

# **M&E Planning Workshop for the IDRC Focus Cities Research Program in Asia**

## **Workshop Report**



**28 November – 2 December 2006  
Kandy, Sri Lanka**

## **I. Introduction**

A key component of the Focus Cities (FC) Research Initiative is monitoring and evaluation (M&E) of project processes and outcomes. Through a proposal development workshop in February 2006 held in the Philippines, the FC project teams in Asia developed initial M&E plans which were incorporated in the final project proposal later submitted to the International Development Research Centre (IDRC). As a follow-up, a planning workshop was held on 28-29 November in Kandy, Sri Lanka to build on the work done in the Philippines by further developing the draft M&E ideas into actionable plans.

To support the FC-Asia project teams in M&E planning and implementation, IDRC-UPE and the Users' Perspectives With Agricultural Research and Development (UPWARD) launched a support project in M&E methodology development and capacity strengthening. The workshop in Colombo is the first in a series of activities designed to support the teams in preparing and implementing effective and comprehensive evaluation plans. These activities will help city teams to strengthen the monitoring and evaluation in their projects over the coming year. The support project aims:

1. To design and pilot a needs-driven strategy for strengthening M&E capacity of the FC-Asia project teams and partners;
2. To facilitate action learning on M&E concepts and methods by project teams and partners.
3. To assess improvement in M&E capacity and its contribution to FC-Asia project performance;
4. To analyse evaluation approaches across the two Asian cities with a view to proposing a minimum dataset for cross comparison of the Asia FCs at the global level of the program; and
5. To help coordinate and refine the minimum dataset in collaboration with other regional resource persons.

The Colombo workshop was divided into two parts. The first part was devoted to outcome mapping wherein the participants learned about the potential use of outcome mapping as a methodology for assessing project contributions to development outcomes in the Colombo and Jakarta FC sites. The second half of the workshop enabled the project teams to refine their respective M&E plans, which included applying what they had learned from the outcome mapping workshop and developing specific indicators and methodologies for data collection.

The workshop objectives were: (1) to revise/improve M&E plans for Colombo and Jakarta projects with more detailed progress markers, refined outcomes and methodologies for data collection; (2) to identify needs and opportunities for further M&E capacity development; and (3) to expand our common knowledge on, and build capacity to conduct participatory monitoring and evaluation activities.

The key workshop outputs were a revised M&E framework and planning matrix for each Focus City project as well as an agenda for continuing M&E capacity development support of the city teams. A half-day field trip was also organized to visit the Colombo project site in Gothamipura district.

This document reports the highlights of the five-day M&E planning workshop.

## II. Workshop Program

Dates	Activity	Facilitators
<b>A. Introduction (Mark and Ann)</b>		
Nov 28 am	<ul style="list-style-type: none"> <li>• Introduction of workshop objectives</li> <li>• Presentation of agenda</li> <li>• Overview of logistics</li> <li>• Overview of global M+E plan</li> <li>• Team update presentation and discussion: FC project and M&amp;E draft M&amp;E plan</li> </ul>	Mark, Ann, Thamara
<b>B. Outcome Mapping (Kevin)</b>		
Nov 28 pm	<ul style="list-style-type: none"> <li>▪ Kevin takes over (Using outcome mapping to develop cohesion and vision to prepare teams for the fine tuning of the M+E plans)</li> </ul>	Kevin
Nov 29am	<ul style="list-style-type: none"> <li>▪ Review and refining of mission, vision, outcome challenges and progress markers developed (Step 1 to 5 of Outcome Mapping methodology)</li> </ul>	Kevin
Nov 29 pm	<ul style="list-style-type: none"> <li>▪ Outcome mapping exercises</li> </ul>	Kevin
Nov 30 am	<ul style="list-style-type: none"> <li>▪ Outcome mapping exercises</li> </ul>	Kevin
<b>C. M&amp;E Planning (Dindo and Arma)</b>		
Nov 30 pm	<i>Mid-Workshop Evaluation</i>	Dindo
	<i>Part I. Validating Expected Outcomes from FC Project</i>	
	Group exercise: Linking the global and city-level workplan to validate expected outputs/outcomes (project deliverables)	City teams
	General discussion and summary	Ann
Dec 1 am	<i>Part II. Identifying M&amp;E Data Needs</i>	
	Introduction: Measuring outputs/outcomes through progress markers and indicators	Dindo
	Group exercise: Refining progress markers/indicators and M&E data needs (standardized datasets)	City teams
	General discussion and summary	Dindo
	Colombo city team meeting: Discussion of next steps in M&E planning, implementation and capacity development support	Dindo, Mark
Dec 1 pm	<i>Part III. Selecting Methods for M&amp;E Data Collection-Analysis</i>	
	Introduction: Methods and tools for M&E	Dindo
	Group exercise: matching M&E methods with data needs	City teams
	General discussion and summary	Arma
	<i>Part IV. Next Steps</i>	
	Discussion on post-workshop tasks to complete M&E plans, linking with UPE program framework	Ann, Naser
	Group exercise: writing a draft M&E plan	City teams
	Workshop evaluation	Arma, Mark
	Final comments and closing	Selected participants
	Jakarta city team meeting: Discussion of next steps in M&E planning, implementation and capacity development support	Dindo, Ann
<b>C. Field Trip to IDRC-UPE project site</b>		
Dec 2 am	Return to Colombo Field visit to Gothamipura	CMC and Sevanatha

