

Follow-up and Monitoring Methods of Implementation

Type the name of your
organization here.



WHERE ARE WE?: Follow-up and Monitoring in SHEP's 4 Steps

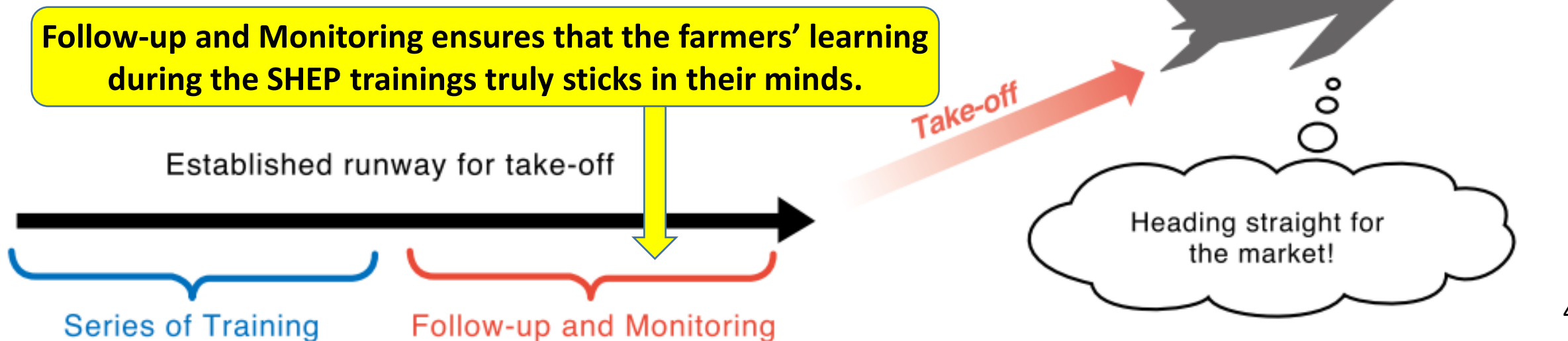
4 Steps	Activities
1. Share goal with farmers.	Sensitization Workshop
2. Farmers' awareness is raised.	Participatory Baseline Survey (optional) Stakeholder Forum Market Survey
3. Farmers make decisions.	Target Crop Selection Crop Calendar Making
4. Farmers acquire skills.	In-field trainings
<p>Follow-up and monitoring (including Participatory Endline Survey)</p> <div data-bbox="1302 1186 2402 1325" style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-left: 400px;"> <p>Follow-up and Monitoring are when the farmers review what they have learned and achieved.</p> </div>	

PART 1: CONCEPT

WHY?: Objectives of Monitoring and Follow-up



- Aims at ensuring farmers' actual application of taught techniques and knowledge.
- Not only look at farmers' production practices but **also assess their progress of marketing and other collective work** as a group.



WHAT?: Outline of Monitoring and Follow-up

- Periodically visit farmers to ensure they are applying the knowledge they have learned.
- Monitor the progress of activities described in the groups' **Crop Calendars**.
- Participatory Endline Survey is conducted **using almost the same survey formats** as the Participatory Baseline Survey.
- The Endline Survey data is analyzed for the purpose of **comparison with the results of the Baseline Survey**.



FORMAT: Endline Survey Questionnaire Forms

- Endline Survey Part 1- Production, Income and Cost

1.Crop Name and Variety	2.Area under the Crop in meter x meter (m ²) or in ha 100m ² =0.01ha 1,000m ² =0.1ha 10,000m ² =1ha		3. Production sold at market in various unit (e.g. bags, crates, bundles, bushels, etc.)	4. Production sold at market in kg (converted into kg)	5.Production sold at market in kg per ha	6. Average Price per various unit (local currency per unit)	7. Average Price per kg (converted into kg) in local currency	8.Total Income in local currency	9.Total Cost of Production in local currency (incl. inputs, transportation, labor, etc.)	10.Net Income (profit) in local currency
1	2 a.	2 b.	3	4	(4./2 b.	6	6./unit conversion in box	(3. x 6.) or (4. x7.)	9	8. – 9.
1 st Crop:	M x M (m ²)	ha	(unit:)	kg	kg	(unit:)				
2 nd Crop:	M x M (m ²)	ha	(unit:)	kg	kg	(unit:)				
3 rd Crop:	M x M (m ²)	ha	(unit:)	kg	kg	(unit:)				
4 th Crop:	M x M (m ²)	ha	(unit:)	kg						

The same form as Baseline Survey Form **except for the columns where the farmers are asked to write information on what changes** they have made after SHEP

