



AiD-EGC (JV)



6th Quarterly Progress & Monitoring Report

JANUARY TO MARCH 2024

**KHYBER PAKHTUNKHWA IRRIGATED-AGRICULTURE
IMPROVEMENT PROJECT (KP-IAIP)**

Submitted by

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Background

The Khyber Pakhtunkhwa Irrigated Agriculture Improvement Project (KPIAIP) stands as a vital governmental initiative aimed at enhancing the efficiency and sustainability of irrigated agriculture across the KPK province. Under the leadership of the Director General of OFWM, who also serves as the Project Director, the project focuses on improving farming practices, particularly among small-scale farmers in the province, including the newly merged districts (NMDs). Its primary objective is to address a spectrum of challenges impeding effective agricultural management and individual farming practices, such as inefficient irrigation techniques, inadequate resource management and strategies yielding sub-optimal crop yields.

AID-EGC JV is associated with the project as Project Monitoring and Evaluation Consultants (M&ECs), tasked with providing assistance for monitoring progress and assessing impacts in close collaboration with the Project Implementation Unit (PIU). This document constitutes the sixth quarterly progress and monitoring report, offering an overview of the activities undertaken by the M&ECs team during the quarter spanning from January to March 2024. Quarterly reports serve as essential deliverables, playing a crucial role in tracking the progress of the project.

Achievements of the M&ECs up to the Reporting Quarter

The team of M&ECs initiated project activities in accordance with the activities agreed in the final inception report. Through well-structured orientations, targeted sessions and trainings, the project objectives and tasks were effectively communicated to ensure that the staff possessed the requisite knowledge and skills for their respective roles. Employing digital tools for swift data collection and analysis, a systematic approach was adopted under the guidance of key experts. Collaboration with the PIU and OFWM staff facilitated the formulation and execution of participatory plans for data collection on completed schemes of the KPIAIP. Prior to commencing field operations, OFWM district staff received briefings regarding the M&ECs' activities during dedicated visits by management. As the current quarter commenced, M&ECs had achieved significant progress, with notable accomplishments including;

- Establishment of the project office in Peshawar, along with the deployment of staff and key experts.
- Provision of focused training and orientations to newly recruited staff for the execution of project activities.
- Timely submission of the final inception report, incorporating valuable feedback from the PIU.
- Finalization of digitized data-gathering formats after obtaining input from relevant stakeholders.
- Completion of data cleaning for completed schemes from the initial two years (2020-2021 & 2021-2022).
- Successful work planning of schemes in accordance with approved criteria for sampling & data collection.
- Monitoring and data collection of 580 sites across 25 districts by FEs against critical outcome indicators.
- Submission of the draft mid-term impact study to the PIU/Client for feedback and comments.
- Completion of preliminary work for the MIS Dashboard under the guidance of KPIAIP experts.
- Data cleaning and sampling of KPIAIP completed schemes for the third year (2022-23) on agreed criteria.
- Conducting monitoring visits to 330 sites across three regions for the third year completed schemes.
- Visiting a cumulative total of 910 sub-components schemes across all regions of KPK by the trained FEs.
- Submission of Monthly Progress and Monitoring Reports (9 No.) as deliverables within stated timelines.
- Submission of Quarterly Progress and Monitoring Reports (5 No.) within respective timelines.
- Uploading of the MIS Dashboard on the Server for feedback after thorough input from relevant experts.
- Attending all mandatory meetings and achieving key deliverables outlined in the project documents.

Activities & Achievements during the Reporting Quarter

During the quarter, the team kept focus on field monitoring activities, updating the MIS Dashboard and providing assistance to the operational teams of KPIAIP in digitized data management. Key experts maintained regular coordination with their counterparts at the PIU and the district levels to pursue program activities. Field visits were conducted in alignment with the work plan for 330 completed schemes, aiming to collect impact data on various sub-components. Monthly progress review and planning meetings, a key feature of our team's activities, were held in the last week of each month. These meetings played a crucial role in validating the field data collected from various districts and providing opportunity to have effective future plans for field operations. The IT expert and his team actively collaborated with relevant specialists to gather feedback on the MIS Dashboard, which was uploaded onto the server in the previous quarter. Additionally, progress was achieved concerning the space allocation for the MIS of KPIAIP for hosting it at the KP Datacenter. Feedback on the 'Mid-Term Impact Assessment Report' submitted in September 2023, was received during the quarter, paving the way for the finalization of this significant study. Key experts conducted field monitoring visits to all regions to provide support to the project's operational staff. Considerable progress was achieved on the research component of the project during the reporting period. A working paper was submitted by the consultants to the PIU for further action, indicating significant advancement in this aspect of the project.

The past three months presented a challenging landscape marked by heightened political activities owing to the general elections, concurrent with the observance of Ramadhan, while national security remained a concern. Despite these multifaceted challenges, the team successfully conducted visits to 330 sites as per laid-out plan. This accomplishment was made possible through the seamless coordination among stakeholders and effective team planning. It is worth noting that the consultants had comprehensively collected impact and outcome data from a total of 1240 sub-component schemes. Planning for the upcoming has also been finalized, with management closely coordinating with relevant OFWM staff to ensure its effective implementation. Table below gives summary of the cumulative achievement as of end of the quarter.

Overall Achievement of Monitoring Visits by the M&ECs as of the end of March 2024 (Quarter wise)						
Region	No. of districts	Monitoring and Impact Data Collected of Sub-Components				
		Quarter 1 Apr-Jun 2023	Quarter 2 July-Sep 2023	Quarter 3 Oct-Dec 2023	Quarter 4 Jan-Mar 2024	Cumulative Apr 23 - Mar24
Central	9	143	35	79	125	382
Northern	9	17	107	64	60	248
Southern	7	94	184	187	145	610
Total	25	254	326	330	330	1240

Throughout the reporting period, the consolidation and validation of field data collected from the districts were facilitated by monthly progress and review meetings. Held on January 31, February 29 and March 27, 2024, these sessions engaged both key and non-key staff responsible for various project tasks. Staff delivered concise and thorough updates on their respective responsibilities, addressing issues, highlighting achievements, sharing lessons learned, and offering suggestions for assigned tasks. Beyond providing inclusive assessments, these gatherings fostered teamwork and propelled the project closer to its objectives.

Annexes I (a), I (b), and I (c) of this report contain detailed minutes of these vital meetings.

The IT staff and M&E specialists maintained engagement with relevant experts at the PIU to receive feedback and comments on the uploaded MIS Dashboard on the server. A series of meetings were organized in this regard, attended by Environmental and IT Experts, M&E staff from both offices, and other specialists. These sessions were dedicated to reviewing the MIS Dashboard, fostering productive discussions, and eliciting valuable input from participants. Key points discussed and unanimously agreed upon included aligning the MIS with the Annual Work Plan (AWP), emphasizing the measurement of outcomes and impacts alongside outputs, and integrating field feedback to enhance its relevance and responsiveness. The most significant formal meeting occurred at the Project Office on March 6, 2024, where the Focal Person, Mr. Naseeb ur Rehman, the Team Leader, respective IT and M&E Specialists, and the Environmental Expert convened. This meeting centered on the thorough review of the MIS Dashboard uploaded by the M&ECs, fostering constructive discussions and valuable contributions from all attendees. The Focal Person commended the team's quality work and proposed holding frequent meetings to further enhance ongoing efforts. He expressed a desire to expedite the finalization of this critical task.

The project team received formal comments and feedback from the PIU concerning the Mid-Term Impact Assessment Report, which was initially submitted in September 2023. Collaborative efforts between M&E specialists from both the project (PIU & M&ECs) and Agriculture Expert are now underway to expedite the finalization of this important study. The focal person, recognizing the importance of the mid-term report, has also contributed valuable input, lauding the commendable work carried out by the M&ECs in illustrating various outcomes and impacts of the project. Moreover, he has pledged full support to ensure the timely completion of this crucial task, emphasizing the significance of accurately capturing the project's progress and impact. This collaborative endeavor underscores the commitment of all stakeholders to achieving the project's objectives and ensuring its effectiveness in delivering tangible benefits to the community.

The M&E specialist, accompanied by field enumerators held field visits to engage with the OFWM field staff and assess the quality of ongoing activities across all regions of the province. In January, visits were conducted in Swat and Lower Dir, followed by coverage of Districts Kohat, Karak, Bannu, Lakki Marwat and Dera Ismail Khan in February, with additional visits to Mansehra, Abbottabad and Haripur in March. Notably, the team leader and M&ES jointly visited Charsadda and Nowshera districts. The primary objective of these visits was to inform respective district staff about the digitization of KPIAIP data and assess ongoing activities by the M&ECs field staff to obtain quality impact data. During these interactions, valuable information was exchanged and Water Users Association (WUA) records were precisely reviewed for further analysis. Additionally, farmers were educated on the importance of consistently updating their records to ensure specific scheme monitoring. Details of these significant visits can be found in the 'Note for Record (NFR)' attached as **Annex II a**, **Annex II b** and **Annex II c** of this report.