### **III. Workshop Outputs**

#### *A. Colombo*

##### **A.1 Vision and mission**

###### VISION:

- The citizens and institutions make Colombo the most environmentally sustainable, socially integrated, economically and culturally vibrant garden city in Asia.
- The environmental burdens which aggravate poverty in Under-served Settlements (USS) and the neighbourhood are eased by strengthening the capacity of people to better access urban basic services, reduce environmental pollution and vulnerability to natural disasters.

###### MISSION:

- Using water and sanitation (sewerage) as an entry-point, to develop a model of participatory service provision that addresses how best to deliver different types of urban services
- To improve upon knowledge on the link between poverty as expressed through financial, socio-political, resource and human assets - and environmental burdens. (the research objective on poverty)
- To assess how the sense of land tenure security and access to services in USS contribute to livelihoods and living conditions
- To use the integrated model in order to improve on other CMC initiatives and policies related to urban service provision and poverty reduction in USS
- To enhance team capability in doing participatory research and communication through involvement in a learning network with other Focus City teams and in the community.

**A.2 Working table (Outcome challenge, Progress Markers/Indicators, Methods)**

Outcome challenges	Progress markers/Indicators	Data collection methods
<p><b>Boundary Partner 1 (Community)</b> The project intends to see community groups who participate in community meetings related to planning, implementation and operation and maintenance of water and sanitation facilities and use them on a regular basis. Community should also participate in validating knowledge related to environmental burdens and the nature of poverty. The community is also organised enough to demand for changes in their own development. Community will also be organised enough to interact with and influence community leaders, local politicians and the city administration. Community will be organised enough to be able to lobby and contribute to a better living environment.</p>	<ul style="list-style-type: none"> <li>• Number of people from USS and neighbourhood who keep attending project organised meetings (e.g. initial, validation, planning, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance register</li> </ul>
	<ul style="list-style-type: none"> <li>• Number of meetings successfully (number of persons, agenda known, all agenda points discussed, reached agreement, etc.) organised by the community</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting minutes</li> </ul>
	<ul style="list-style-type: none"> <li>• Community members reach agreement with the project team on proposed project planning and implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Focus group discussion (FGD)</li> <li>• Documentation of FGD</li> </ul>
	<ul style="list-style-type: none"> <li>• The community has a functioning community based organization (CBO)</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting minutes</li> </ul>
	<ul style="list-style-type: none"> <li>• The community CBO is interacting (eg...) with local politicians</li> </ul>	<ul style="list-style-type: none"> <li>• Key informant interviews (MMC and the CBO leader)</li> </ul>
	<ul style="list-style-type: none"> <li>• Increased interaction between USS residents and neighbourhood in informal and formal events (within temple, school, structure)</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Interviews with both the neighbours and USS residents, - meeting minutes (of formal meetings)</li> </ul>
	<ul style="list-style-type: none"> <li>• The community CBO is influencing (eg...) local politicians</li> </ul>	<ul style="list-style-type: none"> <li>• Members allocation use data base (already exists at CMC)</li> <li>• Documents of requests by community é individual persons</li> </ul>
<ul style="list-style-type: none"> <li>• <i>The USS and neighbourhood residents make representations to CMC together</i></li> </ul>	<ul style="list-style-type: none"> <li>• Interview neighbourhood and USS key persons.</li> </ul>	

