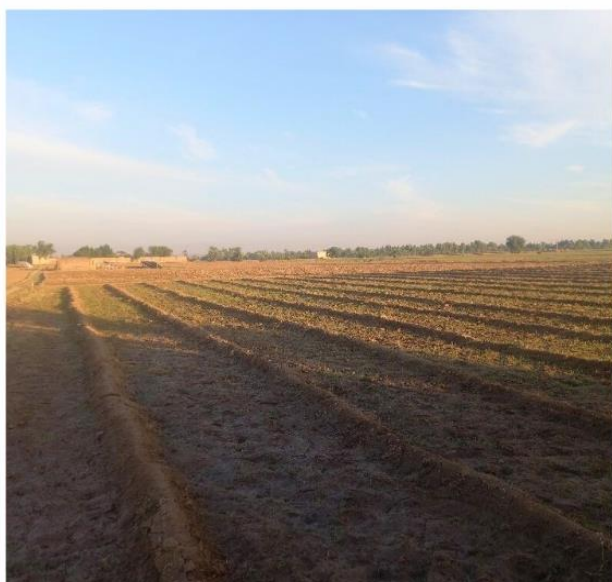




AiD-EGC (JV)



Monthly Progress & Monitoring Report

MARCH 2024

**KHYBER PAKHTUNKHWA 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)**

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Background

This report represents the twelfth update concerning the progress and monitoring of the Khyber Pakhtunkhwa Irrigated Agriculture Improvement Project (KPIAIP), presenting a comprehensive overview of the activities conducted by the Project Monitoring and Evaluation Consultants (M&ECs) throughout March 2024. These monthly reports serve as key deliverables and are important for monitoring the project's advancement.

Initiated by the government, the KPIAIP aims to enhance the productivity and sustainability of irrigated agriculture in the province. Led by the DG OFWM, the project is specifically geared towards improving agricultural practices among small-scale farmers in the province including the newly merged districts. Its primary objective is to address substantial challenges that impede optimal agricultural management and individual farming techniques, such as inefficient irrigation approaches, inadequate resource management and unproductive crop yield strategies.

To ensure the effective implementation and monitoring of the project, the consultants, represented by AiD-EGC JV, have been engaged. The M&ECs play an essential role in supervising project progress and evaluating the impact of completed activities.

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

The team of M&ECs initiated project activities in accordance with the activities agreed in the final inception report. Through well-structured orientations, targeted sessions and trainings, the project objectives and tasks were effectively communicated. This ensured that the staff possessed the requisite knowledge and skills for their respective roles. Employing digital tools for swift data collection and analysis, a systematic approach was employed under the guidance of key experts. Collaboration with the Project Implementation Unit (PIU) and OFWM staff facilitated the formulation and execution of participatory plans for data collection on completed schemes of the KPIAIP. Prior to commencing field operations, OFWM district staff received briefings regarding the consultants' activities during dedicated visits by management. With technical support from the PIU, the team effectively implemented a comprehensive fieldwork plan encompassing the entire geographical area, accomplishing several assigned tasks through cohesive support from the department.

By the end of February 2024, the team had achieved significant progress in several key areas, including:

- Establishment of the project office in Peshawar, including the deployment of staff was accomplished.
- Newly recruited staff received focused training and orientations tailored for the execution of project activities.
- The final inception report was submitted in a timely manner, integrating valuable feedback from the PIU.
- Digitized data-gathering formats were finalized after soliciting input from relevant stakeholders.
- Data cleaning for completed schemes of the initial two years (2020-2021 & 2021-2022) was completed.
- Schemes were effectively planned in accordance with approved criteria for sampling and data collection.
- Monitoring of 580 sites across 25 districts was conducted by the team against critical outcome indicators.
- Reliable data for outcome and impact analysis was collected during site visits by well-trained field staff.
- The draft Mid Term Report was submitted on time to the PIU/Client for feedback and comments.
- Preliminary work for the MIS Dashboard was completed under the guidance of KPIAIP experts.
- Data cleaning and sampling of the 3rd year (2022-23) completed schemes was conducted on agreed criteria.
- Thorough and effective planning for the ongoing year was executed to monitor progress and assess impact.
- Monitoring visits to 550 sites across three regions for the third year completed schemes were conducted.
- A cumulative total of 1130 sub-components schemes across all regions of KPK were visited by the FEs.
- Monthly Progress and Monitoring Reports (11 No.) were submitted as deliverables within stated timelines.
- Quarterly Progress and Monitoring Reports (5 No.) were submitted within respective timelines.
- The MIS Dashboard was uploaded on the Server for feedback after thorough input from relevant experts.

- Key experts attended all mandatory meetings as communicated by the Directorate of OFWM.
- All anticipated deliverables outlined for the M&ECs were achieved, supported substantially by the PIU.