Research and innovation are crucial in fresh and unconventional water resource management, including Agriculture Water Management. The challenges of climate change and a growing global population require sustainable solutions addressing water scarcity and quality. With continuous research and innovation, the agricultural sector can become more sustainable and make great strides in global food and nutrition security. OFWM activities are being practiced under various developmental projects in the province since long, however, there is not been taken any initiatives of applied research on the subject. In order to provide sound footing to the huge investment in the water sector, research component has been included in the KPIAIP. the primary intent of this research program would be to provide valuable field research experience on small

farmers' fields to university graduates as well so that they could be much better equipped to participate in agricultural development. Besides this, there is still considerable need to strengthen the role of many of the agricultural research institutes in the province to play a stronger role in participating with small farmers to increase their crop production. Even more importantly, there is an urgent need to strengthen the interaction between research institutes, extension personnel and farmers. The block allocation with financial phasing is already available with the project for this sub component to be executed as per need basis. On a formal memo shared by PIU (please see **Annex III**) regarding development of detail framework for Research Component, significant progress has been achieved in line with the the expectations set by the directorate. Key experts, including the Agriculture Economist and M&ES worked closely with PIU experts to develop a working paper outlining the framework and Terms of Reference (TORs) for the Research Component. The initial draft was officially submitted for review to the PIU on March 14, 2024. Under the direction of the focal person, consultants and PIU experts will maintain their collaborative efforts in the coming weeks to finalize this crucial assignment.

Field Monitoring and Progress Update of the Data Collection

In accordance with the outlined plans for the schemes completed in the previous year (2022-23), field visits were continued during the reporting quarter. The FEs and IT staff exhibited commendable performance throughout the quarter, successfully meeting the target of conducting 330 visits to various sub-components across nine districts in three different regions. It is vital to highlight the key role played by continuous coordination among all stakeholders, which has proven instrumental in ensuring the timely execution of field visits and related activities. It is worth mentioning that the field operational team demonstrated outstanding performance by meeting all planned targets during the quarter, thanks to their individual dedication. The M&ECs team also recognizes the effective teamwork with the PIU, the careful planning and the timely support provided by the dedicated district OFWM staff. These factors synergized effectively to ensure the success of the project's field operations. Component wise breakdown of the achievements is provided in the table below.

Component wise Achievement w.r.t Field Visits of the schemes of KPIAIP in the Quarter							
Region	District	A1	A2	A3	A4	B2	Total
Central	Charsadda	10	0	4	43	3	60
	Peshawar	3	1	13	7	20	44
	Nowshera	0	0	3	3	14	20
Northern	Dir Lower	0	1	1	13	7	22
	Swat	0	0	0	26	14	40
Southern	D.I.Khan	28	0	37	0	0	65
	Tank	0	0	0	8	2	10
	Bannu	0	3	5	6	10	24
	Lakki Marwat	0	1	0	28	16	45
Total		41	6	63	134	86	330

The key experts ensured that the staff received complete support to carry out their field duties seamlessly and effectively. The coordination between M&ECs and the PIU led to the successful monitoring of the third year schemes of KPIAIP, adhering to the jointly agreed plan. The IT team also played a significant role in promptly addressing any obstacles encountered during data input from field visits. They were actively engaged, providing timely assistance and guidance to the field teams as needed. This proactive support

notably enhanced the overall efficiency and effectiveness of data collection operations. A monthly breakdown of the achievements against targets during the quarter is provided in the table below.

Month Wise Target Vs Achievement of Field Monitoring Visits Conducted by the M&ECs Team								
Region	District	Target Jan-24	Achieved in Jan-24	Target Feb-24	Achieved in Feb-24	Target Mar-24	Achieved in Mar-24	Cumulative (Jan-Mar)
Central	Charsadda	20	20	20	20	20	20	60
	Peshawar	25	25	19	19	0	0	44
	Nowshera	0	0	0	0	20	20	20
Northern	Dir Lower	10	10	12	6	6	6	22
	Swat	10	10	10	16	14	14	40
Southern	D.I.Khan	25	25	24	24	16	16	65
	Tank	0	0	0	0	10	10	10
	Bannu	0	0	0	0	24	24	24
	Lakki Marwat	20	20	25	25	0	0	45
Total		110	110	110	110	110	110	330

Following the wide-ranging field visits conducted by our team, it became clear that most of the sub-component schemes visited not only adhered to the original plans outlined by the project but also exceeded expectations. The majority of these schemes showcased progress, aligning with the project's objectives. This achievement can be attributed to the implementation of effective strategies and the dedication of the OFWM staff, who have ensured the success of the project. Moreover, it is important to emphasize the continuous monitoring of project progress. This ongoing attention serves as the prerequisite in enabling us to identify successes, address challenges and mitigate any potential risks that may arise. Data-centric approach empowers to make timely adjustments as needed, ensuring that the project remains steadfastly on course to fulfill its objectives. Ultimately, this commitment to diligent oversight will pave the way for sustainable water management practices apart from bringing in prosperity for the communities we intend to serve.

Environmental and Social Compliance (Gender Equity) of Impact Data Collected by the Team

During the reporting quarter environmental compliance was monitored of the targeted 330 completed schemes spread over three regions. It was observed that the physical infrastructure has improved the irrigation efficiencies and helped in ensuring availability of water flows at the tail-end of watercourses in the case of sub-component A. Similarly, during construction activities vegetation clearance, damage to the existing infrastructures such as rural road, temporary water stoppages for irrigation, noise, air, soil, water ponding and water pollution due to dust, exhaust emission and other wastes compliance was ensured by the members of WUAs efficiently. It was observed that there were no debris, left over construction material such as segments, sand and bricks.

The data obtained from the field shows that the project sub-components provide a working platform to the community especially rural women to enhance their capabilities through learning various skills and contribute toward livelihood. This empowerment, in turn, contributes significantly to the alleviation of poverty, and ensures a consistent supply of nutritious food to families. Notably, the vital support provided by the female community in tasks such as grading vegetable produce, as well as in the rearing of livestock and poultry at domestic levels, was observed. The increase in the cultivable command area has resulted in a substantial

uptick in fodder and grain production, further underlining the project's profound impact on fostering self-sufficiency and prosperity within the community.

Key Challenges

- The northern and central region experienced extremely cold weather and heavy rains in the early half of the quarter, necessitating staff to extend their stays in certain districts. However, there were no major deviations from the original work plan.
- Intense fog and smog also affected the entire KPK and FEs had to adjust their plans on multiple occasions due to rough conditions.
- The security situation in few areas of the province especially in the southern parts remains deteriorated. Field staff maintained close coordination with the OFWM staff and concerned district administration and exercised greater vigilance.
- During the holy month of Ramadhan reduced working hours were practiced for both field and office staff. Field staff were specifically informed to respect the schedules and considerations of those participating in fasting.
- Despite the peaceful conduct of the general elections in the last month, political events continued to unfold in the reporting period. Staff was advised to maintain close coordination with district administration and relevant authorities to avoid unclear areas for site visits.

Next Quarter Activities

- Key experts will conduct field monitoring visits to assist FEs and district staff of OFWM on need basis.
- FEs will continue their site visits for impact monitoring data of 330 sub-components across KPK.
- The Monthly and Quarterly Progress and Monitoring reports will be submitted as key deliverable.
- The IT team will finalize the MIS dashboard along with obtaining space for hosting it at the KP Datacenter. Trainings for the OFWM field staff on the MIS will be concluded.
- The Mid Term Impact Assessment Report will be finalized in close coordination with PIU experts.
- Progress will be made for the Research Component of the project in line with the feedback of the PIU on the submitted working paper.
- Analysis w.r.t. outcome and impact indicators will be done on the collected field data by the FEs.
- Environmental and Social compliance of sub-components will be done by the environmental expert.
- Management will keep close liaison with all stakeholders for smooth execution of project activities.

Snapshots in the Reporting Period



Meeting Regarding MIS



District Bannu Village Jando Khel



District Lakki Marwat Village Kotka Jasmal



District Bannu Village Patol Khel



District D.I.Khan Village Jhoke Jheda



District D.I.Khan Village Nawan Dera



District Tank Village Pai



District Office OFWM Abbottabad



District D.I.Khan

Village Roda



District Bannu

Village Kotka Amirmamad Khan



District Dir Lower Village Botikatta Kotkai



District Bannu Village Ayyub Khan Kala



District Dir Lower

Village Akbar Abad



District D.I.Khan Village Kat Jhoke Tahir

Annex. I (a): MoM of Progress Review and Planning Meeting January 2024

M&ECs Staff Meeting on Progress Review and Planning held on 31 January 2024

Purpose	Monthly Progress Review and Planning
Location /site	AiD Project Office Peshawar
Dates	January 31, 2024
Time	02:00 to 05:30 (Wednesday)

Participants of the Meeting

1. Mr. Intisar Ahmed (M&E Specialist)
2. Dr. Sajidin Hussain (Agri Expert) via WhatsApp
3. Mr. Amir Hadi (IT Specialist) via WhatsApp
4. Ms. Rakhsanda Tayyab (M&E Assistant)
5. Mr. Mubarik Said (Admin Assistant)
6. Mr. Umar Khan (HR and Admin)
7. Ms. Sumayya Khan (Field Enumerator)
8. Mr. Faheem Ullah (Field Enumerator)
9. Mr. Wajahat Ullah (Field Enumerator)
10. Mr. Muhammad Hamza (Field Enumerator)
11. Mr. Waqar Younis (Field Enumerator)
12. Mr. Jawad Ahmed (Field Enumerator)
13. Mr. Abdul Fattah (Field Enumerator) via WhatsApp
14. Mr. Shaharyar (Field Enumerator) via WhatsApp
15. Mr. Iftikhar Bashir (Field Enumerator) via WhatsApp
16. Mr. Umar Saeed (MIS Technician)
17. Mr. Sohrab Khan (Data Analyst)
18. Mr. Aammad Ahmed Khan (Data Analyst)

Agenda of the Meeting

1. Progress Review as per Plan submitted for January 2024
2. Feedback from the M&E Specialist on the Field Monitoring Visit
3. Work Planning for the month of February 2024
4. Review of the updated project Presentation as finalized by the M&ECs team
5. Assessment of the M&ECs Work Plan as approved in the Final Inception Report

Details of the Meeting

The meeting began with recitation from the Holy Quran, followed by the M&ES welcoming everyone and outlining the agenda points. He emphasized the importance of staying focused, keeping discussions brief and to the point.

