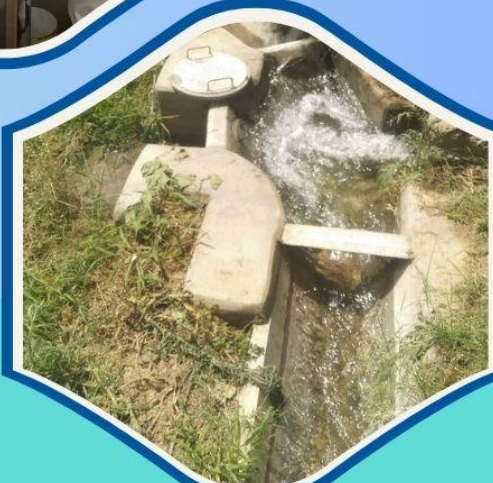
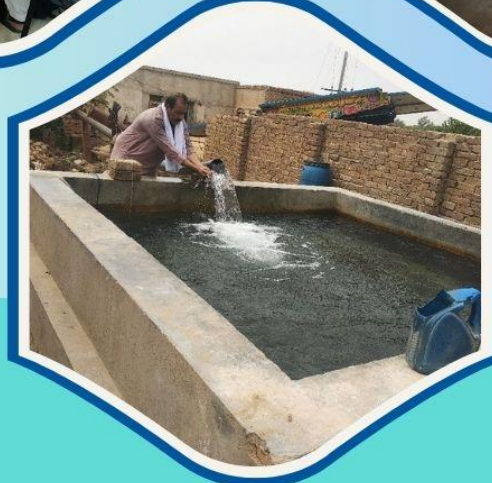
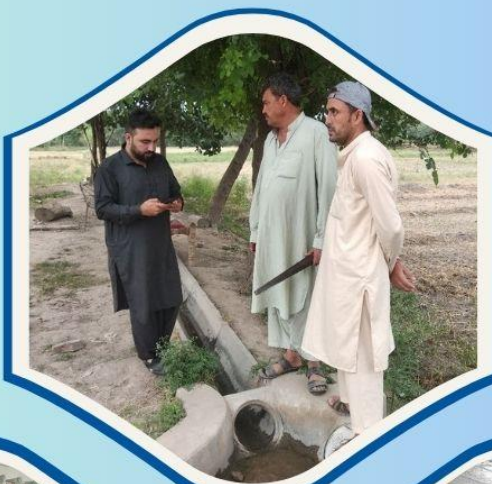


MONTHLY PROGRESS & MONITORING REPORT

JULY 2023



MONITORING & EVALUATION CONSULTANTS

KHYBER PAKHTUNKHWA IRRIGATED AGRICULTURE IMPROVEMENT PROJECT

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Background

The Khyber Pakhtunkhwa Irrigated Agriculture Improvement Project (KPIAIP) is a strategic initiative undertaken by the Government of Khyber Pakhtunkhwa to enhance the productivity and sustainability of irrigated agriculture within the region. The project is spearheaded by the Director General of On-Farm Water Management with the role of Project Director for KPIAIP, aimed at uplifting the agricultural practices of smallholder farmers operating in the province and the newly merged districts in its vicinity. The primary objective of the KPIAIP is to tackle the substantial challenges that currently hinder optimal agricultural management and individual farmer practices in the region. By doing so, the project aims to usher in positive transformations and improvements in the agricultural sector. These challenges could range from inefficient irrigation practices, inadequate resource management, and suboptimal crop yield strategies.

In order to ensure the effective implementation and progress tracking of the KPIAIP, the Project Monitoring and Evaluation Consultants (M&EC) namely AiD-EGC JV have been engaged. The M&EC team assumes a critical role in monitoring the advancement of the project, while simultaneously gauging the impact of various activities undertaken. One of the core responsibilities of the M&EC team is the generation of monthly progress and monitoring reports. This particular monthly progress report pertains to the activities carried out during the month of July 2023. Within this report, the M&EC team offers a comprehensive overview of the endeavors undertaken during this timeframe. This includes a detailed breakdown of actions, achievements, challenges encountered, and any noteworthy milestones reached.

M&EC Accomplishments till June 30, 2023

Since submitting the final Inception Report, which included comments from the client, the execution of program activities has been initiated with adherence to the approved work plan. In order to facilitate the progress of these activities, focused preparations have been undertaken to equip the entire staff, including both field and IT teams, with the essential knowledge and competencies required. A series of comprehensive orientations and briefings were arranged, featuring key experts who efficiently shared their insights and proficiencies with the staff. These briefings were instrumental in augmenting the team's comprehension of the project's scope, objectives, and the specific tasks that lay ahead. Clear and concise directives were furnished, ensuring a unified understanding of the project's overarching goals.

Acknowledging the pivotal significance of practical expertise and know-how, comprehensive training sessions were arranged for the entire staff, with particular emphasis on empowering the field and IT teams. These training were strategically tailored to furnish the team with the requisite technical proficiencies and strategic execution approaches, enabling them to proficiently undertake the diverse array of tasks. Through these specialized training sessions, the staff members garnered a heightened sense of self-assurance and proficiency in their respective roles, equipping them to adeptly navigate potential challenges and deliver outputs of exceptional quality.