Please indicate unit conversions in the box below. (e.g.) 1 kg =

FORMAT: Endline Survey Questionnaire Forms

- Endline Survey Part 2- **Agricultural Techniques**

Pre to Post Cultivation Stages		Items	Horticultural Techniques Advocated for Adoption	Yes	No
1	Pre-Cultivation Preparation	Q 1	Do you undertake a market survey to determine the crop(s) to cultivate each season?		
		Q 2	Do you prepare and use crop calendar(s) based on the market survey results?		
		Q 3	Do you undertake soil testing at least once in two years for vegetables/annual flowers; or before the planting for fruit trees/perennial flowers?		
		Q 4	Do you use recommended composting practices by using different organic materials to supply major nutrients: Nitrogen (N), Phosphorus (P), and Potassium (K) in preparing compost/manure?		
		Q 5	Do you use recommended quality planting material(s) with one or more of the following characteristics: disease resistance and tolerance, high yield, early maturity, better tastes, size, and longer shelf life?		
2	Land Preparation	Q 6	Do you use with one or more following recommended land preparation practices in management of pests & diseases, ploughing, and minimizing soil erosion?		
		Q 7	Do you incorporate crop rotation to enhance soil fertility?		

The same form as Baseline Survey Form **except for the columns where the farmers are asked to write information on what changes** they have made after SHEP

HOW?: Key Implementation Tips

- Follow-up and Monitoring visits should help the farmer group “take off” to become self-reliant farmers who can practice market-orient agriculture on their own initiatives.



Raising Motivation

We are reminded of SHEP's goal during the follow-up visits. We will work hard to achieve the goal and become successful farmers.

Support for
Autonomy

- The Participatory Endline Survey should give the farmers opportunities to confirm how much they have improved through their experience in participating in SHEP.



Raising Motivation

During the endline survey, we realized we have improved this much in technical skills and that much in marketing skills. We are glad to see improvements.

Support for
Competence

PART 2: PRACTICE

STEP: Implementation Procedures

1. Visit the farmer groups periodically to give advice and monitor the progress of activity implementation.
2. Refer to the results of “Baseline Survey Part 2- Agricultural Techniques” and judge how much improvement the farmers have been making in terms of adoption of techniques. Provide support as needed.
3. Refer to the Crop Calendars and monitor the progress of activity implementation. Provide consultation where necessary.

STEP: Implementation Procedures

4. Collect qualitative information on gender, i.e. success stories, to see how gender equality and women's empowerment have contributed to attaining the groups' goal.
5. Undertake the Participatory Endline Survey using two types of formats.
6. Submit the completed forms to the designated office (Change this to an appropriate section -e.g. Project Unit, central ministry office, etc. where analysis will be made) Give feedback to the farmers when analyzed data is sent back to the extension staff.

Completing Production, Income & Cost Sheet

<Example>

Endline Survey Part 1- Production, Income and Cost

Date: _____
 Name of District: _____ Name of Sub-District: _____
 Name of the Farmer Group: _____
 Name of Farmer: _____ Male/Female: _____ Tel. No.: _____

Basic information
of the farmer

Please indicate the information of horticultural crops (do not include other crops such as maize and sugarcane) in the last cropping season.

1. Crop Name and Variety	2. Area under the Crop in meter x meter (m ²) or in ha. 100m ² =0.01ha. 1,000m ² =0.1ha. 10,000m ² =1ha.		3. Production sold at market in various unit. (e.g. bags, crates, bundles, bushels, etc.)	4. Production sold at market in kg (converted into kg)	5. Production sold at market in kg per ha	6. Average Price per various unit. (local currency per unit)	7. Average Price per kg (converted into kg) in local currency	8. Total Income in local currency	9. Total Cost of Production in local currency. (incl. inputs, transportation, labor, etc.)	10. Net Income (profit) in local currency
1.	2 a.	2 b.	3.	4.	4/2 b.	6.	6./unit conversion in box.	(3. x 6.) or (4. x 7.)	9.	8.-9.
1 st Crop: Tomato Cal j.	M x M (M ²) 20X100=	0.2ha.	100. (unit: crate)	2,000kg	10,000kg	\$25. (unit: crate)	\$1.25.	\$2,500.	\$600.	\$1,900.
2 nd Crop:	M x M (m ²)	ha.	(unit:)	kg	kg	(unit:)				
3 rd Crop:	M x M (m ²)	ha.	(unit:)	kg	kg	(unit:)				
4 th Crop:	M x M (m ²)	ha.	(unit:)	kg	kg	(unit:)				

Production
income &
cost

Please indicate unit conversions in the box below. (e.g.) 1 bag of Irish Potato = 110 kg, 1 head of Cabbage = 2 kg

1 crate of tomatoes = 20kg.

