**Reporting Requirements**

**Monthly Reports:**

While you are also welcome to send in whatever other data you are collecting for M&E, we would like you to use the template provided below to prepare your monthly report. Please send in one monthly report for every month that you spend in country. The monthly reports should be sent directly to your mentors and hosts, but please also cc [ucrifa.applications@gmail.com](mailto:ucrifa.applications@gmail.com).

**MONTHLY REPORT FOR RIFA FELLOWS**

**[Project Title]**

**[Report Number Out of Total (e.g. Report 2 of 5)]**

**[Name]**

1. **Narrative: Please include one to two brief paragraphs about the primary activities you have been working on.**
2. **Challenges and questions: What challenges you have been facing in your project, and how or if you are able to address them? Do you have any questions for your project mentors? Is there anything they can help you with?**
3. **Monitoring and Evaluation Matrix:**

|  |  |  |  |
| --- | --- | --- | --- |
| Objective 1: | | | |
| Activities | Indicator | Target | Progress to Date |
| Objective 2: | | | |
| Activities | Indicator | Target | Progress to Date |

Example matrix:

*Julia Jordan RIFA fellow 2017*

|  |  |  |  |
| --- | --- | --- | --- |
| Objective 1: **Reduce gaps in knowledge about the sociocultural and non-technical challenges to participation in irrigation development.** | | | |
| **Activities** | **Indicator** | **Target** | **Progress to Date** |
| Review data from past surveys and other documents from TEWDI and UC Davis; build code list for analysis of these data | Information that is gleaned about previous data practices and code list | All available data reviewed and analyzed with codes | Completed all data review & criteria data analyzed. Analysis of institutions & seasonal feedback in progress. |
| Conduct and analyze interviews with farmers, partners, & stakeholders on barriers/opportunities | Number of women and men interviewed | Total of 30 or more interviews, describing barriers/opportunities | Interview pre-test complete with 4 farmers. 19 total project farmers interviewed. |
| Hold/support focus groups and feedback sessions (designed with gender and social accessibility and equity in mind) | No. of sessions | 2 focus groups per site (mixed, women-only) | TBD based on project team schedule and time of harvest at each site – unclear if this will happen with all sites |
| Observe farmer practices, enumerators, and/or extension folks in the field | Observation field journal entries each week | Visible benefits and opportunities of irrigation & participation corroborated | 3 observation entries this month (in addition to interview notes) |
| Objective 2: **Provide TEWDI Uganda, students, and interested partners with useful tools for qualitative data collection and analysis, and increase attention to gender issues in the irrigation research.** | | | |
| Host workshops/trainings on gender and/or qualitative data collection and analysis methods/tools for/with enumerators, staff, and project team. | Number of people who attended workshops | 2 workshops, 20 individuals each | 2 ‘gender in irrigation design’ workshops completed with total 19 male, 12 female, 4 not specified/other participants |
| Research and identify appropriate qualitative data tools for E. Uganda context via literature review & field observation | Number of new-to-project, appropriate gender-sensitive qualitative data tools identified | 1 standard coding protocol for analysis and 1 data collection handbook | Coding protocol draft complete; data collection/gender handbook outline drafted and in progress |

1. **Given your progress listed above, what are your next steps:**
2. **Photos and Materials:** *Please send 2-3 high quality photos and any other deliverables as separate attachments along with your report.*