AiD-EGC (JV)

5th Quarterly Progress & Monitoring Report

OCTOBER TO DECEMBER 2023

KHYBER PAKHTHUNKHWA IRRIGATED-AGRICULTURE IMPROVEMENT PROJECT (KP-IAIP)

Submitted by

Associates in Development (Pvt) Ltd.
(Lead Partner)

Engineering General Consultants (Pvt) Ltd.
(JV Partner)

Monitoring & Evaluation Consultants
(M&ECs)

Background

The Khyber Pakhtunkhwa Irrigated Agriculture Improvement Project (KPIAIP) is an important initiative by the government, aiming to improve the efficiency and sustainability of irrigated agriculture in the KPK province. Led by the Director General of OFWM, who also acts as the Project Director, it focuses on improving farming practices among small-scale farmers in the province including the newly merged districts (NMDs). Its main goal is to tackle various challenges hindering effective agricultural management and individual farming practices. These challenges include inefficient irrigation approaches, insufficient resource management, and strategies leading to low crop yields.

AID-EGC JV is associated with the project as Project Monitoring and Evaluation Consultants (M&ECs) to provide support for progress monitoring and impact assessment in consultation with the Project Implementation Unit (PIU). This is the fifth quarterly progress and monitoring report that provides an overview of the activities carried out by the M&ECs team during the last quarter i.e. from October to December 2023. Quarterly reports are one of the key deliverables and are important for tracking progress of the project.

Achievements of the M&ECs up to the Reporting Quarter

The consultants initiated project activities as outlined in the final inception report and agreed plan. Dedicated orientation sessions and expert-led trainings were conducted to ensure that the staff possessed the necessary skills. Key experts developed digitized formats to enhance the quality of data gathering and analysis. The specialists at directorate guided the formulation and implementation of operational plans for collecting data from the completed schemes of KPIAIP. Prior to field visits, the management provided essential briefings to OFWM district staff. With technical assistance from the PIU, the team executed a comprehensive work plan, successfully completing several assigned tasks through coordination and support from various stakeholders. As the current quarter commenced, M&ECs had achieved significant progress, with notable accomplishments including;

- Establishment of the Project Office with deployment of key experts and essential staff.
- Necessary training and orientation sessions to the newly inducted non-key staff.
- Digitized data-gathering formats finalized after extensive input from various stakeholders.
- The final inception report timely submitted after incorporating valuable feedback from the client.
- Key experts briefed OFWM field staff about the role and activities of the M&ECs through dedicated visits.
- Data cleaning of the KPIAIP completed schemes of the initial two years (2020-2021 & 2021-2022).
- Sampling of these schemes (4828 No.) following approved criteria for planning and field operations.
- Inclusive and focused training provided to field staff for impact data gathering and monitoring activities.
- Data collection of 580 sampled schemes in 25 districts by the team against critical outcome indicators
- Submitting of draft midline impact study (key deliverable) to the PIU / Client for feedback and comments.
- Data cleaning and sampling of 3558 completed schemes of the 3rd year (2022-23) as per agreed criteria.
- Operational planning for field visits and impact assessment of these schemes submitted to the PIU.

- IT team initiation of the procedural work for the MIS Dashboard after the technical input by the client.
- Monthly Progress and Monitoring Reports (6 No.) submitted as key deliverables within due timelines.
- Quarterly Progress and Monitoring Reports (4 No.) submitted within agreed timelines as deliverables.
- Key experts kept close liaison and attended all mandatory meetings as communicated by the PIU.

Activities & Achievements during the Reporting Quarter

Field planning for the third year (2022-23) completed schemes of KPIAIP, creation of MIS Dashboard and field monitoring activities remained the focus for the team during the quarter. Key experts kept regular coordination with experts at PIU to obtain guidance for the project MIS Dashboard that was uploaded on the server in December 2023. One of the key features of the team i.e. monthly progress review and planning meetings were held in the last week of each month that helped in validating the field data collected from various districts where the project is operational. The management attended an important meeting at the civil secretariat that was chaired by the Special Secretary Agriculture KPK. A visit was conducted by the CEO AiD and Regional Director AiD to the project office that concluded with fruitful discussion with the management apart from getting updates on the team performance. Sampling, framework and field planning was finalized in line with the agreed criteria after data cleaning of the completed schemes of the last year jointly done by the M&ECs and PIU staff.

The IT expert and his team remain dedicated to developing MIS Dashboard for the project, in line with agreed timelines. Noteworthy progress was made in refining parameters and specifications, particularly in the database design and architecture. The IT expert with ample support of PIU experts has optimized the data infrastructure to align with evolving project needs, and a robust user-based security model has been established. A functional prototype of the Dashboard has been created through iterative development, with regular input from the management. A draft version has been uploaded on the server and shared with the relevant specialists at the PIU for feedback. Upcoming plans have been agreed upon that involve formal presentations to the PIU, training sessions for the OFWM field staff, and field data entry for the project. Efforts will be made to familiarize OFWM staff with the MIS Dashboard, along with standardizing data entry formats for greater consistency, efficiency and real time impact assessment in the coming quarters.