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

During the current month, the team maintained its focus on field monitoring activities and related official tasks. Management ensured close coordination with the district staff of OFWM and specialists at PIU. Field visits were conducted in accordance with the work plan for completed schemes, with the aim of gathering impact data on sub-components. The IT expert and his team actively collaborated with relevant specialists to gather feedback on the uploaded MIS Dashboard on the server in a formal meeting in addition to discussing space allocation for the MIS dashboard of the KPIAIP. Feedback on the 'Mid-Term Impact Assessment Report' was received in the reporting period and the finalization of this significant study will be completed in the upcoming weeks. The Team leader and M&E specialist conducted field monitoring visits to the Central region to support the operational staff of the project. In the final week of the month, a monthly progress review and planning meeting occurred, aiding in the compilation of field data from intervened districts and the finalization of activity plans for the upcoming month. Substantial progress was made on the research component of the project, with a working paper submitted to the PIU for further action.

Despite heavy rainfall in the province and the holy month of Ramadan, 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 consultants had comprehensively collected impact and outcome data from a total of 1240 sub-component schemes. Planning for the upcoming month has been finalized, with management closely coordinating with relevant OFWM staff to ensure its effective implementation.

The IT team remained engaged with relevant specialists at the PIU to gather feedback and comments on the uploaded MIS Dashboard on the server. A formal meeting was held at the Project Office on March 6, 2024, attended by the Focal Person, Mr. Naseeb ur Rehman, the Team Leader, respective IT and M&E Specialists, and the Environmental Expert. The meeting focused on reviewing the MIS Dashboard uploaded by the M&ECs, with productive discussions and valuable input provided by attendees. Key points discussed and agreed upon included aligning the MIS with the Annual Work Plan (AWP), emphasizing the measurement of outcomes and impact in addition to outputs, and integrating field feedback into the MIS to enhance its relevance and responsiveness. In response to a query raised during the discussion, the Focal Person advised that since the MIS dashboard is an ongoing process of improvement with upgrades in technical formats, the official handover of the MIS system may be deferred to a later stage. He proposed having frequent meetings to further refine the ongoing work. A follow-up meeting of IT staff was held at the PIU to obtain desired input for the finalization of this important task at the earliest.

In the current month, the project team received formal comments and feedback from the PIU regarding the Mid-Term Impact Assessment Report, which was submitted in September 2023. M&E specialists from both the project (PIU & M&ECs) will collaborate to finalize this vital study at the earliest. The focal person also provided input on the mid-term report, applauding the commendable work done by the M&ECs in illustrating various outcomes and impacts of the project. Additionally, he has pledged full support to ensure the timely completion of this task.

Monitoring visits were conducted by the Team Leader and M&E specialist during the month to engage with OFWM field staff to evaluate ongoing field activities in Charsadda and Nowshera districts. M&E specialist visited additional districts within the central region including Abbottabad, Mansehra and Haripur. Four 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 of WUA at both field and office levels. The schemes executed through KPIAIP were found to be highly effective, operative and considerably improving water accessibility and agricultural productivity. For additional information regarding these field monitoring visits, 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. During the discussions, key experts provided valuable insights based on their experience and project related activities. Field staff updated about their efforts in achieving the agreed targets for the reporting time period. Mr. Faheem and Mr. Waqar visited Nowshera and Charsadda districts respectively, covering 20 schemes each as per their work plan. Mr. Abdul Fattah reported progress from Swat and Lower Dir districts, where he gathered data from 20 schemes, including 14 in Swat and 6 in Dir. Mr. Iftikhar collected data from 16 schemes in Dera Ismail Khan, citing OFWM staff support in overcoming security risks. He also gathered impact data from 10 schemes in Tank district. Mr. Jawad reported data collection from 24 schemes in Bunnu district. Mr. Wajahat Ullah, Mr. Waqar and Mr. Faheem shared positive experiences accompanying the Team Leader and M&E specialist to the field. The IT staff provided digitized data updates whereas M&ES briefed participants on the research component of the project by giving details of the draft working paper shared with the PIU. Environmental Expert guided staff for carefully reporting social and environmental compliance data. For further details of the meeting please refer to **Annex II**.

Considerable progress was made on the research component of project's research component as per the PIU's expectations. Key experts (Agriculture Economist and M&ES) collaborated closely with the experts of PIU to draft a working paper outlining the framework and TORS for the Research Component. The initial draft of this paper was officially submitted for review to the PIU on March 14, 2024. Directed by the Additional DG, consultants and PIU experts will continue their close collaboration in the upcoming weeks to finalize this critical assignment.

Field Monitoring and Progress Update of Impact Data Collection

Field visits were conducted in alignment with the approved work plan for the project's completed schemes of the year 2022-23. FEs demonstrated outstanding performance by successfully completing 110 sub-component visits across seven districts within their designated regions. This accomplishment highlights the commitment, expertise, and collaboration of the FEs with OFWM staff in carrying out their duties. For a thorough summary of the monthly progress, please see table below, which presents a clear overview of the monitoring visits and their outcomes.

