



MONITORING EVALUATION AND LEARNING MANUAL

VERSION 1

JANUARY 2023



© Copyright:

MEL Manual 2023

Ministry of Agriculture and Livestock Development

State Department for Crop Development

National Agricultural Value Chain Development Project

National Project Coordinating Unit

P.O. Box 8073-00200, Nairobi

Website: www.navcdp.go.ke

FOREWORD

The National Agricultural Value Chain Development Project (NAVCDP), is a five-year development project initiated by the Government of Kenya and supported by the World Bank. The Project Development Objective (PDO) is to increase market participation and value addition for targeted farmers in select agricultural value chains in project areas across 33 participating counties. The project is targeting to reach 3.8 million small-scale farmers with scalable interventions geared towards commercialization in all rural wards across the 33 counties.

Tracking performance towards achievement of the PDO requires a robust Monitoring, Evaluation and Learning (MEL) Manual to guide project implementation and document results-based evidence. In this regard, NAVCDP plans to use an effective and participatory MEL system involving a decentralized network at the national, county, and community levels. This MEL manual describes key initiatives, tools and chronology needed to effectively monitor the achievement of the desired results from project interventions. The manual further gives insights into the results chain towards the project outcome indicators, indicating the relationships between factors that are key to implementation and pointing out some assumptions and risks that could affect the project's success.

The purpose of this MEL Manual is to enhance project performance thereby making it progress as planned from sourcing of key inputs & services, implementation of priority activities, delivery of outputs, and outcomes that contribute to impacts. It is expected that actionable information from MEL activities will guide informed decision-making at all project levels. This MEL Manual has been designed to guide the MEL system in tracking progress and project performance in terms of activities, outputs, outcomes and impacts for efficiency, effectiveness and accountability and to promote a culture of results-based project implementation, thereby providing the foundation for evidence-based decision making. To realize these objectives, the project will support investments in prioritized agricultural value chains targeting Common Interest Groups (CIGs), Vulnerable and Marginalized Group (VMGs), Indigenous Peoples (IPs) Farmer Producer Organizations (FPOs), and Savings and Credit Cooperatives (SACCOs) and other relevant value chain actors to drive commercialization of the supported value chains.

NAVCDP will build producer capacity to increase marketable volumes, producer organizations to improve market competitiveness for remunerative value chain development, and strengthen relevant ecosystem investments such as farmer-led irrigation and market access infrastructure. Through these initiatives, the Project will contribute towards the realization of the national objectives for the agricultural sector in the Vision 2030, the Fourth Medium-Term Plan (MTP IV) as well as the Agricultural Sector Transformation and Growth Strategy (ASTGS).

I take this opportunity to thank the Cabinet Secretary, MoALD, Hon. Mithika Linturi, the Principal Secretaries for State Department of Crop Development and State Department of Livestock Development for their leadership and guidance, the World Bank for their financial and technical support to the project, and the MLE team supported by the NPCU for their technical expertise in developing the MEL Manual.

Last but not least we thank our key stakeholders and farmer leaders in the implementing communities for their commitment and dedication to the Project.

Dr. Samuel Guto

National Project Coordinator,

NATIONAL AGRICULTURAL VALUE CHAIN DEVELOPMENT PROJECT



NAVCDP

ACKNOWLEDGEMENT

This Monitoring, Evaluation and Learning (MEL) Manual has been developed to guide the MEL system in tracking progress and project performance for efficiency, effectiveness and accountability and to promote a culture of data-based project implementation, thereby providing the foundation for evidence-based decision making.

The MEL Manual has been prepared by a team of MEL experts drawn from the agricultural sector spearheaded by the NAVCDP National Project Coordination Unit (NPCU). On behalf of the NPCU, I take this opportunity to sincerely acknowledge and thank the following team members for their invaluable technical support: Dr. Japhether Wanyama, Dr. Martins Odendo (KALRO); Henry Ng'eno (PoE), Maurice Mungai and John Maina (SDL). I also acknowledge the specialized input by thematic leaders from the NPCU: Cosmas Omolo, Annastacia Kivuva, Mary Maingi, Eng. Isaac Ngugi, David Olang', Wycliffee Amariati, Dr. Gilbert Muthee, Dr. Charles Lung'aho, Priscilla Muta and Judy Amadiva.

I highly appreciate the useful feedback from the County Project Coordinating Units (CPCUs), community representatives and relevant county technical departments during the validation workESop of the manual. The NPC is highly appreciated for his support and guidance in the course of developing this manual. Finally, I acknowledge the MoALD leadership and the World Bank for their continued support of the Project.

Dr. Morgan Mutoko

National Planning, Monitoring and Evaluation Lead

NATIONAL AGRICULTURAL VALUE CHAIN DEVELOPMENT PROJECT

EXECUTIVE SUMMARY

Monitoring, Evaluation and Learning (MEL) is a critical practice in a project. It assists the project implementers, managers and beneficiaries in assessing the performance of a project as well as identifying and taking corrective actions to deliver on the Project Development Objective (PDO). The NAVCDP PDO is to increase market participation and value addition for targeted farmers in select value chains in project areas. This will be achieved by supporting 3.8 million small-scale farmers to transition from subsistence to commercial production in 33 counties, focusing on 12 priority agricultural value chains.

The manual is designed to give strategic and technical guidance required for efficient and effective project implementation in line with the Project Appraisal Document (PAD) and the Project Implementation Manual (PIM). The manual provides guidelines on how to track the performance of the project towards achievement of PDO for evidence-based decision making. The progress towards achievement of the PDO will be monitored and evaluated based on Theory of Change focusing on three outcome indicators: i) number of farmers reached with agricultural assets or services under the project of which at least 50 % are female farmers; ii) percentage increase in farmers selling more than 50 percent of their produce in the market; and iii) percentage increase in farmers selling produce in value added form.

NAVCDP entrenches beneficiary participation in project activities through establishment of a Participatory Monitoring and Evaluation (PME) system, which will be implemented through a web-based management information system (MIS) for real-time monitoring and information sharing. The MIS described in this manual will track progress against the project result indicators in the results framework and monitor progress in actual implementation against timescales and targets. Process monitoring will focus on processes that are critical for meeting the project's objective. The manual also provides common indicators, indicator measurement tools, templates and techniques for data collection, reporting formats and timelines for reporting. Types and contents of reports and those responsible for their timely submission are explained. Furthermore, the manual provides elaborate steps essential for systematic knowledge management through documentation of best practices, success stories and case studies.

The intended users of this manual are mainly the project staff directly involved in project-level implementation and management, partners and government officials.

TABLE OF CONTENTS

FOREWORD	III
ACKNOWLEDGEMENT	V
EXECUTIVE SUMMARY	VI
TABLE OF CONTENTS	VII
LIST OF TABLES	VIII
LIST OF FIGURES	IX
ABBREVIATIONS AND ACRONYMS	X
CHAPTER 1: INTRODUCTION	1
1.1 PROJECT OVERVIEW	1
1.2 PURPOSE OF MEL MANUAL	10
1.3 STRUCTURE OF THE MEL MANUAL	11
CHAPTER 2: MONITORING, EVALUATION AND LEARNING FRAMEWORK	12
2.1 RESULTS AND PROCESS MONITORING & EVALUATION	12
2.2 IMPLEMENTATION ARRANGEMENTS FOR MONITORING, EVALUATION AND LEARNING.....	12
2.3 OVERVIEW OF THE MEL FRAMEWORK	14
2.4 THEORY OF CHANGE.....	14
2.5 PROJECT SUPERVISION	15
2.6 MONITORING OF INPUTS AND OUTPUTS.....	16
CHAPTER 3: OPERATIONALIZING THE MONITORING & EVALUATION PLAN	29
3.1 ANNUAL WORK PLAN & BUDGET	29
3.2 NATIONAL LEVEL M&E TEAM AND THEIR ROLES	32
3.3 COUNTY LEVEL M&E TEAM AND ROLES	33
3.4 COMMUNITY LEVEL M&E TEAM AND ROLES	36
3.5 TOOLS FOR MONITORING	37
3.6 PROJECT SUPPORT MISSIONS AND MONITORING AND EVALUATION.....	39
3.7 DATA COLLECTION AND MANAGEMENT	39
CHAPTER 4: PROJECT PERFORMANCE REPORTING	52
4.1 ACTIVITY REPORTS	52
4.2 PROGRESS REPORTS.....	52
4.3 MICRO-PROJECT REPORTS	53
4.4 SUB-PROJECT REPORTS.....	53
4.5 SUPPORT MISSION REPORTS.....	53
4.6 MONITORING REPORTS	54
4.7 INDIVIDUAL FARMERS'/HOUSEHOLD REPORTS	54
4.8 EVALUATION REPORTS	54
4.9 FINANCIAL REPORTS.....	55
4.10 PERFORMANCE CONTRACT REPORT	55

CHAPTER 5: KNOWLEDGE MANAGEMENT AND SHARING.....	56
5.1 KNOWLEDGE MANAGEMENT AND COMMUNICATION	56
5.2 FLOW OF INFORMATION.....	56
CHAPTER 6: MAINSTREAMING CROSS-CUTTING ISSUES.....	58
6.1 GRIEVANCE AND COMPLAINTS MANAGEMENT MECHANISMS	58
6.2 GENDER MAINSTREAMING AND SOCIAL INCLUSION	59
6.3 ENVIRONMENTAL AND SOCIAL SAFEGUARDS RISK MANAGEMENT	59
6.4 HIV/AIDS AND OTHER COMMUNICABLE DISEASES.....	60
6.5 CLIMATE CHANGE	61
CHAPTER 7: ROLLING OUT THE PROJECT MEL SYSTEM.....	62
7.1 ESTABLISH M&E WORKING GROUP.....	62
7.2 DEVELOP THE MIS.....	63
7.3 DEVELOP TOOLS AND SYSTEMS FOR DATA COLLECTION	63
7.4 M&E IMPLEMENTATION PLANNING.....	63
7.5 DEVELOP AN M&E CAPACITY BUILDING PLAN.....	63
7.6 INITIATE BASELINE SURVEY	63
CHAPTER 8: ASSUMPTIONS AND RISKS.....	64
CHAPTER 9: REFERENCES	67
CHAPTER 10: ANNEXES	68

LIST OF TABLES

TABLE 1-1: REGIONAL DISTRIBUTION OF PARTICIPATING CLUSTERS AND COUNTIES	4
TABLE 1-2: ALLOCATION OF FUNDS BY COMPONENT	9
TABLE 2-1: SUMMARY OF RESULTS, INDICATORS AND ACTIVITIES ON BUILDING PRODUCER CAPACITY FOR CLIMATE RESILIENT STRONGER VALUE CHAINS.....	17
TABLE 2-2: SUMMARY OF RESULT AREAS, INDICATORS AND ACTIVITIES FOR CLIMATE SMART VALUE CHAIN ECOSYSTEM INVESTMENTS .	20
TABLE 2-3:SUMMARY OF RESULT AREAS, INDICATORS AND ACTIVITIES FOR PILOTING SAFER URBAN FOOD SYSTEM.....	22
TABLE 2-4: SUMMARY OF RESULT AREAS, INDICATORS AND ACTIVITIES FOR PROJECT COORDINATION MONITORING AND EVALUATION .	24
TABLE 3-1: CRITERIA FOR ASSESSING DATA QUALITY	49
TABLE 3-2: INFORMATION FOR PUBLIC DISCLOSURE AT COMMUNITY LEVEL.....	51
TABLE 3-3: INFORMATION FOR PUBLIC DISCLOSURE THROUGH THE PROJECT WEBSITE	51
TABLE 8-1: KEY RISKS FACED BY FARMERS	64
TABLE 8-2: KEY REDUCTION, MITIGATION AND COPING MEASURES FOR RISKS IN AGRICULTURE	65
TABLE 8-3: RISK MITIGATION FOR NAVCDP COMMUNITY INVESTMENTS	65

LIST OF FIGURES

FIGURE 1 - 1: INTER-LINKAGES OF COMPONENTS AND THEMATIC AREAS	8
FIGURE 1 - 2: PROJECT COORDINATION AND IMPLEMENTATION ARRANGEMENTS	10
FIGURE 3 - 1: ICT-BASED IAP CONCEPTUAL FRAMEWORK	41
FIGURE 3 - 2: ROLL-OUT OF PME SYSTEM IN NAVCDP	42
FIGURE 3 - 3: DATA FLOWS IN THE NAVCDP M&E SYSTEM	46
FIGURE 3 - 4: SCHEMATIC OVERVIEW OF COMPONENT 2 AND 3 DATA FLOWS:	47
FIGURE 3 - 5: NATIONAL REPORTING DATA FLOWS:.....	47
FIGURE 4 – 1: INFORMATION FLOW AND FEEDBACK BETWEEN NATIONAL, COUNTY AND COMMUNITY STRUCTURES.....	57

ANNEXES 68

Annex 10-1: NAVCDP Results Framework Key performance Indicators (KPIs) –	68
Annex 10-2: Theory of change	68
Annex 10-3: Indicator reference sheet	71
Annex 10-4: Annual Work plan and Budgets (AWP&Bs) Template	177
Annex 10-5: AWP&B implementation monitoring Template	178
Annex 10-6: Quarterly beneficiary survey form	179
Annex 10-7: Monthly Activities Report Template	194
Annex 10-8: Quarterly Activities Reports Template	196
Annex 10-9: Activity Report Template	198
Annex 10-10:: Lessons learnt and Recommendation	199
Annex 10-11: CDDC Tracker Template	200
Annex 10-12: Service Provision Contracts Form – Refer to FPO Manual	204
Annex 10-13: FPO Tracker	205
Annex 10-14: Mandatory indicators	213
Annex 10-15: Monthly Accountability Report	215
Annex 10-16: Sub-grant Supervision template	217
Annex 10-17: Sub-grant Common Reporting Framework	223
Annex 10-18: Sample data collection tools	229
Annex 10-19:: Beneficiary registration form	231
Annex 10-21: Data Collection Template	246
Annex 10-22: Value Chain Cumulative Progressive Performance for CIG: (FORM F5)	247
Annex 10-23: Supervision reports format	250
Annex 10-24: Quarterly Monitoring reporting format	258
Annex 10-25: Value Chain Progressive Performance for Individual Members: (FORM F4)	261
Annex 10-26: Grievances Register	262
Annex 10-27: Summary of M&E in gender issues	263
Annex 10-28: Workplan for development of the M&E system	267
Annex 10-29: Indicators for measuring resilience score in the resilience mode	270
Annex 10-30: SACCO MAPPING AND GRADING TOOL FOR SELECTING EXISTING SACCOs	271
Annex 10-31: Financial Inclusion Matching Grant (FIMG) proposal Template	274
Annex 10-32: SACCO MEMBERSHIP FEDERATION TEMPLATE	281

ABBREVIATIONS AND ACRONYMS

AWP&B	Annual Work Plan and Budget
BETA	Bottom-up Economic Transformation Agenda
CBP	Capacity building plan
CDDC	Community-Driven Development Committee
CIG	Common Interest Group
CNA	capacity needs assessment
CPC	County Project Coordinator
CPCU	County Project Coordination Unit
CADO	County Agribusiness Development Officer
CM&EO	County Monitoring & Evaluation Officer
CPSC	County Project Steering Committee
CRI	Comprehensive Risk Index
CTAC	County Technical Advisory Committee
CTD	County Technical Department
CTT	County Technical Team
CO₂-eq	Carbon dioxide equivalent
EDP	Enterprise Development Plan
EDMG	Enterprise Development Matching Grant
ESMP	Environmental and Social Management Plan
FIMG	Financial Inclusion Matching Grant
GHG	Green House Gas
GIS	Geographical Information System
GoK	Government of Kenya
GPS	Global Positioning System
GRM	Grievance Redress Mechanism
ICT	Information and Communications Technology
IDA	International Development Association
IFR	Interim Financial Report
IPs	Indigenous Peoples
KALRO	Kenya Agricultural and Livestock Research Organisation
KES	Kenyan Shillings
M&E	Monitoring and Evaluation
MEL	Monitoring, Evaluation and Learning
MIS	Management Information System

MoALD	Ministry of Agriculture and Livestock Development
MOPE	Market-Oriented Producer Enterprise
MTR	Mid-term review
NARIGP	National Agricultural and Rural Inclusive Growth Project
NAVCDP	National Agricultural Value Chain Development Project
NMEO	National Monitoring and Evaluation Officer
NPC	National Project Coordinator
NPCU	National Project Coordination Unit
NPSC	National Project Steering Committee
NRM	Natural Resource Management
NT	National Treasury
NTAC	National Technical Advisory Committee
O&M	Operation and Maintenance
OAG	Office of the Auditor General
ODK	Open Data Kit
PAD	Project Appraisal Document
PDO	Project Development Objective
PICD	Participatory Integrated Community Development
PIM	Project Implementation Manual
PMEL	Planning, Monitoring & Evaluation Lead
MIS	Project Management Information System
PO	Producer Organization
PPP	Public-Private Partnership
PS	Principal Secretary
RAP	Resettlement Action Plan
RBM	Results Based Management
SAIC	Social Accountability and Integrity Committee
SCTT	Sub-County Technical Team
SDCD	State Department for Crop Development
SLM	Sustainable Land Management
SOE	Statement of Expenditure
SP	Service Provider
STE	Short Term Expert
TIMPs	Technologies, Innovations, and Management Practices
ToC	Theory of Change

VC	Value Chain
VCUG	Value Chain Upgrading Grant
VMG	Vulnerable and Marginalized Group
VMGP	Vulnerable and Marginalized Group Plan
WB	World Bank



DEFINITION OF TERMS

Term	Definition as used in this manual
Activity	Actions taken or work performed in a project to produce specific outputs by using inputs such as funds, technical assistance and other types of resources
Annual Work Plan and Budget (AWP&B)	The annual plan and related budget for implementing activities and achieving agreed targets for a project implementation year.
Assumptions	Hypotheses about factors or risks which could affect the progress or success of NAVCPD project interventions. Intervention results depend on whether or not the assumptions made, prove to be correct
Attribution	The ascription of a causal link between observed changes and a specific intervention.
Audit	An independent, objective quality assurance activity designed to add value and improve NAVCPD project's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to assess and improve the effectiveness of risk management, control and governance processes. Internal auditing is conducted by a unit reporting to management, while external auditing is conducted by an independent project/Ministry/Office of Auditor General.
Baseline	The situation at the start of project implementation.
Baseline survey	An analysis describing the situation prior to a development intervention. The baseline survey may include targeted project beneficiaries as well as people who are not targeted by the project in order to compare changes experienced by both over the duration of the project.
Benchmark	A reference point or standard against which performance or achievements can be assessed in future.
Beneficiaries	The individuals, groups or organizations who, whether targeted or not benefit directly from the development interventions.
Carbon dioxide equivalent	A carbon dioxide equivalent (CO ₂ -eq) is a metric measure used to compare emissions from various greenhouse gases on the basis of their global-warming potential (GWP), by converting amounts of other gases to the equivalent amount of carbon dioxide with the same global warming

Capacity	The ability of individuals and organizations to perform functions effectively, efficiently and in a sustainable manner
Common Interest Group	A group of individuals pursuing a common interest in a specific enterprise or topic who work jointly to access services such as agricultural advisory and mobilize resources for development.
Community	A group of people living in the same locality and sharing some common characteristics
Effectiveness	A measure of the extent to which a project attains its stated objectives at the goal or purpose level
Efficiency	A measure of how economically inputs (e.g., funds, expertise, time etc.) are converted into outputs
Evaluation	A systematic and objective examination of a planned, ongoing or completed project. It aims at answering specific management questions and to judge the overall value of a development intervention. It serves to inform on lessons learnt to improve future decision making. Evaluations commonly seek to determine the efficiency, effectiveness, impact, sustainability and/or the relevance of the project or organization's objectives.
Impact	The changes in the lives of a particular people, as perceived by them and their partners at the time of evaluation attributable to the project. Changes can be positive or negative, intended or unintended.
Indicator	Quantitative or qualitative factor or variable that provides a simple and reliable basis for assessing achievement, change or performance. It is a unit of information measured over time that can help show changes in a specific condition. A given goal or development objective can have multiple indicators.
Input	The financial, human and material resources necessary to undertake activities and produce the intended outputs of a project.
Internal evaluation	An evaluation of an intervention conducted by a unit and/or individuals who report to the management of the project responsible for the financial support, design and/or implementation of the project/intervention.
Intervention	A combination of the project elements or strategies designed to produce behavior changes or improve the status of value chain actors to achieve intended project objectives.

Knowledge Management	<p>The systematic management of an organization's knowledge assets for the purpose of creating value and meeting tactical and strategic requirements; it consists of the initiatives, processes, strategies, and systems that sustain and enhance the storage, assessment, sharing, refinement, and creation of knowledge.</p>
Lessons learned	<p>Knowledge generated by reflecting on experience that has the potential to improve future actions. A lesson learned summarizes the knowledge at a point in time, while learning is an ongoing process.</p>
Log-frame	<p>Management tool used to improve the design of project interventions. It involves identifying strategic elements (inputs, outputs, activities, outcomes, impact) and their causal relationships, indicators, and the assumptions of risks that may influence success and failure. It thus facilitates planning, execution, and monitoring and evaluation of an intervention.</p>
M&E framework	<p>An outline of the M&E system developed during the design phase of a project.</p>
Mainstreaming	<p>Integration of a people who have particular disadvantages (such as youth, women, vulnerable people) or concepts (such as sustainable land management) that have a bearing on people's development in the preparation, design, implementation, monitoring and evaluation of policies, regulatory measures and development project, with a view to promoting equality, combating discrimination and promoting sustainable development.</p>
Management Information system	<p>A system of inputting, collating and organizing data that enables management to access selected data and reports so as to assist in monitoring and controlling the project organization, resources, activities and results.</p>
Micro Projects	<p>Projects identified and implemented at group (CIG or VMG) level through a facilitated and objective process relevant to delivery of project outputs. Few demonstrative projects will be identified per value chain and centrally located with the guidance of the CDDC.</p>
Mid-term review	<p>A comprehensive mid-point evaluation of a project to assess the relevance, effectiveness and efficiency of project implementation and to make a judgment on whether the project as originally designed is still on track towards achievement of the project development objectives.</p>
Monitoring	<p>The regular collection and analysis of information to assist timely decision making, ensure accountability and provide the basis for</p>

	evaluation and learning.
Objective	A specific statement detailing the desired accomplishments or outcomes of a project at different levels (short or long term). A good objective meets the criteria of being impact oriented, measurable, time limited, specific and practical.
Outcome	A change in behavior (e.g., of beneficiaries or other stakeholders) due to project activities and outputs that contributes towards the development objective.
Outputs	The tangible (easily measurable, practical), immediate and intended results directly due to implementing project activities. Outputs contribute to enabling project outcomes to occur.
Performance	The degree to which a development intervention operates according to a specific criteria/standards/guideline or achieves results in accordance with stated goals or plans.
Primary Beneficiaries	Rural smallholder farmers who are members of CIGs, including Vulnerable and Marginalized Groups, and other stakeholders organized in to Common Interest Groups who have benefited from project interventions
Producer Organization	A federation of agricultural CIGs and VMGs aiming at exploiting economies of scale for produce aggregation and marketing.
Project	A planned set of interrelated tasks with clearly defined objectives to be executed over a specific period of time and within certain cost and scope limitations.
Project Development Objective	The intended benefits to target beneficiaries due to project implementation. The project development objective is intended to be achieved by the end of the project implementation period.
Project Implementation Manual	A project-specific document that sets out the project strategy, operational activities, steps and procedures and responsibilities of key stakeholders.
Qualitative	Something that is not summarized in numerical form, such as minutes from community meetings and general notes from observation. Qualitative data normally describes people's knowledge and attitudes and behaviors.
Quantitative	Something measured or measurable by or concerned with quantity and expressed in numbers or quantities.
Relevance	The extent to which the objectives of a project are consistent with

	the target group's priorities and the recipients and development partners' policies.
Resources	Items that a project has or needs in order to operate such as staff time, managerial time, local knowledge, money, equipment, trained personnel, etc.
Result	The measurable output, outcome or impact (intended or unintended, positive or negative) of a development intervention.
Result-based management (RBM)	A management strategy focusing on performance and achievement of project outputs, outcomes and impacts.
Results framework	The table in Annex 1 of the NAVCDP Project Appraisal Document listing indicators and target achievement levels for the project development objectives and project components, with indication of how each indicator shall be monitored.
Review	An assessment of the performance of a project, periodically or on an as-needed basis. A review is more extensive than monitoring but less so than evaluation
Risk	It is a situation involving exposure to danger of project during implementation period and this may lead to failure is not managed
Safeguards	Precautionary or counter measures available to prevent and mitigate against undue harm to the people and their environment as a result of a development process.
Sampling	The selection of a representative part of a population in order to determine parameters or characteristics of the whole population.
Stakeholder participation	Active involvement by stakeholders in the design, management and monitoring of the project. Full participation means all representatives of key stakeholder groups at the project site become involved in mutually agreed appropriate ways.
Stakeholders	An agency, organization, group or individual who has a direct or indirect interest in the project, or who affects or is affected positively or negatively by the implementation and outcome of it.
Sustainability	The likelihood that the positive effects of a project (such as assets, skills, facilities or improved services) will persist for an extended period after the external assistance ends and not be undermined by negative impacts due to project implementation or its effects.
Target	A specified objective that indicates the number, timing and location of that which is to be realized.

Target group/beneficiary	The specific group or persons or population for whose benefit the project is undertaken.
Theory of Change	A description of how and why change happens, describing the causal links between inputs, activities, outputs, outcomes and impacts.
Value Chain	The full range of value adding activities required to bring a product or service through the different phases of production, including procurement of raw materials and other inputs.
Vulnerable and Marginalized Groups	Vulnerable group is a population that has specific characteristics (e.g., gender, ethnicity, age, physical or mental disability, economic disadvantage etc.) that implies members of that group are at a higher risk of falling into poverty than other people living in an area targeted by a project. A marginalized group is a group of people that, by virtue of their perceived standing in the society, have historically been excluded from the prevalent systems of protection and integration, thereby limiting their opportunities and means for survival.
Work plan	A detailed document stating which activities are going to be carried out in a given period, how the activities will be carried out, resources required, responsible persons/ institutions, the assumptions made and how the activities relate to the project objectives and outputs.

NAVCDP

CHAPTER 1: INTRODUCTION

1.1 Project Overview

This section provides a brief description of the National Agricultural Value Chain Development Project (NAVCDP) and focuses on the problem being addressed, the scope, the project development objective (PDO) and technical design as well as the coordination and implementation arrangements.

1.1.1 The problem: Context, Linkages with Global, National and County Policies

1.1.1.1 The Project Context

Agriculture sector is the mainstay of economic growth and sustainable poverty reduction in Kenya, growing at 4.8% in 2020 and employing about 70% of the rural population. Between 2005 to 2016, households with agriculture as the primary source of income accounted for 27.6% of overall poverty reduction¹. Agriculture has the largest share in the country's exports, with vegetable and food products accounting for 54% of exports in 2019². Agricultural share of value-added peaked in 2017 and remains at the highest level among Kenya's regional and Sub-Saharan Africa peers. During the COVID-19 pandemic, strong performance of the agriculture sector significantly cushioned the blow to the Kenyan economy. Given the economic importance of the agriculture sector in the country, there is a need to revitalize and transform the sector from subsistence into a more competitive and commercially oriented sector by increasing market participation and value addition for smallholder farmers through targeted innovative value chain development interventions.

Poverty incidence among agriculture households decreases as they start selling produce in markets³, yet multiple barriers exist to agriculture commercialization for smallholder farmers in Kenya. Market participating households have higher usage of inorganic fertilizers and irrigation, spend significantly higher costs on inputs and exhibit higher crop diversity. However, lack of high-capacity farmer organizations limits smallholder integration into value chains, raises transaction costs and reduces competitiveness. Critical infrastructure gaps that further limit commercialization of value chains include limited availability of processing facilities closer to farm gate to reduce post-harvest losses, limited access to cold storage and

¹ Kenya Agriculture Sector Growth and Transformation Strategy (ASTGS), 2019-2029

² Kenya Country Profile 2019, World Integrated Trade Solutions, wits.worldbank.org

³ Kenya Poverty and Gender Assessment 2015-16

warehousing facilities that can reduce distress sales and lack of market infrastructure that can reduce distance from producer to final consumer. It is therefore important that any sustainable agriculture growth strategy must place a strong focus on aggregation, commercialization and enhancing market participation for farmers especially subsistence farmers, while boosting productivity through improved access to quality inputs and extension services.

1.1.1.2 Global, National and County Policy Linkages

NAVCDP aims to address the identified challenges smallholder farmers face by being fully aligned with Kenya's Vision 2030 for agriculture, the Agricultural Sector Transformation and Growth Strategy (ASTGS) and Kenya's Bottom-up Economic Transformation Agenda (BETA) while complementing ongoing investments in the sector. The project responds to the Vision 2030 objective for agriculture by focusing on revitalizing agriculture and transforming it from subsistence into a more competitive and commercially oriented sector. The NAVCDP directly aligns to the first pillar of agriculture transformation, focusing on increased participation of small farmers into commercially oriented value chains, while also responding to the ASTGS goals of enhanced value addition and climate resilience. Under the ASTGS, there are forward-looking reforms to improve the enabling environment for market driven interventions and greater private sector participation in Kenyan agriculture. One key policy reform has been Kenya transforming its delivery mechanism of subsidized inputs through e-vouchers system. The system has enabled farmers to choose and purchase inputs, source inputs from the private sector with better targeting and electronic verification. Besides, the recent Warehouse Receipt System (WRS) Act 2019 and Regulations 2021, paves the way for large scale warehouse receipt system which can improve smallholder access to credit, choice to store or sell and shorten supply chains by bringing processors/institutional buyers directly to farmers.

Furthermore, agriculture is also part of the BETA priority sectors which are expected to drive the government's inclusive growth agenda over the medium term. The project will complement the government's vision to support smallholders' transition from subsistence to market driven commercial agriculture. NAVCDP is also strongly aligned to the latest Systematic Country Diagnostic, specifically priority seven for agriculture which calls for enhanced commercialization opportunities across agriculture value chains. Finally, the project design is also in line with the Jobs and Economic Transformation (JET) theme adapted for Kenya as part of the framework of the 20th International Development Agency

(IDA) replenishment and will contribute to the twin goals of ending extreme poverty and boosting shared prosperity.

NAVCDP is designed to contribute to the transformation of the smallholder farming systems by facilitating farmers to transition from subsistence to commercial farming through increased value addition and market participation. In addition, NAVCDP will deepen investments to scale up existing interventions around productivity enhancement, community led farmer extension, water management investments at county level and data driven value chain services. The project will introduce intensified infrastructure investments into select value chains, support farmer led irrigation development especially at the individual farmer level, enhance access to credit and financial services and develop proof of concept around Urban Food Systems and peri-urban agriculture in select clusters.

1.1.2 Project Development Objective

The project development objective (PDO) is to increase market participation and value addition for targeted farmers in select value chains in project areas. Progress towards achievement of the PDO will be monitored and evaluated with the following three outcome indicators:

- i.** Farmers reached with agricultural assets or services under the project of which at least 50 % are female farmers
- ii.** Percentage increase in farmers selling more than 50 percent of their produce in the market
- iii.** Percentage increase in farmers selling produce in value added form (both on farm and off farm)

1.1.3 Project Scope

1.1.3.1 Target beneficiaries

NAVCDP aims to support a target of 3.8 million small scale farmers transitioning or with potential to transition from subsistence to commercial production including those selling only a small proportion of their produce to the market. Other potential beneficiaries are other value chain actors and supporters. The project places a strong focus on inclusion of women farmers and Indigenous Peoples (IPs) within the supported value chains.

1.1.3.2 Project areas and priority value chains

Implementation of the project is within 33 counties spread across six geographical clusters (Table 1-1). In each county, farmers in all rural wards will participate in the project. Twelve value chains (VCs) have been prioritized based on a thorough qualitative and quantitative assessment of potential VCs. The selected VCs based on their ranking are: Dairy, Coffee, Chicken, Avocado, Banana, Mango, Irish potatoes, Tomato, Apiculture, Pyrethrum, Cashew-nut and Cotton. Counties will select a maximum of five VCs. It is expected that counties will continue working with the four prioritized VCs supported under KSCAP and NARIGP, except in instances where one or two VCs are not among the 12 identified. In this case, counties will prioritize and replace the affected VCs from the identified VCs. The fifth VC will either be selected from the 12 or be a county-specific prioritized VC.

Table 1-1: Regional distribution of participating clusters and counties

Region	Coast (4)	Eastern (6)	Central (5)	Rift Valley (8)	Western (4)	Nyanza (6)
Counties	Kwale Kilifi Tana River Taita Taveta	Makueni Kitui Machakos Embu Meru Tharaka Nithi	Kirinyaga Murang'a Kiambu Nyeri Nyandarua	Narok Kajiado Nakuru Nandi Tranzoia Uasin Gishu Bomet Kericho	Bungoma Vihiga Kakameg a Busia	Kisii Nyamira Migori Homa Bay Kisumu Siaya

1.1.3.3 Project Components

The project has five components, namely; (i) Building Producer capacity for climate resilient stronger value chains, (ii) Climate Smart Value Chain Ecosystem Investments, (iii) Piloting Climate Smart Safer Urban Food Systems, (iv) Project Coordination and Management, and (v) Contingent Emergency Response Component (Figure 1-1). A brief description of what each component entails is presented next.

Component 1: Building Producer Capacity for Climate Resilient Stronger Value Chains

Interventions and activities in Component 1 will be geared towards building producer level capacity for enhanced market participation and transition towards commercial agriculture with farmer groups and Farmer Producer Organizations (FPOs) as primary platforms for

project delivery. The component will drive sustainable productivity enhancement, climate resilient and nutrition sensitive production and increased market participation for project farmers. This will be achieved through improved access to credit, inputs, compliance to project environmental and social safeguards requirements (including SE, GRM, GBV, VMGs, voluntary land donation etc.) and digital extension services while linking them to high-capacity FPOs.

The project will leverage the existing institutional base of CIGs/VMGs already mobilized under NARIGP and KCSAP to build producer level capacity to transition to high value crops, adoption of climate resilient Technologies, Innovations and Management practices (TIMPs) and increased value addition at primary level. Linkage of CIGs to FPOs and SACCOs will be made universal for stronger market participation and high-quality technical assistance support. This will be extended to FPOs for building long term agri-business capacity. Inclusion of women smallholders will be a key focus area with at least 50% of CIG members supported under the project estimated to be women farmers.

Component 2: Climate Smart Value Chain Ecosystem Investments

This component will focus on supporting enabling ecosystem investments identified as part of county level, regional level (spanning several counties) and national value chain development plans. These ecosystem investments, aimed at improving access to irrigation, boosting market participation of small-scale farmers and catalyzing higher value addition, will include:

- i.** Water resource management interventions comprising of Farmer Led Irrigation Development (FLID) interventions and investments including those related to water harvesting and water use
- ii.** Investments into market support and value addition infrastructure at county level
- iii.** Investment support for wide scale adoption of Digital Agriculture Technologies (DAT) and integration of Big Data platform for farmer services
- iv.** Investment support for active linkages with agriculture research institutions, technical assistance and private sector linkages.

Considering the level of operation and potential scale, ecosystem investments have been categorized under four sub-components. In addition to project resources, this component

will strongly focus on crowding in relevant investments from ongoing development initiatives, government projects and private sector partnerships

These investments once identified the beneficiaries must undertake ESS screening checklist as way of: a) Vetting b) Screening to indicate the instruments to mitigate impacts and risks c) Develop an Environment and Social Framework (ESF), Summary Project Report (SPR), Comprehensive Project Report (CPR) or any other Environment and Social Standards (ESS) instrument as necessary.

Component 3: Piloting Safer Urban Food Systems

The overall objective of this component is to strengthen urban and peri-urban agriculture, and urban market infrastructure. The component will support the rollout of Urban Food System pilots in Nairobi and parts of Kiambu, Kajiado and Machakos as the peri-urban areas. The focus will be to demonstrate proof of concept of efficient, climate smart and safe urban food systems with safe maximum residual levels (MRLs), toxicity levels, safe aflatoxin levels and traceability. The component will support development of safer food production systems, enable stronger linkages between peri-urban clusters and urban markets, improve direct farmer to urban consumer linkages, build higher consumer awareness around food safety and nutrition, and facilitate improved institutional coordination and policy environment for urban food safety. The component will build on the recently completed Nairobi City County Food System Strategy and Implementation Plan (supported by Food and Agricultural Organization (FAO))

Component 4: Project Coordination and Management

This component will support activities related to national and county-level project coordination. This will include planning, fiduciary (financial management and procurement), Human Resource Management (HRM). It will also support environmental and social safeguards issues, capacity building, identification of impacts, risks and implement mitigation measures, as well as monitoring, compliance and reporting. In addition, it will support development of the MIS and ICT, regular M&E, impact evaluation, communication, knowledge management and citizen/stakeholder engagement.

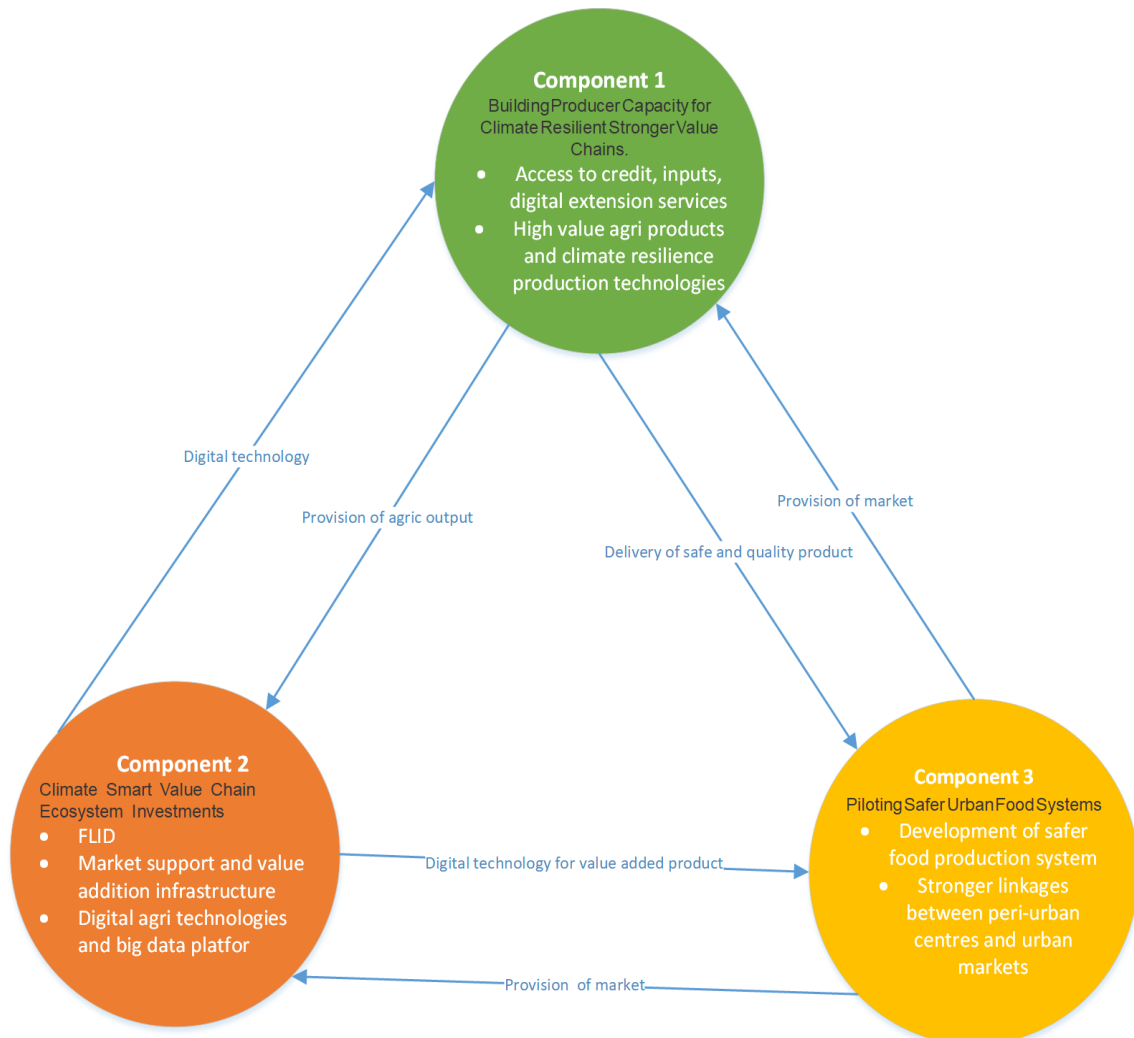
Component 5: Contingent Emergency Response. This zero-budget component will finance immediate response activities following natural disasters (e.g., droughts, floods and or any sudden surge of a crop and livestock pest or disease like the locust or fall armyworms) impacting the agricultural sector. The Emergency Response financing would be triggered upon formal declaration and request from the National Treasury (NT) on behalf of GoK.