By ensuring that all members of the staff possess a profound grasp of the project's objectives and are armed with the essential skill set, the project management has diligently pursued the goal of optimizing the efficiency and effectiveness of the implementation process. The close-knit coordination, coupled with the technical guidance provided by the Project Implementation Unit (PIU), in conjunction with the comprehensive briefings and rigorous training, has strategically positioned the M&EC team to competently fulfill its obligations and attain the coveted outcomes. Summarize achievements as of current month i.e. till June end are

- The M&EC Project Office has been established in Peshawar, and key experts and necessary staff have been deployed.
- Orientation meetings and essential training sessions have been successfully conducted.
- Drafting, field-testing, finalization, and digitization of data gathering formats for field operations have been completed and agreed upon by PIU.
- The final Inception Report has been submitted after incorporating feedback from the client.
- Implementation of Output-based Work Planning Formats has been initiated at the M&EC level.
- Data cleaning and sampling of completed schemes for two financial years have been undertaken.

- Sampling for program interventions, aligned with approved criteria, has been executed, and the sample size and proposed schemes to be visited have been agreed upon by the client.
- Work planning and the rollout of field visit plans have been initiated following formal approval by the PIU.
- Non-key staff members have received training on Project Outputs and the execution of activities as outlined in the work plan.
- Development of M&EC-MIS on Kobo Toolbox has been done and foundational work for the project MIS is in progress.
- Digitized data collection formats regularly updated on real-time input from key experts, OFWM field staff, WUAs, and Farmers.
- Consensus has been reached on the data collection approach, field planning, and templates for field operations.
- Field visits have been conducted to review progress and monitor KPIAIP schemes against desirable Outcome and impact indicators
- Trained FEs have gathered reliable and quantifiable data for Outcome and Impact analysis.

Activities & Achievements during Reporting Month i.e. July 2023

During the current month, the physical activities being carried out at the field level by the project staff were continued. No major issue was reported by the field teams in this regard. TL and M&ES also visited program area in southern and northern regions respectively for introductory meetings with OFWM district staff. Due time was given to the mid-line Impact Study under the guidance of Dr. Sajidin. Tangible progress in relation to MIS development for the KPIAIP was observed during the month. The CEO-AiD visited M&EC project office in the first week of the month to boost morale of the staff and management.

Key experts continued to provide briefings to the district staff of the OFWM emphasizing the importance of impact data collection and facilitating field visits. Apart from Chitral district, all probable districts have been covered by the M&EC team by the end of current month for this important activity. Five districts' staff was briefed about the project interventions in July 2023, namely D I Khan, Tank, Dir Upper, Dir Lower and Swat. Details of the meeting with respective staff are covered in NFRs attached as **Annex I** and **Annex II**.

All-important Progress Review and planning meeting was held on July 31, 2023. This meeting plays an important role in the process of bringing together, consolidating, and verifying field data that had been collected from the various districts. Both key and non-key staff members were actively engaged, offering succinct yet comprehensive updates on the progress they had achieved in relation to their designated project activities. Complete details of this significant meeting can be found in **Annex III**. It was noted that this forum is continuously providing opportunity to young staff for teamwork and cooperation. In this supportive environment, the team turns problems into solutions, and uses the collective intelligence of the experts to overcome challenges and create opportunities. Therefore, the Progress Review and planning meeting is not only a thorough assessment of the project's status, but also a source of creativity and collaboration that drives the project forward towards its ultimate goal.

CEO-AiD, Mr. Rasheed Khan, and Regional Director, Mr. Shahab Khattak, visited the M&EC project office to engage with the management and staff. They held discussions with the Team Leader and M&E Specialist, focusing on project deliverables and ongoing activities. The visitors interacted with both field and administrative staff to understand their roles. The CEO showed a keen interest in staff experience and addressed concerns, emphasizing the purpose of enhancing project performance. During talks, the Regional Director inquired about data collection, and Field Enumerators expressed positivity in working with the OFWM staff. The CEO reassured staff of their importance, linking their dedication to project success and career growth. He committed to support them by providing resources, addressing obstacles, and recognizing efforts. He expressed confidence in the team's abilities, boosting morale, unity, and motivation among employees. This visit will hopefully prove instrumental in inspiring continued dedication to the project's objectives. For more details of this important meeting please see **Annex IV**.

Mid-line Impact study, being a key deliverable, was focused during the month. A three day dedicated meeting was conducted from 11-13 July 2023 for this purpose. M&E Specialist outlined the agenda and background of this critical task by briefly explaining methodology, data collection, analysis, and time-frame for the study. Dr. Sajidin detailed the purpose of midline study and shared his knowledge of conducting such studies in the past. He discussed quality draft components and linked them to the subject study professionally. The meeting gave an opportunity to the team to review digitized field data obtained for the subject study. Dr. Sajidin stressed further data cleaning, eradicating errors, outliers, and emphasizing its primacy before analysis. Over a span of three days, the team dedicated substantial effort to data cleaning and the initial creation of tables to ensure accurate field data for analysis and report creation. Team informally tested existing data against outcome and impact based focused tables to get first hand clarity at initial stages of the study. Meeting ended with a very productive brainstorming session that focused on study's layout and structure to ensure a comprehensive and organized approach. Roles were clearly assigned, leveraging individual strengths for optimal efficiency. Timelines were established to ensure smooth progress and milestone achievement. Complete details of this productive 3-day meeting can be seen in **Annex V**.