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

Since the initiation of field monitoring activities led by the key experts, notable progress has been achieved in evaluating sub-components. A total of 1240 schemes completed under KPIAIP have been precisely visited by the team, signifying a significant milestone in monitoring and evaluation endeavors. The table below offers an overview of the cumulative progress, categorized quarterly, demonstrating the consistent advancement in monitoring activities and the thorough inspection of project sub-components.

Achievement of Field Visits by the M&ECs as of the end of March 2024 (Quarter wise)

Region	No. of districts	Monitoring and Impact Data Collected of Sub-Components				
		Quarter 1 Apr-Jun 2023	Quarter 2 Jul-Sep 2023	Quarter 3 Oct-Dec 2023	Quarter 4 Jan-Mar 2024	Cumulative (Apr 2023 - Mar 2024)
Central	9	143	35	79	125	382
Northern	9	17	107	64	60	248
Southern	7	94	184	187	145	610
Total	25	254	326	330	330	1240

Environmental Compliance of Impact Data Collected by the Team

During the reporting month environmental compliance was monitored of the targeted 110 completed schemes spread over seven districts. This important information was obtained by the FEs during interaction with the beneficiaries (WUA members) by collecting data through KOBO toolbox and gadgets.

It was observed that the physical infrastructure has improved the irrigation efficiencies and helped in ensuring availability of water flows at the tail-end of watercourses in the case of sub-component A. Similarly, during construction activities vegetation clearance, damage to the existing infrastructures such as rural road, temporary water stoppages for irrigation, noise, air, soil, water ponding and water pollution due to dust, exhaust emission and other wastes compliance was ensured by the members of WUAs efficiently. It was observed that there were no debris, left over construction material (segments, sand and bricks) however, on certain sites the beneficiaries informed that they have retained few segments helpful for feeding livestock.

Field Visit Plans for Impact Data Collection in the Coming Month

The field staff and key experts engaged in a comprehensive discussion regarding the field visit plans, aligning them with the guidelines to strategize monthly targets in close collaboration with OFWM staff across the three regions. Special attention was given to integrating various factors into the planning process, such as prevailing weather conditions, the observance of the holy month of Ramadan, Eid holidays and the existing security situation in certain districts. To ensure careful planning, an initial conversation session was conducted, leading to the establishment of visit schedules. These plans were then informally shared with district staff and their consent was obtained, in addition to considering the aforementioned factors. This collaborative approach ensures thorough preparation and alignment with the needs and circumstances of the districts involved.

Following in-depth deliberations and assessments, the team collectively reached a consensus on conducting visits to a combined total of 110 schemes across eight districts in April 2024. This plan is outlined in detail in the table provided below. Such thorough planning endeavors underscore the team's commitment to executing field monitoring operations effectively while considering diverse contextual factors and ensuring optimal operational efficiency.

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

Key Challenges faced by the Team

- a. During the holy month of Ramadhan reduced working hours were practiced for both field and office staff. However, the targets of the field visits for the month were achieved successfully by close coordination with OFWM staff and WUA members. Field staff were specifically informed to respect the schedules and considerations of those participating in fasting.
- b. Despite the peaceful conduct of the general elections in the last month, political events continued to unfold in the current reporting period. As always, staff was advised to maintain close coordination with district administration and relevant authorities to avoid unclear areas for site visits.
- c. The security situation remained unpredictable throughout the month in the southern districts. Field staff was vigilant and maintain regular communication with local administration and OFWM staff during field monitoring visits.

Next Month Activities

- a. The 12th Monthly Progress and Monitoring report will be submitted as key deliverable to the PIU.
- b. The 6th Quarterly Progress and Monitoring report also will be submitted as key deliverable to the PIU.
- c. The IT team will have dedicated meetings with PIU experts and management to finalize the MIS dashboard already uploaded on the server. Training schedule for the OFWM field staff will be discussed.
- d. The Mid Term Impact Assessment Report will be finalized in close coordination with PIU experts.
- e. FEs will continue their site visits across eight districts of KPK for impact monitoring data.
- f. Key experts will conduct field monitoring visits to assist FEs and district staff of OFWM.
- g. Follow up meetings will be held for Research Component of the project in line with the feedback of the PIU experts on the working paper submitted in the current month.

Snapshots of the M&ECs Activities during March 2024



Monthly Progress Review and Planning Meeting of the M&ECs



District Bannu Village Jando Khel



District Swat Village Jatkot



District Nowshera Village Suriya Khel



District Office OFWM Mansehra



District Nowshera Village Bado Shaheedi



District Bannu Village Gadi Tap Domel

Annexes

Annex I: NFR - Field Visit conducted by the Key Experts in Five Central Districts

Note for Record (NFR)

Drafted on March 25, 2024

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

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

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

Interactions with OFWM Officials

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

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

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

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

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

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

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

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

Field Monitoring Visits

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

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

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

Key Takeaways of the Key Experts' Field Monitoring Visit

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

Annex A

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

Annex B

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



Annex II: Monthly Progress Review and Planning Meeting held on March 27, 2024

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

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

Participants of the Meeting

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

Agenda of the Meeting

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

Details of the Meeting

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

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

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

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

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

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

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

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

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

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