1.1.3.4 Component Thematic Inter-linkages and Key Monitorable Aspects

The technical Components 1-3 of NAVCDP are interlinked with key thematic areas as presented in Figure 1-1. Component 1 focuses on sustainable production enhancement, climate resilient and nutrition sensitive production and increased market participation for project farmers through improved access to credit, inputs and digital extension services. It links smallholders to high-capacity Farmer Producer Organizations (FPOs) with inclusion of at least 50% of CIG members being women. Component 2 aims to provide enabling ecosystem investments identified as part of county level, regional level (spanning several counties) and national value chain development plans for each of the nine identified value chains. Component 3 will support the roll-out of Urban Food System pilots in Nairobi, a major urban cluster in the country, and parts of Kiambu, Kajiado and Machakos bordering the city as the peri-urban areas. The focus will be to demonstrate proof of concept of an efficient, climate smart and safe urban food system. Component 4 entails supporting national and county-level project coordination and management activities, including annual work planning and budgeting (AWP&B); fiduciary aspects (financial management and procurement); human resource (HR) management; environmental and social safeguards compliance monitoring; development and implementation of Management Information System (MIS); routine monitoring of project activities, the (ICT)-based Integrated Agricultural Platform (IAP), communication strategy and citizen engagement; and impact evaluation (IE). In addition, in the event of a national crisis or disaster affecting the agricultural sector, the project would respond through component 5 via a contingency emergency response facility.

Figure 1 - 1: Inter-linkages of components and thematic areas

1.1.4 Project Financing



The total cost of the project is estimated at USD 275 million. This will be financed through an IDA loan facility of USD 250 million and contribution of USD 25 million by the national and beneficiary county governments. The share of contribution between county and national government will be based on resources expended at each level of government for all project components. The resources of the project will be utilized to support activities within the components guided by the ceilings provided in Table 1-2.

Table 1-2: Allocation of funds by component

Component	Allocation (US\$ Million)
Component 1: Building producer capacity for climate resilient stronger value chains	115
Component 2: Climate smart value chain ecosystem investments	100
Component 3: Piloting safer urban food systems	35
Component 4: Project coordination and management	25
Component 5: Contingent Emergency Response Component	0
Total	275

1.1.5 Project Coordination and Implementation Arrangements

Project implementation will involve a three-tier institutional arrangement: (i) At national level, the National Treasury (NT) will represent GoK as the borrower while the Ministry of Agriculture and Livestock Development (MoALD) will be the main implementing agency (Figure 1-2). Within MoALD, the project will be anchored on the State Department for Crop Development. (ii) At the county level, participating county governments will be the executing agencies of the project. (iii) At community level, beneficiaries will implement their community-led interventions.

The three-tier institutional arrangement aims at (a) minimizing the approval layers for faster decision-making and efficient project implementation; and (b) utilizing the constitutionally mandated governance structures at the national and county levels, to the extent possible. To enhance linkages and ownership of the project, participating county governments will be fully involved in the decision-making process at the national level. They will be represented in the National Project Steering Committee (NPSC) by the Chairperson of the Agriculture Committee of the Council of Governors and two Governors representing participating counties, and in the National Technical Advisory Committee (NTAC) by the Chair and Secretary of the County Executive Committee Agricultural Caucus. In addition, county governments through county project steering committees (CPSCs) will be responsible for decision-making/approval of micro-projects and for providing oversight at county and community levels.

The National Project Coordinating Unit (NPCU) will be responsible for day-to-day project coordination and management at national level. County Project Coordinating Units (CPCUs) will be responsible for day-to-day coordination and management of the project activities at the county level, and Community Driven Development Committees (CDDCs) will be in charge of management of project grants channeled through the SACCOs at the community level. Figure 1-2 shows the project coordination and implementation arrangements.

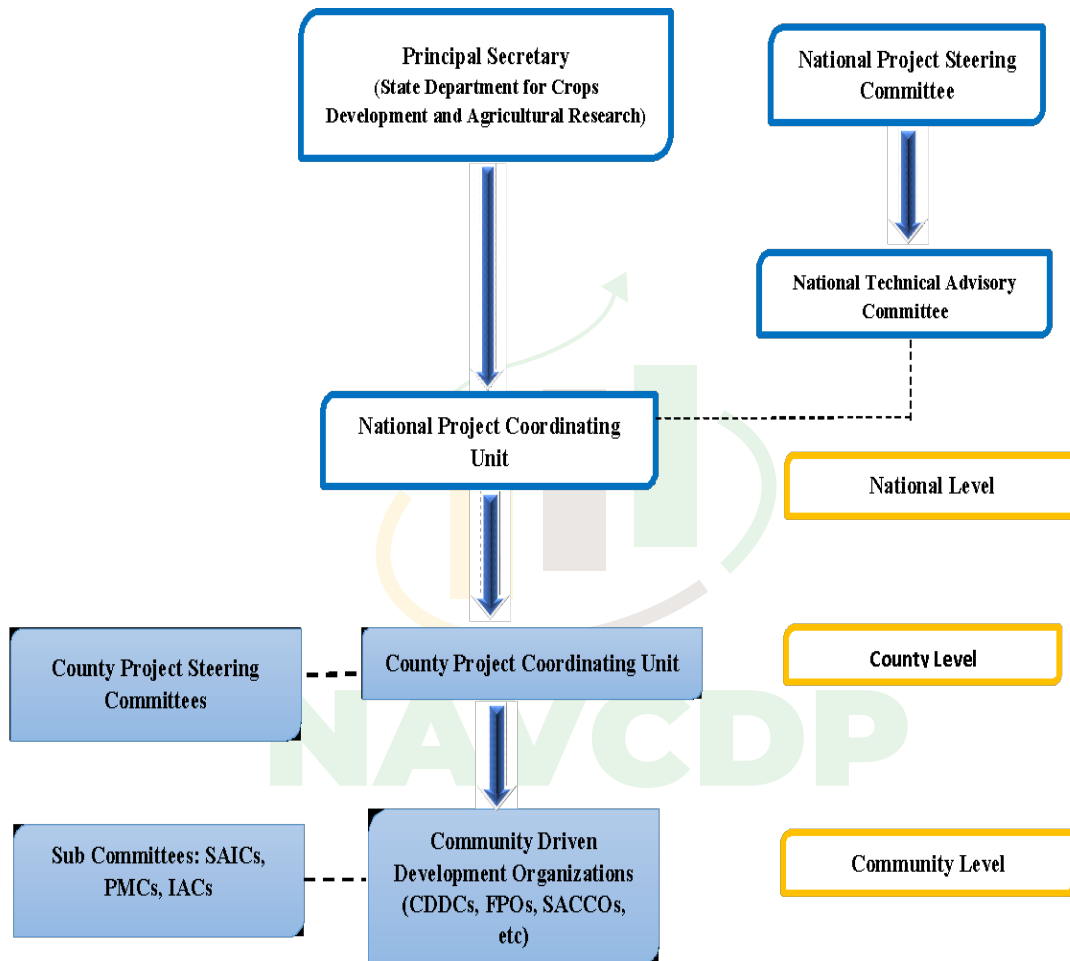


Figure 1 - 2: Project Coordination and Implementation Arrangements

1.2 Purpose of MEL Manual

This manual creates processes and procedures to guide the M&E including social and financial accountability, transparency and prudent use of public resources. The manual provides a framework for synergized MEL within the project. It provides the foundation for a common understanding of the key MEL principles and elements amongst implementation teams and stakeholders. Indicators capable of measuring progress towards achieving project goals and targets at all levels have been identified and precisely described. The manual also provides for common indicators measurements, measurement tools, templates and

techniques for MEL reporting formats and timelines for reporting. The users of this manual are mainly project staff directly involved in project-level implementation and management, partners and government officials.

1.3 Structure of the MEL Manual

The manual is designed to give strategic and technical guidance required for efficient and effective project implementation. The manual's design is in tandem with the Project Appraisal Document (PAD), the Project Implementation Manual (PIM) and other operational manuals. The manual is designed with special attention to Project Coordination, Monitoring and Evaluation and Impact Evaluation as specified in the PAD. This MEL Manual is subdivided into five chapters plus key references and annexes.

Chapter 1 provided an overview of the NAVCDP project. Chapter 2 describes the key elements of the MEL framework while Chapter 3 describes in detail how MEL activities will be operationalized in terms of the tools used and roles and responsibilities at each project structure level. Chapter 4 sets out communication and knowledge management strategies for improved project planning, performance and advocacy. Chapter 5 covers key cross-cutting issues that need to be integrated and tracked in the MEL system. Finally, key annexes such as the Results Framework, Indicator Reference Sheets and Reporting Templates are provided.



NAVCDP

CHAPTER 2: MONITORING, EVALUATION AND LEARNING FRAMEWORK

2.1 Results and Process Monitoring & Evaluation

A comprehensive system of monitoring and evaluation methodologies will be supported under the project, consisting of monitoring and evaluation (M&E) of progress and key processes and a rigorous impact evaluation (IE). The project will promote and set-up social accountability mechanisms and systems that entrench beneficiary participation in project activities through establishment of a participatory MEL system. Participatory Monitoring & Evaluation is a process through which stakeholders at various levels engage in monitoring or evaluating a particular project, Program or policy, share control over the content, the process and the results of the M&E activity and engage in taking or identifying corrective actions.

Under this arrangement, two non-committee members of Vulnerable and Marginalized Group/Common Interest Group (CIGs/VMGs) (a man and a woman) will be elected to monitor the micro-project activities. The NAVCDP will build on the experience of NARIGP which successfully implemented a web-based and geo-tagged M&E system and project management information system (MIS) that include real-time monitoring images and data for each micro-project across all participating sub counties. As much as possible, data collected will be disaggregated, analyzed, and reported by gender, IP and VMG i.e., youth, widows, differently abled, recovering addicts, etc.).

The MEL system will track progress against the result indicators contained in the NAVCDP Results Framework and described in the Indicator Reference Sheets. The system will also track progress in implementation against timescales and targets as well as resource use against budgets, as set out in the Annual Work Plans and Budgets (AWP&Bs), which represent the yearly contract for delivery on the NAVCDP. Results will be tracked via input-output monitoring, whereby the inputs (e.g., investment costs, quantities of inputs) are compared with outputs actually achieved against annual targets. Process monitoring will focus on processes that are critical for meeting the project's objectives, such as the progress of training/capacity building initiatives and execution of investment projects.

2.2 Implementation Arrangements for Monitoring, Evaluation and Learning

The NAVCDP will be underpinned by a solid monitoring, evaluation and learning (MEL) system that will feed into decision support systems, business analytics, and rigorous studies. The web-based Management Information System (MIS) will be set up for data collection and

information sharing at the national, county, and community levels. Their primary objective will be to enforce the culture of results-based project MEL and provide the foundation for evidence based decision-making processes. The MIS will be designed for data collection and provide concurrent feedback to key stakeholders about progress toward achieving the project's key results. The National Planning, Monitoring & Evaluation Lead (PMEL) working closely with the M&E Officers at the national and county levels, will be responsible for data collection, compilation, analytics and reporting. The project will strengthen overall MEL capacity by investing in an ICT-based Agricultural Information Platform and training of project staff at all levels. County governments will play a key role in quality assurance of MEL data collected in their respective technical areas, as detailed in the Project Implementation Manual (PIM). All agencies involved in the implementation of the project will participate in the process of data collection, compilation, analysis and use.

At the national level, the PMEL assisted by the NMEO will lead the M&E process. The national M&E Unit will be supported by a team of experts contracted to assist with the design and implementation of the project evaluations. The National Planning, M&E Lead will have overall responsibility for coordination, including collating information from all entities for quarterly and annual progress reporting, using agreed formats. At county level the thematic leads in the County Project Coordinating Units (CPCUs) will take responsibility for monitoring and updating data for their activities with the County M&E Officer (CMEO) taking lead ensuring proper data collection, compilation and reporting.

For the community institutions (CIGs/VMGs/CDDCs/FPOs), which are the implementing units, the Community Driven Development Committees (CDDCs) will function as ward level representative institutions of CIGs with elected leaders (chair, secretary, treasurer, and board members) as representatives of beneficiaries in the targeted communities.

The project operating units at the Community, County and National levels will use the respective indicators, and performance narratives to manage and report on their performance. The indicators chosen for tracking prioritized performance categories are defined on the basis of project objectives and cascaded from the desired impact, outcomes and outputs.

The semi-autonomous government agency (SAGA), KALRO, which has entered into a Memorandum of Understanding (MoU) to participate in project implementation will adhere to the monitoring, information sharing and reporting obligations specified in this manual. Data will be collected and managed by each agency through a designated M&E officer who will be responsible for data collection, collation and reporting to the MIS.

The project will finance necessary equipment, suitable goods, capacity building (training) aimed at strengthening results and process monitoring at the project level and to equip the respective M&E officers to carry out their responsibilities.

An M&E workESop will be carried out immediately upon official launch of the project to familiarize all project staff at the NPCU and CPCUs on the established M&E processes, monitoring responsibilities and accurate reporting in the MIS. Independent establishment of baseline for key performance indicators (KPIs) will be carried out promptly within the first year of project implementation.

2.3 Overview of the MEL Framework

The MEL Manual presents the set of management and performance tracking tools for the National Agricultural Value Chain Development Project. The Results Framework (RF) (**Annex 10-2**) provides the logic for the set of indicators to be monitored to track performance. The Project will use these indicator results and performance narratives collected to assess progress along the impact pathway reflected in the RF, from activities to the project PDO and attribution to the sector's ultimate goal of food security and incomes.

The NAVCDP interventions will be underpinned by a solid monitoring, learning, and evaluation system that will feed into decision support systems, business analytics, and rigorous studies. The web-based M&E and MIS will be set up for data collection and information sharing at the national, county, and community levels. Their primary objective will be to enforce the culture of results-based project M&E and provide the foundation for an evidence based decision-making process.

These systems will be designed for data collection and provide concurrent feedback to key stakeholders about progress toward achieving the project's key results. A National Planning, M&E Lead and M&E Officers at the national and county levels, respectively, will be responsible for data collection, compilation, and reporting. The project will strengthen overall M&E capacity by investing in an ICT-based Agricultural Information Platform and training at all levels. County governments will play a key role in quality assurance of M&E data collected in their respective technical areas, as will be detailed in the PIM.

2.4 Theory of Change

Theory of change describes how and why change happens, the causal links between inputs, activities, outputs, outcomes and impacts. There are several distinct themes in the technical project components, including i) Community institutions development ii) Agricultural

extension iii) Agricultural finance iv) Agricultural infrastructure development v) Value chain development vi) urban food systems. The execution of interventions across these thematic areas is organized around three components as shown in Figure 2-1. When the identified key activities are undertaken, 14 outputs are expected to be delivered, which subsequently lead to four outcomes and ultimately achievement of two impacts.

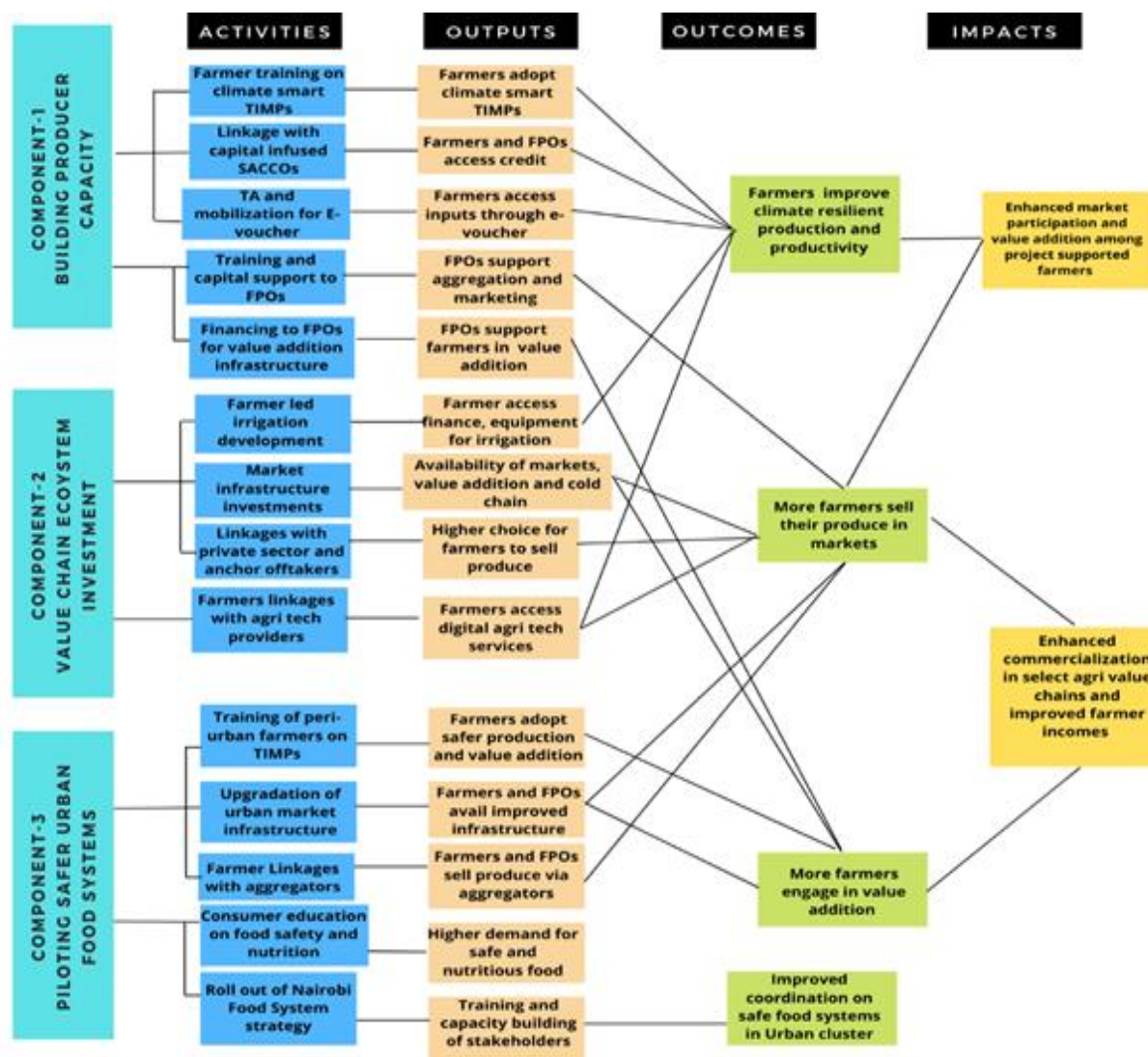


Figure 2 - 1: Theory of Change for NAVCDP

2.5 Project Supervision

The National Project Coordination Unit (NPCU) will be responsible for the implementation of this project for the State Department of Agriculture, MoALD. In implementing the activities supported under this project, the NPC will work and coordinate closely with the County

Project Coordinators (CPCs) and community institutions implementing project activities in the counties.

Project monitoring will be done both at the national and the county levels. Project supervision will be a continuous process but will entail field visits at least every quarter to the county project implementation sites by the County Project Coordinator, and at least two supervisions annually to the counties, by the National Project Coordinator and his team. The teams could comprise members of the steering committee when necessary. The supervision teams will be expected to produce situation reports with clear recommendations as part of the accountable documents.

2.6 Monitoring of Inputs and Outputs

The central objective of the monitoring of inputs/activities and outputs is to ensure that they are delivered in a timely fashion and that the processes through which the stated objectives are to be realized are in place. Monitoring allows the assessment of progress against planned activities. If problems are encountered, the monitoring system will serve as an early warning mechanism and be of assistance in implementing corrective measures. The indicators to be tracked are mostly quantitative.

The overall responsibility of Project M&E will be vested in the National Planning, M&E Lead who will also directly report to the National Project Coordinator. The County M&E officers will be expected to submit Quarterly M&E reports to the national PMEL for compilation by the NMEO. The project will establish an M&E System to assist in monitoring progress of project implementation and improve on timely reporting. In units where there will be no ease of internet access, the project will accept use of reporting formats, which can be completed with simple software such as MS Word and Excel.

2.6.1 Result Areas, Indicators and Key Activities

2.6.1.1 Building Producer Capacity for Climate Resilient Stronger Value Chains

This result area focuses on enhanced sustainable productivity and production of nutrition safe food systems to increase market participation for project farmers (**Table 2-1**). The project leverages CIGs/VMGs already mobilized under NARIGP and KCSAP. This has demonstrated benefits acquired through TIMPs adoption, extension and financial services and digital technologies. Eventually this will enable the institutions to build capacity to be linked to POs for stronger market participation and high-quality technical assistance. Finally,

this will build FPOs long-term agri-business capacity for improved creditworthiness and bankability of CIGs/VMGs and FPOs. The focus is on building producer level capacity for enhanced market participation and transition towards commercial agriculture with CIGs/VMGs and farmer producer organizations (FPOs) as primary platforms for program delivery.

Farmer capacity building investments and e-voucher support focuses on farmer capacity for improved productivity, adaptation/resilience, mitigation and market participation through the strong farmer level extension and training for adoption on climate smart TIMPs, and micro-project investments to complement climate smart TIMPs training. Farmers will be mobilized and given technical assistance to support access to e-vouchers and small-scale infrastructure investments for primary aggregation and value addition. The key indicators for these outputs are farmers adopting nutrition sensitive , climate-resilience and green innovations/Technologies (Annex 10-34) for improved agricultural technologies promoted by the project.

Table 2-1: Summary of results, indicators and activities on building producer capacity for climate resilient stronger value chains

RESULTS	INDICATORS	KEY ACTIVITIES
Project development objective (PDO) outcomes achieved		
Increased market participation and value addition by farmers in select value chains	<ol style="list-style-type: none"> 1. Farmers reached with agricultural assets or services under the project of which at least 50 % are female farmers 2. Percentage increase in farmers selling more than 50 percent of their produce in the market 3. Percentage increase in farmers selling produce in value-added form (both on-farm and off farm) 	
Producer capacity for climate-resilient and stronger value chains built		
1. Capacity for smallholder farmers for improved	<ol style="list-style-type: none"> 4. No. of the farmers mobilized, registered and geo-referenced (by gender, IP, VMG, VC) 5. No. of beneficiaries trained on 	-Registration & geo-referencing geo-tagging of smallholder farmers across all wards -Establish FFBS for TIMPs

RESULTS	INDICATORS	KEY ACTIVITIES
productivity, adaptation, mitigation and market participation enhanced	climate-smart TIMPs (by gender, IP, VMG) 6. No. of CIGs/VMGs tagged with lead farmers 7. No. of beneficiaries who have adopted at least one of the TIMPs promoted by the project (by gender, IP, VMG) 8. Percent change in yield in select priority agricultural value chains supported by the project 9. livestock brought under TIMPs as a result of the project (TLU and Hives) 10. Quantity of GHG emissions abated as a result of TIMPs adoption	training -Train farmers & demonstrate on CSA TIMPs - Supporting SLM activities in value chains -Recruit service providers -Conduct targeted survey on the adoption of promoted TIMPs -Promoting of CSA, SLM practices and interventions that improve crop & livestock efficiency
2. FPOs capacity for collective marketing and value addition strengthened	11. No. of FPOs selected for support by the project 12. No. of CIGs/VMGs that are members of the selected FPOs 13. No. of farmers that are members of selected FPOs (by gender, IP, VMG) 14. % of approved value chain development funds disbursed to FPOs by type (EDMG, VCUMG) 15. No. of FPOs with developed and implemented at least 50% of the capacity-building plans 16. No. of farmers marketing collectively through the	-Select existing FPOs based on suitable criteria -Enhance affiliation of CIGs/VMGs to supported FPOs -Support FPOs to develop bankable business proposals (EDPs/VCUGs) for funding -Undertake capacity needs assessment to develop CBPs for FPOs -Build capacities of FPOs on collective marketing and value addition -Documentation and record keeping of FPOs business performance

RESULTS	INDICATORS	KEY ACTIVITIES
	supported FPOs 17. Volume of produce collectively marketed through supported FPOs by value chain (ton) 18. % increase in annual average sales turnover by the supported FPOs 19. No. of members receiving bundled services from the FPOs (i.e. inputs, credit, extension, marketing)	-Provide high quality technical assistance to FPOs -Federate FPOs to form apex bodies
3. Credit worthiness of CIGs/VMGs and FPOs improved	20. No. of SACCOs registered, automated and developed 21. No. of CIGs and FPOs trained on financial literacy 22. No of members registered in the SACCOs (by gender, IP, VMG) 23. Total amount (KES) of SACCO share capital/savings/deposits 24. Amount (KES) of grants disbursed to SACCOs (by type, gender, IP, VMGs) 25. Amount of loans disbursed to members by SACCOs (KES) 26. No. of members accessing loans from SACCO (by gender, IP, VMG) 27. Amount of loan repaid (by gender, IP, VMGs (KES) 28. Amount of credit accessed by the SACCOs from financial institutions (KES)	-Registration and capacity building of SACCOs -Improve operational efficiency of SACCOs through automation - Link SACCOs to Financial Institutions to access credit and other services - Link FPOs to SACCOs to access credit and other services -Create awareness to members of VMGs/IPs/CIGs to access loans from SACCOs -Link CIGs/VMGs to SACCOs to access credit for value addition and aggregation investment -Documentation and record keeping of SACCOs operations

2.6.1.2 Climate Smart Value Chain Ecosystem Investments

This focuses on supporting enabling ecosystem investments identified as part of county level, regional level (spanning several counties) and national value chain development plans. These ecosystem investments, aimed at improving access to irrigation, boosting market participation of small-farmers and catalyzing higher value addition. Specifically they include; a) Water resource management interventions comprising of Farmer led irrigation development (FLID) and investments related to water harvesting and water use, b) Investments into market support and value addition infrastructure at county level, c) Investment support for wide scale adoption of Digital Agriculture Technologies (DATs) and integration of Big Data platform for farmer services, and d) Investment support for active linkages with agriculture research institutions, technical assistance and private sector linkages.

The result areas for this thematic area include FLID, market access and infrastructure development and improved data and digital investment, which will be tracked through a number of indicators as summarized in Table 2-2.

Table 2-2: Summary of result areas, indicators and activities for climate smart value chain ecosystem investments

RESULTS	INDICATORS	KEY ACTIVITIES
Climate Smart Value Chain Ecosystem Investments for Improved Market Competitiveness of Smallholder-farmers Enhanced		
1. Farmer Led Irrigation Development (FLID) supported	<ol style="list-style-type: none"> No. of farmers accessing water for irrigation (by gender, IP and VMG) Land area (ha) brought under irrigation No. of farmers linked to irrigation technology suppliers (by gender, IP, VMG) No. of FLID farmers linked to SACCOS and other financial institutions (by gender, IP, VMG) No. of irrigation schemes constructed/modernized Capacity of constructed/rehabilitated water pans/earth dams 	<ul style="list-style-type: none"> -Facilitate technical support for farmers to identify and access the suitable irrigation technologies -Support formation and operationalize irrigation-centered multi-stakeholder platforms & CIDUs -Facilitate training of county level technical personnel and communities in irrigation solutions. -Promote on-farm and catchment level water harvesting for value chain development -Facilitate farmers to access affordable finance for FLID

RESULTS	INDICATORS	KEY ACTIVITIES
	7. No. of County staff and farmers capacity built	investments -Develop/modernize selected community irrigation schemes, Water pans/Earth dams
2. Market Access and Infrastructure Development Enhanced	8. No. of physical market infrastructure developed, rehabilitated/upgraded 9. No. of CIG's/VMG's linked to improved markets 10. No. of PPPs established 11. No. of value chain actors accessing market information through KAMIS 12. No. of agri-business SMEs supported to access financing and technical assistance 13. No. of CIGs and FPOs granted produce certification/export licenses	-Develop/upgrade physical markets and aggregation centers to reduce post-harvest losses -Establish linkages between CIGs/VMGs and aggregation, agro-processing and value addition centres -Establish PPPs -Strengthen the Kenya Markets Information System (KAMIS) to bridge market information asymmetry -Catalyze access to Finance for Agri-business SMEs and Technical Assistance -Support CIGs and FPOs to acquire produce certification and export licensing
3. Data and Digital Investments Supported	14. No. of farmers on-boarded of which at least 50% women access services from Agritech providers (by gender, IP, VMG) 15. No. of county staff and lead farmers trained on DAT innovations by gender 16. No. of youth agri-preneurs fully developed and paired to support county teams 17. No. of farmers reached with e-services through the Big Data Platform (by agro-weather advisories, TIMPs and market information)	-Scale up partnerships between the county governments and Agri-tech providers -Train county staff, lead farmers and other farmers on DAT innovations -Develop youth as agri-preneurs to provide last-mile extension and bundled services -Strengthen the Big Data Platform to provide agro-weather advisories, TIMPs and market information to farmers
4. Research Linkages, Technical Assistance and Institutional Capacity supported	18. No. of CSA TIMPs developed and validated 19. No. of CSA TIMPs disseminated to farmers	-Develop and validate suitable CSA TIMPs for priority value chains -Disseminate and scale-up

RESULTS	INDICATORS	KEY ACTIVITIES
	20. No. ToTs and Lead farmers trained on CSA TIMPs 21. No. of person-training days on CSA TIMPs 22. No. of business accelerators/TSA onboarded by value chains	adoption of proven TIMPs -Support the onboarding of technical support agencies/business accelerators to provide value chain development, capacity building and business linkages. -Estimate GHG emission potential/abatement as a result of TIMPs adoption

2.6.1.3 Piloting Safer Urban Food Systems

The main focus is to strengthen the following areas; (i) urban and peri-urban agriculture and (ii) urban market infrastructure. It supports the rollout of Urban Food System pilots in Nairobi and parts of Kiambu, Machakos and Kajiado as the peri-urban areas to demonstrate proof of concept of an efficient, climate smart and safe urban food system. Key interventions will be to support; support development of safer food production systems, enable stronger linkages between peri-urban clusters and urban markets, improve direct farmer to urban consumer linkages, build higher consumer awareness around food safety and nutrition, and facilitate improved institutional coordination and policy environment for urban food safety by building on the recent Nairobi City County Food System Strategy and Implementation Plan.

The result areas in this theme are urban infrastructure improved, urban/peri urban agriculture supported and policy and institutional strengthening. The progress towards the achievement of these outcome will be tracked by a number of indicators as shown in (Table 2-3)

Table 2-3: Summary of result areas, indicators and activities for piloting safer urban food system

RESULTS	INDICATORS	KEY ACTIVITIES
Climate Smart Safe Urban Food Systems Successfully Piloted		
1. Urban and Peri-Urban Agriculture promoted	1. No. of youth and women farmers supported to engage in urban and peri-urban farming 2. No. of farmers trained on suitable TIMPs for safe food production	-Promote urban and peri-urban agriculture to create opportunities for women & youth employment and household nutritional security -Train farmers on compatible TIMPs for urban/peri-urban safe

RESULTS	INDICATORS	KEY ACTIVITIES
Climate Smart Safe Urban Food Systems Successfully Piloted		
	3. No. of farmers linked to processors and logistic providers 4. No. of SMEs linked with financial service providers	food production -Link farmers to processors and logistic providers -Link SMEs to financial service providers
2. Urban Market Infrastructure developed	5. No. of physical farmer markets developed/upgraded 6. No. of farmers accessing physical markets 7. No of producers linked with the digital aggregators 8. Volumes traded with digital aggregators	-Develop/upgrade physical farmer markets in urban areas -Support linkages between rural/peri-urban producers and urban consumers. -Link producers with the digital aggregators
3. Policy and institutions strengthened	9. No. of County staff trained on existing policies and relevant regulatory frameworks 10. No. of policies & regulations reviewed 11. No. of new policies & regulations developed and implemented	-Support the implementation of relevant existing policy & regulatory frameworks for Nairobi, Machakos, Kiambu and Kajiado counties -Support review of existing policies and regulatory frameworks

2.6.1.4 Project Coordination and Management

This component focuses on activities related to national and county-level project coordination, including planning, fiduciary (financial management and procurement), staffing & human resource (HR) management at the national level, environmental and social safeguards, capacity building, identification of impacts and risks and mitigation measures implementation, monitoring, compliance and reporting, development of the MIS and ICT, regular M&E, impact evaluation, communication, knowledge management and citizen/stakeholder engagement. This component will also support ESS issues. The key indicators to track performance in this component are provided in Table 2-4.

Table 2-4: Summary of result areas, indicators and activities for project coordination monitoring and evaluation

RESULTS	INDICATORS	KEY ACTIVITIES
Project Coordination and Management enhanced		
<p>1. Effective Project Coordination</p>	<ol style="list-style-type: none"> 1. No. of specialized experts contracted and young professionals engaged 2. No. of functional units/structures supported 3. No. of satisfactory IFRs submitted on time 4. Percentage of goods, works and services successfully procured through STEP 5. No. of intergovernmental forums supported (i.e., CoG Agric. Committee, JASCOM) 6. No. of satisfactory Audit reports filed 7. % of sub-projects requiring ESMPs for which ESMP implementation is being monitored 8. % of grievances registered at community, ward, county and national levels related to delivery of project benefits that have been resolved 	<ul style="list-style-type: none"> -Strengthen project HR capacity through contracting expertise and engaging young professionals -Support to office operations (Office equipment, vehicles, stationery, O&M) -Facilitate prudent Financial Management -Prudent procurement of Goods, Works and Services -Support establishment of coordination mechanisms and its operationalization for pilot urban food systems -Support Council of Governors, Agriculture Caucus and Joint Agriculture Sector Steering Committee (JASCOM) -Regular audit of accounting and internal control systems -Monitor implementation of ESMPs in sub-projects -Operationalize Grievances Redress Mechanism

RESULTS	INDICATORS	KEY ACTIVITIES
2. Monitoring & Evaluation and ICT enhanced	9. No. of project staff trained on M&E system by level and gender	-Prepare and rationalize Annual Workplan and Budgets (AWP&Bs)
	10. No. of quarterly M&E missions conducted	-Undertake routine M&E functions (e.g., data collection, analysis, learning and reporting)
	11. No. of satisfactory quarterly reports submitted	-Develop an ICT-based Agricultural Information Platform for sharing information
	12. No. of evaluation reports prepared by type (baseline, mid-point, and end line)	-Facilitate networking across all components and thematic areas
	13. No. of farmers, staff and other stakeholders accessing ICT- Agriculture Platform	-Facilitate baseline, mid-point, and end-of-project impact evaluations
	14. No. of Case Studies and Special Surveys conducted	-Undertake Case Studies and Special Surveys
	15. No. of data collection tools developed, digitized and deployed	-Build capacity of M&E staff at County and National levels
	16. Functional and updated project MIS in place	-Develop, digitize and deploy key data collection tools
	17. % beneficiaries satisfied with project services and implementation process	-Develop and operationalize project MIS
		-Compile and submit satisfactory quarterly reports
		-Develop Communication Strategy & citizen engagement
		-Carry out customer satisfaction survey on project implementation
	3. Communication and smooth Flow of Project information	18. No. of audio-visual materials produced
19. No. of audio-visual materials disseminated		-Develop reporting templates for communication at different levels
20. No. of communication reports shared timely		-Compile and submit regular communication reports

2.6.2 Impact evaluation and special studies

2.6.2.1 Project evaluation

For purposes of evaluation, the NPCU will be responsible for planning and organizing the processes. Evaluation will be done at three levels; Baseline, Midterm and End-line evaluations. The objective of the evaluation will be to assess progress of the project implementation based on the project development objectives and the baseline values. Evaluation of the project will also entail conducting relevant surveys and studies⁴ which will feed to the mid-term and end-term evaluation reports.

The indicators in the Results Framework will provide the basis in designing the baseline and impact evaluation questions and sampling as the project's outcomes will be measured against these indicators.

Impact evaluations (IE) and other periodic reviews and studies on specified thematic areas will be commissioned by the project in order to determine the net contribution of the project and its interventions. A rigorous IE allows an evaluation of the causal impact of selected project interventions on a set of outcomes of interest. This is accomplished by empirically comparing mean outcomes over time between those who receive a project intervention (treatment group) and those who do not receive one (control group). The use of a control group allows the measurement of what would have happened over time in the absence of the project intervention (the counterfactual). Hence, changes observed between the two groups can be attributed to the project intervention.

IE can identify the causal output-outcome link separately from the effect of other time-varying factors through the use of counterfactual and statistical techniques. In contrast, M&E is a descriptive analysis that tracks outcome movement/direction, but does not separate out factors that may be changing over time from the direct impacts of a particular project intervention. IE and M&E are, thus, complementary methods for results monitoring and evaluation.

⁴ Project will conduct case studies and independent studies to monitor achievements of some indicators and project outputs. The studies to be conducted include; Case studies - on adoption of TIMPs promoted by the project and the best practices in NRM, food security, project beneficiaries gains, etc : Independent studies –on sustainable land management practices, progress of value chain development, market access/participation, GHG emissions abatement, and agro-weather and advisories developed packages adoption by beneficiaries'

A phased approach is adopted for the IE in line with the implementation of sub-component. The approach of the IE (including design, key questions, data requirements, etc.) for each sub-project intervention that includes an IE will be tailor-designed for the specific case

The project coordinators will review each team member's assigned work activities at the onset of the project and communicate all expectations of work to be performed. The project coordinator will then evaluate each team member throughout the project to evaluate their performance and how effectively they are completing their assigned work. Prior to releasing project resources, the project manager will meet with the appropriate functional manager and provide feedback on employee project performance. The functional managers will then perform a formal performance review on each team member.

