



MAY 2023



MONTHLY PROGRESS & MONITORING REPORT

**KHYBER PAKHTUNKHWA IRRIGATED AGRICULTURE IMPROVEMENT PROJECT
MONITORING & EVALUATION CONSULTANTS**



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Background

Khyber Pakhtunkhwa Irrigated Agriculture Improvement Project (KPIAIP) is under the implementation of the Government of Khyber Pakhtunkhwa (GKP) through the DG OFWM (as PD-KPIAIP) for improving the performance of irrigated agriculture on smallholder farms in its operational area. The project intends to address the serious issues of individual farmer practices and stringing out to the managerial agricultural in the province of Khyber Pakhtunkhwa (KP) and adjoining newly merged districts.

AID-EGC JV is Project Monitoring and Evaluation Consultants (M&EC) to help project management keep track of project progress and its impact on various activities. M&EC team will also evaluate the project's performance in achieving results and provide facilitation for course corrections. As part of assignment, M&EC has been tasked with providing monthly progress and monitoring reports to the PIU. This monthly progress report covers the activities of May 2023.

M&EC Accomplishments till April 30, 2023

The M&EC team initiated work in November 2022, and in mid-February 2023 submitted the final Inception Report. This report, which incorporated client's feedback, served as the basis for commencing program activities according to the approved work plan. The field teams have been broadly briefed by key experts and trained on the implementation of various activities before the start of current month.

Management & Implementation of Project (till April 30, 2023)

- Establishment of M&EC Project Office in Peshawar and Deployment of the Key Experts
- Kick off Meeting in PIU and Orientation Meetings of Key Staff with Management of KPIAIP.
- Drafting, Finalization and Digitization of formats for data gathering from Field
- Conducting of Field Visits to Program Districts for pilot Testing of Questionnaires
- Orientation training to non-key staff regarding project and Administrative/HR matters
- Recruitment and deployment of Non-Key and support Staff
- Spade work for Development of MIS
- Submission of Final Inception Report after incorporating Comments by the Client
- Sampling for Program Interventions and Agreement on Sample size in line with agreed plans
- Cleaning of Data and Sampling of Completed Schemes for two financial Years
- Work Planning and roll out of Field Visit Plans for Formal Approval from PIU

Achievements related to Project (till April 30, 2023)

- Finalization of Inception Report in line with PIU requirements
- Training of non-key Staff on Project Outputs and Execution of Activities
- M&EC-MIS development on Kobo Toolbox and Initiation of Spade work for project MIS
- Dedicated Field Visits to project sites for finalization of Questionnaires

- Digitization of Formats after input of key experts, OFWM field Staff, WUAs and Farmers
- Implementation of Output based Work Planning Formats at M&EC level
- Agreement on Sampling Methodology, Data and Sampling for M&EC assigned tasks
- Agreement on data collection approach, field planning and templates for field operations

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

The present month represents a significant milestone as it marks the initiation of the project's physical activities at field level. These activities will play a vital role in monitoring the progress of the project, gathering real-time info, verifying records of KPIAIP, analyzing data, and ultimately contributing to the generation of outcome and impact reports with the assistance of the Focal Person PIU and M&E Specialist of KPIAIP, the agreed sampling framework underwent extensive discussions and was transformed into a comprehensive field plan. This plan was subsequently shared with the district directors of OFWM and is now being widely utilized for the current quarter. Additionally, it is recommended to review the submitted Monthly Progress and Monitoring Report of April 2023 for a more inclusive understanding of the population size, sampling strategy, process, and analysis methodology employed in the current project. That report has comprehensively outlined and explained these aspects for the current project, providing a detailed breakdown of each one.

