



AiD-EGC (JV)



Monthly Progress & Monitoring Report

FEBRUARY 2024

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

Submitted by

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Background

This report is the eleventh update on the progress and monitoring of the Khyber Pakhtunkhwa Irrigated Agriculture Improvement Project (KPIAIP), detailing the activities carried out by the Project Monitoring and Evaluation Consultants (M&ECs) throughout February 2024. Monthly reports serve as key deliverables and play an important role in tracking the project's advancement.

The KPIAIP, initiated by the government, aims to improve the productivity and sustainability of irrigated agriculture in the province. Spearheaded by the DG OFWM, the project targets the enhancement of agricultural practices among small-scale farmers in the province and newly merged districts. Its primary goal is to address significant challenges hindering optimal agricultural management and individual farming techniques, such as inefficient irrigation methods, inadequate resource management and ineffective crop yield strategies.

To ensure the efficient implementation and monitoring of the project, the consultants, represented by AiD-EGC JV, have been engaged. The M&ECs play a crucial role in overseeing project progress and assessing the impact of completed activities.

Activities & Achievements of the M&ECs up to the Last Month

The M&ECs team commenced project activities as outlined in the final inception report. Through well-organized orientations, targeted sessions, and training led by key experts, the project objectives and tasks were clearly communicated. This ensured that the staff possessed the necessary knowledge and skills for their roles. Utilizing digital tools for rapid data collection and analysis, a systematic approach was adopted. Collaboration with the Project Implementation Unit (PIU) and OFWM staff facilitated the development and implementation of participatory plans for data collection on completed schemes. Before field operations, OFWM district staff received briefings on the consultants' activities during dedicated visits by management. With technical assistance from the PIU, the team successfully executed a comprehensive fieldwork plan covering the entire geographical area, completing several assigned tasks through coordinated support from the department.

By the end of January 2024, the team had achieved significant progress in several key areas, 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 of 580 sites across 25 districts by the M&ECs team against essential outcome indicators.
- Collection of reliable data for outcome and impact analysis during site visits by well-trained field staff.
- Submission of the draft midline 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.
- Effective planning for the upcoming & ongoing quarters for progress monitoring and impact assessment.
- Conducting monitoring visits to 440 sites across three regions for the third year completed schemes.
- Visiting a cumulative total of 1020 sub-components schemes across all regions of KPK by the FEs.
- Submission of Monthly Progress and Monitoring Reports (11 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.
- Attendance of key experts at all mandatory meetings as communicated by the Directorate of OFWM.
- Achievement of all likely deliverables outlined in the project documents with ample support from the PIU.

Activities & Achievements of the M&ECs in the Reporting Month

Throughout the current month, the consultants remained primarily focused on field monitoring activities. Management maintained close coordination with the district staff of OFWM and specialists at PIU. Field visits adhered to the work plan for completed schemes, aiming to gather impact data on sub-components. The IT expert and his team actively engaged with relevant specialists for feedback on the uploaded MIS Dashboard on the server. The M&E specialist conducted field monitoring visit to the Southern region to facilitate operational staff of the project. Monthly progress review and planning meeting occurred on February 29, 2024, facilitating the compilation of field data from intervened districts and the finalization of activity plans for the upcoming month.

Despite political activities (General Election 2024) and harsh weather conditions, collaborative teamwork among stakeholders facilitated the attainment of monthly field targets. The FEs collected data from 110 sites, following the agreed work plan. By the end of the month, the M&ECs had comprehensively collected impact and outcome data from a total of 1130 sub-components. Planning for the upcoming month has been finalized, with management closely coordinating with relevant OFWM staff to ensure its effective implementation.

IT expert remained engaged with the relevant specialists at the directorate of OFWM for the feedback and comments on the uploaded MIS Dashboard on server. A formal meeting in this regard was held in PIU that was attended by Environmental Expert, IT Experts and M&E staff of both offices along with relevant key experts. The meeting focused on reviewing the MIS Dashboard uploaded by the M&ECs, with productive discussions held and valuable input provided by attendees. Key points discussed and agreed upon included the alignment of the MIS with the Annual Work Plan (AWP), emphasizing the need to measure outcomes and impact in addition to outputs and integrating field feedback into the MIS to enhance its relevance and responsiveness. It was unanimously decided that the AWP would serve as a reference point for assessing targets versus achievements within the MIS, with the PIU responsible for providing necessary data for effective comparison. It is worth mentioning that tentative implementation plans have already been discussed that involve formal presentations to the client, training sessions for the OFWM field staff and field data uploading for the project.