2.6.2.2 Baseline survey

A baseline study has been planned to be carried out upon the commencement of the project. This will be undertaken to refine the indicators which were picked by a rapid baseline survey which was carried out to help in the design of the project. This will entail an analysis of the present prevailing situation in the proposed project area so as to identify the starting point to facilitate ease of tracking changes. This is a requirement for any results-based management outfit as well as conditions given by the PAD and the National M&E policy. The PMEL will coordinate the preparation of detailed baseline study protocol with inputs from MoALD M&E experts, the World Bank to ensure that the baseline information collected are in line with the indicators of the project results framework and the identified key performance indicators (KPIs) provided in this manual. The purpose of baseline survey is to form benchmarks on key results indicators against which progress and achievement will be measured in the future. The baseline information will therefore be critical in determining the performance of the project at Mid-term review and End-line project evaluation. The end-line evaluation reports of both NARIGP and KCSAP will provide a good input into the baseline survey of NAVCDP.

2.6.2.3 Mid-term review

A Mid-term review (MTR) aims to assess the continued relevance of a project and provides an opportunity to make modifications to ensure the achievement of the PDO within the lifetime of the project. Mid-term evaluation will be conducted after two and half years of project implementation and this will be undertaken by an independent consulting firm contracted by NPCU. Strategies for implementation of the project will be reviewed during the

MTR and, depending on the report, the said strategies may be re-aligned to generate the desired results. The recommendations from the MTR report will be discussed by NPSC and any management decision taken will be incorporated in the subsequent work plans in order to strive to realize intended results for better impacts from project implementation.

2.6.2.4 Impact Evaluation

Impact evaluation facilitates the project to comprehensively assess whether and how investments and policies implementation had desired impact on targeted goals. This will enhance the capacity of the project to tell a compelling story about progress and performance against set goals and targets.

End-line evaluation will be carried out to measure the actual achievement against the expected outcomes and probable impacts and to draw conclusions for lessons learned and achievements. This will be conducted at the end of the five years of the project. The terms of reference (ToRs) will be developed by the NPCU, which will also contract an independent consultant/firm to conduct the evaluation. The End-line evaluation will include Economic and Financial Analysis (EFA) to establish value for money in terms of the cost of delivery and value of the benefits accruing to the intended target beneficiaries. The NPCU will ensure that critical variables for the economic and financial analysis will be available at completion of the project (e.g. sales, income/income increase, inputs use and production cost). The NPCU will also ensure availability of studies carried out during the implementation process as well as the adoption of various TIMPs developed or validated for dissemination to the targeted beneficiaries.

CHAPTER 3: OPERATIONALIZING THE MONITORING & EVALUATION PLAN

It is important that the results of the three NAVCDP components are viewed holistically and interpreted together to obtain a comprehensive view of project implementation. These components complement each other to monitor and evaluate project effects. This section describes how each of the indicators listed in different result areas described in the previous chapter will be monitored and evaluated based on the Theory of Change. It describes for each component who does what, when and how in order to plan, collect, manage and report data on the key performance indicators. For each role with M&E responsibilities (e.g. CPCU thematic leaders, SPs), it clearly states the monitoring activities that each actor is responsible for. For each indicator, the roles, responsibilities and tools to be used are described in the Indicator Reference Sheets in Annex 10-2.

3.1 Annual Work Plan & Budget

It is best to begin systematically planning the M&E budget early in the NAVCDP project design process so that adequate funds are allocated and available for M&E activities. Budgeting starts by listing all the M&E tasks and associated costs and contingency. This is normally done on an annual basis. The Annual Work Plan and Budget (AWP&B) describes the planned activities and expenditures of the project for each financial year. A template for AWP&B at county and national levels will be used as shown in Annex 10-3, and a template for AWP&B implementation monitoring in Annex 10-4. The AWP&B details:

- i. **Annual targets** for activities or milestones to be achieved in the current year (and revised target by end of project, where relevant);
- ii. **Summary of planned expenditures by component and by implementing entity**, with the latter indicated in the responsibility column in the AWP&B template; and
- iii. **Summary of expenditures by category** (project budget by category and planned spending by category in the current year).

This information will be used to track the extent of completion of planned activities in each results area or by each implementation agency, the proportion of allocated funds actually spent, and the remaining funds available in each budget category. A consolidated AWP&B will be built by compiling the county and national AWP&Bs. The project AWP&B will be linked with the annual procurement plan. The preparation process of NAVCDP AWP&B is as follows:

Step 1: Preparation of AWP&B guidelines: The NPCU holds a preparatory meeting no later than August 31st of each year (N), to establish the guidelines and priorities for the AWP&B of the next year (N+1), on the basis of:

- Project performance indicators as reflected in the results framework;
- Technical and financial progress reports for the first 3 quarters of the current year (N); and
- The technical and financial progress reports for the previous year (N-1).

The budgeting guidelines will be prepared by the M&E Unit and approved by the National Project Coordinator, no later than September 30th of each year (N)

Step 2: Parallel planning and budgeting of county and national project activities:

County level planning: Annual work planning and budgeting at the county level will be undertaken in a 2-day consultative forum organized by the CPCU and attended by key stakeholders, including representatives from CTDs, county finance and planning offices. The budgeting process will be based on the guidelines given by the NPCU. The AWP&B will capture all project activities, the cost of service provision from the private and public SPs, county level investments for approved community demonstrations and subproject investments, project coordination and M&E activities. The draft AWP&B will be reviewed and approved by the CPSC. County AWP&Bs should be drafted and approved by 20th October each year.

National level planning: The annual work planning and budgeting at the national level will be undertaken in a 2-day consultative forum organized by the NPCU and attended by all implementing agencies and representatives from the State Department for Crop Development. The budgeting process will be based on the guidelines developed by the NPCU. The AWP&B will capture all project activities under the four project components.

Step 3: AWP&B rationalization: The NPCU will then convene the project AWP&B workESop, at which county and national level workplans and budgets will be rationalized and consolidated into a draft project AWP&B. The resulting draft project AWP&B for year N+1 will be produced by October 31st of year N. The draft will be shared with the World Bank for review and with the NTAC for recommendation for approval.

- Step 4: Finalization of AWP&B:** Comments from the World Bank and NTAC will be incorporated, and a final draft AWP&B submitted to the NPSC for approval no later than November 30th of year N.
- Step 5:** The consolidated project AWP&B shall be submitted to IDA for No objection not later than January 31st of Year N+1.
- Step 6:** The finalized AWP&B shall be transmitted to IDA not later than March 31st of each year. At the same time, the finalized AWP&B is transmitted to the NAVCDP National Project Accountant for data input, updating and setting up in the MIS and financial management system.

The AWP&B serves as the basis for process monitoring, in which the progress and implementation of the different components, sub-components and activities of the project are monitored. The main objective is to allow the NAVCDP management at each level to know, for each given activity, whether it has been implemented according to the plan (i.e. when was it implemented? By whom?) and how much it cost.

The MIS should therefore display the list of planned activities and enable thematic leaders to update the progress of activity implementation. The MIS should also establish a link between the level of disbursement (or commitment) and the physical implementation of each activity. It should be possible to link each disbursement to an implemented activity of the project. For this, harmonization in activity and budget coding has to take place between the financial management and the M&E unit of the project.

At county level, the County Project Coordinator takes the lead in preparing the county AWP&B. Led by the County Project Coordinator, an annual performance review should be completed in each county no later than the 5th January of each year, and annual performance review should be completed at national level by the 10th of January each year. This performance review primarily reviews the extent to which planned activities in the previous calendar year were implemented, the extent to which planned targets were achieved and the appropriateness of financial resources available and used.

At national level, the national PMEL leads the AWP&B process and the National Project Accountant is responsible to ensure that funds are available for the AWP&B implementation. The National Procurement Officer ensures that the AWP&B is integrated in the procurement

plan. The NPSC is responsible for reviewing and approving the project AWP&B and reviewing the annual performance review.

3.2 National level M&E team and their roles

The key members of M&E national unit will be drawn from NPCU staff, and specialized experts on monitoring, analytics, geo-mapping and visualization. The national M&E team role shall be to:

- Monitor and evaluate all activities in the NAVCDP
- Ensure that M&E coordination arrangements for NAVCDP are established and implemented at all levels.
- Set the framework so as to align with NIMES.
- Facilitate harmonization between tools and processes at national and county levels.
- Set standards for NAVCDP monitoring and evaluation.
- Provide oversight for the development of performance indicators linked to regional, ministerial/ sector strategic plans and the achievement of the goals.
- Provide technical support to state and non-state with respect to building of technical capacity and the culture of M&E at national and devolved level.
- Prepare M&E reports including but not limited to Annual Performance Review (APR), Program Expenditure Review (PER) and synthesis reports.
- Prepare a capacity plan and mobilize resources for capacity development on M&E
- The other roles of National M&E team (selected NPCU staff and experts) will be to;
 - Provide training to CTD and SCTT staff- After each training, use Activity Report Template (Annex 10-5) to record person days of training to CTDs and SCTTs. Submit Activity Report to NPCU Component thematic leaders.
 - NPCU thematic leaders will review and approve monthly and quarterly reports from CPCUs across key results under their thematic areas
 - PMEL and NMEO will work with NPCU to review SP contract benchmarks and update the beneficiary sample survey form to ensure that all relevant indicators are included in the quarterly beneficiary survey form (Annex 10-6). Calculate sample sizes required for quarterly surveys for each value chain in each county, and prepare instructions on sampling for each CPCU. For each quarterly beneficiary survey forward to the MIS, calculate targeted beneficiaries for all the indicators across all the results areas
 - NMEO will also sum person days of training to CTD and SCTT staff members from all Activity Reports received, and report in monthly and quarterly reports

(Annex 10-7 and Annex 10-8). The reports are submitted to PMEL for approval, and then entered into the MIS

- Review results indicators across all the three components in the MIS
- Submit quarterly reports to the NPC and the World Bank.
- For each service provider (SP) consortium hired, review the contract benchmarks, and work with NPCU M&E Coordinator to update the beneficiary sample survey form to ensure that all relevant indicators in all the results areas are included in the quarterly beneficiary survey form (see draft in Annex 10-6).
- Instruct the CPCUs to use the approved templates and follow the sampling instructions for quarterly beneficiary surveys by hired enumerators that will have been developed by the PMEL.
- Tracking outcomes for targeted beneficiaries: In addition to collecting data on achievement of performance benchmarks, the quarterly sample survey (Annex 10-9) they will collect data on targeted beneficiaries for each indicator for components and results areas. The data will be analyzed by the NMEO and resulting indicator values entered into the MIS. This will be done for all events and activities in all results areas for all indicators.

3.3 County level M&E team and roles

The M&E specialists drawn from the CPCU and CTDs will be established into the County M&E team. In particular, the County M&E team will consist of representatives from leadership of the county, county technical departments, and representatives of line ministries (Agriculture, Livestock, Cooperatives, Blue economy & fisheries, and National Land Commission), NGOs, development partners and the private sector. The team will be responsible for giving feedback on County M&E reports, particularly the County Annual Monitoring & Evaluation Report (CAMER) covering all the result areas by components and thematic areas.

The specific roles and responsibilities in M&E at county level will include:

- i.) Whenever a citizen engagement meeting (e.g. *baraza*) is held, use the Activity Report Template (Annex 10-10) to record the number of male and female participants and submit Activity Report to CPCU coordinators.
- ii.) When establishing CDDCs, after each training session, use the Activity Report Template (Annex 10-10) to record person days of training to CDDCs and submit Activity Report to CPCU thematic leaders.

- iii.) For each community sub-project approved, use the CDDC Tracker (Annex **10-11**) to record basic information about the approved sub-project, and during each supervision mission (at least quarterly) monitor the status of sub-project management and progress in implementation.
- iv.) Register all CIGs/VMGs taking part in service provision contracts using the form in Annex 10-12. After which upload all registration forms to the MIS.
- v.) After the Social Accountability and Integrity Committee (SAIC) has reviewed each sub-project's accounts and prepared the progress report, submit a monthly accountability report (Annex 10-15) to the CPCU.

CPCU Components thematic leaders:

- i.) Vet and register all participating SACCOs using set criteria shown in "SACCO mapping and grading tool for selecting existing SACCOs" (Annex 10-30)
- ii.) Improve operational efficiency of SACCOs through automation
- iii.) Create awareness to members of VMGs/IPs/CIGs to access loans from SACCOs
- iv.) Link CIGs/VMGs to FPOs and SACCOs to access credit for value addition and aggregation
- v.) Ensure documentation and record keeping of SACCOs operations
- vi.) Register all selected FPOs using the FPO Tracker (Annex 10-13). For each registered FPO, allocate a unique identifier code.
- vii.) Record all CNAs and CBPs received in your monthly and quarterly reports (Annex 10-7 and Annex 10-8).
- viii.) Record all EDMG proposals and VCUG proposals received and report the monthly and quarterly totals in your monthly and quarterly reports.
- ix.) Record all EDMG proposals and VCUG proposals approved by the CPSC, and report the monthly and quarterly totals in your monthly and quarterly reports.
- x.) Once an EDMG or VCUG is approved, negotiate and agree with the beneficiary organization the indicators to be reported in their quarterly progress reports (see mandatory indicators listed in Annex 10-14. Send the agreed indicators to the NPCU result areas by components for review and approval before the contract is signed.
- xi.) Once an EDMG or VCUG has begun, make a supervision visit to each grant holder at least once a quarter. Use the Sub-grant Supervision template (Annex 10-16) to document grant status and key results indicators included therein. Sum the

relevant indicators from all supervision reports and enter the values in your monthly and quarterly reports (Annex 10-7 and Annex 10-8).

- xii.) From all EDMG or VCUG quarterly progress reports received, sum the values for mandatory indicators and enter the values in your monthly and quarterly reports (Annex 10-7 and Annex 10-8).
- xiii.) When an EDMG or VCUG is completed, together with the relevant CTDs, the project holder and beneficiary representatives convene a meeting to review project implementation and rate the project. Use the Sub-project Completion report (Annex 10-17) to guide discussion and record the results. Sum the number of completion reports in each period in your monthly and quarterly reports.
- xiv.) Every quarter, when preparing a quarterly report, obtain from the CPCU accountant a statement of the total value of EDMG and VCUG approvals and disbursements to date and enter the values in your monthly and quarterly reports
- xv.) Submit monthly and quarterly reports to the CPCU Coordinator for approval. After approval, submit the reports to the NPCU relevant thematic lead, and the CM&EO for updating the MIS.

CTD staff and experts supporting county capacity building:

After each capacity needs assessment and each capacity building plan is complete, provide a copy of the CNA or CBP to the CPCU for the thematic leaders.

SACCOs and Farmer Producer Organizations

- i.) SACCOs will on monthly basis provide reports to CPCU/NPCU on the performance of FIMG and working capital /revolving fund clearly outlining the number of beneficiaries disaggregated by gender, IPs, the amount loaned, repayment trends of any portfolio at risk and possible areas that can increase performance improvement. This shall be provided in the prescribed format in the project Management Information System using a Monthly SACCO tracker.
- ii.) Submit monthly accountability reports (i.e., Stock Register forms MGM 1A and MGM 1B, Accountability reports MGM 2 and MGM 3, and Accounting Report MGM 6A) to the CPCU theme leaders (see Matching Grants Manual).
- iii.) Submit quarterly disbursement report MGM 5 and a quarterly progress report to the CPCU thematic leaders after the SAIC has reviewed each sub-project's accounts and the progress report, submit monthly accountability report (Annex 10-15) to the CPCU.

CPCU Coordinator:

Review and approve monthly and quarterly reports from CPCU thematic leaders.

CM&EO:

Enter data values from monthly and quarterly reports by the CPCU thematic leaders in the MIS.

3.4 Community level M&E team and roles

- Community level M&E will be constituted with assistance of the Sub County Technical Teams (SCTTs)
- The members of communities will select members of Community M&E team
- Individuals and communities are primary stakeholders of the NAVCDP, therefore accountability to them should not be overlooked. Community engagement will allow communities to play a more active role in NAVCDP project management, reflect upon progress, and assess changes in their situation. Community involvement in monitoring also builds the community's capacity to direct their own NAVCDP development, increases the community's sense of ownership of the project, and builds accountability and transparency. This is because many of the NAVCDP's performance indicators will be collected at the community level.

The specific roles of community M&E will be to:

- Engage communities in indicator definition, data collection, and analysis and reporting-
- Add more indicators to monitor the NAVCDP activities and performance
- Use the indicators as the starting point for the community M&E system, but they will plan to spend time meeting with community members to make sure that their information needs are being addressed.
- Help in the interpretation of monitoring results.
- Hold regular meetings with community members to discuss and interpret these results against the NAVCDP's monitoring questions and information needs.
- Work with communities and ensure that staff trains and supports communities in their roles and responsibilities. Supervisors and managers can support these efforts during site visits and community meetings.

- The Community Level M&E committees (CDDC, CIG/VMGs, FPO, SACCO, IWUA and WUA) will be established at Community levels through elections.

3.5 Tools for monitoring

Key intervention areas include the operationalization of the farmer led irrigation development; Market structures development; use of data and digital applications; and promoting linkages to research and institutional development. Once these investments are identified the beneficiaries must undertake ESS screening checklist as way of: a) Vetting b) Screening to indicate the instruments to mitigate impacts and risks c) Develop an Environment and Social Framework (ESF), Summary Project Report (SPR), Comprehensive Project Report (CPR) or any other Environment and Social Standards (ESS) instrument as necessary

Applications for sub-projects grants will be submitted to the CPCU before vetting and forwarding recommended proposals to the CPSC. The CPCU theme leaders will record all received sub-projects grant proposals, allocating a unique identifier number to each proposal received, and will record which proposals are approved by the CPSC.

The thematic leaders monthly' and quarterly reports will include the number of agricultural infrastructure (i.e., FLID, market access infrastructure development) proposals received and screened for environmental and social risks and approved for funding. Once the infrastructure proposal is approved, there are four tools used to track the sub-project implementation progress:

- i.) **Monthly and quarterly accountability reporting by grant holder:** Each sub-project grant holder will submit monthly accountability reports as required in the NAVCDP project Procurement Manual and Financial Management Manual. Project disbursement rates will be obtained by the CPCU theme leaders from the quarterly sub-project grant holder financial reports and recorded in the CPCU thematic leaders' quarterly report.
- ii.) **Quarterly progress reporting by sub-project grant holder:** When sub-project grants conditions are being negotiated, the CPCU thematic leaders shall use the Sub-project Common Reporting Framework (Annex C.15) to discuss and agree with each grant holder on the indicators to be used in reporting grant progress. These indicators shall be reported to the County Agriculture Infrastructure Officer (CAIO) in progress reports on quarterly basis. This quarterly progress report is in addition to

the mandatory financial, procurement and accountability reports required. The precise contents of each report will vary depending on the nature of the investment supported, but each report must include quarterly reporting on the relevant mandatory indicators set out in the Sub-grant Common Reporting Framework (Annex 10-16). These mandatory indicators include:

- Activity completion rate (%)
- Implementation status of each activity listed in an ESMP/VMGP/RAP (where relevant)
- % of beneficiaries satisfied with relevance, timeliness and effectiveness of TIMP advisory services received
- Number of direct project beneficiaries in sub-projects reached with assets or services
- Area of land (ha) brought under irrigation (for FLID sub-projects)
- Change in productivity of selected priority agricultural value chains supported by the sub-project
- Where sub-projects include irrigation infrastructure, the number of water users provided with new/improved irrigation and drainage services is a mandatory indicator.

iii.) **Supervision of Sub-projects:** Each sub-project grant holder and their contractor will make a site visit together with the responsible CTD (or their appointed representative, e.g. engineer, architect) at least 3 members of the relevant target communities, and the CPCU thematic leaders at least once a quarter. Results of these supervision visits will be recorded and reported by the CPCU thematic leaders using the Sub-grant Supervision Template in Annex 10-16. This includes monitoring of the sub-projects and employment program completion. Indicator values from all Sub-project supervision visits conducted by the CPCU thematic leaders will be summed and reported in the monthly and quarterly CPCU thematic leaders reports (Annex 10-6 and Annex 10-7).

iv.) **Sub-project completion reports:** Upon completion, the CPCU thematic leaders shall convene a meeting of the project holder and beneficiary representatives, and use the template in Annex 10-17. to record a Sub-project Completion Report. The Sub-Project Completion Report will be uploaded into the MIS, and the number of sub-project and employment program completions will be recorded in the CPCU thematic leaders monthly and quarterly reports (Annex 10-6 and Annex 10-7).

3.6 Project Support Missions and Monitoring and Evaluation

3.6.1 Supportive Missions

Supportive supervision is recognized as a critical part of NAVCDP management for the delivery to quality project results area indicators. Supervision will take place at all levels i.e. the national, county and community levels.

It encourages open, two-way communication, and building team approaches that facilitate problem-solving in NAVCDP. It focuses on monitoring performance towards goals, and using data for decision-making, and depends upon regular follow-up with NAVCDP implementation staff to ensure that new tasks are being implemented correctly. Supportive mission helps make things work, rather than checking to see what will be wrong in NAVCDP.

Actors to be involved in supportive missions' activities will be project thematic leads. At the national level supportive missions will be provided by the NPCU while at the county and community levels, it will be done by the CPCU and management committees, respectively.

3.6.1.1 Preparation of Support Mission

- Setting up an internal supportive supervision system under NAVCDP will entail:
 - Training a core set of supervisors
 - Creating checklists and recording forms
 - Ensuring appropriate resources are available
- Evidence collection will comprise:
 - Simple evidence log of source data used to report on these high-level indicators
 - Copies of data and documents used as source data to report on indicators

3.6.1.2 Monitoring and Evaluation Mission

The M&E supportive mission will track progress in the implementation of project activities for the key result areas specified in Table 2-1, Table 2-2 and Table 2-3.

3.7 Data Collection and Management

3.7.1 Data collection tools and methods

Data will be collected at the national, county and community levels. The data collection will focus on the results indicators as stipulated in the project results framework. The key data types include: composition and activities of the project implementation structures; finance

and procurement; NAVCDP investments and grants management; development and dissemination of TIMPs; management, efficiency and effectiveness of the ICT-based Agricultural Information Platform (AIP). Other data types include Management Information System (MIS); Gender issues, Environmental and Social safeguards issues; and Communication and Information Management.

The main tools for data collection will be questionnaires and checklists that will be customized from those contained in NARIGP M&E Manual and digitalized for use. Data will be collected through focus group discussions, key informant interviews, observation and photographs. The project will also establish an M&E System that is web-based (MIS) to assist in timely data collection, analysis, reporting and management of information on achievements and lessons learned.

Primary data for M&E will be collected from: (i) monitoring of project implementation (activities, processes, inputs and delivery of results) to track progress (targets versus actual achievement); and (ii) impact evaluations for measuring the outcomes (transformational impacts) at mid-term review (MTR) and end of the project. In addition, secondary data will be collected.

The project will extract relevant information from available datasets and information related to agriculture for use by the various value chain actors such as farmers, agro-pastoralists, pastoralists, traders, and processors to make informed decisions. These stacks of datasets and information form the 'Big Data' concept. Agricultural time-series data will be combined with weather observations and soil and water management factors to reveal climate and weather patterns and detect the limiting factors of production. This information will be used to generate real-time and site specific recommendations on crop cultivars, soils, fertilization, irrigation, pests and diseases, harvesting and storage. The big data will then be combined with market information from the Kenya Agricultural Market Information System (KAMIS) to provide value chain advisory services.

The "Big Data" is aimed at achieving the broader food systems development under the changing climatic conditions and increasing food demand. The initiative will therefore greatly contribute to increased agricultural productivity; promote open data principles; decision making; and policy direction. The conceptual framework for ICT-based Integrated Agricultural Platform (IAP): AIP is presented in Figure 3-1.

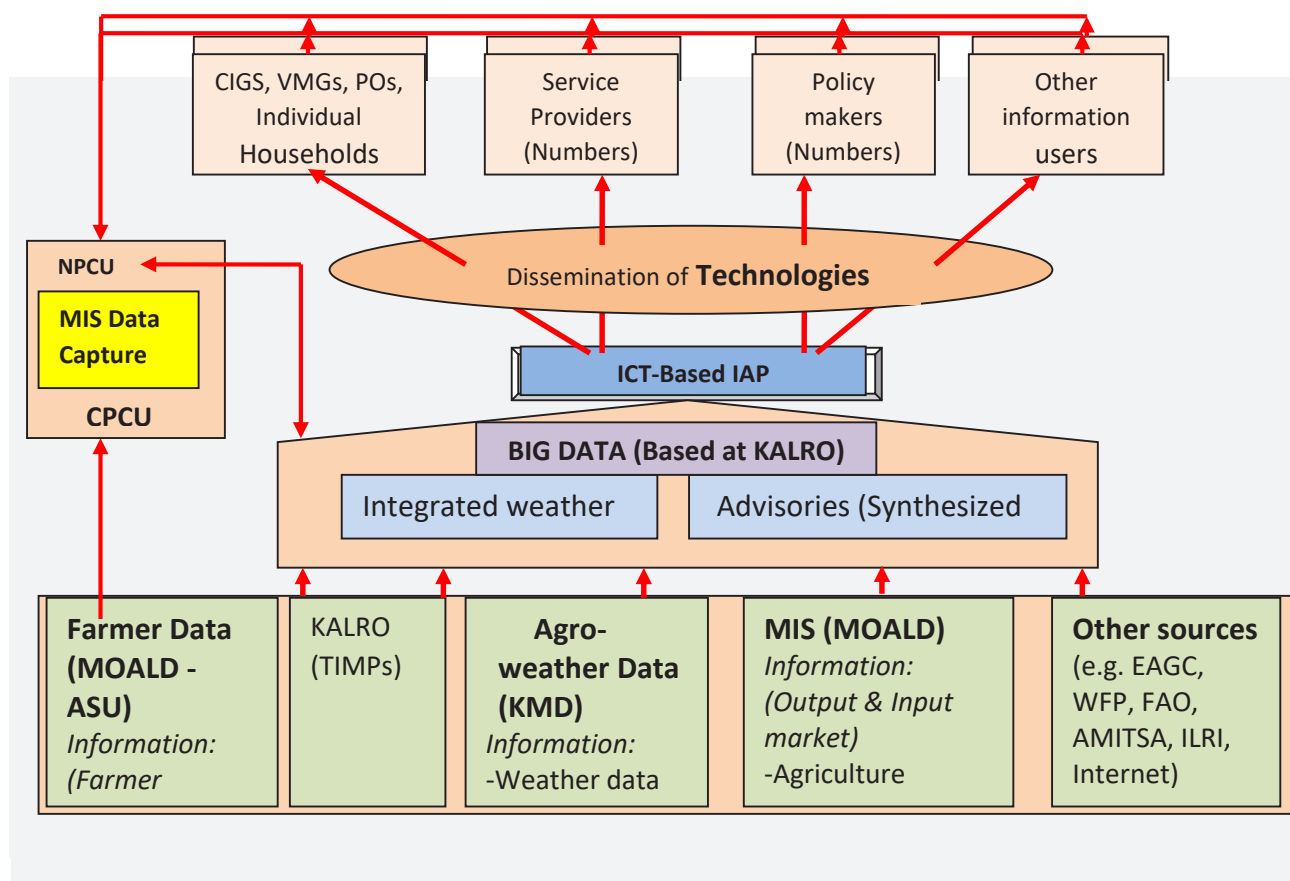


Figure 3 - 1: ICT-based IAP conceptual framework

The Market Information System (MIS) is one of the key sources of data for the agro-weather and market information. The server for the System will be hosted at the MoALD with a back-up at KALRO. The MIS on the other hand will be linked to farmer data on productivity and TIMPs from the MoALD farmer registry as well as data on CIGs, VMGs, PO, Individual households, service providers, policy makers and other users of big data information. The roll-out of MIS at the three level of project implementation is exemplified in Figure 3-3

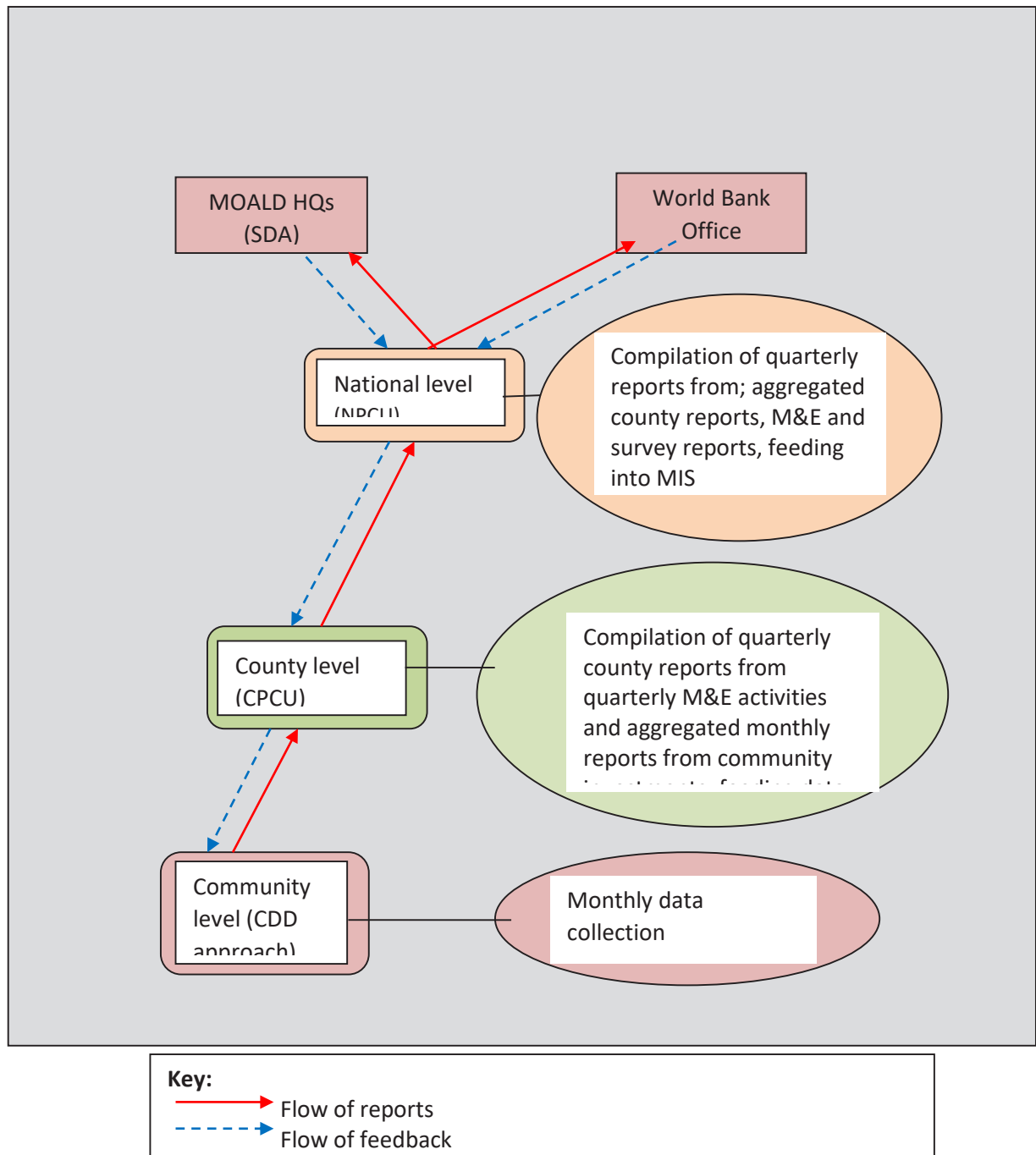


Figure 3 - 2: Roll-out of PME system in NAVCDP

3.7.2 Data management

Implementing this MEL Manual as described above will generate a large volume of data. Key aspects of data management include processing and aggregation of indicators (and avoiding double counting); data quality management; and data management tools (e.g. MIS, tablets) to enable improved data management.

3.7.2.1 Aggregation of indicators

Most indicators in this MEL Manual are collected and reported through specific tools. There are three exceptions:

- Number of farmers reached with agricultural assets or services under the project of which at least 50 % are female farmers
- Percentage increase in farmers selling more than 50 percent of their produce in the market
- Percentage increase in farmers selling produce in value added form (both on farm and off farm)

Calculation of these indicators requires aggregation from sub-indicators in project components 1, 2 and 3. The relevant indicators and their explanation are as follows:

Project direct beneficiaries:

Indicator #1: Number of direct project beneficiaries in CIGs and VMGs reached with project interventions: This indicator counts the number of men and women organized in CIGs or VMGs that receive assets (e.g., micro-project support) or training (e.g., Agripreneurs) due to the project. Only CIG and VMG members are counted. This indicator aligns with the indicator 'Direct project beneficiaries' as defined in the PAD.

Direct project beneficiaries of enterprise development matching grants and value chain upgrading grants reached with assets or services (disaggregated by CIG membership/non-membership and gender, IP): This indicator counts the number of men and women who are direct beneficiaries of EDMGs and VCUGs. Because Enterprise Development Matching Grant (EDMGs) and Value Chain Upgrading Grant (VCUGs) may be implemented by POs that have members who are project-registered CIG/VMG members or who are not members of project registered CIGs or VMGs, this indicator captures the numbers of beneficiaries (male and female) who are and are not members of project-registered CIGs/VMGs.

Number of direct project beneficiaries of multi-community investments reached with assets or services (disaggregated by CIG membership/non-membership and gender). Similarly, beneficiaries of sub-project investments may include members of project-registered CIGs/VMGs and non-members.

If the project only monitors registered CIG/VMG members (e.g., as defined in the PAD results framework), a significant number of beneficiaries of EDMGs, VCUGs and Sub-projects

who are not members of project-registered CIGs/VMGs would not be counted. Therefore, the aggregate indicators #7 and #8 sum the beneficiaries and TIMP-adopting beneficiaries who are and are not members of registered CIGs/VMGs as follows:

Project beneficiaries: In sub-component 1.1, indicator #1 measures only registered CIG/VMG members. In sub-component 1.2, #11 measures both registered CIG/VMG members and non-members, and in Component 2 indicator #27 measures both registered CIG/VMG members and non-members. Sub - component 3.1 indicator #49 measures both registered CIG/VMG members and non-members. Sub - component 3.2 indicator #54 measures both registered CIG/VMG members and non-members. The sum of CIG/VMG members and non-members reached is the value of indicator #1. In this way, there is no double-counting of CIG/VMG members, and the non-CIG/VMG beneficiaries are also counted. Using the disaggregation of other indicators (e.g. beneficiaries adopting TIMPs, area under TIMPs, head of livestock under TIMPs) into CIG/VMG members and non-members, similar calculation can be done for these other indicators.

Indirect beneficiaries (e.g., people living downstream from watersheds under improved watershed management) are not counted in any indicator. Only direct beneficiaries are counted and must be registered using the beneficiary registration form (Annex 10-20), unless beneficiaries are spread over the whole administrative area, in which case administrative data on resident populations can be used.

With rapidly increasing availability of ICT tools that work using SIM cards and/or internet connection, the M&E system can take advantage of ICT tools to increase the efficiency of data collection, management and reporting. Considering that smartphones are still not widely used among the rural population, and that SMS-based reporting systems can be complex to develop, this manual proposes that reports from the community level are paper-based, but that all project staff (e.g., SCTTs, CTDs, CPCU staff and SPs) will use tablets or smartphones to collect and record data using digital data collection templates such as Open Data Kit. These templates will be uploaded to the MIS for data quality checking and data processing prior to submission into the results monitoring elements of the MIS. The templates in Annex 10-21 have either already been designed in a format that can be directly adopted into ODK files, or their format can be revised for use with ODK systems.

The MIS has a central role in the MEL system, Figure 3-3, Figure 3-4 and Figure 3-5 provide a schematic diagram of data flows in the NAVCDP MEL system. These figures illustrate that the MIS needs to have several functions:

- i.) A store of data from beneficiary surveys conducted by hired enumerators
- ii.) Data quality control functions (e.g., identifying outlier or missing data in beneficiary surveys or supervision reports submitted by CPCUs)
- iii.) Data processing functions (e.g., calculation of descriptive statistics from uploaded beneficiary survey forms)
- iv.) A store of reports submitted by staff
- v.) Calculation of results indicators (e.g., calculation of percentages among all CPCU reports submitted, calculation of percent change from baseline, summation across categories)
- vi.) Production of reports for each county and each component based on results indicators
- vii.) Display of results indicators in a project dashboard
- viii.) Links to the financial reporting system
- ix.) Links to the Grievance Redress Mechanism.

In particular design of the MIS shall make particular consideration of the following:

- i.) The need to monitor process (i.e., Progress of activities against implementation plans and AWP&Bs)
- ii.) The need to display geo-referenced results with visual analytics
- iii.) The need to aggregate data from different sources for reporting on overall results, while also providing access to sub-categories of data (e.g., Disaggregation of results by county, ward etc.;
- iv.) The need to avoid double counting of results from similar units (e.g., Households, cigs) or similar regions (e.g., CIG member beneficiaries of sub-projects);
- v.) The need to highlight key indicators of project performance from among the large number of project indicators, and
- vi.) The need to track timely submission of reports.