Once the complete process of sample selection along with district/region and sub-component wise list of schemes was shared with PIU in April 2023 for input and feedback, PIU vetted the field plan as developed by M&EC team through a formal letter to all district directors OFWM in KPK. Please see Annex 1 for the letter from the Director-General addressed to all DDs regarding field visits by M&EC teams. Revised work planning for execution of the field operations was done by the project team and accordingly shared with PIU for field visits. Before sending the teams to field, a mock exercise was done by the M&E Specialist for mist clearing and confidence building of the non-key staff. Details of the meeting is attached as Annex 2.

Ongoing briefings to the district directors of KPIAIP regarding the role of M&EC and planned field visits have been continued. By April 2023, a total of 9 districts were covered, namely Peshawar, Charsadda, Nowshera, Abbottabad, Haripur, Mansehra, Battagram, Mardan, and Swabi. Additionally, in the current month, three further district's staff, were briefed about the project interventions. To accommodate the busy schedules of the OFWM staff, the briefing for the district directors of Hangu and Karak was conducted online. However, considering the importance of the briefing. District director of Kohat himself made a visit to the M&EC project office in Peshawar for this task. Please see Annex 3 for details of the meeting with DD OFWM Kohat.

To ensure the project has a complete strength for the field activities, the process of filling the three vacant positions of Field Enumerators was accelerated in the current month. Suitable candidates were identified through a competitive process and management forwarded their recommendations to the relevant HR sections of EGC. It is anticipated that these candidates will join our team during the first half of the upcoming month.

The mid-line Impact Study, which is one of the key deliverables, was thoroughly discussed at the beginning of the month. Dr. Sajidin took the lead in providing guidance to the experts, FEs, and the IT

team. A highly productive meeting took place on May 4, 2023, which set the pace for this crucial assignment. For further information on the meeting, please refer to Annex 4. A dedicated team consisting of FEs and IT professionals has been assigned this important task, and they will work in conjunction with the other project activities under the guidance of Dr. Sajidin.

Following a series of meetings at PIU, the IT team-initiated process of developing the Main MIS for KPIAIP in last month. Unfortunately, the resignation of the IT Specialist during the reporting month increased likelihood of a delay of this important task. However, active efforts are underway to onboard a new person as soon as possible to ensure that the backlog in this area is fully addressed. Assistance of PIU in this regard is greatly acknowledged.

On the last day of the month, a progress review and planning meeting took place, providing an opportunity to assess the monthly progress for May 2023 and develop a work plan for June 2023. This meeting allowed for a comprehensive evaluation of the accomplishments made during May and facilitated the formulation of a clear roadmap for the upcoming month. By reviewing the progress and planning ahead, the team can ensure effective project management and timely achievement of targets. Details of the meeting are enclosed as Annex 5.

Field Monitoring and Data Collection

Once the PIU granted approval, a revised work plan, including sample schemes, was created and shared with the relevant counterparts at KPIAIP. Key experts provided guidance to orient the FEs on the field operations and financial aspects of this significant task. The TL and M&ES reached out to all the concerned officers of OFWM at the district level, who were to be visited in the initial phase. The IT team prepared to receive real-time data from the field and offer backup support as needed. The response from the OFWM staff was exceptionally positive, greatly facilitating progress in the early stages of this crucial activity.

Target Vs. Achievement of Field Visits for May 2023			
Regions	District	Target Schemes	Achieved
Central Region	Peshawar	20	22
	Mardan	14	11
	Mansehra	4	4
	Abbottabad	2	2
	Haripur	8	7
Northern Region	Battagram	4	4
Southern Region	Kohat	14	13
	Hangu	6	5
	Karak	18	24
		90	92

First task in the field visit was to visit concern district office OFWM and obtain basic information of sampled schemes from the available records. That meeting in all respective offices helped in breaking the ice among the staff apart from helping in making a very effective visit plan to the agreed sites in smooth manner. Effective planning and supportive role of OFWM staff helped in achieving the cumulative targets for the month as given in the table above. M&EC has planned additional 153 schemes in June 2023 according to the shared plan with PIU in June 2023.