Throughout the reporting period, monthly progress and review meetings helped in consolidating and validating field data gathered from different districts. These meetings, conducted on October 30, November 31, and December 28, 2023 engaged both key and non-key staff overseeing various project tasks. Team members provided concise and thorough updates on their responsibilities, issues, achievements, lessons learned and suggestions for different assigned task. These meetings not only offered comprehensive assessments of the project's progress but also encouraged teamwork and effective solutions, moving the project towards its objectives. Minutes of these important meetings are attached as **Annex I**, **Annex II** and **Annex III** respectively of this report.

Key experts (Team leader and IT specialist) attended an important meeting called upon by Mr. Bakhtiar Special Secretary Agriculture at the Civil Secretariat Peshawar during the reporting period. The meeting was also attended by Mr. Hayat (Director Field Operations OFWM), Mr. Baqir (IT Specialist KPIAIP) and Mr. Jamil (GIS Analyst KPIAIP). The meeting, chaired by the Special Secretary of the Agriculture Department KPK, aimed to address the communication gap among different directorates within the department concerning agricultural support with emphasis on implementing an integrated system. The status of GIS and MIS at various offices was thoroughly examined. M&ECs team delivered updates on Dashboard functionality and the ongoing data processes. The IT staff of the OFWM explained the documentation process for initiated schemes, with a particular focus on how duplication is monitored within the department at field levels. To foster integration, the Special Secretary proposed the use of GIS for this

important task. He advised to have a coordination meeting of all concerned departments, tasking the Planning and Development (P&D) department with leading that initiative.

The CEO-AiD Mr. Rasheed Khan and Regional Director AiD Mr. Shahab Khattak visited the office to meet with management and staff involved in project activities. They discussed deliverables with the Team Leader and M&E specialist, later engaging with non-key staff. A formal presentation was given to the visitors that highlighted the updated progress of the M&ECs team. Discussions were held on coordination among the team members, quality data collection, challenges faced and plans for improvement. The CEO praised dedication, acknowledging hard work and cooperation with the PIU. He assured support, resources, and solutions to enhance effectiveness.

The M&E Specialist, in collaboration with the IT staff and PIU experts, finalized the sampling process in accordance with the agreed criteria, laying foundation for the team to carry out its responsibilities in the coming quarters. Proportionate random sampling technique was used where the dataset was divided into subgroups based on proportional criteria (percentage for each district and sub-components) and random sample was drawn from each subgroup to ensure that the sample is representative of the entire population. Complete process of sample selection along with district/region and sub-component wise list of schemes was shared with PIU for the feedback. With the consent of the PIU, tentative visit plan with respective district offices of OFWM was discussed for monitoring and field planning. After meeting all the formalities, field visits were initiated for the subject schemes in the current quarter. 330 sub-components were covered by the FEs as planned by the team. Details of this important and critical sampling process is thoroughly explained in the succeeding section of this report.

Sampling for the Completed Schemes of KPIAIP during the year 2022-23

The team witnessed successful progress monitoring of the first two years' schemes, all in accordance with the agreed-upon field visit plan by the end of last quarter. The M&ECs team and relevant experts at PIU jointly worked to finalize data for the completed schemes for the third year i.e. 2022-2023, to select samples for the upcoming quarters. Once the data obtained from the field offices and PIU was finalized, fresh sample for the completed sub-component schemes of third year was drawn, following stratified random sampling technique. Keeping in view the last year experience of field visits, sample was obtained for additional schemes. These surplus sample schemes will help in coverage of the targeted schemes in case of dropping of any schemes due to security, harsh weather or any unforeseen. The list of sample schemes was sent to the PIU for obtaining consent and devising future plans for progress monitoring. The process used by the team consisted of following steps;

a. Determining of population size (completed No. of schemes of KPIAIP during the year 2022-2023).
b. Deriving a representative sample from the completed schemes formally reported till end June 2023.
c. Selecting a proportionate sub-component wise random sample in line with the project requirements.
d. Sharing of the sample schemes with PIU for obtaining consent for impact monitoring and field visits.
e. Development of quarterly work plans in consultation with OFWM district officers for the field visits.

