

# Project Monitoring and Evaluation Report

**Project:** Women's Economic Empowerment in Crisis Areas (WEE-CA)

**Document ID:** WEECA-MER-2026-01-001 (Demo)

**Reporting Period:** 01 Oct 2025 – 31 Dec 2025 (Quarterly)

**Prepared by:** MEL Unit (Demo)

**Implementation Areas:** Corridor Sites A–C (Demo)

**Target Group:** Crisis-affected women (18+)

**Version:** v1.0 (Internal)

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## 1) Executive Summary

During the reporting period, the project delivered core women's economic empowerment activities, including group trainings, business coaching, and linkages to savings mechanisms. Overall, participation and completion rates were strong, with measurable improvements in knowledge and self-reported confidence to manage household/business finances. The main constraints were participant mobility, time limitations due to caregiving responsibilities, and market volatility affecting purchasing power. Program adjustments introduced more flexible session schedules, shorter "micro-clinics," and enhanced referral support for participants facing protection risks.

### Key highlights (period):

- 18 training cohorts completed the 8-session curriculum
  - Strong gains in financial literacy and basic business skills (pre/post testing)
  - Increased uptake of savings habits through informal savings groups
  - Ongoing need for childcare support and safer access arrangements at peak times
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## 2) Project Overview

**Project goal:** Strengthen women's economic resilience and safe access to income opportunities in crisis settings.

### Key components:

1. Skills training (financial literacy, business basics, negotiation)
2. Coaching and mentorship

3. Savings and financial inclusion linkages (formal or informal)
4. Protection mainstreaming (safe participation, safeguarding, referrals)

**Implementation approach:** group-based training with safe-space facilitation, followed by coaching and light-touch follow-up.

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## 3) Results Framework (Summary)

### 3.1 Outcome and Output Statements (Demo)

**Outcome 1:** Women participants improve their ability to generate and manage income safely.

**Outcome 2:** Women increase financial resilience through savings and improved budgeting.

**Outcome 3:** Women have improved awareness of services and can seek support when facing safety risks.

**Outputs:**

- Output 1.1: Women complete economic empowerment training curriculum
  - Output 1.2: Women receive coaching support for income activity planning
  - Output 2.1: Women access savings mechanisms (groups or services)
  - Output 3.1: Safe participation measures and referral pathways function at all sites
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## 4) Indicator Performance Dashboard (Quarter)

**Note:** All figures below are fictional demo data for ERP testing/training.

### 4.1 Output Indicators

Indicator	Target (Q4)	Achieved (Q4)	Achievement %	Comments
# women enrolled in training	420	456	108.6%	Higher-than-expected interest
# women completing full curriculum	360	402	111.7%	Completion improved after schedule changes

# coaching sessions delivered (group/1:1)	240	221	92.1%	Mobility + holidays reduced follow-up
# women linked to a savings mechanism	180	167	92.8%	Some preferred informal savings at home

## 4.2 Outcome Indicators

Indicator	Baseline	End of Q4	Change	Method
Avg financial literacy score (%)	41%	68%	+27 pp	Pre/post test
% reporting confidence to budget weekly	34%	63%	+29 pp	PDM survey
% with any savings in last 30 days	22%	39%	+17 pp	PDM survey
% reporting increased ability to negotiate prices	18%	36%	+18 pp	PDM survey

## 5) Participant Profile (Registration Snapshot)

Total participants reached (training): 456

Category	Count	%
Age 18–24	86	18.9%
Age 25–34	161	35.3%
Age 35–49	173	37.9%
Age 50+	36	7.9%
Female-headed households (self-reported)	149	32.7%
Participants with disability (self-reported)	28	6.1%
Caregivers of children under 12	312	68.4%

## 6) Monitoring Methods and Data Sources

Routine monitoring

- Attendance sheets and cohort completion records
- Coaching logs (date, topic, duration, follow-up need)
- Referral tracking (coded, non-identifying)

## Quality checks

- Facilitator observation checklists
- Training delivery fidelity checklist (session objectives, participatory methods)
- Spot checks of complaints mechanism visibility and usage

## Outcome measurement

- Pre/post knowledge tests (financial literacy and business basics)
  - Post-distribution style monitoring adapted as “post-training monitoring” (PTM) at 2–6 weeks
  - Sample size for PTM this quarter: 92 participants (20% sample)
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# 7) Findings

## 7.1 What worked well

- **Shorter sessions + flexible schedules** improved completion rates and reduced dropout due to caregiving demands.
- **Practical exercises** (budgeting, pricing, negotiation role-plays) produced stronger test score gains than lecture-only delivery.
- **Peer learning** increased confidence, especially for participants hesitant to start income activities alone.

## 7.2 Participant feedback (themes)

From PTM surveys and helpdesk logs, common feedback included:

- Request for **childcare support** during training hours

- Interest in **more coaching time** for individual business plans
- Need for **starter kits or small inputs** (not included this quarter)
- Concerns about **market price changes** affecting profitability

## 7.3 Challenges and constraints

- **Mobility:** some participants relocated before completing coaching cycles.
  - **Time poverty:** household responsibilities limited availability for follow-ups.
  - **Market volatility:** fluctuating prices reduced predictable margins.
  - **Safety/access:** a small number of participants reported discomfort traveling at certain times.
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# 8) Accountability, Safeguarding, and Referrals

## 8.1 Feedback & Complaints Mechanism (FCM)

- **Cases logged:** 31 (Q4)
- **Resolved:** 28
- **Pending:** 3 (follow-up scheduling)

### Top complaint topics

- Scheduling conflicts (12)
- Request for additional coaching (8)
- Access/queue management (6)
- Other (5)

## 8.2 Safeguarding and protection mainstreaming

- Safe-space facilitation, confidentiality norms, and opt-out policy applied.

- Referral directory present at all sites; facilitators briefed on safe referrals.
  - No identifying personal details recorded in the monitoring report.
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## 9) Learning and Adaptive Management (Changes Made)

### Adjustments implemented this quarter

- Shifted from 3-hour blocks to 2-hour sessions + optional clinics
  - Added “catch-up sessions” for missed modules
  - Introduced simplified record-keeping tools for low literacy participants
  - Strengthened coaching triage: higher-intensity support for those ready to launch
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## 10) Recommendations (Next Quarter)

1. Introduce childcare support (rotating caregiver stipend or supervised child corner) to reduce dropout.
  2. Expand coaching coverage using **micro-clinics** and peer mentor volunteers.
  3. Add a **market price tracking exercise** and “profit under changing costs” scenario practice.
  4. Improve continuity for mobile participants through **portable learning cards** and remote follow-up options.
  5. Strengthen referral awareness with a brief refresher at Session 1 and Session 8.
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## 11) Workplan for Next Reporting Period (Q1 2026)

<b>Activity</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Notes</b>
Run training cohorts	X	X	X	6 cohorts/month (demo)
Coaching micro-clinics	X	X	X	weekly per site
PTM surveys		X	X	30–40 participants/month
Quality assurance spot checks	X	X	X	2/site/month
Quarterly reflection workshop		X		learning + planning

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## 12) Annexes (Demo)

- Annex A: Indicator definitions and calculation notes
- Annex B: Pre/post test tool (sample)
- Annex C: Coaching log template
- Annex D: PTM questionnaire (short form)
- Annex E: FCM summary (coded)

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**Prepared by:** \_\_\_\_\_ (MEL Officer)  
**Reviewed by:** \_\_\_\_\_ (Program Manager)  
**Date:** \_\_\_\_\_