



SHOUHARDO III DRR

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List of Acronyms

AR	: Annual Report
BBS	: Beneficiary Based Survey
BHA	: Bureau for Humanitarian Assistance
CARE	: Cooperative for Assistance and Relief Everywhere
CHS	: Core Humanitarian Standards
CTB	: Cash Transfer Beneficiaries
DAE	: Department of Agricultural Extension
DLS	: Department of Livestock Services
DQA	: Data Quality Assessment
DRM	: Disaster Risk Management
DRR	: Disaster Risk Reduction
FCRM	: Feedback Complaint and Response Mechanisms
FFBS	: Farmer Field Business School
FGD	: Focus Group Discussion
FY	: Fiscal Year
GIS	: Geographic Information System
ICT	: Information & Communication Technology
ITT	: Indicator Tracking Table
KII	: Key Informant Interview
LF	: Logical Framework
M&E	: Monitoring and Evaluation
MEAL	: Monitoring, Evaluation, Accountability, and Learning
MEL	: Monitoring, Evaluation, and Learning
MIS	: Management Information System
NOBADIP	: Northern Bangladesh Disaster Preparedness
NPDM	: National Plan for Disaster Management
PDM	: Post-Distribution Monitoring
PIRS	: Performance Indicator Reference Sheets
PPR	: Performance Plan and Report
PTS	: Participants Tracking System
PwDs	: People with Disabilities
RiA	: Required if Applicable
RMTS	: Routine Monitoring Tracking System
SDG	: Sustainable Development Goal
SHOUHARD O	: Strengthening Households Ability to Respond to Development Opportunities
SuPER	: Sustainable Production through Enhanced Resources
USAID	: United States Agency for International Development
VSLAs	: Village Savings and Loan Associations

I Introduction

SHOUHARDO III DRR Activity will foster locally led, gender-inclusive and policy-informed community resilience in the most vulnerable 29 unions in the flood-prone char and haor districts Gaibandha, Jamalpur, Kurigram, Lalmonirhat, Sunamganj and Netrakona. SHOUHARDO III-DRR aims to reach more than 45,100 people over 37 months through flood resilient housing and community structures, climate smart agriculture, as well as building the capacity of community volunteers for advanced disaster preparedness. It will scale plinth and preparedness activities and community flood preparedness, coping and response capacity enhancement and SuPER (Sustainable, Productive, Equitable and Resilient) agriculture.

SHOUHARDO III DRR Activity MEL Plan is primarily built on the activity Log Frame. The necessary components for such an approach include meaningful performance indicators, appropriate data collection tools, the timeline for efficient data collection, a clear process of data quality assessment, and an efficient feedback mechanism for sound decision-making. Considering SHOUHARDO III DRR strategy, the activity includes a total of 31 indicators, including USAID BHA standard indicators, and custom indicators (to meet the SHOUHARDO III DRR activity requirements). To measure the results, the Activity MEL Plan includes routine monitoring, outcome and process monitoring, and Beneficiary Based Survey/Census to make informed management decisions. SHOUHARDO III DRR MEL system employs both offline and online through Information Communication Technology (ICT) for smooth management, and analysis. Data will be collected by broader programmatic aspects and disaggregated by key attributes specified by USAID.

The MEL plan aligns with the program's implementation timeline, allowing for continuous monitoring, evaluation, and learning throughout the project cycle. It aims to capture both short-term outputs and longer-term outcomes of the program's interventions. This timeframe enables the plan to assess the progress towards program goals and objectives, and facilitate informed decision-making for adaptive management. The MEL plan is designed to be dynamic and adaptable, recognizing the need to respond to changes in the program's context and requirements. Regular updates will be made based on evolving needs and priorities, incorporating lessons learned and feedback from stakeholders. This iterative process ensures that the MEL plan remains relevant, responsive, and aligned with the program's goals and objectives.

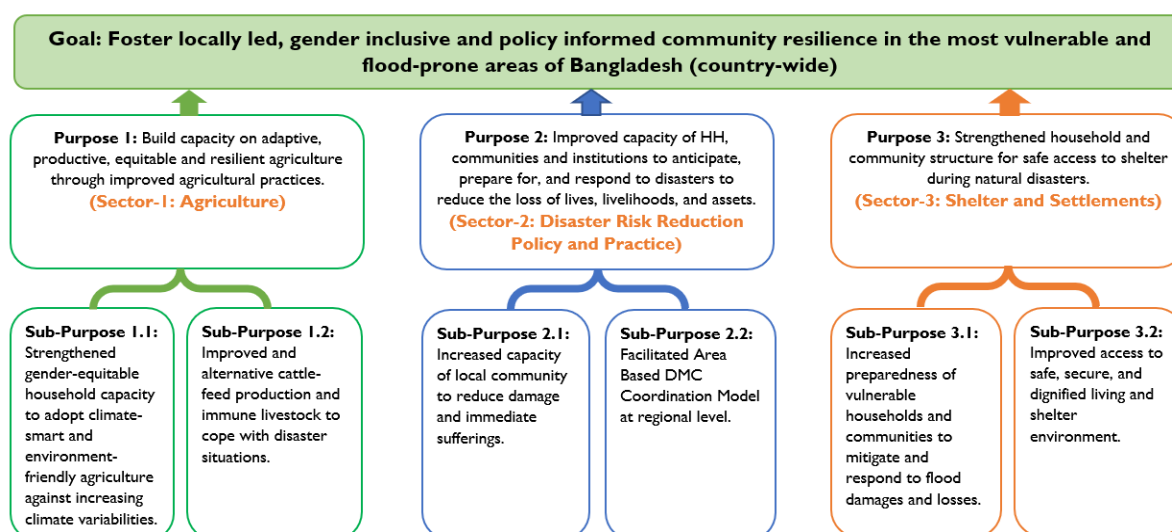
The MEL Plan for SHOUHARDO III DRR covers a three-years period, including FY-2023, FY-2024, and FY-2025. It is designed to be revised and updated as needed in response to implementation milestones, changes in the activity, or changes in the activity's context. Adhering to USAID policies and guidance, any modifications or changes to the Activity MEL Plan require review and approval. Regular annual reviews are necessary to ensure the plan's effectiveness and alignment with the program's objectives.

Overall, the Activity Monitoring, Evaluation, and Learning Plan for the SHOUHARDO III DRR activity provides a robust framework for tracking progress, measuring impact, and enhancing the program's effectiveness. By leveraging comprehensive data collection and analysis, the plan facilitates evidence-based decision-making and fosters a culture of learning and continuous improvement.

1.1 Activity Development Hypothesis

- If local communities are provided with the skills, capacities, information, and resources to anticipate and prepare for climate events and rapidly respond to disasters through Shelter and Settlements (S&S), Agriculture and Disaster Risk Reduction Policy and Practice (DRRPP), AND,
- If smallholder farmers are trained with techniques including inputs adaptive to climatic shocks and stresses, AND If community structures are adapted and strengthened in a gender-sensitive way to withstand the shocks that negatively influence people's lives and wellbeing (S&S) AND
- If local government and communities are capacitated to effectively realize national policies and procedures and lead gender inclusive risk reduction and preparedness actions in anticipation of climate events and rapidly respond to disasters
- **THEN** the resilience of communities in the most vulnerable and flood-prone areas of Bangladesh (country-wide) will be strengthened in a locally led, gender inclusive and policy informed approach.

1.2 Logic Model



1.3 Description of purposes (Sector Specific as per proposal narrative)

1.3.1 Sector 1: Agriculture

In the agriculture sector, the primary focus is on building the capacity of smallholder farmers, especially those most vulnerable to natural hazards, climate change, and the impacts of COVID-19. The goal is to mitigate the recurrent loss and damage caused by annual floods and climate-induced hazards by promoting agro-smart farming techniques. CARE, along with its partners, will strengthen the capacity of smallholder farmers by providing training in the SuPER (Sustainable Production through Enhanced Resources) approach. This approach integrates modern knowledge and technology with traditional farming methods, enabling farmers to enhance their production and minimize losses during disasters. Stakeholders from both the public and private sectors, such as the Department of Agricultural Extension (DAE), Department of Livestock Services (DLS), and relevant companies, will be engaged to meet production needs identified by farmers and markets. This collaborative approach ensures institutional buy-in for future sustainability. To achieve optimum production, SHOUHARDO III DRR will integrate improved technologies, including climate-smart crop

varieties (e.g., flood-tolerant rice) and practices (e.g., goat rearing in platforms). The focus will be on the needs of smallholder producers, with a particular emphasis on strengthening the capacity of vulnerable farmers. Capacity building efforts will include the implementation of the Farmer Field Business School (FFBS) training approach. Farmers will receive critical inputs such as climate-smart seeds and livestock feed to address challenges related to scarcity of feed during floods. Livestock farmers will also be trained on haylage production processes and livestock vaccination protocols to improve disease management. Additionally, CARE will establish linkages with markets and online platforms to support farmers in obtaining fair prices for their livestock when needed. By promoting climate-smart agricultural practices, such as submergence/flood-tolerant rice varieties, sack gardening, and raised pit cropping, the project aims to ensure continued crop production even in adverse climate situations. Bio-fertilizers and cultural pest management methods will also be promoted to reduce environmental pollution. Furthermore, the project will replicate the successful approach of SHOUHARDO III in implementing the Farmer Field Business School (FFBS) model, which has shown high levels of adoption. Women, in particular, have benefited from this approach, and they will continue to be involved in the FFBS sessions. The project will also establish linkages with local service providers identified in SHOUHARDO III, who can offer technical support, input supply, and advice to farmers in remote communities.