The field staff provided an update on their progress regarding field data collection. Mr. Faheem visited Peshawar district and covered 25 schemes according to his work plan. Mr. Waqar informed that he has completed data for 20 sub-component schemes in district Charsada. Both FEs informed participants that despite dense fog during the month, the support of OFWM staff, and spending additional days in the field, they successfully met their targets. Mr. Abdul Fattah shared his updated progress, visiting districts Swat and Lower Dir, obtaining data from 20 schemes as per the submitted work plan. He also mentioned the visit of the M&E Specialist during the month, where staff and farmers' meetings were conducted and fruitful discussions took place in both district offices, providing a valuable learning experience. Mr. Iftikhar reported successful data collection from 25 sites in Dera Ismail Khan, and Mr. Jawad, following his work plan, gathered impact data from 20 schemes in district Lakki Marwat. Additionally, Mr. Jawad accompanied the M&E specialist to district Lower Dir, aiming to gain in-depth knowledge from that region. Participants noted that in January 2024, FEs visited 110 schemes, all of which were uploaded to the Kobo server in real-time. The summary details of the monitoring visits can be seen in below table I.

Table I: Target Vs. Achievement of the Field Visits in January 2024 by the M&ECs			
Region	District	No. of Schemes Planned	Achieved during the Month
Central	Peshawar	25	25
	Charsada	20	20
Northern	Swat	10	10
	Lower Dir	10	10
Southern	D I Khan	25	25
	Lakki Marwat	20	20
Total		110	110

The IT team informed about its support for both the FEs and PIU staff throughout the month regarding the KPIAIP data. The IT Expert updated participants on the ongoing review of the MIS Dashboard by concerned specialists at the PIU and expressed awaiting their feedback. Furthermore, it was highlighted that all progress and monitoring reports from the M&ECs, which were submitted to the client, have been seamlessly integrated into the Dashboard for easy access and reference.

The M&ES briefed about a field visit that was conducted to assess ongoing activities of the KPIAIP being carried out by the OFWM field staff and FEs of the M&ECs. Formal meetings were held with staff of Swat and Lower Dir districts along with assessments of sub-component schemes at different sites. He shared that emphasis was placed on improving record-keeping practices to ensure accuracy and relevance. Suggestions were provided to enhance quality of data collection and reporting mechanisms, including standardizing

formats and conducting quarterly data reconciliation. The importance of branding of physical schemes for visibility and transparency was also highlighted, with ideas shared to improve branding strategies. He informed that staff meetings demonstrated commitment to implementing suggested improvements, with agreement to integrate digitization, reconciliation processes, MIS implementation, WUAs record-keeping and scheme branding into their workflow.

He added that monitoring visits were conducted to assess Water Storage Tanks and Piped Watercourses sub-component schemes at five different locations. The visits aimed to evaluate data collection proficiency of M&ECs team for impact assessment and project indicator relevance. Following sites were visited

1. Water Storage Tank (B2) in Village Ghalegay, Barikot Swat
2. Water Storage Tank (B2) in Village Kandak, Barikot Swat
3. Piped Watercourse (A4) in Village Amlook Dara Timargara, Dir Lower
4. Piped Watercourse (A4) in Village Gumbatkay, Timargara, Dir Lower
5. Piped Watercourse (A4) in Village Qaziabad Talash, Bandagai, Dir Lower

These sites were visited, with close monitoring of field staff collecting and uploading of data using mobile app. Local farmers representing respective WUAs, shared valuable information and available records. Specific guidance was provided by the M&ES on updating records for precise impact monitoring. It was observed that OFWM officials overseeing the schemes and the beneficiary farmers have performed well, contributing to positive outcomes. The schemes were highly effective, enhancing water accessibility and irrigation, leading to improved agricultural productivity and socio-economic development. The visit demonstrated OFWM's commitment and expertise, highlighting the positive impact on local farmers' lives. Data gathered will enhance project effectiveness and ensure sustainable water management. Overall, the visit supported ongoing field activities, ensuring data quality, addressing standardization issues and promoting best practices in record-keeping and scheme branding.

Work planning for the coming month was discussed in detail. Ms. Rakshanda informed that designated focal persons namely Mr. Wajahat Ullah and Mr. Umar Saeed, submitted timely work plans on the prescribed format after coordinating with FEs and IT staff. After a brief discussion, the work plan for the February 2024 was finalized. FEs will be visiting 110 schemes across three regions, as per given table II.

Table II: Field Monitoring and Data Collection Target for the Month of February 2024		
Region	District	No. of Schemes Planned for the Visit
Central	Peshawar	19
	Charsada	20
Northern	Swat	10
	Lower Dir	12
Southern	D I Khan	25
	Lakki Marwat	24
Total		110

The participants were briefed on the comprehensive M&ECs presentation designed to address the needs of various stakeholders. The updated presentation featured informed data and insightful snapshots of the project activities. Additionally, it integrated valuable input provided by staff during previous meetings. The participants expressed their admiration and appreciation for the efforts of the staff involved in this endeavor. The M&ECs project work plan, as outlined in the final inception report, underwent a thorough review, focusing on key deliverables and established timelines. While most major targets were achieved successfully, progress regarding MIS development and the Midline study fell short of expectations. Participants were informed that both tasks are currently pending at the PIU level and will be addressed in the forthcoming month.

The meeting ended with a vote of thanks to all participants.



Annex. I (b): MoM of Progress Review and Planning Meeting February 2024

M&ECs Staff Meeting on Progress Review and Planning held on 29th February 2024

Purpose	Monthly Progress Review and Planning
Location /site	AiD Project Office Peshawar
Dates	February 29, 2024
Time	10:00 AM to 01:00 PM (Thursday)

Participants of the Meeting

1. Mr. Shamshad Hussain (Team Leader)
2. Mr. Intisar Ahmed (M&E Specialist)
3. Dr. Sajidin Hussain (Agri Expert) via WhatsApp
4. Mr. Amir Hadi (IT Expert) via WhatsApp
5. Mr. Zulqarnain (Environmental Expert)
6. Mr. Mubarik Syed (Admin Assistant)
7. Mr. Umar Khan (HR and Admin)
8. Ms. Rakshanda Tayyab (M&E Assistant)
9. Ms. Sumayya Khan (Field Enumerator)
10. Mr. Iftikhar Bashir (Field Enumerator)
11. Mr. Abdul Fattah (Field Enumerator)
12. Mr. Shahryar (Field Enumerator)
13. Mr. Rafiqullah (Field Enumerator)
14. Mr. Faheem Ullah (Field Enumerator)
15. Mr. Jawad Ahmed (Field Enumerator)
16. Mr. Muhammad Hamza (Field Enumerator)
17. Mr. Waqar Younis (Field Enumerator)
18. Mr. Wajahat Ullah (Field Enumerator)
19. Mr. Umar Saeed (MIS Technician)
20. Mr. Sohrab Khan (Data Analyst)
21. Mr. Aammad Ahmed Khan (Data Analyst)

Agenda of the Meeting

1. Progress Review as per Work-plan submitted for February 2024
2. Work Planning for the month of March 2024
3. Field monitoring visit by the Key expert to Southern Districts
4. Any other issues

Detailed of the meeting

The meeting started with the recitation of the Holy Quran, followed by the Team Leader welcoming the participants and outlining important agenda points. The M&E Specialist desired to have a focused discussion on the agenda points and informed participants to remain attentive. This meeting also served as an orientation session for the newly joined Environmental Expert, Mr. Zulqurnain, who was introduced to the staff and given a presentation related to the project.

The staff provided an update on their progress related to office work and the data collection from field visits. Mr. Wajahat shared that he worked on compiling the data and reports this month and also visited four districts: Karak, Lakki Marwat, Bannu and Kohat in the southern region. He mentioned that his field visit experience was very good. Mr. Waqar informed that he visited district Charsadda during the current month and successfully achieved the target of 20 schemes for impact data collection. Mr. Faheem visited district Peshawar and covered 19 schemes respectively as part of his agreed plan. Mr. Iftikhar told participants that he has covered 24 schemes in D.I. Khan during the current month. Mr. Abdul Fattah shared his field visit progress of districts Swat and Lower Dir. In district Swat, he covered 16 schemes, but the target was 10 sub-components. He added that in Lower Dir, the target was to cover 12 sites, but he could only cover 6 schemes as 6 schemes were dropped because of heavy snowfall. Mr. Jawad visited Lakki Marwat and successfully covered 25 schemes in the month. He also informed that there were no security problems at his sites, upon a query raised by the Team Leader. Overall the FEs had visited 110 schemes and respective sub-components data was uploaded on Kobo server in real time. The summary detail of the field visits against the planned targets can be seen in the below table.