Field Monitoring and Data Collection

Field visits were executed in accordance with the approved work plan, signifying an impressive level of synergy within the team. By the end of July 2023, the M&EC team has obtained digitized data after visiting 370 sites. The FEs exhibited exceptional performance during these visits, underscoring their proficiency and unwavering commitment. Consequently, all targets for July 2023 were not only met but surpassed, exemplifying remarkable efficiency.

Against a target of 107 visits for the month, a total of 116 schemes were visited, clearly surpassing the monthly goals. This achievement at this end can be attributed to effective planning, harmonious execution, close coordination with the PIU, and support from respective district OFWM staff. This strong coordination among the team was really important to make sure these all important visits and field activities are held on time. In a bigger picture, the successful completion of the planned field visits shows commitment of the M&EC staff and positive response and expertise of the OFWM staff. This was a combined effort to keep track of progress and understand the impact of our work. A detailed breakdown of these visits in the table below.

Table: Target Vs Achievement of Field Visits for the month of July 2023

Region	District	Target for July 2023	Achieved in July 2023
Northern Region	Buner	5	5
	Malakand	20	20
	Dir Lower	0	8
	Swat	20	18
Southern Region	DI Khan	40	52
	Tank	6	0
	Lakki Marwat	16	13
TOTAL		107	116

The TL and M&ES played a crucial role in providing comprehensive support for the coordination and technical assistance needed for the field operations. They ensured that all necessary backing was in place to facilitate a smooth and efficient execution of tasks on the ground. In line with the collaborative efforts between the M&EC team and the PIU, a well-defined plan already shared, and mutually agreed upon is strictly followed. Role of IT staff and Agriculture Economist is also extended beyond mere facilitation. They were actively engaged in

addressing any challenges that arose during the data input from field visits. Their hands-on approach ensured that the field teams received real-time assistance and guidance whenever needed, thereby enhancing the overall effectiveness and efficiency of the operations. This accomplishment not only reflects their commitment to the project's success but also underscores their ability to navigate complex field operations and deliver tangible results.

Initial Assessment of Data received from the field

The progress monitoring of the sub-components formally completed till end June 2022 and shared with M&EC by PIU is being diligently carried out. During the past 3 months a total of 370 sites have been effectively visited. In the intervened 22 districts where site visits were conducted, a minor figure of 3.78% schemes of total were dropped from among the sampled schemes due to security concerns from the respective district administration. In the interest of safety and security, these 14 sites had to be dropped from the monitoring process due to prevailing security apprehensions. While this decision was made to ensure the safety of personnel and resources, alternative approaches will be explored to address such challenges in the same regions indirectly.

All sub-component schemes as planned and reported were found to be in good working conditions at the time of survey. The analysis results as drawn from the received raw data are very encouraging, as majority of these schemes have shown exceptional progress and compliance with the project's objectives. This success can be broadly attributed to effective implementation strategies and dedicated efforts of the OFWM staff. Though details of findings related to analysis and impact on prescribed indicators will be shared on quarterly clean data with the PIU, yet preliminary findings related to reduction in water losses and cultural command area are briefly shared in the succeeding paragraphs.

The primary focus of the current project is to decrease water losses. This reduction is measured to assess the impact of canal lining on controlling water loss. It is also a significant factor in the Implementation & Status Report (ISR) of WB with a target of 25% reduction in water losses by the project's end. Reducing conveyance losses is crucial to ensure efficient water distribution. Employing effective water management techniques, consistent upkeep and channel lining to prevent can minimize these losses. Such efforts enhance irrigation availability, subsequently optimizing water use in the fields and minimizing wastage during application. Data for this report was collected from official project documents, outlining water flow before and after canal improvements. The analysis calculated water savings by comparing flow measurements pre and post KPIAIP implementation. The results show that the KPIAIP has successfully improved water management and reduced water losses in the watercourses. Across all schemes and districts, the project has achieved an average water saving of approximately 31%. This is significantly higher than the end target water losses of 25%, indicating the project's effectiveness in conserving water resources. Findings indicate that the KPIAIP project has yielded promising results in terms of water savings.

Similarly increase in cultural command area is a major outcome indicator for the project. The raw data collected so far highlights the substantial increase in the cultural command area due to water course lining. The total cultural command area for all regions combined has increased significantly after water course lining with the most significant improvement being observed in the Central region followed by southern and northern regions, contributing to the overall increase. It is worth mentioning that the KPIAIP project has proven to be effective in enhancing agricultural productivity and water utilization efficiency across all regions. The improved cultural command area signifies increased agricultural opportunities and improved livelihoods for farmers in the KPK.

It is worth noting that the progress monitoring by the M&EC for the project will be crucial in identifying successes, challenges, and potential risks. This data-driven approach will allow for timely adjustments and can ensure that the project stays on course to achieve its objectives, ultimately leading to sustainable water management for the communities and WUAs involved.

Key Challenges

- a. Unforeseen rainfall disrupted certain scheduled trips in few districts. However, alternative arrangements were implemented to make up for the lost time. There is a likelihood that comparable weather patterns might continue into the following month, potentially influencing upcoming visits.
- b. The security environment in certain districts of KPK has the potential to impede field visits, although significant challenges were not encountered. Some sites have been abandoned in more precarious regions due to this factor, yet the overall agreed plan will not be substantially impacted, given that contingency strategies have been appropriately devised.