1.3.2 Sector 2: Disaster Risk Reduction Policy and Practice

Building on the learnings from SHOUHARDO III and NOBADIP, CARE aims to implement and strengthen community-based disaster risk reduction and preparedness. The strategy aligns with BHA's priorities based on the Sendai Framework and the Government of Bangladesh's National Plan for Disaster Management (NPDM) 2021-25. CARE will focus on increasing the capacity of local disaster management committees, community members, and relevant government departments in disaster-prone areas. This will be achieved through training and skill-building activities that cover key areas identified by the Area-Based Disaster Management approach. The project will emphasize diversity and inclusion by ensuring that capacity assessments and training consider the specific needs of vulnerable groups, including women, girls, the elderly, and persons with disabilities. Feedback mechanisms will be established to enable beneficiaries to provide feedback on access to and the quality of systems, structures, and services. To strengthen the coordination mechanisms, SHOUHARDO III DRR will establish an area-based disaster management committee platform. This platform will serve as a hub for information sharing, coordination, and collaboration among relevant stakeholders. It will facilitate regular meetings, joint planning, and resource mobilization for disaster risk reduction and response activities. Furthermore, early warning dissemination processes will be strengthened, taking into account the specific needs of vulnerable groups and ensuring that warnings reach all community members, regardless of their location or social status. The project will establish an extensive network of volunteers who will be responsible for disseminating early warnings and supporting community-level preparedness planning.

1.3.3 Sector 3: Shelter and Settlements

The Government of Bangladesh (GoB) recognizes the importance of raising plinths to strengthen household and community structures for safe access to shelter during natural disasters. The SHOUHARDO III program, in collaboration with the GoB's Employment Generation Program for the Poorest (EGPP), supported the raising of 2,425 plinths prior to

the 2019 monsoon floods. Over 25% of the raised plinths were funded by the government. Raised plinths have significantly improved community security, providing shelter during the 2020 monsoon floods and the COVID-19 pandemic. SHOUHARDO III's successful approach is now being replicated in [SHOUHARDO III DRR](#), where households commit to sharing their raised homesteads with neighbors during flood events.

Plinth raising involves elevating the base of houses and buildings above the highest recorded flood level using locally sourced soil. The technique minimizes structural renovations and provides protection against flooding, allowing people to remain in their homes and offer temporary shelter to community members and livestock. In Char areas, plinth raising focuses on groundwork without constructing superstructures like schools, while haor areas aim to raise community structures like approach roads, marketplaces, and school plinths. This flood-proofing technique enhances kutchra housing durability, providing enough space for a family, a small garden, and a livestock pen.

Site selection is guided by flood management plans, ensuring equitable access to safe locations during emergencies. Government-run schools are preferred for plinth raising, but private or semi-government schools meeting criteria will be considered. Cash-for-work activities will be implemented, prioritizing safe and inclusive opportunities for women and marginalized groups.

Transparency, security, and protection measures are in place, including secure mobile money transfers, awareness campaigns, complaint mechanisms, and survivor-centered approaches. Community engagement and accountability are emphasized, with the involvement of implementing partners, community members, and the establishment of a Community Feedback Response and Accountability Mechanism (CFRAM).

Overall, the comprehensive approach of SHOUHARDO III DRR in the three sectors of agriculture, disaster risk reduction policy and practice, and shelter and settlements aims to build the capacity of vulnerable communities to withstand and recover from the impacts of natural hazards, climate change, and other shocks. By adopting a relational approach, these sectors work in synergy, reinforcing each other's outcomes and contributing to the overall resilience and well-being of the targeted communities.

Table 1: SHOUHARDO III DRR Log Frame

Narrative Summary	Indicator Title	Data Source	Assumptions
Goal: Foster locally led, gender inclusive and policy informed community resilience in the most vulnerable and flood-prone areas of Bangladesh (country-wide).			
Purpose 1: Build capacity on adaptive, productive, equitable and resilient agriculture through improved agricultural practices.			
Sub-Purpose 1.1: Strengthened gender-equitable household capacity to adopt climate-smart and environment-friendly agriculture against	A01 - Number of individuals (beneficiaries) directly benefiting from improving agricultural production (Required)	Routine monitoring	
	A02 - Number of hectares under improved management practices or	Beneficiary base survey	

Narrative Summary	Indicator Title	Data Source	Assumptions
increasing climate variabilities.	technologies with BHA assistance (Required)		
	A03 - Number of individuals (beneficiaries) who have applied improved management practices or technologies with BHA assistance (Required)	Beneficiary base survey	
	A04 - Number of beneficiary households using improved post-harvest storage practices (Required)	Beneficiary base survey	
	A05 - Percent of households with access to sufficient seed to plant (optional/Required) ®	Beneficiary base survey	
	A10 - Number and percent of hectares protected against disease or pest attacks(Required)	Beneficiary base survey	
	A11 - Number of individuals (beneficiaries) trained in appropriate crop protection practices (Required)	Routine monitoring	
	A12 - Percent of individuals (beneficiaries) who received training practicing appropriate crop protection procedures (Required)	Beneficiary base survey	Government of Bangladesh (GoB) policies that advance women's and girls' rights and entitlements will be implemented in the remote areas.
	C01 - Percent of individuals (beneficiaries) practiced safe management of pesticides and pesticide related waste materials using Mission/ Bangladesh PERSUAP permitted pesticides.	Beneficiary base survey	
Sub-Purpose 1.2: Improved and alternative cattle-feed production and immune livestock to cope with disaster situations.	A13 - Number of individuals (beneficiaries) benefiting from livestock activities	Routine monitoring	
	A14 - Number of animals benefiting from livestock activities	Routine monitoring	
	A15 - Number of animals owned per individual	Beneficiary base survey	

Narrative Summary	Indicator Title	Data Source	Assumptions
	A16 (Optional) - Number of individuals trained in livestock	Routine monitoring	
	C02- Percent of people of all genders that have applied at least 3 practices to protect their livelihoods from negative impacts of climate related shocks and stresses.	Beneficiary base survey	
Purpose 2: Improved capacity of HH, communities and institutions to anticipate, prepare for, and respond to disasters to reduce the loss of lives, livelihoods, and assets.			
Sub-Purpose 2.1: Increased capacity of local community to reduce damage and immediate sufferings.	D05 - Percent of individuals perceiving/recognizing a high likelihood of being severely affected by specific hazard (RiA)	Beneficiary base survey	
	D06 - Number of individuals trained in disaster preparedness, DRR and/or DRM (Required)	Routine monitoring	No catastrophic disaster occurs beyond the normal intensity.
	D07 - Percent of individuals who retain disaster preparedness, DRR and/or DRM skills and knowledge two months after training (Required)	Beneficiary base survey	
Sub-Purpose 2.2: Facilitated Area Based DMC Coordination Model at regional level.	D15 - Number of DRR strategies, policies, disaster preparedness, and contingency response plans written or revised to reflect improved information and procedures	Routine monitoring	
	D16 - Number of DRR strategies, policies, disaster preparedness and contingency response plans are being adopted or utilized by communities and/or governments	Routine monitoring	
	C03-Number of new/amended climate-relevant policies, guidelines which increase people of all genders' ability to adapt to the effects of climate change	Routine monitoring	
Intermediate Outcome 2.1: Communities'	D03 - Number of public awareness campaigns and/or drills completed (RiA)	Routine monitoring	

Narrative Summary	Indicator Title	Data Source	Assumptions
knowledge and skills increased to effectively manage flood.	C04 - Number of women represented and actively participating in humanitarian decisions, leadership, and coordination.	Routine monitoring	
Purpose 3: Strengthened household and community structure for safe access to shelter during natural disasters.			
	S03 - Number and percent of individuals in settlements retaining shelter and settlement DRR knowledge two months after training (RiA)	PDM (Post Distribution Monitoring)	The community people will remain interested to work as group
Sub-Purpose 3.1: Increased preparedness of vulnerable households and communities to mitigate and respond to flood damages and losses.	S02 - Number and percent of individuals and households benefiting from settlements adopting DRR measures (Required)	Routine monitoring	
Sub-Purpose 3.2: Improved access to safe, secure, and dignified living and shelter environment.	S01 - Number of individuals and households benefiting from shelters incorporating DRR measures in settlements (Required)	Routine monitoring	
	K01 - Total USD value of cash transferred to beneficiaries	Routine monitoring	
	C05 - Percent of people of all genders that took at least 3 steps to protect their dwellings and direct surroundings from the negative impacts of climate related shocks and stresses.	Beneficiary base survey	
	K04 - Number of people supported by the USG to adapt to the effects of climate change (RiA)	Routine Monitoring	
	K05 - Number of people using climate information or implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance (RiA)	Beneficiary base survey	

Narrative Summary	Indicator Title	Data Source	Assumptions
	M02 - Percent of (beneficiary) households who report being able to meet the basic needs of their households (all/most/some/none), according to their priorities (Required)	PDM (Post Distribution Monitoring)	
	M03 - Percent of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner	PDM (Post Distribution Monitoring)	

2 Monitoring Approach

CARE has established a harmonized approach to Monitoring, Evaluation, Accountability, and Learning (MEAL) that will enable the effective tracking and reporting of progress, verification of approaches, and measurement for impact and effectiveness.