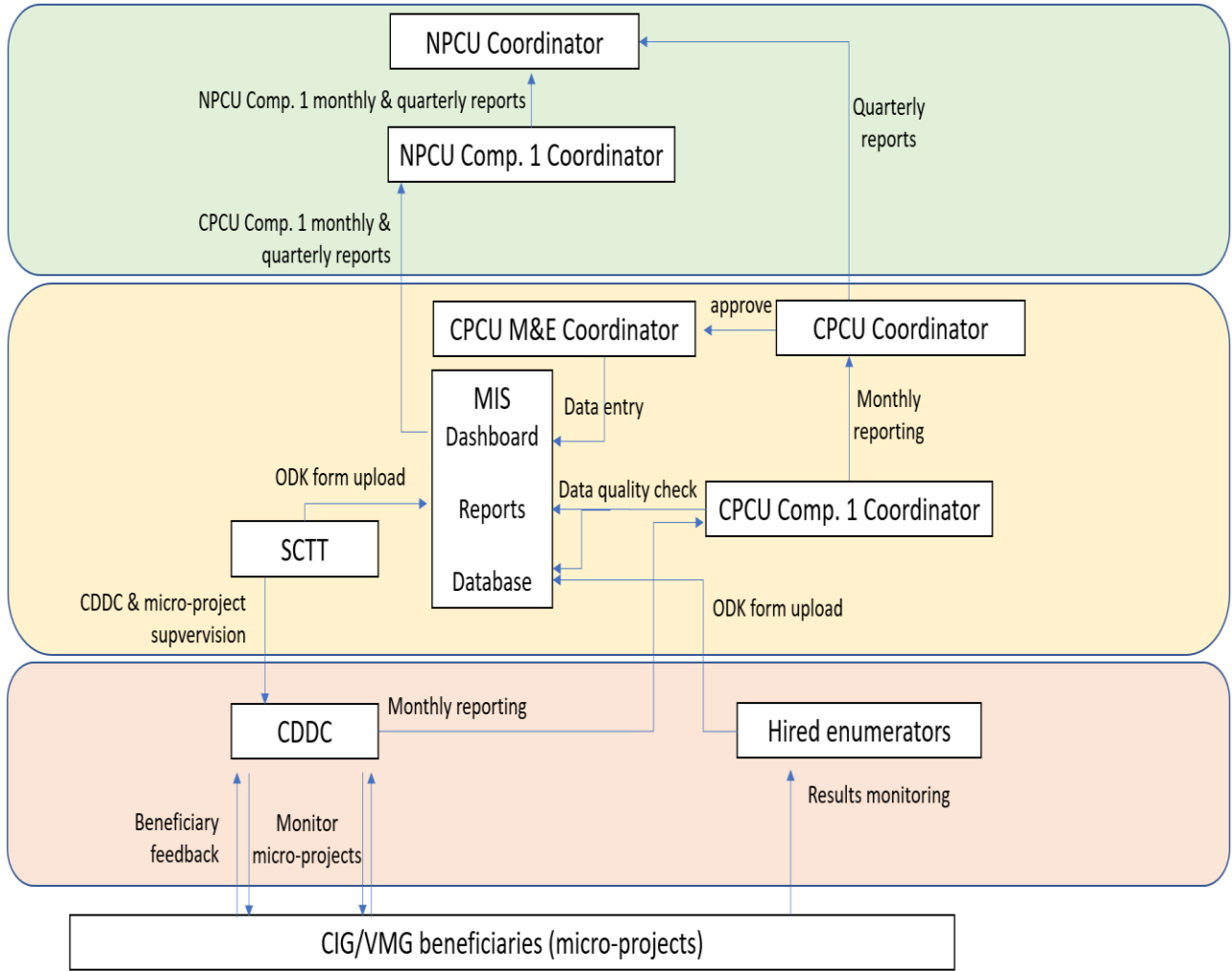


Figure 3 - 3: Data flows in the NAVCDP M&E System

NAVCDP

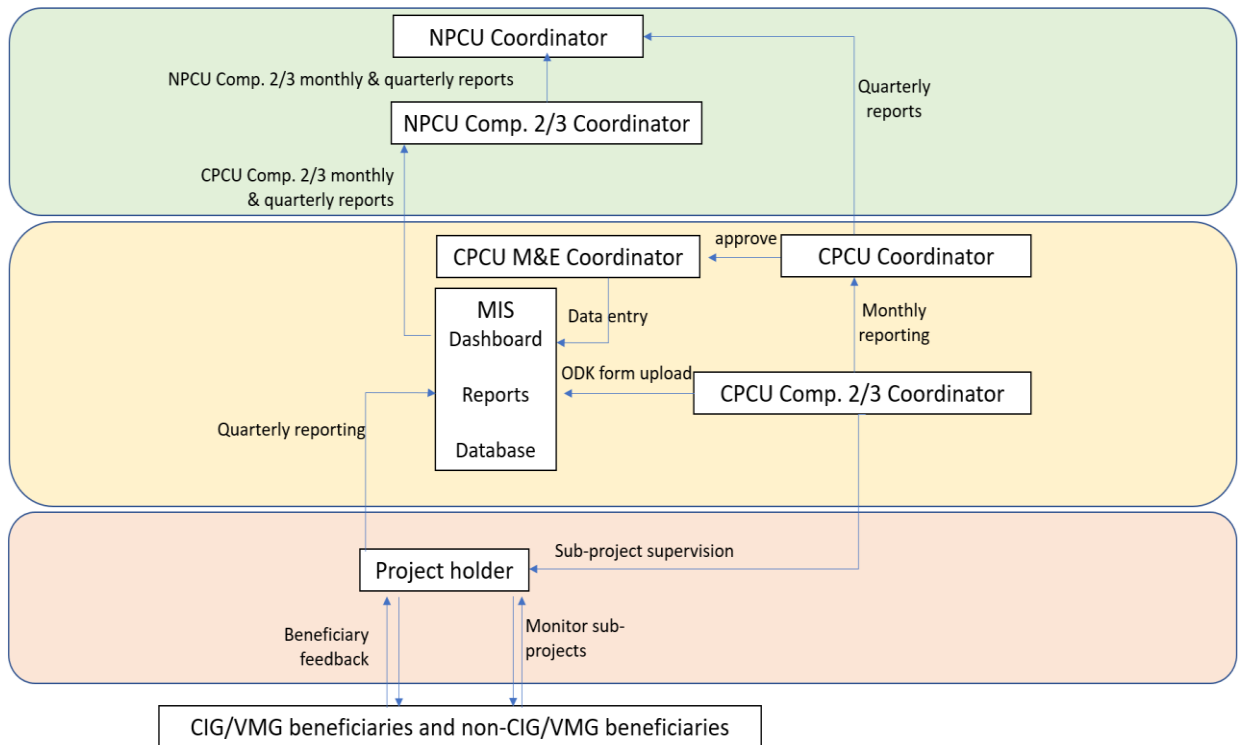


Figure 3 - 4: Schematic overview of Component 2 and 3 data flows:

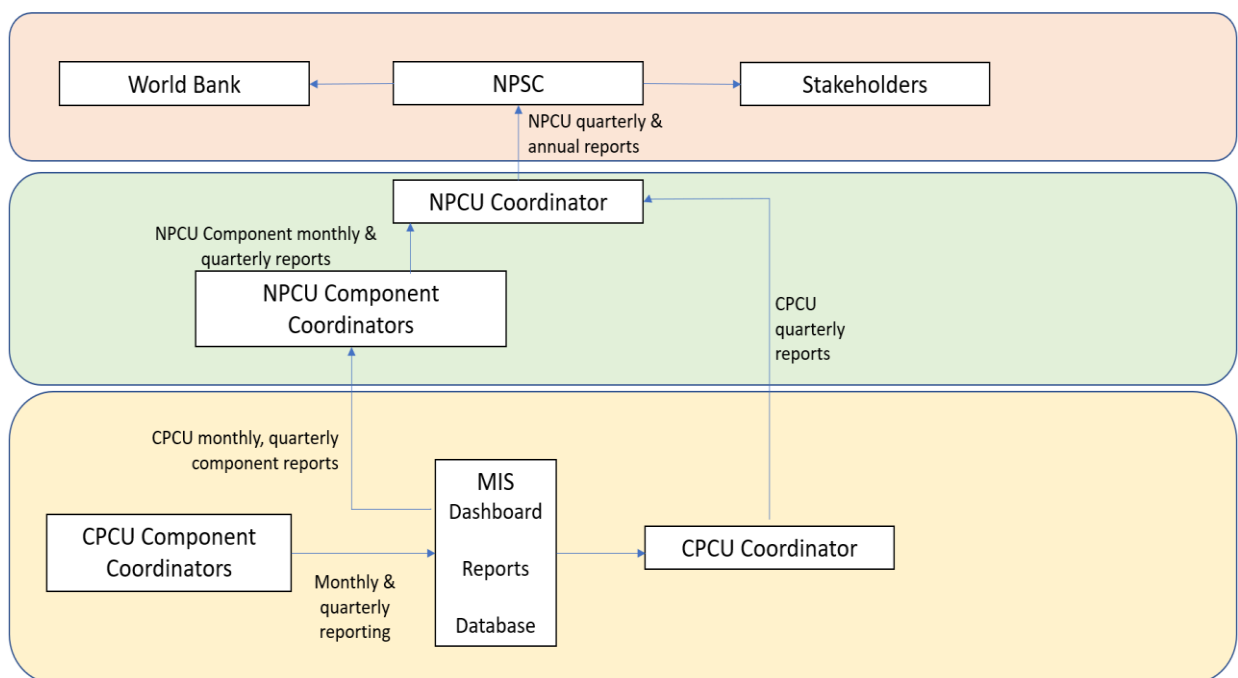


Figure 3 - 5: National reporting data flows:

3.7.2.2 Data Quality Control & Assurance

Many types of error are common and can be avoided through careful pre-planning. Digital data collection will be applied to minimize errors that otherwise occur when data from paper surveys are entered to a digital interface. To further ensure collection of high-quality data, the data entry fields on digital data collection tools will be assigned eligible ranges for input values so that values outside this range (e.g. due to farmer reporting error or enumerator data entry error) are not able to be input. Moreover, data entry fields will be designated as mandatory fields, so that data entry cannot proceed unless a value is input, thus preventing incomplete returns.

Similarly, reports uploaded to the MIS can be managed so that only complete forms are successfully accepted, or approval rights can be set so that approvals are only given after data quality has been inspected, errors addressed and data quality approved. Since the application of specific data quality controls depends on the specific software used, this manual has not elaborated on quality control activities in detail. However, these aspects should be addressed by the PMEL in the M&E system development phase, and roles in data quality control activities thereafter should be clearly allocated at CPCU and NPCU levels.

At the end of every quarter, a Data Quality Assessment (DQA) will be carried out by the M&E officer to ascertain the quality of the data entered in the MIS tool and initiate data cleaning. All corrections made to the data must be highlighted and feedback must be given to the source. All fields with wrongly entered data or missing data will be marked and sent to the source for correction. Once source data is corrected, it is re-entered in the MIS tool by the data entry person. DQAs will not be counted as complete until the appropriate measures preventing recurrence of previous errors are instituted.

The M&E Officer will be responsible for quality assurance in both data collection, analysis and reporting. The reports will be submitted to the County Project Coordinator for onward transmission to the National Project Coordinator. Data quality will be measured in terms of transparency, accessibility, completeness, consistency, accuracy and timeliness (Table 3-2).

Table 3-1: Criteria for assessing data quality

Criteria	Description
Transparency	Availability of sufficient documentation to understand how the data were collected, including, e.g. information on the sample size, the data collection instrument (e.g. questionnaire), and information on how the data were processed (e.g. outlier detection and treatment).
Accessibility	Accessibility is defined as the ease of obtaining the data by the people who need to access it.
Completeness	The extent to which the data cover all of the individuals targeted and all of the indicators required.
Consistency	The variables are estimated using the same method at different points in time and different sub-projects use the same method to measure the same indicator in different locations.
Accuracy (sampling)	Two sources of inaccuracy are sampling and non-sampling. Sampling refers to the degree to which the data correctly estimate or describe the quantities or characteristics they are designed to measure. The sample size and the sampling methods are two elements to consider in order to assess whether the dataset can generate accurate estimates. Non sampling inaccuracy arises from inappropriate methods of data collection, data entry and the implementation of quality checks.
Timeliness	Timeliness indicates whether the information is available when it is needed (e.g., quarterly data for reporting in quarterly reports).

Ensuring the quality of data will require attention in the designing of data management systems, sufficient training for all those involved in data management, application of quality control measures in the data management process, and reviews of data quality.

Design: For data collection and recording tools described in this manual, the NMEO should work with other thematic leaders and other subject experts to ensure that data collection tools list all the required items (e.g., all TIMPs promoted by the project are listed), using appropriate units or unit conversions (e.g., from *debe* or crates to kg) and are phrased in ways that are easy for enumerators and beneficiaries to understand. Data collection tools and data management (e.g., uploading to the MIS, data analysis) should be pre-tested to ensure that tools and processes are all functioning.

Training: Once data collection and data management and reporting tools have been reviewed and revised, all people with roles in data collection, management and reporting should be adequately trained. These includes CPCU, CTD and SCTT staff and community institutions.

3.7.2.3 Disclosure and data privacy

Information and reports held for public goods nature should be disclosed. Each CPCU should have a publicly accessible information board with a list of all approved micro- and sub-projects and their implementation status, to be updated at least quarterly.

In addition, the project website shall make available basic information about each of micro- and sub-projects approved. The information to be disclosed is shown in Table 3-3 and Table 3-4. The project will collect a large amount of data on project beneficiaries as well as the staff of project implementation agencies and partners and stakeholders, including sensitive information such as names, national identity numbers and telephone numbers. With the passage of Kenya's Data Protection Act (2019), data controllers and data processors have new legal obligations both to obtain consent from individuals to collect and hold their information and obligations to protect the security of all information held. During the revision of data collection templates and design of the MIS and related databases, the project should seek legal advice to ensure that the technical measures planned are in line with legal requirements and ensure that no personal data held is disclosed without the appropriate consent of individuals.

Table 3-2: Information for public disclosure at community level

- Each funded micro- and sub-project, including sub-project name, brief description of sub-project activities, sub-project duration, amount of financing, location and sub-county or county contact person;
- For each micro- or sub-project with an ESMP, VMGP or RAP, the ESMP/VMGP/RAP will be made publicly available prior to the award of funding
- For each micro- or sub-project involving civil works, there will be a notice board displaying the contract description, contractor's name, contract amount, location and sub-county or county contact person.
- All publicly disclosed contents shall be updated quarterly with information on physical and financial progress.

Table 3-3: Information for public disclosure through the project website

- The publicly accessible project web-page shall include a searchable database with map display of all funded micro- and sub-projects, including: brief description of sub-project activities, the name of the organization the sub-project is awarded to, sub-project duration, amount of financing, location and contact information for relevant county level staff.
- Annual project reports of each CPCU and the NPCU shall be disclosed on the web and be made available in hard copy at the NPCU and CPCU offices.
- Summary statistics on grievances received and actions taken to address them (ensuring that personal details of the complainants are not publicly disclosed), to be updated on a quarterly basis.
- All procurement plans and procurement notices, as required in the project Procurement Manual.

CHAPTER 4: PROJECT PERFORMANCE REPORTING

Reporting will be an integral part of the M&E and learning process, and will involve the systematic and timely collation and provision of essential information at periodic intervals. The information collected through the reports will be used to establish the status of activity completion against the set time frames and planned target outputs. It will also establish compliance with the set policies, procedures and standards, as well as what is working, what has not worked and why.

During the project implementation, various types of reports will be produced. The reports will cover activities undertaken, progress, Micro and Sub-projects, Support missions, Monitoring, Individual farmers/household, Evaluation, Financial and Performance contract. These reports will form part of the secondary data for the impact evaluation. Different reporting formats will be used to report depending on different implementers and specificity of the component (specific reporting formats will be customized from those provided in NARIGP MEL Manual).

4.1 Activity Reports

After completion of any community level project activity, a report will be written by the local extension officer who is charged with the responsibility of overseeing its implementation or agripreneur charged with implementation of the activity. Such activities will be those of CIGs, VMGs, POs, SACCOs and micro- projects. Annex 10-10 provides a template for activity reporting. The reports will be aggregated to form part of the quarterly reports for CPCUs. County level activities will be reported to the NPCU on quarterly basis by the CPCU. Such activities will include those of the county-level sub-projects or those spanning several wards, procurement, capacity building, workESops and meetings.

4.2 Progress Reports

Project progress reports will be generated from the lowest level of the implementation hierarchy with each county project unit submitting a report to the County Project Coordinator. Monthly progress reports will be prepared on general activities and target achievements of the project for the month by sub-project implementers. The project accountants will also prepare monthly Statement of Expenditure (SOE) reports. Quarterly reports will be prepared by the county project implementation teams at the county. Annual progress reports will be prepared through deep interrogation of county M&E reports.

Interviews will be conducted with selected counties to validate the information. The annual report will also be presented to stakeholders for validation. Indicators achievements will be reviewed and reported on as part of the annual progress report.

The County M&E will compile monthly, quarterly and annual reports and forward them to the County Project Coordinator (CPC). The CPC will compile quarterly reports and submit them to NPC by the 10th day after the end of the quarter. The counties will also compile annual reports which should be submitted to NPC by the 10th day of the succeeding month (i.e. July and January).

The NPCU on the other hand will compile quarterly reports and submit them to MOALD and WB by the 20th day after the end of the quarter. The NPCU will also compile annual reports and submit them to the MOALD and WB by the 30th day after the end of the financial year of project implementation. The final project reports will be posted to the project website for wider consumption.

The periodic reports will summarize progress of implementation as captured in the supervision, Monitoring and Evaluation reports. They will focus more on the Key Performance Indicators as stipulated in the project results framework. In order to enhance awareness about the project implementation and performance, the reports will be posted to the project website for wider consumption by implementing agencies and stakeholders.

4.3 Micro-Project Reports

These reports will also be prepared on a monthly basis by the local extension provider in collaboration with the Service Provider (SP) and the group leaders using prescribed reporting format as shown in Annex 10-23 (*Value Chain Cumulative Progressive Performance for CIG: (FORM F5)*).

4.4 Sub-Project Reports

The Sub-project reports will also be prepared on a monthly basis by the County Agriculture Infrastructure Officer (CAIO) in collaboration with the Agripreneurs /Service Providers (SP) and the Project Management Committees. The CPCU through the CM&EO will be responsible for the quality of both data collection and reporting on sub-projects.

4.5 Support Mission Reports

The NPCU will carry out biannual support missions of the counties where project activities are being implemented. The activity may be done concurrently with the in-depth M&E of

project implementation in order to enhance prudence in resources utilization. A report will be compiled and submitted to the NPC within 48 hours after completion of the activity. The CPCUs will on the other hand undertake quarterly support missions of project activities and hence produce reports also within 48 hours after completion of the activity. County support mission reports will among other issues include progress on implementation of Individual Farmers Investment/Business plans, Micro-projects and Sub-projects.

The support mission reports will be compiled using the format shown in Annex 10-24. All the support mission reports compiled by the NPCU will be shared with the relevant stakeholders including the MoALD headquarters and WB office. The PMEL and the NMEO will be the custodians of the support mission reports.

4.6 Monitoring Reports

The NPCU will carry out biannual monitoring and compile reports within 48 hours after completion of the activity. On the other hand, the CPCU will undertake monitoring on a quarterly basis and also compile reports within 48 hours after completion of the activity. The M&E officers will be responsible for compilation of these reports and submit them to the NPC and CPC for national and county level monitoring, respectively. The reporting formats are shown in Annex 10-25.

4.7 Individual Farmers'/Household Reports

The responsibility of compiling these reports will be charged on the local extension provider who will do so in collaboration with the agripreneur. Reporting formats will be provided as shown in Annex 10-26 (*Value Chain Progressive Performance for Individual Members: (FORM F4)*). Members of the beneficiary group will meet on a monthly basis to share and aggregate their individual member's monthly achievements on TIMPS among other issues.

4.8 Evaluation Reports

Evaluation will address commissioned NAVCDP investments and for this purpose, the NPCU will initiate an audit of the infrastructure development, for Micro- and Sub-projects after every two years of commissioning the infrastructure development. Qualified government experts (engineers) or private firms will be hired to undertake the audit exercise.

Mid-term review, mission visits and the study reports will also form part of the project evaluation. Their reports will be submitted to the NPC after completion of the exercise as per the terms of reference and timelines for the activity. These reports will also be shared among relevant stakeholders including the Project Steering Committees (CPSC & NPSC), the

MoALD, the CPCU and WB. The reports will be expected to lead to the review of the strategies and re-tooling to achieve desired results of the project. The recommendations from the reports will be discussed by NPSC and any management decision taken will be implemented promptly in order to achieve better results and significant impacts.

4.9 Financial Reports

Counties will prepare monthly statements of expenditure (SOEs) and forward it to NPC through the CPC. They will also prepare on a quarterly basis, the Interim Financial Reports (IFRs) which will form part of the project progress report. The Financial Reports will be prepared by the project accountants and shared with the M&E officers and Coordinators and will include assessment of the uptake (absorption) rate of the funds. The reports will be analyzed alongside the project monitoring reports to examine the overall financial utilization rate of the project resources. Details of financial reporting are explained in the financial manual.

4.10 Performance Contract Report

Every beginning of the financial year, the NPC will sign a performance contract with the Principal Secretary (PS) for the State Department for Crop Development (SDCD). The NPC will on quarterly basis compile and submit the Project Performance contract report to the PS of the SDCD, as per the report format provided. The report will give status of achievements for specific project outputs as may be agreed between the NPC and the PS for SDCD.

CHAPTER 5: KNOWLEDGE MANAGEMENT AND SHARING

5.1 Knowledge Management and Communication

Knowledge management (KM) and learning are strongly tied to NAVCDP goal and implementation strategy as it will involve the management of knowledge that is useful and which creates value for the project. Knowledge Management is the process of capturing, distributing, and effectively using knowledge, while communication is the art of imparting or exchanging information by speaking, writing, or using other communication media.

As part of citizen engagement, the project will engage with the communities intensively and ensure their participation and complete ownership in the planning, preparation and implementation of the value chain development plans, and the Enterprise Development Plans at the FPO level drawing from similar experiences in other successful Community Driven Development (CDD) operations. This will ensure that beneficiaries learn from other beneficiaries' experiences and best practices. It will also enhance the knowledge capacity of the implementation teams and project partners. NAVCDP will have an overall organizational approach including specific activities that fosters creation, learning, sharing, storing and applying knowledge through documenting lessons learnt (Annex 10-10) and identifying best practice.

The project will apply knowledge, innovation and education to build a culture of safety and resilience to the target communities. The main purposes of knowledge management of monitoring and evaluation information are to promote a culture of learning and to promote application of lessons learned and evidence-based decision-making at all levels as espoused by the national M&E policy. The Strategic Knowledge Management and Communication approaches to be used include interpersonal communication, mass media, social and digital media/ICT/Internet. Annual workESops and training, for sharing of the lessons learned will be organized at national and county level. Training on the use of knowledge management systems will also be conducted. Semi-annual meetings on research agenda setting, feedback, and knowledge sharing will be conducted.

5.2 Flow of Information

M&E information will flow from the community level leadership structures to the monitoring structures at CPCU and then to NPCU before dissemination to higher level stakeholders. Feedback will consist of findings, conclusions, recommendations and lessons learned from the project implementation processes. The feedback will be used to improve performance,

provide information on relevant policy formulation and decision-making, and promote learning culture within the project institutions. Figure 5-1 illustrates how information flows and feeds back between national, county and community structures. The M&E team will be responsible for monitoring the processes of information documentation and feedback mechanism, and sharing with the relevant stakeholders.

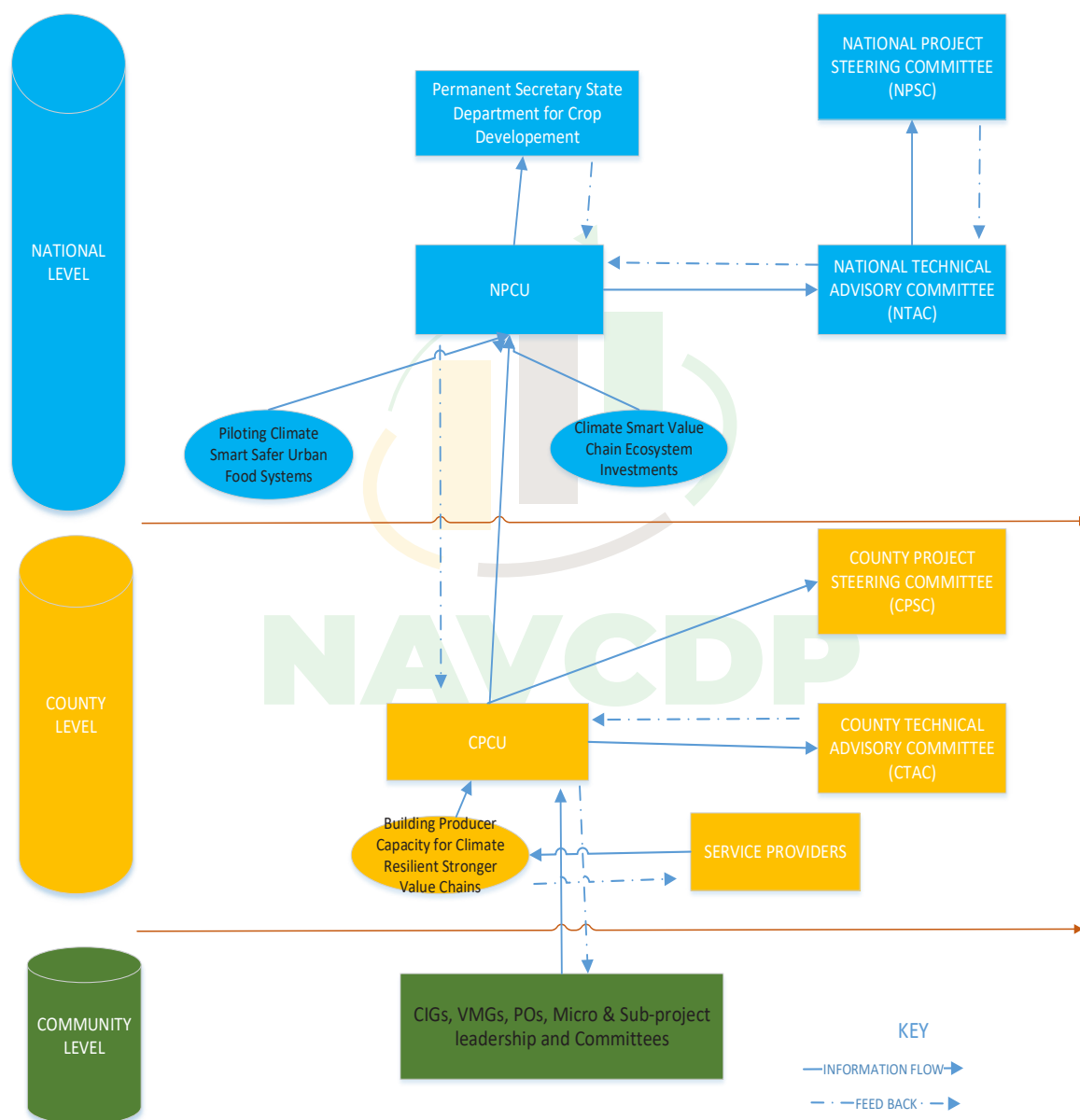


Figure 4 - 1: Information flow and feedback between national, county and community structures

CHAPTER 6: MAINSTREAMING CROSS-CUTTING ISSUES

6.1 Grievance and Complaints Management Mechanisms

In order to mitigate social risks in the implementation of the NAVCDP, a Grievance Management Mechanism (GMM) will be developed for reporting and resolving grievances from project beneficiaries and other stakeholders. The counties will be expected to establish two levels of GMM: General project GMM; and the GMM on Gender Based Violence (GBV)/Sexual Exploitation and Harassment (SEAH) complaints

Grievances will be reported at any of the project implementing/executing institutions. A grievance reporting system comprising telephone lines, opinion/suggestion boxes placed at Chiefs' Offices, CPCU Offices, letters, e-mails, face to face, a central web-based database and SMS text messages will be used. The system will be integrated with the MIS for effective processing and monitoring of complaints. Grievances are likely to emerge from two sources: a) CIG/VMG/IPs/PO, SACCOs and CDDCs levels or b) project staff and partners/SP/BA levels. Grievances/complaints may be launched at every level of the project's organizational structure at county and national levels. A register to log the grievances will be maintained at each level (Annex 10-27).

All complaints will be serially entered into complaints logbook/register, which will be maintained at different implementation structures and levels for easy tracking. At each level, the SAIC secretary, M&E Officer (county level) and Information/Environment and Social Safeguards Officers at the county level will register the complaints. The focal person at each level will log the complaints into the complaints register as well as their resolutions and forward them to the M&E Officer (county level) for compilation and integration in the quarterly progress report and in the MIS.

The efficacy of the complaints handling procedures will be monitored and assessed during the annual review workESops for modifications if required. All complaints will be categorized, logged in a register to be maintained at all levels, collated, and followed up. Complaints and their follow-up will be recorded, analyzed and reported in quarterly and annual project reports. The SAICs/Supervisory Committees executives at community level, M&E Officer at CPCU level and Communication/ESS/M&E Officers at the NPCU will monitor and report on the efficacy of the complaints handling mechanisms.

6.2 Gender Mainstreaming and Social Inclusion

Gender and social inclusion are an integral part of the NAVCDP project. Therefore, the project will integrate gender concerns in project planning, implementation, participation, monitoring and evaluation. The mainstreaming will include i) social awareness and capacity building of all stakeholders-implementing agencies, County governments, SPs, PoEs, beneficiary communities (men, women, youth IP and VMGs); ii) ensuring participation of women, VMGs and youth in decision making, as well as in community projects and FPOs; iii) designing and implementing special programs targeting vulnerable women, IP, VMGs and youth to address their basic and persistent constraints to access resources. All stakeholders will be accountable to gender mainstreaming and social inclusion by ensuring the collection and reporting of gender-disaggregated data using the template in Annex 10-28.

The project will undertake capacity building of the CPCU staff on collection and reporting of data sets that are disaggregated by gender, and social groupings in order to measure the achievement of the targets set in the results framework. It will also design and implement special programs and investments targeting vulnerable women, IP, VMGs and youth in order to boost their human development and social capital. The levels of marginalization will be taken into account during screening and vetting of proposals from the IP and VMGs. The Project will adopt the 30% gender rule as stipulated in the Constitution of Kenya 2010 to ensure that women, IP, VMGs and youth participate in decision making at CIGs, CDDCs, Project Management Committees (PMCs) and FPO levels.

Monitoring and evaluation of gender and inclusion activities will be undertaken by integrating gender and social inclusion concerns in the projects' M&E systems and data collection tools/methodologies. The implementing agents at all levels will be held accountable to gender and social inclusion through collection and reporting on data that is disaggregated by gender and social subgroups.

6.3 Environmental and Social Safeguards Risk Management

The project is assigned environmental category B – Partial Assessment which means that the project interventions are likely to have negative environmental and social impacts that are largely reversible, small in scale and are site-specific. Proposed project investments in regard to rural infrastructure development will be screened; these will include: irrigation, local markets, water conservation structures; and agricultural VCs, for example, storage facilities, local level value addition, and limited use of agro-chemicals, among others. The

Project is expected to trigger World Bank ESS and Environmental Management & Coordination Act 1999 (EMCA 1999) - Revised 2015.

In line with the World Bank and the GoK ESS requirements, the following framework documents have been prepared to guide project implementation: (a) Environmental and Social Management Framework (ESF) for Assessment and Management of Environmental and Social Risks and Impacts (ESS 1); (b) Biodiversity Conservation and Sustainable Management of Living Natural Resources (ESS 6); (c) Indigenous Peoples/Sub-Saharan African Historically Underserved Traditional Local Communities (ESS 7); and (d) Land Acquisition, Restrictions on Land Use and Involuntary Resettlement (ESS 5). These frameworks provide a mechanism for: (i) identifying and assessing potential adverse environmental and social impacts, based on the types of activities envisioned; and (ii) proposing screening methods and processes of assessing and designing appropriate mitigation measures for the identified investments. The screening will utilize the Environmental and Social Screening Form/checklist provided in the framework documents (PIM, Annex 7); and an Environmental and Social Project Report will outline environmental mitigation measures.

6.4 HIV/AIDS and other Communicable Diseases

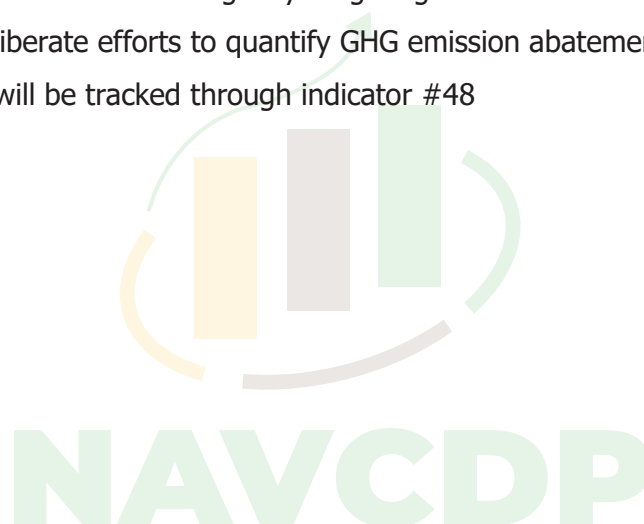
The Bank and GoK recognize the relationship between HIV/AIDS and other communicable diseases and socio-economic development which has become a central point in policy discussions. Mainstreaming HIV/AIDS and other communicable diseases is a crucial issue to be factored in any development project. NAVCDP will undertake a range of activities that are aimed at reducing stigma towards the infected persons and contributing towards preventing further spread of the pandemic. Some of the HIV/AIDS and other communicable diseases mainstreaming activities will include: i) development of a workplace HIV/AIDS and other communicable diseases policy; ii) inclusion of HIV/AIDS and other communicable diseases awareness in the training curriculum undertaken by SPs, PoEs, POs, Lead Farmers; iii) giving prominence to VMGs of PLWHA; encouraging PLWHA to take lead in trainings thereby promoting open discussions about the pandemic and help in the reduction of the social stigma associated with the disease.

Monitoring and evaluation of HIV/AIDS and other Communicable Diseases concerns will be undertaken by integrating the concerns in the projects' M&E systems and data collection tools/methodologies. The implementing agents at all levels will be held accountable to the

inclusion through collection and reporting on data that is disaggregated gender and social subgroups. A template that summarizes the issues to be monitored, their monitorable indicators, targets and data sources will be developed.

6.5 Climate Change

Climate Change has become one of the most serious challenges to achieving Kenya's sustainable development goals including ending poverty, ending hunger and combating climate change and its impacts. In many counties in Kenya, weather extremes and variability are now the norm: rainfall is irregular and unpredictable, some regions experience frequent drought during the long rain seasons or severe floods during short rains. The NAVCDP project is therefore geared towards providing interventions to contribute towards combating the negative effects of climate change by targeting 12 value chains in 33 counties. The project will make deliberate efforts to quantify GHG emission abatement through adoption of CSA TIMPs and this will be tracked through indicator #48



CHAPTER 7: ROLLING OUT THE PROJECT MEL SYSTEM

In order to assist the NPCU in getting the NAVCDP M&E system up and running, this section presents a work plan over an initial period of 6 months that highlights the critical tasks that need to be implemented (Annex 10-29). The main areas of work are, establishing M&E working group; Developing the MIS; Developing tools and systems for data collection; M&E implementation planning; Developing an M&E capacity building plan and Initiation of baseline surveys.

7.1 Establish M&E Working Group

Effective M&E requires that all relevant actors understand their roles and responsibilities and how to conduct their M&E tasks. Since M&E tasks are distributed across all project components (as well as other functions such as procurement, accounting and safeguarding), the NMEO should initiate an M&E working group to coordinate activities to establish and implement M&E activities across all relevant areas. The initial tasks of this working group are:

- i.) Engage the MoALD legal offices to understand the implications of the Kenya Data Protection Act (2019) for NAVCDP collection, management and disclosure, and ensure that the relevant requirements are implemented in all data collection, management and disclosure activities.
- ii.) Decide methods for producing unique identification codes for each beneficiary, CIG/VMG/CDDC/PO and each micro- or sub-project under each component.
- iii.) Review draft beneficiary baseline and quarterly survey data collection tools to ensure that all TIMPs promoted by the project are included under all value chain topic areas, that units and unit conversions to kg are relevant and complete and expressed in ways easy for enumerators and beneficiaries to understand.
- iv.) Review all other data collection and reporting templates to ensure that category lists are complete (e.g. lists for equipment types reported under Component 3)
- v.) Review and agree timing of reporting requirements
- vi.) Discuss and agree MIS functionalities and requirements
- vii.) Ensure alignment of GRM documentation system with M&E reporting on grievances
- viii.) Discuss and agree a capacity building plan.

7.2 Develop the MIS

- i.) Draft ToRs for the MIS service provider, including ensuring the MIS meets required functionalities as well as interoperability with ODK data collection systems
- ii.) Contract the MIS service provider
- iii.) Build MIS trial version
- iv.) Trial MIS and its interaction with ODK systems
- v.) Trial MIS and its interaction with external programmes to analyze data collected e.g. Powerbi
- vi.) Draft MIS user guides

7.3 Develop Tools and Systems for Data Collection

- i.) Implement agreed data collection templates in ODK format
- ii.) Pre-test data collection tools, database uploading and database analysis
- iii.) Draft manuals for ODK data collection system users
- iv.) Procure tablets and other necessary equipment

7.4 M&E Implementation Planning

- i.) Draft guidelines for NPCU and CPCU M&E planning
- ii.) Train CPCUs in M&E planning
- iii.) Integrate M&E implementation plans into AWP&B
- iv.) Stakeholder consultation on impact evaluation needs

7.5 Develop an M&E Capacity Building Plan

- i.) Review M&E tasks at each level to identify skills required
- ii.) Capacity needs assessment of CPCUs, CTDs, SCTTs and SPs
- iii.) Review capacity needs at all levels
- iv.) Draft capacity building plan
- v.) Integrate CBP into NPCU and CPCU AWP&Bs
- vi.) Implement capacity building plan, with procurement of services as required

7.6 Initiate Baseline Survey

- i.) Train enumerators for individual beneficiary registration
- ii.) Register CIG/VMG beneficiaries
- iii.) Enter data into beneficiary database
- iv.) Recruit consultant to implement general baseline survey
- v.) Implement general baseline survey

CHAPTER 8: ASSUMPTIONS AND RISKS

Risk mitigation is the process of developing and executing options and actions to enhance opportunities and reduce threats to achievement of project objectives. Risk mitigation requires progress monitoring which includes tracking identified risks, identifying new risks, and evaluating risk process effectiveness throughout the project implementation period.

Agricultural production is subject to many risks/uncertainties. They could range from independent (for example, localized hail losses or an individual farmer's illness) to highly correlated (for example, market price risk or widespread drought). Any farm production decision plan is typically associated with multiple potential outcomes with different probabilities. Some of the key risks faced in agricultural value chain development are shown in Table 8-1 and 2 below:

Table 8-1: Key risks faced by farmers

Risk	Examples/ Factors	Effects
1. Weather risks	Rainfall or temperature variability or extreme events	Lower yields, loss of productive assets or income
2. Biological risks	Pests, disease, contamination	Lower yields, loss of income
3. Price risks	Low prices, market supply and demand, volatility	Lower prices, loss of income
4. Labor and health risks	Illness, death, injury	Loss of productivity, loss of income, increased costs
5. Policy and political risks	Regulatory changes, political upheaval, disruption of markets, unrest	Changes in costs, taxes, market access

Many risks directly affect farmers' production decisions and welfare. Farm households adopt diverse strategies to manage risk affecting their income and consumption. These strategies depend on the characteristics of risk they face, their attitude to risk and the risk management instruments and tools available. The potential contribution of governments to risk management includes: (i) ensuring a stable macro-economic and business environment, with competitive markets and clear regulations; (ii) facilitating access to

market-based instruments such as insurance systems; and (iii) providing specific measures to help farmers reduce their risk exposure or deal with the consequences of adverse events.

Risks may not be controlled by the value chain actors but have a direct incidence on the returns from their activities. In this context, the value chain actors have to manage risk as part of the general management of their business. Table 8-2 and Table 8-3 is a summary of key reduction; mitigating or coping measures for risks in agriculture.