Target Vs. Achievement of February 2024 for the M&ECs Field Monitoring Visits			
Region	District	No. of Schemes Planned	Achieved during the Month
Central	Peshawar	19	19
	Charsaddah	20	20
Northern	Swat	10	16
	Lower Dir	12	06
Southern	D I Khan	24	24
	Lakki Marwat	25	25
	Total	110	110

The IT expert shared details of an important meeting held in the PIU regarding feedback on the uploaded MIS Dashboard of the project in the current month. He assured that suggested improvements would be incorporated and that he would subsequently present it to KPIAIP management. Mr. Umar Saeed and Data Analysts updated the team on the IT-related progress of their section and requested field staff to ensure that when taking photos, one photo must include WUAs' members and another photo must include the scheme site.

A detailed discussion was held regarding the work plan for March 2024. Ms. Rakshanda Tayyab requested that planned activities be submitted promptly for her to compile and forward them to the relevant stakeholders. Dr. Sajidin shared updates on the Research Component activities to be carried out in consultation with the PIU in the coming month. The M&E Specialist emphasized the importance of

coordinating planning efforts to achieve maximum output, taking into account the project's available resources and input. He briefly outlined the targets of field visits for the upcoming month with all field staff and mentioned that the holy month of Ramadan would begin after the coming week. Following thorough input and coordination with district officials of OFWM, it was agreed to conduct 110 site visits across the seven districts as detailed below.

Field Monitoring and Data Collection Target for the Month of March 2024		
Region	District	No. of Schemes Planned for the Visit
Central	Nowshera	20
	Charsaddah	20
Northern	Swat	14
	Lower Dir	06
Southern	DI Khan	16
	Tank	10
	Bunnu	24
Total		110

The M&E Specialist briefed about his field visits conducted to assess ongoing project activities carried out by the OFWM field staff and FEs of the M&ECs. He informed of formal meetings that were held with staff from Districts Kohat, Karak, Bannu, Lakki Marwat and DI Khan, along with assessments of sub-component schemes at nine different sites. He shared important agenda points from the meetings with OFWM staff, which included focused discussions on standardizing field data input for the project, ensuring consistency in compilation, rectifying common errors and issues reported to the PIU, thereby streamlining the data entry process and improving accuracy. He added that stress was also placed on improving record-keeping and WUAs filing procedures, as well as timely and accurate updates of records at the field level. Additionally, the importance of branding physical schemes for visibility and transparency was emphasized. The FEs of the visited districts reported that the OFWM staff was highly appreciative of the guidance provided by the M&E Specialist and grateful for the M&ECs' support in record keeping and visibility.

As there were no further issues to discuss, the meeting concluded with a vote of thanks to all participants.



Annex. I (c): MoM of Progress Review and Planning Meeting March 2024

M&ECs Staff Meeting on Progress Review and Planning on 27th March 2024

Purpose	Monthly Progress Review and Planning
Location /site	M&ECs Project Office Peshawar
Date	March 27, 2024
Time	11:30 AM to 03:30 PM (Wednesday)

Participants of the Meeting

1. Mr. Intisar Ahmed (M&E Specialist)
2. Dr. Sajidin Hussain (Agri Expert) via WhatsApp
3. Mr. Amir Hadi (IT Expert) via WhatsApp
4. Mr. Zulqarnain (Environmental Expert) via WhatsApp
5. Mr. Mubarik Syed (Admin Assistant)
6. Mr. Umar Khan (HR and Admin)
7. Ms. Rakshanda Tayyab (M&E Assistant)
8. Ms. Sumayya Khan (Field Enumerator)
9. Mr. Iftikhar Bashir (Field Enumerator) via WhatsApp
10. Mr. Abdul Fattah (Field Enumerator)
11. Mr. Shahryar (Field Enumerator) via WhatsApp
12. Mr. Rafiqullah (Field Enumerator) via WhatsApp
13. Mr. Faheem Ullah (Field Enumerator)
14. Mr. Jawad Ahmed (Field Enumerator)
15. Mr. Muhammad Hamza (Field Enumerator)
16. Mr. Waqar Younis (Field Enumerator) via WhatsApp
17. Mr. Wajahat Ullah (Field Enumerator)
18. Mr. Umar Saeed (MIS Technician)
19. Mr. Sohrab Khan (Data Analyst)
20. Mr. Aammad Ahmed Khan (Data Analyst) via WhatsApp

Agenda of the Meeting

1. Progress Review as per Work-plan submitted for March 2024
2. Work Planning for the month of April 2024
3. Field Monitoring Visits by the Key Experts to Central Districts
4. Update on Research Component of the Project
5. Update on the MIS Dashboard of the KPIAIP
6. Update on the Mid Term Report of the Project
7. Any other Issue

Details of the Meeting

The meeting started with the recitation of the Holy Quran, followed by the M&E Specialist welcoming the participants and outlining important agenda points. He desired to have focused discussion on the agenda points and informed participants to remain attentive.

The staff presented a report on their advancements in office tasks and the data gathered during field visits. Mr. Faheem visited district Nowshera and he covered 20 schemes as per the agreed plan. Mr. Iftikhar visited districts D.I. Khan and Tank during this month, he successfully covered 16 and 10 schemes respectively. Mr. Abdul Fattah shared his field visit progress of districts Swat and Lower Dir. In district Swat, he covered 14 schemes and in district Dir Lower, he covered 06 schemes during the current month. Mr. Waqar informed that he visited district Charsadda during the current month and successfully achieved the target of 20 schemes for impact data collection. Mr. Jawad visited Bannu and successfully covered 24 sub-component schemes in the month. Overall the FEs had visited 110 schemes in seven districts and respective data was uploaded on Kobo server in real time. The summary detail of the field visits against the planned targets can be seen in the below table.

Target Vs. Achievement of March 2024 for the M&ECs Field Monitoring Visits			
Region	District	No. of Schemes Planned	Achieved during the Month
Central	Nowshera	20	20
	Charsaddah	20	20
Northern	Swat	14	14
	Lower Dir	06	06
Southern	D I Khan	16	16
	Bannu	24	24
	Tank	10	10
	Total	110	110

An exhaustive discussion was held regarding the work plan for April 2024. Ms. Rakshanda Tayyab acknowledged that activities are being submitted on time so she is able to compile and share them to the relevant stakeholders on prescribed format. The M&E Specialist briefly outlined the targets of field visits for the upcoming month with all field staff and mentioned that the holy month of Ramadan and Eid break may be considered. Following thorough input and coordination with district officials of OFWM, it was agreed to conduct 110 site visits across the seven districts as per below details.

Field Monitoring and Data Collection Target for the Month of April 2024		
Region	District	No. of Schemes Planned for the Visit
Central	Nowshera	10
	Charsaddah	20
	Haripur	15
Northern	Swat	12
Southern	D I Khan	12
	Tank	10
	Karak	20
	Lakki Marwat	11
Total		110

The M&E Specialist briefed about his field visits conducted to assess ongoing project activities carried out by the OFWM field staff and FEs of the M&ECs. The M&ES informed that he visited the central districts Charsaddah and Nowshera along with the team leader and FEs. He additionally visited other districts including Abbottabad, Mansehra and Haripur to ensure a comprehensive evaluation of monitoring and assessment efforts. The objective of these visits was primarily to engage directly with OFWM field staff, understanding their experiences and resolve any issues they may have faced while maintaining record keeping. Secondly, to thoroughly assess the data collection and monitoring procedures to improve the efficiency of project operations. He shared important agenda points of the formal meetings that were held with the respective district staff of OFWM and details of the field visits that were held for quality assurance of impact data and the process being followed by the FEs.

During the meeting, an extensive discussion took place concerning the research component of the KPIAIP project. The M&ES explained that this component is distinctly outlined with a designated budget allocation as part of Component C in the project documentation. He informed that specialists from the PIU and the consulting team will collaborate closely to carry out this significant assignment. Furthermore, he mentioned that a preliminary working paper has been formally shared with the PIU during this month. A sequence of meetings is scheduled in the upcoming weeks to collaboratively finalize this key task.

The IT expert provided details of an important meeting convened at this office during the first week of March 2024, attended by Mr. Naseeb Ur Rehman (Additional Director General and Focal Person KPIAIP), Mr. Baqir (MIS Specialist PIU) and Mr. Zafar Kakakhel (M&E Specialist PIU). The meeting centered on gathering feedback on the uploaded MIS Dashboard by the consultants. Key experts from the M&ECs alongside the Team Leader contributed their perspectives on the queries raised by the attendees. The IT expert precisely documented comments and apprised the participants of the requisite server space needed for uploading the MIS Dashboard. The Focal person acknowledged the teamwork and expressed support for collaborative efforts aimed at improving the effectiveness and usability of the MIS for the project. A follow-up session was conducted by the IT team and M&ES within the PIU premises to further clarify the attributes of the MIS dashboard under the guidance of relevant experts.

The participants were informed that the preliminary mid-term report, initially submitted in September 2023, has undergone review by the PIU and comments have been received during this month. Mr. Wajahat (FE) has been tasked with consolidating feedback from all stakeholders. He will collaborate closely with key experts from both the PIU and the M&ECs to refine the draft. The finalized version will be presented to the focal person KPIAIP in April 2024 before publication for dissemination.

As there were no further issues to discuss, the meeting concluded with a vote of thanks to all participants



Annex. II (a): NFR - Field Visit conducted by the M&E Specialist to the Northern Districts

Note for Record (NFR)

Drafted on January 24, 2024

Field Monitoring Visits to District Swat and Lower Dir from 16th to 21st January 2024

The Monitoring and Evaluation Specialist undertook an important field visit to meet the OFWM field staff and assess the quality of ongoing field activities conducted by the Field Enumerators of M&ECs team. Itinerary of the visit is given in the Annex 1. The primary purpose of the visit was to apprise district staff of digitization of KPIAIP data and conduct an assessment of the ongoing activities by the M&ECs field staff and suggest improvement for obtaining quality data.

