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KWALE-KILIFI DISTRICT DEVELOPMENT PROJECT

A MONITORING AND EVALUATION SYSTEM

REPORT PREPARED FOR THE GOVERNMENT OF KENYA AND
INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT

muticon
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I. PROJECT BACKGROUND

A. Introduction

1.1 This document attempts to propose a system for monitoring and evaluating the implementation, effects and impact of the activities proposed under the Kwale-Kilifi District Development Project (KKDDP). It discusses conceptual issues that need to be considered during the process of project monitoring and evaluation. The document proposes specifically a system that the project managers, in Kwale and Kilifi Districts could use to assess and improve the performance of the activities under the project. Attempt has been made to identify critical indicators which can be used to evaluate the performance of each of the project activities.

1.2 The need to develop a system for monitoring and evaluation of KKDDP arises from a number of related reasons. These include:

- i) Monitoring the progress and performance of KKDDP as conceived under the Loan Agreement No. 238-KE between GOK and IFAD.
- ii) Understanding whether the inputs to the project are reaching the target beneficiaries.
- iii) Assessing why the outcomes of the activities under the project are different from the anticipated. Where the outcomes fall short of the expected, to ascertain if this is attributable to faulty project design or to other extreneous factors.
- iv) Providing knowledge of the complexities of the KKDDP which will allow improved project design and modification of project components in future.
- v) Provide introduction to the managers to improve project implementation.

1.3 The case for developing Monitoring and Evaluation (M & E) system for KKDDP is amplified by the emphasis the GOK has placed on the need to monitor and evaluate development projects. This emphasis is contained in the current Five-Year Development Plan 1989-1993 and was alluded to in the Sessional Paper No. 1 of 1986 on Economic Management for Renewed Growth .

1.4 Currently institutionalized monitoring and evaluation capacity is very limited. Where monitoring and evaluation has been done, it has been haphazard and limited to few donor funded projects. The Ministry of Planning and National Development (MPND) is, however, in the process of developing a systematic M & E system for developing projects and policies being implemented in the country. It is, therefore, fundamental that the system developed for KKDDP be consistent and within the framework of that being developed by the MPND.

B. KKDDP Project Framework

1.5 The origin of the KKDDP dates back to 1979 when IFAD Mission identified a project in the two districts. Subsequently a pilot project was started. In 1986, the Government submitted a proposal for a follow-up project which covered rural afforestation and water development. In 1988, an appraisal mission was mounted by the World Bank on behalf of International Fund for Agricultural Development (IFAD) culminating into a proposed 8.0 million dollar project in Kwale and Kilifi Districts to be implemented in a period of 5 years. The project is to be jointly funded by IFAD and GOK.

1.6 The project is based on the philosophy of community participation, bringing smallholder farmers, pastoralists and artisan fishermen together into groups capable of receiving training, credits and agricultural inputs. Some 30,000 rural families currently living below poverty line will benefit from the project. It is envisaged that the project will lead to increased incomes and incremental annual food production to the families in the project area.

C. Project Objectives

1.7 The objectives of the project are to:

- i). Raise the income and well-being of smallholders, livestock owners and artisan fishermen by increasing their production and productivity
- ii) Promote beneficiary participation in the process of planning and implementing rural development projects
- iii) Develop technical packages and extension systems that respond to specific needs of smallholders and pastoralists in the districts.
- iv) Strengthen the institutional capacity of the district to plan, implement and monitor rural development within the aim of better reaching resource-poor rural dwellers.

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D. Project Components

1.8 The project consists of nine main parts which are briefly described below:

- i) **Institutional Development:** This will involve provision of infrastructural facilities and technical assistance to develop management systems and monitoring and evaluation methods; strengthening the Provincial Planning Office (PPO); support to MPND by establishing District Development Monitoring Unit (DDMU); provision of training; and support for the development of communication aids and production of training materials. The provincial Planning Officer in close liaison with DPO, DDO and GTI, Mombasa, will ensure that the information on institutional building and training are consolidated and provided for monitoring the performance of this component.
- ii) **Agricultural Development:** This component will include crop bulking/multiplication; agricultural extension services; animal traction; small scale irrigations; soil conservation; and water harvesting. The responsibility of implementing these activities will be assigned to the District Agricultural Officer (DAO) working closely with other relevant agricultural extension staff in the districts.
- iii) **Livestock Development:** This part will focus on improved husbandry of goat and sheep; and promotion of bee keeping. The activities under this component will be controlled by the District Animal Production Officer (DAPO). He will work together with the District Small Ruminant Officer (DSRO) and the District Bee-Keeping Officer (DBO).
- iv) **Adaptive Research:** Adaptive research will include low-cost integrated pest management for food crops; integrated tsetse pest management; socio-economic studies; and training of research staff. This component will be carried out by a multidisciplinary teams involving staff from ICIPE, KARI, MOA, and MLD. The component will be coordinated by ICIPE. The lead responsibility for implementing the component rests with the Ministry of Research, Science and Technology (MRST).
- v) **Fisheries Development:** This will involve assistance to fisheries through construction of fish landing depots; support to the Department of Fisheries to organize training for fishermen; construction of a simple workshop slipway in Shimoni and in Kwale district and rehabilitation of workshop at Malindi; and support to boat building in Mombasa. The Chief Fisheries Officers in the two districts would be

responsible for the activities under this component.

- vi) **Cooperative Management and Extension:** This part will aim to support Ministry of Cooperative Development (MCD) to revitalize the cooperative societies by training in management, establishing a constructive working relationship between the the societies and the cooperative unions. It will also provide training to the committee members and the staff of the cooperative. The District Cooperative Officer (DCO) in each district will be in charge of coordinating activities under this component.
- vii) **Input Supply and Credit:** This will involve two sub-components . First, a pilot women's credit programme will be implemented by Kenya Women Finance Trust (KWFT). This will include investment costs to set up a branch KWFT office in Mombasa, operating costs, technical assistance to KWFT, a revolving fund and support to strengthen financial management of the KWFT head office in Nairobi. Second aspect will involve input supply and credit programme to be supported by Kenya Grain Growers Cooperative Union (KGGCU) or any other organization which will be appointed by the Government. This will include establishment of a revolving fund, construction of store/office in each of the districts, recruitment of staff and technical assistance to carry out a credit study and prepare operational manual for the credit programme under the project. The KWFT and KGGCU officers responsible for activities under KKDDP will ensure that the information and data on activities under this component are recorded and submitted to the PPO on periodical basis.
- viii) **Special Financing Facility:** This will entail provision of financing facility to carry out new sub-projects which may not have been anticipated during the initial project formulation. The PPO and the respective DPO will ensure that this facility is utilized to achieve the purpose for which it was set.
- ix) **Pilot Nutrition Improvement:** The nutrition component will concentrate on the promotion of improved cultivation of traditional nutritious food crops, training of women in food preservations, improved diet and family planning and provision of support facilities. The District Nutritionist will be assigned to ensure that the implementation of this sub component is progressing as planned, and that the target beneficiaries are reached.

E. Organizational Structure

1.9 The KKDDP project will be managed through the existing District Administration headed by the District Commissioner (DC). The DDC, chaired by the DC will be responsible for policy making and guidance of the project activities. The views of the community is represented to the DDC through the Divisional, Locational and Sub-locational Development Committees. The technical coordination of the development efforts is assured through the DEC - chaired by the DC and comprising district heads of implementing ministries and agencies. In each of the district, the project activities will be under the overall management of the DC assisted by the DPU. All the district officers of the ministries and agencies participating in the project would report to the DC on all administrative and financial matters related to the project. The information generated from monitoring and evaluation system will greatly enhance this administrative process for decision making and steering the project to achieve its intended objectives. Annex V shows the proposed organization structure for the project.

1.10 The DPO in each district will be directly responsible for coordinating the Monitoring and Evaluation activities under the project. This will include ensuring that appropriate progress report following the designed format for recording and collecting information and data on identified indicators are prepared and submitted on schedule. He will also take lead responsibility in organizing the collation and preliminary analysis of data generated through the M & E system. The overall coordination of monitoring and evaluation of the project performance in the two districts will, however, be the responsibility of the PPO. Final review and submission of reports to IFAD will be the responsibility of the Ministry of Reclamation, Development of Arid and Semi Arid and Wasteland (MRDASW).

F. Annual Work Programme

1.11 Each district head of an implementing ministry/agency will prepare annual work programme and the budget in conformity with the ministry/agency's technical guidelines and project targets. The DPO would consolidate the programme of work and budget and submit it to the Project Action Group (PAG) for review and finalization. The information from baseline survey would be used to review the programmes of work in terms of their focus on the target beneficiaries.

1.12 After approval by PAG, the DPO would submit the proposals to the DDO's office for integration into the overall district programme and budget for consideration and approval by the DEC and DDC. In the subsequent years of the project implementation, this process would rely heavily on the information generated through monitoring and evaluation system in terms of

II. CONCEPTUAL ISSUES ON M & E

A. Distinction Between Monitoring and Evaluation

2.1 The monitoring and evaluation functions are related but distinct. They should be explicitly separated for the purpose of determining indicators to be used in assessing the project performance.

2.2 Both monitoring and evaluation are tools for analysing data and producing information for decision making which would improve performance. Reports on physical and financial inputs and outputs, supplemented by the investigative studies and indepth analyses of persistent problem areas provide the information base for monitoring. Analysis of monitoring indicators supplemented by additional baseline and indepth studies, provide information base for on-going evaluation. In turn, the processes together, supplemented by data about socio-economic status and well-being of the beneficiaries, provide information base for expost evaluation. It is in this way that monitoring and evaluation are related and together form a unified system.

B. Monitoring

2.3 Monitoring is concerned with making available information and utilization of that information to enable the project manager to assess the progress being achieved and actions needed to improve operations. Monitoring assesses whether the project inputs are being delivered; are being used as intended; and are having initial effects as envisaged. It is an internal project activity and forms an essential part of good management practice and therefore integral part of project management.

C. Evaluation

2.4 Evaluation assesses the overall project effects and their impact on the beneficiaries. It is concerned with comparisons of information generated from both within and outside the project area. Evaluation aims to determine whether the project objectives set in terms of expected outputs, effects and impact are being realized. It is a process for determining systematically and objectively the relevance, efficiency, effectiveness and impact of project activities in light of its goals. Evaluation is used to improve activities in progress and for aiding project managers in future planning, programming and decision-making.

2.5 Evaluation is carried out in three distinct phases:

- i) **On-going Evaluation:** This is done during the implementation phase of an activity. It seeks to determine activity's continuing relevance, efficiency and effectiveness and the present

and likely future outputs, effects and impact.

