



**AiD-EGC (JV)**



Village Torwarsak, District Buner



Village Pisaddu, District Mardan

## Monthly Progress & Monitoring Report

**NOVEMBER 2023**

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

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Submitted by

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

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

**Monitoring & Evaluation Consultants  
(M&ECs)**

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## Background

This is the eighth progress and monitoring report highlighting the work done by the M&ECs team within the framework of Khyber Pakhtunkhwa Irrigated Agriculture Improvement Project (KPIAIP). It gives a comprehensive overview of major activities carried out in November 2023. Monthly progress and monitoring reports are one of the key deliverables for keeping track of the project.

The KPIAIP is an important initiative by the provincial 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 and 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.

To ensure the successful execution and continuous monitoring of the project, Monitoring and Evaluation Consultants (M&ECs), represented by AiD-EGC JV, have been engaged. The M&ECs team plays a vital role in overseeing project progress and evaluating the impact of activities.

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

M&ECs team started project activities according to the plan agreed in the final inception report. Through well prepared strategy the non-key staff, including field and IT teams, was provided with the necessary knowledge and skills. This involved orientations, trainings and briefings led by experts to enhance the team's understanding of the project's scope, objectives, and tasks. A methodical approach was followed to monitor progress and impact of the physical component of the project. The experts made user friendly formats for gathering data and used digital tools for collecting and analyzing information quickly. The team worked closely with the PIU and OFWM staff to make plans and put them into action. Before the execution of field operations, district staff of the OFWM was made well-informed about the M&ECs activities through field visits conducted by key experts. An inclusive field plan was jointly developed and implemented with the support of the PIU and district staff of OFWM by the team.

A well-organized strategy, backed by PIU, ensured the timely completion of multiple project deliverables. The assistance from key experts enhanced project performance and the gathering of high-quality data. By the end of October 2023, the team has made considerable progress and achievements in various aspects, including:

- Project office was established with deploying of essential staff and key experts.
- Effective training and orientation sessions were conducted.
- Timely submission of the final inception report, incorporating valuable PIU feedback.
- Finalized digitized data gathering formats after field-testing.
- Data cleaning of KPIAIP completed schemes of the initial two years (2020-2021 & 2021-2022).
- Successful sampling of the schemes following approved criteria for planning and field visits.
- Monitoring of 580 sites across 25 districts by the M&ECs team against crucial outcome indicators.
- Gathering reliable data for outcome and impact analysis during site visits by well-trained staff.
- Data cleaning and sampling of KPIAIP completed schemes of 3<sup>rd</sup> year (2022-23) as per agreed criteria.
- Effective planning for the coming quarters for progress monitoring and impact assessment till June 2024.
- Monitoring visits to 90 sites conducted across three regions for the 3<sup>rd</sup> year completed schemes.
- IT team completed the preliminary work for MIS Dashboard under the guidance of specialists of KPIAIP.
- Draft of the midline impact study submitted to the PIU for feedback and comments.
- Key experts attended all obligatory meetings as communicated by the PIU.
- Achievement of all anticipated deliverables outlined in the project documents up to the reporting month.

## Activities & Achievements during the Reporting Month

Field activities and MIS Dashboard remained the focus for the M&ECs team during the current month. The IT expert delivered a formal presentation to the M&ECs staff, highlighting significant advancements in the development of the MIS Dashboard for KPIAIP. 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. Monthly progress review and planning meeting was held on November 30, 2023 that helped in validating the field data collected from various districts where the project is operational. Key experts kept regular coordination with the focal person PIU, district staff of OFWM and specialist at Directorate for the coordination and the impact assessment component of the MIS Dashboard.

To provide an overview and gather input from the M&ECs staff on the MIS Dashboard prior to its finalization, the IT section organized a dedicated meeting in the current month. During this session, IT expert explained the concept and details of the Dashboard. He highlighted key features, offering insights into accomplished tasks and outlining future plans. A concise overview encompassing specifications, database design, user-centric security models and the Dashboard's prototype was presented. Additionally, he shared forthcoming plans, which involved formal presentations to the PIU, training sessions for OFWM operational staff, data uploads from the field and the creation of a mobile app for the project. Frequent queries pertaining to the functionality of the MIS were explained, particularly concerning the login process and accessing the MIS Dashboard, emphasizing its extensive search capabilities. For more inclusive information regarding this meeting, please refer to **Annex I**.