The visit covered two district offices namely Swat and Lower Dir apart from inspecting five sub-component schemes within the districts. List of participants and summary details of the staff meetings is attached as Annex 2. Detailed discussions were held with the staff members and farmers representing Water Users Associations (WUAs) formed by the field teams of the KPIAIP. Formal meetings were conducted with the respective district staff of OFWM covering following agenda points:

- Discussion on standardization of field data input for the project
 - Uniformity of formats w.r.t. dates, sub-components, gaps and attributes in xls data
 - Conversation on common errors and slip-ups as reported to the PIU
 - Digitization of sub-component data and reconciling of district records with the PIU
 - Introduction to the MIS Dashboard of the KPIAIP developed recently by the M&ECs
- Improving record keeping at field levels (WUAs filing, updating of records etc.)
- Emphasizing the branding and visibility of the KPIAIP schemes at the field level

In-depth conversations took place upon the agenda points with the respective staff of both districts. Existing records and data reporting practices to the PIU, along with documentation pertaining to the field activities were examined. This comprehensive review provided a clear understanding of the existing situation, forming the basis for well-informed suggestions and recommendations. As part of the effort to digitize data management, a brief overview was given on the MIS-Dashboard that has been developed by the M&ECs for the project. The participants were given clarity on different aspects of the future reports that could be generated from the MIS, showcasing the potential benefits of the system that will be implemented in the near future. The staff expressed a high degree of satisfaction, acknowledging that the discussions were not only highly informative but also instrumental in gaining a profound understanding of the project and the critical role of ensuring data quality.

The M&E Specialist proposed focused suggestions to enhance the quality of data collection and reporting to different stakeholders. These suggestions included measures to improve uniformity in data formats, addressing common errors reported to the PIU and streamlining the digitization of sub-component data. Recognizing the importance of flow of data on frequent basis, the field staff was advised to conduct quarterly data reconciliation with the district office and the PIU. This approach can promptly help to identify and rectify discrepancies or issues in the data, contributing to the overall accuracy and reliability of the KPIAIP data.

The existing record-keeping practices at both the field and office levels, specifically concerning the records of WUAs were assessed. It was suggested to place particular emphasis on improving this important aspect. Staff was informed that effective record-keeping at the field level is vital for the smooth functioning of WUAs and it is imperative that members' information is regularly updated to ensure accuracy and relevance. Timely updates are crucial not only for internal management but also to keep the PIU well-informed. In addition, any visit by officials from the World Bank or concerned authorities to the field will serve as an opportunity to showcase the improved record-keeping practices, fostering trust and demonstrating a commitment to accountability, ultimately strengthening the OFWM relationship with external stakeholders.

The staff was informed that branding of physical schemes plays a key role in enhancing visibility and transparency among the general public. It helps distinguish schemes from one another and establishes a clear identity that resonates with the targeted communities. Effective branding creates awareness apart from enabling the farmers to easily identify and understand the purpose of various schemes. During discussions, different ideas were shared to improve the branding of sub-components in order to promote the visibility of KPIAIP initiatives and create sense of ownership among stakeholders.

During both staff meetings, participants displayed a high level of focus and commitment. They expressed assurance of their full support in implementing the suggested improvements. The affirmative response indicated a collective commitment to enhancing the quality of field activities. It was agreed that the digitization of data, quarterly reconciliation processes, MIS implementation, WUAs record-keeping and branding of schemes will be seamlessly integrated into their workflow.

Field monitoring visits were conducted along with FEs and OFWM staff in five different sites in Swat and Dir Lower districts, focusing on Water Storage Tanks (B2) and Piped Watercourse (A4) sub-component schemes. The objective of these visits was to assess the efficiency of data collection by M&ECs team for impact assessment and relevance to the key project indicators. Following sites were visited:

1. Water Storage Tank (B2) in Village Ghalegay, Barikot Swat
2. Water Storage Tank (B2) in Village Kandak, Barikot Swat
3. Piped Watercourse (A4) in Village Amlook Dara Timargara, Dir Lower
4. Piped Watercourse (A4) in Village Gumbatkay, Timargara, Dir Lower
5. Piped Watercourse (A4) in Village Qaziabad Talash, Bandagai, Dir Lower

The field staff of the M&ECs was closely monitored as they attentively collected data of the schemes for the purpose of impact assessment using the mobile app. Local farmers exhibited confidence in providing information about the schemes and keenly shared available records of their WUAs. Field staff was provided necessary guidelines for obtaining additional details that could contribute to a thorough analysis of the scheme's impact. Farmers were also advised on the importance of regularly updating their records to facilitate precise monitoring of the schemes. The OFWM officials responsible for the implementation of these schemes have performed commendably and their efforts have contributed well to the positive outcomes too.

It was observed that the sub-component schemes implemented under KPIAIP in the region are highly effective and beneficial for local communities. Notably, both Water Storage Tanks and Piped Watercourses are playing a significant role in enhancing water accessibility and irrigation facilities. The overall impact on farmers has been very positive and improved water infrastructure is enhancing agricultural productivity, leading to better crop yields. The schemes being executed under the project are playing a crucial role in the

socio-economic development of the local farmers, empowering communities and improving their livelihoods. One can safely say that these relatively small sub-component are well-received, effectively implemented and are positively impacting both farmers and the overall development of the region.

The visit provided valuable insights into the OFWM progress and impact. The commitment and expertise exhibited by the OFWM field operational staff was admirable. The on-site assessment of KPIAIP schemes highlighted their positive influence on the lives of local farmers. Specifically Water Storage Tanks and Piped Watercourses implemented in Swat and Dir Lower districts are making a substantial difference in the lives of the local communities. The gathered data will be instrumental in enhancing the project's effectiveness and ensuring sustainable water management in the region. In essence, the field visit was very encouraging as it helped in supporting on-going field activities, ensuring data quality through digitization, addressing standardization issues and promoting best practices in record-keeping and scheme branding at the field level.



Annex 1

Schedule of the M&E Specialist Visit to Northern Region (District Swat and Lower Dir)				
S/No.	Date	Time	Activity	Venue
1.	January 16, 2024	11:00 AM to 4:00 PM	Departure and Arrival	Project Office Peshawar to District Swat
2.	January 17, 2024	10:00 AM to 2:00 PM	Meeting with district staff Swat	OFWM District Office Mingora Swat
3.	January 17, 2024	2:00 PM to 4:00 PM	Field Monitoring Visit	Village Ghalegay, Barikot Swat
4.	January 17, 2024	4:00 PM to 5:30 PM	Field Monitoring Visit	Village Kandak, Barikot Swat
5.	January 18, 2024	11:00 AM to 4:00 PM	Departure and Arrival	District Swat to Dir Lower
6.	January 19, 2024	10:00 AM to 2:00 PM	Meeting with district staff	OFWM District Office Lower Dir
7.	January 19, 2024	2:15 PM to 4:00 PM	Field Monitoring Visit	Village Amlook Dara Timargara, Dir Lower
8.	January 19, 2024	4:00 PM to 5:30 PM	Field Monitoring Visit	Village Gumbatkay, Timargara, Dir Lower
9.	January 20, 2024	11:00 AM to 2:00 PM	Field Monitoring Visit	Village Qaziabad Talash, Bandagai, Dir Lower
10.	January 21, 2024	11:00 AM to 4:00 PM	Departure and Arrival	Lower Dir to Islamabad
11.	January 22, 2024	11:00 AM to 5:00 PM	Departure and Arrival	Islamabad to Peshawar

Annex 2

Plan of M&E Specialist Meeting with OFWM (KPIAIP) staff at District Swat and Lower Dir				
	Date	Time	Venue	Participants
1.	January 17, 2024	10 AM to 02 PM	District Office Swat	Mr. Atta ullah (Deputy Director)
2.				Mr. Intisar Ahmed (M&ES)
3.				Mr. Habibullah (WMO)
4.				Mr. Abdullah (WMO)
5.				Mr. Muhammad Ali (Computer Operator)
6.				Mr. Shujaat Ali Khan (Sub-Engineer)
7.				Mr. Rahim Badshah (Sub-Engineer)
8.				Mr. Ziaullah (Sub-Engineer)
9.				Mr. Abdul Subhan (Sub-Engineer)
10.				Mr. Shahzad Ali (Sub-Engineer)
11.				Mr. Akhtar Ali Khan (Sub-Engineer)
12.				Mr. Sher Shah (Sub-Engineer)
13.				Mr. Abdul Fattah (FE M&ECs)
14.	January 19, 2024	10 00 hours to 13 30 hours	OFWM District Office Dir Lower	Mr. Moeen ud Din (DO)
15.				Mr. Intisar Ahmed (M&ES)
16.				Mr. Attaullah (Deputy District Officer)
17.				Mr. Abdullah (WMO-Upper Swat)
18.				Mr. Saleem Javed (WMO)
19.				Mr. Nazir Jan (Sub-Engineer)
20.				Mr. Iftikhar Khan (Sub-Engineer)
21.				Mr. Abdul Fattah (FE M&ECs)
22.				Mr. Rehmat Elahi (Sub-Engineer)
23.				Mr. Basheer Ahmed (Sub-Engineer)
24.				Mr. Jawad Jan (FE M&ECs)

Annex. II (b): NFR - Field Visit conducted by the M&E Specialist to the Southern Districts

Note for Record (NFR)

Drafted on February 26, 2024

Field Monitoring Visits to South Region from 20th to 24th February 2024

The Monitoring and Evaluation Specialist, Mr. Intisar Ahmed, along with the Field Enumerator, Wajahat Ullah, undertook an important field monitoring visit to the South Region of KPK, covering districts of Kohat, Karak, Bannu, Lakki Marwat and Dera Ismail Khan. The aim of the visit was to engage with OFWM field staff and assess the quality of ongoing field monitoring activities performed by the Field Enumerators. The itinerary of the visit is given in Annex I and list of OFWM staff along with meeting details is attached as Annex II.