- ii) **Project Completion Evaluation:** This is undertaken at the end of the project completion. It is important in determining the overall impact of the project, including the performance of various implementing agencies.
- iii) **Expost Evaluation:** This is carried out within 6 to 12 months of project completion.

2.6 It is important to note that in the KKDDP design, GOK is to carry out 2.5 (i) and (ii), while IFAD will carry out 2.5 (iii) in close collaboration with GOK.

2.7 The purpose of terminal and expost evaluation is to:

- i) Assess the achievement of overall results of the project in terms of efficiency, outputs, effects and impacts.
- ii) Learn lessons for future project design, appraisal, implementation, and monitoring and evaluation.

2.8 The distinction between monitoring and evaluation is important, since in practice these are distinctly different functions, serving distinctly different users. They should indeed be considered independently of each other.

2.9 Monitoring and evaluation are separated by their objectives, reference periods, requirements for comparative analysis and primary users. In spite of this distinction, however, there are common features which highlight the relationship between them. In many cases, the same data collection and analysis system will be used for both. The indicators for monitoring may be included in the range of information required for evaluation. The monitoring of a project may itself reveal such significant departures from expectations that it calls for an interim, internal evaluation. This may lead to a major reappraisal of assumptions and premises for the initial project design.

D. Framework for Monitoring and Evaluation under KKDDP

2.10 Monitoring is a routine activity which relates directly to measurable indicators. Monitoring relates primarily to inputs and outputs and is intended to provide a check for the management that the implementation is proceeding according to plan. This is direct monitoring and basic information should come from the data directly collected by the various implementing agencies, analysed and interpreted in terms of the set objectives. This responsibility has been assigned to the responsible districts.

determination of whether or not modification in design of particular components of the project is needed.

G. Project Beneficiaries

1.13 The main beneficiaries of the activities under the project will include the following:

- i) Government project implementors, in terms of improved management
- ii) Small holder farmers
- iii) Women groups
- iv) Female headed households
- v) Artisan fishermen
- vi) Pastoralists
- vii) Household with malnourished children.

1.14 The effectiveness of this project, in terms of reaching the target beneficiaries, will be determined through continuous monitoring and evaluation of particular activities under each component. In part 3 of this report, specific indicators have been suggested to follow up the performance of the activities under the project. The quantitative target beneficiaries of the activities under the project and institutions responsible for collecting initial data are given in Annex II of this report.

The DC as the Chief Executive assumes this responsibility on behalf of GOK.

2.11 To evaluate effectively, the activities under KKDDP, it is essential that the causal chain linking components on the one hand and expected effects and impact on the other hand, be clearly specified. This is necessary because effects are often not directly observable but must be captured using specified indicators. There may also be a wide range of possible effects which it is anticipated will mediate between the implementation of project components and their final impact. To carry out effective evaluation, the time series data of monitoring (see 2.9) would be combined with the surveys to fill the necessary gaps. This responsibility has been assigned to the PPO.

III. KKDDP MONITORING AND EVALUATION SYSTEM

A. Framework for the Proposed M & E Approach

3.1 In this report, the M & E approach to be used in KKDDP can be shown to be a logical sequence linking the inputs to the project in terms of financial resources, technical assistance, training, credits, etc, to the final impact of the project in the two districts. Sequentially, the monitoring and evaluation for KKDDP can be stated in the following form: the immediate objective is to provide **inputs** (financial, technical, etc) that are necessary to achieve improvement in social well being of the population in the two districts. These inputs are expected to generate **outputs** in terms of increased agricultural and livestock production, increased bee-keeping and high household incomes. The outputs should directly benefit the project recipients. The outputs will in turn generate **effects** amongst the beneficiaries participating in the project activities. Consequently, the effects of the project activities will have **impact** on the welfare of the project beneficiaries. The impacts of the project are expressed in terms employment generated, improved nutritional status of the population, increased agricultural productivity and increased profitability to mention a few.

3.2 The approach involves identification of the critical indicators to be utilized in the monitoring and evaluation of KKDDP. This will require that for each of the component or sub-component of the project, the information on indicator used, type of indicator, level of disaggregation and source of data be clearly defined. It will also be necessary that a strong baseline data bank be established at the beginning of project implementation.

3.3 This report will attempt to identify specific indicators relating to the project objectives and activities. Specifically, the type of indicators to be used to monitor and evaluate activities under this project will include the following:

- i) Target indicators - these will reflect the main objectives of the project
- ii) Input indicators - these will reflect resources used in the project which also allows it to be implemented. They show the effectiveness of implementation.
- iii) Output indicators - these are outputs to be expected from the activities to be implemented in order to realize the objectives of the project.
- iv) Indicators of effect - these indicators will measure the performance of the project activities at the end of specific project implementation period.
- v) Impact indicators - These indicators will measure direct changes in a social or economic condition to the beneficiaries during the mid-term period and at the project completion period.

B. Selection of Indicators

3.4 The objective of selecting indicators for monitoring and evaluation system, should be to put together a set of indicators which individually and separately will explain a part of the overall variation of the activities under the KKDDP and together explain a substantial proportion of the total effect of the changes among the beneficiaries of the project. The selected indicators should thus enable the project implementors to understand a large proportion of what could be affecting positively or negatively the performance of KKDDP.

3.5 It is important to note at this stage that the indicators chosen should be unambiguously defined; be capable of being measured; be cost-effective; be relevant to the project objectives; be unbiased measure of the values being monitored; and be able to explain the observed variations in the project performance.

C. Levels of M & E Indicators

3.6 Under the KKDDP Monitoring and Evaluation system, focus will be given to three levels of indicators. These include indicators for implementation, effects and impact.

3.7 **Indicators for Monitoring Implementation:** The purpose for monitoring implementation of the project activities is to enable the project managers to know whether the measures under the project are in fact being implemented on timely basis. These will include financial allocation to project activities, deployment of personnel and provision of support facilities. Through regular reporting on individual activities, the project managers will determine if the project is on course. Thus

monitoring of implementation (inputs/outputs) is appropriately undertaken at the operational level of each district responsible for implementation of each particular activity of the project component.

3.8 The implementation indicators are designed to be easy to acquire through proper and systematic recording at project level. The acquisition of these indicators need not involve surveys, rather it requires the maintenance and proper use of records by the implementing agencies. Examples of recording proforma are shown in Annex IV.

3.9 Indicators for Monitoring Effects: Monitoring of effects of the KKDDP will concentrate on questions related to food production; input utilization, crop yields, livestock husbandry and employment creation. Most of the indicators of effect will be acquired through recording at each of the district level. Other indicators will be generated through simple surveys designed to generate specific data that may be needed for monitoring of effects. Where survey is to be done, it should be cost-effective. It is in fact recommended that Central Bureau of Statistics (CBS) should be contracted to undertake such surveys.

3.10 Indicators for Monitoring Impact: The aim of monitoring the impact indicators is to enable the project managers to undertake impact assessment of the project. These indicators will be useful during the evaluation of the overall performance of the activities under KKDDP. They will be acquired through specific surveys in Kwale and Kilifi Districts. These indicators will reflect long term effects of the project outcomes. The impact indicators will be important in determining whether or not the effects of KKDDP are leading to the results for which the project was designed.

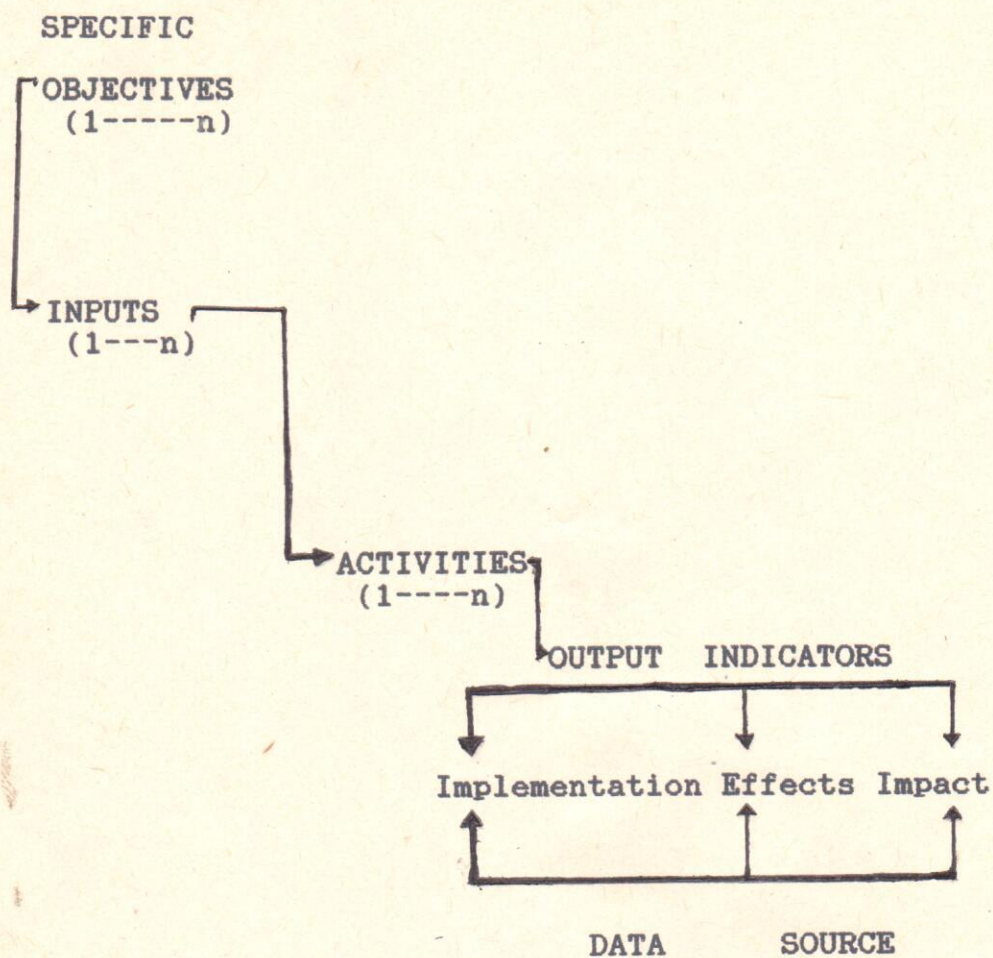
D. INPUT-OUTPUT SEQUENCE

3.11 The organization of data and information relating to the activities to be monitored under the project will consist of the following segments:

- i) Specific objectives - these relate to the project components. There are nine specific objectives which have been identified under KKDDP.
- ii) Project inputs - These relate to expected inputs which will be used to generate outputs from the various project activities.
- iii) Activities - The component activities indicate measures that will be instituted in order to realize the expected goals or outputs of the project. All the indicators identified in this document relate directly to a particular activity being implemented under a particular component or sub-component.