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.

At the end of the month, progress review and planning meeting was convened. Staff thoroughly presented updates regarding their project activities of the month. Details were shared by the FEs, reflecting their capabilities and attainments in the reporting period as follows;

- Mr. Waqar conducted visits to Malakand and Hangu, successfully acquiring data from 15 schemes in Malakand and 5 in Hangu, thus meeting his agreed targets.
- Mr. Faheemullah covered 20 sub-component schemes in Peshawar and 10 in Mardan as per his plans
- Mr. Iftikhar managed to collect data from 25 sites in DI Khan, in accordance with the outlined work plan.
- Mr. Abdul Fattah conducted visits to Battagram and Buner to obtain data from 6 and 19 schemes, respectively. He adeptly adjusted plans to cover 25 sites, aligning closely with the targets for the month.
- Mr. Jawad visited 16 schemes in Bunnu and 4 in Karak as per his devised plan.

Overall the field teams obtained monitoring and impact data from 120 sites during the month. Planning for the forthcoming month was also decided in a participatory manner. IT team provided progress on the MIS Dashboard that was updated after incorporating valuable inputs from the M&ECs and PIU staff. The M&E specialist provided progress updates on the midline study, mentioning a meeting held with the focal person of KPIAIP, where commitments were established to finalize this vital study in December 2023. For details of progress review and planning meeting, please refer to **Annex II** of this report.

## Field Monitoring and Progress Update of Data Collection

Field visits were executed in accordance with the approved work plan for the completed schemes of third year of KPIAIP (2022-23). The FEs exhibited excellent performance during the month and a target of 120 sub-component visits in nine districts across three regions was achieved. This achievement can be attributed to

effective planning of M&ECs, close coordination with the PIU, and support from respective district OFWM staff. It's important to mention that ongoing coordination among key stakeholders remains a major factor in ensuring the timely execution of visits and field activities. For a detailed breakdown of the monthly site visits, please refer to the table below.

Target Vs. Achievement of November 2023 for the M&ECs Field Visits			
Region	District	No. of Schemes Planned	Achieved during the Month
Central	Peshawar	10	10
	Mardan	20	20
Northern	Malakand	15	15
	Battagram	07	06
	Buner	18	19
Southern	D I Khan	25	25
	Karak	04	04
	Hangu	05	05
	Bunnu	16	16
	<b>Total</b>	<b>120</b>	<b>120</b>

As the M&ECs team has set quarterly targets for monitoring visits during the ongoing year in the previous month, site plans are being aligned with these targets. It is important to note that planning for the any upcoming month heavily relies on several factors, including the availability of field staff of OFWM, security conditions in the district, and site accessibility in case of rains, floods or landslides. For the forthcoming month, an inclusive discussion took place among the experts and staff. Following this discussion, the field teams collectively agreed to conduct sub-component visits to a total of 120 schemes spread across three regions in December 2023. The detailed breakdown of these planned visits is provided in the table below.

Field Planning for the Month of December 2023		
Region	District	No. of Schemes Planned for the Visit
Central	Peshawar	15
	Mardan	10
Northern	Battagram	08
	Buner	12
Southern	D I Khan	30
	Kohat	20
	Lakki Marwat	25
<b>Total</b>		<b>120</b>