Engagement with OFWM Officials

Formal meetings were conducted with the respective district staff of OFWM, covering the following agenda points:

1. Discussion on standardization of field data input for the KPIAIP project:
 - a. Ensuring uniformity of formats concerning formats of dates, sub-components, gaps in figures and attributes in SFT (Social, Financial and Technical) data.
 - b. Addressing common errors, spellings and slip-ups as reported to the PIU.
 - c. Reconciliation of official district records with the PIU on quarterly basis.
2. Digitization of KPIAIP records and Introduction to the recently developed MIS Dashboard of the project.
3. Consolidation of record-keeping at field levels:
 - a. Improving WUAs Records and data.
 - b. Updating field records effectively.
4. Emphasizing the branding of the KPIAIP schemes for transparency and visibility

The discussion on the standardization of field data input for the project served as the cornerstone of the formal meetings with the respective district staff of the department. The staff was guided to ensure uniformity across various aspects of scheme data reporting. These included standard formats for dates, avoiding spaces or gaps in compiling of records and attributes within the SFT data. It was communicated that by addressing common errors and slip-ups, the data entry process will be streamlined apart from enhancing its accuracy. The M&E Specialist shared his thoughts on the summary data records of completed schemes from previous years across respective districts. It was unanimously acknowledged that reconciling of district records with the PIU on monthly or quarterly basis can improve planning and execution to a greater extent. To safeguard further transparency, district management was guided to conduct quarterly reviews of on-going and completed schemes data for quality assurance purposes.

The modernization of the KPIAIP management system was highlighted through the digitization of project records. Staff members were briefed on the development of a user-friendly MIS Dashboard by the M&ECs, which has been made available on the server for comments and feedback from relevant experts. This dashboard will serve as a comprehensive tool for planning, record keeping, monitoring, evaluation and impact assessment of various interventions carried out by the OFWM. Additionally, it will empower management to

make well-informed decisions based on real-time insights. Addressing queries from the field staff, it was clarified that training sessions will be conducted in the upcoming quarter for concerned officials to effectively utilize the MIS Dashboard. This hands-on approach will ensure that staff members are equipped with the necessary skills to maximize the benefits.

Improving record-keeping at field levels emerged as a critical agenda point during the meetings with the district staff of OFWM. The focus was on improving the filing procedures of Water User Associations (WUAs) and ensuring the timely and accurate updating of records. It was conveyed that effective record-keeping is essential for maintaining transparency, accountability and continuity in project operations. Updating record-keeping practices at the field level can streamline administrative processes, minimize errors and enhance data accessibility for stakeholders. The concerned field staff assured that through collaborative efforts of WUA members this important aspect of the project being the foundation of sub-components will be strengthened for long-term sustainability.

The final agenda item emphasized the critical significance of branding and visibility for the KPIAIP schemes within local communities. Staff were explicitly informed that recognizing these schemes not only heightens awareness but also cultivates a profound sense of ownership and transparency among community members. Staff shared their thoughts on the pros and cons of the steel signboard. Rigorous brainstorming resulted in exploring diverse options and strategies aimed at robustly enhancing the branding and visibility of the KPIAIP schemes.

The convened meetings across all district offices were significantly recognized and appreciated. It was duly acknowledged that such meetings would yield lasting benefits, not only for the thorough record-keeping associated with the current project but also for the broader operational landscape of the OFWM initiatives.

Field Monitoring Visits

One of the objectives of the current field visit was to review the efficacy of data collection process being adopted by the FEs for impact assessment. It also aimed to gauge the relevance of the collected data in providing valuable insights into the project's progress and its impact on targeted communities. Through assessments the management wanted to see the accuracy, comprehensiveness and relevance of data collection processes too for continuous improvement in project implementation and monitoring mechanisms. A total of nine sub-components in Lakki Marwat and D I Khan were monitored by the M&E Specialist as given below.

1. Piped Watercourse (A4) in village Sardari Kala, Lakki Marwat
2. Piped Watercourse (A4) in village Nali Chak Sirki Khel, Lakki Marwat
3. Non-Canal Large Watercourse (A2) in village, Kotka Jasmal, Lakki Marwat
4. Water Storage Tank (B2) in the village Maghara, Lakki Marwat
5. Canal Command Watercourses (A1.2) in village Khutti, D I Khan
6. Canal Command Watercourses (A1.2) in village Zandani, D I Khan
7. Non-Canal Area Watercourses (A3) in village Jhoke Tarili, D I Khan
8. Non-Canal Area Watercourses (A3) in village Jhoke Khalar, D I Khan
9. Non-Canal Area Watercourses (A3) in village Kot Shahani, D I Khan

The respective field staff of the M&ECs was keenly supervised during the collection of schemes' data for impact assessment, utilizing the Kobo data-collecting mobile app. Process of information collection and

scheme record available in the district offices underwent careful review by the visitors. In an effort to gather comprehensive insights, meetings were held with members of the WUAs at the sub-component sites. During these interactions, valuable information was exchanged and WUA records were reviewed for further analysis. Moreover, farmers were educated on consistently updating their records to ensure precise scheme monitoring. It was observed that OFWM officials responsible for the execution of the schemes, have significantly contributed to the positive outcomes witnessed in scheme implementation. Their oversight and support have been instrumental in ensuring the success and impact of the initiatives undertaken under KPIAIP.

Key Takeaway of the M&E Specialist Visit

- To improve and refine M&E operations, critical concerns and their corresponding recommendations were comprehensively discussed during the visit. The agenda points were communicated with effectiveness and clarity, ensuring alignment and understanding among all stakeholders.
- Efforts were made towards the reconciliation of KPIAIP data at different levels, aiming to rectify common errors and ensure the accuracy and integrity of records. This initiative will help in maintaining the reliability and credibility of the data utilized for decision-making processes.
- The representation of official records at operational level will undergo enhancements, leading to greater accuracy and consistency in reporting and documentation.
- In line with improving data management practices, measures will be implemented to strengthen the process of uploading data onto the forthcoming MIS Dashboard platform. This will streamline data handling procedures and facilitate efficient utilization of information for monitoring and evaluation purposes.
- Record keeping of WUAs was effectively recognized and that will help in observance of comprehensive and up-to-date information for effective scheme management and evaluation.
- The implementation of branding guidelines for schemes was emphasized and that will enhance transparency, visibility, and trust among stakeholders.

Annex I

Schedule of the M&E Specialist Visit to Southern Region (Districts Kohat, Karak, Bunnu, Lakki Marwat and Dera Ismail Khan)				
S/No.	Date	Time	Activity	Venue
1.	February 20, 2024	10:00 AM to 11:30 AM	Departure and Arrival	Project office Peshawar to OFWM district office Kohat
2.	February 20, 2024	11:45 AM to 2:00 PM	Meeting with OFWM staff	OFWM District Office Kohat
3.	February 20, 2024	02:00 PM to 3:15 PM	Departure and Arrival	OFWM office Kohat to OFWM office Karak
4.	February 20, 2024	03:00 PM to 5:00 PM	Meeting with OFWM staff	OFWM District Office Karak
5.	February 20, 2024	05:00 PM to 6:30 PM	Departure and Arrival	OFWM office Karak to Guest House at Bunnu
6.	February 21, 2024	10:00 AM to 11:45 PM	Meeting with OFWM staff	OFWM District Office Bunnu
7.	February 21, 2024	12:15 PM to 1:30 PM	Departure and Arrival	OFWM office Bunnu to OFWM office Lakki Marwat
8.	February 21, 2024	1:45 PM to 03:30 PM	Meeting with OFWM staff	OFWM District Office Lakki Marwat
9.	February 21, 2024	3:45 PM to 5:30 PM	Field Monitoring Visit	Village Sardari Kalla, Serai Naurang, Lakki Marwat
10.	February 21, 2024	05:30 PM to 6:45 PM	Departure and Arrival	Serai Naurang to Guest House at Bunnu
11.	February 22, 2024	9:30 PM to 3:30 PM	Field Monitoring Visit to sub-components	Village Kotka Jasmal, village Nali Chak Sirkikhel, village Maghra in Lakki Marwat
12.	February 22, 2024	03:30 PM to 6:30 PM	Departure and Arrival	Lakki Marwat to Guest House at D I Khan
13.	February 23, 2024	10:30 AM to 12:45 PM	Meeting with district staff	OFWM District Office D I Khan
14.	February 23, 2024	01:30 PM to 4:30 PM	Field Monitoring Visit	Village Khutti and village Zandani at D I Khan
15.	February 23, 2024	04:30 PM to 5:30 PM	Departure and Arrival	Village Zandani to Guest House at D I Khan
16.	February 24, 2024	10:30 PM to 3:30 PM	Field Monitoring Visit to sub-components	Village Kat Shahani Parova, village Jhoke Tarili and Jhoke Khalar, in D I Khan
17.	February 24, 2024	04:00 PM to 8:00 PM	Departure and Arrival	D I Khan to Islamabad
18.	February 26, 2024	8:00 AM to 10:00 AM	Departure and Arrival	Islamabad to Peshawar