A range of approaches will be employed to ensure effective monitoring and evaluation, with lessons learned shared as and when they are identified to strengthen the ongoing response through adaptive management processes. In line with the SHOUHARDO III DRR activity strategy, CARE needs to collect various types of output and outcome-level data to track progress and facilitate activity results. Specific and focused data will be generated across the activity area to inform management decisions and improve quality. All data collection tools will be standardized, to the greatest extent possible, to ensure consistency of data. Indicator definitions are provided in the Performance Indicator Reference Sheet (PIRS) so that a high level of consistency, reliability, and precision of collected data can be maintained throughout. To measure the outputs and outcomes of the interventions and its quality, the activity will use the following strategy:

- 1) **Routine Monitoring:** Systematic documentation of periodic achievement will be applicable for off-line and real-time (on-line) data collection through MIS (i.e., ONA/ODK/PTS)
- 2) **Outcome Monitoring:** Collecting data for higher-level results/outcomes through the Annual Beneficiary Based Survey (BBS).
- 3) **Process Monitoring:** Measuring the quality of interventions using process monitoring, mainly led by the activity technical lead.

In addition to the monitoring approaches mentioned, the program will systematically monitor contextual factors that are beyond the project's direct control but have the potential to impact the program's ability to achieve its anticipated outcomes. This will entail conducting periodic field visits led by senior program staff and implementing ongoing monitoring activities through dedicated M&E staffs. Through these means, the program aims to capture and assess external influences that may influence its overall performance and effectiveness.

For the above monitoring strategy, a variety of indicators need to be included in the performance monitoring system to demonstrate the short and long-term sustainability of interventions and results. Accordingly, the SHOUHARDO III DRR Indicator Tracking Table (ITT) includes a total of 31 annual monitoring indicators (both CARE custom indicators and USAID BHA standard indicator list) in the performance monitoring system to measure activity progress and performance at the output, outcome, and impact levels.

Out of the 31 monitoring indicators, the data for 15 indicators (R, RiA, and CARE custom) will be captured through routine monitoring using activity records (i.e., participant records, training records, workshop/event and infrastructure records). Data for the remaining 16 indicators will be captured through the BBS. However, SHOUHARDO III DRR Activity will initiate process monitoring of ongoing interventions.

In line with the monitoring approaches, several tools will be developed for data collection, including BBS questionnaires and Routine Monitoring Tracking System (RMTS). For the standard indicators, CARE will develop the questionnaire to measure the outcome indicator result. On the other hand, in the Performance Indicator Reference Sheet (PIRS), the indicator definition is provided so that consistency, reliability and precision level of collected data can be maintained all throughout the monitoring process. In line with USAID policy and guidance for monitoring and evaluation (M&E) and reporting, final outcome assessment tools will be shared to the Agreement Officer's Representative (AOR) for approval. Program staff will be trained in data collection tools, processes, and approaches based on a module developed by the M&E team. The M&E team will undertake Data Quality Assessment (DQA) semi-annual to ensure use of the standard tool and the quality of reported data based on USAID data quality standards. Below is a broader summary of the M&E data collection chart/schedule:

Table 2: MEL Activities for SHOUHARDO III DRR Activity

Name of Activities	Frequency	Responsibilities	Remarks
Routine monitoring through using Routine Monitoring Tracking Sheet (RMTS)	Event Based/ Monthly	Field Facilitator/M&E Officer	Data will be collected through the online/ offline system immediately after the event completion
Outcome monitoring through Beneficiary-Based Survey (BBS)	Semi-Annual/ Annually	CARE will Conduct internally by the project staff (Field Facilitator/M&E Officer)	Activity will consider SHOUHARDO III DRR beneficiary to conduct the survey
Process monitoring, (key interventions, cash support)	Event Based/ Monthly	Senior staff of the technical team and M&E	Apply physical data collection
Context monitoring	Event Based	Senior staff of the technical team and M&E	Apply physical observation, Field visit/ Stakeholder consultation

2.1 Performance Monitoring Approaches

M&E and Program teams will collect performance data regularly throughout the project lifecycle, feeding into internal updates and performance reports. This will also allow lessons

learned to be gathered and adaptations made to activity implementation during the project, through adaptive management processes. There will be a focus on disaggregating and analyzing data by sex, age, and location, as well as through other vulnerability or specific needs criteria as relevant, to better inform and tailor activities to the context. Tools for data collection will be developed to assist in activity monitoring and indicator tracking, with a centralized database created to record progress and assist reporting.

The regular of program activities and their outputs, fidelity to proposed implementation plans, and tracking of any changes in expected results. Regular and systematic collection of data on project activities, outputs, and outcomes to track progress against indicators. In line with the SHOUHARDO III DRR activity strategy, CARE will collect mainly the activities and outputs level data through Routine Monitoring Tracking System (RMTS) to track progress and facilitate program results. CARE will also track the progress of outcome level indicators primarily by Beneficiary Based Survey (BBS). It has noted that the approach to go for Census or sample survey depending on internal resources and size of the beneficiary. To track the activities and collect the real-time data CARE use the online/offline platform i.e. ONA/ODK/PTS.

2.1.1 Routine Monitoring

To effectively track the progress of the DRR activities, a comprehensive Monitoring, plan has been developed. Activity and outputs will be monitored through routine monitoring using both offline and online data collection platform. ODK (Open Data Kits) platform will be used for collecting data from remote locations and visualizing data for management decision making purposes through Microsoft Power-BI and Participants Tracking System (PTS).

In accordance with the activity needs and requirements for the ITT data reporting, the M&E unit will develop features in ONA/ODK for regular data collection. These data will be mostly focused on training records, service records, and activity records and will regularly assess participation, engagement, and performance in real-time. The [PNGO's \(Partner Non-Government Organization\)](#) Field Facilitator (FF) will be responsible for collecting routine monitoring data from the field and entering it into electronic devices each month. In some circumstances, the PNGO M&E officer will also enter data in the system. The following 16 monitoring indicators of Table 3 will be collected through routine monitoring:

Table-3: Routine Monitoring Indicators

SL	Indicators
1.	A01 - Number of individuals (beneficiaries) directly benefiting from improving agricultural production (Required)
2.	A11 - Number of individuals (beneficiaries) trained in appropriate crop protection practices (Required)
3.	A13 - Number of individuals (beneficiaries) benefiting from livestock activities
4.	A14 - Number of animals benefiting from livestock activities
5.	A16 (Optional) - Number of individuals trained in livestock
6.	D06 - Number of individuals trained in disaster preparedness, DRR and/or DRM (Required)
7.	D15 - Number of DRR strategies, policies, disaster preparedness, and contingency response plans written or revised to reflect improved information and procedures
8.	D16 - Number of DRR strategies, policies, disaster preparedness and contingency response plans are being adopted or utilized by communities and/or governments

SL	Indicators
9.	C03- Number of new/amended climate-relevant policies, guidelines which increase people of all genders' ability to adapt to the effects of climate change
10.	D03 - Number of public awareness campaigns and/or drills completed (RiA)
11.	C04 - Number of women represented and actively participating in humanitarian decisions, leadership, and coordination. (HA-I4)
12.	S02 - Number and percent of individuals and households benefiting from settlements adopting DRR measures (Required)
13.	S01 - Number of individuals and households benefiting from shelters incorporating DRR measures in settlements (Required)
14.	K01 - Total USD value of cash transferred to beneficiaries
15.	K04 - Number of people supported by the USG to adapt to the effects of climate change (RiA)

2.1.2 Outcome Monitoring

In order to effectively monitor the outcomes indicators, result during the SHOUHARDO III DRR period and generate data for semi-annual or annual reporting, as well as provide timely information to activity management. However, given the limited staff available, it can be challenging to track outcome-level indicators for a large number of beneficiary households in a timely manner. To address this challenge, the activity will may collect data in the Beneficiary Based Survey (BBS). This survey will be conducted internally by the activity, and the project staff will collect data semi-annually or annually according to the specific indicator requirements. By conducting the BBS survey, the program will be able to measure the outcome level indicators and generate the necessary data for reporting purposes.

It is anticipated that the BBS will be conducted in March and August of FY23, FY24 and FY25. Each year. The quantitative survey is based on a representative statistical sample of SHOUHARDO III DRR beneficiaries. A survey questionnaire will be developed before the survey is initiated based on activity higher-level results/outcomes.