Unit
conversion

Please write what changes you have made after SHEP. (e.g. Found a new buyers who buy a large quantity. Started group purchasing of certified seed to reduce cost)

I started producing a variety of tomatoes, Cal j, which the market prefers. That particular variety of tomatoes can sell at a higher price.
 I started to arrange transportation with my group members to reduce the transportation cost.

"Changes" after SHEP

Completing Production, Income & Cost Sheet

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1 st Crop: Tomato Caj j	M x M (M ²) 20x100= 2,000m ²	0.2ha	100 (unit: crate)	2,000kg	10,000kg	\$20	\$1	\$2,000	\$700	\$1,300

1 Crop Name and Variety

→ Indicate name of the horticultural crop and variety grown in the last cropping season.

2 (2a. & 2b.) Area under the Crop in meter X meter (m²) or ha

→ Pacing can be used to estimate area under the crop

Completing Production, Income & Cost Sheet

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3 Production sold at market in various unit (e.g. bags, crates, bundles, bushels, etc.)

→ Total quantity sold at markets.

4 [Automatic calculation- no need to write in this column as long as conversion is indicated] Production sold at market in kg

→ Farmers can write in kg in this column instead of writing in column 3.

Completing Production, Income & Cost Sheet

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5 (4/2b.) [Automatic calculation- no need to write in this column]
Production sold at market in kg per ha

→ Analyzing productivity. Farmers do not need to write in this column.

6 Average Price per various unit (local currency per unit)

→ Marketed price per unit

Completing Production, Income & Cost Sheet

Please indicate the information of horticultural crops (do not include other crops such as maize and sugarcane) in the last cropping season.

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1 st Crop: Tomato Cal j	M x M (M ²) 20X100= 2,000m ²	0.2ha	100 (unit: crate)	2,000kg	10,000kg	\$20	\$1	\$2,000	\$700	\$1,300

7 (6/unit conversion in box) [Automatic calculation- no need to write in this column] **Average Price per kg in local currency**

→ Farmers do not need to write in this column if they do not know the price per kg.

8 (3X6) or (4X7) [Automatic calculation- no need to write in this column] **Total Income in local currency**

→ This is the total income from the crop.

Completing Production, Income & Cost Sheet

Please indicate the information of horticultural crops (do not include other crops such as maize and sugarcane) in the last cropping season.

1. Crop Name and Variety	2. Area under the Crop in meter x meter (m ²) or in ha 100m ² =0.01ha 1,000m ² =0.1ha 10,000m ² =1ha		3. Production sold at market in various unit (e.g. bags, crates, bundles, bushels, etc.)	4. Production sold at market in kg (converted into kg)	5. Production sold at market in kg per ha	6. Average Price per various unit (local currency per unit)	7. Average Price per kg (converted into kg) in local currency	8. Total Income in local currency	9. Total Cost of Production in local currency (incl. inputs, transportation, labor, etc.)	10. Net income (profit) in local currency
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9 Total Cost of Production in local currency

→ Cost of seed, planting materials, fertilizers/manures, pesticides, posts/stakes, labor costs, transportation & marketing costs, etc.

10 (8-9) [Automatic calculation- no need to write in this column] Net income (profit) in local currency

→ This is the total profit from the crop.

Completing Production, Income & Cost Sheet

4 th Crop	M x M (m ²)	ha	(unit:)	kg	kg	(unit:)				
			(unit:)			(unit:)				

Please indicate unit conversions in the box below. (e.g.) 1 bag of Irish Potato = 110 kg, 1 head of Cabbage = 2 kg










1 crate of tomatoes = 20kg

In the box, indicate unit conversions

<example>

- 1 bag of Irish Potato 110kg
- 1 head of cabbage = 2kg
- 1 crate of tomatoes = 20kg

A conversion table like this will be useful.

<p>Crop: Rape Unit: bundle Conversion to G: 800g</p> 	<p>Crop: Chinese Unit: bundle Conversion to G: 600g</p> 	<p>Crop: Beans Unit: cup Conversion to G: 170g</p> 
<p>Crop: Cabbage Unit: head Conversion to KG: 1.0kg</p> 	<p>Crop: Pumpkin Unit: head Conversion to KG: 3.5kg</p> 	<p>Crop: Tomato Unit: pall Conversion to KG: 15kg</p> 
<p>Crop: Potato Unit: bag Conversion to KG: 70kg</p> 	<p>Crop: Potato Unit: pall Conversion to KG: 20kg</p> 	<p>Crop: Onion Unit: bundle Conversion to G: 450g</p> 

Completing Production, Income & Cost Sheet

Please write what changes you have made after SHEP. (e.g. Found a new buyers who buy a large quantity. Started group purchasing of certified seed to reduce cost)↵

I started producing a variety of tomatoes, Cal j, which the market prefers. That particular variety of tomatoes can sell at a higher price..↵

I started to arrange transportation with my group members to reduce the transportation cost.↵

↵
↵
↵

In the box, list various “changes” the farmers have made after SHEP.