3.12 In the subsequent section, attempt is made to identify specific project objectives, inputs, activities and subsequent outputs. Attempt is made further to identify specific critical indicators that would be used to monitor the performance of each of the activities in terms of implementation, effect and impact. Figure 1 shows schematic representation of the process of relating indicators, activities, output inputs and project objectives.

FIG1: SCHEMATIC REPRESENTATION FOR RELATING
OBJECTIVES, OUTPUTS, ACTIVITIES AND INDICATORS



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E. Specific KKDDP Objectives

3.13 The broad objectives of KKDDP was outlined in part 1 of this report. In this section, attempt is made to identify specific objectives of the project relating them to expected outputs and activities to be implemented in order to realize the project goals. These include the following:

Objective 1 : Strengthening institutional capabilities through training and provision of support services.

Input 1.1 : Support facilities provided for use in the project.

OUTPUT INDICATORS

| Activities | Implementation | Effect | Impact |
|--|---|--|--------|
| 1.1.1 Three ministries (MPND, MOA&MLD) to be provided with support at the headquarters to enable them to monitor and supervise the project activities in the two districts | .DDMU established in MPND .Vehicles and operating finances provided to MOA and MOLD | .Effective-ness of management of project activities .No. of projects evaluated | |
| 1.1.2 Coordination of inter-district activities monitoring and implementation of activities under RDF, EEC, micro-projects and ASAL programmes | .Planning officer assigned to PPO's Office .Quarterly progress reports on project activities | .Complementarity and linkage between project activities established .No of projects monitored and evaluated | |

Input 1.2 2,650 man-months of training covering 9,900 participants and specialised training.

OUTPUT INDICATORS

| Activities | Implementation | Effect | Impact |
|--|------------------------------------|---|--|
| 1.2.1 Formal training both residential and inservice to continue and to cover all government staff at district level | .No trained .MM of training | .Effective-ness of the trained officers .No of beneficiaries who receive | .Quality of reports prepared .Quality of work plan drawn to implement |

| | | | |
|--|---|--|----------------------------|
| | | training | project activi- ties |
| 1.2.2 Specialised training provided to help districts set up effective monitoring and evaluation | .No.of officers receiving specialised training per district .Total No. of MM of specialised training given to Senior District Officers | .Monitoring and Evaluation system developed for the district .Frequency of M&E project activities | |

Objective 2: Development of Agricultural activities

Input 2.1. Crop bulking/Multiplication to benefit 20,000 farmers.

OUTPUT

INDICATORS

| Activities | Implementation | Effect | Impact |
|---|---|--|---|
| 2.1.1 Establishment of nurseries and bulking plots | .No. of nurseries and bulking plots established | .No of farmers adopting bulking/multipl-ication techni-ques | .Rate of adoption of improved crops .Trans-planted hectarage |
| 2.1.2 Training multi-plication super-visors and crop officers | .No trained | .Frequency of visits to the farmers .Farmers' attitude towards the exten-sion workers | .Rate of adoption of improved crops |

Input 2.2 : Agricultural Extension Activities

OUTPUT

INDICATORS

| Activities | Implementation | Effect | Impact |
|---|-------------------------------------|--|------------------------------------|
| 2.2.1 Undertake civil work for housing officers, and training halls | .No. of civil works planned | .No of officers accomodated | |
| 2.2.2 Extension training | .MM of training .No. trained | .Farmers attitude towards extension services | .Improved crop and animal products |

Output 2.3: Animal traction to benefit 2,200 farmers

| Activities | OUTPUT | | INDICATORS | |
|---|--|---|---|--|
| | Implementation | Effect | Impact | |
| 2.3.1 Strengthen and expand training programme to teach farmers | .No of farmers trained .Training Duration | .No. of farmers using ploughs .Area cultivated | .Change in farm produce .Additional income generated | |
| 2.3.2 Train farmers how to maintain and repair their ploughs and implements | .No of farmers trained | .No of farmers maintaining their own equipment | .No of ploughing days | |

Input 2.4: Rehabilitation of small scale irrigation to benefit 1,000 farmers

| | | OUTPUT | INDICATORS | |
|---|--|---|--|---|
| Activities | | Implementation | Effect | Impact |
| 2.4.1 Rehabilitation of irrigation schemes of Sabaki in Kilifi District and Msambweni in Kwale District | | .Workplan for the Rehabilitation .Completion of design .Hectares under irrigation | .Change in economic activities in the schemes .Quality of management of irrigation scheme | .Change in income generated .Change in the level of consumption in the schemes |
| 2.4.2 Undertake socio-economic studies on the other existing schemes in the district before a final decision to include them in the project is made | | .Workplan for the studies | .Study reports .No. of schemes included in the project | |
| 2.4.3 Study the potential of other new small scale schemes to deter- | | .Workplan for the studies | .Study reports | |

mine their
viability

.No of new
small
scale
schemes
identified

Input 2.5 : Soil Conservation and Water Harvesting

OUTPUT

INDICATORS

Activities

Implementation

Effect

Impact

2.5.1 Pilot programme
for water
harvesting
would be ini-
tiated at about
70 sites to be
selected

.No of sites
selected

.Size of catchment
area pro-
tected

.No of water
concentrating
structures
built

.Water
availa-
bility
agricu-
ltural
use

.Hecatar-
age of
water-fed
agricult-
ural
acti-
viti-

Objective 3 : Improved Livestock Development to benefit 3,400 farmers

Input 3.1 : Improved breeding of goats and sheep.

OUTPUT

INDICATORS

Activities

Implementation

Effect

Impact

3.1.1 Genetic
improvement
and better
animal
husbandry
and health
care

.No of farmers
included in
the programme

.Quality of
small stock

.Level of
small
stock
product-
ion

.No of improved
bucks provided

.Incidence
of
diseases

.Income
to
farmers

3.1.2 Training on
animal
husbandry
and
management
of breeding
male

.No of committee
members who
attend training

.Level of
management
of breeding
male

.Quality
of small
stock
product-
ion

.MM of training

.Level of
animal
husbandry

.Increas-
ed
income

.No of new
improved
livestock kept

.Increase
ed milk/
meat
pro-
duction

| | | | |
|--|---|---------------------|-----------------------------|
| 3.1.3 Introduction of an animal health package and undertake regular demonstration field days during farmer and group visits | .No of farmers and groups involved | .Level of mortality | .Level of production |
| | .No of field days and visits | .Off-take rate | .Quality of animal products |
| | .No of times a farmer seen by extension officer | .Weight gain | Increased income |

Input 3.2: Improved Bee-keeping to benefit 1,500 farmers

| OUTPUT | | INDICATORS | |
|--|--|--|-----------------------------|
| Activities | Implementation | Effect | Impact |
| 3.2.1 Intensive training to group members and individuals responsible for managing the bees | .No of training days | .Level of beekeeping management | .Increased income |
| | .No of groups and individuals trained | .Increased honey yield | |
| 3.2.2 Supply of hives to women groups and individuals in the district | .No of hives supplied per district | .No of hives in actual use | .Quantity of honey produced |
| | | .No of hives purchased by groups and individuals | .Level of income generated |
| | | .No of groups requesting credits to purchase bee-hives | |
| 3.2.3 Support hive construction at MLD work shop in Maria-kani through training and provision of materials | .Workplan for training | .No of trained artisans and craftsmen | .Honey Production |
| | .No of groups/ individuals benefitting from training | .Availability of hives in the districts | .Income from sales of honey |

Objective 4: Enhancement of Fisheries Department to benefit up to 900 fishermen

Input 4.1: Improvement in fish production

OUTPUT INDICATORS

| Activities | Implementation | Effect | Impact |
|---|---|---|---|
| 4.1.1 Support fisheries in boat building repair and maintenance, training and improved mobility | .Workplan for the activity .Frequency of training | .No of boats built and repaired .Level of boat maintenance | .Income generated from fishing activities .Length of fishing hours |
| 4.1.2 Organisation of training courses of one week to 12 fishermen at a time | .Workplan for the courses .No of fishermen trained | .Quantity of fish landed .Level of efficiency of operations by the fishermen | .Sales and profitability |

Objective 5: Improved Cooperative Management and Extension

Input 5.1: Improved Marketing and Credit Management

OUTPUT INDICATORS

| Activities | Implementation | Effect | Impact |
|---|---|--|--|
| 5.1.1 Strengthening the cooperatives to help them to fulfil their role in marketing and credit management | .Workplan for training in the two districts .No of staff, committee members and managers trained | .Level of management techniques used .Membership of the co-operative societies | .Profits level to the cooperatives .Credit management |
| 5.1.2 Conduct study tours in the districts | .Workplan for the study tours .No of study tours | .Marketing methods .Response for and evaluation of the outcome from the study tours by the members .Replication if any | .Adaptation of intra-regional experience |

Objective 6: Provision of Credit Facilities

Input 6.1: Strengthening business and credit management in the

two districts to be implemented by KWFT and KGGCU.

| OUTPUT | | INDICATORS | |
|--|---|---|-------------------------------|
| Activities | Implementation | Effect | Impact |
| 6.1.1 Training in business management | .No of individual groups trained | .New business ventures | .Profitability |
| 6.1.2 Training in credit management | .No of individuals and groups trained | .Repayment rate | .Profitability |
| | | .No of individuals and groups requesting for credit | |
| 6.1.3 Provision of credits to small holders through pilot scheme | .No of groups to benefit from the credits | .No of groups and individuals using credits | .Income generation activities |
| | .Manual for the credit programme | .Effectiveness of the revolving fund | .Level of income |

Objective 7: Undertake Agricultural Research in the project Area

Input 7.1 : Control and Eradication of pests

| OUTPUT | | INDICATORS | |
|---|------------------------------|--|--|
| Activities | Implementation | Effect | Impact |
| 7.1.1 Integrated pest management for food crops | .Workplan for pest control | .Reduction on pest influence on food crops | .Yield levels of food crops |
| 7.1.2 Integrated tsetse pest management | .Workplan for tsetse control | .Reduction in tsetse population | .No of upgraded animals kept in the districts |
| | | | .Movement of livestock into formerly tsetse infested areas |
| 7.1.3 Socio-economic studies | .No of consultations awarded | .Relevance of study results | .New activities identified for the project |

Objective 8: Provision of Special Financing Facility

Input 8.1: New Sub-projects

| Activity | OUTPUT | | INDICATORS | |
|--|--------------------------------|--|------------|--|
| | Implementation | Effect | Impact | |
| 8.1.1 Identification of new investment opportunities during the project period | .No of sub-projects identified | .No of sub projects being incorporated into the main project | | |
| Objective 9: Pilot nutrition improvement to benefit 3,000 women | | | | |
| Input 9.1: Improve nutritional status of the beneficiaries. | | | | |

| Activity | OUTPUT | | INDICATORS | |
|---|---|---------------------------------------|-------------------------------------|--|
| | Implementation | Effect | Impact | |
| 9.1.1 Improving the quality and protein content in diet of rural people through improved cultivation of traditional vegetables and pulses and through effective food preservation | .No of women groups included in the project | .No. of families adopting new methods | .Nutritient content of diet of diet | |
| | | .Acreage of traditional food crops | .Nutritional status of the families | |

3.14 With the indicators identified by various project activities, the next stage is to establish a data base to be used to follow up each of the indicators. The data base for monitoring performance of KKDDP will require acquisition and management of baseline data, keeping accurate records on project activities and outcomes and retrieval and analysis of relevant existing evaluative surveys. Part 4 of this report addresses itself to data management for the proposed M & E system.