Out of 31 monitoring indicators, 15 will be measured by conducting a BBS. These indicators will generate data of higher-level results/outcomes for semi-annual or annual results reporting to USAID and provide timely information to management to make iterative adjustment/ adaptation (if/as needed). The following 15 monitoring indicators of Table 4 will be collected through Beneficiary Based Survey (BBS):

Table-4: Beneficiary Based Survey/ Census Indicators

SL	Indicators
1.	A02 - Number of hectares under improved management practices or technologies with BHA assistance (Required)
2.	A03 - Number of individuals (beneficiaries) who have applied improved management practices or technologies with BHA assistance (Required)
3.	A04 - Number of beneficiary households using improved post-harvest storage practices (Required)
4.	A05 - Percent of households with access to sufficient seed to plant (optional/Required) ®
5.	A10 - Number and percent of hectares protected against disease or pest attacks(Required)
6.	A12 - Percent of individuals (beneficiaries) who received training practicing who are practicing appropriate crop protection procedures (Required)

SL	Indicators
7.	C01 - Percent of individuals (beneficiaries) practiced safe management of pesticides and pesticide related waste materials using Mission/ Bangladesh PERSUAP permitted pesticides.
8.	A15 - Number of animals owned per individual
9.	C02- Percent of people of all genders that have applied at least 3 practices to protect their livelihoods from negative impacts of climate related shocks and stresses.
10.	D05 - Percent of individuals perceiving/recognizing a high likelihood of being severely affected by specific hazard (RiA)
11.	D07 - Percent of individuals who retain disaster preparedness, DRR and/or DRM skills and knowledge two months after training (Required)
12.	S03 - Number and percent of individuals in settlements retaining shelter and settlement DRR knowledge two months after training (RiA)
13.	C05 - Percent of people of all genders that took at least 3 steps to protect their dwellings and direct surroundings from the negative impacts of climate related shocks and stresses. (CJ-27.4)
14.	K05 - Number of people using climate information or implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance (RiA)
15.	M02 - Percent of (beneficiary) households who report being able to meet the basic needs of their households (all/most/some/none), according to their priorities (Required)
16.	M03 - Percent of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner

2.1.3 Process Monitoring

In addition to the ITT reporting indicators, the activity will assess the quality and appropriateness of key interventions through process monitoring to ensure quality and compliance. The process monitoring will focus on the intervention's implementation process (i.e., it will collect and analyze information about how the interventions were delivered; the level of knowledge of staff/service providers on the subject matter; and the quality of services, methods, and logistics used during the implementation of the intervention). The process monitoring will be carried out by the respective technical team members through field visits and routine observation of interventions.

2.1.3.1 Post Distribution Monitoring (PDM):

Post Distribution Monitoring is an integral component of the process monitoring for Cash Support participants or training recipient of household's plinth raising. The primary objective of this monitoring is to assess whether the participants are receiving the intended grant amounts as initially planned and utilizing the support appropriately. Assess how participants retaining shelter and settlement DRR training knowledge. Also, assessing the efficiency of the modality chosen and the effectiveness of the project activities. The process ensures proper management and distribution of cash support to the correct beneficiaries. The country office must check CARE and Donor compliances and accountability standards by implementing monitoring systems.

Sampling methodologies:

A simple random sampling method is applied to select a sample for Post Distribution Monitoring. The selection will be made from the list of participants who cash support for raising household's plinth to the targeted HHs (1400) both in Char and Haor Districts under its project area. The sample size is at least 15% of the total cash received

participants. Senior Manager MEL and M&E and MIS Manager will determine the percentage, depending on the total proposed participants for any round of cash received participants.

Steps of Post Distribution Monitoring/End use check

1. After completion of any cash transfer for household's plinth raising, Senior Manager MEL /M&E and MIS Manager will collect the list of recipients and will determine sample size.
2. Senior Manager MEL and M&E and MIS Manager will then randomly select participants from the overall list of cash recipients and communicate this selection to the SO-MEL, CARE, and Project Officer, and M&E officers from partner organizations.
3. Subsequently, the SO-MEL, CARE representatives, Project Officer, and M&E officers from partner organizations will conduct interviews with the sampled participants using the approved tools for PDM.

2.2 Context Monitoring

Context Monitoring involves continuously gathering information about changes, allowing project implementers to adapt their strategies based on evolving conditions. This adaptive management improves the project's responsiveness and increases the chances of achieving desired outcomes.

Context monitoring occurs during normal program implementation, triggered by erratic climate events such as rainfall, heatwaves, or lightning. Information and analyses are shared during partner steering committee meetings, leading to joint agreements on any necessary changes to operational modalities or project plans. Regular field visits, monitoring by M&E focal points, and communication with local groups, organizations, and stakeholders contribute to ongoing updates on the context.

This will also inform Safety and Security Plans. As CARE and partners are working in the same locations, day-to-day coordination over issues and trends is expected, informing project management decision-making promptly.

3 Data Management Approach Using e-M&E

Data collection and information management require a systematic process. CARE plans to use an e-M&E system for data management during the SHOUHARDO III DRR period. The activity may also use ONA/ODK based on data collection needs. Primary data will be gathered from the participants at the village level, which will flow in electronic format to CARE's central server. PNGO front line staff will use tablets/smart phones for routine data collection, service tracking, and different assessments. An integrated dashboard, including Geographical Information System (GIS) and graphical presentation in web application, will be added for visualization and quick understanding. Activity management at all levels will have access to the cloud server and will be able to generate customized reports from the database system. The activity will continue to use the Participants Tracking System (PTS) database¹ for data management and for smooth and seamless reporting to the Application and Award Management Portal (AAMP) system. The process and purpose of these robust

¹ This system was originally developed by SHOUHARDO III in-house. The system was later successfully deployed and used in CARE Niger and CARE Mali for RFSA and FtF activities.

information flows will enable activity management in effective decision-making and adaptive management.

3.1 Remote Management and Monitoring

Depending on any adverse situation like COVID-19, some forms of data collection may be deemed to put participants and staff at risk. Alternative methods for data collection may include the use of telephone surveys for household interviews and KIIs and socially distanced FGDs. Tools to facilitate this include Zoom, Skype, WhatsApp, and Facebook. Similar approaches may be taken if access to project areas is restricted by external factors, such as natural events (flooding, landslides) or through insecurity. CARE and its' partners will leverage their close working collaborations with local groups and individuals, forming a virtual network of informants who can assist in data collection and information provision.

- The data collection process will be deployed remotely using mobile phones or tablets. All data will be stored in a password protect hub/cloud store. The project will ensure its data quality by maintaining points of action.
- Set logical question flow—thereby making non-applicable questions hidden from surveyor.
- Set validation checks for answers entered, prompt enumerators if answers do not match 'pre-filled' previous data.
- Real-time data checking allows for prompt review of data quality and makes auditing and respondent tracking procedures more nimble.
- Effective monitoring—audit and tracking, of data can be real time and simple.
- Some data cleaning is already completed due to these features built into the software.
- Ensure adequate knowledge, skills and practice for data collectors by providing formal training, On-the-Job training, coaching and close monitoring & supervision.

4 Data Quality Assurance (DQA)

Data quality under SHOUHARDO III DRR will be monitored mainly using [USAID's DQA guidelines](#), ensuring its five domains of data quality: validity, reliability, timeliness, precision, and integrity. The project staff will undertake monitoring with an emphasis on quality assurance (e.g., Common Humanitarian Standards, data protection legislation, conflict sensitivity, Do No Harm Principles).

Data quality will be assessed through established DQA procedures, including:

- Standardized data collection/reporting procedures including procedures to reduce errors.
- Review/validation of forms/tools and methods for data collection and reporting
- Initial and follow-up assessments of the capacity of data management and reporting systems and databases to collect and report quality data at all levels.
- Capacity of program staff in data management and reporting.

The M&E lead will regularly assess and review the data received from various sources and will conduct data quality assessment visits to field locations to assess M&E capacity of project staff to ensure that data collection and management procedures meet standards, and to provide additional guidance and trainings when necessary. Results will be recorded in a DQA template that identifies data quality concerns and appropriate action steps to correct

errors and prevent future issues. The results of the DQA, including corrective and other action steps, will be shared with the project and partner staff.

SHOUHARDO III DRR data quality assurance team will align with the USAID's Agency standards e.g. ADS Chapter 203, ADS Chapter 597 for DQAs and will use the following data quality standards in the management of data collection and reporting processes:

Validity: *Data should clearly and adequately represent the intended result.*

- Are the people collecting data qualified and properly supervised?
- Are steps being taken to identify and correct data errors?
- Are steps being taken to minimize errors such as sampling, transcription, measurement errors and sample representativeness?
- Has an acceptable level of error been established?
- Are data quality problems clearly described in DQA final reports?

Reliability: *Data should reflect stable and consistent data collection processes and analysis methods over time.*

- Is the indicator clearly and objectively defined (see PIRS)
- Is a consistent data collection process used from year to year, location to location, data source to data source?
- Are there consistent sampling methods or comparable data collection instruments and procedures in place.
- Are data collection and maintenance procedures periodically reviewed and documented in writing?

Timeliness: *Data should be available at a useful frequency, should be current, and should be timely enough to influence management decision making.*

- Is a data collection schedule in place that meets management needs?
- Are data sufficiently up to date to be useful to the activity?
- Is data properly stored and readily available?

Precision: *Data have a sufficient level of detail to permit management decision making; e.g. the margin of error is less than the anticipated change.*

- Is there a method for detecting duplicate data?
- Is there a method for detecting missing data?

Integrity: *Data collected should have safeguards to minimize the risk of transcription error or data manipulation.*

- Are there proper safeguards in place to prevent unauthorized changes to the data?
- Is there a system in place to provide independent review of data and results reported?

5 Monitoring Limitations and Mitigating Measures

Any restriction on movement (like due to political unrest, heavy rainfall) will hamper reaching the community for monitoring purposes. Damage to road infrastructure and access routes has also limited the ability to access communities easily to conduct needs assessments, surveys, and context analysis. Remote monitoring will therefore be employed. It is anticipated that access will be restored during the project and in-person monitoring may re-commence.