Annex II

S. No.	Date	Time	Venue	Participants
1.	20/02/2024	11:45 AM to 2:00 PM	OFWM District Office Kohat	Wasim Ullah (District Officer)
2.				Mr. Intisar Ahmed (M&ES)
3.				Irfan Mashal (Sub Engineer)
4.				Tahir (Sub Engineer)
5.				Mubashir Hussain (Sub Engineer)
6.				Rafaqat Hussain (Sub Engineer)
7.				Aman Ullah Khan (Computer Operator)
8.				Noor Zeb (Junior Clerk)
9.				Wajahat Ullah (FE M&ECs)
10.	20/02/2024	03:00 PM to 5:00 PM	OFWM District Office Karak	Waqar Ahmad (FE M&ECs)
11.				Muhammad Tufail (District Officer)
12.				Mr. Intisar Ahmed (M&ES)
13.				Mazhar Iqbal (WMO)
14.				Iftikhar Alam (Computer Operator)
15.				Abdul Saeed (Office Assistant)
16.				Wajahat Ullah (FE M&ECs)
17.				Jawad Ahmad Jan (FE M&ECs)
18.	21/02/2024	10:00 AM to 11:45 PM	OFWM District Office Bannu	Mr. Intisar Ahmed (M&ES)
19.				Kifayat Ullah (Sub Engineer)
20.				Muhammad Khalid Khan (Ex WMO)
21.				Bakht Niaz (Computer Operator)
22.				Farhat Ullah (Junior Clerk)
23.				Wajahat Ullah (FE M&ECs)
24.				Jawad Ahmad Jan (FE M&ECs)
25.				Raiq Ahmad (Deputy Director)
26.	21/02/2024	1:45 PM to 03:30 PM	OFWM District Office Lakki Marwat	Mr. Intisar Ahmed (M&ES)
27.				Sami Ullah (WMO)
28.				Hussain Ahmad (WMO)
29.				Saif Ullah (Sub Engineer)
30.				Inam Ullah (Computer Operator)
31.				Wajahat Ullah (FE M&ECs)
32.				Jawad Ahmad Jan (FE M&ECs)
33.	22/02/2024	10:30 AM to 12:45 PM	OFWM District Office DIKhan	Habib Ur Rehman (District Director)
34.				Mr. Intisar Ahmed (M&ES)
35.				Bilal Ahmad (Deputy Director)
36.				Sheikh Jamshid (WMO)
37.				Javed (Sub Engineer)
38.				Ikram (Sub Engineer)
39.				Safder (Sub Engineer)
40.				Manzoor Ahmad ((Office Assistant))
41.				kifyat Ullah (Computer Operator)
42.				Jawad Ahmad Jan (FE M&ECs)
				Iftikhar Bashir (FE M&ECs)



Annex. II (c): NFR - Field Visit conducted by the key Experts to the Central Districts

Note for Record (NFR)

Drafted on March 25, 2024

Field Monitoring Visits of Key Experts to the Central Region in the month of March 2024

In an effort to engage with OFWM field staff and assess the quality of ongoing field monitoring activities, the key experts of the M&ECs continued their field monitoring visit in the central region covering Charsadda and Nowshera districts during the first week of March. Led by the Team Leader and M&E Specialist, the visit aimed to evaluate the quality of ongoing field monitoring activities. Accompanied by Field Enumerators Mr. Wajahat Ullah and Mr. Waqar Ahmed, the team embarked on a significant journey that provided valuable insights into the progress and challenges faced in the field. The M&E Specialist additionally visited other districts including Abbottabad, Mansehra and Haripur to ensure a comprehensive evaluation of monitoring and assessment efforts. For detailed information regarding the visit itinerary and a comprehensive list of OFWM staff met during the visits, please refer to **Annex A** and **Annex B** of this report respectively.

The purpose of these visits was firstly, to interact closely with OFWM field staff, understanding their experiences and addressing any concerns they may have encountered during their record keeping activities. Secondly, to meticulously evaluate the quality of data collection and monitoring processes of the consultants to enhance the effectiveness of project operations.

Interactions with OFWM Officials

Formal meetings were held with the respective five district staff of OFWM, covering following agenda points:

1. Discussion on standardizing of the field data input for the KPIAIP project and reconciliation with the PIU.
2. Introduction to the data digitization and showcasing the newly developed MIS Dashboard of the project.
3. Improving record-keeping at the field level with emphasis on WUAs records and data management.
4. Highlighting the importance of branding of the KPIAIP schemes for transparency and visibility.

The primary focus of the official meetings with the district staff of the department centered on standardizing the input of field data for the project. The M&E Specialist provided insights into the data records of completed schemes from previous years across the respective districts. There was unanimous agreement that reconciling district records with the PIU on a monthly or quarterly basis will greatly enhance planning and execution. Additionally, the staff was guided to conduct quarterly reviews of ongoing and completed scheme data for quality assurance and reporting purposes. The participants shared ideas to ensure consistency in various aspects of scheme data reporting. This included establishing standardized formats, eliminating gaps in record compilation and ensuring accuracy in attributes within the soft data. Special attention was given to addressing common errors and oversights to streamline the data entry process and improve its precision.

Staff members and the management of the respective districts received a briefing from the visitors on the development of a user-friendly MIS Dashboard, now accessible on the server for feedback from relevant experts. Participants were informed that the KPIAIP management will be improved through the use of the proposed MIS, allowing for digital updating of project records. Anticipated MIS dashboard will serve as a comprehensive tool for planning, record-keeping, monitoring, evaluation and impact assessment of various OFWM interventions. Furthermore, it will empower management to make well-informed decisions based on

real-time insights. In response to inquiries from field staff, it was clarified that training sessions will be conducted in the upcoming months for relevant officials to effectively utilize the MIS Dashboard. This hands-on approach will ensure that staff members are equipped with the necessary skills to maximize its benefits.

During meetings with the concerned district staff of OFWM, enhancing record-keeping at field level was thoroughly discussed being an important aspect of the project. The staff was guided to improve filing procedures for Water User Associations (WUAs) at field levels. Team leader stressed that efficient record-keeping is vital for maintaining transparency, accountability and sustainability of the project operations. Improving field level records will streamline processes, reduce errors and enhance data accessibility for different stakeholders. The concerned field staff affirmed that through collaborative efforts of WUA members, this key aspect of the project, which serves as the foundation of sub-components, will be strengthened for long-term sustainability.

The final agenda item underscored the critical importance of branding and visibility for the KPIAIP schemes within local communities. Staff were explicitly informed that recognizing these schemes not only raises awareness but also fosters a deep sense of ownership and transparency among community members. Staff shared their insights on the advantages and disadvantages of signboards with reference to the local context. A thorough brainstorming session ensued, exploring various options and strategies to robustly enhance the branding and visibility of the KPIAIP schemes.

The meetings held across all district offices were met with significant recognition and appreciation. It was unanimously acknowledged that these gatherings would yield lasting benefits, not only for the thorough record-keeping associated with the current project but also for enhancing the overall operational efficiency of OFWM initiatives.

Field Monitoring Visits

The primary goal of the recent field monitoring visit was to assess how effectively the Field Enumerators (FEs) were collecting data for impact assessment. The aim was to determine if the data collected provided valuable insights into the project's progress and its impact on the communities it targeted. Management wanted to ensure the accuracy, comprehensiveness and relevance of the data collection processes for ongoing improvements in project implementation and monitoring. During the visit, the M&E Specialist monitored four sub-components in Charsadda and Nowshera, including water storage tank and various watercourses across different villages. The field staff of the OFWM also accompanied during these visits. FEs were closely supervised during the data collection process, which involved using the mobile app. The records of schemes available in district offices were also carefully reviewed to ensure accuracy and consistency. Following sites were visited during the month.

1. Canal Command Watercourse (A1.2) in village Bahlola Walibagh, Charsadda
2. Piped Scheme Altaf Hussain Khattak (A4) in village Sadat Abad, Charsadda
3. Piped Scheme Hassan Khan (A4) in village Wattar, Nowshera
4. Water Storage Tank II Hassan Khan (B2) in village Wattar, Nowshera

To gain a deeper understanding, meetings were held with members of Water User Associations (WUAs) at the sites of each sub-component. These interactions provided valuable reflections related to the schemes and project outcome. WUA records were thoroughly examined for further analysis. Additionally, farmers were educated on the importance of consistently updating their records to facilitate precise scheme monitoring.