Defining population size, being a key step in data analysis, was thoughtfully discussed with the PIU and it was agreed to consider completed schemes in the third year of the project. M&E specialist and IT sections of PIU and M&ECs used a systematic approach by reviewing district wise data of the completed schemes for the year (July 2022 to June 2023). In the directorate records, schemes data is classified into Social, Technical & Financial for all interventions and is termed as STF and the same pattern was adopted for the sampling task. The total number of completed schemes with clean data was reported to be 3558 and this figure was considered as population size for the year. Please see **Annex IV** for list of schemes as provided by the PIU. In order to keep in line with KPIAIP requirements, Regional classification as Central, Southern & Northern was also adopted. Additional aspects like components and sub-components such as A1, A1.1, A1.2 & B2 etc. were considered too apart from distribution as district-wise.

Proportionate random sampling technique was used where the dataset was divided into subgroups based on proportional criteria (percentage for each district and sub-components) and random sample was drawn from each subgroup to ensure that the sample is representative of the entire population. It was ensured that the sample is unbiased and representative of the agreed population size whereby level of precision and confidence (i.e. 95% confidence level and 5% standard error) as agreed in final inception report was considered. After the completion of the sampling process, the number of maximum schemes thus obtained was 1105 and among these identified schemes 990 sub-components will be visited for the impact and monitoring purpose in the three quarters up to end June 2024.

Complete process of sample selection along with districts, regions and sub-components wise list of schemes was shared with the PIU for the feedback. Once the consent of the PIU was obtained, tentative visit plan along with sample schemes of respective details was discussed with concerned district offices of OFWM for field planning. After meeting all the formalities, monitoring visits were initiated for the subject schemes in 13 districts during the current quarter. Please see **Annex V** for summary details of the sample schemes and **Annex VI** for region and district wise complete list of sample schemes selected for impact monitoring.

For the ongoing year, M&ECs team has purposefully enhanced its coverage of project sites, aligning with the directives outlined during the Mid-Term Review (MTR) conducted in June 2023 by the World Bank Mission. The Team Lead of the mission suggested a minimum of 20% of the total schemes should undergo on-site visits by the consultants for comprehensive impact monitoring by the end of project. The team has successfully completed progress monitoring for 12% (580 No.) of the schemes of initial two years (4828 No.), with a detailed report submitted in the last quarter. Looking ahead, the key experts have planned to effectively cover 990 number of schemes or 27% of the completed schemes for the third year in the upcoming quarters. This will align seamlessly with the agreed-upon plan, as endorsed during the project's inception stage.

Field Monitoring and Progress Update of the Data Collection

By the end of the last quarter the team had successfully monitored and gathered digitized data from a total of 580 sub-components completed till June 2022. Aligned with the outlined plans for the schemes completed in the last year, field visits were carried out in the reporting quarter. The FEs demonstrated commendable performance throughout the month in achieving target of conducting 330 visits to various sub-components across 13 districts in three different regions. It's crucial to emphasize the key role played by continuous coordination among key stakeholders, which has been instrumental in guaranteeing the timely execution of field visits and related activities. This collaborative effort has been instrumental in achieving main objectives and maintaining the project's momentum.

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	Mardan	18	0	3	4	5	30
	Peshawar	4	0	3	17	21	45
	Abbottabad	0	1	0	3	0	4
Northern	Battagram	0	11	1	1	1	14
	Torghar	0	1	1	2	0	4
	Malakand	0	0	0	5	10	15
	Buner	0	0	0	24	7	31
Southern	D.I.Khan	20	0	45	8	12	85
	Kohat	0	1	0	31	4	36
	Karak	0	0	0	10	10	20
	Hangu	0	0	0	5	0	5
	Bannu	0	0	0	15	1	16
	Lakki Marwat	0	0	0	23	2	25
Total (13)		42	14	53	148	73	330

Field operational team has shown remarkable performance in achieving all the planned targets during the quarter through the individual dedication. The M&ECs team also acknowledges the close teamwork with the PIU, the effective planning put in place, and the timely assistance offered by the devoted district OFWM staff. All these elements collaborated seamlessly to ensure the success of the project's field operations. Table below gives summary of the cumulative achievement as of end of the quarter.

Quarterly Achievement of the Field Visits conducted by the M&ECs as of end December 2023					
Region	No. of District	Monitoring and Impact Data collected of the Sub-Components			
		Quarter 1 (Apr-Jun 2023)	Quarter 2 (July-Sep 2023)	Quarter 3 (Oct-Dec 2023)	Cumulative
Central	9	143	35	79	257
Northern	9	17	107	64	188
Southern	7	94	184	187	465
Total	25	254	326	330	910

The key experts ensured that the FEs had all the essential support to carry out their field duties with ease and effectiveness. The coordination between M&ECs and the PIU resulted in the successful implementation of the initial two-year schemes of KPIAIP, following the jointly agreed plan. The IT team played a noteworthy role by actively tackling any obstacles encountered during data input from field visits. They were hands-on, ensuring prompt aid and guidance for the field teams whenever required. This proactive assistance notably enhanced the overall efficiency and effectiveness of data collection operations. Monthly breakdown of the achievement against target during the quarter is given in the table below.