Outcome challenges	Progress markers/Indicators	Data collection methods
	<ul style="list-style-type: none"> <li>• <i>Number of households separating-reusing household solid waste</i></li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Household (HH) survey</li> <li>• Key informant interview of Solid waste supervisory staff</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Production of food and plants for household use and income generation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• HH survey</li> <li>• Key informant interview ( e.g. HI)</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Change in property values and rents (also BP2)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Observation (building, improving) and perception</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Change in perception of land tenure (security)</i></li> </ul>	<ul style="list-style-type: none"> <li>• HH interviews and FGD</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Solid waste disposal (methods and alternatives)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• HH survey</li> <li>• Key informant interview of Solid waste supervisory staff</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Community members involved in the implementation of projects (should it be under local authority as well)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Key person interview (engineer – implementor)</li> <li>• FGD</li> <li>• Progress Meeting minutes</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Hygiene practices and perception (see literature on how this is measured) – (household expenditure health, water access)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Interview HI and children</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Number of awareness raising programmes conducted and content of campaigns</i></li> </ul>	<ul style="list-style-type: none"> <li>• Documentation / records / material used</li> <li>• Observation</li> <li>• FGD</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Transfer of ownership of common services (sharing of partnership in terms of responsibility)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Documentation</li> <li>• FGD</li> <li>• Key person interviews</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Increase in income sources, time saved, changes in income expenditure (see notes)</i></li> </ul>	<ul style="list-style-type: none"> <li>• HH survey, diary</li> </ul>

Outcome challenges	Progress markers/Indicators	Data collection methods
	<ul style="list-style-type: none"> <li>• <i>Number people on assessment list (related to perception of land security and tenure)</i></li> </ul>	<ul style="list-style-type: none"> <li>• List</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Number of households involved in home-based economic activities</i></li> </ul>	<ul style="list-style-type: none"> <li>• HH survey</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Number of media articles produced and published</i></li> </ul>	<ul style="list-style-type: none"> <li>• Actual numbers</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Number of individuals involved and trained in generating and analysis of data (participatory research)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Records of workshops</li> <li>• Participant evaluation</li> </ul>
<p><b>Boundary Partner 2 (Local Authority)</b>  The project intends to see the local authority facilitating the continuous existence of the CBOs (CDCs). It will accept the ideas and priorities of the CBOs in problem identification and implement suggested solutions and allow for CBO (CDC) representation at the Standing Committees. The local authority will use learning from the piloted participatory integrated model to influence policy on service provision and poverty reduction in USS. It will shorten and streamline the procurement processes at the local level and will give district level more financial authority and decision making powers. The local authority will also maintain its currently good relationship with central govt. institutions (NHDA, SLLR&amp;DC, Water Board).</p>	<ul style="list-style-type: none"> <li>• Number of annual elections conducted to elect CDC office bearers</li> </ul>	
	<ul style="list-style-type: none"> <li>• Obtaining approval in a timely manner to get work done (specify a certain number of days etc) (NHDA)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Local authority participates (define what we mean by participation)<sup>1</sup> in the process of developing the policy document on participatory integrated model with project cell</li> <li>• (frequency, attendance rating will be applied)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Local authority (particularly MMC) accepts (needs to be detailed) proposals on priority problems and solutions by CBOs</li> </ul>	
	<ul style="list-style-type: none"> <li>• Local authority shorten and streamline the procurement processes</li> </ul>	
	<ul style="list-style-type: none"> <li>• Resolution is passed to give district level office more authority in decision making process</li> </ul>	
	<ul style="list-style-type: none"> <li>• District level office has decision making authority over procurement process (e.g. toilet missing a door)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Local authority implements proposals on priority problems and solutions by CBOs</li> </ul>	
	<ul style="list-style-type: none"> <li>• <i>Policy document on the participatory integrated model is adopted by the local authority</i></li> </ul>	
	<ul style="list-style-type: none"> <li>• <i>Length of sewerage lines installed (constructed)</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Length of waste water drains installed (constructed)</i></li> </ul>		