IV. DATA COLLECTION, ANALYSIS AND MANAGEMENT FOR KKDDP M&E SYSTEM

A. Required Data

4.1 The monitoring and evaluation system proposed for KKDDP requires data that are related to the activities and objectives of the project. Four sets of data will be required to manage the proposed M & E system. These include baseline data; data relating to monitoring implementation; data for monitoring effects; and those relating to monitoring of indicators of impact of the effects of the project activities.

B. Baseline Data

4.2 Baseline data is of fundamental necessity in establishment of an M & E system. It provides the state of the art of "before the project" status. The baseline data for KKDDP has to answer questions relating to such variables as agricultural production, livestock husbandry, income generating activities, labour situation, fishery production, nutritional status of the beneficiary, nature and extent of the extension services in the districts, input utilization and participation of women in the development process in the districts.

4.3 Answers to these set of questions will provide baseline information and statistics for comparative purposes during the implementation process of the project. It should be noted that baseline data should be of acceptable quality and closely linked to the project goals and objectives.

4.4 For the purpose of monitoring and evaluation of KKDDP, the baseline data has been provided through a survey conducted in the CBS clusters in the two districts. This survey collected and collated data on various aspects of socio-economic status of the population in the two districts. Data collected included household assets, expenditures, crop production and sales, soil conservation and group participation. Specific additional variables which were needed to generate baseline indicators include credit availability and utilization; cropping techniques; farmers' response to activities under the project; fisheries indicators; women groups and activities; information on cooperatives; bee-keeping and drought animals; and indicators on community participation. The questionnaires which were designed to generate information on these variables are shown in Annex III. The results are contained in the CBS KKDDP Baseline Report of 1989.

4.5 The existing evaluative surveys which were used to generate baseline data for KKDDP include the following:

- i) Household Budget Survey, 1981/82
- ii) Survey of Social Indicators, 1982
- iii) National Child Nutrition Survey, (3) 1982
- iv) Agricultural Production Survey, 1986/87
- v) National Child Nutrition Survey, (4) 1987
- vi) Literacy Survey, 1988

4.6 The data generated from these surveys, supplemented with existing data on complementary activities in the districts, provided information base for subsequent monitoring and evaluation of the activities under the project.

Data for Monitoring Implementation

4.7 Data for monitoring implementation of project activities emanates basically from the project implementation records of inputs and outputs. They relate to a careful recording of whether inputs (material, funds, personnel, etc) are being made available ; whether they are utilized effectively; whether support facilities are being supplied as planned; whether the farmers or fishermen are being provided with necessary inputs; whether the inputs are used; and whether the credits are being used for the purpose for which they were provided.

4.8 At the stage of generating monitoring indicators of implementation, sophisticated data analysis is not necessary. The information may be in the form of progress reports, input records, output records, financial statements and physical outcomes from the project. These reports should be designed for rapid desk analysis. A proper record keeping and use of this type of data is very essential. Annex IV shows examples of proforma for keeping such records.

D. Data for Monitoring Effects

4.9 Data for monitoring effects will be generated through recording of events and outcomes at each of the district level. Each district Line Ministry should keep track of the activities of the project component under their purview and keep accurate and consistent records. Under the National Monitoring and Evaluation System by the MPND, questionnaires have been designed to follow closely activities under all development projects (Manual on M & E system, MPND, July, 1989).

4.10 In addition to systematic recording, data for monitoring effects are generated through simple annual surveys designed to produce specific statistics that may be needed for monitoring the project effects. These surveys should be cost-effective and if possible, could be included in the main CBS surveys in the districts.

E. Data for Assessing Impact

4.11 Data for monitoring impact of the project activities are necessary for evaluation of the effectiveness of the various project components. In addition to data derived for monitoring of implementation and effects, impact data, which is also used for evaluation of project activities, would require extra information to enable the evaluators to establish what part of the changes occurring in the project area can be attributed to

activities under KKDDP; and to assess how far the uses of the project inputs might have generated better results.

4.12 The data for impact monitoring include the extent of employment, income generated, profitability to the recipients, rates of adoption of new methods of production, quality of living index and social well being of the beneficiaries

4.13 The use of modules in the national surveys carried out by CBS could be used to capture specific aspects of the on-going activities under the project. Other sources of data for impact monitoring would come from evaluative surveys carried out by CBS, individual line ministries and non-governmental organizations operating within the project area. The project officers may also conduct simple surveys within the project area to generate information for project evaluation. Another source of data for impact evaluation to be tapped under KKDDP project would be to encourage the beneficiaries themselves to keep statistics on production, income, etc. The responsibility of organizing acquisition of evaluative data for this project will rest with the DPO of each district.

F. Implementing Ministries and Agencies

4.14 **Office of the President:** The Office of the President (OP) currently undertakes bi-annual monitoring of the project status based on the project information sheets submitted by the Headquarters of the Line Ministries. This system is closely linked to the Monitoring Information System of the MPND. The M & E system proposed for KKDD project would constitute an important input to information needs for the project monitoring system at the OP. The direct involvement of OP in the KKDDP will be through the district administration and GTI.

4.15 The Office of the District Commissioner will be in charge of overall administrative and policy guidance for the operations of the project. GTI will ensure that the training component of the project is implemented and focused to reach the project beneficiaries.

4.16 **Ministry of Planning and National Development :** The MPND is in the process of developing a National Monitoring and Evaluation System. Illustrative manual has been prepared by the Ministry and will be put into operation in all districts in due course. The design of an M & E system for KKDDP has been made to be consistent with the National Monitoring and Evaluation System of the MPND. Other evaluative reporting systems which exist in the MPND include, Monitoring and Information System, District Infrastructure Inventory, and District Development Plans.

4.17 Under the MPND the following offices will be instrumental in the implementation of the M & E system for KKDDP:

i) Provincial Planning Office - The PPO will be in charge of carrying out, at specific intervals, studies to evaluate the

impact of the project using short term consultants as may be required. Currently, the office of the PPO has serious constraints in terms of personnel and support facilities. It is therefore emphasized that this office should be strengthened by provision of a planning officer, who can be trained in data analysis and report preparation. In addition, the office requires logistical support such as vehicle and operating expenses. These are basic requirements to ensure proper operation of the proposed M & E system.

ii) District Development Monitoring Unit (DDMU) - This will consist of senior economist, a planning officer and support staff. It is to be established within the MPND. Its role will be to monitor the performance and progress of the project according to the Annual Work Plans, budget allocation and disbursement. The PPO will submit to it quarterly project monitoring reports. Steps should be taken immediately to formalize or set this Unit at the MPND headquarters. It will have to work in close liaison with the Ministry of Reclamation, Development of Arid, Semi-Arid and Wasteland (MRDASAW).

iii) Central Bureau of Statistics - The CBS will be the main source for evaluative data on the project impact. It is proposed that arrangement should be made to plug modules on specific aspects of the project to the main CBS surveys in the two districts.

4.18 Ministry of Reclamation and Development of Arid and Semi-Arid and Wasteland (MRSAW): This Ministry will be directly responsible for the execution of the KKDDP. It will ensure that all administrative, financial and operational aspects of the project are undertaken as scheduled. Since the Ministry was only established recently, close collaboration will be maintained with the MPND to ensure smooth take-off of the activities under the project.

4.19 Other Implementing Ministries: Other implementing ministries include MOA, MLD, MCD and Ministry of National Resources Development (MNRD). These ministries have indicated, at both the headquarters and the district levels, that they already undertake certain amount of recording of selected indicators to follow-up the progress and performance of their activities. For instance, the Ministry of Agriculture has a well developed system for monitoring and evaluating the performance of Natural Extention Programme. Fisheries Department of the MNRD keeps regular records on fish production and activities of the fishermen. The proposed KKDD Monitoring and Evaluation system aims to work within these established data collection systems in the implementing ministries.

4.20 KGGCU, KWFT and ICIPE/KARI: These agencies will implement specific components or sub-components of the project as discussed in part 5 of this report. They will submit reports on their progress and performance to the DPO and also semi-annual technical and financial report to the Ministry of Reclamation

G. Information Flow

4.21 Individual line ministries at the district level will be responsible for implementation of various activities under the project components. Each implementing line ministry will monitor closely activities for which it is responsible. The DPO will ensure that each line ministry is implementing planned actions in order to realize the project objectives. The DPO will further ensure that necessary inputs and support facilities are made available to the implementing line ministries in time.

4.22 Data and information collected and recorded on particular project activities, by the line ministries, will be sent to the District Programme Officer (DPO) to be collated. The DPO will then forward the collated information, about the project activities to the District Executive Committee (DEC) for discussion. If, however, the DPO detects a problem that needs to be resolved at activity level, the DPO will forward the information to the Project Action Group (PAG) for further consideration before it is sent to the DEC. At times, the PAG may forward information to the DDC through the DDO if an action has to be taken which does not need discussions by the DEC.

4.23 Having discussed issues raised by the DDO/DPU, the DEC presents the project status to DDC which reviews the progress of the project based on the indicators submitted to it from the DEC and the DDO. At this stage the DDC might decide that certain actions need to be taken to improve the implementation of the project activities. These actions will be relayed through the DC to the district line ministries to take necessary measures. The DDC may also identify that some actions need to be taken up by the line ministries at the headquarters. In such cases, the information is forwarded by the DC direct to the headquarters. If, on the other hand, the action requires more evaluation, the DDC will forward this information to the Office of the Provincial Planning Officer (PPO) for further analysis and onward transmission to the District Development Monitoring Unit (DDMU) in the MPND which in turn evaluates the problems and discusses necessary actions with the Line Ministries.

4.24 The agreed actions are relayed to the district line ministries through their respective headquarters. Once the district line ministries initiate actions on any given component of the project, the looping system described above retroactively starts to operate.