## Key Challenges

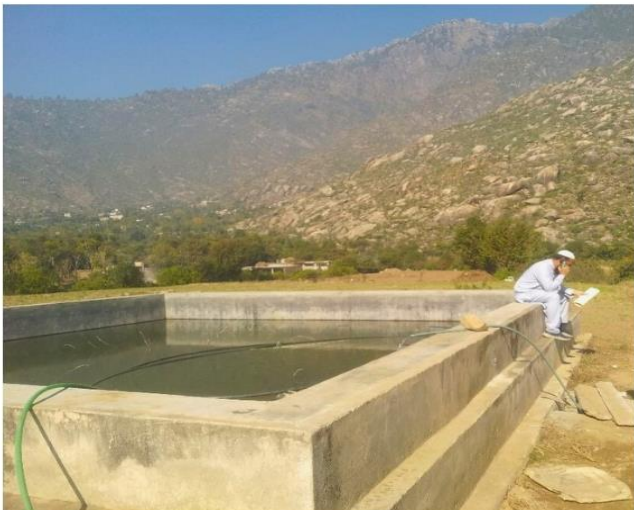
No major issue or challenge was reported during the current month.

## Next Month Activities

- FEs will continue their site visits across seven districts of KPK for impact monitoring data.
- IT expert and M&E specialist will keep close liaison with PIU for the finalization of MIS dashboard.
- Trainings for the OFWM staff on data entry formats will be finalized.
- MIS Dashboard will be formally presented to the PIU Management.
- The draft midline impact study will be finalized.
- Key experts will conduct visits to the field to assist FEs.



## Snapshots of the M&ECs Activities during November 2023



## **Annexes**

**Annex I: MIS Dashboard Meeting & Presentation on November 22, 2023**

**Annex II: Monthly Progress Review & Planning Meeting November 30, 2023**

## Annex I: MIS Dashboard Meeting &amp; Presentation on November 22, 2023

**Meeting Details of MIS-Dashboard Demonstration by IT Expert of M&ECs**

<b>Purpose</b>	Presentation on Updated MIS Dashboard of KPIAIP
<b>Location/site</b>	AiD Project Office University Town Peshawar
<b>Date/day</b>	22-Nov- 2023 (Wednesday)
<b>Time</b>	10:00 AM to 12:00 PM

**Participants**

<b>S. No</b>	<b>Name and designation</b>
1.	Mr. Shamshad Hussain (Team Leader)
2.	Mr. Intisar Ahmed (M&E Specialist)
3.	Mr. Amir Hadi (IT Specialist)
4.	Ms. Rakshanda Tayyab (M&E Assistant)
5.	Ms. Sumayya Khan (Field Enumerator)
6.	Mr. Wajahat Ullah (Field Enumerator)
7.	Mr. Waqar Younis (Field Enumerator)
8.	Mr. Rafiq Ullah (Field Enumerator)
9.	Mr. Umar Saeed (MIS Technician)
10.	Mr. Sohrab Khan (Data Analyst)

**Agenda of Meeting**

1. Introduction and Background of the MIS Dashboard
2. Importance and Need of an MIS System in KPIAIP
3. Presentation on the updated Dashboard
4. Question Answers Session



### Details of the Meeting

The meeting commenced with a recitation from the Holy Quran. The Team Leader provided a brief overview of the MIS Dashboard and the meeting's objectives. The M&E Specialist emphasized the critical need for digitized data and the relevance of an IT-based system for the project.

The IT Expert formally commenced the presentation, explaining the concept and details of the KPIAIP main MIS Dashboard. He explained its key features by informing the contextual insights, accomplished tasks, and future plans. Various aspects were discussed, including the involvement of the PIU in Dashboard development, specifications from OFWM staff, the draft database design, user-centric security models, and the Dashboard's prototype. Updates were shared on data cleaning, ongoing consultations with KPIAIP specialists and M&ECs key experts, and the integration of the Kobo-based MIS with the primary Dashboard. Future plans included formal presentations to PIU, OFWM field staff training, real-time KPIAIP data uploads, and the development of a mobile app in the first quarter of next year.

Acknowledging the progress made by the IT expert, participants expressed their appreciation for the good work. Frequent queries regarding the MIS functionality were explained by IT staff. Mr. Amir described the login process and Dashboard access, highlighting its extensive search capabilities, enabling users to filter information based on diverse criteria. This encompassed scheme details, region-specific data, component breakdowns, district-wise statistics, project beneficiaries, financial specifics, and year-wise analytics. Notably, the projected benefits, such as water loss reduction and performance analysis against critical indicators can be readily observed.