TL and M&ES visited PIU on May 25, 2023 as part of obligation to attended Provincial Implementation Committee meeting at DG OFWM office. Letter for attending this meeting is attached as Annex 6.

Key Challenges

- i. Absence of IT Specialist will affect MIS related progress of M&EC.
- ii. Long awaited JV Account is activated by the concerned bank and duly verified by PIU, delay in funds against submitted invoices can suffer some activities in the short run.
- iii. Security situation in some districts of KPK can hinder field visits, though no major difficulty was reported during the current month.
- iv. In the later part of the month, unexpected rains have affected a few planned visits in two districts. It is anticipated that similar weather conditions may persist in the coming month, which could potentially impact future visits as well.

Next Month Activities

- i. Catch up visits for the affected schemes due to rain will be done on priority basis.
- ii. The field visits to the sampled schemes, as per the agreed plans that have been shared with the PIU and will be carried out as scheduled.
- iii. The initiation of groundwork for the Mid-line Impact study to measure the impact of the project at the midpoint of its implementation will be continued. The spade work, including data collection, analysis, and planning, will begin to ensure a comprehensive and accurate study of the project's impact.
- iv. The analysis and tabulation of data for the KPIAIP will be initiated by key experts who are well-versed in the project's requirements. It will be ensured that the collected data is thoroughly processed, meticulously analysed, and accurately reflects the progress, outcomes, and impact of the project.
- v. Key Expert Visits to the Field for meeting with stakeholders of KPIAIP.

Annex 1: Letter from the DG addressed to all DDs regarding field visits by M&EC teams

Annex 2: MoM of Field Preparations & Mock Exercise

Annex 3: Meeting with OFWM District Director KOHAT at M&EC- KPIAIP Office Peshawar



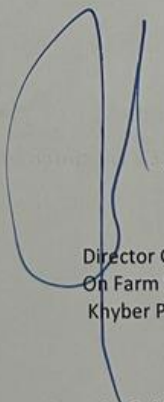
Annex 4: Mid-Line Impact Study Meeting of Designated Staff

Annex 5: M&EC Staff Progress and Review Meeting on May 31, 2023

Annex 6: Letter from the PIU for Attending PIC Meeting on May 25, 2023

Annex 1

Letter from the DG addressed to all DDs regarding field visits by M&EC teams

 <p>Agriculture Department Government of Khyber Pakhtunkhwa</p>	<p>Directorate General On-Farm Water Management Government of Khyber Pakhtunkhwa</p> 
<p>222/DGOFWM/M&E/KP-IAIP</p>	<p>Dated: 15/5/2023</p>
<p>To</p> <p>All the Regional Directors,</p> <p>All DDs/DOs</p> <p>On-Farm Water Management</p> <p>KP-Irrigated Agriculture Improvement Project</p> <p>Khyber Pakhtunkhwa</p>	
<p>Subject: Collection of sample data from KP-IAIP targeted districts for Q3 & Q4 by M&EC KP-IAIP</p>	
<p>Dear All,</p> <p>Reference to M&EC letter no. AID/KP-IAIP/Pesh/16 dated 17/4/2023 on the above-captioned subject. The consultants have planned monitoring visits to districts for data collection. The plan and randomly selected scheme lists are attached for reference.</p> <p>You are therefore directed to cooperate with M&EC field teams.</p>	
	
<p>Director General/Project Director On Farm Water Management, KP-IAIP Khyber Pakhtunkhwa</p>	
<p>Copy to TL-M&EC for information and with the request to share the field visit plan at the start of each month with PIU-KP-IAIP-OFWM DG Directorate.</p>	
<p>ATI Campus Opp Islamia College, 19 Jamrud Road Peshawar.</p>	

Annex 2

Minutes of Meeting

Field Preparations & Mock Exercise on Questionnaire

Date: May 18, 2023 Time: 11:30 Location: M&EC-KPIAIP Project Office Peshawar

Participants:

Mr. Intisar Ahmed (M&E Specialist)
 Miss Rakhshanda Tayyab (M&E Assistant)
 Miss. Sumayya Khan (Field Enumerator)
 Mr. Irfan Ullah (Field Enumerator)
 Mr. Waqar Younis (Field Enumerator)
 Mr. Abdul Fatah (Field Enumerator)
 Mr. Umar Saeed (MIS Technician)
 Mr. Sohrab Khan (Data Analyst)
 Mr. Rafiq Ullah (Data Analyst)

Agenda:

Exercise on Data input (Mobile Apps) of Digitized Questionnaires
 Review and discussion on output data from Kobo App
 Discussion on Outcome and Impact tables in line with PDOs and ISR Indicators

Meeting Summary:

The meeting was called by M&ES to have an overview of field operations to be conducted in the coming week. It was envisaged to get FEs feedback and know how on data collection process along with bringing in uniformity on the terminologies being used in the formats. Non-key staff was made to fill mock data on actual formats under the supervision of IT staff and senior FEs.

Before the practical session, Mr. Irfanullah led the process of appraisal of finalized questions to be asked from the field. The team spent 2 hours in putting data on the Mobile Apps for two subcomponents i.e. A1 and B2 in two sessions. Each question was analyzed for clarity, relevance, and effectiveness in gathering the desired information. Several adjustments and ideas were

discussed, resulting in developing consensus on each input and its units. The exercise was repeated whereby opportunity was given to Mr. Abdul Fattah and Mr. Waqar to take charge as target audience, while Ms. Sumayya and Ms. Rakhshanda performed as note-takers. Once the entire process was thoroughly understood, teams were made to sit with IT staff to work on input data and oversee the tabulation process afterwards. The teams dedicated ample time to include data in the draft Outcome and Impact tables, aiming to facilitate reporting and analysis. The resulting data and related work is attached as an Annex (xls Sheets). Keeping the interest and commitment of staff, it was agreed to meet in the first week of June 2023. The agenda for the next meeting would focus on analyzing the collected questionnaire responses and determining the next steps.

Action Items:

1. Mr Umer Saeed, will further work on Kobo and Output data to facilitate teams
2. Ms Sumayya will work on tabulation and analysts with close coordination of FEs and IT staff
3. Ms. Rukhsanda will be the focal point for reporting & coordination among team members
4. Mr. Irfanullah, Waqar & Abdul Fattah will work on segregation of Outcome/Impact tables



Annex 3

Meeting with OFWM District Director KOHAT at M&EC- KPIAIP Office Peshawar

DD OFWM Kohat Mr. Riaz visited M&EC-KPIAIP office at 2 PM on the request of TL Mr. Shamshad. Meeting was in continuation to cover all districts by key Experts for M&EC orientation as 9 districts were covered in the previous months. Concerned staff and experts participated in the meeting as mentioned in Table 1. After the brief introduction, M&E Specialist conducted introductory session with the DD followed by input from TL and field enumerators. As DG office OFWM has formally issued directives to all district directors of KPK in the current week for M&EC activities, therefore the meeting remained very focused and productive. Agenda of the meetings was

- Introduction to M&EC (role and responsibilities)
- To get an update of KPIAIP data at district level and description of MIS and its utility
- To explain process of Data Collection from Field Offices and WUAs (secondary and Primary)
- To briefly explain process for mid-line and end line Impact Studies to be conducted by M&EC
- Mist Clearing and discussion on support for up-coming field visits of Field Enumerators

Table 1: Introductory Meeting with OFWM DD Kohat at M&EC-KPIAIP Peshwar			
Date	Meeting time	Venue	Participants
May 16, 2023	14 30 hours to 17 30 hours	M&EC Office Peshawar	Mr. Shamshad TL
			Mr. Intisar Ahmed M&ES
			Mr. Riaz Gul DD OFWM Kohat
			Mr. Irfanullah FE
			Mr. Waqar Younas FE