Month Wise Target Vs Achievement of Field Monitoring Visits Conducted by the M&ECs Team							
Region	District	Target for Oct-2023	Achieved in Oct-2023	Target for Nov-2023	Achieved in Nov-2023	Target for Dec-2023	Achieved in Dec-2023
Central	Mardan	0	0	20	20	15	10
	Peshawar	20	20	10	10	10	15
	Abbottabad	4	4	0	0	0	0
	Mansehra	0	0	0	0	0	0
	Haripur	0	0	0	0	0	0
	Swabi	0	0	0	0	0	0
	Charsadda	0	0	0	0	0	0
	Nowshera	0	0	0	0	0	0
	Khyber	0	0	0	0	0	0
Northern	Battagram	4	0	7	6	8	8
	Shangla	0	0	0	0	0	0
	Torghar	4	4	0	0	0	0
	Malakand	0	0	15	15	0	0
	Dir Lower	0	0	0	0	0	0
	Swat	0	0	0	0	0	0
	Buner	0	0	18	19	12	12
	Dir Upper	0	0	0	0	0	0
	Chitral	0	0	0	0	0	0
Southern	D.I.Khan	26	30	25	25	30	30
	Tank	0	0	0	0	0	0
	Kohat	16	16	0	0	20	20
	Karak	16	16	4	4	0	0
	Hangu	0	0	5	5	0	0
	Bannu	0	0	16	16	0	0
	Lakki Marwat	0	0	0	0	25	25
Total		**90**	**90**	**120**	**120**	**120**	**120**

Following the field visits, it was evident that all the sub-component schemes visited by the team aligned with the original plans reported by the PIU. The majority of these schemes showcased remarkable

progress, closely aligning with the project's intended objectives. This notable accomplishment owes much to the effective implementation strategies employed and the firm dedication of the OFWM staff.

It's crucial to highlight that continuous monitoring of project progress by the M&EC team will be pivotal. The ongoing oversight will help identify successes, address challenges, and mitigate potential risks. This data-centered approach will allow for timely adjustments, ensuring the project stays on course to fulfill its objectives. Ultimately, it will foster sustainable water management for the communities it serves.

Key Challenges

- The security situation in few areas of the province deteriorated during the quarter. Field staff was advised to maintain close coordination with the OFWM staff and concerned district administration before going in such areas. FEs were also instructed to exercise increased vigilance.
- Extremely cold weather in the northern and central regions was observed. This, along with short duration of the day compelled staff to spend additional days in a few districts. However, no major deviation in the work plan was observed.

Next Quarter Activities

- Field visits will be conducted to 330 sub-component schemes completed in the year 2022-23.
- Drafting of reports i.e. monthly and quarterly in addition to special reports will be carried out.
- The midline impact study will be finalized after incorporating feedback of the client / PIU.
- MIS Dashboard already uploaded on the Server in December 2023 will be operationalized.
- Training for the field staff for data uploading on the MIS will be conducted in consultation with PIU.
- The analysis of the data will be done on need basis to portray the project's outcomes and impact.
- Close coordination with the PIU will be ensured for technical assistance and the project's benefits.
- IT staff and M&E Specialist will keep close liaison with district and PIU staff for cleaning of data.
- Key experts will continue to provide support to FEs for planned field visits in different regions
- Management will attend important meetings as and when desired by the PIU

Snapshots in the Reporting Period

Monthly Progress Review and Planning Meeting of the M&ECs

District Peshawar   Village Faqeer Banda

District Peshawar   Village Badabher

District Malakand   Village Salgaro

District Lakki Marwat , Village Wanda Painda Khan

Distric Kohat   Village Kharmato

Distric Chitral   Village Gahrait Chitral

Presentation meeting on the MIS-Dashboard held at project office in November 2023

District Peshawar   Village Matani

District Kohat   Village Sur Gul

District Hangu   Village Sarozai

District Hangu   Village Sarozai

District Torghar   Village Kotly

District Battagram   Village Charbagh

Annex. I: MoM of Progress Review and Planning Meeting October 2023

M&ECs Progress Review and Planning Meeting held in October 2023

Purpose	Monthly Progress Review and Planning
Location /site	M&ECs AiD Office University Town Peshawar
Date (Day)	October 31, 2023 (Tuesday)
Timing	10:00 AM to 1:00 PM