Next Month Activities

- a. The planned field visits to the selected projects, as outlined in the agreed-upon plans shared with the PIU, will proceed as scheduled. A total of 104 sub-components will be visited in August 2023.
- b. To address any dropped or unvisited site, a fresh sample will be drawn from completed schemes of two years (2020-21 and 2021-22) for field visits. This process will adhere to the established procedure.
- c. Progress will continue on drafting the Mid-line Impact study, aimed at gauging the project's outcome at completed schemes since its implementation. Compilation tasks, including data collection, analysis, and writing, have commenced to ensure a comprehensive and accurate assessment of the project's impact.
- d. The analysis and tabulation of data for the KPIAIP will be initiated by proficient experts well-acquainted with the project's requisites. The collected data will undergo cleaning and in-depth analysis to accurately portray the project's progress, outcomes, and impact on quarterly basis.
- e. IT Team will present / share the MIS Dashboard latest progress after input provided by PIU experts.
- f. Key experts will embark on field visits to engage with stakeholders of KPIAIP at district level.

Snapshots of M&EC Activities



Annexes

Annex I: NFR-Visit to District Offices OFWM at Tank and DIK

Annex II: NFR-Visit to District Offices OFWM at Dir (Upper/Lower) and Swat

Annex III: Minutes of the Meeting of Progress Review and Planning Meeting

Annex IV: Details of the Meeting of CEO-AiD with M&EC KPIAIP team at Peshawar

Annex V: Report of 3-day Meeting on Mid Line Impact Study

Annex I: NFR-Visit to District Offices OFWM at Tank and DI Khan

Note for Record (NFR)

Drafted on July 25, 2023

**Field Visits to OFWM District Director Offices from 17th to 19th July 2023 at
DI Khan and Tank**

Introductory and Orientation meetings for the field offices of OFWM were continued in the current month. These series of meetings primarily take place to cover program area with the involvement of key experts of M&EC to ensure that the orientation process is thorough and well-informed at district levels. Like previous meetings, these meetings followed a structured approach, covering specific details, with the involvement of key personnel to ensure effective implementation of M&EC processes in the field. TL personally visited district DIK along with other FEs including newly hired FE (Itfikhhar Bashir). The purpose of visit was to introduce the staff and working procedure with DD's of DIK and Tank. These two districts have more importance due to large number of schemes and good progress. The M&EC staff was introduced by Shamshad Hussain (Team Leader, M&EC). The working procedure was also told to the district staff. The District Directors were happy with M&EC and assured full cooperation during field visits. Data collection process in field was also explained. Details and agenda of the meetings was as follows:

- Introduction of new FE, with both the DD's of DIK and Tank.
- Monitor the progress made till date.
- Joint visit of FEs for orientation and start of field activities by Itfikhhar Bashir.
- To explain process of Data Collection from Field Offices and WUAs (Secondary and Primary)
- To briefly explain process for mid-line Impact studies to be conducted by M&EC
- Acquire anticipated support for up-coming field visits of Field Enumerators

Table 1: Orientation Meeting with OFWM District Office Staff by Team Leader (KPIAIP-M&EC)	
Details of Meeting	Staff Available
<p align="center">July 18, 2023 9 30 hours to 15 00 hours (for DIK and Tank districts) OFWM Office DIKhan</p>	Mr. Shamshad Hussain (Team Leader)
	Mr. Faheem Ullah (Field Enumerator)
	Mr. Jawad Ahmad Jan (Field Enumerator)
	Mr. Itfikhhar Bashir (Field Enumerator)
	Habib ur Rahman, District Director DI Khan
	Aftab Ahmad Khan, Deputy Director
	Mujeeb ur Rahman, District Director Tank
	Shahid Nawaz, WMO, DI Khan
	Irshad Ahmad, WMO, DI Khan
	Manzoor Ahmad, Office Assistant
	Safdar Zaman, Sub Engineer
	Suhail Qureshi, Sub Engineer
	Shakir Ullah, Sub Engineer
	Muhammad Khalid, Sub Engineer
	Kamran Naseem, Sub Engineer
	Muhammad Sajid, Sub Engineer
	Abdul Manan, Sub Engineer
	Javed Khan, Sub Engineer
	Ghulam Bilal

Key Points discussed

- I. Intro to M&EC and its role in KPIAIP with emphasis on
 - a. Importance of data and Record keeping at District and PIU Levels
 - b. Cleaning and standardizing data at KPIAIP
 - c. Discussion on KPIAIP district data and reporting formats
 - d. Review of the on-going data collection process and record keeping at district level
- II. MIS importance and its utility in keeping track of project progress and Impact
- III. Progress Monitoring of KPIAIP at Program level by M&EC
 - a. Monitoring progress and conducting field visits on random sites by M&E Consultants
 - b. Sampling process and work planning for respective districts
 - c. Data collection of sub-components by FEs for Outcome and Impact Analysis.
- IV. Impact Study and importance of clean data
- V. Field planning and staff coordination for quality data collection

Findings and Take away from the Visit:

1. DIK district have timely achieved their targets. While comparing progress made by DIK with other districts, it was found that districts DIK is topping in KP.
2. Interestingly it was found that DIK district have made good progress in (i) laser land levelers distribution and HEIS sector which was highly desirable for future studies with regard to impact analysis. The impact study is one of the important deliverables to be submitted by the M&EC to PIU.
3. The secret behind good progress in DIK is "better work distribution and following the principles "Right person to the right job".
4. The visit was significant in relation to Mist Clearing, Impact assessment and future activities of M&EC
5. Contingency plans will be required for schemes that cannot be visited due to bad weather, political instability, or security risks. If a site visit for a particular project becomes unfeasible, the FE will opt to exclude that specific scheme. Nonetheless, this determination will be arrived at through consultation of PIU and Key Experts.
6. Moreover, the progress made by the district since the inception of the project was also obtained



Annex II: NFR-Visit to District Offices OFWM at Dir (Upper/Lower) and Swat

Note for Record (NFR)

Drafted on July 24, 2023

**Field Visits to OFWM District Director Offices from 18th to 21st April 2023 at
Lower Dir, Upper Dir and Swat**

Introductory and Orientation meetings for the field offices of OFWM that were initiated in the last quarter were continued. These series of meetings primarily take place to cover program area with the involvement of key experts of M&EC to ensure that the M&EC orientation process is thorough and well-informed. Three districts were covered in the current month namely Upper Dir, Lower Dir and Swat. During these meetings, staff members who are directly involved or concerned with the M&EC process, as well as key expert who possess specialized knowledge in this area, participated actively. Like previous meetings, these meetings followed a structured approach, covering specific details, with the involvement of key personnel to ensure effective implementation of M&EC processes in the field. Details and agenda of the meetings was as follows

- Introduction to M&EC (role and responsibilities)
- To get an update of KPIAIP data at district level level
- To describe details of MIS and its utility for the OFWM operations and Outcome/Impact Analysis
- To explain process of Data Collection from Field Offices and WUAs (secondary and Primary)
- To briefly explain process for mid-line Impact studies to be conducted by M&EC
- Mist Clearing and acquire anticipated support for up-coming field visits of Field Enumerators

Table 1: Orientation Meeting with OFWM District Office Staff by M&E Specialist (KPIAIP-M&EC)

S/No.	Date	Meeting	Venue	Staff Available
1.	July 19, 2023	9 30 hours to 15 00 hours (for Dir Upper and Dir Lower)	OFWM Office Dir Lower	Mr. Saleem Javed (Acting District Officer Lower Dir)
				Dr. Rafiq ur Rehman (District Officer Upper Dir)
				Mr. Nazir Jan (Sub-Engineer)
				Mr. Rehmat Elahi (Sub-Engineer)
				Mr. Basheer Ahmed (Sub-Engineer)
				Mr. Fazal Haider (Sub-Engineer)
				Mr. Iftikhar Khan (Sub-Engineer)
2.	July 21, 2023	9 30 hours to 13 00 hours	OFWM Office Swat	Mr. Attaullah (Deputy District Officer)
				Mr. Abdullah (WMO-Upper Swat)
				Mr. Habib ul Laah (WMO-Upper Swat)
				Mr. Asif Khan (Sub-Engineer)
				Mr. Farman Ali (Sub-Engineer)
				Mr. Fawad Ali (Sub-Engineer)
				Mr. Harindar Kumar (Sub-Engineer)
				Mr. Niaz Khan (Sub-Engineer)
				Mr. Shahid Khan (Sub-Engineer)
				Mr. Rahim Badshah (Sub-Engineer)
				Mr. Zia ul Lahh (Sub-Engineer)
				Mr. Sher Shah (Sub-Engineer)
				Dr. Shujaat Ali Khan (Sub-Engineer)
				Mr. Rahim Ali (Office Assistant / Junior Clerk)

Key Points discussed

- I. Intro to M&EC and its role in KPIAIP with emphasis on
 - a. Importance of data and Record keeping at District and PIU Levels
 - b. Cleaning and standardizing data at KPIAIP
 - c. Discussion on KPIAIP district data and reporting formats
 - d. Review of the on-going data collection process and record keeping at district level
- II. MIS importance and its utility in keeping track of project progress and Impact
- III. Progress Monitoring of KPIAIP at Program level by M&EC
 - a. Monitoring progress and conducting field visits on random sites by M&E Consultants
 - b. Sampling process and work planning for respective districts
 - c. Data collection of sub-components by FEs for Outcome and Impact Analysis.
 - d. Details of Questionnaires to be used in field and digitization process
 - e. Clarity on Information to be acquired from Field and Mist Clearing.
 - f. Explanation of Android based data and input requirements from OFWM staff
- IV. Impact Study and importance of clean data
- V. Field planning and staff coordination for quality data collection

Key Observations and Take away from the Visits

- The visits were significant in relation to Mist Clearing, Impact assessment and future activities of M&EC
- Internet access was good at all district level.
- In case of weak or no internet access respective District Officers have assured to facilitate FEs.
- Contingency plans will be required for schemes that cannot be visited due heavy rains and hilly terrains
- Under extraordinary conditions such as political instability, adverse weather, or security risks, if a site visit for a particular project becomes unfeasible, the FE will opt to exclude that specific scheme. Nonetheless, this determination will be arrived at through consultation of PIU and Key Experts.
- It is crucial to emphasize that under no circumstances will an alternative evaluation for the omitted project be carried out. As this would directly impact the sampling methodology and subsequently influence the results.
- Similar to the practice elsewhere, it is advisable for M&EC personnel to avoid making comments regarding management matters concerning OFWM staff.