Responding to the Team Leader's query, Mr. Amir elaborated on the dedicated sections within the M&ECs dashboard, structured for reports, activities, and deliverables. He added that such classification aims to facilitate streamlined and categorized information for efficient monitoring and evaluation purposes.

Concluding the meeting, the Team Leader expressed gratitude for the presentation, affirming unwavering support from the team for the IT section's crucial tasks. The session concluded with a vote of thanks extended to all participants.



## Annex II: Monthly Progress Review and Planning Meeting November 2023

**M&ECs Staff Meeting on Progress Review and Planning on 30 November 2023**

<b>Purpose</b>	Monthly Progress Review and Planning
<b>Location /site</b>	AiD Project Office Peshawar
<b>Dates</b>	30- November-2023
<b>Time</b>	11:00 to 1:00 (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)
10. Mr. Muhammad Hamza (Field Enumerator)
11. Mr. Rafiq Ullah (Field Enumerator)
12. Mr Waqar Younis (Field Enumerator)
13. Mr Jawad Ahmed (Field Enumerator)
14. Mr Abdul Fattah (Field Enumerator)
15. Mr Shaharyar (Field Enumerator)
16. Mr. Iftikhar Bashir (Field Enumerator)
17. Mr Umar Saeed (MIS Technician)
18. Mr Sohrab Khan (Data Analyst)
19. Mr. Aammad Ahmed Khan (Data Analyst)

**Agenda of the Meeting**

1. Progress review as per the work plan submitted for November 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 December 2023.
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 two districts, Malakand and Hangu during the current month. He obtained data of 15 schemes in Malakand and 5 in Hangu and successfully achieved the set targets. Mr. Faheem visited Peshawar and Mardan whereby he covered 20 and 10 schemes respectively. Mr. Iftikhar told participants that he has covered schemes of DI Khan during the month and obtained data of 25 sites as per agreed plan. Mr. Abdul Fattah shared his field visit progress at Battagram and Buner where he collected the data from 6 and 19 schemes respectively. He informed that in Battagram, the target was to visit 7 schemes while 18 were to be covered in Buner. But the scattered location of the sites compelled him to revisit the plans and he was able to complete the agreed target of 25 site visits for the current month. Mr. Jawad visited two districts, Bunu and Karak and conducted field visits of 16 schemes in Bunu and 4 schemes in Karak as per his submitted work plan. Mr. Wajahat and Mr. Humza being the newly hired staff during the month expressed their gratitude of becoming member of the M&ECs team. They remained engaged in providing back stopping support to the non key staff on need basis. The IT team shared its progress update that remained focused on providing support to field teams. The participants were informed that in November 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 November 2023 for the M&ECs Field Visits			
Region	District	Planned for the Month	Achieved during the Month
Central	Peshawar	10	10
	Mardan	20	20
Northern	Malakand	15	15
	Battagram	07	06
	Buner	18	19
Southern	DI Khan	25	25
	Karak	04	04
	Hangu	05	05
	Bunu	16	16
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. The IT team expressed optimism about completing the task in the upcoming month. Additionally, the M&E Specialist mentioned ongoing tasks this month, such as training

OFWM, gathering WUA data, and acquiring missing attributes for components A, B, and C from PIU staff. These efforts aim to expedite the delivery of the eagerly anticipated dashboard.

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 120 schemes across three regions during the month, as detailed in the table below.

Field Visit Plans for the Month of December 2023		
Region	District	Schemes to be visited
Central	Peshawar	15
	Mardan	10
Northern	Battagram	08
	Buner	12
Southern	D I Khan	30
	Kohat	20
	Lakki Marwat	25
Total		120

The IT team informed of providing 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 participants were briefed on the submission of the draft midline impact study by M&ECs to the client for feedback in September 2023. The M&E Specialist highlighted staying in contact with the PIU staff to collect their input. Additionally, he shared details of a recent meeting with the focal person at KPIAIP, assuring that this important study would be completed in December 2023.

The M&ES thanked all the staff for active participation and valuable contributions in the meeting.