4.25 It should be noted that the information flow under the KKDDP M & E system is designed such that, as long as the project operates with no serious problems, the system would be self-sustaining within the district. Problems can be identified and resolved within the district without necessarily involving the line ministry headquarters or the MPND. If, however, fundamental problems are detected such as the need for change in the project

design, policy changes or reallocation of resources, then the system loops outside the district borders for resolutions of the problems. Figure 2 attempts to show the feed forward and backward linkage of the proposed system.


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graph TD; MPND["M.P.N.D. (D.D.M.U.)"] <--> PPO["P.P.O. (P.M.E.C.)"]; MPND --> LMH["LINE MINISTRY HEADQUARTERS"]; PPO <--> DDO["D.D.O. (D.P.U.)"]; LMH <--> DDC["D.D.C."]; DDC --> DLM["DISTRICT LINE MINISTRIES"]; DDC <--> DEC["D.E.C."]; DDO <--> PRG["P.R.G."]; DEC --> DPO["D.P.O."]; PRG --> DPO; DLM --> PC["PROJECT COMPONENTS"]; PC --> PA["PROJECT ACTIVITIES"]; PA --> DPO;
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The diagram is an organizational chart for the Ministry of Planning and Economic Cooperation (M.P.N.D. (D.D.M.U.)). At the top is the Ministry Headquarters. Below it, on the left, are the District Line Ministries, which lead to Project Components and then Project Activities. On the right, there is a vertical chain of offices: P.P.O. (P.M.E.C.), D.D.O. (D.P.U.), P.R.G., and D.P.O. The D.D.C. (Directorate of Districts and Communities) is a central hub, connected to the Ministry Headquarters, District Line Ministries, D.E.C. (Directorate of Economic Cooperation), and D.P.O. The D.E.C. is connected to the P.R.G. and D.P.O. The P.R.G. is connected to the D.D.O. and D.P.O. The D.D.O. is connected to the P.P.O. and D.D.C. The D.P.O. is connected to the D.E.C. and D.D.C. The Project Activities are connected to the D.P.O. and Project Components. The Project Components are connected to the District Line Ministries.

V. IMPLEMENTATION OF THE PROPOSED M & E SYSTEM

A. Responsibility for Implementation

5.1 Each of the line ministries and participating agencies will be responsible for implementation of the project components under their purview. They will ensure that the programme of work is prepared and discussed ready for implementation before the beginning of each financial year.

B. Monitoring and Evaluation Frequency

5.2 Monitoring and Evaluation of KKDDP will consist of very specific stages for data acquisition, information recording, reporting and evaluation of the project performance. The following stages will be followed:

- i) **Baseline Survey** - This will be carried out once during the first year of the project by the Central Bureau of Statistics. It will aim at providing information on baseline indicators to be used for subsequent monitoring and evaluation of the project activities.
- ii) **Implementation Monitoring**- This is the same as on-going monitoring. It will be done on continuous basis by the line ministries and implementing agencies. It will involve continuous recording of on-going activities under each of the project components. The officers responsible for each of these components will maintain the data and information on the activities related to selected indicators. DPO will ensure that appropriate formats are used to record such information.
- iii) **Bi-annual Reports** - Bi-annual progress report would, apart from providing the quantitative physical and financial achievements against target, include information on the characteristics of the beneficiaries, in particular, their income level, efficiency of district administration, community participation in the project activities, responses of the beneficiaries and other indicators that would be used to assess the effectiveness of project performance. The DPO will prepare this report, assisted by the district heads of the implementing ministries and agencies. The bi-annual report will be discussed at the DDC and also presented to IFAD.
- iv) **Evaluation of Implementation** - This will be done on annual basis. The responsibility of evaluating implementation of the project will rest with the the Provincial Planning Officer (PPO). Indicators used will be similar to those contained in the bi-annual progress report and the results will be presented and discussed in the annual implementation review workshop for the two districts. The workshops will include implementing agencies and the project participants. Possibility of awarding prizes to those agencies whose components are progressing as scheduled will be worked out by the PPO.

v) **Mid-Term Review** -This will be carried out in the third year of the project to assess achievements, constraints, design modifications that may be required and design of additional project sub-components. Mid-term review/evaluation report including conclusions and recommendations will be the responsibility of MRDASAW working with DDMU, in collaboration with PPO and DDO. The Review will use extensively information generated from the M & E system and baseline information to provide a benchmark for evaluation.

vi) **Project Completion Report** - The scope and timing of project completion report of KKDDP will be determined during the final year of the project.

5.3 Review and evaluation of activities under this project is important in order to understand its achievements and constraints, as well as understanding sources of problems of constraints. The review and evaluation will include a close assessment of the district administration's operations and performance; the ascertaining of beneficiaries reached in terms of number and poverty; a review of input supply and credit operations and their impact on women; an evaluation of pilot nutrition, water harvesting, and women's credit; and the usage of special financing facility. Other areas to be considered include impact of research on the beneficiaries and monitoring closely factors related to environmental conservation in the project area.

C. Report Schedule by Agencies

5.4 Figure 3 provides indication of the types of reports and the frequency for which they are to be produced by the various implementing agencies. It should be pointed out that a break in the flow of this reporting schedule may result into a collapse of operation of the proposed system for M & E. It is also important that the organizations receiving the reports i.e. GOK, World Bank/IFAD should respond promptly to the observed issues related to the project operations.

FIG. 3 : REPORTING SCHEDULE BY AGENCIES

| MINISTRY/ AGENCY | COMPONENT/ ACTIVITY | TYPE AND FREQUENCY OF REPORT- ING | POSSIBLE INDICATORS | RECEIVING ORGANIZAT- ION |
|---------------------|-------------------------------|--|--|-----------------------------------|
| 1.MPND | 1.Support facilities | Quarterly progress report by PPO | .DDMU established | MRDASAW/IFAD/ World Bank DC |
| | | | .Planning Officer assigned to PPO's Office | |
| | | | .No of projects monitored | |
| | 2.Training of participants | Quarterly Report by DPO | .Number of participants trained | MRDASAW/IFAD/ World Bank DC |
| | | | .Specialised training received | |
| | 3.Special Financing Facility | Bi-annual Report by PPO | .Number of sub-projects identified | MRDASAW IFAD/World Bank DC |
| | | | .New projects being incorporated into the main project | |
| | 1.Crop Bulking Multiplication | Quarterly report by DAO | .No of nurseries and bulking plots established | MRDASAW,MPND DC |
| | | | .Rate of adoption | |
| | | | .No of multiplication supervisors trained | |
| 2.MOA | 2.Agricultural Extension | Quarterly report by DAO | .No of small scale farmers women and | MRDASAW,MPND DC |

| | | | |
|--------------------------------------|--|---|--------------------------|
| | | farmers groups reached through extension services | |
| | | .No of farmers trained | |
| 3. Nutrition Improvement | Quarterly Report by District Nutritionist | .Adoption of new methods | MRDASAW, MPND MCSS DC |
| | | .Hectarage of traditional food crops | |
| | | .Quality of diet | |
| 4. Animal traction | Quarterly report by DAO | .No of farmers trained | MRDASAW MPND, DC |
| | | .No of farmers using ploughs | |
| | | .Area cultivated | |
| 5. Small scale Irrig- ation | Quarterly report by DAO | .Completion of irrigation design | MRDASAW, MPND, DC |
| | | .Hectares under irrigation | |
| | | .Workplan for the studies of new irrigation schemes | |
| 6. Soil Conser- vation | Quarterly Report by DAO | .Size of catch ment protected | MRDASAW MPND, DC |
| | | .No. of water concentrating structures built | |

| | | | |
|--------|---|--|------------------|
| | | .Hectarage of water-fed agricultural activities | |
| 3.MOLD | 1.Improved Quarterly breeding Report by of goats DLO and and DSRO sheep | .No of improved bucks | MRDASAW, MPND,DC |
| | | .No of members trained | |
| | | .Quality of small stock | |
| | | .No of improved livestock kept | |
| | 2.Improved Quarterly Beekeep- report by ing DLO and DBO | .No of groups/ individuals trained on improved bee-keeping | MRDASAW, MPND,DC |
| | | .Hives supplied per district | |
| | | .Honey production | |
| 4.MNRD | 1.Fisheries Quarterly Develop Report by ment CFO | .No of fishermen trained | MRDASAW, MPND,DC |
| | | .No of boats built and maintained | |
| | | .Quantity of fish landed | |
| 5.MOCD | 1.Streng- Quarterly thening report by business PPO by and KWFT/ credit KGGCU manage field officers ment | .No of Groups/ individuals trained | MRDASAW/ MPND |
| | | .No of groups/ individuals benefitting credits | |
| | | .Repayment rates | |

| | | | | |
|------------|-------------------------------------|---|--|---|
| 7. ICIPE | 1. Control and eradication of pests | Bi-annual progress reports to DPO by ICIPE Coordinator | .Workplan for pest control .Reduction in tsetse population .No of graded animals being introduced in the districts | MRDASAW MRST PPO |
| | | | | |
| 8. MRDASAW | | Bi-annual reports prepared by the DPO | .Effectiveness of project performance | DDC MPND IFAD/ World Bank |
| | | Annual evaluation reports to be prepared in collaboration with PPO | .Effectiveness of the project performance in the two districts as compared to overall provincial performance | PMEC MPND IFAD/ World Bank DC |
| | | Mid-term project review prepared in collaboration with DDMU and PPO | .Project achievements .Constraints .Design of additional sub-components | MPND DC IFAD/ World Bank |
| | | Project completion Report to be arranged in consultation with MPND | .Overall project impact | GOK IFAD |
| | | | | |

VI. SUMMARY AND RECOMMENDATIONS

A. Monitoring and Evaluation

6.1 This report maintains that there should be explicit distinction between monitoring and evaluation. Their functions are, however, related and they form an essential tool for analysing data and producing information for decision making.

6.2 Monitoring focuses on making available information and utilization of that information to enable the project managers to assess the progress being achieved. It assesses whether the project activities are being implemented as originally envisaged.

6.3 Evaluation on the other hand assesses the overall project effects and their impact on the beneficiaries. It is concerned with the information generated from both within and outside the project area. Evaluation aims to determine whether the project objectives set in terms of expected outputs, effects and impact are being realized. It is a process for determining systematically and objectively the relevance, efficiency, effectiveness, and impact of the project activities in light of its goals.

6.4 Monitoring and Evaluation are separated by their objectives, reference periods, requirements for comparative analysis and primary users. In spite of this distinction, there are however, common features which highlight the relationship between them. In many cases, the same data collection and analysis system will be used for both. The indicators for monitoring may be included in the range of information required for evaluation. The monitoring of the project may itself reveal such significant departures from expectation that it calls for an interim internal evaluation.

