milk off take per lactation fish production per hectare of pond-improved fish production per hectare of pond-extensive 										
<p>Indicator 2: Number of beneficiaries who have adopted improved technologies made available under the Project(disaggregated by gender, country and technology)</p>										
<p>Indicator 3: Number of direct project beneficiaries</p>										
<p>Indicator 4: Number of Clients with access to technologies and/or innovations supported by the project (disaggregated by male/female, youth: 18 – 30 years</p>										
<p>Indicator 5: Number of Clients who have adopted an improved agricultural technology promoted by the project (disaggregated by male/female, youth: 18 – 30 years)</p>										
<p>Indicator 6: Number of Clients who have adopted an improved agricultural innovation promoted by the project (disaggregated by male/female, youth: 18 – 30 years)</p>										
<p>Indicator 7 Targeted clients satisfied with access to technologies and innovations supported by the project (disaggregated by 1. Information 2. Marketing 3. Network 4. Finance 5. Technologies</p>										

quality 6. Innovations quality) (disaggregated by male/female, youth: 18 – 30 years)																				
Indicator 8: Number of Technologies and/or innovations demonstrated																				
Indicator 9: Number of Technologies and/or innovations disseminated																				
Indicator 10: Number of women involved in agricultural research																				
Indicator 11: Strategic Policy Options developed and submitted by CORAF for approval by RECs and national governments																				
Indicator 12: Number of actors who have benefited from long term training (at least 6 months) (disaggregated per category of actors and per institution)																				
Indicator 13: Number of Research sub-projects supported by the project (number)																				
Indicator 14: Number of individuals who have benefited from short term capacity strengthening (disaggregated by gender)																				
Indicator 15: Number of Client days of training provided																				
Indicator 16: New technologies/ innovation for which information is publicly accessible (number)																				
Indicator 17: Performance management system in place: xvi. Information management system xvii. Monitoring and evaluation system xviii. HR development xix. Information and communication system xx. CORAF ISO Certified																				
Indicator 18: Number of Innovation Platforms (IPs) in commodity value chains functional																				
Indicator 19: Number of IP joint programs between weaker and stronger countries implemented																				

Annex 4: Recommended Reporting Format under the MDTF

Chapter		Content
	Executive summary (1-2 pages)	<ul style="list-style-type: none"> ▪ Achievement of the projects for each set of objectives/outcomes. ▪ Major challenges encountered/to be resolved (by whom?) ▪ Major recommendations (to whom?) and proposed solutions
1	Introduction	<ul style="list-style-type: none"> ▪ Activities undertaken during the period (half-year or year) ▪ How did the period end in terms of achieving the initial forecasts?
2	Activities	<ul style="list-style-type: none"> ▪ Highlight activity levels achieved in terms of the Annual Operation Plan ▪ Discuss the major challenges dealt with in the operation plan to justify the rapid progress/delay of work.
3	Outcomes/Achievements	<ul style="list-style-type: none"> ▪ Achievements/Outcomes of the project and an appraisal of the general progress made toward realizing such outcomes. ▪ Discuss any unique success achieved ▪ Explain the indicator results attained for the period and describe the deviations progress with regard to the targets for the year³
4	Implementation strategy	<ul style="list-style-type: none"> ▪ Discuss any strategies put in place (gender, communication, collaboration, local ownership, sustainability, etc.) to facilitate realization of outcomes
5	Budgetary issues	<ul style="list-style-type: none"> ▪ Analyze the level of implementation in connection with the annual budget and explain any shortfalls and comment on any deviation. ▪ Discuss and general budgetary issues compared to the physical implementation report.
6	Challenges encountered	<ul style="list-style-type: none"> ▪ In terms of progress state the challenges encountered that could stall the progress of the component.
7	Key suggestions, recommendations	<ul style="list-style-type: none"> ▪ Make any recommendations for consideration to specific partners and CORAF/WECARD regarding the challenges faced
	Attachments	<ul style="list-style-type: none"> ▪ Performance Indicator Tracking Sheet(PITT) ▪ Next quarter activities ▪ One page success story, if any ▪ Source Documents

Note: Reports must be results-based, that is, must focus on results and achievements. Where necessary, endeavour to weave photographs into reports to give snapshots of events and successes.

³ Do this for each indicator