Key Points discussed

1. Intro to M&EC and its role in KPIAIP
 - a. Importance of data and Record keeping at District and PIU Levels
 - b. Cleaning and standardizing data at KPIAIP for project in the short run
 - c. Why is MIS important and its utility in keeping track of project progress and output
2. Reporting Progress and Monitoring of KPIAIP Initiatives at Program level
 - a. Sampled Schemes (14 No.) as shared by M&EC with PIU and DD Kohat
 - b. Explanation on Monitoring progress and conducting field visits on sites by FEs
 - 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
3. Impact Studies and importance of clean data and staff interaction/coordination
4. Review of the on-going data collection process and record keeping at district level

Key Observations and Take away from the Meeting

- The meeting was found to be important in relation to Mist Clearing
- Internet access is very good in Kohat. In case of weak signals respective District Office will facilitate FE.
- In exceptional circumstances where a site visit for a specific scheme is not possible due to political unrest or security concerns, the FE will skip that particular scheme. However, this decision will be made in consultation with PIU and Key Experts.
- It is important to note that no replacement for the skipped scheme will be conducted under any circumstances. As this will directly implicate the sampling process and outcome of the anticipated reports.

Meeting ended with a vote of thanks to and from the chair

Annex 4

Mid-Line Impact Study Meeting of Designated Staff

Purpose	Orientation of Field Enumerators on the Mid-line Impact study
Location/Site	Project Office (KP-IAIP) university town Peshawar
Date / Day	04-May-2023 Thursday
Time	11:30 to 15:30

Participant

1. Dr. Sajidin (Agriculture Economist)
2. Mr. Intisar (M&E Specialist)
3. Mr. Irfan Ullah (Field Enumerator)
4. Mr. Abdul Fatah (Field Enumerator)
5. Mr. Jawad Ahmed (Field Enumerator)
6. Ms. Sumayya Khan (Field Enumerator)

Details of the Meeting

Key Expert Dr. Syed Sajidin Hussain greeted all the participants and highlighted the key points for this important meeting. He briefly explained the purpose and importance of the Mid-line Impact study and his lead role in this vital assignment. He informed that mid-line impact study will help assessing the progress and impact of the project since its implementation. In order to identify any necessary adjustments or changes that need to be made in order to achieve the project's goals and objectives, this assignment will be critical at this stage. He stressed the fact that before the end of June 2023 spade work should be done by our team as data will be flowing from the field for this purpose.

M&E Specialist mentioned that the study is a key deliverable that the Project Implementation Unit (PIU) is eagerly awaiting. He informed that Final Inception Report guidelines related to this study should be followed by the team conducting the study. Furthermore, the study should focus on conducting a descriptive analysis of these achievements. He added that analyzing and describing the results obtained so far in a detailed manner will provide an understanding of the factors that have contributed to the outcomes and impacts.

Dr. Sajidin informed that the study will include a summary of the progress made under KP-IAIP on various aspects such as infrastructure, capacity building, research, and other activities. This summary should cover the achievements against the outcome and impact level indicators by the mid-term period. His focus remained on the fact that the study should assess how well the project has performed in terms of its intended outcomes and impacts. Additionally, Dr. Sajidin emphasized the importance of conducting a district-wise analysis of completed schemes. This analysis should examine the schemes that have been implemented in different districts and evaluate their performance. Based on this analysis, the study should provide recommendations for the future course of action. These recommendations should guide decision-making regarding the next steps and actions to be taken in relation to the projects and initiatives. In brief this study will aim to assess the progress, achievements, and impact of the KP-IAIP, provide a descriptive analysis of the results, and offer recommendations for future actions and improvements based on district-wise analysis of completed schemes.