Other limitations may include resistance from project participants or communities – both beneficiaries and non-beneficiaries – to participate in monitoring exercises. Given the high identified needs, communities may have little time or inclination to participate in surveys and studies, instead prioritizing their recovery activities such as debris clearance, house reconstruction, and restarting livelihoods. Families may not be available to discuss the project – for example, if they need to work in fields to re-establish damaged crops – and some participants may not feel comfortable doing so outside established safe spaces. If assistance (by project partners or other humanitarian organizations) does not adequately meet needs on time, communities may not wish to participate in monitoring activities – or may respond with frustration and anger. “Assessment fatigue” may also be likely, with several organizations collecting information and conducting surveys at the same time. Wherever possible CARE and partners will undertake joint monitoring and evaluation surveys to minimize disruption to affected communities, and coordinate with other humanitarian agencies, actors, and stakeholders on data collection. Close collaboration and communication with community leaders and key stakeholders throughout the project will assist in organizing participants to join monitoring exercises and mitigate risks of community frustration.

6 Beneficiary Feedback Plan

This project’s M&E system is inclusive, gender-sensitive, and participatory. It monitors and mitigates any risks of fraud-corruption, exclusion of beneficiary sub-groups, or diversion of resources during project implementation. The project will share data, findings, and decision-making with project participants and stakeholders through consultations/meetings during monitoring visits and by creating opportunities for project participants to validate the results of monitoring. A key aspect of the accountability to the affected populations in the Feedback Complaints and Response Mechanisms (FCRM) system established for the project, to give participants and beneficiaries the opportunity to provide direct feedback to project staff. Complaints received via FCRM will be documented in an “issues log” maintained by M&E staff. On an ongoing rolling basis, complaints will be monitored and prioritized based on protection and risk issues, with the highest risks addressed immediately by the program team’s senior management. Project staff will complete monthly reviews of FCRM data from the issues log and will generate a monthly FCRM report, which will then be reviewed by project leadership to prioritize and respond to the issues raised in the feedback and complaints. The monthly FCRM report will also be used along with performance and contextual monitoring data in monthly and quarterly learning sessions carried out by the project team. In this way, the FCRM data will be prioritized and responded to in a systematic manner and will be used by project staff for learning and improvements in project activities.

The project’s M&E system will consistently work to ensure that all standards of confidentiality, informed consent, and protection of human subjects are followed through all

phases of data collection, management, analysis, and reporting. M&E staff and enumerators will be trained on informed consent and confidentiality; project protection of interview data, field notes, and personally identifiable information (PII); and the security of electronic devices and hard-copy data in password-protected tablets, computers, and databases.

7 SHOUHARDO III DRR Activity Evaluation Plan

The activity evaluation plan will be driven largely by baseline, and end line studies. However, annual monitoring - especially at the outcome level - will be reviewed for learning and used to assess the emerging outcomes and trends. These will be mostly applied to improve, modify or scale up activities. The program will also convene frequent internal and external reflection sessions to assess progress. CARE will continuously engage with academic and technical institutions, available and able to improve thematic learning and evaluation so as to document relevant outcomes. The section below discusses the baseline, and end line studies.

7.1 Baseline Study

In order to meet expectations of BHA M&E requirements, compliance and learning, CARE will conduct a baseline survey (Internally/ third party survey), to collect baseline values for specific outcome indicators that will be compared to values collected during the final evaluation. The survey was conducted by implementing partner staff during March-April 2023. The baseline study included a quantitative baseline survey of households in the working area, using a stratified sample, and designed to produce values that will be compared to results from similar end-line surveys in order to measure change. To supplement and complement findings more specifically in order to generate contextual insight, a qualitative study was also carried out alongside the quantitative study. The qualitative study was conducted by external in some purposefully selected villages so that different attributes could be adequately captured. In April CARE submitted baseline values and LOA (final) targets values for each baseline/final evaluation indicator in the Indicator Summary table (ITT) as well as the USAID applicable and award management portal (AAMP).

Reporting Baseline Values and Final Evaluation (LOA) Targets

After the baseline survey is completed and estimates for baseline values are available, CARE will:

- Submit a revised ITT that includes for each baseline/final evaluation indicator the actual baseline values and final evaluation targets adjusted based on the baseline values; and
- Enter the baseline values into the ART as part of the AR Report submitted after the end of the fiscal year in which the values become available.

Methods

The majority of the indicators currently have a baseline value as zero as they measure a unique activity that will be started and implemented under this project. Due to the context and timing of the emergency with the development of this humanitarian response project, baseline data collection has not been possible before project development. Milestone targets have been established for the proposed indicators throughout the project and will be reflected in periodic progress monitoring and reporting (i.e., quarterly, once during the 6-month project timeframe, and once at the end of the project). These have been informed by field experience and feasibility in the current timeframe and context.

The initial values for the baseline study for ‘Plinth Raising Activity and Capacity Building activities’ will be conducted along with the beneficiary selection process. This will collect information on the context, needs, and conditions of the target groups, and will be used to assist in the development of M&E and learning/adaptive management frameworks, project planning, and implementation. An endline study will be conducted to assess the impacts on project intervention and beneficiary satisfaction. Key Informant Interviews (KIIs), and FGD will be used to generate qualitative data which will be feed into learning and adaptive management. For FFP volunteers, the project will conduct a study to understand their pre-training knowledge of DRR, Early Warning, and Emergency Response. At the end of the training and field activities, their knowledge level and field performance will be assessed as a part of endline study.

Analysis Plan

Analysis of the pre-post tests of performance indicators will most likely consist of an analysis of difference (e.g., T-test) to measure changes from pre-and post-training and from post-training to follow-up.

Timeframe

Baseline values will be measured within the first 60 days of the project, with an updated ITT containing the baseline values, and any changes in expected targets, including a details baseline report to be delivered within the first 90 days.

Data Sources

Data will be collected from direct beneficiaries participating in activities, with sampling processes developed at the start of the project in line with context analysis and spread of target populations. For mass group activities (e.g., awareness campaigns) surveys may be conducted with indirect beneficiaries.

Both quantitative (surveys, questionnaires) and qualitative (FGD, KII) data collection methodologies will be used to generate primary data. Secondary data may also be gathered to provide additional analysis and detail to provide an understanding of the findings, including proxy data obtained from government institutions or other humanitarian agencies. This may include information published by the Humanitarian & Resilience Sector or other sector working groups, protection service providers, or baselines/assessments undertaken by other NGOs.

Locations

The areas to be included in the baseline study are project implementation areas. Key informants with a geographic overview of these locations will also be included. These areas include:

Country	District	Upazila/Sub-district	Unions
Bangladesh	Gaibandha	Fulchhari	Fazlupur
			Uria
		Gaibandha sadar	Ghagoa
			Gidari
	Jamalpur	Islampur	Chinaduli
			Noarpara
		Dewanganj	Bahadurabad

Country	District	Upazila/Sub-district	Unions
	Kurigram	Kurigram sadar	Hatibanga
			Bhogdanga
			Mogolbasa
		Ulipur	Bazra
			Thetrai
	Lalmonirhat	Lalmonirhat sadar	Khuniagachh
			Rajpur
		Hatibandha	Dawabari
			Patica para
	Sunamganj	Dowarabazar	Pandargaon
			Surma
			Laxmipur
			Bogla Bazar
			Narsingpur
		Tahirpur	Uttar (North) Shreepur
			Dakshin (South) Bordal
			Dakshin Sreepur
			Tahirpur Sadar
	Netrokona	Madan	Magan
			Gobindashree
		Khaliaghuri	Nogor
			Khaliaghuri Sadar

People Responsible

The baseline survey will be carried out by the M&E focal points and program staff. Those responsible for the analysis of the information will be the MEL team of the organizations in support of a consulting firm that will help the MEL processes for this project. The information-gathering will be the responsibility of the technical teams of the organizations.

Within the first six months of implementation, CARE Bangladesh will hire a third-party service provider to complete a population-based baseline survey, which will provide the starting point against which the project will measure progress of outcome and impact indicators for the remainder of the project.

Limitations and Mitigating Measures

The potential limitations to the conduct of the baseline study are that for many of the indicators the baseline data will be collected on a rolling basis as interventions are implemented and ensuring that baseline data are collected in a way that is representative and comparable to endline will be important and essential to consider. One way to mitigate this will be to create a detailed protocol for how baseline data are sampled and collected so that the endline data collection can be completed in the same way and compared in a pre-post quasi-experimental design.

7.2 Final Evaluation

To meet USAID BHA M&E requirements, CARE will conduct the Final Evaluation to compare values over the life of activity also measures the economic loss of beneficiary

households. The final evaluation of SHOUHARDO III DRR will be conducted during the third/final year of the program and during the same season to be consistent with the baseline study. As with the qualitative baseline study, an external consultant team will be engaged by CARE to conduct the final evaluation. The evaluation will be a beneficiary-based survey using the same methodology and tools that were used during the baseline study. The purpose of the final evaluation will be to assess the achievements against the program objectives. The Final Evaluation will include a quantitative and qualitative study in the project areas. After completion of the final evaluation, CARE will record final evaluation indicator values in the USAID Annual Result Tracker (ART). As per USAID/BHA guidance CARE lead and manage the Final Evaluation, then actions would be:

- Submit a draft SOW for approval at least 3 Month before the planned start of the Final Evaluation.
- Conduct a Final Evaluation study – as close as possible to the end of the award. The Final Evaluation survey will be conducted in the same month as baseline survey, ideally during the lean season, using the same questionnaires and indicators as used at baseline.