Table 8-2: Key reduction, mitigation and coping measures for risks in agriculture

	Farm/household/community	Market	Government
Risk Reduction	Technological choice	Training on risk management	<ul style="list-style-type: none"> • Macroeconomic policies • Disaster prevention (flood control etc.) • Prevention of animal diseases
Risk Mitigation	<ul style="list-style-type: none"> • Diversification in production • Sharing of produce 	<ul style="list-style-type: none"> • Futures and options • Insurance • Vertical Integration • Production/marketing Contracts • Spread sales • Diversified financial investment • Off-farm work 	<ul style="list-style-type: none"> • Tax system income smoothing; • Border and other measures in the case of contagious disease outbreak
Risk Coping	<ul style="list-style-type: none"> • Borrowing from neighbors/family • Intra-community charity 	<ul style="list-style-type: none"> • Selling financial assets • Saving/borrowing from banks • Off-farm income 	<ul style="list-style-type: none"> • Disaster relief • Social assistance • Agricultural support programs

Table 8-3: Risk mitigation for NAVCDP community investments

Most relevant risks	Mitigation strategies	Responsibility
1.Value chain actors not adopting disseminated TIMPs	<ul style="list-style-type: none"> • Pegging payment of services offered by the consortiums to predetermined levels of achievements/results 	Beneficiaries, consortiums
2. Integrity issues (accountability) in relation to payment for services offered by the SPs	Payment by cheque, signing for any payments by representatives of the groups, safe custody of financial records Compilation of Beneficiary Service Delivery Certification Report (BSDCR) for confirmation of achievements of the agreed benchmarks before paying the SPs <ul style="list-style-type: none"> • Paying the SPs in phases 	Beneficiaries, CDDC, county and sub-county technical departments
3. Financial risks: <ul style="list-style-type: none"> • Breakdown of internal financial management controls • Procurement-related irregularities • Unsupported and/or insufficiently documented expenditures • Weak management oversight; and 	Training on fiduciary aspects (World Bank Guidelines on FM and Procurement) will be conducted during project implementation.	NPCU/World Bank

CHAPTER 9: REFERENCES

National Agricultural and Rural Inclusive Growth Project (NARIGP), Monitoring & Evaluation Manual. MoALF (2020). National Project Coordinating Unit, NARIGP. Nairobi

Kenya Climate Smart Agriculture Project (KCSAP), Monitoring & Evaluation Manual. MoALF (2018). National Project Coordinating Unit, KCSAP. Nairobi

Kenya Agriculture Sector Growth and Transformation Strategy (ASTGS), 2019-2029. MoALF (2018). Nairobi

Kenya Country Profile 2019, World Integrated Trade Solutions, wits.worldbank.org

Kenya Poverty and Gender Assessment 2015-16

National Monitoring and Evaluation Policy. Ministry of State for Planning (2012). Nairobi

The CAADP Results Framework 2015-2025. NEPAD (2015).

National Agricultural Value Chain Development Project (NAVCDP), Project Implementation Manual. MoALD (2023). National Project Coordinating Unit, NAVCDP. Nairobi

National Agricultural Value Chain Development Project (NAVCDP), Project Appraisal Document. World Bank (2022). Nairobi

CHAPTER 10: ANNEXES

Annex 10-1: NAVCDP Results Framework Key performance Indicators (KPIs) –

Refer to NAVCDP PAD Annex (vii) Result Framework

Annex 10-2: Theory of change

Result	Performance Indicator
Development Outcomes: 1. Increased market participation and value addition for farmers in project area	1.1. Percentage change of farmers selling more than 50 % of their produce in the market (Percentage)* 1.2. Percentage change in farmers selling produce in value added form (both on farm and off farm) + 1.3. Number of Farmers reached with agricultural assets or service disaggregated by gender
Intermediate outcomes: 2. Enhanced Producer capacity for climate resilience and stronger value chains	<p>Improved quality of services</p> 2.1. Number of PPPs established by selected POs* 2.2. Percentage change in average annual sales turnover of selected POs* 2.3. PO annual profits 2.4. Number of Farmers facilitated with the e-voucher support under the project 2.5. No of VMGs supported through Micro Projects
	<p>Adoption of TIMPs</p> 2.6. Number of Farmers adopting improved agricultural technology - Female (CRI, Number). 2.7. Number of beneficiaries adopting improved "nutrition sensitive technologies" (disaggregated by gender) 2.8. Number of farmers with access to climate-resilient agricultural assets and services (disaggregated by gender) 2.9. Percentage change on beneficiaries expressing satisfaction with the Training on Climate Smart TIMPs
	<p>Credit access</p> 2.10. Number of farmers under the project accessing financial services (disaggregated by type- credit, saving and insurance) 2.11. Change in cumulative savings mobilized by farmers under the project (Amount in USD) 2.12. Change in cumulative credit from financial institutions accessed by Farmers under the project (Amount in USD) 2.13. Change in cumulative credit from financial institutions accessed by FPOs (Amount in USD).

<p>Intermediate outcomes:</p> <p>3. Enhanced Ecosystem Investments for Climate Smart Value Chains</p>	<p>Farmer-led Irrigation Development</p> <p>3.1. Area provided with irrigation or drainage services (disaggregate by new and improved, Hectare(Ha))</p> <p>3.2. Number of Farmers accessing irrigation</p> <p>3.3. Number of ecosystem TIMPs disseminated by KALRO for adoption</p> <p>3.4. Change in Land under Sustainable Land Management (ha)</p> <p>Market accesses and infrastructure development</p> <p>3.5. Change in number on physical markets/aggregation centers developed/or upgraded</p> <p>3.6. Percentage change of farmers using market infrastructure developed by project</p> <p>3.7. Number of Agripreneurs fully developed and paired to support county teams (Number)</p> <p>3.8. Number of beneficiaries of job-focused interventions (disaggregated by type and gender)</p> <p>Data and digital investment improved</p> <p>3.9. Number of Agritech agencies partnered with as part of the One Million Farmer Platform</p> <p>3.10. Number of farmers accessing productivity services/market linkages/credit services through the partnerships with Agritech agencies (Number)</p>
<p>Intermediate outcomes:</p> <p>4. Safer Urban Food System Piloted</p>	<p>Urban infrastructure</p> <p>4.1. Number of Farmers directly selling in created Urban or supported markets by the project</p> <p>Urban/peri urban Agriculture</p> <p>4.2. Number of FPOs directly linked to Aggregators selling in Urban Areas</p> <p>4.3. Number of Farmers supported in undertaking Urban / Peri Urban Agriculture</p> <p>4.4. Number of Urban / Peri Urban Farmers adopting TIMPs</p> <p>Policy and institutional strengthening</p>

	4.5. Number of National and County agriculture and urban development department staff and other stakeholders trained on 2015 Act (Number)
--	---



Annex 10-3: Indicator reference sheet

Increased market participation and value addition by farmers in select value chains

Indicator #1
Name of Indicator: Farmers reached with agricultural assets or services under the project of which at least 50 % are female farmers
DESCRIPTION
<p>Precise Definition:</p> <p>Farmers are people engaged in agricultural activities or members of an agriculture-related business (disaggregated by men and women) targeted by the project. "Agriculture" or "Agricultural" includes: crops, livestock, capture fisheries, aquaculture, agroforestry, timber, and non-timber forest products.</p> <p>Agricultural assets include property, biological assets, and farm and processing equipment. Biological assets may include animal breeds (e.g., livestock, fisheries) and genetic material of livestock, crops, trees, and shrubs (including fiber and fuel crops).</p> <p>Agricultural Services include research, extension, training, education, ICTs, inputs (e.g., fertilizers, pesticides, labor), production-related services (e.g., soil testing, animal health/veterinary services), phytosanitary and food safety services, agricultural marketing support services (e.g., price monitoring, export promotion), access to farm and post-harvest machinery and storage facilities, employment, irrigation and drainage, and finance.</p> <p><i>This indicator measures the number of farmers who were provided with agricultural assets or services as a result of the NAVCDP project support.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, ward ▪ Gender (male, female) ▪ Organization and membership type
Justification & Management Utility: Target farmers reached through assets and services in order to improve their capacity in production, value addition and market access.
PLAN FOR DATA COLLECTION
Data Sources: Reports from CTDs, SPs, CPCU, FPOs, SACCOS
Data Collection Method: KII survey using developed checklist
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: Use of quarterly template (Annex – 10-8) are input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

Indicator #2

Name of Indicator: Percentage increase in farmers selling more than 50 percent of their produce in the market

DESCRIPTION

Precise Definition:

Farmers: Farmers are people engaged in agricultural activities or members of an agriculture-related business (disaggregated by men and women) targeted by the project. "Agriculture" or "Agricultural" includes: crops, livestock, capture fisheries, aquaculture, agroforestry, timber, and non-timber forest products.

Percentage increase in farmers selling: Compared to the baseline value, an increase (expressed as %) is expected in the number of farmers selling their produce either at the farm gate, virtually or physical markets due to project interventions.

50% of produce refers to taking to the market more than half of the total production

This indicator measures the total number of farmers who are members of CIGs and VMGs that are selling more than 50 % of their produce in the market to demonstrate increased market participation.

Unit of Measure: Percentage change

Disaggregated by:

- Gender (male, female)
- Social inclusion (IP, VMG)
- Value chain

Justification & Management Utility: This indicator aligns with the PAD results framework indicators "Farmers selling their produce in the market (number), Proportion (percentage) of produce sold".

PLAN FOR DATA COLLECTION

Data Sources: Community Institutions (CIGs/VMGs, FPOs)

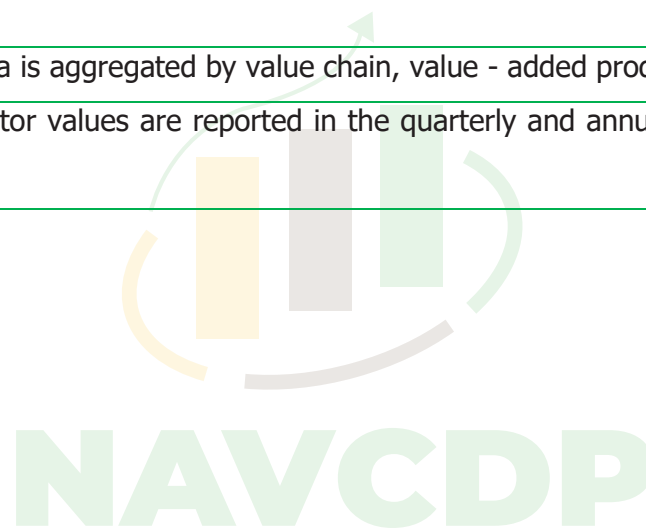
Data Collection Method: Individual interviews

Frequency of Data Collection: Depending on produce type (daily, monthly, and quarterly)

Responsibility for Data Collection: CM&EO supported by hired enumerators
DATA REPORTING
Data Reporting tool: Checklist and questionnaires (Value chain Progressive Performance for Individual Members – Annex 10-24). Data values are calculated and reported in the MIS.
Data Aggregation: This indicator will be aggregated together with indicators Y=total production and X=Volume sold to calculate the proportion of produce sold. Tabulate the total volume sold (X) as a proportion of the total production(Y) and determine if more than 50% ($X/Y*100 > 50\%$)
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #3
Name of Indicator: Percentage increase in farmers selling produce in value-added form (both on-farm and off farm)
DESCRIPTION
<p>Precise Definition:</p> <p>Value-added produce are produce which have undergone any form of transformation aimed at increasing its selling price. Some of the value addition activities include cleaning, sorting, grading, transportation, storage, and processing of produce from the prioritized value chains. These activities can be done on the farm by the farmer (primary value addition) or by other value chain actors away from the farm (secondary value addition).</p> <p>Percentage increase in farmers is the increase (expressed as %) in the number of farmers that sell their produce after primary or secondary value addition compared to the baseline values.</p> <p><i>This indicator measures the percentage change in farmers selling produce in value-added form in the market</i></p>
Unit of Measure: Percentage change
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, ward ▪ Gender (male, female) ▪ Social inclusion (IP, VMG) ▪ Value chain
Justification & Management Utility: This is a PAD results framework indicator, measuring achievement of the PDO level outcome of increasing the number of farmers selling produce in

value added form.
PLAN FOR DATA COLLECTION
Data Sources: Community Institutions (CIGs/VMGs, FPOs)
Data Collection Method: Individual interviews of sampled farmers
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CM&EO assisted by hired enumerators
DATA REPORTING
Data reporting tool: Data from the individual beneficiary forms and subsequent monitoring based on Value chain Progressive Performance for Individual Members – (Annex 10-24) are uploaded to the MIS.
Data Aggregation: Data is aggregated by value chain, value - added product and county
Data Reporting: Indicator values are reported in the quarterly and annual reports by the CPCU and NPCU.



1. Result Area 1: Producer capacity for climate-resilient and stronger value chains built

- a. Outcome 1: Capacity for smallholder farmers for improved productivity, adaptation, mitigation and market participation enhanced

Indicator #4
Name of Indicator: Number of farmers mobilized, registered and geo-referenced
DESCRIPTION
<p>Precise Definition:</p> <p>Farmers are people engaged in agricultural production activities in crops, livestock, aquaculture, agroforestry for timber, and non-timber forest products. The target group to be supported in this project are small scale farmers transitioning to commercialization of the priority value chains.</p> <p>Mobilization is the process of creating awareness about the project and opportunities flagged to farmers. It is conducted among the farming community in the participating wards and follows an elaborate systematic participatory integrated community development (PICD) process as detailed in the Community Institutions Development Manual.</p> <p>Registration refers to recording of key information on farmers and farming characteristics of production and marketing using a digital data collection tool. A database will be created with the aim of establishing a comprehensive farmer's register to guide targeting of government support.</p> <p>Geo-referencing is the process of appending geographic coordinates (i.e. longitudes, latitudes and altitudes) to farmer's data to pin the actual location of the farming households for geo-mapping and tracing of where farmers are found.</p> <p><i>This indicator measures the number of farmers mobilized, registered and geo-referenced for better targeting of project interventions and other government support to farmers.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, ward ▪ Gender (male, female) ▪ Social inclusion (IP, VMG) ▪ Value chain
Justification & Management Utility: Targets to collect key information for establishment of a reliable register of all farmers found in wards across the participating counties. The collected

data will serve as internal baseline database for the project. The farmers register is meant to guide better targeting of project interventions and other government support to farmers so as to trigger agricultural transformation in the country.

PLAN FOR DATA COLLECTION

Data Sources: Field reports from CPCUs on farmer registration within their counties

Data Collection Method: Individual survey using digitized questionnaire

Frequency of Data Collection: One-off at the start of the project

Responsibility for Data Collection: CPCU- CMEO, CAEO & CDAO

DATA REPORTING

Data reporting tool: Use of farmer registration tool (to be developed)

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender and IP).

Indicator #5

Name of Indicator: Number of beneficiaries trained on climate-smart TIMPs

DESCRIPTION

Precise Definition:

TIMPs is an acronym for Technologies, Innovations and Management Practices.

Climate-smart TIMPs enhances productivity, adaptability and mitigation in agriculture. Prioritized TIMPs for each value chain will be promoted by service providers, county technical departments and lead farmers. Improved agricultural TIMP includes better practices or superior technologies (e.g. seeds, breeds, planting time, feeding schedule, feeding ingredients, postharvest storage/ processing, etc.)

Training on TIMPs refers to capacity building on Value chain specific, research proven TIMPs that are prioritized as climate smart will be disseminated through systematic trainings in 3 tiers. During Tier 1, KALRO will train selected ToTs from participating counties (including contracted service providers) on comprehensive inventories of CSA TIMPs. The trained ToTs will be tasked to train expanded farmer trainers' county level during Tier 2 training. The county ToTs comprising of the SCTTs, SPs and Lead farmers will then cascade the training to members of CIGs/VMGs/IPs/FPOs on TIMPs that are relevant to value chains of their choice. All the participants across the 3-tier TIMPs training are deemed beneficiaries.

Beneficiaries are the targeted recipients of advisory services , access to credit, strengthened market participation and Infrastructure. They are grouped into CIGs/ VMGs/ IPs. In addition, there will be secondary group of FPOs who will be benefit from TIMPs on value addition, agro-

processing and market linkages.
<i>This indicator measures the number of persons that have benefited from the systematic TIMPs training delivered through project support boost production, value addition and enhance marketing.</i>
Unit of Measure: Number
Disaggregated by: <ul style="list-style-type: none"> ▪ Gender (male, female) ▪ Social inclusion (IPs, VMG) ▪ Value chain
Justification & Management Utility: This indicator tracks activities to develop county staff, service providers and lead farmers' capacities to support farmers to increase TIMPs adoption, farm production and market participation.
PLAN FOR DATA COLLECTION
Data Sources: Activity Reports from KALRO staff, PoEs or CPCU and CTD staff who provide training on TIMPs
Data Collection Method: KALRO staff, CPCU and CTD staff providing/facilitating training to record the number of participants during each tier of training for CTD, SCTT, SP staff and lead farmers in activity reports.
Frequency of Data Collection: After each training activity
Responsibility for Data Collection: NARLL, NAEL, and County Agriculture Extension Officer
DATA REPORTING
Data Reporting tool: Activity report (Annex 10-10) then the CM&EO enters data in the MIS.
Data Aggregation: MIS aggregates data entry by county and quarter.
Data Reporting: Aggregated indicator values are reported in quarterly and annual project reports by NPCU.

Indicator #6
Name of Indicator: Number of CIGs/VMGs tagged with lead farmers for TIMPs training
DESCRIPTION
Precise Definition: CIGs/VMGs CIG stands for Common Interest Group comprising members who share a common goal and with interest in a specific value chain supported by the project, while VMG stands for Vulnerable and Marginalized Groups made up of mostly of women, widows, youth,

recovering drug addicts, people living with HIV, the abled differently, etc. The CIGs and VMGs counted in this indicator are only those that are registered with the project in Components 1 and 3. Each CIG/VMG should have a membership of 20-30 beneficiaries who pay an annual membership fee, and each CIG will be organized in relation to a value chain prioritized in the PICD process. The CIGs and VMGs are eligible to receive support from contracted service providers and access loans from the SACCOs for implementation of their micro-projects.

Tagging lead farmers is the process where experienced, frontrunner farmers are selected, trained and matched, linked or assigned to one or more CIGs/VMGs to offer standardized training on climate-smart TIMPs, usually under the Farmer Field and Business Schools (FFBS) extension model.

TIMPs Training is the activity through which value chain specific, research proven, climate smart Technologies, Innovations and Management Practices (TIMPs) are disseminated to the lead farmers who then cascade the training to members of CIGs/VMGs/IPs assigned to them.

This indicator measures the number of CIGs/VMGs that have designated lead farmers who deliver TIMPs training to them through project support.

Unit of Measure: Number

Disaggregated by:

- Value chain

Justification & Management Utility: This indicator tracks activities to develop sustainable community-based extension infrastructure to support farmers' commercialization efforts.

PLAN FOR DATA COLLECTION

Data Sources: CIGs/VMGs

Data Collection Method: County Community Institutions Development and Agricultural Extension Officers to collect this data after completions of designating a lead farmer to CIGs/VMGs to facilitate TIMPs training

Frequency of Data Collection: Monthly

Responsibility for Data Collection: CCIDO and CAEO

DATA REPORTING

Data Reporting tool: Activity report (Annex 10-10) then the CME0 enters data in the MIS.

Data Aggregation: MIS aggregates data entry by county and quarter.

Data Reporting: Aggregated indicator values are reported in quarterly and annual project reports by NPCU.

Indicator #7
Name of Indicator: Number of beneficiaries who have adopted at least one of the TIMPs promoted by the project
DESCRIPTION
<p>Precise Definition:</p> <p>Beneficiaries are individuals, groups or organizations who, whether targeted or not benefit directly from the project interventions.</p> <p>TIMPs is an acronym for Technologies, Innovations and Management Practices.</p> <p>TIMPs promoted by the project enhances productivity, adaptability and mitigation. TIMPs will be disseminated by service providers, county technical departments and lead farmers. Improved agricultural TIMPs includes better practices or superior technologies (e.g. seeds, breeds, planting time, feeding schedule, feeding ingredients, postharvest storage/ processing, etc.)</p> <p>Adoption refers to the use, practice or application of a technology or management practice that was introduced or promoted by the project. Hence adoption is counted when the CIG/VMG member reports that they have practiced the TIMP. Adoption of TIMPs in the baseline is not likely to equal zero. The beneficiary baseline should measure baseline adoption of TIMPs, and subsequent surveys should mark adoption as continuing (or discontinued) and count only new adoption in each reporting period. This indicator measures adoption by households with CIG/VMG members as agricultural production is often organized by the household.</p> <p>Gender disaggregation for adoption of TIMPs, considers who actually implements the TIMP. This more closely reflects the differential effects of advisory services in changing agricultural practices of men and women farmers and pastoralists, and provides service providers with feedback on the extent to which they are reaching women farmers and targeting household members appropriately. The data collection template specifies whether the practice is implemented by men, women or men and women jointly. Where adoption is jointly, numbers of men and women involved in the TIMP implementation are all counted.</p> <p><i>This indicator measures the number of farmers (of agricultural products) who have adopted an improved agricultural technology, innovation or management practice promoted through the activities of the project in addition to any baseline adoption.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ Gender (male, female)

- Social inclusion (IP, VMG)
- Value chain

Justification & Management Utility: Targets farmers reached through adoption of climate smart TIMPs for improved production, value addition and market access by tracking adoption of TIMPs among the beneficiary population.

PLAN FOR DATA COLLECTION

Data Sources: Farmers who are members of CIGs/VMGs

Data Collection Method: Baseline values are collected using the beneficiary registration form (Annex C.1); quarterly surveys thereafter record values for a sample of beneficiaries (Annex D.1)

Frequency of Data Collection: Quarterly sample surveys

Responsibility for Data Collection: CMEO through hired enumerators

DATA REPORTING

Data Reporting tool: Data from beneficiary registration forms and quarterly surveys is entered into the MIS by the CMEO.

Data Aggregation: Data is aggregated by value chain, counties, and gender in the MIS

Data Reporting: The indicator value is reported in quarterly and annual reports by the NPCU.

Indicator #8

Name of Indicator: Percent change in yield in select priority agricultural value chains supported by the project

DESCRIPTION

Precise Definition:

Selected priority agricultural value chains refer to the twelve project prioritized value chains which are: Dairy, Coffee, Chicken, Avocado, Banana, Mango, Irish potatoes, Tomato, Apiculture, Pyrethrum, Cashew nut and Cotton. Counties will prioritize a maximum of five VCs. The fifth VC will be selected from the twelve or be a county prioritized VC. However, VCs selected outside the 12 identified VCs will not receive technical support from the NPCU, but will be supported by their respective CPCU.

Percentage change in yield is the difference between yield of a given product at a time (t_2) and yield of that same product at a particular point in time (t_1). The percentage change in yield

<p>is calculated as $((\text{yield}_{t2} - \text{yield}_{t1}) / \text{yield}_{t1}) * 100$. The time against which yield change is compared is the baseline time.</p> <p><i>This indicator measures the percentage change in yield of selected priority value chains compared to the baseline yield.</i></p>
<p>Unit of Measure: percentage change.</p>
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County ▪ Value chain ▪ Location (urban/peri-urban)
<p>i. Justification & Management Utility: This is a PAD results framework indicator, measuring achievement of the PDO level outcome of increasing market participation and value addition for targeted farmers in select value chains in project areas.</p>
<p>PLAN FOR DATA COLLECTION</p>
<p>Data Sources: Farmer self-reported yields</p>
<p>Data Collection Method: Sample survey of CIG/VMG members, baseline data will be collected using the beneficiary registration form in Annex 10-19 and quarterly sample surveys by hired enumerators.</p>
<p>Frequency of Data Collection: Quarterly</p>
<p>Responsibility for Data Collection: CPCU</p>
<p>DATA REPORTING</p>
<p>Data reporting tool: Data from the individual beneficiary forms and subsequent monitoring forms are uploaded to the MIS.</p>
<p>Data Aggregation: Data is aggregated by agricultural product type across counties</p>
<p>Data Reporting: Indicator values are reported in the quarterly and annual reports by the NPCU.</p>

<p>Indicator #9</p>
<p>Name of Indicator: Head of livestock brought under TIMPs as a result of the project</p>
<p>DESCRIPTION</p>
<p>Precise Definition:</p> <p>TIMPs is an acronym for Technologies, Innovations and Management Practices. KALRO compiled a list of promoted which will be promoted by service providers. All TIMPs listed are promoted by the</p>

project.

Livestock to which TIMPs are applied refers to interventions applied to individual livestock, herds/flock of animals (e.g. vaccination, AI) and feeding. Where the TIMP is applied to a land area (e.g. restoration of grazing land), count the number of animals using that land. For fodder production, the land area under fodder production is counted as an agricultural TIMP and is measured as land area under the crop. Each animal types (e.g. goats, cattle) is counted as a head, with no conversion into standard livestock units. For poultry, each bird is counted as one head.

This indicator measures the number of livestock (including poultry) to which project-promoted TIMPs are applied in addition to any baseline adoption.

Unit of Measure: Number (of animals)

Disaggregated by:

- County, ward
- TLU and hives
- Value chain (Dairy, Chicken)
- TIMP type (TIMP list produced by project)

Justification & Management Utility: This indicator reflects that chicken apiary and dairy are among the project's target value chains and are not measured by area. It tracks change in the scale of agricultural assets under improved management.

PLAN FOR DATA COLLECTION

Data Sources: Farmers/pastoralists self-reported adoption

Data Collection Method: Baseline values are collected using the beneficiary registration form (Annex C.1); quarterly surveys thereafter record values for a sample of beneficiaries

Frequency of Data Collection: Quarterly sample surveys

Responsibility for Data Collection: CPCU

DATA REPORTING

Data Reporting tool: Data from beneficiary registration forms and quarterly surveys is entered into the MIS.

Data Aggregation: Data is aggregated by animal value chain across counties

Data Reporting: The indicator value is reported in quarterly and annual progress reports by the NPCU.

Indicator #10
Name of Indicator: Amount of GHG emissions abated as a result of TIMPs adoption
DESCRIPTION
Precise Definition:

GHG is an acronym for Green House Gases. These are gaseous compounds in the atmosphere that are capable of absorbing infrared radiation, thereby trapping and holding heat in the atmosphere. By increasing the heat in the atmosphere, greenhouse gases are responsible for the greenhouse effect, which ultimately leads to global warming. The GHG include carbon dioxide (makes up the vast majority of greenhouse gas emissions from the agricultural sector), methane, nitrous oxide, and the fluorinated gases.

GHG emission refers to release of GHG into the atmosphere during natural processes such as respiration, and human activities such as combustion of fossil fuels, such as coal, oil, and natural gas, to produce electricity, transportation, and agriculture, amongst others. Most agricultural emissions originate from soil management, enteric fermentation (microbial action in the digestive system), energy use, and manure management.

Amount of GHG emission is the quantity of emission per unit of economic output at either National, regional/county or product level. Agriculture is the largest source of GHG emissions in Kenya, contributing about 58.6 percent to total emissions. Agricultural emissions are likely to increase from 20 MtCO₂e in 2010 to 27 MtCO₂e in 2030, largely driven by livestock methane emissions, which account for 96.2 percent of agricultural emissions. Calculating the GHG emission will be a complex and to some extent ambiguous due to heterogeneity, product mixes, integrated and complex practices in our prevailing farming systems. Therefore, this may not be tenable. However, the project will get data from the beneficiaries/farmers with key variables aligned to the measurements of the GHG emissions.

TIMPs is an acronym for Technologies, Innovations and Management Practices promoted by the project to increase productivity, enhance resilience (adaptation) and reduce GHG emissions (mitigation). Such TIMPs include TIMPs for energy use efficiency, irrigation systems that reduce energy use, reduced tillage, afforestation, agro forestry; soil management technologies and alternative sources of energy such as wind, solar and hydro. The GHG emission intervention in Livestock husbandry will include activities that reduce methane emissions (manure management with biogas digester), improved breeding practices and improved health services

Abate is Reducing/removing emission of GHG into the atmosphere.

Adoption is the application of TIMPs that abate/reduce GHG emissions.

<p><i>This indicator measures the estimated amount of GHG emissions abated due to adoption of TIMPs.</i></p>
<p>Unit of Measure: CO₂- equivalent</p>
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, ward ▪ Value chain ▪ TIMPs
<p>Justification & Management Utility: This indicator is a PAD results framework indicator. It tracks progress in estimation of the amount of GHG emissions abated due to adoption of TIMPs. As the saying goes, what doesn't get measured doesn't get managed. It is vital that the project understands amounts of GHG so that it can reduce them.</p>
<p>PLAN FOR DATA COLLECTION</p>
<p>Data Sources: Project beneficiaries/Farmers</p>
<p>Data Collection Method: Interviews (Semi-structured questionnaires (Error! Reference source not found.))</p>
<p>Frequency of Data Collection: Quarterly</p>
<p>Responsibility for Data Collection: CPCU (CMEO)</p>
<p>DATA REPORTING</p>
<p>Data Reporting tool: MIS, EX-ACT (Annex 10-34)</p>
<p>Data Aggregation: Indicators for quantity of GHG abated disaggregated by county, Value chain and TIMPs.</p>
<p>Data Reporting: Aggregated indicator values are reported in quarterly project report by CPCU and NPCU.</p>

b. Outcome 2: FPOs capacity for collective marketing and value addition strengthened

<p>Indicator #11</p>
<p>Name of Indicator: Number of FPOs selected for support by the project</p>
<p>DESCRIPTION</p>
<p>Precise Definition:</p> <p><u>Selected farmer producer organizations</u> refers to a number of strong farmer producer organizations (in principle, one for each of the four priority value chains in each county) selected by the project, which will be supported for organizational strengthening, capacity building and value chain development financing. These FPOs will be selected by sub-committee of the CPSC</p>

<p>based on thorough criteria provided in the Value Chains Development Manual.</p> <p><i>This indicator measures the number of strong farmer producer organizations identified, screened and signed MoUs with the counties to participate in the project and in return offer key services required by the farmers to boost commercialization of their value chains.</i></p>
<p>Unit of Measure: Number</p>
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, ward ▪ Value chain
<p>Justification & Management Utility: The indicator tracks the onboarding of strong FPOs expected, with the support of the project, to drive commercialization of priority value chains by facilitating collective marketing, secondary value addition, agro-processing, value chain financing and provision of bundled services to farmers.</p>
<p>PLAN FOR DATA COLLECTION</p>
<p>Data Sources: FPOs selection reports from CPCUs</p>
<p>Data Collection Method: CADO updates the number of FPOs in the MIS</p>
<p>Frequency of Data Collection: Quarterly</p>
<p>Responsibility for Data Collection: CADO</p>
<p>DATA REPORTING</p>
<p>Data reporting tool: Selection criteria checklist in the Value Chains Development Manual</p>
<p>Data Aggregation: Data is aggregated in the MIS across counties and reported by CPCU and NPCU</p>

<p>Indicator #12</p>
<p>Name of Indicator: Number of CIGs/VMGs that are members of the selected FPOs</p>
<p>DESCRIPTION</p>
<p>Precise Definition:</p> <p>Selected farmer producer organizations refers to a number of strong farmer producer organizations (in principle, one for each of the four priority value chains in each county) selected by the project, which will be supported for organizational strengthening, capacity building and value chain development financing. These FPOs will be selected by sub-committee of the CPSC</p>

based on thorough criteria provided in the Value Chains Development Manual.

CIGs/VMGs CIG stands for Common Interest Group comprising members who share a common goal and with interest in a specific value chain supported by the project, while VMG stands for Vulnerable and Marginalized Groups made up of mostly of women, widows, youth, recovering drug addicts, people living with HIV, the abled differently, etc. The CIGs and VMGs counted in this indicator are only those that are registered with the project in Components 1 and 3. Each CIG/VMG should have a membership of 20-30 beneficiaries who pay an annual membership fee, and each CIG will be organized in relation to a value chain prioritized in the PICD process. The CIGs and VMGs are eligible to receive support from contracted service providers and loans from the SACCOs for implementation of their micro-projects.

Membership will involve the payment of a membership fee and share capital by individual farmers. The project will support CIGs/VMGs to join the selected value chain specific FPOs. At the minimum, CIG or VMG membership shall be indicated by listing of the CIG or VMG on the roster of PO members.

This indicator measures the number of CIGs/VMGs that are members of selected farmer producer organizations to establish market linkages and access to other bundled services.

Unit of Measure: Number

Disaggregated by:

- County, ward
- Value chain

Justification & Management Utility: This indicator measures the attractiveness of the FPOs as viable and profitable business ventures that can offer benefits to potential members.

PLAN FOR DATA COLLECTION

Data Sources: FPO tracker Annex 10-13

Data Collection Method: Updated in FPO Tracker during quarterly visits by the CADO

Frequency of Data Collection: Quarterly CADO uploads in the MIS

Responsibility for Data Collection: CADO

DATA REPORTING

Data Reporting tool: FPO Tracker to MIS

Data Aggregation: Data is aggregated by county, ward and by value chain

Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #13
Name of Indicator: Number of farmers that are members of selected FPOs
DESCRIPTION
<p>Precise Definition:</p> <p>Selected farmer producer organizations refer to a number of strong farmer producer organizations (in principle, one for each of the four priority value chains in each county) selected by the project, which will be supported for organizational strengthening, capacity building and value chain development financing. These FPOs will be selected by sub-committee of the CPSC based on thorough criteria provided in the Value Chains Development Manual.</p> <p>Membership will involve the payment of a membership fee and share capital by individual farmers. The project will support CIGs/VMGs to join the selected value chain specific FPOs. At the minimum, CIG or VMG membership shall be indicated by listing of the CIG or VMG on the roster of PO members.</p> <p><i>This indicator measures the number of farmers that are members of selected FPOs to establish their potential outreach and volumes that can drive market linkages and value addition interventions in the project areas.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ Gender (male, female) ▪ Social inclusion (IP, VMG) ▪ Value chain
Justification & Management Utility: This indicator measures the attractiveness of the FPOs as viable and profitable business ventures that can offer benefits to potential members.
PLAN FOR DATA COLLECTION
Data Sources: FPO tracker Annex 10-13
Data Collection Method: Updated in FPO Tracker during quarterly visits by CADO
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CADO
DATA REPORTING
Data Reporting tool: CADO uploads FPO Tracker to MIS
Data Aggregation: Data is aggregated by gender, IP, VMG and by value chain
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #14
Name of Indicator: % of approved value chain development project funds disbursed to FPOs
DESCRIPTION
<p>Precise Definition:</p> <p>FPO is an acronym for Farmer Producer Organisation. These are formal rural organizations whose small-holder farmers organize themselves with the objective of improving farm income through improved production, marketing and local processing activities.</p> <p>Grants are various projects meant to support FPOs, including enterprise development grants and Value chain upgrading matching grants</p> <p>Value chain development grants includes two types of matching grants for value chain development which will be available to selected FPOs. FPOs at MOPE 2 will be eligible for enterprise development matching grants to sustain their progress toward profitable business operations with reliable market linkages until they reach the MOPE 3 level. The grants may focus on primary production, harvest and post-harvest management, value addition and processing, or marketing of produce. Value chain upgrading matching grants will be available to eligible VC actors for input supply, technology development, value addition and processing, or post production and storage facilities. Calls for proposals will be advertised by CPCUs, evaluated by CPCUs together with relevant CTDs, including screening for environmental and social safeguard issues, before being forwarded to the CTAC.</p> <p>Approved refers to Enterprise Development Project grants and/or Value Chain Upgrading Matching Grants projects permitted by the CPSCs or NTAC (where applicable) depending on the total project cost.</p> <p>Percentage of funds disbursed is a proportion of given funds compared to total allocation of approved funds to FPOs. CPCUs report the disbursement of funds for matching grant projects disaggregated by type in each quarterly report. The MIS records the approved grant value. The percentage of funds disbursed is calculated as: $(disbursed/approved) * 100$.</p> <p><i>This indicator measures the percentage of approved value chain development project grant values that has been disbursed to track efficiency in supporting eligible FPOs .</i></p>
<p>Unit of Measure: Percentage</p>
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County ▪ Value chain ▪ Type of grant

<p>Justification & Management Utility: Disbursements are made based on achievement of agreed work plans and budgets, so tracking the disbursement rate is an indicator of progress in the implementation of value chain development project activities.</p>
<p>PLAN FOR DATA COLLECTION</p>
<p>Data Sources: Quarterly CPCU funds allocation report</p>
<p>Data Collection Method: CPAs prepare a quarterly funds allocation report that reports the cumulative funds allocated to each FPO. Matched against approved grant values in the MIS, the % disbursement can be calculated.</p>
<p>Frequency of Data Collection: Quarterly</p>
<p>Responsibility for Data Collection: CADO</p>
<p>DATA REPORTING</p>
<p>Data Reporting tool: CADO records actual disbursement values in MIS, which is matched with total approved values then % is calculated.</p>
<p>Data Aggregation: MIS aggregates data entry by county, month and value chain.</p>
<p>Data Reporting: Aggregated indicator values are reported in quarterly project report by CPCUs and NPCU.</p>

<p>Indicator #15</p>
<p>Name of Indicator: Number of FPOs with developed and implemented at least 50% of capacity building plans</p>
<p>DESCRIPTION</p>
<p>Precise Definition:</p> <p>Farmer Producer organizations are formal rural organizations whose small-holder farmers organize themselves with the objective of improving farm income through improved production, marketing and local processing activities.</p> <p>Capacity building plan is a document that identifies FPO gaps for efficient service delivery. The Value Chain Development Manual describes that capacity building plans will be developed according to each FPO's development level (as defined by the MOPE model) and capacity support will be provided by CTDs and SPs supported by national business accelerators. Capacity building plans will be implemented in tandem with enterprise development grants for those POs eligible for these grants.</p> <p><i>This indicator measures the number of farmer producer organizations that have</i></p>

elaborated a capacity building plan to guide their organizational strengthening and value chain development path.

Unit of Measure: Number

Disaggregated by:

- County
- Value chain

Justification & Management Utility: This indicator is useful to track progress in strengthening the capacity of selected FPOs to enable value addition, market access and provision of bundled services to farmers.

PLAN FOR DATA COLLECTION

Data Sources: CADDO

Data Collection Method: Each CBP received will be filed by the CADDO and recorded in monthly reports. Quarterly data are summarized from the monthly reports and uploaded in the MIS.

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CADDO

DATA REPORTING

Data Reporting tool: CADDO update the values in the MIS

Data Aggregation: Data is aggregated by county and by value chain

Data Reporting: The indicator value is reported in the quarterly progress reports and entered into MIS by the CADDO/CM&EO.

Indicator #16

Name of Indicator: Number of farmers marketing collectively through the supported FPOs

DESCRIPTION

Precise Definition:

Supported farmer producer organizations refers to small number of strong farmer producer organizations (in principle, one for each of the four priority value chains in each county), which will be assisted for organizational strengthening, capacity building and value chain development financing. These FPOs will be selected based on thorough criteria by sub-committee of the CPSC.

Marketing collectively is pooling up of farm produce of different farmers so as to increase

bargaining power. FPOs at a lower level of development usually engage in activities such as input supply, but they rarely engage in collective marketing. Engaging in collective marketing (e.g. bulking or aggregation, signing supply contracts, sales and transport activities) is a sign of a higher level of organizational operation as described in the MOPE model set out in the Value Chain Development Manual. Engaging in collective marketing can be evidenced either by a written or an oral contract or by attestation from the farmers or FPO management that members' produce was bulked for marketing.

This indicator measures the total number of farmers who are FPO members that are engaging in collective marketing of the target agricultural product.

Unit of Measure: Number

Disaggregated by:

- Gender (male, female)
- Social inclusion (IP, VMG)
- Value chain

Justification & Management Utility: Tracking this indicator shows the reach of the supported FPOs in promoting market access for its members and is useful in monitoring the facilitative role played by FPOs in enhancing farmers' market participation.

PLAN FOR DATA COLLECTION

Data Sources: FPOs, CIGs/VMGs and IPs

Data Collection Method: Updated PO Tracker during quarterly visits by CADOs & sample survey of CIGs/VMGs, IPs by the CMEO and the values upload in the MIS.