In a lecture mode Dr. Sajidin explained methodology for getting impact assessment data and outcome indicators related to water-courses improvement, Cultural Command Area (CCA) and Additional Area/Land brought under irrigation besides the reduction of Barren Land. He informed that KP-IAIP's Inception Report, PC-1 along with ISR reports being submitted by PIU to WB will be used to draw results. He also discussed Outcome Indicators such as Beneficiaries (Total, Male & Female), Water User Associations (WUAs) focusing specifically on WUA with Female Members and Improved Water Courses. He highlighted that Impact Indicators such as Reduction in Water Losses, Water saved (in MAF) for the additional area and crops, and Increase in Crops Area & Yield while mentioning the Addition of various crops i.e. Wheat, Maize, Sugarcane, Fodder (for animals), Fruits & Vegetables. Water Productivity (kg/m^3) was discussed as well, which is based on the concept of yield per applied water (to a specific area). He referred to the World Bank ISR to be utilized for this discussion and provided insight into various aspects that would be necessary to consider. Dr. Sajidin also provided a way forward to thoroughly analyze the available data on district basis while performing an Over-all Analysis, then proceeding on to Regional Analysis and at the end to do the Analysis at project Level, for an extensive Analysis Study.

M&E Specialist briefly discussed the outcome/impact tables that were developed by the FEs in the recent weeks. Dr. Sajidin appreciated the effort of staff for initial work on the Tentative Tables for Physical, Outcome & Impact indicators. He noted that these Tables will provide a useful framework for the proposed study. However, some of the indicators in the tables were not relevant to all projects, and there was a need for customization based on each project's specific context and outcome. He further suggested that the tables could be revised to include only the most pertinent indicators and that additional indicators may be added as the data starts flowing from the field.

Outcome and Impact tables after a thorough discussion were tasked to Mr. Irfanullah for update and sharing with key experts. Meeting ended with the consensus that Mr. Jawwad, Mr. Abdul Fattah, Ms. Sammaya and Mr. Umar (IT) will directly work for the mid-line impact study under the guidance of Dr. Sajidin. Additional support needed to the non-key staff at project level will be provided by M&ES and Team leader.



Annex 5

Monthly Progress and Review Meeting of M&EC Staff

Purpose	Monthly Progress Review and Work planning for June 2023
Location /sites	M&EC AiD Office University Town Peshawar
Date	May 31, 2023
Time	11:00 to 02:30 (Wednesday)

Participant

S. No	Participant
1	Mr. Shamshad Hussain (Team Leader)
2	Mr. Intisar Ahmed (M&E Specialist)
3	Dr. Sajiddin (Agriculture Economist) via whatsapp
4	Miss Rakhshanda Tayyab (M&E Assistant)
5	Miss. Sumayya Khan (Field Enumerator)
6	Mr Faheem Ullah (Field Enumerator)
7	Mr Waqar Younis (Field Enumerator)
8	Mr Umar Saeed (MIS Technician)
9	Mr Sohrab Khan (Data Analyst)
10	Mr. Rafiq Ullah (Data Analyst)
11	Mr. Jawwad Ahmed (Field Enumerator) via whatsapp
12	Mr. Abdul Fattah (Field Enumerator) via whatsapp

Agenda

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

Proceeding of the Meeting

The meeting started with the Recitation of the Holy Quran by Mr Sohrab Khan. M&ES welcomed all the participants and highlighted the agenda points while TL appreciated the team for hard work being done in the current month. The participants (key and Non-Key experts) briefly explained their progress regarding project activities and field visit plans.

M&ES presented his tasks that were done during the month. He informed that apart from timely submitting of Monthly Progress and Monitoring Report briefing was given to district directors about the working of M&EC. He mentioned his role for getting formal approval for field visits of FEs along with TL coordination with PIU to carry out various activities at project level. Ms. Rakshanda explained her activities that were primarily supporting work for HR and Admin. She also assisted TL in drafting emails and having official correspondence for the smooth functioning of Project. Ms. Sumayya briefly explained her role in working on Impact analysis and compiling the meeting minutes. She informed that coordination with Dr Sajidin on the Mid-line-impact analysis and write-up will be continued.