Evaluation Timeline

The endline evaluation will commence 3 months before the project end date, to allow enough time to collect and analyze data and write an evaluation report.

Evaluation Findings Dissemination

While the evaluation findings will be shared with the project team, key stakeholders, and USAID they will also be shared with the impacted communities and target populations through easily understood publications with clear data visualizations and findings, as well as through presentations and discussions with community groups. CARE will record final evaluation indicator values in the ART and Submit the final report and related documents to DEC within 30 days of the final report approval. Also, upload a complete clean dataset, metadata, and other related documents to USAID Development Data Library.

Evaluator Profile

The endline evaluation will be conducted by an independent, external consultant or consultant organization. The external evaluator will have substantial experience in the type of programming included in the project; experience in Bangladesh and the target areas and populations; high-level proficiency in local languages; methodological expertise and experience sufficient to design a detail evaluation plan, instruments, protocols, and data analysis and reporting process; knowledge of how to complete an evaluation during pandemic conditions and restrictions; and experience in managing and conducting data collection, analysis, and reporting relevant to this project.

8 Collaborating, Learning, and Adapting (CLA) Approach

A collaborating, learning, and adapting (CLA) approach will be promoted throughout the project among partners and stakeholders. The results of the various monitoring and evaluation activities will be used to track progress towards meeting targets and objectives and to document impact and change. Data collected through this system will be reviewed monthly, and in-person or remote meetings will be held to review findings. Remote

collaboration tools and platforms, such as Microsoft Teams, SharePoint, Zoom, and WhatsApp, will provide virtual spaces to discuss problems with project stakeholders and participants, or lack of success in a particular area before it becomes a more significant problem. This feedback loop will also apply to implementing partners to evaluate good intervention practices and successes and identify lessons learned and areas for improvement.

The systematic application of the CLA approach will continue to allow for management adaptation and evidence-based decision-making based on all of the above efforts. The below table captures some of the key learning questions, methodology, and products related to the activity's learning agenda:

Key questions	Methodology	Data source	Learning Product
How do community people effectively manage their homesteads to meet their nutritional needs during the disaster period?	Operational research	Internal activity team, and Activity participants USAID & other implementing agencies	Research Report and Learning Brief, Presentations
How does the group-based savings (VSLA) overall infrastructure contribute to the needs of the Households member?	Operational research	Internal activity team, and Activity participants USAID & other implementing agencies	Research Report and Learning Brief, Presentations
How effectively do community people manage their shelters, taking into account the specific needs of women, adolescents, and people with disabilities, during the disaster period?	Even report	Post-disaster survey/ assessment report	Learning Brief / Summary Findings

9 Resources

9.1 Human Resources

The Senior Team Leader - M&E, SHOUHARDO III Plus, will lead the implementation of the SHOUHARDO III DRR Activity MEL Plan, supported by the M&E and MIS Manager and Senior Managers MEL. Two Senior Officer MEL will be responsible for the four partners and will report directly to Senior Managers MEL. The Lead -Program Monitoring & Evaluation, Program Evidence, Advocacy, Research & Learning (PEARL) Team under CARE Bangladesh will also provide technical guidance. The Director, Humanitarian & Resilience will provide technical approval of all deliverables under this plan. Furthermore, the Chief of Party (CoP), SHOUHARDO III Plus also provide overall guidance to integrate the SHOUHARDO III Plus

and DRR activity. The Activity MEL plan has an estimated level of effort required to successfully implement the Plan, below.

Table 6: Human Resources Required for MEL Plan Implementation

Title	Estimated level of effort	Role
Director, Humanitarian & Resilience- - CARE Humanitarian & Climate Action	20%	Overall oversight the MEL Plan and approval of deliverables
Chief of Party (CoP)	10%	Overall guidance to integrate the SHOUHARDO III Plus and DRR activity
Sr. Director-CARE IDEAL unit	3%	Overall oversight the role out of MEL Plan
Lead Program Monitoring and Evaluation- CARE IDEAL unit	5%	Technical support
Senior Team Leader – M&E (STL – M&E)	15%	Oversight of all MEL activities of SHOUHARDO III Plus and DRR activity
Knowledge Management and Learning Coordinator- CARE Humanitarian & Climate Action	25%	Responsible for identifying, documenting, packaging, and disseminating key information and program reports from SHOUHARDO III DRR. Focuses on advancing learnings to improve program implementation quality.
M&E and MIS Manager	100%	Coordinate DRR M&E activities at the PNGO level and support STL -M&E
Senior Managers - MEL	100%	Coordinate all MEL activities at the PNGO level
Senior Officer - MEL (two positions)	100%	Support PNGO to implement the M&E system

9.2 Financial Resources

In addition to the level of effort mentioned above, the Activity team will utilize additional resources for successful MEL implementation. These include the baseline and final evaluation data collection, knowledge management and dissemination, learning sharing workshops. Estimated financial resources are detailed below:

Table 7: Financial Resources Required for MEL Plan Implementation

Resource	Estimated Cost (\$)	Remarks
Program (Baseline, Endline, Knowledge Management and Documentation, learning sharing meeting/workshops, etc.)	\$1,35,173	Baseline in the Year 1 and End line in the Year 3.

Furthermore, some vehicle costs, in-country and international travel costs have been dedicated to monitoring activities and the purchase of tablets for data collection.

10 Roles and Responsibilities

The MEL system, resource planning, and staffing structure are designed to operate an effective and comprehensive MEL System and comply with the M&E and reporting requirements of USAID, CARE, and other key stakeholders. Under the technical guidance of the Director, Humanitarian & Resilience, CoP, SHOUHARDO III Plus, Senior Director-PEARL, Lead Program Monitoring and Evaluation-PEARL, the STL - M&E will employ a multi-pronged strategy, including: i) CARE-led overall performance management to measure the outcome of the activity and make adjustments, and ii) M&E capacity enhancement of the partner staff to meet the CARE SHOUHARDO III DRR and USAID's M&E and reporting requirements and quality assurance and compliance.

To roll out essential M&E activities and effectively implement the M&E system, the STL-M&E will be based at the CARE-Bangladesh headquarters level to coordinate all M&E and MIS activities under SHOUHARDO III Plus and DRR. The STL-M&E will directly report to the CoP and will be supported by four key positions (i.e., the M&E MIS Manager, based at CARE Bangladesh Dhaka Office (CBDO), one Senior Manager - MEL at region, and two Senior Officers-MEL at region. In each implementing PNGO, there will be one dedicated M&E staff (M&E Officer), who will coordinate and manage all M&E activities in his/her respective organization. Out of four partners, considering the geography and participants, SKS will have two M&E officers.

Director, Humanitarian & Resilience: The Director, Humanitarian & Resilience will ensure coherence, consistency, and relevance of M&E processes for the activities. He/she is responsible for ensuring the quality and timeliness of deliverables, managing communications with USAID, and providing final oversight and approval of all deliverables under the plan to USAID. He/she will work with activity implementation teams and PNGOs to ensure adherence to M&E procedures and incorporation of the output and outcome data to program decisions.

Furthermore, the **Chief of Party (CoP)** of SHOUHARDO III Plus will guide coordinating and harmonizing the activities related to the SHOUHARDO III Plus and DRR components.

Senior Team Leader-M&E: He/she is responsible for coordinating the M&E strategies with all partners and has the overall responsibility to establish and maintain a system that tracks activity performance, ensuring that SHOUHARDO III Plus and DRR MEL activity produces high-quality, reliable, and verifiable M&E information for USAID, the Government of Bangladesh, and partners. He/she is responsible for designing, subsequent revisions, and adapting the activity M&E System to address activity reporting and contractual obligations. He/she also supports activity adaptation, ensuring responsiveness to approved activity design and providing strategic direction for technical areas and clarity of M&E responsibility.

The **Senior Manager-MEL** is directly responsible for proactively coordinating all MEL activities of the SHOUHARDO III DRR Activity at respective regions, ensuring data consistency, reliability, timeliness, and quality to satisfy the Activity's M&E requirements. S/he will ensure an appropriate and up-to-date M&E system is in place in the region and provides strategic direction for technical areas and clarity of M&E responsibilities. S/he is

also responsible for the design, development and implement the project's MEL plan, coordinates with CARE and sub-grantees technical staff, manages and supports third-party consulting firms for baseline, evaluation, and operational research processes, conducts data analysis and reporting, and capacity building of technical program and MEL staff. S/he is also responsible for developing competency-based capacity assessment tools on USAID Bureau for Humanitarian Assistance's suggested list of MEL core competencies to systematically identify gaps in MEL-related skills to tailor training and support supervision processes.

The **M&E and MIS Manager** is responsible for overseeing the monitoring and evaluation (M&E) system. They ensure that an effective and up-to-date M&E system is in place regionally and for partners. The manager supports capacity building initiatives and facilitates the roll-out of the M&E system. They work closely with regional and district teams to ensure successful implementation of the M&E system. In addition to managing the M&E system, the M&E and MIS Manager promotes the utilization of M&E data and supports program learning and adaptation. They ensure compliance with established procedures for program targeting, resource transfer processes, and adherence to USAID M&E requirements by conducting Data Quality Assessments (DQA). The M&E and MIS Manager also provides expertise in survey design, implementation, and dissemination of program assessments and evaluations. They lead field M&E and MIS activities and collaborate with technical teams to share findings from surveys, assessments, and qualitative documentation. Overall, the M&E and MIS Manager plays a crucial role in strengthening the M&E system, enhancing data utilization, and supporting program learning and adaptation for effective implementation of projects.