Participants

1. Mr. Shamshad Hussain (Team Leader)
2. Mr. Intisar Ahmed (M&E Specialist)
3. Dr. Sajidin (Agriculture Expert) via WhatsApp
4. Mr. Amir Hadi (IT Expert) via WhatsApp
5. Ms. Rakshanda Tayyab (M&E Assistant)
6. Mr. Faheem Ullah (Field Enumerator)
7. Mr. Waqar Younis (Field Enumerator)
8. Ms. Sumayya (Field Enumerator)
9. Mr. Jawad Ahmed (Field Enumerator)
10. Mr. Abdul Fattah (Field Enumerator)
11. Mr. Iftikhar Bashir(Field Enumerator)
12. Mr. Rafiq Ullah (Field Enumerator)
13. Mr. Umar Saeed (MIS Technician)
14. Mr. Sohrab Khan (Data Analyst)
15. Mr. Aammad Khan (Data Analyst)

Agenda

1. Progress review as per work-plan submitted for October 2023.
2. IT Team Updates and progress on MIS Dashboard
3. Work Planning for the month of November 2023
4. Any other issue

Detail of the meeting

The meeting commenced with the recitation of the Holy Quran by Mr. Abdul Fattah. Team Leader extended a warm welcome to the participants and provided a comprehensive overview of the meeting agenda. The M&E Specialist expressed gratitude for the dedicated efforts of the non key staff throughout the initial half of the month. During this period, the team actively collaborated with key experts to expedite the finalization and agreement on the sample schemes of third year 2022-23. This coordinated process facilitated the timely execution of field visits for the reporting month, ensuring the smooth progress of the project.

The FEs shared updates on their progress during field visits and data collection using the refined formats uploaded by the IT staff on Kobo server. Mr. Abdul Fattah shared that he initially planned to conduct impact monitoring in three districts namely Torghar, Battagram, and Abbottabad but managed to visit only two. The Battagram visit was deferred due to essential official engagements of district staff. Despite this, he visited four schemes in each of the other districts and assured the implementation of a catch-up plan for the upcoming month, aiming to cover 25 schemes. Mr. Iftikhar Bashir reported successful visit to 30 sites in DI Khan, surpassing the target of 26 visits. He expressed gratitude for the support of the IT and district staff of OFWM in uploading data to the Kobo Collect server and expressed confidence in meeting the targets for the following month. Mr. Waqar Younis visited District Kohat, adhering to the agreed-upon plan by uploading data for all 16 schemes. In district Peshawar, Mr. Faheem Ullah gathered data from 20 schemes as per the current month's target, while Mr. Jawad Ahmad covered 16 schemes in district Karak, meeting the monthly goal. The FEs conveyed their satisfaction with the support received from the respective offices of OFWM and the key experts during the data collection process. The M&E specialist commended the IT staff for their timely assistance, ensuring all field teams had the necessary support. In October 2023, the total target for visited schemes was 90, a goal successfully achieved by the team, as detailed in the table.

Target Vs. Achievement of M&ECs in October 2023 for the Monitoring Visits of the KPIAIP			
Region	**District**	**No. of Schemes planned**	**Achieved during the Month**
Central	Peshawar	20	20
	Abbottabad	4	4
Northern	Battagram	4	0
	Torghar	4	4
Southern Region	D I Khan	26	30
	Karak	16	16
	Kohat	16	16
	Total	**90**	**90**

The IT team reported the busy month they had, underscoring their deep appreciation for the valuable support received from the experts at PIU. This support proved instrumental in the cleaning of third-year

data, a critical step that set the stage for a well-organized and effective sampling process, aligning seamlessly with the pre-established criteria. Mr. Umar Saeed provided insights into the uploading of data onto the Kobo server for the newly sampled schemes. This data, received from the PIU, was purposefully placed to assist FEs during their field visits. In his presentation, Mr. Saeed explained the details of the data cleaning process, emphasizing extensive coordination at various levels of the OFWM. He also shed light on the key attributes utilized in the Social, Financial and Technical (SFT) data, describing his team's vital role in cleaning data from completed schemes. Taking into consideration the participants' interest and capacity, the M&E Specialist walked them through a step-by-step explanation of the process involved in sampling and transforming the data for the project impact analysis. Furthermore, the IT staff prepared and shared the staff training plan with PIU which will be held at various regions of KPK to acquaint field officials with the details of the MIS Dashboard, fostering a more informed and capable user base.

A broad discussion was held on the updated status of the MIS Dashboard, where the IT staff highlighted their series of interactions with PIU experts to finalize dashboard requirements. Participants were informed that Mr. Naseebur Rahman (focal person KPIAIP) had personally viewed the work done on Dashboard and provided valuable input for further improvement. IT staff was hopeful of delivering the MIS Dashboard well before the timeline agreed with the Client.

The participants were formally briefed, through an inclusive presentation, on the field visit plans of third year completed schemes. The team will conduct visits to a total of 990 completed schemes for impact and progress monitoring in the upcoming three quarters, extending until June 2024. Aligned with these forward-looking plans, the team has set a quarterly target of 330 site visits. Given that 90 schemes were successfully visited in October 2023, a measured approach will be adopted to address the current month's deficit. A target of 120 visits has been established for the next two months to compensate for the shortfall. Following an in-depth discussion and achieving consensus, the M&ECs team has collaboratively endorsed specific district-wise targets for the month of November 2023 as given below.

