**Annex 13\_Data Capture Forms**

| **Name of Data Capture Form** | **Description** | **Assigned persons to encode/review entries in the forms/system** | | |
| --- | --- | --- | --- | --- |
| **PCU\*** | **RCU/ Partner Agency\*\*** | **NPCO\*\*\*** |
| Form 1\_DIP Preparation and Approval Tracker | Provides basic information & tracks the status and progress of the preparation and approval of the Detailed Investment Plans (DIPs) prepared by the RCUs/PCUs; | Field Validator ; M&E Assistant | M&E KM Coordinator | Planning Monitoring Evaluation Officer (PMEO), Value Chain Officer (VCO) |
| Form 2\_CPA Tracker | Tracks the DIP-based Commercial Partnership Agreements (CPAs) signed between and among the anchor firms/MSMEs and FOs; and notable CPA initiatives | Field Validator ; M&E Assistant | M&E KM Coordinator | PMEO, Business Services Officer (BSO) |
| Form 3\_BDSP Registry | Tracks the Business Development Service Providers (BDSPs) engaged by the Project in the provision of services and interventions to beneficiaries. | Field Validator ; M&E Assistant | M&E KM Coordinator | PMEO, BSO |
| Form 4\_Capbuild for Beneficiaries Tracker | Monitors the capacity development activities to project beneficiaries based on the approved DIPs | Field Validator ; M&E Assistant | M&E KM Coordinator, CIG-RITA | PMEO, BSO |
| Form 5\_Matching Grant Implementation Tracker | Tracks the type, amount, and progress of implementation of the productive investments to beneficiaries based on the approved Matching Grant Agreements. | Field Validator ; M&E Assistant | M&E KM Coordinator | PMEO, FSO |
| Form 6\_Product Development & Consultancy Services Tracker | Gathers data related to the interventions and services on product development and consultancy services in securing trade certifications per beneficiary. | Field Validator ; M&E Assistant | M&E KM Coordinator | PMEO, BSO |
| Form 7\_Trade Promotion Services Tracker | Collects data related to trade promotion activities organized/participated in by implementing unit through the Project beneficiaries from provincial, regional, national, and international trade fairs and promotion services. | Field Validator ; M&E Assistant | M&E KM Coordinator | PMEO, VCO |
| Form 8\_FMI Tracker | Tracks the status of preparation and implementation of the Farm to Market Infrastructures (FMIs) per region. |  | DILG-RIE, DILG-OPD | PMEO, VCO |
| Form 9\_Enablers' Activity Tracker | Gather data on activities for project enablers and implementing units (e.g., capbuild, meetings, policy Issuances) | Field Validator ; M&E Assistant | M&E KM Coordinator | VCO – Industry Clusters/ VC Governance  BSO – Capbuild for project staff |
| Form 10\_Negosyo Center Tracker | Tracks the services and assistance provided by the Negosyo Centers (NCs) to project’s beneficiaries | Provincial Negosyo Centers (NCs) | M&E KM Coordinator | PMEO, BSO |
| Form 11\_Access to Financing Tracker | Gathers data on enterprises/ beneficiaries benefitting from the equity financing / financial services through SBC and other Financial Service Providers | SBC, Field Validator ; M&E Assistant | Small Business Corporation (SBC) | PMEO, FSO |
| Budget Tracker (for development) | Provides budget/finance-related data (downloaded vs. utilization); and implementing units progress of fund utilization | Field Validator ; M&E Assistant | FMA | FMO |
| Profiling Form A: Smallholder Farming Households\*\*\*\* | Gathers data of Smallholder Farming Households engaged in the Project based on the approved Detailed Investment Plans (DIPs) | Field Validator ; M&E Assistant | M&E KM Coordinator | PMEO, M&E Assistant (MEA) |
| Profiling Form B: Farmer Organizations\*\*\*\* | Gathers data of Farming Organizations engaged in the Project based on the approved Detailed Investment Plans (DIPs) | Enumerator | M&E KM Coordinator | PMEO, MEA |
| Profiling Form C:  MSMEs\*\*\*\* | Gathers data of MSMEs engaged in the Project based on the approved Detailed Investment Plans (DIPs) | Enumerator | M&E KM Coordinator | PMEO, MEA |

\* PCU :

* **Field Validator** inputs entries to the system **weekly;**
* **M&E Assistant** reviews and audits data to ensure completeness & accuracy of entries within **25th to end of the month**

\*\* RCU/Agency:

* **M&E KM Coordinator/Assigned Focal Persons** to validate/audit provincial entries within **1st to 4th of the month**

\*\*\* NPCO :

* **M&E Unit** conduct audit/validation in consultation with NPCO-assigned Component Officers; report consolidation; generate data findings/analysis within **8th to 10th of the month**. Coordinate findings with NPCO-assigned officers and RCU-M&E KM Coordinators

\*\*\*\* Refer to VC Stakeholders Profiling Process