B. M & E Framework for KKDDP

6.5 The aims for monitoring and evaluation of KKDDP are first, to monitor the progress and performance of the activities specified under the project; and second, to evaluate the impact of the project in terms of its stated targets and objectives.

6.6 The M & E system proposed in this report derives from selection of various types of critical indicators which relate to each of the activities under the project components. The selected indicators would be used to review the progress and performance of the activities as designed in the project document.

6.7 Identification of the critical indicators to be utilized in monitoring and evaluation of KKDDP will require that for each of the component or sub-component of the project, the information on indicator used, type of indicator, level of disaggregation and source of data be clearly defined. It will also be necessary that a strong baseline data bank be established at the beginning

of project implementation.

6.8 It is proposed in the report that the organization of data and information relating to the activities to be monitored under the project will be based on identification of specific objectives; project inputs and outputs; and project activities. The report attempts to identify project objectives, inputs, outputs and activities and relating them to specific critical indicators that would be used to monitor the performance of each of the activities in terms of implementation, effects and impact.

C. Training Needs

6.9 For effective implementation of the proposed M & E system in Kwale and Kilifi Districts, concerted efforts will have to be made during the first year of the project to undertake short term training on the following areas:

- i) One week training seminar on the conceptual aspects of the proposed monitoring and evaluation system for the two districts.
- ii) Training on design of forms for data and information acquisition at different levels. This could be organized for three days in each district
- iii) Two months of training on data process and preliminary analysis. This will include basic instructions on use of micro-computer for data analysis.
- iv) One week intensive training on report preparation and information dissemination per district.

6.10 It is recommended that a short term technical expert should be recruited under the project to deal specifically with the areas identified above. This task will require that a qualified person who is also familiar with project monitoring and data analysis be posted to work with the staff of the two districts for period not exceeding three man months. He will work in close consultation with the office of the PPO and GTI.

D. Recommendations

6.11 Institutional support and strengthening managerial capacity at the district level will be a fundamental threshold in ensuring effective implementation of KKDDP. It is therefore recommended that the following issues be considered:

- i) The MRDASAW should take immediate action to ensure that all components of the project are budgeted for and are implemented by the relevant agencies.

- ii) District Planning System in each district should be strengthened in terms of provision of technical support, training on project management and provision of operating expenses and support facilities. Each district should establish PAG to work in close liaison with DPO and DEC.
- iii) The Ministry of Planning and National Development should undertake to establish DDMU which will be charged with overall coordination of M & E activities by the Line Ministries in the districts.
- iv) For effective implementation of the proposed M & E system, it is necessary that the conceptual issues raised in this report are clearly understood by the project managers at both the district and headquarter levels.
- v) It is important that a strong data base be established at the district level including baseline data, data relating to monitoring implementation, data for monitoring effects, and those relating to indicators of impact.
- vi) Each line ministry and implementing agency will, in close collaboration with the DPO, take direct responsibility of keeping records and statistics needed for monitoring and evaluation of the components for which it is responsible.
- vii) Training for effective implementation of the proposed M & E system will need to be undertaken during the first year of the project. This will include short term training seminars, training on questionnaire design, data processing and analysis and report writing. It is proposed that a short term technical expert be recruited and posted to the Coast Province for three man-months to organize and initiate training exercise.

F. Conclusion

6.12 The lack of systematic Monitoring and Evaluation System for rural development project has been a great concern to the Government. So far, no firm system exists to monitor and evaluate the progress and performance of various rural development programmes. It is for this reason that the current efforts to develop a system for KKDDP falls within the overall Government wishes and objectives.

6.13 The Government strategy of District Focus for Rural Development generates substantial volumes of data and information both at the district and central levels. This information could be readily analysed and be brought to bear on the design of rural

development programmes. The success of the implementation of M & E system for KKDDP will therefore, depend to a large extent on how much it will closely be woven within the framework of the existing district institutional framework.

ANNEX I : ABBREVIATIONS AND ACRONYMS

| | | |
|--------------|---|--|
| GOK | - | Government of Kenya |
| OP | - | Office of the President |
| IFAD | - | International Fund for Agriculture Development |
| DFP | - | District Focus Programme |
| PPO | - | Provincial Planning Office (r) |
| KKDDP | - | Kwale Kilifi District Development Project |
| MPND | - | Ministry of Planning and National Development |
| MOA | - | Ministry of Agriculture |
| MLD | - | Ministry of Livestock Development |
| MCD | - | Ministry of Cooperative Development |
| MCSS | - | Ministry of Culture and Social Services |
| MOH | - | Ministry of Health |
| MNRD | - | Ministry of Natural Resources Development |
| MRST | - | Ministry of Research, Science and Technology |
| MRDASAW | - | Ministry of Reclamation, and Development of Arid and Semi-Arid and Wasteland |
| KGGCU | - | Kenya Grain Growers Cooperative Union |
| M&E | - | Monitoring and Evaluation |
| CBS | - | Central Bureau of Statistics |
| ASAL | - | Arid and Semi-Arid Lands |
| RDF | - | Rural Development Fund |
| EEC | - | European Economic Community |
| MM | - | Man Months |
| DPO | - | District Programme Officer |
| DEC | - | District Executive Committee |
| PAG | - | Project Action Group |
| DDC | - | District Development Committee |
| DPU | - | District Planning Unit |
| DC | - | District Commissioner |
| PMEC | - | Provincial Monitoring and Evaluation Committee |
| DDMU | - | District Development Monitoring Unit |
| GTI | - | Government Training Institute |
| DAO | - | District Agricultural Officer |
| DCO | - | District Crop Officer |
| DHEO | - | District Home Economics Officer |
| DIO | - | District Irrigation Officer |
| DAPO | - | District Animal Production Officer |
| DSRO | - | District Small Ruminant Officer |
| DBO | - | District Bee Officer |
| CFO | - | Chief Fisheries Officer |
| ICIPE | - | International Centre of Insects Physiology and Ecology |
| KARI | - | Kenya Agricultural Research Institute |
| KWFT | - | Kenya Women Finance Trust |
| Project Area | - | Kwale and Kilifi Districts |
| Fiscal Year | - | 1st July -30th June |

ANNEX II: TARGET BENEFICIARIES

| ACTIVITIES | TARGET BENEFICIARIES | | | OUTPUT INDICATORS | INSTITUTION/ OFFICER RESPONSIBLE FOR COLLECTING INFORMATION |
|--|----------------------|--------|--------|--|---|
| | KWALE | KILIFI | TOTAL | | |
| 1. Training (No. of persons) | * | * | 10,000 | * Effectiveness of District Level management of Project Activities | GTI DPO |
| 2. Crop bulking/ Multiplication (No. of Farmers) | 8,700 | 11,300 | 20,000 | * Area planted with Improved crop * No. of Nurseries and bulking plots | DAO DCO |
| 3. Training and Demonstration Component (No. of Women) | 1,500 | 1,500 | 3,000 | * Improved nutritional status of the beneficiaries | DHED |
| Animal Traction Component (No. of Farmers) | * | * | 2,200 | * Increased cultivated Area Additional Income Generated | DAPD |
| 5. Upgrading and sales of Improved Goats and Sheep (No. of Farmers) | * | * | 3,400 | * Weight Gain Increased off take * Increased milk production * Increased Income | DAPD DRO |
| Bee-keeping Activities (No. of Farmers) | * | * | 1,500 | * Increased Honey yield * Increased Income | DRO |
| 7. Irrigation and Water Harvesting component (No. of Farmers) | * | * | 1,000 | * Improved Management of Irrigation Schemes * Efficient Water Harvesting Techniques | DIO |
| Using Fishing Handling Depots (No. of Fishermen) | * | * | 400 | * High Revenue * Increased Fish catch | CFO |
| Sales of Boats and Accessories (No. of Fishermen) | * | * | 500 | * Increased Profitability | CFO |
| 8. Combined Activities (Total No. of Beneficiaries) | 14,000 | 15,000 | 29,000 | * Improved Social Welfare | PPD DPO DOMU |

* District targets not indicated

CENTRAL BUREAU OF STATISTICS
MINISTRY OF PLANNING AND NATIONAL DEVELOPMENT

KIMAKIL 1.

ENUNERATOR.....
 SUPERVISOR.....
 DISTRICT.....
 DATE.....

[illegible]

| EQUIPMENTS | | | | | BUILDINGS | | | PROBLEMS | | | | | | |
|--------------|---------------|---------------|------------------------------|-------|-----------|-----------------------------|-------|------------|------------------------------|---------------------------|------------------------------|---------------------|------------------------------|-------|
| HAND MILL | POSHO MILL | TRAC- TORS | SEWIN- G MACHIN- E. | RADIO | SHOES | RENT- AL HOUS- ES. | HOTEL | NO LAND | LACK OF RECO- URCES | LACK OF LABOU R. | LACK OF FERT- ILIZE | LACK OF SEEDS | LACK OF EXTN. WORKE | OTHER |
| 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 |
| | | | | | | | | | | | | | | |

col. 10, 22-41

col. 11

col. 13

1=yes
2=no
2=not aware where to obtain
3=does not like repayment terms

1=A.F.C.
2=Coop Society
3=bank/other fin.inst.