<sup>1</sup> Terms such as this need to be defined to measure levels, it would most probably along a scale

<b>Outcome challenges</b>	<b>Progress markers/Indicators</b>	<b>Data collection methods</b>
	• <i>Number of routine maintenance conducted</i>	
	• <i>Number of complaints made after installation (sewerage lines and drainage)</i>	
	• <i>Amount, frequency of service in place</i>	
	• <i>Number of households connected to central sewerage (also community), dignity and privacy</i>	
	• <i>Water quality (canal and groundwater)</i>	
	• <i>Common toilets and baths demolished</i>	
	• <i>Number of awareness raising programmes conducted and content of campaigns</i>	
	• <i>Transfer of ownership of common services (sharing of partnership in terms of responsibility)</i>	
<b>Central government (NHDA, SLL&amp;RDC, Water Board)</b>	• <i>Number of people put onto assessment list</i>	
	• <i>Change in property values and rents</i>	
<b>Project team and organisational practices</b>	• <i>Transfer of ownership of common services (sharing of partnership in terms of responsibility)</i>	
	• <i>Number of training programmes attended by and conducted for the city team</i>	
	• <i>Application of lessons from this project to other projects</i>	
	• <i>Applying for other projects using the knowledge gained from this project</i>	
	• <i>Use of new techniques learnt in this project to other project applications (for city team)</i>	
	• <i>Number of staff involved in participatory action research</i>	

*Notes:*

- Health issue and monitoring it (in relation to vector and water borne diseases), not linked to drainage and sewerage but more to the canal and other fresh water storage systems
- Gender issues and participation was dropped as it was not seen as an issue, and happening sufficiently
- Baseline needs to establish present hygiene practices (see global literature as well)
- Point raised on financial assets – increase or decrease in costs in accessing services, poverty and income issues (case assets and financial assets)
- What are financial assets – income sources to include rental income, expenditure increases (spend on household services gained, maintain), what gains have arisen even though they are spending more to access and maintain the services, use of time for what (income generation, leisure activities, social activities etc), non financial gains (getting to work earlier, no queues etc.), monetarisation is not always easy
- Transfer of ownership of common services (sharing of partnership in terms of responsibility) – for the community and or neighbourhood
- Perception of being a citizen of Colombo – getting their names onto the assessment list, dignity aspects