Key Takeaways of the Key Experts' Field Monitoring Visit

- Overall, the field visit was comprehensive and aimed to ensure the accuracy of data collection processes, evaluate project progress and impact and engage with stakeholders for valuable insights and feedback.
- Thorough discussions on improving and refining M&E operations were held with OFWM management. The Team Leader and M&ES addressed critical concerns and proposed recommendations, ensuring clear communication of agenda points to all stakeholders and fostering alignment and understanding.
- Importance of reconciling KPIAIP data at various levels to rectify common errors, ensuring the accuracy and integrity of records was communicated. This initiative aimed to maintain the reliability and credibility of data used for decision-making processes.
- To improve data management practices, measures were explored to strengthen the process of uploading data onto the upcoming MIS Dashboard platform. This will streamline data handling procedures and enable efficient utilization of information for monitoring and evaluation purposes.
- The importance of effectively maintaining records for Water User Associations (WUAs) at village level was acknowledged along with the implementation of branding guidelines for schemes that will enhance transparency, visibility and trust among stakeholders.
- Assessment of data collection by Field Enumerators (FEs) was effectively observed. This involved assessing the accuracy, comprehensiveness and relevance of the data collected.
- Evaluation of project progress and impact on the targeted communities was grasped. This was crucial for understanding the effectiveness of the project in meeting its objectives.
- Supervision of data collection process was carried out that involved using a mobile app to ensure that the data collected is accurate and reliable. The records of schemes available in district offices were also carefully reviewed. This helped in verifying the data collected in the field and identifying discrepancies.
- The M&E Specialist monitored four sub-components in Charsadda and Nowshera, including water storage tanks and various watercourses across different villages. This monitoring helped in assessing the performance of these components and identifying areas for improvement.
- Meetings were held with members of WUAs at the sites of each sub-component. These interactions provided valuable insights into the project's impact and effectiveness. WUA records were also examined for further analysis. Farmers were educated on the importance of consistently updating their records to facilitate precise scheme monitoring. This will ensure the active participation of community members in project monitoring and evaluation.

Annex A

Schedule of the Key Experts Monitoring Visit to Central Region (Charsadda, Nowshera, Mansehra, Abbottabad and Haripur)				
S/No.	Date	Time	Activity	Venue
1.	March 07, 2024	8:00 AM to 10:00 AM	Departure and Arrival	Project office Peshawar to OFWM office Charsadda
2.	March 07, 2024	10:30 AM to 1:00 PM	Meeting with OFWM staff	OFWM District Office Charsadda
3.	March 07, 2024	01:00 PM to 3:30 PM	Field Monitoring Visit	Village Sadat Abad and village Bahlola Charsadda
4.	March 07, 2024	03:30 PM to 4:30 PM	Meeting with OFWM staff	OFWM District Office Nowshera
5.	March 07, 2024	04:30 PM to 6:30 PM	Field Monitoring Visit	Village Wattar Tehsil and district Nowshera
6.	March 07, 2024	6:30 PM to 8:00 PM	Departure and Arrival	Nowshera to Project office Peshawar
7.	March 19, 2024	9:30 AM to 10:00 AM	Departure and Arrival	Mansehra city to OFWM office District Mansehra
8.	March 19, 2024	10:30 AM to 3:00 PM	Meeting with OFWM staff	OFWM District office Mansehra
9.	March 19, 2024	3:00 PM to 4:00 PM	Departure and Arrival	OFWM District office Mansehra to city Mansehra
10.	March 20, 2024	9:00 AM to 10:00 AM	Departure and Arrival	Mansehra city to OFWM office District Abbottabad
11.	March 20, 2024	10:30 AM to 3:00 PM	Meeting with OFWM staff	OFWM office District Abbottabad
12.	March 20, 2024	3:00 PM to 4:30 PM	Departure and Arrival	OFWM office District Abbottabad to Mansehra
13.	March 21, 2024	8:30 AM to 10:00 PM	Departure and Arrival	Mansehra city to OFWM office District Haripur
14.	March 21, 2024	10:30 AM to 3:00 PM	Meeting with OFWM staff	OFWM office District Haripur
15.	March 21, 2024	3:30 PM to 5:30 PM	Departure and Arrival	OFWM office District Haripur to city Mansehra

Annex B

List of Participants of Staff attended Meeting at District Offices of OFWM				
S/No.	Date	Time	Venue	Participants
1.	March 07, 2024	10:30 AM to 1:00 PM	OFWM District Office Charsadda	Mr. Shamshad Hussain (Team Leader)
2.				Mr. Muhammad Anwar (District Officer)
3.				Mr. Zahid Khaliq (Deputy Director)
4.				Mr. Intisar Ahmed (M&ES)
5.				Mr. Nauman Adil (WMO)
6.				Mr. Nasrullah Jan (WMO)
7.				Mr. Tahir Khan (WMO)
8.				Mr. Shakil Ahmad (Office Assistant)
9.				Mr. Umar Farooq (Computer Operator)
10.				Mr. Tahir Khaleeq (Sub Engineer)
11.				Mr. Sher Shah (Sub Engineer)
12.				Mr. Zulfiqar Ahmad (Sub Engineer)
13.				Mr. Abdullah (Senior Clerk)
14.				Mr. Adur Rahman (Junior Clerk)
15.				Mr. Wajahat Ullah (FE M&ECs)
16.				Mr. Waqar Ahmad (FE M&ECs)
17.	March 07, 2024	03:30 PM to 4:30 PM	OFWM District Office Nowshera	Mr. Mansoor Nasir (District Officer)
18.				Mr. Intisar Ahmed (M&ES)
19.				Mr. Ubaid Ullah (Computer Operator)
20.				Mr. Adnan Khattak (Sub Engineer)
21.				Mr. Malik Naeem (Sub Engineer)
22.				Mr. Wajahat Ullah (FE M&ECs)
23.				Mr. Waqar Ahmad (FE M&ECs)
24.				Mr. Faheem Ullah (FE M&ECs)
25.	March 19, 2024	10:30 AM to 3:00 PM	OFWM District Office Mansehra	Mr. Masood-ur-Rehman (DD)
26.				Mr. Intisar Ahmed (M&ES)
27.				Mr. Qalb-e-Abbas (WMO)
28.				Mr. Muhammad Wasiq (CO)
29.				Mr. Akhtar Munir (Sub-Engineer)
30.				Mr. Azam Mehboob (Sub-Engineer)
31.				Mr. Muhammad Asad (Sub-Engineer)
32.				Mr. Shahid Anjum Khan (Sub-Engineer)
33.				Mr. Syed Nasir Hussain Shah (Sub-Eng.)
34.				Mr. Jamil Ahmed (Sub-Engineer)
35.				Mr. Abdul Fattah (FE M&ECs)
36.	March 20, 2024	10:30 AM to 3:00 PM	OFWM District Office Abbottabad	Mr. Shahid Mehmood (DD)
37.				Mr. Intisar Ahmed (M&ES)
38.				Mr. Muhammad Atif (WMO)
39.				Mr. Mohsin Ali (Sub-Engineer)
40.				Mr. Mazhar Iqbal (Sub-Engineer)
41.				Mr. Omar Hayat (J. Clerk)
42.				Mr. Abdul Fattah (FE M&ECs)
43.	March 21, 2024	10:30 AM to 3:00 PM	OFWM District Office Haripur	Mr. Sultan Muhammad (DD)
44.				Mr. Intisar Ahmed (M&ES)
45.				Mr. Muhammad Qasim (WMO)
46.				Mr. Gulistan Khan (Sub-Engineer)
47.				Mr. Safeer Ahmad (Sub-Engineer)
48.				Mr. Muhammad Tariq (Sub-Engineer)
49.				Mr. Akhtar Nawaz (Sub-Engineer)
50.				Mr. Abdul Fattah (FE M&ECs)



Annex. III : Letter from the PIU for the Development of Framework for the Research Component



Agriculture Department
Government of
Khyber Pakhtunkhwa

Directorate General
On-Farm Water Management
Government of Khyber Pakhtunkhwa



No. 92 /DG/OFWM
Dated 31/1 /2024

To

Team Leader,
Project Monitoring and Evaluation Consultancy Services
(KP-IAIP) Khyber Pakhtunkhwa, Peshawar.
Email: pcpmu2015@gmail.com

Subject: Development of Detail framework and ToRs of Research Component with reference to TORs of the assignment "Project Monitoring & Evaluation Consultants".

Dear Consultant,

With reference to the signed contract dated 2nd November, 2022 for the "Project Monitoring and Evaluation Consultants" under the projected titled "Khyber Pakhtunkhwa Irrigated Agriculture Improvement Project". You are directed to develop detail framework and TORs of the Research Component for carrying out research activities in efficient water management practices as mentioned below, of the TOR Appendices IV, F Key Activities (ix) of the Contract referred.

The research component should include the research work in the area like; impact of OFWM activities in terms of water productivity, water application methods / techniques, Irrigation efficiencies of different systems, Impact of precision land leveling & its benefits, low cost high efficiency irrigation system, farm irrigation system design & layout, performance of various irrigation methods (Flood, Furrow, boarder, raised bed & HEIS), use of GIS & RS techniques for assessment of cropping pattern, crop water requirement, crop suitability to availability of water, recycling of wastewater and its reuse, assessment of water quality in different areas but not limited to these.

For execution of this component, different research related Institutions/organizations including Agriculture University Peshawar, University of Engineering & Technology and other water related research organization may be engaged and output-based MOUs may be signed for the implementation of the activities. However, this will be decided once we agree on the framework and the activities related to the various identified research work.

In light of the contract/agreement, M&E firm is required to develop detail TOR and frame work for the Research Component.

*Miss Rakhsanda PP.
Please send it to
all Kerp Experts.*

Director General,
On Farm Water Management
Khyber Pakhtunkhwa, Peshawar

Copy for Information:

1. Additional Director General OFWM/Focal Person KP-IAIP,
2. M&E Consultant, KP-IAIP Khyber Pakhtunkhwa, Peshawar
3. Agribusiness Specialist, KP-IAIP Khyber Pakhtunkhwa, Peshawar

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