The **Senior Officer-MEL** ensures the quality of field implementation, including outputs and outcomes. S/he will facilitate qualitative and quantitative monitoring & evaluation process and address scheduled reporting of project implementation in relation with project design to CARE and USAID policies. S/he will also lead routine quality and process monitoring (RQPM) through adopting the USAID DQA system. S/he is responsible to build capacity of partners M&E staff using a Utilization Based Approach. Sr. MEL Officer will handle the field's accountability mechanism for more program effectiveness. S/he will assist in designing & develop key MEL documents such as the MEL plan, data collection tools, techniques, etc. S/he will provide extensive support to MEL Managers for field implementation and quality information.

II Schedule of Activity MEL Plan Tasks

Below is a list of activities which need to complete during the SHOUHARDO III DRR period:

Tasks	Frequency	The responsible person or team
Review and finalize LF, PIRS, ITT and fix FYs/ Life of Award (LOA) targets	Annually	Director, Humanitarian & Resilience, STL-M&E, SM-MEL
Review and update a detailed Activity MEL plan and tools	Annually	STL-M&E, SM-MEL and M&E/MIS Manager
Design/update online/offline-based MIS system and implement the system	Annually	M&E/MIS Manager

Tasks	Frequency	The responsible person or team
of M&E and data collection, synchronizing and reporting		
M&E Capacity building training	February-March 2023	SM-MEL and M&E/MIS Manager
Beneficiary Based Survey (BBS)	Annually	SM-MEL and M&E/MIS Manager
Routine data collection	Event-based	M&E/MIS Manager
Recurrent Monitoring System (RMS)	Event-based	STL-M&E, SM-MEL and M&E/MIS Manager
Semi-Annual report submission	Semi-Annually	Director, Humanitarian & Resilience
Annual Results Report Submission	Annually	Director, Humanitarian & Resilience
Activity staff orientation on SHOUHARDO III DRR MEL and MIS system	March 2023	SM-MEL and M&E/MIS Manager

12 Schedule of Activity MEL Plan Deliverables to USAID

M&E will play an essential role in tracking SHOUHARDO III DRR progress and evaluating its effectiveness as well as impact in an integrated manner, allowing for on-going learning, activity adjustments and informed discussions with community and implementing partners and USAID. Some of the key principles that guide the MEL Plan around data demand and utilization include:

- **Valid and Reliable Program Data:** The effectiveness of the MEL Plan as a management tool will depend on access to data that is valid, reliable, and timely. To increase transparency, indicator and data quality assessments will be conducted quarterly.
- **Informed Decision-Making:** The MEL Plan is designed to ensure that management decisions at all levels are informed by the best available information on activity performance at specific times in the life of the activity. This will enable the activity team to take corrective action when necessary to improve activity performance.
- **Organizational Learning:** The MEL Plan in its design of data collection, analysis and dissemination of results will ensure the activity can understand and disseminate key learnings and best practices.
- **Learning and sharing about food security and resilience capacity:** The MEL plan will enable activity staff to learn about food security and resilience capacity and share key lessons across the activity and with other stakeholders.
- **Communicating Lessons Learned:** The MEL Plan will enable the activity team and partners to communicate achievements and share lessons learned with stakeholders. The M&E team together with the Knowledge Management team will work to foster learning at different levels.

Below is a list of deliverables to USAID, which need to submit during the SHOUHARDO III DRR period:

Deliverable	Frequen cy	Transmissio n to USAID via	Description of Content & submission schedule
Annual Results (AR) report	Annually	Director, Humanitarian & Resilience	The AR is an annual reporting requirement for USAID.
Semi-Annual Report (SAR)	Semi-Annually	Director, Humanitarian & Resilience	The SAPR is a bi-annual reporting requirement for USAID.
Indicator Tracking Table (ITT)	Annually	Director, Humanitarian & Resilience	The Indicator Summary Table is an annual reporting requirement for USAID.
Data Source Descriptions	Annually	SM-MEL, STL-M&E	Describe how the data for each indicator is reported in the ITT.
Data entry in Application and Award Management Portal (AAMP)	Annually	M&E and MIS, STL-M&E	The Performance Indicator data entry is an annual reporting requirement for USAID.
Outcome survey i.e., Beneficiary Based Survey (BBS) output	Annually	SM-MEL, STL-M&E	Collect outcome indicators data is a semi-annual and annual reporting requirement for USAID ITT table
Performance Plan and Report (PPR)	Annually in AAMP	Director, Humanitarian & Resilience	The PPR is an annual reporting requirement for USAID.

13 Data Management and Safeguarding

CARE's Responsible Data Management Guidelines provide a comprehensive framework for Responsible Data Management and practices that CARE should adopt where possible and links to practical resources. The Guidelines are designed to apply to data collected, analyzed, shared, used, or otherwise processed as part of CARE programs and related monitoring, evaluation, learning (MEL) and research or consultation processes.

The project's M&E system will promote knowledge management and the timely use of data for decision-making. The M&E teams will maintain regular communication with implementing field teams to ensure that complete and accurate information is shared regularly detailing the activities' progress. CARE's M&E focal point will supervise this information management system, who will liaise with project coordinators to prepare reports and share lessons learned. This system will also assist in reporting to 3/4/5W matrices required by the relevant Need Assessment Working Group (NAWG).

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field teams to ensure that complete and accurate information is shared regularly detailing the activity's progress. CARE's M&E focal point will supervise this information management system, who will liaise with project coordinators to prepare reports and share lessons learned. This system will also assist in reporting to 3/4/5W matrices required by the Need Assessment Working Group (NAWG).

13.1 Data Protection and Security

CARE and partners have data protection policies in place applicable to all employees, partners, and associated personnel in compliance with national legislation in the country of operation and global best practices. In terms of data protection for beneficiaries, the implementing agencies will ensure that only information relevant for project purposes is collected, that all data is anonymized, and that rigorous data management and security systems are in place. Project participants will be fully apprised of the reasons for data collection and the purposes to which that information will be used. Information will only be shared through established referral mechanisms and with the informed consent of the individual in question. This approach aligns with other policies in place, such as safeguarding, accountability, and the Code of Conduct. Do No Harm approaches are integrated closely through these working processes, as an integral strategy to alleviate grief and promote the dignity of affected populations and are aligned with global guidance in the Core Humanitarian Standards (CHS) and the Sphere Standards.

Survey participants will be informed in a clear, consistent, and transparent manner of the purpose of the survey, data to be collected, data confidentiality procedures, their rights as a respondent, and use and potential sharing/publication of that data. This will allow them to provide informed consent regarding participation and ensure compliance with ethical best practices in research. Wherever possible, informed consent will be obtained through written confirmation.

Information will be collected, processed, and managed by authorized, trained personnel who will maintain responsibility for data protection and data security. This includes filing and archiving processes for hard copy data, backup and storage for soft copy data, and security provisions such as locked rooms/filing cabinets, password protection, and the use of antivirus software. Training in these data protection, security, and ethical protocols will be provided to staff.

13.2 Gender and Protection Mainstreaming

CARE and its partners will consider the following gender and protection strategies throughout the project:

- SHOUHARDO III DRR will integrate gender equity and inclusion at all levels of design, consultation and implementation to ensure that the gendered needs of women, girls, men and boys are met.
- Participatory and inclusive methods will ensure the engagement of all community members including the elderly and PwDs.
- SHOUHARDO III DRR will adopt community-based approach to create easier access for vulnerable populations to evacuate without depending too much on external support.

- CARE will emphasize economic empowerment of women and promote women's leadership at both HH and community levels and facilitate women's access to financial services and ensure financial access and business opportunities for women and girls, including participating in VSLAs.
- All training and awareness sessions under the Agriculture, Shelter & Settlement and DRRPP and complaint and feedback mechanism will be inclusive following critical four steps of CARE's Gender Marker (GM26) for gender and protection concerns and mitigation measures.

14 Change Log

The Activity MEL Plan is a living document that is reviewed annually and updated as needed in response to changes in the activity, or changes in the activity's context that occur during the LOA. For any kind of modification/changes in the Activity MEL Plan, changes and modifications will be included in subsequent updated versions. The following table will be included with updates to the Activity MEL Plan describing all changes and modifications.

Table 8: Activity MEL plan change log

Date:	Change By:	Change to:	Description of Change:
Effective date of change.	Person or team who made the change.	Section of the Activity MEL Plan changed. If indicator is changed, including the Indicator No.	Summarize the change that was made to the Activity MEL Plan and the reason the change was made.