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CADO & CMEO

DATA REPORTING

Data Reporting tool: FPO tracker Annex C.11 and Beneficiary reporting template

Data Aggregation: Data is aggregated by county and by value chain

Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #17
Name of Indicator: Volume of produce collectively marketed through supported FPOs by value chain
DESCRIPTION
<p>Precise Definition:</p> <p>Supported FPOs refers to a small number of strong farmer producer organizations (in principle, one for each of the four priority value chains in each county) selected by the project, which will be supported for organizational strengthening, capacity building and value chain development financing. These FPOs will be selected based on thorough criteria by sub-committee of the CPSC.</p> <p>Marketing collectively is pooling up of farm produce of different farmers so as to increase bargaining power. FPOs at a lower level of development usually engage in activities such as input supply, but they rarely engage in collective marketing. Engaging in collective marketing (e.g. bulking or aggregation, signing supply contracts, sales and transport activities) is a sign of a higher level of organizational operation as described in the MOPE model set out in the Value Chain Development Manual. Engaging in collective marketing can be evidenced either by a written or an oral contract or by attestation from the farmers or FPO management that members' produce was bulked for marketing.</p> <p>Volume of produce is the total quantity of agricultural products from farmers that the FPOs aggregate and/or value add for purposes of selling at a remunerative price.</p> <p><i>This indicator measures the total quantity of farmers' produce that the FPOs handle over a specific period of time for purposes of collective marketing of the target agricultural product.</i></p>
Unit of Measure: Ton
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ Value chain
<p>Justification & Management Utility: This indicator tracks the strength of market linkages created by the supported FPOs in enhancing market access for its members and is useful in monitoring the facilitative role played by FPOs in growing the level of market participation by farmers.</p>
PLAN FOR DATA COLLECTION
Data Sources: FPOs, CIGs/VMGs and IPs
Data Collection Method: Updated PO Tracker during quarterly visits by CADOs & sample survey of CIGs/VMGs, IPs by the CMEO and the values upload in the MIS.

Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CADO & CMEO
DATA REPORTING
Data Reporting tool: FPO tracker Annex 10-13 and Beneficiary reporting template
Data Aggregation: Data is aggregated by county and by value chain
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #18
Name of Indicator: % increase in annual average sales turnover of the supported FPOs
DESCRIPTION
<p>Precise Definition:</p> <p>Supported farmer producer organizations refers to small number of strong farmer producer organizations (in principle, one for each of the four priority value chains in each county), which will be assisted for organizational strengthening, capacity building and value chain development financing. These FPOs will be selected based on thorough criteria by sub-committee of the CPSC.</p> <p>Annual sales turnover constitutes the total value of goods, products, and services sold expressed in monetary terms within a period of one year.</p> <p>Percentage increase is the change in turnover. It is calculated by the difference between turnover at a later date (t_2) and turnover of that same FPO at an earlier date (t_1). The percentage change in turnover is calculated as $((TO_{t_2} - TO_{t_1})/TO_{t_1}) * 100$. The earlier date against which turnover change is compared is the baseline date</p> <p>Average Measures the mean percentage change in sales turnover across all supported FPOs.</p> <p><i>This indicator measures the average percentage change in annual sales turnover of supported farmer producer organizations to track their business performance and growth.</i></p>
Unit of Measure: Percentage
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County ▪ Value chain

<p>Justification & Management Utility: This indicator reflects the effects of capacity building and investment support from the project on the FPOs level of business activity, whose benefits are expected to spillover to the FPO members.</p>
<p>PLAN FOR DATA COLLECTION</p>
<p>Data Sources: FPOs</p>
<p>Data Collection Method: Updated in PO Tracker during quarterly visits by the CADO then CADO uploads the values in the MIS</p>
<p>Frequency of Data Collection: Quarterly</p>
<p>Responsibility for Data Collection: CADO</p>
<p>DATA REPORTING</p>
<p>Data Reporting tool: FPOs tracker Annex 10-13</p>
<p>Data Aggregation: Data is aggregated by county and by value chain</p>
<p>Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.</p>

<p>Indicator #19</p>
<p>Name of Indicator: Number of members receiving bundled services from the FPOs</p>
<p>DESCRIPTION</p>
<p>Precise Definition:</p> <p>FPO members are CIGs/VMGs beneficiaries who have joined selected value chain specific FPOs. The membership involves payment of a fee and share capital by the individual farmers. At the minimum, farmer membership shall be indicated by listing of the individual farmer on the roster of PO members having satisfied the membership requirements.</p> <p>Bundled services includes two or more services (e.g. inputs supply, credit facilities, extension advisories, etc) accessed from the FPOs by the members. Apart from facilitating market linkages that enable collective marketing of farmers produce, to sustain attractiveness FPOs are expected to offer several other services needed by the farmers (e.g. inputs supply, credit facilities, extension advisories, etc).</p> <p><i>This indicator measures the total number of farmers who are FPO members that are getting several services .</i></p>
<p>Unit of Measure: Number</p>
<p>Disaggregated by:</p>

- Gender (male, female)
- Social inclusion (IP, VMG)
- Value chain

Justification & Management Utility: This indicator measures the attractiveness of the FPOs as viable and profitable business ventures that offer a variety of benefits to farmers.

PLAN FOR DATA COLLECTION

Data Sources: FPOs, CIGs/VMGs and IPs

Data Collection Method: Updated PO Tracker during quarterly visits by CADOs & sample survey of CIGs/VMGs, IPs by the CMEO and the values upload in the MIS.

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CADO & CMEO

DATA REPORTING

Data Reporting tool: FPO tracker Annex C.11 and Beneficiary reporting template

Data Aggregation: Data is aggregated by county and by value chain

Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.



c. Outcome 3 : Credit worthiness of CIGs/VMGs and FPOs improved

Indicator #20
Name of Indicator: No. of SACCOs registered, automated and developed
DESCRIPTION
<p>Precise Definition:</p> <p>SACCO is an acronym for Savings and Credit Cooperative Society registered under the Co-operative Societies Act, 1997. SACCOs are voluntary associations where by members regularly pool their savings, and subsequently obtain loans which they use for different purposes. In this context, the SACCOs to participate in this project will only be those whose activities are agricultural in nature, formed by farmers to advance their cause in resource mobilization, saving and borrowing. The SACCOs will be the vehicles through which financially excluded CIGs, VMGs, IP can access low-cost credit in order for them to implement the TIMPs prescribed for each value chain. In this case, participating SACCOs will be value chain neutral. As per the Co-operative Societies Act, 1997, a minimum of 10 persons are required to register a cooperative society but from the project perspective, a participating SACCOs should have a minimum of 25 members.</p> <p>Register is taking inventory of the existing SACCOs in an area and identify the ones to participate in the project. This also caters for the project support to the formation and registration of new SACCOs in areas where none existed before.</p> <p>Automate is complete digitization of all operations in project participating SACCOs. This improves efficiency.</p> <p>Developing is building capacities of the participating SACCOs for them to offer efficient services to CIGs/VMG and FPOs</p> <p><i>This indicator refers to the total number of SACCOs which have been registered to participate in the project, those whose operations have been automated and those who have undergone other forms of capacity building.</i></p>
Unit of Measure: number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> • County, ward

- Value chain

Justification & Management Utility: this is an important indicator where the “number of SACCOS registered, automated and developed” will reflect how the FIMG will be absorbed to support CIGs, VMGs, IPs and FPOs.

PLAN FOR DATA COLLECTION

Data Sources: SACCOS, CTDs

Data Collection Method: interviews with individual SACCOS

Frequency of Data Collection: quarterly

Responsibility for Data Collection: CM&EO, CAFO

DATA REPORTING

Data Reporting tool: Checklist. Data values are calculated and reported in the MIS.

Data Aggregation: This indicator will be aggregated broken down in to registered, automated and developed

Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #21

Name of Indicator: No. of CIGs and FPOs trained on financial literacy

DESCRIPTION

Precise Definition:

CIG is an acronym for Common Interest Group. CIGs are community-based organisations (CBOs), such as farmer groups, women groups, youth groups, and self-help groups (SHGs) that have a mutual interest in participating in the project. Each CIG will have a membership of 20-30 beneficiaries who pay annual membership fee, and each CIG will be organised in relation to a value chain prioritized in the PICD process.

FPO is an acronym for Farmer Producer organizations. They are formal rural organizations

whose small-holder farmers organize themselves with the objective of improving farm income through improved production, marketing and local processing activities. An FPO markets the produce on behalf of the members, administers prompt payment and offers appropriate services to its members through duly elected management board or committee. Depending on the size, FPOs will receive an inclusion grant whose amount will not exceed KES. 1.5 million for county and sub-county FPOs. FPOs intending to recruit in more than 10 wards will receive KES. 1 million and those to recruit in 5-10 wards, KES. 500,000. The inclusion grant will support the FPO in mobilizing and recruiting new members; federation of CIGs and VMGs to POs; capacity building; governance, leadership, and management skills; and the establishment of basic ICT infrastructure and market linkages.

Financial literacy is the ability to understand and effectively use various financial skills, including personal financial management, budgeting, and investing. Some of the basics of financial literacy and its practical application in everyday life include banking, budgeting, handling debt and credit, and investing.

Training is the actual teaching of a person or group of persons on a specific skill or behaviour. Details of training on financial literacy should capture the training provided and including information on duration and numbers of participants (male and female) in each training. The CPCU thematic leaders will summarize the total person days of training delivered in their monthly and quarterly progress reports

This indicator looks at the total number of groups, CIGs and FPOs, who have benefitted from the financial literacy training, with membership disaggregated by type and gender

Unit of Measure: numbers.

Disaggregated by:

- County, ward
- Gender (male, female)
- Organization and membership type

Justification & Management Utility: it is important to track the number of CIGs and FPOs trained on financial literacy because these training will strengthen their practical application in everyday life include banking, budgeting, handling debt and credit, and investing.

PLAN FOR DATA COLLECTION

Data Sources: Community Institutions (CIGs/VMGs, FPOs,)
Data Collection Method: Individual interviews
Frequency of Data Collection: Monthly
Responsibility for Data Collection: CM&EO.
DATA REPORTING
Data reporting tool: checklist and subsequent monitoring forms are uploaded to the MIS.
Data Aggregation: Data is aggregated by category of group (GIG, FPO) and by county
Data Reporting: Indicator values are reported in the quarterly and annual reports by the NPCU.

Indicator #22
Name of Indicator: No. of members registered in the SACCOs by gender, IP, VMG
DESCRIPTION
<p>Precise Definition:</p> <p>SACCO is an acronym for Savings and Credit Cooperative Society registered under the Co-operative Societies Act, 1997. SACCOs are voluntary associations where by members regularly pool their savings, and subsequently obtain loans which they use for different purposes. In this context, the SACCOs to participate in this project will only be those whose activities are agricultural in nature, formed by farmers to advance their cause in resource mobilization, saving and borrowing. The SACCOs will be the vehicles through which financially excluded CIGs, VMGs, IP can access low-cost credit in order for them to implement the TIMPs prescribed for each value chain. In this case, participating SACCOs will be value chain neutral. As per the Co-operative Societies Act, 1997, a minimum of 10 persons are required to register a cooperative society but from the project perspective, a participating Sacco should have a minimum of 25 members.</p> <p>Membership Registration will involve the payment of a membership fee by individual farmers. The project will support CIGs/VMGs to join the selected value chain specific FPOs. At</p>

the minimum, CIG or VMG membership shall be indicated by listing of the CIG or VMG on the roster of PO members.

This indicator measures the number of members who have registered with the SACCOs disaggregated by gender, whether IP, VMG .

Unit of Measure: Number

Disaggregated by:

- County, ward
- Gender (male, female)
- Special status (VMG, IP)

Justification & Management Utility: this indicator of number of members registered with SACCOs is important because these are the institutions which will play a key role in the administration of the grants to the communities.

PLAN FOR DATA COLLECTION

Data Sources: SACCOs, CTDs

Data Collection Method: Interview, report reviews

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

Indicator #23

Name of Indicator: Total amount of SACCO share capital/savings/deposits (KES)

DESCRIPTION

Precise Definition:

SACCO is an acronym for Savings and Credit Cooperative Society registered under the Co-operative Societies Act, 1997. A cooperative society is a form of a business organization or a group of people who agree to voluntarily associate on the basis of equality for the promotion of their economic interests. SACCOs are voluntary associations where by members regularly pool their savings, and subsequently obtain loans which they use for different purposes. The idea behind SACCO formation is to encourage savings and avail credit to members. As per the Co-operative Societies Act, 1997, a minimum of 10 persons are required to register a cooperative society.

Share capital is a product that, through acquisition of shares, lets the members have equity of ownership of a SACCO and members earn dividends on the same annually. Share capital amount cannot be withdrawn but can be transferred or sold to an existing member in case the previous holder of such amount is exiting the SACCO

Savings refers to the money a SACCO member would earn as dividends at the end of the year but decides to re-invest. This allows the money to earn interest on deposits, whose rate is ratified by members at the annual general meeting, depending on the SACCO's financial performance.

Deposits refers to the money a SACCO member deposits in the account as part of saving so as to facilitate acquisition of low-interest loan in the days ahead. Deposit-taking SACCOs requires one to open a savings account and deposit money that can easily be withdrawn similar to what commercial banks do. But for non-deposit taking SACCOs, one is required to buy shares into the SACCOs and become a member and save money on regular basis – but one cannot withdraw it unless he/she is leaving the SACCOs.

This indicator refers to total amount of money mobilized into the SACCO's accounts arising from buying shares, making deposits and savings by members of CIGs/VMGs/IP, disaggregated into the type account.

Unit of Measure: KES

Disaggregated by:

- County, ward
- Gender (male, female)

- Social inclusion (VMG, IP)

Justification & Management Utility: this indicator of “total amount of SACCO share capital/savings/deposits (KES”) is important as it gives an indication of the financial stability of the institution.

PLAN FOR DATA COLLECTION

Data Sources: SACCOs, CTDs

Data Collection Method: Interview, report reviews

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

NAVCDP

Indicator #24

Name of Indicator: Amount (KES) of grants disbursed to SACCOs (by type, gender, IP, VMGs)

DESCRIPTION

Precise Definition:

Grants are funds given out to community institutions for a specific investment. They include inclusion, working capital, and matching grants.

Grants disbursed to SACCOs is payment of money to SACCOs by the project.

This indicator refers to total amount of funds given to SACCOs by the project to increase capital base of SACCOs for lending to members.

Unit of Measure: KES
Disaggregated by: <ul style="list-style-type: none"> • Type • Gender (male, female) • Social inclusion (VMG, IP)
Justification & Management Utility: this indicator is important as it gives an indication of the uptake of the financial support in order to realize the project deliverables. This increases the revolving fund for members.
PLAN FOR DATA COLLECTION
Data Sources: SACCOs, CAFO , CTDs
Data Collection Method: Interview (KII), report reviews
Frequency of Data Collection: Monthly
Responsibility for Data Collection: CPCU
DATA REPORTING
Data reporting tool: MIS, AMTECH dashboard
Data Aggregation: Data is aggregated in the MIS across SACCOs (but always shown as disaggregated totals by gender)

Indicator #25
Name of Indicator: Amount of loans disbursed to members by SACCOs (KES)
DESCRIPTION
Precise Definition: <u>Loans disbursed to members</u> refer to disbursement of grants to beneficiaries on the lending terms agreed upon once the SACCO. This is done after the SACCO has received

grants from the project. First time limit being KES 10,000 while the second, upon satisfactory repayment of the first loan, will increase to KES 30,000.

This indicator measures the total amount of loan paid out to the beneficiaries for TIMPS implementation

Unit of Measure: Number

Disaggregated by:

- County, ward
- Type of loan product
- Value chain

Justification & Management Utility: this indicator is important as it gives an indication of the uptake of the financial support in order to realize the project deliverables

PLAN FOR DATA COLLECTION

Data Sources: SACCOs, CAFO , CTDs

Data Collection Method: Interview, report reviews

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

Indicator #26

Name of Indicator: No. of members accessing loans from SACCO by gender, IP, VMG

DESCRIPTION

Precise Definition:

Number of members accessing loans refers to the members who have fulfilled the conditions for qualifying for the loan and are already accessing. members of the CIG/VMG/IP will access the loans once the SACCOs subject them to certain conditions, among which is that they must be bona fide members as per the SACCO register, the CIGs / VMGs leadership must provide a value chain investment plan to the SACCO; each Individual member must apply for a loan from the SACCO through the CIG/VMG for accountability and guarantee using a prescribed loan application form. Upon fulfilment of these conditions, the loans are disbursed to the members, first time limit being KES 10,000.

This indicator measures the number of members who have fulfilled the conditions for qualifying for the loan and are already accessing the facility

Unit of Measure: Number

Disaggregated by:

- County, ward
- Gender
- Social inclusion
- Value chain
- Type of loan

Justification & Management Utility: this indicator is important because it gives the number of beneficiaries accessing the loans, hence able to try out the TIMPs.

PLAN FOR DATA COLLECTION

Data Sources: SACCOs, CAFO , CTDs, CIGs/VMGs/IP

Data Collection Method: Interview, report reviews

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

Indicator #27

Name of Indicator: Amount of loan repaid by gender, IP, VMGs (KES)

DESCRIPTION

Precise Definition:

Loan repayment refers to the total amount of loan repaid by members. Loan repayment will be deemed to have taken place when the following will have been executed:

- The loan repaid within 12 months at an interest rate of 12 % on a straight-line basis
- Repayments remitted by the FPO/off-taker to the SACCO
- The FPO to compile repayment records and submit to the SACCO with a certified copy to the CIG/VMG.
- The SACCO bookkeeper to update repayment records of each member.
- Sharia compliant loans will be implemented in-line with existing sharia policy
- The FPO, on behalf of the CIG member and SACCO, to deduct repayment due from members' sales proceeds as per the signed tripartite agreement, and remit to the SACCO with a schedule to the respective CIG/VMG leadership.
- SACCO will share the loan repayment report status every month with the CIG/VMG leadership for reconciliation purposes

This indicator measures the sum total amount of loan repaid by members

Unit of Measure: (KES)

Disaggregated by:

- County, ward
- Gender
- Social inclusion
- Value chain

- Type of loan

Justification & Management Utility: this indicator is important in the sense that loan repayment is an integral part of SACCO development and progression.

PLAN FOR DATA COLLECTION

Data Sources: SACCOs, CAFO , CTDs, CIGs/VMGs/IP

Data Collection Method: Interview, report reviews

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

Indicator #28

Name of Indicator: Amount of credit accessed by the SACCOs from financial institutions (KES)

DESCRIPTION

Precise Definition:

Credit from other financial institutions are finances accessed by SACCOS from sources outside the project for the purpose of supporting the project beneficiaries. This is because sustainable flow of capital to small holder farmers through their CIGs will require support of financial services beyond the capacity and scope of the matching grants financing arrangements. The project SACCOs will therefore be linked to financial institutions, KUSCCO, other wholesale financial providers; World Bank funded SAFER projects and the IFAD-European Union funded rural finance project implemented by National Treasury.

This indicator measures the funds accessed by SACCOs from other financial

institutions in order to support the CIGs, VMGs, IPs beyond the level of the matching grants provided by the project.

Unit of Measure: KES

Disaggregated by:

- County, ward
- Lending institution
- Amount per lending institution

Justification & Management Utility: this indicator depicts the growth of the various enterprises undertaken by CIGs through the expanding lending portfolio.

PLAN FOR DATA COLLECTION

Data Sources: SACCOs, CAFO , CTDs

Data Collection Method: Interview,

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

2. Result Area 2: Climate Smart Value Chain Ecosystem Investments for Improved Market Competitiveness of Smallholder-farmers Enhanced

- a. Outcome 1: Farmer Led Irrigation Development (FLID) supported

Indicator #29

Name of Indicator: No. of farmers accessing water for irrigation (by gender, IP and VMG)

DESCRIPTION

Precise Definition:

Indicator #29
Name of Indicator: No. of farmers accessing water for irrigation (by gender, IP and VMG)
<p>Farmer is a person engaged in crops and livestock production by labour and attention: Farmers will be trained by county personnel/service providers to identify and access suitable irrigation technologies and later link them to suitable stakeholders and suppliers who can provide them.</p> <p>FLID refers to Farmers–Led Irrigation Development and this looks at farmers supported by the project that are able to access credit to enhance water use for irrigation on their farms.</p> <p>Indigenous Peoples (IP) are culturally distinct ethnic groups who are related to the earliest known inhabitants of a particular geographic region.</p> <p>Vulnerable and Marginalized Groups (VMG) is a population that has specific characteristics (e.g., gender, ethnicity, age, physical or mental disability, economic disadvantage etc.) that implies members of that group are at a higher risk of falling into poverty than other people living in an area targeted by a project. A marginalized group is a group of people that, by virtue of their perceived standing in the society, have historically been excluded from the prevalent systems of protection and integration, thereby limiting their opportunities and means for survival.</p> <p><i>The indicator measures the number of farmers accessing water for irrigating their farms in terms of area and suitable technologies.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, sub-county, ward ▪ Gender (male, female, IP, Youth male, youth female) ▪ Land area (Ha) ▪ Value Chain ▪ Technology type ▪ Credit access:
Justification & Management Utility: This indicator aligns with the PAD results framework indicators “Farmers accessing irrigation (number).”
PLAN FOR DATA COLLECTION
Data Sources: Register of the irrigation scheme, Community Institutions (FPOs, CIGs, VMGs, IP SACCCO,FLID), NPCU and CPCU reports, MIS uploaded data,

Indicator #29
Name of Indicator: No. of farmers accessing water for irrigation (by gender, IP and VMG)
Data Collection Method: Key Informant Interviews –Literature review on Community Institutions, CPCU and NPCU reports: ODK Survey with data uploaded on MIS for NPCU information and aggregation.
Frequency of Data Collection: Biannual
Responsibility for Data Collection: M&E Officer and M&E Assistants at the national and county levels, two non-committee members of CIGs/VMGs (a male and a female) will be elected to monitor the micro-project activities
DATA REPORTING
Data reporting tool: Checklist, Quarterly template (Annex 10-8) activity reports
Data Aggregation: By CPCU and NPCU M&E Officer and M&E Assistants
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #30
Name of Indicator: Land area (ha) brought under irrigation
DESCRIPTION
<p>Precise Definition:</p> <p>Land area refers to the extent on the land surface to which irrigation technology has been applied, measured in hectares.</p> <p>Irrigation refers to the artificial application of water to the soil through various systems including canals, sprays, and drips among others.</p> <p><i>This indicator measures the cumulative land area (Ha) which has been covered by the irrigation technology as a result of project intervention</i></p>
Unit of Measure: Hectares
<p>Disaggregated by:</p> <ul style="list-style-type: none"> County, ward

- Gender
- Value chain
- Irrigation technology

Justification & Management Utility: this is in line with the PAD Results Framework on 'Area provided with new/improved irrigation or drainage services'

PLAN FOR DATA COLLECTION

Data Sources: CMEOs , CTDs

Data Collection Method: Interviews, physical inspection

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

Indicator #31

Name of Indicator: No. of farmers linked to irrigation technology suppliers

DESCRIPTION

Precise Definition:

Irrigation technology suppliers are suppliers who market the different types of irrigation technologies as and when they are developed. The project will facilitate technical support for farmers to identify and access the technology they need based on their financial capability, their physical situation, water source realities, engineering criteria (distance/head etc.), and water-demand requirements among other considerations.

This indicator will track the number of farmers who have been linked to

irrigation technology suppliers based on their unique needs.

Unit of Measure: Number

Disaggregated by:

- County, ward
- Gender
- Social inclusion (IP, VMG)
- Type of technology
- Value chain

Justification & Management Utility: this is in line with the PAD Results Framework on 'Area provided with new/improved irrigation or drainage services'

PLAN FOR DATA COLLECTION

Data Sources: CMEOs , CTDs

Data Collection Method: Interview, report reviews

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

Indicator #32

Name of Indicator: No. of FLID farmers linked to SACCOS and other financial institutions

DESCRIPTION

Precise Definition:

Linkage to financial institutions is an intervention that aims at facilitating farmers to

access affordable finance for FLID investments through establishment of linkages between private sector technology suppliers and aggregators to financial institutions through value chain development platforms) on the one hand and linking and informing irrigation farmers on financial inclusion initiatives under NAVCDP Component 1

This indicator will track the number of FLID farmers who have been linked to financial institutions, including SACCOs, to facilitate access to credit for investment in irrigation technology.

Unit of Measure: Number

Disaggregated by:

- County, ward
- Gender
- Social inclusion
- Institution Type
- Value chain

Justification & Management Utility: this is in line with the PAD Results Framework on 'Number of farmers under the project accessing credit'

PLAN FOR DATA COLLECTION

Data Sources: CMEO , CTDs, CAFO

Data Collection Method: Interview, report reviews

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

Indicator #33
Name of Indicator: No. of irrigation schemes constructed/modernized
DESCRIPTION
<p>Precise Definition:</p> <p><u>Irrigation schemes constructed/modernized</u> refers to selected schemes constructed/modernized by targeting infrastructure that increases water transfer efficiency, control and measurement at abstraction points (including low-cost digital instrumentation), internal water distribution control as well as intensive organizational strengthening of Irrigation Water Users Association (IWUAs) to achieve both operational and financial sustainability.</p> <p><i>This indicator will track the number of schemes constructed/modernized during the project implementation period.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> • County, ward • Type of modernization
Justification & Management Utility: this is in line with the PAD Results Framework on 'Area provided with new/improved irrigation or drainage services'
PLAN FOR DATA COLLECTION
Data Sources: CMEOs, CTDs
Data Collection Method: Interview, report reviews
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU
DATA REPORTING
Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

Indicator #34

Name of Indicator: Capacity of constructed/ rehabilitated water pans/earth dams

DESCRIPTION

Precise Definition:

Capacity is the maximum volume of water pans /earth dams

Unit of Measure: M³

Disaggregated by:

- Investment
- County

Justification & Management Utility: This indicator will measure the volume of water utilized for livestock and crops. It also gives the maximum volume of water that can be harvested from the surface runoff.

PLAN FOR DATA COLLECTION

Data Sources: CIDU,CAIO,IWUA,WUAs

Data Collection Method: Interview (KII), report reviews, Engineers designs

Frequency of Data Collection: Bi-Weekly, Quarterly

Responsibility for Data Collection: CPCU, CIDU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by investments)

Indicator #35

Name of Indicator: No. of County staff and farmers trained
DESCRIPTION
<p>Precise Definition:</p> <p>Farmer is a person engaged in crops and livestock production by labour and attention: Farmers will be trained by county personnel/service providers to identify and access suitable irrigation technologies and later link them to suitable stakeholders and suppliers who can provide them.</p> <p>Staff is a group of county employees, charged with executing project undertakings. The trained staff and farmers will promote on-farm and catchment level water harvesting for value chain development and guide farmers on access affordable finance for FLID investments</p> <p><i>The indicator measures the number of county staff and farmers trained in irrigation solutions.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, sub-county, ward ▪ Staff: Gender (male, female, youth male, youth female) ▪ Farmer: Gender (male, female, IP, Youth male, youth female) ▪ Value Chain ▪ Irrigation Technology type
<p>Justification & Management Utility: The project to train of farmers on typical lifetime cost of different irrigation equipment assessments to enable a better-informed choice of technology (given the imperative for climate-mitigation and the overall comparative lifetime financial benefits of various technology). This indicator aligns with the PAD results framework indicators “No. of County level technical personnel and communities in irrigation solutions”</p>
PLAN FOR DATA COLLECTION
Data Sources: Community Institutions (FPOs, CIGs, VMGs, IP SACCCO,FLID), NPCU and CPCU reports, MIS uploaded data
Data Collection Method: Community Institutions, CPCU and NPCU reports using a prescribed format: ODK Survey with data uploaded on MIS, Photos
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: M&E Officer and M&E Assistants at the national and

Indicator #35
Name of Indicator: No. of County staff and farmers trained
county levels, two non-committee members of CIGs/VMGs (a male and a female) elected to monitor the micro-project activities and Component 2 Lead.
DATA REPORTING
Data reporting tool: <u>Annex 10-5: Activity Report Template for Trainings</u>
Data Aggregation: by the CPCU and NPCU M&E Officer and M&E Assistants and Component 2 Lead.
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU and Component 2 Lead.

b. Outcome 2: Market Access and Infrastructure Development Enhanced

Indicator #36
Name of Indicator: No. of physical market infrastructure developed, rehabilitated/upgraded
DESCRIPTION
<p>Precise Definition:</p> <p>Market infrastructure is a set of facilities and systems that serve project area, and encompasses the services and facilities necessary for its economy, households.</p> <p>Rehabilitate market infrastructure is the act of restoring dilapidated marketing infrastructure to its original state.</p> <p>Upgrade market infrastructure refers to raising market infrastructure to a higher standard, in particular improve equipment or machinery by adding or replacing obsolete components.</p> <p><i>This indicator measures the number of physical market infrastructure developed, rehabilitated/upgraded in the project areas</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, sub-county, ward ▪ Market infrastructure rehabilitated ▪ Market infrastructure upgraded ▪ Market infrastructure developed ▪ Farmers Producers Organization (FPOs): Gender (male, female, Youth male, youth

Indicator #36
Name of Indicator: No. of physical market infrastructure developed, rehabilitated/upgraded
female); <ul style="list-style-type: none"> ▪ Value Chain infrastructure supported ▪ PPP
Justification & Management Utility: The project aims at development of enabling climate resilient market infrastructure for the prioritized value chains and enhance market access for farmers through increased linkages with Agribusiness SMEs. Thus, the indicator aligns with the PAD results framework indicators “No. of physical market infrastructure developed, rehabilitated/upgraded”
PLAN FOR DATA COLLECTION
Data Sources: Community Institutions (FPOs, CIGs, VMGs,), CPCU reports, MIS uploaded data
Data Collection Method: Key Informant Interview, ODK Survey with data uploaded on MIS, Photos
Frequency of Data Collection: Annually
Responsibility for Data Collection: M&E Officer and M&E Assistants at the national and county levels, two non-committee members of CIGs/VMGs (a male and a female) elected to monitor the micro-project activities and Component 2 Lead.
DATA REPORTING
DATA REPORTING TOOL: QUESTIONNAIRE, CHECKLIST ANNEX 10-21: REPORTING TEMPLATES
Data Aggregation: by the CPCU and NPCU M&E Officer and M&E Assistants and Component 2 Lead, Infrastructure lead
Data Reporting: The indicator value is reported in the annual progress reports by the CPCU and NPCU and Component 2 Lead.

Indicator #37:
Name of Indicator: No. of CIG’s/VMG’s linked to improved markets
DESCRIPTION
Precise Definition: CIG’s (Common interest group) is a group of individuals pursuing a common interest in a specific enterprise or topic who work jointly to access services such as agricultural advisory

Indicator #37:
Name of Indicator: No. of CIG's/VMG's linked to improved markets

and mobilize resources for development.

VMG's (Vulnerable and Marginalized Groups) is a population that has specific characteristics (e.g., gender, ethnicity, age, physical or mental disability, economic disadvantage etc.) that implies members of that group are at a higher risk of falling into poverty than other people living in an area targeted by a project. A marginalized group is a group of people that, by virtue of their perceived standing in the society have historically been excluded from the prevalent systems of protection and integration, thereby limiting their opportunities and means for survival

Improved Markets refers to better market accessibility, linkages and integrating the value chain, the indicator intends to establish linkages between CIGs/VMGs and aggregation, agro-processing and value addition centres thus deduce percentage change of farmers using market infrastructure developed by project

The indicator measures the number of CIG's/VMG's linked to improved markets

Unit of Measure: Number

Disaggregated by:

- County, sub-county, ward
- Value Chains
- Gender (Male, Female)
- Markets Linkages (aggregation, agro-processing and value addition centres)
- Farmers (Male, female) using market infrastructure

Justification & Management Utility: The project aims at development of enabling climate resilient market infrastructure for the prioritized value chains and enhance market access for farmers through increased linkages with Agribusiness SMEs, thus establishing percentage change of farmers using market infrastructure developed by project

PLAN FOR DATA COLLECTION

Data Sources: Community Institutions (FPOs, CIGs, VMGs,), CPCU reports, MIS uploaded data

Data Collection Method: Key Informant Interview, ODK Survey with data uploaded on MIS,

Frequency of Data Collection: Monthly

Responsibility for Data Collection: M&E Officer and M&E Assistants at the national and county levels, two non-committee members of CIGs/VMGs (a male and a female) elected to

Indicator #37:
Name of Indicator: No. of CIG's/VMG's linked to improved markets
monitor the micro-project activities and Component 2 Lead.
DATA REPORTING
DATA REPORTING TOOL: QUESTIONNAIRE, CHECKLIST ANNEX 10-21: PRESCRIBED REPORTING TEMPLATES
Data Aggregation: by the CPCU and NPCU M&E Officer and M&E Assistants and Component 2 Lead.
Data Reporting: The indicator value is reported in the monthly progress reports by the CPCU and NPCU and Component 2 Lead.

Indicator #38
Name of Indicator: Number of PPPs established by selected FPOs
DESCRIPTION
<p>Precise Definition:</p> <p>Selected producer organisations refers to a small number of strong farmer producer organizations (in principle, one for each of the four priority value chains in each county), which will be supported for organizational strengthening, capacity building and value chain development financing. These FPOs will be selected based on thorough criteria by sub-committee of the CPSC.</p> <p>Public private partnerships (PPPs) are co-operations between the farmer producer organisations and the public and/or private sector. Unlike a commercial contract with the public or private sector, PPPs involve both (all) parties committing resources to a common enterprise. Examples could include an MoU between a dairy cooperative and a bank to make credit available to cooperative members when certain conditions are met, or an agreement with a research institution to by provide targeted TIMPs to address problems faced by FPO members.</p> <p><i>This indicator measures the total number of selected farmer producer organizations that have signed PPP MoUs (or equivalent legally binding documents) with other private and/or public organisations.</i></p>
Unit of Measure: Number

Disaggregated by: <ul style="list-style-type: none"> ▪ County ▪ Value chain
Justification & Management Utility: Tracking this indicator of the stage of business development of the selected farmer producer organisations is useful determining prospects for sustainability of the FPOs supported by the project.
PLAN FOR DATA COLLECTION
Data Sources: FPOs
Data Collection Method: Updated in FPO Tracker during quarterly visits by CADO
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CADO
DATA REPORTING
Data Reporting tool: FPO tracker Annex C.11 uploaded to MIS by CADO
Data Aggregation: Data is aggregated by county and by value chain
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #39
Name of Indicator: Number of value chain actors accessing market information through KAMIS
DESCRIPTION
Precise Definition: <u>Kenya Agricultural Markets Information System (KAMIS)</u> is a platform developed under KCSAP and became operational in 2020 to disseminate market information (mostly on daily commodity prices in different market) to agricultural value chain actors in all 47 counties. The KAMIS system has the advantage of robustness and reliability of the data collection approach to bridge market information asymmetry. The system can be accessed via phone SMS messaging and voice dialing. <u>Value chain actors</u> are key stakeholders who participate in adding value to an agricultural product along various nodes from pre-production, production, marketing, processing, transportation to consumption. In particular, agricultural value chain actors include farmers, input suppliers, traders (including agro-SMEs), transporters and agro-processors.

This indicator measures the total number of value chain actors that access relevant market information (through SMS or calls) from the existing Kenya Agricultural Markets Information System (KAMIS) supported by the project

Unit of Measure: Number

Disaggregated by:

- County
- Value chain
- Value chain actor

Justification & Management Utility: This indicator tracks the reach of relevant up-to-date market information and advisories to key agricultural value chain actors accessing KAMIS so as to overcome information asymmetry and enhance their participation in remunerative markets to drive commercialization.

PLAN FOR DATA COLLECTION

Data Sources: KAMIS logs for SMS and Voice dials

Data Collection Method: Tallying of value chain actors who access KAMIS

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: NDAL and KALRO-DAT Lead

DATA REPORTING

Data Reporting tool: Market information beneficiaries template (to be developed)

Data Aggregation: Data is aggregated by county, value chain and by value chain actor

Data Reporting: The indicator value is reported in the quarterly progress reports by the KALRO and NPCU.

Indicator #40

Name of Indicator: Number of agri-business SMEs supported to access catalytic financing and technical assistance

DESCRIPTION

Precise Definition:

Agri-business SMEs are new or existing privately managed small and medium enterprises (SMEs) engaged in agricultural business, which are supported to deliver specific services in the project priority value chains. The services to be rendered by the supported Agri-SMES include market linkages, input supply, value addition, agro-processing, among others.

Catalytic financing and technical assistance are funds accessed by selected agri-SMEs routed primarily through CIGs/VMGs and FPOs to ensure that service gaps along the value

chains can be meaningfully plugged to boost commercialization. Where capacity gaps are identified with the agri-SMEs, specialized technical assistance will be provided by the project to strengthen their capacity to serve farmers.

This indicator measures the total number of agri-business SMEs supported to access catalytic financing and technical assistance through the project to boost commercialization of priority value chains

Unit of Measure: Number

Disaggregated by:

- County
- Value chain
- Agri-SME type

Justification & Management Utility: This indicator tracks the project support provided to the private agri-SMEs to access financing and technical assistance so as contribute commercialization of priority value chains.

PLAN FOR DATA COLLECTION

Data Sources: GIGs/VMGs and FPOs

Data Collection Method: Tallying of agri-SMES who access catalytic financing through CIGs/VMGs and FPOs and those that receive technical support to strengthen their operations

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: NAVCDL and CADO

DATA REPORTING

Data Reporting tool: CADO updates the data to MIS

Data Aggregation: Data is aggregated by county, value chain and by agri-SME

Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #41:

Name of Indicator: Number of CIGs and FPOs granted produce certification/export licenses

DESCRIPTION

Precise Definition:

CIGs is an acronym for Common Interest Group comprising members who share a common goal and with interest in a specific value chain, with a membership of 20-30. The CIGs counted in this indicator are only those that are registered with the project in Components 1

and 3.

Supported FPOs are farmer producer organizations, which the project will select a small number of strong farmer producer organizations (in principle, one for each of the four priority value chains in each county) to facilitate collective marketing, value addition, provision of inputs, extension advisories and credit to farmers in CIGs/VMGs. The selected FPOs will be supported for organizational strengthening, capacity building and value chain development financing. These FPOs will be selected based on thorough criteria by sub-committee of the CPSC.

Produce certification are industry standards that must be adhered to by the farmers group and FPOs enhance marketability of their produce. It involves scientific undertaking of Quality Management System (QMS) audit covering producers that are earmarked to participate in export market, training farmers on quality control, assurance, and standards, and establishing traceability systems for selected agricultural commodities. Once the standards are satisfied, KEBS certifies earmarked producers for selected commodities targeting specific export markets through liaison and training.

Export license is a government document that authorizes or grants permission to conduct specific export transaction. Export licenses are issued by the appropriate licensing agency after a careful review of the facts surrounding the given export transaction. A key consideration is adherence to the industry quality standards demanded by the export market.

This indicator measures the total number of CIGs and FPOs granted produce certification/export licenses to participate in niche markets or export markets for selected agricultural commodities.

Unit of Measure: Number

Disaggregated by:

- County
- Value chain
- CIG, FPO

Justification & Management Utility: This indicator tracks the project support provided to the private agri-SMEs to access financing and technical assistance so as contribute commercialization of priority value chains.

