

**PDM<sub>2</sub> of the Strengthening of Monitoring and Evaluation (SMES) Project**  
**(Revised and agreed by the JCC at the 9<sup>th</sup> JCC Meeting on 3 July 2008)**

Project Period: November 2006 to December 2009  
Target Group: Ministries<sup>1</sup> and Districts<sup>2</sup> in Nepal

<b>Project Summary</b>	<b>Indicators</b>	<b>Data Source</b>	<b>Important Assumption</b>
<b>Overall Goal:</b> Results of monitoring and evaluation (M&E) are reflected in the process of policy formulation, project planning and implementation	1. Projects reported with monitoring results discussed during project planning and budget preparation for feedback purpose 2. Evaluation results discussed during policy formulation and project planning for feedback purpose	1-1 NPCS monitoring report 1-2 Interviews 2-1 Record of discussions 2-2 Tracking of monitoring reports and evaluation results	
<b>Project Purpose:</b> M&E capabilities of National Planning Commission Secretariat (NPCS), sectoral ministries, and key projects and programs are strengthened.	1. Percentage of Priority-1 (P1) projects which complete monitoring reporting in time increased by 25% 2. A periodic monitoring report of NPCS produced within 5 weeks after trimester/year 3. No. of M&E reports and results published through the Web-site of NPCS or the sectoral ministries 4. No. and technical level of the M&E training sessions taught (outside the Project) by the trainers trained by SMES Project 5. No. of trainers who have taught more than 2 M&E topics/sessions within/outside the Project	1 Baseline survey reports and NPCS monitoring report 2 Ditto 3 NPCS and the ministries' Web-site 4-1 SMES Progress Report 4-2 Questionnaire to trainees 4-3 Questionnaire/interview to Joint Secretaries of partner ministries 5 Questionnaire to core/national trainers	- Adequate budget and logistics to M&E sections/divisions
<b>Expected Outputs:</b> 1. Human resources in M&E trained 2. Monitoring and evaluation tools (M&E guidelines, monitoring reporting formats, PDM (logframe) manuals) are prepared/improved. 3. Enhanced awareness and improved understanding and support for M&E from decision makers and officers.	1-1 No. and technical level of trainers (30 trainers) 1-2 No. and technical level of M&E and planning officers of NPCS, partner ministries and partner districts trained in M&E (160 officers) 1-3 No. and technical level of officers of NPCS and partner ministries trained in M&E Management Information System (MIS) <sup>3</sup> (25 officers) 2-1 2000 copies of M&E guidelines prepared 2-2 Practical M&E guidelines prepared 2-3 Use-focused and user-friendly reporting formats prepared 2-4 2000 copies of revised PDM (log-frame) manuals produced 2-5 Use-focused and user-friendly PDM (log-frame) manuals prepared	1-1 SMES progress reports 1-1 Questionnaire for rating 1-2 SMES progress reports 1-2 Questionnaire for rating 1-3 SMES progress report 1-3 Questionnaire for rating 2-1 SMES progress reports 2-2 Questionnaire to M&E officers and policy-makers 2-3 Questionnaire to M&E officers and policy makers 2-4 SMES progress reports 2-5 Questionnaire to M&E officers 2-5 Feedback during the training and consultation workshops 3-1 Interview and questionnaire of M&E officers	- Trained personnel retained in M&E - M&E professionals available for continuous training chain

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<sup>1</sup> SMES Project covered, based on the JCC discussion, Ministries of Finance, Agriculture and Cooperative, Forestry and Land Conservation, Education and Sports, Health and Population, Local Development, Physical Planning and Works, Prime Minister's Office, and Women, Children and Social Welfare by December 2007.

<sup>2</sup> SMES Project covered, based on the JCC discussion, Districts of Parbat, Jumla and Morang and the Municipality of Pokhara in JFY2007.

<sup>3</sup> "MIS training" in the SMES means to provide training of how to select/collect/manage/analyze indicators in M&E.

	3-1 No. of cases of supports in action by decision makers and planning officers. 3-2 Mission statements and agreements produced in the M&E Policy Forums	3-2 Record of discussions and mission statements of the M&E Policy Forum	
<b>Project Summary</b>	<b>Input:</b>		<b>Important Assumption</b>
<b>Main Activities:</b> 1-1 Set-up a training taskforce 1-2 Prepare M&E training programs 1-3 Conduct ToTs of core and national trainers 1-4 Draft M&E training modules 1-5 Conduct SMES M&E main training courses 1-6 Conduct M&E practical trainings and/or on-demand trainings 1-7 Conduct follow-up trainings of trainers 1-8 Finalize M&E training modules 1-9 Organize networking workshops with trainers and trainees  2-1 Set-up a M&E tools taskforce 2-2 Conduct baseline survey 2-3 Review the existing M&E manuals and guidelines 2-4 Review the existing monitoring report formats 2-5 Organize consultation workshops on the existing guidelines, manuals and formats 2-6 Draft M&E guidelines, updated monitoring formats and PDM (logframe) manuals 2-7 Organize consultation workshops on the drafts and finalize the drafts 2-8 Produce necessary copies of M&E guidelines, updated monitoring formats and PDM (logframe) manuals.  3-1 Organize M&E Policy Forms 3-2 Hold consultation seminars with decision makers	<b>1. Nepalese side:</b> <ul style="list-style-type: none"> <li>- Chairperson of JCC (Joint Secretary of PMD, NPCS)</li> <li>- Project director = Joint Secretary of PMD</li> <li>- Project manager = Under Secretary of PMD</li> <li>- Counterpart members</li> <li>- Project office, utility cost, meeting/training room</li> <li>- Local cost for government staff</li> <li>- Reporting and monitoring activities</li> </ul> <b>2. Japanese side:</b> <ul style="list-style-type: none"> <li>- Japanese M&amp;E experts</li> <li>- Nepalese M&amp;E experts</li> <li>- ToT in Japan</li> <li>- Meeting/training room (outside of GoN)</li> <li>- Equipments: vehicles, office equipment</li> <li>- Local costs: printing, publishing, resource person (outside of GoN), other direct cost of training agreed</li> </ul>		<ul style="list-style-type: none"> <li>- Line ministries understand and collaborate with the SMES Project</li> <li>- Drafted reporting format, manual and guideline approved timely by the GoN authority</li> </ul>

