

Monitoring & Evaluation Framework



বাদাবন সংঘ
Badabon Sangho
(A Women's Rights Organisation)


Lipi Rahman
Executive Director
General Secretary, Executive Committee
Badabon Sangho


Gulshan Ara
Chairperson
Executive Committee
Badabon Sangho

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Chairperson
Executive Committee
Badabon Sangho



Introduction

The socio-political realities of targeted communities are really worst due to vulnerable climate change situation and weakness of in grass-root governance. Large percentage of targeted communities is living under poverty line. Shrimp cultivation and extension of salinity have caused mass-scale occupational displacement. The landless and marginal farmers have lost their job opportunities. Insecure livelihoods has caused dislocation in family structure with consequent multiplication of women headed households and intensification of poverty. The prevailing insecure livelihoods has made women more vulnerable to powerful peoples i.e. landowner, employer, land brokers, rich people etc and exposed to sexual harassment, abuse, physical torture and slavery. The poor who enter the forest/Sundarban for resource extraction in search of livelihood opportunities remain exposed to high levels of risk. Often, they are taken hostage by outlaws for exacting ransom. The poor women subsisting on shrimp fry collection often fall victim to rape and torture by the miscreants and shrimp firm owner. Girls who are going to school and college always victim of eve-teaching and photo blackmail. Very little number of cases are make known, among them very little percentage are reported, among them very little percentage are taken by justice. Women has very little control over land and property, moreover lots of private companies started to buy and grab lands in this areas for their future investment targeting the sea port and power house. Women and vulnerable land owners are worst victim of land loss and grabbing. The entire aforementioned situation is prevailing and has huge negative consequence on the lives of women and girls. Men take advantage of the unjust social customs and indulge in polygamy, divorce, dowry and many other inhuman practices. Violence against women is increasing day by day. Badabon Sangho established in June 2015 by a group of motivated and dedicated development activists in Southwest region of Bangladesh. Organisation has aim to empower women and girls who are facing violence, discrimination and inhuman behaviors on day to day lives.

This document describes an M&E framework that will serve to document the overall progress of the organization interventions as well as describe or estimate impacts on peoples lives for all citizens especially the poorest part of the targeted community.

This draft document, prepared using the output of a two-day long workshop participated by the project team of Badabon Sangho, proposes M&E activities its projects. Though the development process of this document had limited participation of all those stakeholders but has been given opportunity to comment on the document and may be asked to participate in future review sessions.

The intention of this document is to put in place a system that is simple and practical but that will serve most. It is our sincere hope that Badabon Sangho stakeholders find this M&E framework to be an asset. Feedback on the document is always welcome.

Objectives

This document is the result of a process whose goal is to put in place an effective, efficient and simple M&E framework for the Badabon Sangho. This document places emphasis both on monitoring

progress as well as outcome evaluation and learning for improved policies and strategies. The objectives of this document are to:

- To assess and document progress towards inputs, outputs, outcomes and impact as proposed in the logical framework and annual work plans;
- To systemize data collection, synthesis, analysis and reporting procedures allowing for the prompt dissemination of reliable information Review of Badabon Sangho activities from M&E Perspective

As a part of developing M&E framework, it is required to review Badabon Sangho from M&E perspective and identify the key issues for setting indicators in order to measure progress of project activities as well as evaluate the ultimate impact towards achieving project goal. In general, the expected changes that can be measured with the activities of Badabon Sangho projects are given below:

What changes we are anticipating:

- Established women Empowerment through leadership
- Established women's control over on lands, property, resources and water-bodies
- Reduced violence against women
- Established rights of women migrant workers
- Established voices of local communities particularly women in climate and environmental change discourse

What change we can measure:

- a) percentage of women leaders participating in the project who report that they gained skills to be able to go to policy station, land office, union parishad to support other women and girls
- b) percentage of women and girls participating in the project who are aware of land ownership literacy and land documentation and succession certificates
- c) X of youth volunteers trained through the programme on data collection segregated by sex) who report that they have the necessary skills to conduct data collection safely and ethically
- d) Percentage of local elected bodies (segregated by sex) participating in the project who have increased awareness of land displacement, migrant women workers, land induced violence against women and girls
- e) Percentage of women and girls (disaggregated by age) who completed a feedback survey and report that they have observed or experienced an improvement in the support received from local duty bearers (segregated by type: police, union, land offices, BMIT etc)





Review of Components of M&E System of Badabon Sangho

. It is observed that M&E system of Badabon Sangho has well defined components under which there are several specific activities. The M&E system of Badabon consists of following issues:

TASKS	PERTINENT	FUNCTIONS	RESPONSIBILITY
Baseline survey		<ul style="list-style-type: none"> Providing information of targeted beneficiaries' small, marginalized and poor household level in nine upazilas i.e. bagerhat sadar, Kochua, Chitolmari, Fakirhat, Mollarhat, Sarankhola, Morelgonj, Rampal and Mongla. Providing information of all educational institutions. Setting benchmarks for measuring activities, achievements and impact (at the organizations objectives). Identifying related programmes and activities in the nine upazilas 	<ul style="list-style-type: none"> Badabon Sangho External Consultant
Periodical progress reports	<ul style="list-style-type: none"> Weekly Monthly Partner's Interim (annual) 	<ul style="list-style-type: none"> Checking the progress of the planned activities. Reasoning deviations for the not-completed activities and learning key lessons. Identifying the performance gap of the work plan. Planning practical recommendations for follow-up actions in future. 	<ul style="list-style-type: none"> Badabon Sangho
Social audit		<ul style="list-style-type: none"> Monitoring effectiveness of activities with women and girls Initiating governance monitoring of the upazila and union with project related offices. 	<ul style="list-style-type: none"> Badabon Sangho
Project completion report		<ul style="list-style-type: none"> Focusing on learning, sharing, achievement and impacts of the project. Documenting the milestones of the project. 	<ul style="list-style-type: none"> Badabon Sangho
Special studies and assessments	Needs based	<ul style="list-style-type: none"> Focusing gaps and needs of the project . Devising appropriate capacity development package. 	<ul style="list-style-type: none"> Badabon Sangho
Annual		<ul style="list-style-type: none"> Assess the reasonability of the relationship 	<ul style="list-style-type: none"> Badabon



TASKS	PERTINENT	FUNCTIONS	RESPONSIBILITY
financial audit		between project costs and results in terms of transparency and cost effectiveness.	Sangho ▪ External consultant
External Evaluation	Mid-term evaluation	<ul style="list-style-type: none"> Assessing progress made towards the achievement of results at the outcomes. Identifying recommendations of future course corrections. 	<ul style="list-style-type: none"> Badabon Sangho External consultant
	Final evaluation	<ul style="list-style-type: none"> Reliably and representatively evaluating the impact and extent to which the project has achieved its expected outcomes. Identifying and assessing the basic results and impacts as to their sustainability and suitability for replication in other areas. 	<ul style="list-style-type: none"> Badabon Sangho External consultant
Management Information System (MIS)	Beneficiary profile	<ul style="list-style-type: none"> Developing data bank of the project's beneficiaries. Establishing knowledge bank of the project. Providing information of stakeholders i.e. Providing updated information on progress indicators. 	<ul style="list-style-type: none"> Badabon Sangho External Consultant
	Database of progress indicators		

Existing and Required M&E tools

Badabon Sangho has been using some specific M&E tools for tracking the regular progress of activities as well as to be used for measuring the impact of the project activities. In addition, some tools are required to be developed in future for fulfilling the requirements of M&E system. The existing and required tools are given below:

Existing M&E tools being used in Badabon Sangho:

- Monthly activity plan, work plan and progress report format
- Baseline questionnaire
- Participatory tools for analysis/assessment
- Beneficiary selection format
- Format for beneficiary profile
- Questionnaire for primary information collection survey
- Community score card
- MIS software
- Annual reporting format
- Assessment tools

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• M&E Matrix

The detail M&E matrix of the Badabon Sangho is given below:

Level of Data	Indicator		Source of information	Frequency	Responsibility	How is the process (Data collection, compilation and processing/ analysis)
	Measurable indicator	Target/ categories				
Overall Objective: To build up the capacity of disadvantaged, vulnerable and socially excluded women and girls, towards improving their climate resilience livelihoods and reduce women rights violation	% extreme poverty of the targeted beneficiaries reduced	50%	Evaluation report, GoB report, baseline and completion report, SDG report, UN report		Badabon Sangho	Badabon Sangho
	% Of women are aware on livelihood and safe drinking water and other related issues	75%	baseline and completion report		Badabon Sangho	Collection list by the Field officers
	% child marriage reduced	50%	Midterm Baseline survey, Yearly Report of the organization		Badabon Sangho	Survey will be done by a prepared format by FO
Expected results:	Numbers of girls are going to school	28 (100%)	Situation analysis, Evaluation report, survey report	Twice	Badabon Sangho	Collection and compilation: Fo and Analysis by PC and external consultant
	Number of youth club formation completed	90%	Yearly report		Badabon Sangho	Information collection by FO