## ***B. Jakarta***

### **B.1 Vision and mission**

#### **VISION:**

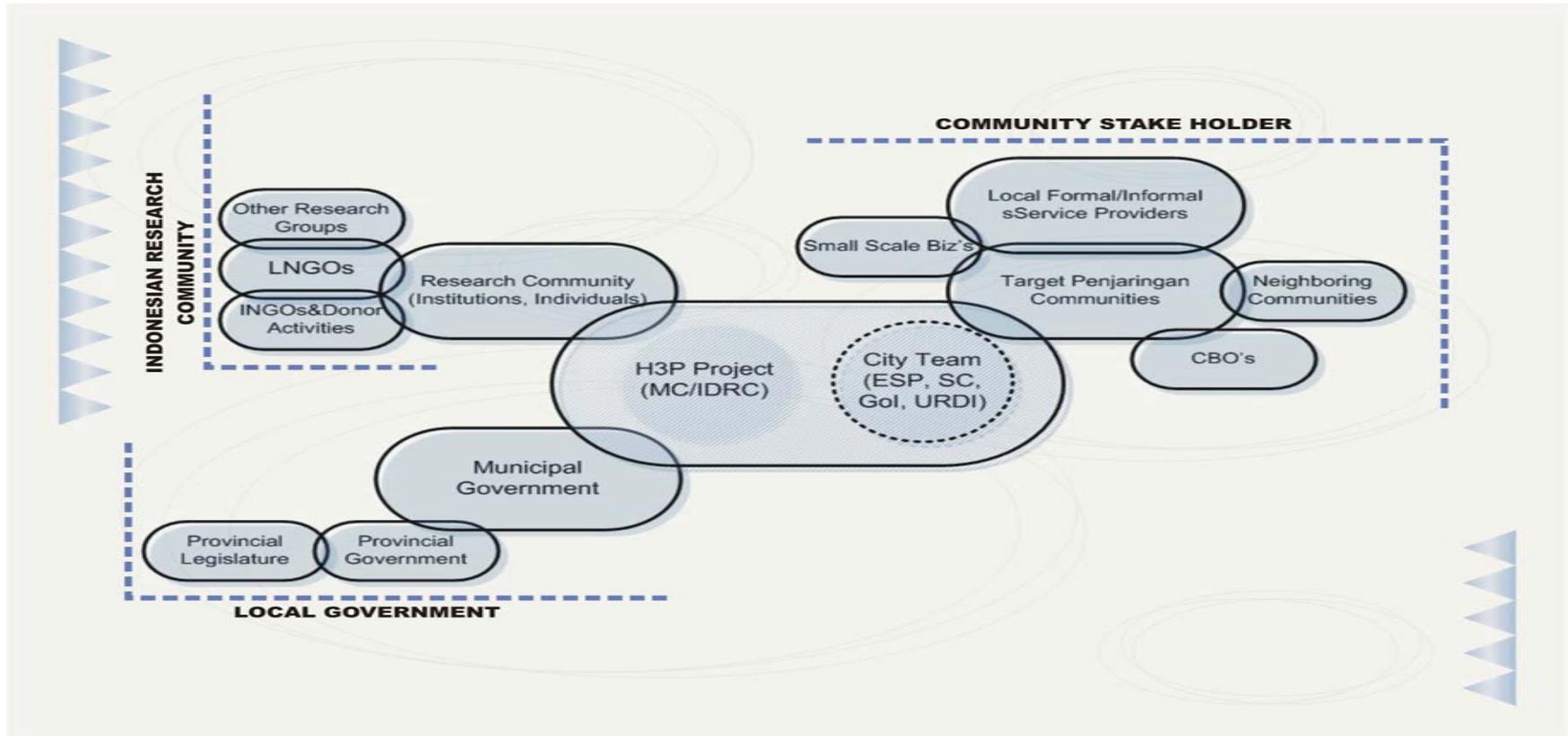
To conduct participatory action research with the Penjaringan community to diagnose environmental conditions and identify priorities; to test environmentally beneficial pilot project interventions that achieve economic benefits at the household level; and integrate and disseminate project findings to a range of project stakeholders so that they can pursue improved planning, practices, and policy related to urban environmental issues.

#### **MISSION:**

- To assess knowledge and conditions related to current environmental practices, services, and markets in the areas of water, solid waste, and sanitation in several poor neighborhoods in Penjaringan.
- To test and develop participatory pilot project interventions that demonstrate how economic benefits can be achieved at the household level in several poor neighborhoods in Penjaringan through the adoption of environmentally beneficial practices.
- To influence policy, practice, and planning that promotes economically beneficial practices that alleviate environmental burdens in poor North Jakarta communities.
- To enhance team and project stakeholders' capacity for participatory planning, research and communication through involvement in various aspects of the Focus City Jakarta HP3 project.