Annex III: Minutes of the Meeting of Progress Review and Planning Meeting

M&EC Staff Meeting on 31 July 2023

Purpose	Monthly Progress Review meeting with staff
Location /site	M&EC AiD Office University Town Peshawar
Dates	31- July-2023
Time	1:00 PM to 4:35 PM (Monday)

Participant

- a. Mr. Intisar Ahmed (M&E Specialist)
- b. IT/MIS Specialist
- c. Ms. Sumayya Khan (Field Enumerator)
- d. Mr. Faheemullah (Field Enumerator)
- e. Mr. Waqar Younis (Field Enumerator)
- f. Mr. Jawad Ahmed (Field Enumerator)
- g. Mr. Abdul Fattah (Field Enumerator)
- h. Mr. Shahryar (Field Enumerator)
- i. Mr. Iftikhar Bashir (Field Enumerator)
- j. Mr. Umar Saeed (MIS Technician)
- k. Mr. Sohrab Khan (Data Analyst)
- l. Mr. Rafiqullah (Data Analyst)

Agenda

1. Progress review as per the work plan submitted for July 2023.
2. Discussion on field visit plan and achievements.
3. Discussion on target vs achievement
4. IT Team Updates and MIS latest status
5. Work planning for the month of August 2023
6. Update on Mid-line Impact Study
7. Review of the overall M&E project work plan.
8. Any other issue.

Detail of the meeting

The meeting started with recitation of the Holy Quran by Mr. Abdul Fattah. The M&ES extended a warm welcome to all attendees and provided an overview of the agenda. Key and non-key experts provided a brief update on their progress related to project activities and shared their plans for the upcoming month.

In a systematic manner, FEs presented their progress against the work plan submitted for the current month. Mr. Waqar shared details about his activities and mentioned that he visited the Malakand district as per his submitted work plan. He informed that the schemes' visit target for the month was 20 and he was able to achieve agreed targets without any difficulty. Mr. Abdul Fattah shared details of his field work and

mentioned that he had visited Swat and Buner districts in the reporting period as per submitted plan. He informed that the target of 5 schemes in Buner was achieved whereas against a target of 20 site visits for Swat, 18 sub components were visited. Though there was no plan to cover Upper and Lower Dir in the month, yet a visit was made to accompany M&ES for his official trip of orientation. This opportunity helped in getting official records of sampled schemes apart from visiting 8 schemes at Lower Dir.

Mr. Faheem mentioned that he was involved in official work as he prepared field reports of the covered districts of the last quarter. He also accompanied TL for his official orientation visit to D I Khan. Mr. Iftikhar mentioned that his target in DI Khan and Tank was to cover at least 40 and 6 sampled schemes respectively. In Tank, the visits were postponed, because of security concern and Moharram upon the directions of district administration. However, in D I Khan 52 sub-components schemes were achieved. Mr. Jawad mentioned that he had visited Lakki Marwat and against a planned target of 16 sites, possible 13 schemes were visited. 3 schemes were dropped due to security concern in the respective areas on the advice of local administration and key experts. Ms. Sumayya mentioned her official assignments apart from draft work on mid-line impact study under the guidance of key experts.

Cumulatively FEs have covered a total of 116 schemes during the month of July 2023 against a target of 107 as indicated in below Table that explains respective district wise details of achievement against target.

REGION	DISTRICT	Target of the month	Achieved in the Month
Northern Region	Malakand	20	20
	Swat	20	18
	Buner	5	5
Southern Region	DI khan	40	52
	Dir Lower	0	8
	Tank	6	0
	Lakki Marwat	16	13
Total		107	116

The IT team provided an update on their progress that revolved around compiling field data from the FEs on Kobo Toolbox and subsequently conducting data analysis in Excel spreadsheet. Data Analyst Mr. Rafiqullah and Mr. Sohrab shared draft work done in this regard. Mr. Umar Saeed shared his progress related to updating the questionnaires and data cleaning. He informed about his role in compiling of target vs achievement table on daily basis apart from providing backstopping support to field staff in sending real time data. IT Expert also updated about progress on MIS Dashboard to be completed in the current quarter.

During this meeting, in-depth discussions were held related to the next month work plan and respective responsibilities and tasks. M&ES advised the staff to work in close coordination as a number of inter related activities will be happening in the coming month. He referred to mid-line study, field visits, MIS Input and key experts visit to program areas to be carried out simultaneously. In an effort to get coordination and segregation of different tasks, responsibilities were assigned to FEs. It was unanimously agreed that field visits will be carried out by Mr. Jawwad, Mr. Abdul Fattah, Mr. Iftikhar and Mr. Waqar in the coming month whereas Mr. Harris, Mr. Shahryar, Mr. Faheemullah and Ms. Sumayya will be providing support for official

Annex IV: Details of the Meeting of CEO-AiD with M&EC KPIAIP team at Peshawar

M&EC staff meeting on 6th July 2023

Purpose	Meeting related about staff issues.
Location /sites	M&EC AiD Office University Town Peshawar
Dates	July 6, 2023
Time	2:00 to 3:00 (Tuesday)