Level of Data	Indicator		Source of information	Frequency	Responsibility	How is the process (Data collection, compilation and processing/ analysis)
	Measurable indicator	Target/ categories				
	Number of people behaving friendly with Sundarban	70%	Situation analysis	Annually	Badabon Sangho	Collection and compilation: FO/ PO
	Number of violence against women reported	100%	Situation analysis		Badabon Sangho	Collection and compilation: FO
	Number of child marriage stopped	80%	Annual report	Monthly	Badabon Sangho	Collection and compilation: FO


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Reflection Mechanism of M&E of Badabon Sangho

Badabon Sangho tends to use the findings and lesson learned of its activities for tracking and improving the quality of activities through regular sharing with staff and relevant stakeholders. There are some mechanisms of using the lessons in different interventions that are given below:

- Weekly meeting at field office with field staff.
- Monthly area coordination meeting with area office based staff (area office).
- Monthly field coordination meeting with participation of project's senior staffs.
- Monthly partnership coordination meeting with partners .
- Need-based and periodic workshops/seminars organized with different stakeholders.
- Periodic meeting with all stakeholders involved in the project.
- Annual learning and sharing workshop with all stakeholders including donors.
- Periodic feedback from all stakeholders to verify the progress and measure the changes.

Reporting System

The project has a structured coordination and monitoring system in place. Participatory monitoring and evaluation is a continuous action-reflection-action process to ensure efficient utilization of available resources and valuable time. The project head office maintains a participatory system for smooth coordination between head, regional and field offices. The project includes a range of coordination meetings and workshop for field staffs and partners at regular interval. The coordination meetings are weekly staff meeting, monthly area coordination meeting, monthly coordination meeting for field operation, monthly partnership coordination meeting and yearly planning, monitoring and reporting workshop.

The main purpose of **weekly reporting** is to monitor the activities of field staffs in a week. Weekly reporting documents assist teams in tracking progress and organization of both the individual and team effort across time. As teams progress, both individual and team planning and reporting can help identify both strengths and weaknesses within the team. This reporting will be based on the weekly meeting holds on every Thursday in a week for 2-3 hrs. Data for weekly report will be collected by Field Officer, compiled & processed by Project Officer and approved by Programme Coordinator.

Monthly reporting is also developed based on the monthly meeting and performed activities of last month. This reporting ensures the activities planned, targets set and tasks delegated for next month. The reporting holds the purpose taking notes of consultation and getting feedbacks, crisis/ risk management, finding solutions and making decisions. SALE project conducts three monthly meetings i.e., area coordination meeting, coordination meeting for field operation (FCM), partnership coordination meeting (PCM) and follows the same reporting accordingly. Duration of other monthly meetings is commonly 1-2 days. The monthly report will be approved by Project Coordinator who in turn submits the report to Director of Badabon Sangho in monthly programme coordination meeting.

Partner's reporting is also a regular monitoring activity of Badabon Sangho. The project partners should develop and submit the reports to Programme Coordinator at quarterly and yearly basis respectively. Programme Director of The monthly partnership coordination meeting will also be held

for discussing the identified problems and planning the future activities. The meeting is organized on every last Thursday of a month for 3-4 hrs by Badabon Sangho.

Reporting format of weekly & monthly area and field coordination is as below.

Sl.	Agenda	Decision/ Action	Responsible officer	Followed by	Timeline
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Report format of monthly partnership coordination meeting is as below.

Sl.	Agenda	Discussion	Decision/ Action
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Yearly reporting: The yearly reporting will be by the organization will be developed on last year's activities, achievements and lesson learned. The draft report will be shared to all stakeholders in the yearly planning, monitoring and reporting workshop. This workshop will be organized mainly for informing the previous and future activities of the project. It is also an opportunity for the shareholders and partners for raising any queries regarding the project planning will take in the future. This workshop will usually be held once a year for 2-3 days.

Reporting Plan

Report Name	Data Collected by	Reporting Staff	Cross Checked by	Reportable to	Cross checked by	Reportable to (Final)
Weekly Report	Field Officer	Field Supervisor	Programme Manger	Programme Coordinator	-	-
Monthly Report	Field Officer	Field Supervisor	Programme Manger	Programme Coordinator	Programme Coordinator	-
Quarterly Report	Field Officer	Field Supervisor	Programme Manger	Programme Coordinator	Programme Coordinator	Executive Director
Half Yearly	Field Officer	Field Supervisor	Programme Manger	Programme Coordinator	Programme Coordinator	Executive Director
Yearly	Field Officer	Field Supervisor	Programme Manger	Programme Coordinator	Programme Coordinator	Executive Director and Partners and Executive Committee

It is expected that the M&E framework of Badabon Sangho will help in tracking the progress of activities as well as assessing its impact towards achieving the goal of the organization within. The M&E Framework might be reviewed in future based on the changes made in organizational interventions.



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