PLAN FOR DATA COLLECTION

Data Sources: GIGs/VMGs and FPOs

Data Collection Method: Tallying of CIGs and FPOs who are granted produce certifications

or export licenses for selected agricultural commodities by a government authority
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: NAVCDL and CADO
DATA REPORTING
Data Reporting tool: CADO updates the data to MIS
Data Aggregation: Data is aggregated by county, value chain and by CIG, FPO
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

c. Outcome 3: Data and Digital Investments Supported

Indicator #42
Name of Indicator: Number of farmers on-boarded of which at least 50% are women access services from Agritech providers
DESCRIPTION
<p>Precise Definition:</p> <p>Agritech providers are firms/individuals that promote use of developed agricultural technologies (Agritech) to improve efficiency and profitability of agricultural enterprises.</p> <p>On-boarded farmers are individual members of CIGs, VMGs, IPs and FPOs that are benefiting from scale up of partnerships between the county governments and Agri-tech providers.</p> <p><i>This indicator aligns to the WB Corporate Results Indicator "number of farmers reached with agricultural/ animal husbandry assets or services "and measures the total number of men and women that are benefitting from Agritech investments."</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, ward ▪ Gender (male, female) ▪ Value chain ▪ Membership (CIG/VMG/IP/FPOs)
Justification & Management Utility: This indicator aligns with the PAD results framework indicator "Direct project beneficiaries (number), of which female (percentage)".

PLAN FOR DATA COLLECTION
Data Sources: Agritech providers , CIGs, VMGs, IP, FPOs
Data Collection Method: Sample survey
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU through enumerators
DATA REPORTING
Data Reporting tool: CPCU enters beneficiary numbers in MIS.
Data Aggregation: This indicator will be aggregated together with indicators #1, #2, 3 and #4 to calculate the total number of direct project beneficiaries reached with agricultural / animal husbandry assets or services. See Section 3.5.1 on data aggregation.
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #43
Name of Indicator: Number of County staff and lead farmers trained on DAT innovations
DESCRIPTION
<p>Precise Definition:</p> <p>DAT is an acronym for Disruptive Agricultural Technologies. Disruptive technologies are technologies such as Agri-tech that provide different values from mainstream technologies and are initially inferior to mainstream technologies along the dimensions of performance that are most important to mainstream customers. A list of DATs has been prepared by the project.</p> <p>DAT innovation include digital services, data driven decision making and partnership management.</p> <p>Training for county staff and lead farmers refers to teaching of County technical department (CTD) staff and service providers (SPs) on DAT and its application in the project by the agritech providers.</p> <p>Person training days refers to a full day training of one participant recorded as one-person day of training. Thus, a 2-day course for 10 people would be recorded as 20 person days of training.</p> <p><i>This indicator measures the number of person training days provided to county staff and lead farmers as part of support to DAT uptake.</i></p>
Unit of Measure: Number

Disaggregated by: <ul style="list-style-type: none"> ▪ County, ward ▪ Gender (male, female) ▪ Value chain ▪ DAT type
Justification & Management Utility: This indicator is a PAD results framework indicator. It tracks progress in promotion of DATs to direct project beneficiaries.
PLAN FOR DATA COLLECTION
Data Sources: Agritech providers , CPCU
Data Collection Method: Activity Reporting Format (Annex 10.9)
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU
DATA REPORTING
Data Reporting tool: Sum of indicators values and reports in quarterly report
Data Aggregation: Indicators for number of county staff days of training on DATs are summed and aggregated across counties and value chain, disaggregated by gender.
Data Reporting: Aggregated indicator values are reported in quarterly project report by CPCU and NPCU.

NAVCDDP

Indicator #44
Name of Indicator: Number of youth Agripreneurs fully developed and paired to support county teams
DESCRIPTION
Precise Definition: Agripreneurs are entrepreneurs whose main business is agriculture or agriculture-related Youth Agripreneurs refers to Agripreneurs in age-bracket of 18-35 years Developed and paired refers to youth that have been identified, trained, mentored and graduated to offer at least three agri tech bundled services per county. The youth are linked (paired) to counties to offer digital solutions to farmers by doubling up as both the last mile extension service providers and as the human touch point to support county teams to provide bundle services. Bundled Services is combination of two or more services for delivery to users. The

bundled services include a combination of at least two of the following: access to climate resilient inputs, climate information services, financial service, and market linkages through the partnership with the various DAT providers.

This indicator measures the number of youth developed as Agripreneurs who are able to serve as both the last mile extension service providers and the human touch points at county level.

Unit of Measure: Number

Disaggregated by:

- County, ward
- Gender (male, female, age bracket)
- Bundle type

Justification & Management Utility: This indicator is a PAD results framework indicator. It tracks progress the number of Agripreneurs who are able to promote DATs to direct project beneficiaries.

PLAN FOR DATA COLLECTION

Data Sources: DAT service providers / Youth Agripreneurs, CIGs, VMGs, IP, FPOs,

Data Collection Method: Key informant interviews

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: DAT service providers, County Digital Agriculture officer (CDAO) , County Agriculture Extension Officer, DAT beneficiary organization (CIGs, VMGs, IP, FPOs)

DATA REPORTING

Data Reporting tool: Sum of indicators values and reports in quarterly report

Data Aggregation: Indicators for number of youth Agripreneur on DATs are aggregated across counties

Data Reporting: Aggregated indicator values are reported in quarterly project report by CPCU and NPCU.

Indicator #45
Name of Indicator: No. of farmers reached with e-services through the Big Data Platform (by agro-weather advisories, TIMPs and market information)
DESCRIPTION
<p>Precise Definition:</p> <p>Number of farmers reached refers to the number of members of CIGs, VMGs, IPs and FPOs who have received one or more of the following goods and services: agro-weather advisories, TIMPs and market information through the Big Data Platform.</p> <p>Big Data Platform contains greater variety, arriving in increasing volumes and with more velocity (the data is characterized by its velocity, volume, value, variety and veracity).</p> <p>Agro-weather Advisories is report giving information on weather and recommending action to be taken.</p> <p>TIMPs is an acronym for Technologies, Innovations and Management Practices that increase productivity, enhance resilience (adaptation) and reduce GHG emissions (mitigation). List of TIMPs will be compiled by KALRO in collaboration with NPCU and shared and disseminated by service providers, county staff and lead farmers.</p> <p>Market information refers to data and advisories on priority value chains, customers, competitors, supply and demand and other market variables. Based on these insights, farmers can make more informed decisions about possible marketing strategies.</p> <p><i>This indicator measures the number of farmers reached with agro-weather advisories, TIMPs and market information through the Big Data Platform</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, ward ▪ Gender (male, female) ▪ Value chain ▪ Type of services received (agro-weather advisories, TIMPs and market information)
Justification & Management Utility: This indicator is a PAD results framework indicator. It tracks progress the number of direct project beneficiaries reached.
PLAN FOR DATA COLLECTION
Data Sources: KALRO, CIGs, VMGs, IP, FPOs
Data Collection Method: Sample survey on TIMPs adoption
Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU through use of enumerators
DATA REPORTING
Data Reporting tool: Sum of indicators values and reports in quarterly report
Data Aggregation: Indicator for number of farmers who received <i>agro-weather advisories, TIMPs and market information through the Big Data Platform</i> across counties and value chain
Data Reporting: Aggregated indicator values are reported in quarterly project report by CPCU and NPCU.

d. Outcome 4: Research Linkages, Technical Assistance and Institutional Capacity supported

Indicator #46
Name of Indicator: Number of CSA TIMPs developed and validated
DESCRIPTION
<p>Precise Definition:</p> <p>CSA TIMPs refers to Climate Smart Agriculture Technologies, Innovations and Management Practices promoted by the project to increase productivity, enhance resilience (adaptation) and reduce GHG emissions (mitigation) per unit output.</p> <p>Develop TIMPs are new TIMPs in the context of Applied Research that have been developed by KALRO in collaboration with other partners. Applied research is search for new knowledge, technologies and innovations within the limits of existing scientific knowledge set by basic research in order to resolving specific problems. KALRO will develop inventories of TIMPs for cotton, pyrethrum and Cashewnut.</p> <p>Validate TIMPs is a process of proving or confirming that identified TIMPs are valuable or worthwhile in the context of Adaptive Research at county level. This will entail testing, modifying and/or calibrating new/non-validated TIMPs through on- farm trials at the target agro-ecological zones in the counties where data will be collected, analyzed and information packaged for dissemination.</p> <p>The adaptive research will also include updating of inventories and validation of TIMPs for all other value chains developed during the implementation of KSCAP and NARIGP with a focus on further strengthening climate resilience and enhancing value addition. Three to five TIMPs with the highest potential for impact (through enhanced productivity, profitability, climate resilience, GHG mitigation) for each of the supported value chains will be prioritized.</p> <p><i>This indicator measures the number of CSA TIMPs with the highest potential for</i></p>

<p><i>impact (through enhanced productivity, profitability, climate resilience, GHG mitigation) for each of the supported value chains that will be inventoried, validated, prioritized and promoted.</i></p>
<p>Unit of Measure: Number</p>
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, ward ▪ Value chain ▪ TIMPs (by type)
<p>Justification & Management Utility: This indicator is a PAD results framework indicator. It tracks progress on the number of TIMPs inventoried, validated and promoted.</p>
<p>PLAN FOR DATA COLLECTION</p>
<p>Data Sources: KALRO, CPCU</p>
<p>Data Collection Method: KALRO inventory of TIMPs</p>
<p>Frequency of Data Collection: Seasonally, Quarterly</p>
<p>Responsibility for Data Collection: KALRO, CPCU</p>
<p>DATA REPORTING</p>
<p>Data Reporting tool: Data from inventory of TIMPs and quarterly reports on TIMPs are entered into the MIS.</p>
<p>Data Aggregation: Data aggregated by number and type of TIMPs developed and those validated across value chains and counties.</p>
<p>Data Reporting: Aggregated indicator values are reported in quarterly and annual reports by the CPCU and NPCU.</p>

<p>Indicator #47</p>
<p>Name of Indicator: Number of CSA TIMPs disseminated to farmers</p>
<p>DESCRIPTION</p>
<p>Precise Definition:</p> <p>TIMPs is an acronym for Technologies, Innovations and Management Practices promoted by the project to increase productivity, enhance resilience (adaptation) and reduce GHG emissions (mitigation). KALRO has compiled a list of TIMPs for promotion. Any TIMP listed is shall be disseminated by the project through service providers, county staff and lead farmers.</p> <p><u>Number of TIMPs disseminated</u> refers to TIMPs for priority value chains that are promoted</p>

to community institutions (FPOs, CIGs, VMG, and IPs) or any other institution related to farming. The intent is to spread knowledge with the associated evidence and scale-up adoption of proven TIMPs. Dissemination will entail preparation and updating of training modules, manuals and other training materials such as brochures and pamphlets.

This indicator measures the number of TIMPs disseminated to community institutions

Unit of Measure: Number

Disaggregated by:

- County, ward
- Gender (male, female)
- Value chain
- TIMPs (by type)

Justification & Management Utility: This indicator is a PAD results framework indicator. It tracks number of TIMPs disseminated among the beneficiary population.

PLAN FOR DATA COLLECTION

Data Sources: Farmer/pastoralists self-reported on technology dissemination awareness

Data Collection Method: Baseline values are collected using the beneficiary registration form (Annex 10-19); quarterly surveys on dissemination awareness for a sample of beneficiaries

Frequency of Data Collection: Quarterly sample surveys

Responsibility for Data Collection: CPCU

DATA REPORTING

Data Reporting tool: Data from beneficiary registration forms and quarterly surveys is entered into the MIS.

Data Aggregation: Data aggregated by number and types of TIMPs disseminated across value chains and counties.

Data Reporting: Aggregated indicator values are reported in quarterly and annual reports by the CPCU and NPCU.

Indicator #48
Name of Indicator: Number of ToTs and Lead farmers trained on CSA TIMPs
DESCRIPTION
<p>Precise Definition:</p> <p>ToT is an acronym for Training of Trainers including County Staff, lead farmers and service providers who will be trained on CSA TIMPs by KALRO and eventually cascade the training to CIGs/VMGs/IPs and FPOs.</p> <p>Person training days refers to a full day training of one participant recorded as one-person day of training. Thus, a 2-day course for 10 people would be recorded as 20 person days of training.</p> <p>TIMPs is an acronym for Technologies, Innovations and Management Practices promoted by the project to increase productivity, enhance resilience (adaptation) and reduce GHG emissions (mitigation).</p> <p><i>This indicator measures the number of person training days provided to county staff as part of support to climate adaptation.</i></p>
<p>Unit of Measure: Number</p>
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, ward ▪ Gender (male, female) ▪ Value chain ▪ DAT (type)
<p>Justification & Management Utility: This indicator is a PAD results framework indicator. It tracks progress in promotion of DATs to direct project beneficiaries.</p>
PLAN FOR DATA COLLECTION
<p>Data Sources: Trainers (KALRO, County, service providers)</p>
<p>Data Collection Method: Activity reporting format (Annex 10-9)</p>
<p>Frequency of Data Collection: Every training, Quarterly</p>
<p>Responsibility for Data Collection: CPCU (County Agricultural Extension Officer)</p>
DATA REPORTING
<p>Data Reporting tool: Sum of indicators values and reports in quarterly report</p>
<p>Data Aggregation: Indicators for number of county staff days of training on DATs are then aggregated across counties and value chain</p>

Data Reporting: Aggregated indicator values are reported in quarterly project report by CPCU and NPCU.

Indicator #49
Name of Indicator: Number of person training days for county, SCTT and SP staff
DESCRIPTION
<p>Precise Definition:</p> <p>Training for county staff and SPs refers to County Technical Department (CTD) staff and Service Providers (SPs) training on facilitation of PICDs and dissemination of TIMPs.</p> <p>Person training days refers to a full day training of one participant recorded as one-person day of training. Thus, a 2-day course for 10 people would be recorded as 20 person days of training.</p> <p><i>This indicator measures the number of person training days that have been delivered to county staff and service providers.</i></p>
Unit of Measure: Number of person training days
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, Ward ▪ Value chain
Justification & Management Utility: This indicator tracks activities to develop county staff and service provider capacities to support dissemination of TIMPs
PLAN FOR DATA COLLECTION
Data Sources: Activity Reports from NPCU staff and consultants or CPCU and CTD staff who provide training
Data Collection Method: NPCU staff and consultants and CPCU and CTD staff providing training record the number of person days of training for CTD, SCTT and SP staff in activity reports.
Frequency of Data Collection: For each training activity and quarterly
Responsibility for Data Collection: CPCU
DATA REPORTING
Data Reporting tool: After approval by CPCU Coordinator, CPCU M&EA enters data in MIS.
Data Aggregation: MIS aggregates data entry by county and month.
Data Reporting: Aggregated indicator values are reported in quarterly and annual project reports by NPCU.

Indicator #50
Name of Indicator: Number of business accelerators/ technical support agencies (TSA) on-boarded by value chains
DESCRIPTION
<p>Precise Definition:</p> <p>Business accelerators/ technical support agencies (TSA) are entities that provide support to value chain development, FPOs capacity building and business linkages to TIMPs, financial services, and market infrastructure development. These are selected by the project at national level and linked to CPCUs.</p> <p>Businesses accelerators/TSA on-boarded is the total number of business accelerators and technical support agencies that provide support to project priority value chains.</p> <p><i>This indicator measures the number of business accelerators and technical support agencies that provide support to priority value chains.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County, ward ▪ Gender (male, female) ▪ Value chain
Justification & Management Utility: This indicator is a PAD results framework indicator. It tracks progress in technical support on priority value chains.
PLAN FOR DATA COLLECTION
Data Sources: Business accelerators, Technical support agencies (TSA), NPCU
Data Collection Method: Activity reporting Template (Annex 10-9)
Frequency of Data Collection: At every training, Quarterly
Responsibility for Data Collection: NAVCDL, CADO
DATA REPORTING
Data Reporting tool: Sum of indicators values and reports in quarterly report
Data Aggregation: Number of business accelerators and technical support agencies that provide support to priority value chains are aggregated across counties and value chain, disaggregated by gender.
Data Reporting: Aggregated indicator values are reported in quarterly project report by CPCU and NPCU.

3. Result area 3: Climate Smart Safe Urban Food Systems Successfully Piloted

a. Outcome 1: Urban and Peri-Urban Agriculture promoted

Indicator #51
Name of Indicator: Number of youth and women farmers supported to engage in urban and peri-urban agriculture
DESCRIPTION
<p>Precise Definition:</p> <p>Youth are women and men in age-bracket of 18-35 years living in urban and peri-urban areas, have an interest in agriculture and belong to grassroots/ community institutions (CIGs/VMGs and FPOs)</p> <p>Urban and peri-urban agriculture is the production of food and other outputs and related processes (transformation, distribution, marketing, recycling...) taking place on land and other spaces within (intra-urban) cities/towns and surrounding regions (peri-urban) in Nairobi, Machakos, Kiambu and Kajiado counties.</p> <p><i>This indicator measures the number of youth and women farmers supported to engage in urban and peri-urban agriculture to create opportunities for women & youth employment in urban agribusiness and household nutritional security.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County ▪ Location (urban and peri-urban) ▪ Gender (male, female, age bracket)
<p>Justification & Management Utility: This indicator is useful to track progress in number of youth and women farmers supported to engage in urban and peri-urban agriculture (Sub component 3.1).</p>
PLAN FOR DATA COLLECTION
Data Sources: Beneficiary register
Data Collection Method: Quarterly
Frequency of Data Collection: Monthly, Quarterly
Responsibility for Data Collection: Urban Food systems Lead

DATA REPORTING

Data Reporting tool: Urban Food systems Lead enters data in MIS.

Data Aggregation: Data is aggregated by county, and location (city/town/peri-urban)

Data Reporting: The indicator value is reported in the quarterly progress reports by the Urban Food Systems Lead and NPCU.

Indicator #52

Name of Indicator: Number of farmers trained on suitable TIMPs for safe food production

DESCRIPTION

Precise Definition:

TIMPs is an acronym for Technologies, Innovations and Management Practices promoted by the project to increase productivity, enhance resilience (adaptation) and reduce GHG emissions (mitigation). The CSA TIMPs include protected cultivation (greenhouses), vertical farm technology, hydroponics and aeroponics, zero-grazing, Integrated Pest Management (IPM) techniques and urban apiary, amongst others with focus on the following value chains: chicken, Irish Potato, tomato, dairy, and apiculture.

Person training days refers to a full day training of one participant recorded as one-person day of training. Thus, a 2-day course for 10 people would be recorded as 20 person days of training.

Safe food production is food produced within the CSA pillars, whilst ensuring that the food does not contain harmful bacteria, viruses, parasites, toxins and chemicals substances that cause diseases such as diarrhea and cancers, and enhance nutrition. For food supplies, food safety must be observed at all levels of production: planting, irrigating, harvesting, storing, packing, transporting, and marketing. This can be achieved by following Good Agricultural Practices (GAPs) and Good Manufacturing Practices (GMPs).

This indicator measures the number of person-training days for farmers on suitable TIMPs to promote safe food production and increase availability of safe and nutritious food produce in the identified urban clusters.

Unit of Measure: Number

Disaggregated by:

- County
- Location (urban and peri-urban)

- Gender (male, female, age bracket)

Justification & Management Utility: This indicator is useful to track progress in *number* of youth and women farmers trained on compatible TIMPs for urban/peri-urban safe food production (Sub component 3.1).

PLAN FOR DATA COLLECTION

Data Sources: Beneficiary register

Data Collection Method: Quarterly

Frequency of Data Collection: Monthly, Quarterly

Responsibility for Data Collection: Urban Food Systems Lead

DATA REPORTING

Data Reporting tool: Urban Food Systems Lead enters data in MIS.

Data Aggregation: Data is aggregated by county, and location (city/town/peri=urban)

Data Reporting: The indicator value is reported in the quarterly progress reports by the Urban Food Systems Lead and NPCU.

Responsibility for Data Collection: Urban Food Systems Lead

DATA REPORTING

Data Reporting tool: Urban Food Systems Lead enters data in MIS.

Data Aggregation: Data is aggregated by county, and location (city/town/peri-urban/urban)

Data Reporting: The indicator value is reported in the quarterly progress reports by the Urban Food Systems Lead and NPCU.

Indicator #53

Name of Indicator: Number of farmers linked to processors and logistic providers

DESCRIPTION

Precise Definition:

Linked farmers are beneficiaries working with processors and logistics providers to reduce post-harvest losses and nutrition sensitive preservation

Processors and logistics providers are firms that add value to products of priority value chains (processors) and those that facilitate access of products to consumers (logistics providers) for nutrition sensitive preservation and reduction of post-harvest losses.

This indicator measures the number of farmers linked to processors and logistics providers for nutrition sensitive preservation and processing technologies to reduce

<i>post-harvest losses in urban and peri-urban areas.</i>
Unit of Measure: Number
Disaggregated by: <ul style="list-style-type: none"> ▪ County ▪ Location (urban and peri-urban) ▪ Gender (male, female, age bracket)
Justification & Management Utility: This indicator is useful to track linkages to midstream value chain stakeholders such as processors and logistics providers (nutrition sensitive preservation and processing technologies) to reduce post-harvest losses (Sub component 3.1).
PLAN FOR DATA COLLECTION
Data Sources: Processors and logistics providers, grassroots institutions (CIGs/VMGs and FPOs)
Data Collection Method: Quarterly
Frequency of Data Collection: Monthly, Quarterly
Responsibility for Data Collection: Urban Food Systems Lead
DATA REPORTING
Data Reporting tool: Urban Food Systems Lead enters data in MIS.
Data Aggregation: Data is aggregated by county, and location (city/town/peri-urban/urban)
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.
Responsibility for Data Collection: Urban Food Systems Lead
DATA REPORTING
Data Reporting tool: Urban Food Systems Lead enters data in MIS.
Data Aggregation: Data is aggregated by county, and location (city/town/peri-urban/urban)
Data Reporting: The indicator value is reported in the quarterly progress reports by the Urban Food Systems Lead and NPCU.

Indicator #54
Name of Indicator: Number of SMEs linked with financial service providers
DESCRIPTION
<p>Precise Definition:</p> <p>SMEs is an acronym for Small and Medium Enterprises. The project shall support new and existing agri-business SMEs through training and linkage with financial service providers.</p> <p>Financial service providers are financiers that support agricultural production through use of waste by lending funds for composting and marketing practices by financing package of practices especially for food safety in the selected commodities and for intensive training of peri-urban CIGs and farmer groups.</p> <p>Linked SMEs are agri-business SMEs trained and linked to financial service providers by the project to support production through waste management to urban and peri urban agriculture through composting and marketing practices through package of practices esp. focused on food safety will be developed for the selected commodities and intensive training will be done for peri-urban CIGs and farmer groups.</p> <p><i>This indicator measures the number of farmers linked to processors and logistics providers for nutrition sensitive preservation and processing technologies to reduce post-harvest losses</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County ▪ Location (urban and peri-urban) ▪ Gender (male, female, age bracket)
<p>Justification & Management Utility: This indicator is useful to track linkages to midstream value chain stakeholders such as processors and logistics providers (nutrition sensitive preservation and processing technologies) to reduce post-harvest losses (Sub component 3.1).</p>
PLAN FOR DATA COLLECTION
Data Sources: SMEs, financial service providers
Data Collection Method: Quarterly
Frequency of Data Collection: Monthly, Quarterly
Responsibility for Data Collection: Urban Food Systems Lead
DATA REPORTING

Data Reporting tool: Urban Food Systems Lead enters data in MIS
Data Aggregation: Data is aggregated by county, and location (city/town/peri-urban/urban)
Data Reporting: The indicator value is reported in the quarterly progress reports by the Urban Food Systems Lead and NPCU.

b. Outcome 2: Urban Market Infrastructure developed

Indicator #55
Name of Indicator: Number of physical farmer markets developed/upgraded
DESCRIPTION
<p>Precise Definition:</p> <p>Physical farmer markets is a physical urban and peri-urban climate proof market infrastructure to serve as market hubs for direct farmer-consumer linkages and make them more resilient to climate change. Market infrastructure development will improve climate adaptation for participating farmers through increase in incomes resulting from reduced risk of produce deterioration and enhanced market access.</p> <p>Develop/upgrade physical markets are new physical markets/aggregation infrastructure constructed or existing ones upgraded in urban and peri-urban areas by the project. These markets will facilitate direct linkages between the CIGs/FPOs members and physical farmer markets in urban areas-under the project and e-commerce platforms and digital aggregators.</p> <p><i>This indicator measures the number of physical urban and peri-urban climate proof market infrastructure and how they facilitate direct linkages between the CIGs/FPOs under the project and e-commerce platforms and digital aggregators</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County ▪ Market type (urban and peri-urban)
<p>Justification & Management Utility: This indicator is useful to track progress in developing market infrastructure to serve as market hubs for direct farmer-consumer linkages and make them more resilient to climate change (Sub component 3.1).</p>
PLAN FOR DATA COLLECTION

Data Sources: County market register
Data Collection Method: Quarterly
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: National Agricultural infrastructure Lead
DATA REPORTING
Data Reporting tool: Urban Food Systems Lead enters data in MIS.
Data Aggregation: Data is aggregated by county and location (urban/peri-urban)
Data Reporting: The indicator value is reported in the quarterly progress reports by the Urban Food Systems Lead and NPCU.

Indicator #56
Name of Indicator: Number of farmers accessing physical markets
DESCRIPTION
<p>Precise Definition:</p> <p>Farmer is a person engaged in crops and livestock production by labour and attention in the urban and peri urban areas</p> <p>Number of farmers accessing physical markets refers to the number of farmers who have access to markets constructed/rehabilitated/upgraded during the project implementation period.</p> <p><i>This indicator measures the number of farmers who are selling and buying produce in the markets constructed/rehabilitated/upgraded during the project.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County ▪ Value chain ▪ Location (urban and peri-urban)
Justification & Management Utility: This indicator is useful to track progress in developing market infrastructure to serve as market in the urban areas. (Sub component 3.1).
PLAN FOR DATA COLLECTION
Data Sources: County market register

Data Collection Method: Quarterly
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU
DATA REPORTING
Data Reporting tool: National Marketing Officer
Data Aggregation: Data is aggregated by county and location (market type
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #57
Name of Indicator: Number of producers linked with the digital aggregators
DESCRIPTION
<p>Precise Definition:</p> <p>Producers are members of CIGs, VMGs, IPs and FPOs involved in production of any of the priority value chains</p> <p>Aggregator is an individual or business entity that collects, consolidates and distributes products of priority value chains from many sources. They typically support regional producer of diverse sizes and experience, and sell products to local or regional markets.</p> <p>Digital aggregator is an individual who uses digital equipment and devices such as mobile phones, computers, satellites, and sensors as well as digital platform to solve challenges in aggregation.</p> <p>Digital platform refers to software and applications on the web that act as mediators between the service providers and service recipients. A digital platform can permit the aggregation of digital services developed by independent providers so as to generate more value to providers and consumers of agricultural goods and services than if the digital services were delivered separately by their respective providers”.</p> <p><i>This indicator measures the number of physical urban and peri-urban climate proof market infrastructure and how they facilitate direct linkages between the CIGs/FPOs under the project and e-commerce platforms and digital aggregators</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County

- Value chain
- Location (urban and peri-urban)

Justification & Management Utility: This indicator is useful to track progress in developing market infrastructure to serve as market hubs for direct farmer-consumer linkages and make them more resilient to climate change (Sub component 3.1).

PLAN FOR DATA COLLECTION

Data Sources: County market register

Data Collection Method: Quarterly

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: National Marketing Officer

DATA REPORTING

Data Reporting tool: National Marketing Officer enters data in MIS.

Data Aggregation: Data is aggregated by county and location (urban/peri-urban)

Data Reporting: The indicator value is reported in the quarterly progress reports by the National Marketing Officer and NPCU.

Indicator #58

Name of Indicator: Volumes traded with digital aggregators

DESCRIPTION

Precise Definition:

Volumes traded refers to quantities of products of priority value chains that are offered to the market and sold through digital aggregators

Aggregator is an individual or business entity that collects, consolidates and distributes products of priority value chains from many sources. They will typically support smallholder farmers to sell products to local or regional markets.

Digital aggregator is an individual who use digital equipment and devices such as mobile phones, computers, satellites, sensors and digital platforms to solve challenges in aggregation of agricultural products.

Digital platform refers to software and applications on the web that act as mediators between the service providers and service recipients. It can permit the aggregation of digital services developed by independent providers so as to generate more value to providers and consumers of agricultural goods and services than if the digital services were delivered separately by their respective providers.

<p><i>This indicator measures the number of physical urban and peri-urban climate proof market infrastructure and how they facilitate direct linkages between the CIGs/FPOs under the project and e-commerce platforms and digital aggregators</i></p>
<p>Unit of Measure: Volumes</p>
<p>Disaggregated by:</p> <ul style="list-style-type: none"> ▪ County ▪ Value chain ▪ Location (urban and peri-urban)
<p>Justification & Management Utility: This indicator is useful to track progress in developing market infrastructure to serve as market hubs for direct farmer-consumer linkages and make them more resilient to climate change (Sub component 3.1).</p>
<p>PLAN FOR DATA COLLECTION</p>
<p>Data Sources: County market register</p>
<p>Data Collection Method: Quarterly</p>
<p>Frequency of Data Collection: Quarterly</p>
<p>Responsibility for Data Collection: National Marketing Officer</p>
<p>DATA REPORTING</p>
<p>Data Reporting tool: National Marketing Officer enters data in MIS.</p>
<p>Data Aggregation: Data is aggregated by county and location (urban/peri-urban)</p>
<p>Data Reporting: The indicator value is reported in the quarterly progress reports by the National Marketing Officer and NPCU.</p>

c. Outcome 3: Policy and institutions strengthened

<p>Indicator #59</p>
<p>Name of Indicator: No. of County staff trained on existing policies and relevant regulatory frameworks</p>
<p>DESCRIPTION</p>
<p>Precise Definition:</p> <p><u>Policy and regulatory framework</u> refers to a law, procedure, or a principle of action</p>

proposed by a government or any organization. In the present context, the policy focus aims at creating an enabling environment for piloting safe urban food system by promoting urban and peri-urban agriculture. To ensure successful implementation and achievement of the objective, the project will support, the implementation of existing policy & regulatory frameworks beginning with the Nairobi City County Food System Strategy. It will also support the development of new policies, if required, at the national & county level towards the smooth functioning of the urban market infrastructure & scale up urban and peri-urban agricultural initiatives. The first step in this effort will be to familiarize the staff of the piloting urban areas (Nairobi, Kiambu, Machakos and Kajiado) on the existing policies and regulatory frameworks on safe urban food systems.

No. of County staff trained on existing policies and relevant regulatory frameworks

refers to the staff deployed within the four pilot counties who are sensitized on the existing policy and legal frameworks on urban food safety. Details of training should capture the training provided and including information on duration and numbers of participants (male and female) in each training. The CPCU thematic leaders will summarize the total person days of training delivered in their monthly and quarterly progress reports

Unit of Measure: Number

Disaggregated by:

- County, ward
- Gender

Justification & Management Utility: this indicator is important because sharing the policy content with the implementers is the first step towards sensitizing the producers themselves

PLAN FOR DATA COLLECTION

Data Sources: CMEOs of pilot counties

Data Collection Method: Interview, report reviews

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

Indicator #60

Name of Indicator: No. of Policies and Regulations Reviewed

DESCRIPTION

Precise Definition:

Review of policies and regulations refers to the review of existing but old policies and regulations which are no longer in tandem with the current realities. One such regulation is the Nairobi Urban Agriculture Promotion and Regulation ACT, 2015, and other relevant legislation. An urban agriculture policy specialist will be engaged to analyze the various ACTS with a view of identifying regulatory and enforcement gaps that require strengthening. This should be done within the first 12 months of the project effective date. The specialist will also provide technical assistance to the line ministries/departments

This indicator will track the number of policies and regulations on urban food safety reviewed.

Unit of Measure: Number

Disaggregated by:

- County, ward
- Type

Justification & Management Utility: this being a pilot implementation, it is important for all the prescribed interventions to be backed by current policies and regulations

PLAN FOR DATA COLLECTION

Data Sources: CMEOs of pilot counties

Data Collection Method: Interview, report reviews

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU

DATA REPORTING

Data reporting tool: checklist which is then input by the CPCUs into the MIS

Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

Indicator #61

Name of Indicator: No. of new policies & regulations developed and implemented

DESCRIPTION

Precise Definition:

Development of policies and regulations refers to the formulation of the said documents following identification of gap(s) not covered by other existing documents. In the course of the piloting the urban food safety, if such a gap is identified, then formulation of new policies and attendant regulations will be undertaken.

This indicator will track all the policies and regulations on urban food safety developed.

Unit of Measure: Number

Disaggregated by:

- County, ward
- Type

Justification & Management Utility: this being a pilot implementation, it is important for all the prescribed interventions to be backed by current policies and regulations

PLAN FOR DATA COLLECTION

Data Sources: CMEOs of pilot counties

Data Collection Method: Interview, report reviews
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU
DATA REPORTING
Data reporting tool: checklist which is then input by the CPCUs into the MIS
Data Aggregation: Data is aggregated in the MIS across counties (but always shown as disaggregated totals by gender)

4. Result Area 4: Project Coordination and Management enhanced

a. Outcome 1: Effective Project Coordination

Indicator #62:
Name of Indicator: No. of specialized experts contracted and young professionals engaged
DESCRIPTION
<p>Precise Definition:</p> <p>Specialized Expert is a person who has special skill or knowledge in some particular field in the project spectrum.</p> <p>Young professionals is a person aged 18-35 years, who works in a specified <i>professional</i> activity in the project.</p> <p>Contract is a formal arrangement between the project and specialized expert to execute a given project implementation task(s).</p> <p>The indicator aims to strengthen project HR capacity through contracting expertise and engaging young professionals. In this regard, the project is financing activities that will have positive impacts and benefits to the areas and local communities that will participate on the project.</p> <p>Employment programmes are one criteria for assessment of micro-project investments. This will include a contracted specialized experts and employment of young/youth professional (adult aged 18-35 years)</p> <p>A successfully completed employment programme is one in which any disputes over</p>

Indicator #62:
selection of beneficiaries or between contractors and workers have been resolved, all planned works have been completed and all wages have been fully paid.
<i>The indicator will be calculated by listing all experts and professionals engaged (X). Listing all experts/professionals above 35 years (Y). Thereafter, calculating X-Y to get No. of specialized experts contracted and young professionals engaged</i>
Unit of Measure: Number
Disaggregated by: <ul style="list-style-type: none"> • National • County and Ward • Community Institutions (SACCO, CDDC, FPOs etc.) • Micro-projects • Gender : Male, Female (youths and expertise)
Justification & Management Utility: This indicator tracks progress in successful completed projects with employment programmes both contracted specialized experts and employment of young/youth professional.
PLAN FOR DATA COLLECTION
Data Sources: Community Institutions (FPOs, SACCO), NPCU and CPCU reports, MIS uploaded data on specialized experts contracted and young professionals engaged
Data Collection Method: Community Institutions, CPCU and NPCU reports using a prescribed format: quarterly template (Annex 10-8) and thereafter uploaded on MIS for NPCU information and aggregation.
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU
DATA REPORTING
Data reporting tool: Quarterly template (Annex 10-8) activity reports input by the CPCUs into the MIS.
Data Aggregation: By value chain and county, gender and FPOs
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU.

Indicator #63:
Name of Indicator: No. of functional units/structures supported
DESCRIPTION
<p>Precise Definition:</p> <p>Structure is an arrangement and organization of interrelated projects elements/components.</p> <p>Functional refers to project units that are designed to be practical and useful</p> <p>The NAVCDP will be implemented through a well-established three-tier community institutional arrangement structures and capacities development both at the national level, county levels and community levels. The project oversights and policy guidance at National and County level will be spearheaded by project steering committees, NPSC, County Project Steering Committees (CPSCs) respectively.</p> <p>To support the project, a conducive work environment will be created through adequate support to Office and Operations (Office space, equipment, furniture, tools, transport provision, stationery, among others) and appropriated required management/supervisory structures.</p> <p><i>The indicator will be calculated by listing all project county areas, status on functional units in respective county, and the support status. Thereafter deduce the counties fully complied with the requirements in terms of management/oversight units/structure established and supported.</i></p>
Unit of Measure: Number
<p>Disaggregated by: County (CPCU): structure established- CPSC, CTAC composition (Male and Female) etc.</p> <ul style="list-style-type: none"> • County (CPCU) functional Units: Office space, staff deployment (male and female) • National Office (NPCU) structure established – NPSC, NTAC composition (Male and Female) etc. • National (NPCU) functional units: Office space, Staff (Male and Female)
<p>Justification & Management Utility: The PAD emphasize on a fully functional National Project Coordination Unit (NPCU) at National Level and County Project Coordination Unit (CPCU) at county level, fully functional implementation units with robust systems in place and strong technical and fiduciary systems. This for effective and efficiency project implementation.</p>

Indicator #63:
PLAN FOR DATA COLLECTION
Data Sources: CPCU and NPCU: human resource management reports, Asset management catalogue/register, MIS reports
Data Collection Method: Checklist/ reporting template (Annex 10-21), Key Informant Interviews, observation. The CPCU and NPCU to collect data and thereafter uploaded on MIS for aggregation.
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU and NPCU M&E Officer, Assistant M&E Officer, Project Supply Chain Manager/Procurement Officer
DATA REPORTING
Data reporting tool: Reporting template, MIS Excel files
Data Aggregation: CPCU and NPCU M&E Officer, Assistant M&E Officer will aggregate by county, functional units, established structures, and composition of staff and oversight / supervisory members in term of gender (Male and Female)
Data Reporting: The indicator value is reported in the quarterly progress reports by the CPCU and NPCU M&E Officer.

Indicator #64:
Name of Indicator: No. of satisfactory IFRs submitted on time
DESCRIPTION
<p>Precise Definition:</p> <p>Interim Financial Report (IFR) is a brief representation of project's financial performance within a particular time period before the fiscal year ends.</p> <p>The prescribed timing for submission of critical project reports at the CPCU and NPCU level as required by the IDA and implementing agency. Achievement of this requirement is an indicator of efficient and effective project management.</p> <p>The financial management arrangements have an overall residual risk rating of Substantial, which satisfies the World Bank's minimum requirements under World Bank Guidance to Financial Management Specialists on Financial Management Arrangements in World Bank Financed Investment Operations, OPCS5.05-GUID.02, 2017, and, therefore, is adequate to provide, with reasonable assurance, accurate and timely information on the</p>

Indicator #64:
Name of Indicator: No. of satisfactory IFRs submitted on time
<p>status of the Program required by IDA.</p> <p>The project will enhance financial management capacity of CIG members' farmers, SACCOs/CDDCs and provide technical assistance to FPOs to access finance. In relation to this, the indicator is critical in the prudent financial management for efficient delivery of the projects goal.</p> <p><i>This indicator measures the number of quarters in which both interim financial and progress monitoring reports are submitted within 45 days of the end of the reporting quarter. If the report is submitted within 45 days, it is compliant with after is no compliant to the requirement.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> • County • IFR status Satisfaction level • IFR Timeliness
Justification & Management Utility: The PAD requires reporting of this indicator for national quarterly reports, but since these are written on the basis of CPCU quarterly reports, this indicator also tracks timely submission of county quarterly reports.
PLAN FOR DATA COLLECTION
Data Sources: NPCU, CPCU and Community Institutions financial reports, Bank Statement, County Revenue Accounts Statements, CPCU and NPCU Annual accounts.
Data Collection Method: Key informant Interview (NPCU and CPCU project accountants), Literature review on Accounts reports, download from MIS etc.
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU and NPCU Project Accountants
DATA REPORTING
Data reporting tool: Accountability Reporting Template (Annex 10-15) input by the CPCUs into the MIS. Accountable templates/schedule prescribed by the relevant authority;
Data Aggregation: CPCU and NPCU Project Accountants supported by NMEO shall aggregate all reports and upload in the MIS indicating county; timeliness and satisfactory or non-satisfactory. NPSC will inform NPCU if national quarterly reports were on time and

Indicator #64:

Name of Indicator: No. of satisfactory IFRs submitted on time

satisfactory

Data Reporting: The indicator values are reported in the quarterly and annual progress reports by the CPCU and NPCU.