**B.2 Working table (Outcome challenge, Progress Markers/Indicators, Methods)**

**BOUNDARY PARTNERS**



Boundary Partners	Outcome Challenges	Progress Marker	Indicator	Data Collection Method
<p><b>Local Community</b></p>	<p>The project intends to see members of the <u>local Penjaringan community</u> understanding and testing a range of options that provide economic benefits while managing environmental burdens. Community members develop and implement a sustainable model and or best practice for service provision in low-income communities.</p>	<p><b>Expect to see</b></p> <p>(Understanding) Community members understand the economic benefit and continued implementation and replication of community-based solutions for alleviating environmental burdens</p> <p>(Testing) The community is actively involved in local decision making, implementation and monitoring and evaluation of the on-going project</p> <p>(Testing) Local households reduce expenditure on environmental and health services</p> <p>(Influencing Policy) Community environmental committees are formed and empowered to facilitate ongoing improvement and future innovations</p>	<ul style="list-style-type: none"> <li>▪ % of targeted community participating in project activities (women, low income residents, youth) - <b><i>SOCIO-POLITICAL</i></b></li> <li>▪ % of community members who made financial and human resource contributions the three pilot project - <b><i>SOCIO-POLITICAL, FINANCIAL</i></b></li> <li>▪ % of total project costs contributed by community members, in cash and in kind - <b><i>SOCIO-POLITICAL, FINANCIAL</i></b></li> <li>▪ Number of households adopting “best practices” developed and introduced by the project - <b><i>SOCIO-POLITICAL</i></b></li> <li>▪ Amount HHs spent on costs for: water, sanitation, fuelwood, medical services - <b><i>FINANCIAL, HEALTH</i></b></li> <li>▪ % of HHs developing and implementing income-</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participatory observation and record-keeping</li> <li>▪ Household survey</li> <li>▪ Household survey</li> </ul>

		<p>generating activities on environmental services - <b>FINANCIAL</b></p> <ul style="list-style-type: none"> <li>▪ % of total HH income contributed by income from environmental services - <b>FINANCIAL</b></li> <li>▪ % of local community with access to affordable water and sanitation service providers - <b>RESOURCE</b></li> <li>▪ Number of monitoring and evaluation meetings conducted monthly by the community environmental committee - <b>SOCIO-POLITICAL</b></li> <li>▪ Number of participatory evaluation workshops conducted by the community involving all of the actors - <b>SOCIO-POLITICAL</b></li> </ul> <p><b>Like to see</b> (none)</p> <p><b>Love to see</b></p> <p>Continued implementation and replication in new communities of community based solutions for alleviating environmental burdens and improving local</p>	<ul style="list-style-type: none"> <li>▪ Household survey</li> <li>▪ Household survey</li> <li>▪ Participatory observation and record-keeping</li> <li>▪ Participatory observation and record-keeping</li> <li>▪ Listing</li> <li>▪ Participatory observation and record-keeping</li> </ul>
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		economies.	<ul style="list-style-type: none"> <li>▪ CEC performance index</li> <li>▪ No. of new communities adopting the innovations in their area after the project</li> <li>▪ Number of study visits by other groups to the pilot communities</li> </ul>	
<b>Local Government</b>	The program intends to see:  Recommendation of Lestari program becomes part of DKI Jakarta Province policy to be implemented in annual programs of related government institution, focusing on improved quality of life and environmental through community participation	Delegation of personnel by issuing official assignment letter	1 persons each from Province, Municipal and Kelurahan as City Team	
		Assigned delegations understand their roles and responsibility and are involved in program discussion, workshop, and training and support on data gathering and networking	1 persons each from Province, Municipal and Kelurahan as City Team participating in monthly and yearly activity in Lestari office (MC office)	
<b>URDI Urban &amp; Regional</b>	<ul style="list-style-type: none"> <li>▪ Become a more 'local' institution.</li> <li>▪ Participate in real-</li> </ul>	<ul style="list-style-type: none"> <li>▪ Executing more community level research and</li> </ul>		

<b>Development Institute</b>	action local planning and community advocacy exercise.	intervention in Jakarta <ul style="list-style-type: none"> <li>▪ Allocate more energy and expertise on environmental and social issues in Jakarta.</li> <li>▪ Develop expertise in community level improvement.</li> <li>▪ Actively involved in local NGO network in Jakarta</li> </ul>		
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## IV. Next steps