Annex I: Indicator Tracking Table

Sector	Subsector	BHA Indicat or No.	Indicator Title^^	Disaggregates^^	Baseline Value**	LOA Target **	Varia nce**	Comme nts
Goal: Foster locally led, gender inclusive and policy informed community resilience in the most vulnerable and flood-prone areas of Bangladesh (country-wide)								
Purpose I : Build capacity on adaptive, productive, equitable and resilient agriculture through improved agricultural practices								
Sub-Purpose* I.1: Strengthened gender-equitable household capacity to adopt climate-smart and environment-friendly agriculture against increasing climate variabilities								
Agriculture	Improving Agricultural Production	A01	Number of individuals (beneficiaries) directly benefiting from improving agricultural production (Required)	Total	0	8150		
				Female	0	4075		
				Male	0	4075		
Agriculture	Improving Agricultural Production	A02	Number of hectares under improved management practices or technologies with BHA assistance (Required)	Total	77.89	160		
Agriculture	Improving Agricultural Production	A03	Number of individuals (beneficiaries) who have applied improved management practices or technologies with BHA assistance (Required)	Total	816	1600		
				Female	144	960		
				Male	672	640		
Agriculture	Improving Agricultural Production	A04	Number of beneficiary households using improved post-harvest storage practices (Required)	Total	84	1600		
				F&M	78	1520		
				FNM	6	60		
				MNF	0	20		
				CNA	0	0		
Agriculture	Improving Agricultural Production	A05	Percent of households with access to sufficient seed to plant (optional/Required) ®	Total	50.42%	70.00%		
Agriculture	Pests and Pesticides	A10		Number of Hectares	34.12	50.00		

Sector	Subsector	BHA Indicat or No.	Indicator Title^^	Disaggregates^^	Baseline Value**	LOA Target **	Varia nce**	Comme nts
			Number and percent of hectares protected against disease or pest attacks(Required)	Percent of hectares	5.86%	60%		
Agriculture	Pests and Pesticides	A11	Number of individuals (beneficiaries) trained in appropriate crop protection practices(Required)	Total	0	1600		
				Female	0	960		
				Male	0	640		
Agriculture	Pests and Pesticides	A12	Percent of individuals (beneficiaries) who received training practicing who are practicing appropriate crop protection procedures (Required)	Total	0	80%		
				Female	0	80%		
				Male	0	80%		
Agriculture	Pests and Pesticides	C01	Percent of individuals (beneficiaries) practiced safe management of pesticides and pesticide related waste materials using Mission/ Bangladesh PERSUAP permitted pesticides.	Total	31.27%	50%		
Sub-Purpose* 1.2 : Improved and alternative cattle-feed production and immune livestock to cope with disaster situations								
Agriculture	Livestock	A13	Number of individuals (beneficiaries) benefiting from livestock activities	Total	0	1394		
				Female	0	840		
				Male	0	554		
Agriculture	Livestock	A14	Number of animals benefiting from livestock activities	Animal Type				
				Cattle and buffalo	0	800		
				Goats and sheep	0	450		
				Poultry (e.g., chickens, ducks)	0	1500		
Agriculture	Livestock	A15	Number of animals owned per individual	Animal Type				
				Cattle and buffalo	0.8	2.00		
				Goats and sheep	0.6	2.00		

Sector	Subsector	BHA Indicat or No.	Indicator Title^^	Disaggregates^^	Baseline Value**	LOA Target **	Varia nce**	Comme nts
				Poultry (e.g., chickens, ducks)	4	6.00		
Agriculture	Livestock	A16 (Option al)	Number of individuals trained in livestock	Total	0	328		
				Female	0	200		
				Male	0	128		
Agriculture	Livestock	C02	Percent of people of all genders that have applied at least 3 practices to protect their livelihoods from negative impacts of climate related shocks and stresses.	Overall	0	100%		
Purpose 2 : Improved capacity of HH, communities and institutions to anticipate, prepare for, and respond to disasters to reduce the loss of lives, livelihoods, and assets								
Sub-Purpose* 1.2 : Improved and alternative cattle-feed production and immune livestock to cope with disaster situations								
Disaster Risk Reduction Policy and Practice (DRRPP)	Building Community Awareness/Mobilization	D05	Percent of individuals perceiving/recognizing a high likelihood of being severely affected by specific hazard (RiA)	Total	94.5%	50%		
				Female	92.5%	50%		
				Male	97%	50%		
Disaster Risk Reduction Policy and Practice (DRRPP)	Capacity Building Training and Technical Assistance	D06	Number of individuals trained in disaster preparedness, DRR and/or DRM (Required)	Total	0	1392		
				Female	0	557		
				Male	0	835		
Disaster Risk Reduction Policy and	Capacity Building and Training	D07	Percent of individuals who retain disaster preparedness, DRR and/or DRM skills and knowledge two months after training (Required)	Total	0	80.00%		
				Female	0	80.00%		
				Male	0	80.00%		

Sector	Subsector	BHA Indicat or No.	Indicator Title^^	Disaggregates^^	Baseline Value**	LOA Target **	Varia nce**	Comme nts
Practice (DRRPP)								
Sub-Purpose* 2.2 : Facilitated Area Based DMC Coordination Model at regional level								
Disaster Risk Reduction Policy and Practice (DRRPP)	Policy and Planning	D15	Number of DRR strategies, policies, disaster preparedness, and contingency response plans written or revised to reflect improved information and procedures	Total	0	24		
Disaster Risk Reduction Policy and Practice (DRRPP)	Policy and Planning	D16	Number of DRR strategies, policies, disaster preparedness and contingency response plans are being adopted or utilized by communities and/or governments	Total	0	24		
Disaster Risk Reduction Policy and Practice (DRRPP)	Policy and Planning	C03	Number of new/amended climate-relevant policies, guidelines which increase people of all genders' ability to adapt to the effects of climate change	Total	0	1		
Intermediate Outcome2.1: Communities' knowledge and skills increased to effectively manage flood								
Disaster Risk Reduction Policy and Practice (DRRPP)	Building Community Awareness/Mobilization	D03	Number of public awareness campaigns and/or drills completed (RiA)	Total	0	24		

Sector	Subsector	BHA Indicat or No.	Indicator Title^^	Disaggregates^^	Baseline Value**	LOA Target **	Varia nce**	Comme nts
Disaster Risk Reduction Policy and Practice (DRRPP)	Building Community Awareness/Mobilization	C04	Number of women represented and actively participating in humanitarian decisions, leadership, and coordination.(HA-14)	Total	0	640		
Purpose 3 : Strengthened household and community structure for safe access to shelter during natural disasters								
Shelter and Settlement s	S&S Disaster Risk Reduction	S03	Number and percent of individuals in settlements retaining shelter and settlement DRR knowledge two months after training (RiA)	Total	0	1580		
				Female	0	630		
				Male	0	950		
Sub-Purpose* 3.1: Increased preparedness of vulnerable households and communities to mitigate and respond to flood damages and losses								
Shelter and Settlement s	S&S Disaster Risk Reduction	S02	Number and percent of individuals and households benefiting from settlements adopting DRR measures (Required)	Number of Individuals				
				Total	0	7200		
				Female	0	3600		
				Male	0	3600		
				Percent of Individuals				
				Total	0	100		
				Female	0	49.0		
				Male	0	51.0		
				Number of Households		1700		
				F&M	0	1610		
				FNMF	0	70		
				MNF	0	20		
CNA	0	0						

Sector	Subsector	BHA Indicat or No.	Indicator Title^^	Disaggregates^^	Baseline Value**	LOA Target **	Varia nce**	Comme nts
				Percent of Households				
				F&M		95.00		
				FNM		4.00		
				MNF		1.00		
				CNA				
Sub-Purpose* 3.2 : Improved access to safe, secure, and dignified living and shelter environment, a total of 8550 are benefiting from shelter and settlement								
Shelter and Settlement s	Shelter and Settlements	S01	Number of individuals and households benefiting from shelters incorporating DRR measures in settlements (Required)	Number of Individuals				
				Total	0	15115		
				Female	0	7440		
				Male	0	7675		
				Number of Households		3530		
				F&M	0	3350		
				FNM	0	140		
				MNF	0	40		
				CNA	0	0		
Shelter and Settlement s	Shelter and Settlements	K01	Total USD value of cash transferred to beneficiaries	Total	0	\$ 780,624		
Shelter and Settlement s	S&S Disaster Risk Reduction	C05	Percent of people of all genders that took at least 3 steps to protect their dwellings and direct surroundings from the negative impacts of climate related shocks and stresses.	Total	0	100%		
				Female	0	100%		
				Male	0	100%		
	S&S Disaster Risk Reduction	K04		Total	0	16700		
				Female	0	8200		

Sector	Subsector	BHA Indicat or No.	Indicator Title^^	Disaggregates^^	Baseline Value**	LOA Target **	Varia nce**	Comme nts
Shelter and Settlement s			Number of people supported by the USG to adapt to the effects of climate change (RiA)	Male	0	8500		
Shelter and Settlement s	S&S Disaster Risk Reduction	K05	Number of people using climate information or implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance (RiA)	Total	0	45850		
				Female	0	22500		
				Male	0	23350		
Shelter and Settlement s	S&S Disaster Risk Reduction	M02	Percent of (beneficiary) households who report being able to meet the basic needs of their households (all/most/some/none), according to their priorities (Required)	Meet All of their basic needs	0	60%		
				Meet Most of their basic needs	0			
				Meet Half of their basic needs	0			
				Meet some of their basic	0			
				Meet none of their basic	0			
Shelter and Settlement s	S&S Disaster Risk Reduction	M03	Percent of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner	Overall	0	100%		
				Female	0	100%		
				Male	0	100%		
				Age				
				0-17 Years	0	100%		
				18-49 Years	0	100%		
				50 and above	0	100%		