Participants

S. No	Name and Designations of Participant
1.	Mr Rasheed Khan (CEO-AID)
2.	Mr Shahab Khattak (Regional Director)
3.	Mr Shamshad Hussain (Team leader)
4.	Mr. Intisar Ahmed (M&E Specialist)
5.	Mr. Mubarak Syed (Admin Assistant)
6.	Mr Umar Khan (Admin and Finance Officer)
7.	Ms Rakshanda Tayyab (M&E Assistant)
8.	Ms Sumayya Khan (Field Enumerator)
9.	Mr Faheemullah (Field Enumerator)
10.	Mr Waqar Younis (Field Enumerator)
11.	Mr Shahryar (Field Enumerator)
12.	Mr Hamis-ur-Rahman (Field enumerator)
13.	Mr. Jawad Ahmed (Field Enumerator)
14.	Mr. Abdul Fattah (Field Enumerator)
15.	Mr Ifikhar Basheer (Field Enumerator)
16.	Mr Umar Saeed (MIS Technician)
17.	Mr Sohrab Khan (Data Analyst)
18.	Mr. Rafiq Ullah (Data Analyst)

Detail of the meeting

The CEO-AiD Mr. Rasheed Khan along with Regional Director Mr. Shahab Khattak paid a visit to the office, and during the visit, they took the opportunity to meet with the management and staff members involved in different project activities. Both executives had an in-depth discussion concerning the deliverables and ongoing activities with the Team Leader and the M&E Specialist. The visitors afterwards got engaged in discussions with both the field staff and the administrative staff to gain valuable insights into their respective roles and responsibilities.

During the formal interaction, the CEO took a keen interest in understanding the overall staff experience at the KPIAIP. In addition to seeking general feedback, he specifically inquired about any issues faced by the field staff. He specifically referred that main purpose of his meeting was to directly engage with the staff, to identify areas that needed improvement and find solutions to enhance the overall performance of the project. During this discussion, Regional Director inquired about the data collection process, as it was a vital aspect of the KPIAIP project. In response, Field Enumerators, conveyed that they are having a positive experience while working with the management and field staff of the department.

On a query raised by the CEO, regarding the OFWM field staff coordination, Mr. Waqar explained the coordinated process of data collection that starts with giving briefing to district officers of OFWM by TL and M&ES. It is followed by getting secondary data from respective offices for pre-sampled schemes already shared by M&EC management through the PIU. The field staff ardently shared their respective activities and progress on the project. They highlighted the challenges they had faced, the achievements they had made, and their plans for further improvements. The visitors listened attentively, acknowledging their dedication and hard work, and expressing appreciation for their efforts in driving the project forward. All the FEs expressed that OFWM field staff was exceptionally cooperative and accommodating during the data collection phase. The CEO appreciated overall feedback and the positive engagement with the OFWM staff. He recognized the importance of such cooperation and collaboration in achieving the project's objectives effectively and efficiently. He was also appreciative of the role played by key experts in fostering open communication and resolving any obstacles that the team can face during the project's implementation.

The Administrative and support staff also had their chance to interact with the CEO. They raised important issues and concerns related to their tasks, ranging from resource allocation to process improvements. The CEO actively listened to their grievances, assured them that their concerns would be addressed, and promised to find effective solutions to streamline administrative processes and enhance their working environment.

Moreover, during the meeting, the women staff members shared their views and perspectives on their experiences within the project. They discussed the office environment and provided valuable feedback on supportive work environment. The CEO expressed gratitude for their thoughts and assured them that the AiD would continue to work towards fostering a culture of diversity and gender equality.

In a show of confidence and trust, the CEO assured all the staff members that their contributions were crucial to the success of the project and the growth of respective careers. He emphasized that each individual's dedication and commitment will play a vital role in achieving the Project's goals and objectives. To strengthen their commitment to the project's success, the CEO pledged full support to the staff members. This support would come in various forms, such as providing necessary resources, resolving any impediments they might face, and ensuring that their efforts are recognized and rewarded appropriately. Before departing, the CEO reiterated his belief in the capabilities of the team and expressed optimism about the future of the project. The visit served as a powerful morale booster, inspiring the staff to continue working diligently and fostering a sense of friendliness and unity among the employees.



Annex V: Report of 3-day Meeting on Mid Line Impact Study

M&EC Staff Meeting for Midline Impact Study

Purpose	Meeting on Midline impact study
Location /sites	M&EC AiD Office University Town Peshawar
Dates	11 th to 13 th July 2023 (3 days)
Time	1100 hours to 17:00 (Tuesday)
	1030 hours to 1730 hours (Wednesday)
	1015 hours to 1530 hours (Thursday)

Participant of the Meeting

S. No	Staff with Designations
1	Dr Sajidin Husain (Agriculture Economist)
2	Mr. Intisar Ahmed (M&E Specialist)
3	Miss. Sumayya Khan (Field Enumerator)
4	Mr Faheemullah (Field Enumerator)
5	Mr. Jawad Ahmed (Field Enumerator)
6	Mr. Abdul Fattah (Field Enumerator)
7	Mr Iftikhar Basheer (Field Enumerator)
8	Mr Umar Saeed (MIS Technician)
9	Mr Sohrab Khan (Data Analyst)
10	Mr. Rafiqullah (Data Analyst)

Agenda of the meeting.