Field Visit Plan for the Month of November 2023		
Region	**District**	**No. of Schemes Planned for the Visit**
Central	Peshawar	10
	Mardan	20
Northern	Malakand	15
	Battagram	7
	Buner	18
Southern	DI Khan	25
	Karak	04
	Hangu	05
	Bannu	16
Total		120

Ms. Rakshanda's raised a query about standardizing and timely receiving of the monthly work plans. She was of the view that because of the busy schedule of FEs in the field, it becomes hard for her to coordinate at times. The M&ES after a brief discussion, provided clear guidelines for future to be followed. It was decided that a focal point for both the FEs and the IT section should coordinate among respective sections to streamline monthly plans. Stepping forward to take on this responsibility, Mr. Abdul Fattah and Mr. Umar Saeed volunteered for the task. Their role will involve coordinating with their respective teams, ensuring effective communication, and collaborating on the creation of a joint work plan. This collaborative effort aims to compile a comprehensive monthly work plan at the project level, facilitating better coordination and synergy between the FEs and the IT section.

The M&ES acknowledged the hard work and collaborative spirit of the team and thanked all the staff for active participation and valuable contributions in the meeting.

Annex. II: MoM of Monthly Progress and Review Meeting November 2023

M&EC Staff Meeting on 30 November 2023

Purpose	Monthly Progress Review meeting with staff
Location /site	M&EC AiD Office University Town Peshawar
Dates	30- November-2023
Time	11:00 to 1:00 (Thursday)

Participant

1. Mr. Intisar Ahmed (M&E Specialist)
2. Mr Amir Hadi (IT Specialist)
3. Miss. Rakhshanda Tayyab (M&E Assistant)
4. Mr. Mubrik Syed (receptionist)
5. Mr. Umar Khan (HR and Admin)
6. Miss Sumayya Khan (Field Enumerator)
7. Mr Faheem Ullah (Field Enumerator)
8. Mr. Wajahat Ullah (Field Enumerator)
9. Mr. Muhammad Hamza (Field Enumerator)
10. Mr. Rafiq Ullah (Field Enumerator)
11. Mr Waqar Younis (Field Enumerator)
12. Mr Jawad Ahmed (Field Enumerator)
13. Mr Abdul Fattah (Field Enumerator)
14. Mr Shaharyar (Field Enumerator)
15. Mr Iftekhar Bashir(Field Enumerator)
16. Mr Umar Saeed (MIS Technician)
17. Mr Sohrab Khan (Data Analyst)
18. Mr. Aammad Ahmed Khan (Data Analyst)

Agenda

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

Detail of the meeting;

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

The **FEs** provided an update on their progress, which included the process of the data collection from the field visit. Mr. Waqar visited two districts, Malakand and Hungu. He completed 15 schemes in Malakand and 5 in Hungu. His total target was 20, which he successfully achieved. Mr. Faheem visited Peshawar and Mardan. In Mardan, he completed 20 schemes, and in Peshawar, he completed 10 schemes. His total target was 30, which he successfully achieved. FE Mr. Iftekhar Ahmad submitted 25 schemes record of DI Khan in the existing month. Mr. Abdul Fatah shared his field visit progress at Battagram and Buner where he collected the data from 18 and 7 schemes respectively in the current month. In Battagram, the target was to achieve 18 schemes, but he completed 19 schemes. Additionally, in Buner, the goal was to complete a total of 7 schemes, out of which 6 were successfully completed, leaving 1 scheme pending due to security reasons. Mr. Jawad Ahmed visited two districts, Bunnu and Karak. He completed 16 schemes in Bunnu and 4 schemes in Karak. His total target was 20, which he successfully achieved. Mr. Wajahat and Mr. Humza have joined this month, and they will be providing back support to the FEs starting from next month.

The IT team delivered progress update, highlighting their efficient workflow of receiving field data through Kobo Toolbox and seamlessly conducting data analysis using Excel spreadsheets. MIS Technician Mr. Umar Saeed mentioned that he thoroughly cleaned the data received from the PIU and created detailed sheets for sub-component. Data analyst Mr. Aammad and DA Mr. Sohrab will assist the MIS Technician Mr. Umar Saeed.