Mr. Faheem Ullah informed that after visiting the OFWM district office Peshawar information was gathered for 22 different schemes in Badabher and surrounding areas. He appreciated the role of management of the project and OFWM which helped him completing his task without any issue at field levels. Mr. Waqar shared his field visit progress at Kohat and Hangu districts where he collected data from 13 and 5 schemes respectively in the current month. He informed that 2 schemes were dropped due to security concerns after the discussion with M&EC and KPIAIP management. Mr. Irfanullah, Mr. Abdul Fattah and Mr. Jawwad performance was shared by Mr. Umar IT as they were unable to attend this meeting. Summarize progress of schemes is given in Table below.

Target Vs. Achievement of Field Visits for May 2023			
Regions	District	Target Schemes	Achieved
Central Region	Peshawar	20	22
	Mardan	14	11
	Mansehra	4	4
	Abbottabad	2	2
	Haripur	8	7
Northern Region	Battagram	4	4
Southern Region	Kohat	14	13
	Hangu	6	5
	Karak	18	24
		90	98

IT team has made good progress in their work involving Kobo Toolbox and data analysis. Mr. Sohrab shared his work on ISR-related indicator tables, while Mr. Rafiqullah provided details on user-friendly outcome analysis. Mr. Umer mentioned that he is working on tables created by key experts for data outcomes, and highlighted the updating of questionnaires based on feedback from FEs. During the discussion on the project MIS, the TL informed everyone that the process of hiring a new IT expert has been initiated at a fast pace following the resignation of Mr. Sohail Anjum. He emphasized that the IT staff should seek online support from Mr. Anjum if they encounter any ambiguity or issues with IT-related activities. He stressed upon working on data analysis and adopting a proactive approach to maintain continuity and smooth functioning at this end.

Ms. Rakhshanda shared M&EC agreed template for the work plan and requested that all respective activities be added to it as soon as possible. Once the activities are included, she will consolidate the plan and circulate it to all stakeholders after finalization by the M&ES. To ensure effective documentation, Ms. Sumayya was assigned the role of note-taker for all project meetings at the M&EC. Additionally, she was directed to provide assistance to Ms. Rakhshanda in compiling the information received from all staff members. This collaboration between Ms. Sumayya and Ms. Rakhshanda will help streamline the process of gathering and organizing project-related information. M&ES hoped that by assigning responsibilities to both Ms. Rakhshanda and Ms. Sumayya, timely completion and accurate documentation will be ensured.

After a thorough discussion on field operations and receiving feedback from available FEs, it was decided to schedule a dedicated meeting on June 7, 2023. The purpose of this meeting will be to facilitate experience sharing among the FEs and to update any formats or templates that were used in the field. M&ES acknowledged the excellent work done by the FEs at the field level. He mentioned that several district directors OFWM have provided positive feedback on the conducted visits and the professional approach of the FEs in collecting data. He believed that meeting in the first week of June would further improve the methodology after the FEs share their real time experiences. Instructions were given to ensure that after completing field visits, staff should return to their bases during daylight hours and avoid unnecessary risks. The M&ES also shared that the target for the month of May 2023 was exceeded by 2 scheme visits, and there is a target of 153 scheme visits for the upcoming month. However, based on the feedback and input from all FEs, adjustments may be made in the upcoming meeting. TL assured everyone that the administration and finance sections would continue to provide the necessary logistics and financial support required for these visits.

The M&ES provided an update on the mid-line study and collected data from field. It was mentioned that all relevant staff are in regular communication with Dr. Sajiddin regarding the study. Ms. Sumayya, Mr. Jawad, and Mr. Abdul Fatah already identified as the team responsible for working on the mid-line impact study and analysis will be supported by IT team. Mr. Umar will provide assistance in areas such as IT, data management, and the creation and analysis of outcome/impact tables. His role will involve ensuring that the necessary technical support is available to the team to effectively handle IT-related tasks, manage data, and conduct analysis. Additionally, the data analysts will offer support improve design and data entry. This collaboration between the data analyst and the enumerators will help ensure that the data collection process is streamlined and that high-quality data is obtained for analysis. By

assigning specific responsibilities to each team member and emphasizing collaboration and support, the M&ES believed that a comprehensive mid-line study with valuable insights into the project's impact and outcomes will be ensured. Dr. Sajiddin appreciated overall planning for the study and hoped to give maximum input after the mid-June 2023.