### A. Immediate tasks

M&E Package Contents	Description	Deadline
<b>1. Baseline data strategy</b>	A description of proposed dataset for the baseline. Indicate what already exists, to be collected and methodologies that will be employed to gather data. Details on sampling methods (size, cluster, random, etc.) Table format.	<p><b>First draft due January 10<sup>th</sup>, 2007.</b></p> <p><b>Liaise with Dindo and POs as necessary for feedback prior to January 10<sup>th</sup>.</b></p>
<b>2. Glossary of terms</b>	Define the technical terms you use in your M&E plans.	
<b>3. Working table</b>	Table listing the main features of the monitoring plan (i.e. Objectives/Outcome Challenges, Progress markers/indicators classified by asset areas, methods used).	
<b>4. Monitoring Plan</b>	Exercise 2 (Evaluation Plan of the OM workbook).	
<b>5. Rethinking M&amp;E plans using outcome mapping</b>	Detail your vision, mission, boundary partners. A couple of paragraphs describing how the discussions of boundary partners, outcome challenges and progress markers during the Colombo workshop affected the existing M&E plans (i.e. did the boundary partner mapping and outcome challenges further the discussion? How did you relate the OM discussions to the project objectives and proposal document?). This can be submitted later.	

## ***B. Further capacity development for M&E***

### **B.1 Colombo**

1. The team recognized that they are mainly composed of development-oriented partners, except for CEPA. Their M&E experiences have been mainly geared towards accountability rather than learning.
2. Given the large size of the implementation team, it was agreed to form an M&E working team. It consisted of Azra Abdul Cader of CEPA as team leader, with Neranjana Gunetilleke of CEPA, Janaka Polambegoda of SEVANATHA, and Kumudinie Samanasinghe of Colombo Municipal Council as members. The working team will be the direct contact group for UPWARD in providing M&E capacity development support.
3. It is too early to have a detailed M&E plan because the steering committee still has to meet the week after the workshop, in order to finalize and approve the general implementation plan of the project. However during this meeting, the working team will seek to include a discussion on M&E issues in the agenda. Also, it will seek the steering committee to formally recognize the M&E working team as one of the key teams within the project.
4. After the workshop, the M&E working team will carry on with the task of completing the exercises to prepare the full M&E plan of the project. A team meeting is proposed to be held after the steering committee meeting. Also, the team would identify more specific capacity development needs that could be addressed by UPWARD/IDRC.
5. Initially, they suggest that communications between the Colombo team and UPWARD could be done electronically and on-line. They confirmed that all project team members have reliable and regular access to internet/email.
6. They still have to determine when a field visit by Dindo/UPWARD would be most valuable. Tentatively, the team thinks this would during the first round of M&E data collection, especially for data analysis and reporting.
7. It was also agreed that Mark could schedule his next visit to Colombo to coincide with Dindo's. In this way, any M&E and broader project issues could be jointly dealt with.

### **B.2 Jakarta**

1. The Jakarta team agreed to set-up a core team responsible for the monitoring and evaluation (M&E). The team will be composed of Sandrine C. Manuel (Mercycorps), Dini Trisyanti (ESP-USAID), Susy Latifah (Municipal Planning Board of North Jakarta), and Harya (Koko) Setyaka (URDI).
2. The M&E Core Team agrees to meet before December 8, 2006 to further discuss the M&E plan including the data collection methods.

3. Schedule of next activities:

January 2007	Dindo's visit to Jakarta (January 18-19, 2007)
	There will be additional individual visits to focus cities between January 2007 and 2008.
January 2008	Learning workshop
May-June 2008	Completion of 1 <sup>st</sup> project cycle (participatory evaluation of different stakeholders)

4. The Jakarta team will also review the methods and tools for data collection and provide feedback on it to the rest of the team and CIP-UPWARD through email. It should be noted that the Jakarta team conducted a socio-economic survey that can be useful to developing their M&E plan, and they had experiences in using a wide range of methods such as mapping (community resource mapping and GIS), and PRA tools.

5. Dindo proposed that during his visit in January 2007 a "SHOW and TELL" process. The Jakarta teams show and tell him what are the M&E plans and needs so he can react and provide inputs on it.