The M&E specialist continued with the monitoring visits during the month to engage with OFWM field staff of southern districts and to evaluate ongoing field activities conducted by his team. The visit covered Kohat, Karak, Bannu, Lakki Marwat and Dera Ismail Khan districts. Nine sub-component schemes were inspected apart from conducting meetings with district staff and farmers from respective WUAs. Productive discussions were held with OFWM staff that revolved around standardizing field data input, improving record-keeping practices and enhancing scheme branding via installation of sign boards on completed sites. Recommendations were suggested to enhance the quality of data, including measures to improve uniformity in data formats and quarterly reconciliation processes. Emphasis was placed on the importance of effective record-keeping at both locations including field and office levels. Field monitoring visits were conducted to assess the quality of data collection process by the FEs for impact and outcome assessment in 4 sites in Lakki Marwat and 5 sites in Dera Ismail Khan. The schemes executed through KPIAIP were found to be highly effective, significantly improving water accessibility and agricultural productivity within local communities. It is worth mentioning that these field visits provided valuable insights into OFWM's progress and impact, thereby reinforcing ongoing field activities, ensuring data accuracy and advocating for best practices in sustainable water management. For additional information regarding this important field visit, please refer to the 'Note for Record' attached as **Annex I** in this report.

The progress review and planning meeting took place at the project office in the last week of the month and was also attended by the newly appointed Environmental Expert for the project. During the discussions, he provided valuable insights based on his experience and project related activities. Field staff members updated about their efforts in achieving the agreed targets for the reporting time period. Mr. Faheem reported on his successful visit to Peshawar district, covering 19 schemes as per decided work plan. Similarly, Mr. Waqar completed data collection for 20 sub-component schemes in Charsada district. Mr. Abdul Fattah shared his progress, having visited Swat and Lower Dir districts, where he gathered data from 22 schemes, including an additional 6 schemes in Swat to compensate for the 6 schemes in Dir inaccessible due to heavy rains/snow. He informed that despite facing harsh weather conditions throughout the month, the OFWM staff's assistance proved crucial in achieving targets, often requiring extra days in the field. Mr. Iftikhar reported successful data collection from 24 sites in Dera Ismail Khan, meeting the agreed target of 24, while Mr. Jawad collected impact data from 25 schemes in Lakki Marwat district as per his work plan. Furthermore, Mr. Wajahat Ullah shared his positive experience accompanying the M&E specialist to the Southern Region of KPK. The IT staff provided updates on digitized data assistance to both PIU and field staff. Additionally, Dr. Sajidin briefly explained the research component of the project as mentioned in the PC1 to the participants and the role of M&ECs in this context. Planning for the upcoming month was finalized during the meeting. For further details regarding this monthly meeting, please consult **Annex II** of this report.

Field Monitoring and Progress Update of Impact Data Collection

Field visits were effectively carried out in accordance with the approved work plan for the completed schemes of the project in the year 2022-23. As always, FEs exhibited exceptional performance, successfully completing the targeted 110 sub-component visits spread across six districts within their allocated regions. This achievement underscores the dedication, proficiency and coordination of the FEs with OFWM staff in fulfilling their responsibilities. For a comprehensive and concise summary breakdown of the monthly site visits, kindly refer to the detailed table provided below, which offers a clear overview of the undertaken visits and their respective outcomes.

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
	Charsada	20	20
Northern	Swat	10	16
	Lower Dir	12	06
Southern	D I Khan	24	24
	Lakki Marwat	25	25
	Total	110	110

Since the commencement of field monitoring operations conducted by the consultant, significant strides have been made in assessing sub-components. The team has diligently visited a total of 1130 schemes completed under KPIAIP, marking a substantial achievement in monitoring and evaluation efforts. A glimpse of the cumulative progress, organized on a quarterly basis, is provided in the table below, showcasing the steady advancement in monitoring activities and the thorough examination of project components. This comprehensive assessment underscores the commitment to ensuring transparency, accountability, and effectiveness in the implementation of KPIAIP initiatives.