Collect information on their changes in production, marketing and collective work as a group.

<Example>

“I started producing a variety of tomatoes, Cal J, which the market prefers.”

“I started to arrange transportation with my group members to reduce the transportation cost.”

Completing Agricultural Techniques Sheet

Endline Survey Part 2- Agricultural Techniques

Date: ___/___/___

Name of District: _____ Name of Sub-District: _____

Name of the Farmer Group: _____

Name of Farmer: _____ Male/Female: ___ Tel. No.: _____

**Basic information
of the farmer**

* Please tick "YES" or "NO" to the following questions. Write any additional information in the margin.

Pre to Post Cultivation Stages		Items	Horticultural Techniques Advocated for Adoption	Yes	No
1	Pre-Cultivation Preparation	Q 1	Do you undertake a market survey to determine the crop(s) to cultivate each season?		
		Q 2	Do you prepare and use crop calendar(s) based on the market survey results?		
		Q 3	Do you undertake soil testing at least once in two years for vegetables/annual flowers; or before the planting for fruit trees/perennial flowers?		
		Q 4	Do you use recommended composting practices by using different organic materials to supply major nutrients: Nitrogen (N), Phosphorus (P), and Potassium (K) in preparing compost/manure?		
		Q 5	Do you use recommended quality planting material(s) with one or more of the following characteristics: disease resistance and tolerance, high yield, early maturity, better tastes, size, and longer shelf life?		
		Q 6	Do you use with one or more following recommended land preparation practices in management of pests & diseases: solarization, timely ploughing, appropriate depth of ploughing, and minimizing movement of soil to check possible spread soil borne pests		

**Questions to
assess farmer's
agricultural
techniques**

Completing Agricultural Techniques Sheet

- If the answer is “Yes”, simply check (✓) the left box marked “Yes”.
- If the answer is “No”, simply check (✓) the left box marked “No”.
- We expect that the number of “Yes” is more than that of the Baseline Survey result.
- Discuss the techniques which had many “No” answers with the farmers to see if they have any difficulties adopting such techniques.

Completing Agricultural Techniques Sheet

anayala		anayala			
8	Collective Action	Q21	Do you purchase agricultural inputs such as seed, fertilizer and chemicals as a group (group purchasing)?		
		Q22	Do you arrange transportation of the produce collectively or sell your produce collectively (group selling)?		
		Q23	As a group, do you select target crops and plan production/ marketing strategies collectively with the group members?		

Please write what changes you have made after SHEP. (e.g. Started making compost. Started to keep farm records.)

“Changes” after SHEP

In the box, list various “changes” the farmers have made after SHEP.

<example>

“I started making compost.”

“I changed from broadcasting to row planting.”

Collect information on their changes in techniques

CHECKLIST: Points to be Confirmed after Monitoring and Follow-up

- ✓ The target farmers understand their strengths and weaknesses and are given specific guidance and advice to further improvement.
- ✓ The target farmers understand when and how they can “graduate” from SHEP.
- ✓ The target farmers are committed to continue adopting the production and marketing techniques in the future.
- ✓ The male-female ratio of the participants is balanced.
- ✓ Quality of participation of male and female members is reviewed.
- ✓ Gender-disaggregated data is collected and analyzed.
- ✓ Changes in gender roles between husband wife are reviewed.
- ✓ Changes in decision-making between husband and wife are reviewed.

Monitoring and Follow-up in Action

Are you practicing compost making? Do you remember you learned it during the training?

Let's see... Sure you can! I will show you how to do it.



Well, I wanted to make compost but could not find the materials needed for it. Do you think I can use these organic materials instead of those?

Photo: Zimbabwe



TROUBLESHOOTING

- ✓ What if the farmers become demotivated due to a crop failure? → SHEP supports **farmers' psychological needs for autonomy**. Through their SHEP experience, the farmers feel they “own” the whole process of planning, decision-making, and risk-taking. Therefore, they do not easily become demotivated.
- ✓ What if the farmers do not adopt production techniques sufficiently? → Process and required time for individual farmers to adopt new techniques vary. **Sharing success stories and best practices** with the farmers can be effective to encourage them to adopt new skills.

TROUBLESHOOTING



- ✓ The farmer groups became disintegrated. What should we do about it? → Try to probe what went wrong at what point. It is important for the farmers to understand that securing a volume of produce is an essential factor for small-scale farmers to increase profitability of farming business. Reconsider the group membership if it feels absolutely necessary to reorganize the group.

Way Forward: Implementation Schedule,
Reporting, add any other necessary info. here