6. Dindo proposed, especially addressed to IDRC, to look at possibility of coming up with knowledge products from the UPE project such as production of a sourcebook on field-tested methods on M&E and other broader methods used in the focus city teams.

7. CIP-UPWARD will also provide information support to the Focus City teams such as links with access to links on M&E resources, bibliography of materials related to M&E, and directory of contacts on M&E. The team expressed that information in English language is okay with them. All of them also have good email connection to facilitate communication with them. Some useful information on the following topics are requested by the Jakarta team:

- water and sanitation
- solid waste management
- health
- social relations
- household income generation (livelihood)

8. Dindo shared about CIP-UPWARD broad range of partnerships on other issues such as the Evaluating Capacity Development on Community-based Natural Resource Management (CBNRM) which is also IDRC-funded, and the collaboration with VECO, a Belgian NGO, on market assessment and income-generating projects which is also open for possibilities of collaboration between the focus city teams and CIP-UPWARD. Aside from M&E, CIP-UPWARD can also assist in other topics as there are staff with expertise on resource economics, migration, community-based monitoring systems for local governments (CBMS), etc.

9. To facilitate communication, an e-group will be established through the IDRC website (intranet) and Ann will look into this matter.

10. Ann mentioned that she will check with IDRC librarian if all partners can be given access to the IDRC library.

## **V. Evaluations**

### ***A. Mid-workshop evaluation***

#### **Colombo team**

##### *1. What we have learned*

- There are lots of ways to carry out M&E
- Outcome mapping is one way to look at M&E
- Steps in structuring M&E using the OM method
- Systematic way of looking at behavioural changes

##### *2. What we need to learn more*

- Types of data, tools, methods needed
- How to quantify behavioural change
- Do we need to quantify behavioural change?
- Picking the method/tools best for us
- Ideal scale of the M&E segment in relation to the rest of the project
- Documentation of findings
- How to use the findings?
- Why and for whom M&E is done?

#### **Jakarta team**

##### *1. What we have learned*

- M&E context in planning and implementation
- Outcome mapping as method
- Process controlling program from the beginning to the end as well as value
- Materials for program development
- Importance of M&E in controlling
- Structuralize complexity of relationship between stakeholders
- M&E for planning and measurement tools

##### *2. What we need to learn more*

- Detailed methodology and technique
- M&E plan
- User friendly M&E tool
- Operational strategy and application
- Exit strategy and wrapping up

## ***B. Final Evaluation***

	<b>Poor</b>	<b>Fair</b>	<b>Very Good</b>
<b>A. Content</b>			
Knowledge gained		4	12
Expectations are met	1	10	5
Added value to your work		7	9
<b>Total</b>	<b>1</b>	<b>21</b>	<b>26</b>
<b>B. Process</b>			
Design and structure	2	10	4
Resource persons	1		15
Exercises	4	10	2
Facilitation	3	6	7
Time allocation	5	9	2
<b>Total</b>	<b>15</b>	<b>35</b>	<b>30</b>
<b>C. Logistics</b>			
Food		4	12
Venue		1	15
Transportation		3	13
Communication (information shared before workshop, during workshop, internet, etc.)	3	10	3
<b>Total</b>	<b>3</b>	<b>18</b>	<b>43</b>

### ***Additional comments:***

The final evaluation was answered by 16 participants. Two persons added comments on poor communication including the information shared before and during and workshop, and the internet facility of the venue).

The Colombo team further mentioned that they agreed to keep everything in the content, process and logistics of the workshop. However, they suggested to add in the contents of the workshop more analysis and use of finding (i.e. influencing methods). To further improve the logistics, they also added that the venue should have facilities for email, photocopy and printing. Another recommendation in the content is to lessen the data collection.

The Jakarta team commended the good venue for the workshop. However in addition, they mentioned that the contents should have more applied examples in urban areas. In the process of the workshop, there should be clear pre-event information as well as in the logistics, the venue should have internet connection and a facility to conduct separate working group workshops (smaller workshop groups). The seating arrangement should also be changed to encourage exchanges and learning between city teams.

## VI. List of participants

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