The project work plan, as approved in the Final Inception Report, was briefly discussed, and it was observed that the overall progress is on the right track. However, during the discussion, it was identified that there was a backlog on MIS and related activities to be developed for KPIAIP. To address that issue, TL assured everyone that any backlog or pending tasks related to the MIS would be given priority once the new IT expert arrives next month. He emphasized his full commitment to maintaining the progress of the project and ensuring alignment with the approved work plan.

M&ES reminded all staff to submit their field expenses according to the guidelines provided by the Admin and HR Officer. FEs expressed their satisfaction with the prompt reimbursement of expenses for their visits by the AiD finance section and sought minor clarification from the management on the reimbursement process. TL ensured his support in this regard to FEs and directed Admin Officer to facilitate field staff in this regard.

The meeting concluded with gratitude expressed by all participants



Annex 6

Letter from the PIU for Attending PIC Meeting on May 25, 2023

Directorate General
On-Farm Water Management
Government of Khyber Pakhtunkhwa

23/05 /2023

dated Peshawar the

No 260 /DG /OFWM

To

1. The Director (HRD), OFWM Training Centre D.I.Khan, Swat and Mansehra.
2. All District Director, OFWM in Khyber Pakhtunkhwa.
3. All District Officer, OFWM in Khyber Pakhtunkhwa.
4. All District Officer OFWM in Merged Districts

Subject: - MEETING OF THE PROVINCIAL IMPLEMENTATION COMMITTEE (PIC) OF DEVELOPMENTAL PROJECTS.

Memo:
I am directed to refer to the subject noted above and to inform you that a PIC meeting of all developmental projects will be held under the chairmanship of Director General OFWM Khyber Pakhtunkhwa as per following scheduled on 25th May, 2023 at 10.00 am.

Agenda of meeting:

Khber Pakhtunkhwa Irrigated Agriculture Improvement Project

1. Khyber Pakhtunkhwa Irrigated Agriculture Improvement Project current status.
2. **HEIS and Laser units Poor progress.**
3. Implementation of flood damaged Watercourses and its progress as per flood Management Plan.
4. World Bank Mid Term evaluation mission (Written views and Comments)

NPIWC-II & NP Command Areas in Barani areas of Pakistan KP Component

5. Physical & Financial Progress of all Developmental Project on format already circulated to be provided in the meeting.
6. Verification status of NPIWC-II and status of differed WCs.
7. National Program for Enhancing the Command Area in Barani Areas of Pakistan Speedy Implementation strategy
8. Updated Social, Technical & Financial data of all project in soft form to be provided in the meeting.
9. PMU Visits reports.
10. Any other miscellaneous item (PISC consultants etc, GEO tagging NPIWC-I and current project)

You all are directed to make it convenient to attend the meeting personally on the above date, time and venue and come well prepared for the meeting. Also bring the information asked in (hard & soft) without any fail.

Director HQ
Directorate General On Farm Water
Management, Khyber Pakhtunkhwa
Peshawar

C.C

1. Ps to Secretary Agriculture Govt: of Khyber Pakhtunkhwa Agri: L/Stock & Coop: Deptt:Peshawar
2. Chief Planning Officer, Govt: of Khyber Pakhtunkhwa Agri: L/Stock & Coop: Deptt: Peshawar.
3. All Directors of this directorate.
4. All Regional Directors.
5. Provincial Coordinator PMU.
6. Deputy Team Leader Project Consultants NPIWC-II
7. Team Leader PISC and M&E consultants KPIAIqWP