Achievement of Field Visits by the M&ECs as of the end of February 2024 (Quarter wise)						
Region	No. of districts	Monitoring and Impact Data Collected of Sub-Components				
		Quarter 1 Apr-Jun 2023	Quarter 2 Jul-Sep 2023	Quarter 3 Oct-Dec 2023	Quarter 4 Jan-Mar 2024	Cumulative (Apr 2023 - Feb 2024)
Central	9	143	35	79	84	341
Northern	9	17	107	64	42	230

Southern	7	94	184	187	94	559
Total	25	254	326	330	220	1130

The FEs were provided with comprehensive guidelines for planning monthly targets in collaboration with OFWM staff across the three regions. The team was urged to factor in various considerations such as prevailing weather conditions, the observance of the Holy month of Ramadhan and the prevailing security situation. To ensure effective planning, a preliminary discussion resulted in establishing visit schedules, taking into account the availability of OFWM field staff, security considerations and accessibility in adverse weather conditions. Following thorough deliberations and assessments, the team collectively agreed upon conducting visits to a combined total of 110 schemes across seven districts in March 2024 as mentioned in the table 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
	Charsada	20
Northern	Swat	14
	Lower Dir	06
Southern	D I Khan	16
	Tank	10
	Bunnu	24
Total		110

Key Challenges

- The security situation remained unpredictable throughout the month in both D.I. Khan and Lakki Marwat districts. Field staff were directed to remain vigilant and maintain regular communication with local administration and OFWM staff during field visits.
- Unexpected rains and heavy snowfall were witnessed in Swat and Lower Dir districts during the month. Overall, the weather in northern and central regions remained extremely cold, necessitating staff to readjust their plans in consultation with respective district staff. Despite these challenges, the targets of the field visits for the month were achieved successfully.
- Despite the peaceful conduct of the general elections this month, political events continued to unfold until month-end. Staff were advised to maintain close coordination with district administration and relevant authorities to avoid potential risks.
- The holy month of Ramadhan is approaching. Ensuring that field activities remain manageable, strict adherence to official timings is essential. Field and office staff members have been advised to respect the schedules and considerations of those participating in fasting. Field activities will be accommodated in consultation with OFWM staff to ensure inclusivity and understanding of cultural practices.

Next Month Activities

- The team will held focused meetings with PIU experts and management of KPIAIP to finalize the MIS dashboard already uploaded on the server.
- The draft midline impact study will be finalized after obtaining input (comments) from the PIU / client.
- FEs will continue their site visits across seven districts of KPK for impact monitoring data.

- d. The Monthly Progress and Monitoring report will be submitted as key deliverable to the PIU.
- e. Key experts and management will conduct field visits to central region in consultation with OFWM staff to assist FEs and district staff of OFWM.
- f. Dedicated meetings and follow up will be done for Research Component of the project in line with the guidelines provided by the PIU.

Snapshots of the M&ECs Activities during February 2024



Monthly Progress Review and Planning Meeting of the M&ECs



District D.I.Khan Village Kat Jhok Tahir



District D.I.Khan Village Jatta



District Swat Village Lakhar



District Office OFWM Kohat



District Lakki Marwat Village Wanda Chikari



District Peshawar Village Mattani

Annexes

Annex I: NFR - Field Visit conducted by the M&E Specialist in Five 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 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, Bunu, 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 Bunu
6.	February 21, 2024	10:00 AM to 11:45 PM	Meeting with OFWM staff	OFWM District Office Bunu
7.	February 21, 2024	12:15 PM to 1:30 PM	Departure and Arrival	OFWM office Bunu 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 Bunu
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.	21/02/2024	10:00 AM to 11:45 PM	OFWM District Office Bannu	Jawad Ahmad Jan (FE M&ECs)
18.				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.	21/02/2024	1:45 PM to 03:30 PM	OFWM District Office Lakki Marwat	Jawad Ahmad Jan (FE M&ECs)
25.				Raiq Ahmad (Deputy Director)
26.				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.	22/02/2024	10:30 AM to 12:45 PM	OFWM District Office DIKhan	Jawad Ahmad Jan (FE M&ECs)
33.				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)

Field Monitoring Snapshots



Annex II: Monthly Progress Review and Planning Meeting held on February 29, 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. Zulqamain (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. Ifikhar 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

Details 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. Zulqumain, 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.