Col. 21

1=purchase land.
2=build&const.
commercial
3=build&const.
6=applied but failed
7=used own resources
8=not interested
9=does not know

5=Money lenders
6=family relative
7=GOK/DDC
8=other NGOS
0=N/A

4=purchase machinery
5=purchase of livestock
6=purchase of crop inputs
7=gen. farm development
8=other farm credit
9=non farm credit C=n/a

ANNEX III

CENTRAL BUREAU OF STATISTICS
MINISTRY OF PLANNING AND NATIONAL
DEVELOPMENT
BASELINE SURVEY - 1989 EXPENDITURES AND RECEIPTS

KWAKIL 2.

| CLUSTER | H/HOLD | R | DIST- RICT | EXPENDITURES ON:- (KSHS) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------|--------|---|---------------|--------------------------|---|---|---|--|---|---|---|-------------------------|----|----|----|-----------------------------|----|----------------------------------|----|----|----|-------------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----|
| NUMBER | NUMBER | T | | EDUCATION LAST YEAR | | | | LARGE ITEMS LST. YEAR e.g house, motor boat, etc | | | | RENT PAID LAST MONTH | | | | TRANSPOR- T LAST WEEK | | CLOTH&FOOT WEAR LAST MONTH | | | | HEALTH LAST MONTH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | </ |

| EXPENDITURES ON: | | MAIN FUEL TYPE | | HARAMBEE CONTRIBUTION MOST RECENTLY | | TRANSFER TO RELATIVES ELSE WHERE LAST MONTH | | EXPENDITURE ON HIRED LABOUR LAST SEASON | | EXPEND. ON FERTILIZER/ MANURE LAST SEASON | | EXPEND. ON CHEMICALS LAST SEASON | | WAGES EARNED LAST MONTH | | | | | | | | | | | | | | | | | | | |
|------------------|-----------------------|----------------|----|-------------------------------------|----|---|----|---|----|---|----|----------------------------------|----|-------------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| DRINKS LAST WEEK | COOKING FUEL LAST WK. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| TRANSFER FROM RELS. ELSEWHERE LAST MONTH | | | | RECEIPTS FROM BOATS/ CANOES | | NUMBER OF LIVESTOCK | | | | | | | | | | | | | | | | | HOLD-ING AREA ACRES | | TSE-FLY PROBL. EM. | | USE DIPS | | | | | |
|--|----|----|----|-----------------------------|----|---------------------|----|----------------|----|----|----|------|----|----|----|----------------|----|------------|----|-----------------|----|-------------|---------------------|-----------|--------------------|-----------|----------|-----------|----|--|--|--|
| | | | | ZEBU | | | | DAIRY IMPROVED | | | | OXEN | | | | GOAT IMPROVED. | | GOAT LOCAL | | SHEEP IMPROVED. | | SHEEP LOCAL | | DONK-EYS. | | RABB-ITS. | | CHICK EN. | | | | |
| 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Col. 42

Cols 95& 96

Col 97

Cols. 98& 99

I=Kerosene Only I=Nothing
 2=Gas only 2=Up to IO
 3=Electricity 3=II-20
 Only 4=2I-50
 4=Firewood/Char 5=Over 50
 coal
 5=Charcoal only
 6=Firewood only
 7=
 I=0.5 & less acres
 2=0.5 to I acre
 3=I to 2
 4=2 to 4
 5=4 to IO
 6=IO to 20
 7=Over 20
 O=I and less/squatters

CENTRAL BUREAU OF STATISTICS
MINISTRY OF PLANNING AND NATIONAL DEVELOPMENT
BASELINE SURVEY-1989. CROP PRODUCTION AND SALES

ANNEX III

KWAKIL3.

ENUMERATOR.....
SUPERVISOR.....
DISTRICT.....
DATE.....

| CLUSTER NUMBER | | H/HOLD NUMBER | | | | | R T | DIST RICT | |
|-------------------|---|------------------|---|---|---|---|--------|--------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | | | | | | 3 | | | |

| SERIAL L. NUMBE R. | CROP NAME | Ever planted this crop ? | Pre-cropped ? | Crop Area | Source of Seedling | Improved seeds. | PRODUCTION IN KGS | | | | NUMBER OF TREES | | | VALUE OF OF SALES IN KSHS. | | | | MONS. FOOD LAST- TED | | |
|--------------------------|-----------|-----------------------------|---------------|--------------|-----------------------|-----------------|-------------------------|----|----|----|-----------------------|----|----|----------------------------------|----|----|----|-------------------------------|----|----|
| 10 | 11 | ***** | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 0 | 1 | MAIZE | | | | | | | | | | * | * | * | | | | | | |
| 0 | 2 | SORGHUM/MILLET | | | | | | | | | | * | * | * | | | | | | |
| 0 | 3 | CASSAVA | | | | | | | | | | * | * | * | | | | | | |
| 0 | 4 | COMPEAS | | | | | | | | | | * | * | * | | | | | | |
| 0 | 5 | BEANS | | | | | | | | | | * | * | * | | | | | | |
| 0 | 6 | SWEET POTATO | | | | | | | | | | * | * | * | | | | | | |
| 0 | 7 | GREEN GRAMS | | | | | | | | | | * | * | * | | | | | | |
| 0 | 8 | GROUNDNUTS | | | | | | | | | | * | * | * | | | | | | |
| 0 | 9 | SIMSIM | | | | | | | | | | * | * | * | | | | | | |
| 1 | 0 | RICE | | | | | | | | | | * | * | * | | | | | * | * |
| 1 | 1 | SUGAR CANE | | | | | | | | | | * | * | * | | | | | * | * |
| 1 | 2 | TOBACCO | | | | | | | | | | * | * | * | | | | | * | * |
| 1 | 3 | BANANAS | | | | | | * | * | * | * | * | * | * | | | | | * | * |
| 1 | 4 | MANGOES/CITRUS | | | | | | * | * | * | * | * | * | * | | | | | * | * |
| 1 | 5 | CASEMNU | | | | | | * | * | * | * | * | * | * | | | | | * | * |
| 1 | 6 | SONUT | | | | | | * | * | * | * | * | * | * | | | | | * | * |

COL. 12, I3 & I5

I= Yes
O= No
2= N/A

COL. I4

I=less than 5 acres
2=0.5 to 1 acre
3=1 to 2 acres
4=2 to 4 acres
5=4 to 10 acres
6=Over acre
O= Squatter/No land

COL. I5

I=Forestry debt
2= NGO
3=Over production
4=Min. of Agriculture
5= KGGCU

ANNEX III

CENTRAL BUREAU OF STATISTICS
MINISTRY OF PLANNING AND NATIONAL DEVELOPMENT
BASE LINE SURVEY - 1989
SOIL CONSERVATION AND GROUP PARTICIPATION

MAKIL 5

| CLUSTER NUMBER | H/HOLD NUMBER | T | DIST |
|-------------------|------------------|----|------|
| 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 |

| CUT OF DRAINS | FANYA JUU | TERRACC ES, BENCH | GRADED TERRACC ES. | MANURE | COMPOST | MULCH- ING | RIDGES | AGRO- FOREST | CHECK GABBION | PLOUGHING |
|---------------------|--------------|-------------------------|--------------------------|--------|---------|---------------|--------|-----------------|------------------|-----------|
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |

Cols 10-20

1=Own holding
2=Communal Holding
9=N/A

Col 30

1=Less than 50/-
2= 50/- - 200/-
3=200/- - 500/-
4=500/- - 1000/-
5=1000/- - 5000/-
6= Over 5000/-
9=N/A

Cols 21-25, 32-41

1=Yes
0=No

Col. 26

1=Roof catchment
2=Pool/Shallow well
3=Jobias

Col 31

1= Shark
2= Omena
3= Tewa
4= Oys
5= Tilapia
6= Others
9= N/A

Col. 27

1=Power boat
2=Canoes
3=Raft
0=None

Cols. 42

1=Sell direct to
consumer
2=Keep in refriger
ation shades
3=Smoking
9=N/A

Col. 29

1=Less than 10Kgs
2=10-20 Kgs 5=Over 100
3=20-50 Kgs 9=N/A
4=50-100 kgs 9=N/A

HANDICRAFT

| FISHING CO-OP | FARMERS CO-OP | FARMERS GROUP | WATER GROUP | SOIL CONSER- VATION GROUP | RANCHIN G GROUP | CHURCH GROUP | MABATI GROUP | BEE- KEEPING GROUP | GOAT KEEPING GROUP | STORAGE ARRANGE- MENTS For FISH |
|------------------|------------------|------------------|----------------|------------------------------------|--------------------|-----------------|-----------------|--------------------------|--------------------------|--|
| 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 |

CENTRAL BUREAU OF STATISTICS
MINISTRY OF PLANNING AND NATIONAL DEVELOPMENT
BASELINE SURVEY-1989. GROUP MEMBERSHIP.

Enumerator.....
Supervisor.....
District.....
Date.....

KWAKIL 6.

| CLUSTER NUMBER | | | Group NUMBER | | | R T | DIST RICT | NUMBER OF MEMBERS | | | | | | | YR. STAR- TED | MEMBER SHIP FEE | LOANS RECEIVED FROM GOK | | | | | | | | | | GRANTS RECEIVED FROM GOK | | | | |
|-------------------|---|---|-----------------|---|---|--------|--------------|-------------------|----|----|----|---------|----|----|---------------------|-----------------------|----------------------------|----|----|----|----|----|----|----|----|----|-----------------------------|----|----|--|--|
| | | | | | | | | MALES | | | | FEMALES | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | 6 | | | | | | | | | | | | | | | | | | | | | | | | | |

| CASH RECEIVED FROM DONORS KGCUCU | | | | | MAIN ECON ACTIV ITY. | SECON DARY ECON. ACTIV | WHO DECID ES ON ACTIV | HOW OFTEN DOYOU MEET | WATER PROB- LEM. | LITER ACY PROBL EM. | CROP DISEA SE. PROB. | LIVES TOCK DISEA PROB. | MEET- ING PLACE FAR | FARM EQUIP PROB- LEM | WILD LIFE PROB- LEM | RECORD KEEPING PROBLEM |
|--|----|----|----|----|-------------------------------|---------------------------------|--------------------------------|-------------------------------|------------------------|------------------------------|-------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|------------------------------|
| 31 | 32 | 33 | 34 | 35 | | | | | | | | | | | | |
| | | | | | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 |
| | | | | | | | | | | | | | | | | |

| MARKET- ING PROBLEM | MONEY PROBLEM | LEADER- SHIP PROBLEM | ACCES TO SEED PROBLEM | ACCES TO CHEM PROBLEM | DO YOU OPERATE BANK ACCOUNT |
|---------------------------|------------------|----------------------------|-----------------------------|-----------------------------|--------------------------------------|
| | | | | | |
| 48 | 49 | 50 | 51 | 52 | 53 |
| | | | | | |

COLS. 40-53

1=YES AND 0= NO

COL. 36&37
1=FOOD/CASH CROP FARMING
2=POULTRY
3=BEE KEEPING
4=DIARY FARMING
5=GOAT/SHEEP FARMING
6=STEER REARING
7=HANDICRAFTS
8=SHOP KEEPING
9=MONEY LENDING

COL. 38
1=EXEC COMMITTEE
2=GEN. MEETING
3=CHIEF
4=DSDO OFFICER
5=LOCAL ELITE
COL. 39
1=ONCE A WEEK
2=FORTNIGHTLY
3=ONCE A MONTH

0=OTHERS SPECIFY

K K D D P MONITORING PROGRAMME

M&E 1.:STRENGTHENING INSTITUTIONAL CAPACITY

DATE.....

| R T | DIST- RICT CODE | | | MINISTRY CODE | | | | | NO. OF VEHICLES BOUGHT BY MIN. OF AGRIC ULTURE | | | NO. OF VEHICLES BOUGHT BY MIN OF LIVES TOCK | | | NO.OF PROJE CTS EVALU ATED | | NO.OF PROJE CTS MONIT ORED | | PLAN. OFFIC ER APPOI NTED? 1=YES,0=NO | RECEI VE 1/4LY REPOR TS ? 1=YES,0=NO | NO. OF PERSONS TRAINED | | | | DURAT ION OF TRAIN ING (WKS) | | TRAIN ING TYPE 1=FOR MAL,2 =INFO | NO.OF OFFICERS RECEIVNG SPECIALI ZED TRAI NING | | MM OF TRAININ G SEN. DIST. OFFICER S | | |
|--------|-----------------------|---|---|----------------|----------------------|---------------|---|---|---|----|----|--|----|----|--|----|--|----|--|---|------------------------------|----|----|----|---|----|---|---|----|---|----|----|
| | | | | SPONS ORING | IMPLE MENTI NG | FINAN CING | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

M&E2:AGRICULTURAL SECTOR.