1. Contextual know how of Midline Impact Study
2. Importance of the Study
3. Cleaning and Tabulation of collected Data for Analysis
4. Structure, Layout and Tentative timelines for the Study

Proceeding of the meeting.

Meeting started with the recitation of the Holy Quran and the participants were warmly greeted by the M&E Specialist. He briefly explained the agenda items and desired to acquire maximum input from the team. He informed that focus will be on the Mid-line Impact study and its significance, with Dr. Sajidin taking a lead role

in this essential assignment. Emphasizing its importance, he highlighted that the PIU Management eagerly awaits the study's findings as it will play a critical role in the overall evaluation and decision-making process of the project. Additionally, he informed the attendees about the specific guidelines and requirements outlined in the Final Inception Report that the study team must adhere to. These guidelines cover various aspects such as methodology, data collection, analysis, and time-frame to ensure consistency and maintain quality assurance.

Dr. Sajidin elaborated on the purpose of a midline impact study, which aims to assess the effects, outcomes, and impacts of a particular intervention or program at a specific point in time. Such studies are crucial component of the overall program evaluation process, offering insights into the long-term effects of any intervention. He added that the proposed study, apart from data analysis, will serve various purposes, including measuring effectiveness, identifying challenges, informing decision-making, guiding program improvements, and contributing to evidence-based practices. He briefly explained the key components of a quality draft for any study and provided context to the subject study in a very professional manner.

After being briefed by the team on the data collected from the field in finalized digitized formats, Dr. Sajidin commended the young team for their excellent work. He then advised the IT team to collaborate closely with FEs for the initial phase of data cleaning. Mr. Sohrab shared the team's preliminary efforts in this regard, explaining that the IT team had developed various Excel sheets as per the directions of the key experts. These sheets were designed to facilitate real-time comprehension of all the desired information, organized by district, region, and sub-components wise for analysis purposes. He presented the initial report he had prepared for discussion and refinement. Dr. Sajidin stressed the importance of further cleaning the data collected from the field to avoid any issues during analysis. He stressed upon the fact that data cleaning entails eliminating errors, blank spaces, outliers, and typing issues. He strongly emphasized that cleaning of the data should be the first step before proceeding with any analysis.

After a concise discussion on the collected data, the team, under the guidance of key experts, began creating provisional tables for the upcoming analysis. Mr. Umar presented a formal overview of 254 schemes' data collected by the field experts (FEs). They also held a comprehensive discussion about the proposed indicators to be focused on using the collected data. Mr. Intisar referred to the PC-1, Final Inception Report, and ISR of the World Bank (WB) to keep the team on track. Dr. Sajidin delivered a focused lecture stressing the importance of concise and summarized tables for the study. He demonstrated the creation of region-wise summary tables for a few indicators, initially focusing on CCA (Cultural command area), WUA (Water User Associations), water productivity, and reduction in water losses. Once the clarity was achieved, the IT staff and FEs were assigned the task of working on draft tables for all essential indicators of KPIAIP.

Over a span of two days, the team invested considerable effort in cleaning of data and crafting a set of initial tables aimed at gathering accurate field data for later analysis and the creation of a top-notch report. The team informally tested the available data against these newly designed tables, making necessary adjustments to guarantee accurate outcomes based on the collected information.

On the final day, the team dedicated ample time to a productive brainstorming session. During this session, they thoroughly discussed the layout and structure of the study, ensuring a well-organized and comprehensive approach. Responsibilities were carefully assigned among team members, specifying each person's role in the project. Moreover, timelines were established to ensure that the draft would be shared with the relevant experts at the project level in a timely manner. The key points that emerged from this brainstorming session and were settled by the team included:

Study Layout: The team collaboratively designed a clear and logical layout for the study, outlining the various sections and their respective content. This ensured that all essential aspects of the research were covered systematically. Once the findings of the data are finalized, further refinements will be made at this end.

Responsibilities: Each team member's roles and responsibilities were clearly defined, emphasizing their expertise and strengths to optimize efficiency and cooperation. A sub-group already working on the midline study redefined their tasks keeping in view the work plan for the current quarter.

Timelines: Strict timelines were established to ensure the project progresses smoothly and meets the designated milestones. This approach aimed to prevent delays and maintain a sense of urgency throughout the process. By the end of August 2023, it is anticipated that the team will have a rough draft prepared.

Draft Sharing: The team agreed on a plan to share the initial draft in the first week of September 2023 with the relevant experts at the project level. This step was deemed crucial for gathering valuable feedback and insights to improve the study further.

Collaboration: The brainstorming session fostered an atmosphere of open communication and collaboration, encouraging team members to contribute ideas and suggestions freely.

Quality Assurance: The team emphasized the importance of maintaining a high standard of quality throughout the project. This included the data collection process, analysis techniques, and the overall presentation of findings.

Flexibility: The team acknowledged the possibility of unforeseen challenges and agreed to be adaptable in their approach, ready to make necessary adjustments when needed.

By actively engaging in this brainstorming session, the team ensured that the study's foundation was solid and well-structured. They fostered a sense of ownership and commitment, setting the stage for a successful and insightful project that would meet the expectations of the project stakeholders and experts involved.