During the month of November 2023, total visited schemes target was 120 schemes. This target has been achieved by all field enumerators and uploaded the data in Kobo server. The detail data of all districts are putted in below table 1

TARGET VS ACHIVEVEMENT

REGION	DISTRICT	TARGET OF THE MONTH	ACHIVED IN MONTH
Central Region	Peshawar	10	10
	Mardan	20	20
Northern Region	Malakend	15	15
	Battagram	07	06
	Buner	18	19
Southern Region	D I Khan	25	25
	Karak	04	04
	Hungu	05	05
	Bunnu	16	16
TOTAL		120	120

In the meeting, there was a discussion regarding the MIS. M&ES mentioned that the final report will be submitted by mid-December. Mr. Amir Hadi prepared a presentation on the MIS and conducted a detailed meeting regarding the MIS dashboard as well. MIS Technician Mr. Umar Saeed Will uploaded report of MIS dashboard.

It was emphasized that in the upcoming month of December 2023, the FEs should prioritize the completion of **120** schemes with efficiency and effectiveness. Please see table 2 for the details of targeted schemes.

Field Plan for the Month of December 2023

Region	District	Schemes to be visited
	Peshawar	15
	Mardan	10
	Battagram	08
	Buner	12
	D I Khan	30
	Kohat	20
	Lakki Marwat	25
Total		120

After the finalizing the November 23 activates, the work plans for the month of Nov 23 were discussed. The responsibility of submission of work plan of Field enumerators were assigned to FE Abdul Fatah, while MIS Technician Umar Saeed will submitted the IT team work plan to M&E asst. Mrs. Rakhshanda Khan. The M&ES strongly emphasizes that everyone should submit their work plans before 30th of the month.

During the meeting, we discussed finance-related issues, and HR and Admin Mr. Umar Khan suggested that there should also be a purpose-built presentation regarding the project.

Annex. III: MoM of Monthly Progress and Review Meeting December 2023

M&ECs Staff Meeting on Progress Review and Planning on 28 December 2023

Purpose	Monthly Progress Review and Planning
Location /site	AiD Project Office Peshawar
Dates	28- December-2023
Time	01:00 to 02:30 (Thursday)

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. Rakhshanda Tayyab (M&E Assistant)
5. Mr. Mubarik Syed (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) via WhatsApp
10. Mr. Muhammad Hamza (Field Enumerator)
11. Mr Waqar Younis (Field Enumerator)
12. Mr Jawad Ahmed (Field Enumerator) via WhatsApp
13. Mr Abdul Fattah (Field Enumerator)
14. Mr Shaharyar (Field Enumerator)
15. Mr. Iftikhar Bashir (Field Enumerator) via WhatsApp
16. Mr Umar Saeed (MIS Technician) via WhatsApp
17. Mr Sohrab Khan (Data Analyst) via WhatsApp
18. Mr. Aammad Ahmed Khan (Data Analyst) via WhatsApp

Agenda of the Meeting

1. Progress review as per the work plan submitted for December 2023.

2. Discussion on field visit plan and targets vs achievement.

3. MIS Dashboard latest status and updates by the IT Team

4. Work planning for the month of January 2024.

5. Update on mid-line impact study

6. Any other issue

Details of the Meeting

The meeting started with the recitation of the Holy Quran. The M&ES extended a warm welcome to all participants and provided an overview of the agenda point. He presented the work plan submitted by the team members in the last month and requested to provide an update on their progress related to project activities and share plans for the upcoming month.

The staff provided an update on their progress that relates to office work and also included the data collection from the field. Mr. Waqar informed that he has visited district Kohat during the current month and successfully achieved 20 schemes. He told there was no issue during the field. Mr. Faheem visited Peshawar and Mardan whereby he covered 15 and 10 schemes respectively. Mr. Iftikhar told participants that he has covered schemes of DI Khan during the month and obtained data of 30 sites as per agreed plan. Mr. Abdul Fattah shared his field visit progress at Battagram and Buner where he collected the data from 8 and 12 schemes respectively. Mr. Jawad visited Lakki Marwat site and he has successfully achieved 25 schemes in Lakki Marwat.

The participants were informed that in December 2023 FEs have visited 120 schemes and all of these were uploaded on Kobo server in real time. The details of the site visits can be seen in the below table.

Target Vs. Achievement of December 2023 for the M&ECs Field Visits			
Region	**District**	**Target of the Month**	**Achievement in the Month**
	Peshawar	15	15
	Mardan	10	10
	Battagram	08	08
	Buner	12	12
	DI Khan	30	30
	Kohat	20	20
	Lakki Marwat	25	25
Total		120	120

A detailed discussion took place on finalizing the MIS Dashboard for KPIAIP, led by the IT Expert. Participants were updated on the progress, highlighting the close collaboration between PIU and M&ECs experts in shaping the dashboard. MIS draft have been submitted to the PIU.

The IT team informed providing back support to field teams and the PIU staff to clean project data. Ms. Rakshanda expressed the need for designated focal persons for submitting work plans on the prescribed format. Mr. Abdul Fattah and Mr. Umar Saeed volunteered to coordinate and submit work plans for the FEs and IT staff respectively. The M&ES strongly emphasized the importance of everyone submitting their work plans in the last week of each month.