DATE.....

| R T | MINISTRY'S | | | DIST- RICT | BUDGET NUMBER | | | | | | | TOTAL ALLOCATION FOR THE PROJECT IN THE ESTIMATES IN KENYA POUNDS | | | | | | | AMOUNT SPENT TO DATE IN KENYA POUNDS | | | | | | | NO. OF NURSURI S. STARTED | | | NO. OF BULKING PLOTS STARTED | | | NO. OF FARMERS ADOPTING BULKING | | | FREQUENCY OF VISITS BY EXTENSI ON WORKERS | |
|--------|------------|---|---|---------------|---------------|---|---|---|----|----|----|--|----|----|----|----|----|----|--|----|----|----|----|----|----|------------------------------------|----|----|---------------------------------------|----|----|--|----|--|---|--|
| | CODE | | | CODE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| NO. OF FARMERS TRAINED | | | | NO. OF EXTENSION WORKERS TRAINED | | | | MAN MONTHS OF TRAINING | | | | DURATION OF TRAINING WEEKS | | | | NO. OF FARMERS TRAINED (TRACTI-ON) | | | | DURA-TION OF TRAINING | | | | NO. OF FARMERS TRAINED TO REPAI R EQUIP MENTS | | | | DURAT ION TRAINING IN WEEKS | | | | NO.OF SITES SELEC TED W-HAR VESTING | | | | CONSTRUC- TIO HOUSES TRAINING HALLS ON GOING | | | |
|------------------------|----|----|----|----------------------------------|----|----|----|------------------------|----|----|----|----------------------------|----|----|----|------------------------------------|----|----|----|-----------------------|----|----|----|---|----|----|--|-----------------------------|--|--|--|-------------------------------------|--|--|--|--|--|--|--|
| 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

KKDDP MONITORING PROGRAMME

M&E 3: LIVESTOCK SECTOR

DATE.....

[illegible]

| NO. OF NEW IMPROVED SHEEP/GOAT KEPT - | | | | NO. OF FARMERS INVOLVED IN IMPROVED TECHNIQS | | | | NO. OF GROUPS INVOLVED IN NEW TECHNIQS | | | | NO. OF FIELD DAYS/ VISIT S. | | NO OF TIMES VISIT ED BY EXTN. WORKS | | NO OF DAYS FOR BEE-KEEPING TRAIN | | | NO OF GROUPS TRAINED BEE-KEEPING | | | NO. OF PERSONS TRAINED IN BEE-KEEPING | | | TOTAL HIVES SUPPLIED TO DATE | | | NO OF HIVES PURCHASED BY:- | | | | | |
|---------------------------------------|----|----|----|--|----|----|----|--|----|----|----|-----------------------------|----|-------------------------------------|----|----------------------------------|----|----|----------------------------------|----|----|---------------------------------------|----|----|------------------------------|----|----|----------------------------|----|----|---------------|----|--|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | GROUPS | | | INDIVIDUAL S. | | |
| 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

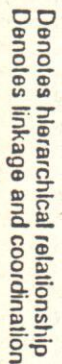
N&E4: FISHERIES, COOPERATIVES AND CREDIT MANAGEMENT

DATE.....

[illegible]

| NO. OF GROUPS BENEFITING FROM CREDIT PROGRAMME | | | | NO. OF INDIVIDUALS BENEFITING FROM CREDIT PROGRAMME | | | |
|--|----|----|----|---|----|----|----|
| 33 | 34 | 35 | 36 | 37 | 38 | 39 | 49 |
| | | | | | | | |

ANNEX V



SOURCE: KNDP STAFF APPRAISAL REPORT, D - INU, I 100

ANNEX VI : LIST OF OFFICIALS MET

NAIROBI

- | | | |
|----|---------------|---|
| 1. | Okwirry | - Ministry of Agriculture |
| 2. | F. Kalikandar | - Ministry of Agriculture |
| 3. | J.W. Gachanga | - Ministry of Agriculture |
| 4. | Wanjahya | - Ministry of Livestock Development |
| 5. | G.N. Mbata | - Ministry of Planning & National Development |
| 6. | J.O. Otieno | - " " " |
| 7. | Akatch S.O. | - Central Bureau of Statistics |
| 8. | C.N. Wamwea | - Ministry of Cooperative Development |
| 9. | W.W. Kimani | - " " " |

COAST PROVINCE

- | | | |
|-----|--------------|-------------------------------------|
| 10. | J.E. Echasa | - Provincial Planning Officer |
| 11. | Z.A. Onyiego | - Asst. Provincial Planning Officer |
| 12. | D.E. Kihara | - Government Training Institute |
| 13. | C.S. Nzioka | - " " " |
| 14. | V.B. Wanjiku | - " " " |

KWALE DISTRICT

- | | | |
|-----|---------------|---|
| 15. | H. Ajuang' | - District Development Officer |
| 16. | S.A. Nyamanga | - District Programme Officer |
| 17. | M.B. Mwova | - District Livestock Production Officer |
| 18. | M.M. Maina | - Animal Production Officer |
| 19. | B.O. Omolo | - Fisheries Officer |
| 20. | N.M. Mukhwesi | - District Cooperative Officer |
| 21. | K. Nyambu | - IFAD Project Coordinator - Agriculture Office |
| 22. | A.H.S. Mranja | - Senior Fisheries Officer |

KILIFI DISTRICT

- | | | |
|-----|--------------|---|
| 23. | J.M. Rondo | - District Programme Officer |
| 24. | N.R. Kagan | - Fisheries Officer |
| 25. | M.G. Wambua | - District Livestock Production Officer |
| 26. | M.K. Tenai | - District Cooperative Officer |
| 27. | D.G. Kingori | - District Agricultural Officer |
| 28. | D.K. Ndungu | - District Extension Officer |

ANNEX VI

KWALE-KILIFI DISTRICT DEVELOPMENT PROJECT: MONITORING AND EVALUATION SYSTEM

TERMS OF REFERENCE*

General

1. On or about 1st July, 1989, you will, in close collaboration with the Ministry of Planning and National Development and other ministries involved in the implementation of Kwale and Kilifi District Development Project, initiate a study to fully define the monitoring and evaluation system for the project.

2. Your assignment will be carried out in close liaison with the baseline studies being carried out by the Central Bureau of Statistics, to ensure consistency of the monitoring and evaluation system with the basic project objectives and basic indicators to be measured at specific intervals.

Task : Monitoring and Evaluation System

3. Your task will be to develop a monitoring and evaluation system which will fit into the GOK reporting system and will be sustainable after the completion of the project.

4. After a careful study of the project document, you will identify, in close consultation with the ministries concerned, the key indicators which will be used to measure the achievement and impacts of the project both in terms of physical output and its effects on the target beneficiaries. Indicators should be selected in such a way to measure both the quantitative as well as the qualitative impacts of the project.

5. Upon decision on indicators you will classify them into two groups, those to be measured through the regular reporting system, and those to be measured through special studies. For the latter you will provide indication of the timing of the studies.

*This report was prepared by Mr. L.M. Wasonga and Prof.C.M. Mutiso on Consultancy Services to IFAD/GOK.

6. You will hold discussions with the concerned ministries to establish their ongoing monitoring and evaluation system or the reporting system in the case of those without formal monitoring and evaluation system. You will also establish the linkage of the central system with the Districts and evaluate the effectiveness of the system and its consistency with DFP. You will also establish the linkage of the central system with the Districts and evaluate the effectiveness of the system and its consistency with DFP.

7. You will obtain and review the respective ministries reporting format, as well as the periodicity of reports.

8. You will carry out similar operations, as described in paras 6 and 7 above, in the two districts of Kwale and Kilifi.

9. On the basis of your analysis and synthesis of the information obtained on paras 5-9 above, and considering the objectives of the project and broad frame of monitoring and evaluation contained in the appraisal report, you will carefully define the monitoring and evaluation system, and the reporting formats both for the different line agencies and for the District Programme Officer.

10. In addition to specifying the periodicity of reports and the centre of responsibility, you will indicate the flow of reports through the District, Province and Headquarters to the cooperating institutions and IFAD.

11. The system to be proposed should ensure a two-way communication and an appropriate mechanism for feed-back.

Task: Impact Evaluation Arrangements

12. The Provincial Office (PPO) has been charged with the carrying out, at specified intervals, studies to evaluate the impact of the project, using short-term consultants as may be required. You will review the adequacy of the support provided to the PPO to carry out this assignment.

13. Considering the objectives and targets of the project, and the preliminary results of the baseline studies, you will specify the mode of measuring the agreed indicators (para 5, indicators to be measured through special studies).

14. You will establish the functional relationships between the Provincial Office, the District Programme Officer and the Head of DDMU, in respect of monitoring and evaluation, and the impact evaluation operations.

15. You will, after close consultation, with appropriate offices and authorities, establish the periodicity of issuing Impact Evaluation Reports.

Report

16. You will submit a comprehensive but concise report which will **inter alia** include the following:

- i) A summary of project objectives, targets and intended beneficiaries.
- ii) Indicators to be used in measuring the objectives and impact of project with specifications on how and when they will be measured. You may consider presenting the information in a tabular form, viz: project objectives, indicators for respective objectives, mode of measure, regular report and /or special studies.
- iii) A review of the existing monitoring and evaluation system or the reporting systems where a formal monitoring and evaluation system does not exist.
- iv) A review of the existing reporting formats and periodicity.
- v) Proposals for a monitoring and evaluation system for the project.
- vi) Report formats with clear indications of the linkages of report formats at different levels. (Report formats at the different levels should be annexed).
- vii) Provincial impact evaluation arrangements including linkages to the District and Headquarters.
- viii) Conclusions and recommendations.

17. You **will** submit your draft report to IFAD and GOK by about mid August, 1989.

18. You will review your draft report with the ministries concerned and the District administration and incorporate their views and suggestions in the final report to be submitted to IFAD.

19. You will collaborate with CBS in writing the report and you will utilize the Government computer facilities as much as possible. In particular, the report formats and final report should be put on the Government WANG or IBM system to facilitate future use of the proposals and formats.