The work plans for the coming month were reviewed, with the M&E Specialist stressing the importance of adhering to the quarterly targets previously outlined. He instructed the FEs to focus on ensuring the quality of data collected from the field. After a brief discussion, the field teams reached an agreement to visit a total of 110 schemes across three regions during the month, as detailed in the table below.

Field Visit Plans for the Month of January 2024		
Region	**Distract**	**Schemes to be visited**
Central region	Peshawar	25
	Charsaddah	20
Northern region	Swat	10
	Dir Lower	10
Southern region	Lakki Marwat	20
	D I Khan	25
Total		110

The M&ES presented a detailed presentation on KP-IAIP project and M&EC project during the meeting.

Annex. IV: Summary of the KPIAIP schemes completed in the Year 2022-23

S No.	Districts	A-1.1	A-1.2	A-1.3	A-2.1	A-2.2	A-2.3	A-3	A-4	B-2 Completed	Total
1	Abbottabad	0	0	0	0	0	1	0	7	0	**8**
2	Bannu	0	0	0	7	1	0	15	101	41	**165**
3	Battagram	0	0	0	26	9	0	2	2	2	**41**
4	Buner	0	0	0	0	0	0	1	74	21	**96**
5	Bajaur	0	0	0	0	0	0	0	4	0	**4**
6	Charsada	11	23	2	1	0	0	46	144	35	**262**
7	Chitral	0	0	0	0	0	0	8	11	2	**21**
8	DI-Khan	38	158	1	0	0	0	401	32	50	**680**
9	Dir Lower	0	0	0	2	1	1	13	38	21	**76**
10	Dir Upper	0	0	0	1	0	0	6	0	8	**15**
11	Hangu	0	0	0	0	0	0	0	14	1	**15**
12	Haripur	1	1	0	3	0	0	0	22	19	**46**
13	Karak	0	0	0	0	0	0	0	130	150	**280**
14	Kohat	1	0	0	0	0	0	2	110	12	**125**
15	Kurram	0	0	0	0	0	0	0	0	0	**0**
16	Khyber	0	0	0	3	0	0	4	8	10	**25**
17	Kohistan	0	0	0	0	0	0	0	0	0	**0**
18	L Marwat	0	0	0	1	3	1	0	392	97	**494**
19	Malakand	1	4	0	0	0	0	2	27	59	**93**
20	Mansehra	0	1	0	0	1	0	4	25	3	**34**
21	Mardan	20	35	1	0	1	0	8	15	19	**99**
22	Mohmand	0	0	0	0	0	0	0	16	22	**38**
23	Nowshera	1	5	5	0	0	0	10	24	60	**105**
24	N.W A	0	0	0	0	0	0	0	0	0	**0**
25	Orakzai	0	0	0	0	0	0	0	0	0	**0**
26	Peshawar	6	15	2	4	0	0	54	76	141	**298**
27	Shangla	0	0	0	0	0	0	0	0	0	**0**
28	Swabi	0	0	0	0	0	0	11	40	36	**87**
29	Swat	0	0	0	0	0	0	0	136	100	**236**
30	S.W A	0	0	0	1	0	0	5	64	31	**101**
31	Tank	0	0	0	0	0	0	0	79	20	**99**
32	Torghar	0	0	0	4	0	0	4	7	0	**15**
	Total	**79**	**242**	**11**	**53**	**16**	**3**	**596**	**1598**	**960**	**3558**

Annex V: Summary of the sample schemes selected from the 3rd Year Data

Randomly Selected Completed Sub-Component Schemes of KPIAIP for 2022-23

S.No	Region	District	A1	A2	A3	A4	B2	Total	Region
1	central	Abbottabad		1		3		4	309
2		Charsadda	15	1	12	46	11	85	
3		Haripur	1	1		7	6	15	
4		Mansehra	1	1	1	8	1	12	
5		Mardan	18	1	3	5	6	33	
6		Peshawar	7	1	18	25	46	97	
7		Swabi			4	13	12	29	
8		Nowshera	4		3	8	19	34	
9	North	Battagram		11	1	1	1	14	193
10		Buner				24	7	31	
11		Chitral			1	5	1	7	
12		Dir Lower		1	1	16	7	25	
13		Dir Upper		1	1		3	5	
14		Malakand	1		1	6	23	31	
15		Swat				44	32	76	
16		Torghar		1	1	2		4	
17	South	Bannu		3	5	33	13	54	603
18		DI khan	64		130	10	16	220	
19		Hangu				5		5	
20		Karak				42	49	91	
21		Kohat		1		36	4	41	
22		Lakki Marwat		2		127	31	160	
23		Tank				26	6	32	
		Total	**111**	**26**	**182**	**492**	**294**	**1105**	**1105**

Annex VI: Region and district wise complete list of sample schemes