Indicator #65:

Name of Indicator: Percentage of goods, works and services successfully procured through STEP

DESCRIPTION

Precise Definition:

Systematic Tracking of Exchanges in Procurement (STEP) refers to a planning and tracking system which enables automatic publication of the approved procurement plan, publication of notices and contract award information in the World Bank's external website and UNDB.

Goods are procurable physical/tangible items, but it can also include items like software subscriptions.

Works refers to the construction, repair, renovation or demolition of buildings, roads or other structures and include: The installation of equipment and materials, site preparations and other incidental services.

Services are the non-physical, intangible parts of project deliverable, as opposed to goods, which we can touch or handle.

Procurement under the Project is carried out in accordance with the World Bank's 'Procurement Regulations for IPF Borrowers', dated July 2016 and revised November 2020.

The indicator will be listing all bids on goods, works and services; contract awards of goods and works procured following ICB/NCB procedures; contract awards of all consultancy services through STEP; and the progress of all contracts awarded and payments made on a quarterly basis through STEP.

Unit of Measure: Percentage

Disaggregated by: County (CPCU) and National Office (NPCU) project Supply Chain Management

Justification & Management Utility: The PAD requires reporting of this indicator to assess and ensure prudent procurement of Goods, Works and Services

PLAN FOR DATA COLLECTION
Data Sources: County, NPCU accountable documents and MIS
Data Collection Method: The CPCU/NPCU use Key Interview Informer, literature review guided by Accountability Reporting Template (Annex 10-15) and Service Provider Contract Forms (101-2) to collect procurement of goods, works and services data and thereafter uploaded on MIS information and aggregation by NPCU Project Supply Chain Manager.
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU and NPCU Supply Chain Manager
DATA REPORTING
Data reporting tool: Accountability Reporting Template (Annex 10-15) and Service Provider Contract Forms (101-2) and MIS
Data Aggregation: Data is aggregated in the MIS across counties (shown as disaggregated totals by goods, works and services) procured through STEP
Data Reporting: The indicator values (i.e. value of procured goods, works, and services) are reported in the quarterly and annual progress reports by the CPCU and NPCU Supply Chain Managers.
Indicator #66:
Name of Indicator: No of intergovernmental forums supported (CoG, JASCOM)
DESCRIPTION
<p>Precise Definition:</p> <p>The project will support the oversight and inter-governmental coordination provided by the Joint Agriculture Sector Coordination Mechanism (JASCOM/JAS) and Council of Governors (COG) structures for Agriculture (Committee on Agriculture, Caucus of CECMs for Agriculture, and Agriculture Secretariat)</p> <p>CoGs is an acronym for Council for Governors. It refers to a non-partisan organization established under Section 19 of the Intergovernmental Relations Act (IGRA 2012). The Council of Governors comprises of the Governors of the forty-seven Counties. main functions are the promotion of visionary leadership; sharing of best practices and; offer a collective voice on policy issues; promote inter – county consultations; encourage and initiate information sharing on the performance of County Governments with regard to the execution of their functions; collective consultation on matters of interest to County Governments;</p>

JASCOM is an acronym for Joint Agriculture Sector Coordination Mechanism. It is an institution that responds to the Constitutional requirement and is anchored in law, and Intergovernmental Relations Act 2012. It was formed as a commitment of the national and county governments to jointly pursue effective development of the agricultural sector.

The indicator will be calculated by tallying the number of CoG and JASCOM activities related to the project supported and evidence documented

Unit of Measure: Number

Disaggregated by:

- CoG Activities; attendance by gender male/female, county the activity held
- JASCOM Activities; attendance by gender male/female; county the activity held

Justification & Management Utility: In recognizing the developed systems of the government, the project emphasize on enhancing linkages and ownership of the project, by fully involving county governments in the decision-making process at the national level, as they will be represented in NPSC and the National Technical Advisory Committee (NTAC) by the Chair of the Agriculture Committee of the Council of Governors (CoG) and representatives CECM's for Agriculture from participating counties, respectively.

PLAN FOR DATA COLLECTION

Data Sources: CoG (Agriculture Committee) and JASCOM reports

Data Collection Method: Key Interview Informant (Secretariat) guided by Reporting Template (Annex 10-21)

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CoG and JASCOM Secretariat

DATA REPORTING

Data reporting tool: Reporting Template (Annex 10-21) and MIS

Data Aggregation: Data is aggregated in the MIS showing: Activities; attendance by gender male/female; county the activity held

Data Reporting: The indicator values are reported quarterly and annually by the NPCU supported by COG/JASCOM Secretariat

Indicator #67:
Name of Indicator: No. of satisfactory Audit reports filed
DESCRIPTION
<p>Precise Definition:</p> <p>The audit report is the report that contains the audit’s opinion which independent auditors issue after they examine the project’s financial statements and related reports. Satisfactory Audit Reports indicates that overall controls are designed adequately and operating effectively and there are relatively few minor deficiencies;</p> <p>An independent, objective quality assurance activity designed to add value and improve NAVCPD project’s operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to assess and improve the effectiveness of risk management, control and governance processes.</p> <p>On annual basis, the financial statements for the project will be audited by Office of the Auditor General and audited financial statements submitted to the Bank within six months after the financial year end in accordance with Bank’s FM guidelines. Internal auditing is conducted by a unit reporting to management, while external auditing is conducted by an independent project/Ministry.</p> <p><i>The indicator will be calculated by tallying the number of compliance audit report filed</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> • Counties, • Satisfactory level (rating) either compliance or non-compliant; • Adherence to timelines
<p>Justification & Management Utility: Regular audit of accounting and internal control systems is key on project efficiency. In this relation, PAD emphasize on Internal Audit reports covering project activities to be shared with the Bank on a semi-annual basis i.e., June 30 and December 31</p>
PLAN FOR DATA COLLECTION
Data Sources: CPCU and NPCU Quarterly and Annual reports and MIS
Data Collection Method: Key Informant Interview guided by relevant reporting template
Frequency of Data Collection: Quarterly, Semi Annual and Annual
Responsibility for Data Collection: CPCU and NPCU Project Auditors , CAFO

DATA REPORTING
Data reporting tool: Accountability Reporting Template (Annex 10-15) and MIS
Data Aggregation: Data is aggregated showing national and counties levels, areas of non-conformity and proposed actions:
Data Reporting: Aggregated indicator values are reported in quarterly, semi-annual and annual reports by the NPCU.

Indicator #68
Name of Indicator: Percentage of sub-projects requiring ESMPs for which ESMP implementation is being monitored
DESCRIPTION
<p>Precise Definition:</p> <p><u>Sub-projects requiring ESMPs</u> all projects under the NAVCDP will be subjected to ESS screening. Environment and Social Safeguards instruments provide procedures for screening each sub-project for environmental and social risks. Where any such risks are identified, or where national legislation requires it, an environmental and social management plan (ESMP), or Resettlement Action Plan (RAP) or Vulnerable and Marginal Group Plan (VMGP) must be prepared. All such plans require that their implementation is monitored.</p> <p><u>Monitoring implementation of ESMPs</u> refers to Supervision of Component 1 micro-projects (Annex C.4) and Component 2 and 3 sub-projects (Annex C.14) tracks whether the projects requiring ESMPs, VMGPs or RAPs have actually been monitoring their implementation. When uploaded to the MIS, the MIS calculates the percentage of sub-projects for which EMPs/VMGs/RAPs are required that are actively monitoring EMP/VMGP/RAP implementation.</p> <p>The percentage is calculated as the number of sub-projects with ESMPs being monitored, divided by the number of sub-projects required to have ESMPs * 100.</p> <p><i>This indicator monitors whether each sub-project for which an ESMP is required are actively monitoring ESMP implementation to ensure environmental and social safeguards compliance.</i></p>
Unit of Measure: Percentage
Disaggregated by:

<ul style="list-style-type: none"> • County • Sub-project type (CIG micro-project, VMG micro-project, EDMG, VCUG, FLID, Market infrastructure)
Justification & Management Utility: This indicator monitors the ability of the project to effectively implement required social and environmental safeguards
PLAN FOR DATA COLLECTION
Data Sources: Micro-project and sub-project supervision reports
Data Collection Method: SCTTs and CESCO and CSDO record whether monitoring is taking place in quarterly supervision visits. Supervision reports are uploaded to the MIS
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CESCO and CSDO
DATA REPORTING
Data reporting tool: Templates in Annex C.4 and C.14, supervision reports are uploaded to the MIS
Data Aggregation: Data is aggregated by project type and county in the MIS
Data Reporting: Indicator values are reported in the quarterly and annual project reports by CPCU and NPCU.

Indicator #69
Name of Indicator: Percentage of grievances registered (at community, ward, county and national levels) related to delivery of project benefits that have been resolved
DESCRIPTION
Precise Definition: <u>Grievances registered</u> Grievance Redress Mechanism (GRM) guidelines have been developed that accept complaints by SMS, or verbally (recorded in the Tusuluhishe form) or in written form at the community (i.e. CIG/VMG, CDDC and SACCO), county and national levels. The GRM registers all complaints received and serves to ensure that all grievances are addressed. Actions taken in response to complaints are also recorded in the GRM. <u>Resolved grievance</u> a grievance is considered to have been addressed when both parties to the complaint have reached a mutually acceptable solution.

This indicator tracks the percentage of grievances that have been resolved, which is calculated as the number of grievances that have been addressed divided by the total number of grievances received * 100.

Unit of Measure: Percentage

Disaggregated by:

- Level at which grievance reported
- County
- Type of grievance

Justification & Management Utility: This indicator monitors the effective operation of the grievance redress mechanism put in place by the project for recording relevant complaints and tracking their resolution.

PLAN FOR DATA COLLECTION

Data Sources: GRM/MIS

Data Collection Method: Obtain total numbers of grievances, ongoing grievances and grievances addressed from the GRM

Frequency of Data Collection: Ongoing

Responsibility for Data Collection: The NPCU Environmental and Social Safeguards Leads are responsible for summarizing this information.

DATA REPORTING

Data reporting tool: CMEO & NMEC enters the indicator values in the MIS.

Data Aggregation: Data is aggregated by county and type of grievance

Data Reporting: Indicator values are reported in the quarterly and annual project reports by NPCU.

b. Outcome 2: Monitoring & Evaluation and ICT enhanced

Indicator #70:

Name of Indicator: No. of project staff trained on M&E system by level and gender

DESCRIPTION

Precise Definition:

Training is the ongoing process of educating personnel to provide them with the skills they need for their job while also preparing them for the project's future.

Monitoring and Evaluation (M&E) refers to processes set up by the project, with a

Indicator #70:
Name of Indicator: No. of project staff trained on M&E system by level and gender

goal of improving its management of outputs, outcomes and impact.

Monitoring is a regular collection and analysis of information to assist timely decision making, ensure accountability and provide the basis for evaluation and learning.

Evaluation is a systematic and objective examination of a planned, ongoing or completed project. It aims at answering specific management questions and to judge the overall value of a development intervention. It serves to inform on lessons learnt to improve future decision making. Evaluations commonly seek to determine the efficiency, effectiveness, impact, sustainability and/or the relevance of the project or organization's objectives.

M&E System is a collaborative platform that allows users to collaborate, entering project data, with an exchange of messages in project implementation performance.

To enhance data collection and information sharing at the national, county, and community levels, the project will undertake M&E training for its staff and personnel executing its activities in the three tiers; national, county and community levels.

This indicator measures the number of person training days that have been delivered on M&E System.

Unit of Measure: Number

Disaggregated by:

- National;
- Counties,
- Community Institutions (CIGs/VMGs, FPOs, SACCO)
- Gender,
- Person training days

Justification & Management Utility: The project envisage to establish a web-based M&E and MIS for data collection and information sharing at the national, county, and community levels. The primary objective will be to enforce the culture of results-based project M&E and provide the foundation for an evidence based decision-making process. To ensure effective M&E, the project to capacity build is personnel in the three tiers with relevant M&E skills.

PLAN FOR DATA COLLECTION
Data Sources: MIS, CPCU, NPCU, Community Institutions training reports.

Indicator #70:
Name of Indicator: No. of project staff trained on M&E system by level and gender
Data Collection Method: Key Informant Interview (Project Human Resource Officer) guided by relevant reporting template
Frequency of Data Collection: Quarterly and Annually
Responsibility for Data Collection: CPCU and NPCU Human Resource Officer/Project M&E Officer
DATA REPORTING
Data reporting tool: Annex 10-21: Reporting templates, MIS, Annex 10-5: Activity Report Template for Trainings
Data Aggregation: Data is aggregated showing national, counties and community levels,
Data Reporting: Aggregated indicator values are reported on quarterly and annually to the NPCU.

Indicator # 71:
Name of Indicator: No. of quarterly M&E missions conducted
DESCRIPTION
<p>Precise Definition:</p> <p>Monitoring is a regular collection and analysis of project information to assist timely decision making, ensure accountability and provide the basis for evaluation and learning.</p> <p>Evaluation is a systematic and objective examination of a planned, ongoing or completed project. It aims at answering specific management questions and to judge the overall value of a development intervention. It serves to inform on lessons learnt to improve future decision making. Evaluations commonly seek to determine the efficiency, effectiveness, impact, sustainability and/or the relevance of the project or organization's objectives.</p> <p>The M&E mission will take place at all levels of the project i.e. the national, regional, county and community levels aimed at tracking progress in the implementation of activities for the key result areas and give timely feedback.</p> <p><i>This indicator measures the number of M&E missions conducted.</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> • National;

Indicator # 71:
Name of Indicator: No. of quarterly M&E missions conducted
<ul style="list-style-type: none"> • Counties, • Community Institutions (CIGs/VMGs, FPOs, SACCO)
Justification & Management Utility: M&E mission is recognized as critical part of NAVCDP management for the delivery of quality project results area indicators. It focuses on monitoring performance towards goals, and using data for decision-making. In this regard, the PAD point out a total support on M&E routine functions (e.g., data collection, analysis, and reporting) and development of an ICT-based Agricultural Information Platform for sharing information.
PLAN FOR DATA COLLECTION
Data Sources: MIS, CPCU, NPCU, Community Institutions reports, beneficiaries
Data Collection Method: Key Informant Interview, Focus Group Discussion guided by relevant reporting template/checklist, observations.
Frequency of Data Collection: Quarterly and Annually
Responsibility for Data Collection: M&E Officer and M&E Assistants at the national and county levels, two non-committee members of CIGs/VMGs (a male and a female) will be elected to monitor the micro-project activities
DATA REPORTING
Data reporting tool: Annex 10-26: Quarterly Monitoring reporting format and MIS
Data Aggregation: Data is aggregated showing KPI at national, counties and community levels
Data Reporting: Aggregated Key Performance Indicator values are reported on quarterly and annually to the NPCU.

Indicator #72:
Name of Indicator: No. of satisfactory quarterly reports submitted
DESCRIPTION
<p>Precise Definition:</p> <p>Satisfactory refers to fulfilling expectations, needs or acceptable. The project measure satisfactory and timely submission of quarterly project reports on the achievement of results framework indicators and Satisfactory quarterly project interim financial.</p> <p>The timing for submission of critical project reports at the CPCU and NPCU level are prescribed in the PAD. Achievement of this requirement is an indicator of efficient and</p>

Indicator #72:
Name of Indicator: No. of satisfactory quarterly reports submitted
<p>effective project management. The PAD only requires reporting of this indicator for national quarterly reports, but since these are written on the basis of CPCU and Community Institutions quarterly reports, this indicator also tracks timely submission of county and Community Institutions quarterly reports.</p> <p>NPCU finance team will regularly review financial reports by counties and identify any further tailored support that may be provided. NPCU expects the required financial reports to be submitted (to NPCU) by 15th of the following month after the period end or as may be directed and would further submit quarterly interim financial reports to the Bank within 45 days after end of the quarter.</p> <p>The MIS will help in streamlining the financial reporting for the project as the reports and supporting documents will be submitted electronically.</p> <p><i>This indicator measures the number of quarters in which both interim financial and progress monitoring reports are submitted within 45 days of the end of the reporting quarter.</i></p>
Unit of Measure: Number
Disaggregated by: <ul style="list-style-type: none"> • National quarterly reports • Counties quarterly reports • Community Institutions (CIGs/VMGs, FPOs, SACCO), quarterly reports
Justification & Management Utility: This indicator is a PAD results framework indicator, and an indicator of efficient and effective project management. This is in addition to statutory requirement by IDA and the Government of Kenya
PLAN FOR DATA COLLECTION
Data Sources: MIS, CPCU, NPCU and Community Institutions reports
Data Collection Method: Key Informant Interview, guided by relevant reporting template/Monthly Accountability Report (Annex 10-18)
Frequency of Data Collection: Quarterly and Annually
Responsibility for Data Collection: Project Fiduciary team, M&E Officer and M&E Assistants at the national and county levels, CDDC Administrator, SACCOs Accountant
DATA REPORTING

Indicator #72:
Name of Indicator: No. of satisfactory quarterly reports submitted
Data reporting tool: relevant reporting template/Monthly Accountability Report (Annex 10-18) and MIS
Data Aggregation: Indicator values shall be summed across quarters
Data Reporting: Indicator values are reported in quarterly and annual project report by NPCU

Indicator #73:
Name of Indicator: No. of evaluation reports prepared by type (baseline, mid-point, and end line)
DESCRIPTION
<p>Precise Definition:</p> <p>Evaluation Report refers to systematic and objective assessment report of an ongoing or completed project.</p> <p>Baseline refers to the situation before project implementation began. A general baseline survey is planned that will collect data on target beneficiaries ('treatment group') as well as households in wards that are not targeted by the project ('control group'), and a repeat survey before project completion will enable assessment of the contribution of project intervention to change in key outcomes targeted by the project.</p> <p>Mid-point refers to mid project implementation review to provide feedback for project management on implementation experience, and enable revisions or 're-tooling' to reinforce positive impacts and mitigate adverse impacts through modifications to design and implementation.</p> <p>Endline/Impact Evaluation refers to changes in the lives of particular people, as perceived by them and their partners at the time of evaluation attributable to a programme or project. Changes can be positive or negative, intended or unintended. The objective of the evaluation will be to assess progress of the project implementation based on the project development objectives and the baseline values. Evaluation of the project will also entail conducting relevant surveys and studies which will feed to the mid-term and end-term evaluation reports.</p> <p><i>This indicator measures the number of project evaluation conducted namely baseline, mid-term and end term/endline evaluations.</i></p>
Unit of Measure: Number

Disaggregated by: <ul style="list-style-type: none"> • Baseline Evaluation report • Mid Term Evaluation report • Endline valuation report
Justification & Management Utility: The commit is support in financing baseline, mid-point, and end-of-project impact evaluations.
PLAN FOR DATA COLLECTION
Data Sources: MIS, CPCU, NPCU and Community Institutions reports, beneficiaries
Data Collection Method: Key Informant Interview, Survey, Focus Group Discussion
Frequency of Data Collection: Baseline, mid and end of the project
Responsibility for Data Collection: Consultant (Consultancy Services), supported by CPCU and NPCU M&E Officers, community institutions committee. The terms of reference (ToRs) will be developed by the NPCU, which will also contract an independent consultant/firm to conduct the evaluation.
DATA REPORTING
Data reporting tool: Questionnaire, Checklist and FGD guide and MIS
Data Aggregation: Aggregates results at NPCU
Data Reporting: Indicator values are reported during baseline, mid-term and endline of the project.

Indicator #74:
Name of Indicator: No. of farmers, staff and other stakeholders accessing ICT- Agriculture Platform
DESCRIPTION
Precise Definition: Farmer is a person engaged in crops and livestock production by labour and attention Staff is a group of employees, charged with executing project undertaking. Stakeholders refers to an agency, organization, group or individual who has a direct or indirect interest in the project/programme, or who affects or is affected positively or negatively by the implementation and outcome of it. Information and communication technologies (ICTs) in agriculture comprise of networks, mobiles, devices, services, and applications that aid the processing, management, and exchange of data, information, or knowledge with a target audience/stakeholder.

*For pre-existing platforms, the baseline number of unique users per month will be taken as the baseline, and the project will track monthly unique users, and the percentage change will be calculated as: $(Users\ T - Users\ B) / Users\ B * 100$, where Users B is the baseline number of monthly unique users and Users T is the number of monthly unique users at time T.*

Unit of Measure: Number

Disaggregated by:

- Farmers accessing the ICT agri-platform (Gender);
- Stakeholder accessing the ICT agri-platform;
- Staff accessing the ICT agri-platform;
- Types of information accesses (technical or extension advisory services, business and market-oriented, agro-weather information)

Justification & Management Utility: The PAD commit in the development of an ICT-based Agricultural Information Platform for sharing information (e.g., technical or extension advisory services, business and market-oriented, agro-weather information etc.);

PLAN FOR DATA COLLECTION

Data Sources: MIS,

Data Collection Method: Checklist

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU and NPCU M&E Officers and Assistant M&E Officers

DATA REPORTING

Data reporting tool: MIS excel files, Annex 10-21: Reporting templates

Data Aggregation: MIS aggregates results across platform

Data Reporting: Indicator values are reported quarterly and annually at CPCU and NPCU.

Indicator #75:

Name of Indicator: No of Case Studies and Special Surveys conducted

DESCRIPTION

Precise Definition:

Case Study is a research approach that is used to generate an in-depth, multi-faceted

understanding of a complex issue in its real-life context

The PAD point out that the project ought to conduct case studies and independent studies to monitor achievements of some indicators and project outputs. The studies to be conducted include; Case studies - on adoption of TIMPs promoted by the project and the best practices in NRM, food security, project beneficiaries gains, etc. Independent studies on sustainable land management practices, progress of value chain development, agro-weather advisories and TIMPs adoption by beneficiaries

This indicator measures the number of case studies and surveys conducted during project implementation period

Unit of Measure: Number

Disaggregated by:

- Case studies subject matter
- Independent studies subject matter
- Special Survey subject matter

Justification & Management Utility: The PAD emphasized that NAVCDP will be underpinned by a solid monitoring, learning, and evaluation system that will feed into decision support systems, business analytics, and rigorous studies.

PLAN FOR DATA COLLECTION

Data Sources: MIS, CPCU, NPCU and Community Institutions reports, beneficiaries

Data Collection Method: Survey, case study, Key Informant Interview, Focus Group Discussions

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: Consultant (Consultancy Services) supported by CPCU and NPCU M&E Officers and Assistant M&E Officers

DATA REPORTING

Data reporting tool: MIS excel files; Annex 10-23: Data Collection Template, Annex 10-20: Sample data collection tools

Data Aggregation: Database for case studies and special survey

Data Reporting: Indicator values are reported quarterly and annually at CPCU and NPCU.

Indicator #76:
Name of Indicator: No. of data collection tools developed, digitized and deployed
DESCRIPTION
<p>Precise Definition:</p> <p>Data Collection Tools refers to the tools/devices used to gather data, such as a paper questionnaire or a system for computer-assisted interviews. Tools used to gather data include case studies, checklists, interviews, occasionally observation, surveys, and questionnaires.</p> <p>Data collection tools described in this manual, require the NMEO to work with other subject experts to ensure that data collection tools list all the required items, use appropriate units or unit conversions and are phrased in ways that are easy for enumerators and beneficiaries to understand. Data collection tools and data management analysis) should be pre-tested to ensure that tools and processes are all functioning before uploading to the MIS and undertaking data analysis</p> <p>Once data collection and data management and reporting tools have been reviewed and revised, all people with roles in data collection, management and reporting should be adequately trained.</p> <p><i>This indicator measures the number of data collection tools developed, digitized and deployed during the project implementation period</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> • Data collection tools developed • Data collection tools digitalized • Data collection tools deployed
<p>Justification & Management Utility: The PAD indicates that the project will finance activities related to routine M&E functions (e.g., data collection, analysis, and reporting) and development of an ICT-based Agricultural Information Platform for sharing information (e.g., technical or extension and business advisory services, market data, agro-weather, and others).</p> <p>In this regard, the project strives to embrace ICT In its operations by development, digitalization and deployment of data collection tools. This will easy project monitoring and evaluation as well as leveraging data and digital technologies which will enable streamlined</p>

delivery of bundled value chain services like inputs, credit, extension, and market linkages.

PLAN FOR DATA COLLECTION

Data Sources: CPCU, NPCU and Community Institutions, beneficiaries

Data Collection Method: Key Informant Interview,

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU and NPCU M&E Officers and Assistant M&E Officers,

DATA REPORTING

Data reporting tool: MIS excel files; Annex 10-23: Data Collection Template, Annex 10-20: Sample data collection tools

Data Aggregation: Database on data collection tools developed, digitalized and deployed

Data Reporting: Indicator values are reported quarterly and annually at CPCU and NPCU.

Indicator #77:

Name of Indicator: Functional and updated project MIS in place

DESCRIPTION

Precise Definition:

Project Management Information System (MIS) is a planned system of collecting, storing, and disseminating data in the form of information needed to carry out the functions of the project management.

The MIS has a central role in the M&E system. It includes real-time monitoring images and data for each micro-project across all participating sub counties. As much as possible, data collected will be disaggregated, analyzed, and reported by gender and VMG. An independent, rigorous, quantitative evaluation of impact will be carried out under the project, starting with a baseline and followed by mid-term and end-of-project surveys.

This indicator measures existence of an operational and updated project MIS.

Unit of Measure: Number

Disaggregated by:

- Functional status
- No. of modules upgraded
- No. of new modules included
- No. of counties included
- No. of Wards included
- No. of value chain included

Justification & Management Utility: The NAVCDP underpinned a solid monitoring, learning, and evaluation system that will feed into decision support systems, business analytics, and rigorous studies. It envisages that MIS will be set up for data collection and information sharing at the national, county, and community levels. The primary objective will be to enforce the culture of results-based project M&E and provide the foundation for an evidence based decision-making process.

PLAN FOR DATA COLLECTION

Data Sources: CPCU, NPCU and Community Institutions, beneficiaries

Data Collection Method: Key Informant Interview,

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: Consultant (Consultancy services); CPCU and NPCU M&E Officers and Assistant M&E Officers,

DATA REPORTING

Data reporting tool: MIS excel files;

Data Aggregation: MIS modules developed/upgraded and deployed by NPCU M&E Officer

Data Reporting: Indicator values are reported quarterly and annually at CPCU and NPCU.

Indicator #78:

Name of Indicator: % beneficiaries satisfied with project services and implementation process

DESCRIPTION

Precise Definition:

Beneficiaries are individuals, groups or organizations who, whether targeted or not, benefit directly from the development interventions.

Satisfaction refers to expressed contentment on a predefined scale about the project services and implementation process, specifically whether the respondent agrees that his/her views and needs are adequately addressed.

Beneficiary satisfaction refers to the process of thoughtfully and proactively soliciting feedback from parties that derive benefits from a project, most importantly the direct service recipients on how well a nonprofit's programs met their needs and expectations, and using this input to strengthen services and increase impact

The project will support 500,000 farmers engaged in 9 value chains across 26 counties. The project beneficiaries are small scale farmers who will be transitioning from being subsistence to commercial farmers or are selling only a small percentage of their produce commercially. The project is also expected to benefit many value chain actors at various levels, including extension workers, aggregators, logistics support providers and SMEs operating within the value chain.

This indicator is the percentage of direct project beneficiaries surveyed who are satisfied with the project services and implementation process. Calculation: ratio of number of beneficiaries satisfied with the investment planning process (n) to the total number of beneficiaries surveyed (N): $n/N \times 100$

Unit of Measure: Percentage

Disaggregated by:

- Overall satisfaction level
- Satisfaction levels by gender (male, female)
- Satisfaction level by county
- Satisfaction levels by services

Justification & Management Utility: Reflects target beneficiary satisfaction, feedback can be used to improve project services

PLAN FOR DATA COLLECTION

Data Sources: CPCU, NPCU and Community Institutions, beneficiaries and MIS data

Data Collection Method: Survey, Key Informant Interview, Focus Group Discussion.

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: Consultant (Consultancy services); CPCU and NPCU M&E Officers and Assistant M&E Officers,

DATA REPORTING

Data reporting tool: Questionnaire, Checklist, Project website feedback portal
Data Aggregation: CPCU AND NPCU M&E Officer and Assistant aggregate the report and update the MIS
Data Reporting: Indicator values are reported quarterly at CPCU and NPCU in the prescribed format and uploaded in the MIS

c. Outcome 3: Communication and smooth Flow of Project information

Indicator #79:
1. Name of Indicator: No. of audio-visual materials produced
DESCRIPTION
<p>Precise Definition:</p> <p>Audio Visual is an electronic media possessing both a sound and a visual component/Audio visual communication is a productive form of communication that use sound and lighting equipment to improves communication by heightening the awareness of your audience's sight and hearing.</p> <p>Audio Visual Materials are "project training or educational materials directed at both the senses of hearing and the sense of sight, films, recordings, photographs.</p> <p><i>This indicator counts the number of audio-visual materials produced by the project. This indicator is calculated by tallying the number of audio-visual materials produced for the project</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> • Types of audio-visual equipment procured; • Types of audio visual materials produced; and • Number of audio visual material produced by type.
<p>Justification & Management Utility: The project envisages an effective communication with all stakeholders includes project beneficiaries, all government officials that are part of the project implementation, key policy makers and the citizens at large. This calls for adoption of modern information and communication technology.</p>
PLAN FOR DATA COLLECTION
Data Sources: CPCU, NPCU and Community Institutions reports and MIS data
Data Collection Method: Survey, Key Informant Interview, literature/Project reports review

Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU and NPCU Communication Specialist and Project ICT Officer
DATA REPORTING
Data reporting tool: Questionnaire, Checklist, prescribed reporting template
Data Aggregation: CPCU and NPCU Communication Specialist aggregate the report and update the MIS
Data Reporting: Indicator values are reported quarterly at CPCU and NPCU in the prescribed format and uploaded in the MIS

Indicator #80:
Name of Indicator: No. of audio-visual materials disseminated
DESCRIPTION
<p>Precise Definition:</p> <p>Audio Visual is an electronic media possessing both a sound and a visual component/Audio visual communication is a productive form of communication that use sound and lighting equipment to improves communication by heightening the awareness of your audience’s sight and hearing.</p> <p>Audio Visual Materials are "project training or educational materials directed at both the senses of hearing and the sense of sight, films, recordings, photographs.</p> <p>Audio Dissemination is the act or process of sharing, distributing, spreading, broadcasting, or dispersing project audio visual material to the stakeholder/ beneficiaries for their information and utilization.</p> <p><i>This indicator is Calculated: Tallying the number of project audio-visual materials disseminated for utilization</i></p>
Unit of Measure: Number
<p>Disaggregated by:</p> <ul style="list-style-type: none"> • Types of audio-visual materials disseminated; • Number of audio visual material disseminated by type; • Number of counties covered; • Number of wards covered.

Justification & Management Utility: The project will strengthen dissemination capacity to support value chains in all NAVCDP counties and also support the dissemination of prioritized TIMPs for adoption by farmers to achieve increased productivity, market participation, and income to the households. This calls for effective and efficient means of dissemination/sharing of extension materials and information.

PLAN FOR DATA COLLECTION

Data Sources: CPCU, NPCU and Community Institutions reports and MIS data

Data Collection Method: Survey, Key Informant Interview, literature/Project reports review

Frequency of Data Collection: Quarterly

Responsibility for Data Collection: CPCU and NPCU Communication Specialist and Project ICT Officer

DATA REPORTING

Data reporting tool: Checklist, prescribed reporting template

Data Aggregation: CPCU and NPCU Communication Specialist and Project ICT Officer aggregate the report and update the MIS

Data Reporting: Indicator values are reported quarterly at CPCU and NPCU in the prescribed format and uploaded in the MIS

Indicator #81:

Name of Indicator: No. of communication reports shared timely

DESCRIPTION

Precise Definition:

Communication is the act of transferring information from one place, person or group to another in the project jurisdiction.

Reports are documents designed to record and convey information to the project beneficiaries/stakeholders and can be used both internally and externally;

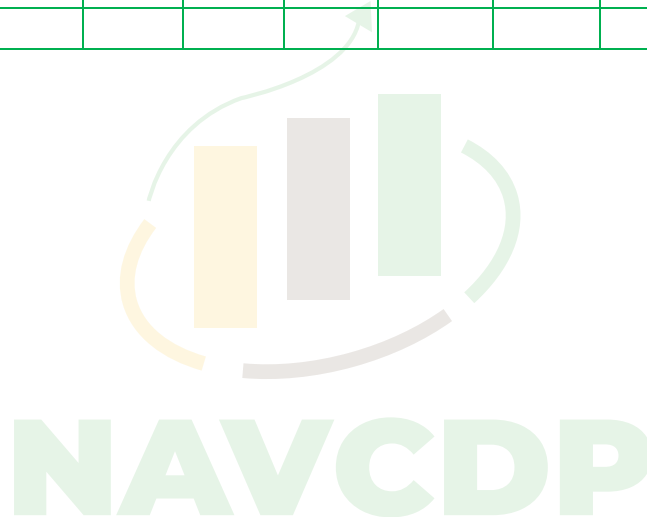
The Communications officer is responsible for convening events at which lessons from project implementation are shared between beneficiaries, with stakeholders and between project implementation agencies, guided by project communication strategy.

This indicator measures the number of reports written and timely submitted to the stakeholders. This indicator is Calculated: Tallying the number of project

<i>communication reports shared in the prescribed timelines</i>
Unit of Measure: Number
Disaggregated by: <ul style="list-style-type: none"> • County and Ward reports by type • National Reports by type
Justification & Management Utility: The project envisages an effective communication and information flow, purposed to enhance project implementation. The project will timely submit communication reports to the relevant authority and beneficiaries in the prescribed format.
PLAN FOR DATA COLLECTION
Data Sources: NPCU, CPCU, and Community Institutions reports and MIS data
Data Collection Method: Survey, Key Informant Interview, literature/Project reports review
Frequency of Data Collection: Quarterly
Responsibility for Data Collection: CPCU and NPCU Communication Specialist
DATA REPORTING
Data reporting tool: Checklist, prescribed reporting template
Data Aggregation: CPCU and NPCU Communication Specialist will aggregate the report, update the MIS and compile and submit regular communication reports to the relevant stakeholders/beneficiaries.
Data Reporting: Indicator values are reported quarterly at CPCU and NPCU in the prescribed format and uploaded in the MIS,

Annex 10-4: Annual Work plan and Budgets (AWP&Bs) Template

Component /Sub-Component	Output	Key Planned Activity	Targets	Sub-Activities	Inputs	Units	Unit No.	Unit Cost (KES)	Total Cost (KES)	GFS Code	Category		Verifiable Indicator	Responsibility					Remarks
											IDA	GoK			Q 1	Q 2	Q 3	Q 4	
COMPONENT 1:																			



Annex 10-5: AWP&B implementation monitoring Template

Code	Activity	Indicator or milestone	Quantity targeted	Physical achievement For present period			Financial achievement for present period			Analysis		
				Level of implementation	Quantity achieved	% Cumulative achieved	Budgeted	spent	% spent (absorption rate)	Problems encountered	Actions to be taken	comments

Level of implementation: (i) On-going; (ii) completed, (iii) Cancelled (Explain why under comments)



Annex 10-6: Quarterly beneficiary survey form

QUARTERLY BENEFICIARY SAMPLE SURVEY FORM

[This draft template is written in a format that is easily adaptable to ODK software. It should be reviewed, revised and pre-tested prior to use]

Enumerator Details

What is your Name? _____

What is your Mobile Number? _____

Date [automatically generated]

Dear,

This survey is a follow-up survey to monitor changes and benefits from NAVCDP sub-projects. You have been selected randomly from the list of project beneficiaries. Accurate information on the activities you have done and the benefits can help the project to provide targeted and effective support. Please fill the data as accurately as possible.

Thank You

Location:

County:

Counties Name:

Ward

Village

Cluster:



Respondent Details

Name of the farmer: _____

ID number of the farmer: _____

Does this ID number belong to: you spouse other family member?

Phone No of the farmer: _____

Gender Male Female

Age: 18-35 36-45 46-55 56-65 66 and above

Number of household members: Total ____

Adult male ____ Adult female ____

Child male ____ Child female ____

Number of acres farmed: _____

Are you a CIG member? Yes No

Are you a VMG member? Yes No

IF CIG/VMG member:

Select value chain that the CIG/VMG works on

Q1. Did you participate in community discussions about project activities during the PICD process?

Yes No

IF YES:

Q2. How satisfied are you that your views and needs were reflected in the planning process?

Not at all Not enough Neutral A little satisfied Very satisfied

When the CIG/VMG micro-project was being planned,

Q3. Were you involved in discussing the micro-project activities?

Not at all Not enough No opinion A little Very involved

Q4. Were you involved in deciding the micro-project activities?

Not at all Not enough No opinion A little Very involved

Q5. How satisfied are you with how you were able involved in planning the micro-project?

Not at all Not much No opinion A little Very

Any suggestions on how to improve planning of micro-projects in the future?

Are you a beneficiary of a producer organisation enterprise development grant? Yes No [IF YES, THEN LINK TO QUESTIONS ABOUT VALUE CHAIN-SPECIFIC ENTERPRISES, TIMP ADOPTION AND INVENTORY BELOW]

Are you a beneficiary of a value chain upgrading matching grant? Yes No [IF YES, THEN LINK TO QUESTIONS ABOUT VALUE CHAIN-SPECIFIC ENTERPRISES, TIMP ADOPTION AND INVENTORY BELOW]

Are you a beneficiary of Financial Inclusion Matching Grant (FIMG)? Yes No [IF YES, THEN LINK TO QUESTIONS ABOUT VALUE CHAIN-SPECIFIC ENTERPRISES, TIMP ADOPTION AND INVENTORY BELOW]

IF NO: Does the sub-project promote improved production practices as part of a grant to multiple POs? IF YES, THEN ASK ABOUT TIMP ADOPTION AND INVENTORY. IF NO STOP.

IF CHICKEN

In the last 3 months, which of the following businesses have you done?

- Chicken production for eggs
- Chicken production for meat
- Chicken production for both meat and eggs
- Chicken production for guano manure

- Chicken feed formulation
- Chick production (hatchery)
- None
- Other (specify _____)

IF CHICKENS

In the last 3 months, which of the following practices have you been adopting?

- Chicken improved housing systems % of chickens to which this was applied: ___% who in the hh does this? Male • female • male & female jointly •
- Thermostable vaccines % of chickens to which this was applied: ___%Who in the hh does this? male • female • male & female jointly •
- ADD ANY OTHER TIMPS % of chickens to which this was applied: ___% Who in the hh does this? male • female • male & female jointly •

Chicken inventory:

Total number of chicken: _____

Number of productive stock: _____

Yield per stock: _____

Average weight per chicken: _____

Unit of production for eggs Number ____ trays _____

Quantity of eggs produced in the last 1 month: _____

Quantity of eggs consumed at home in the last 1 month _____

Unit of sales Number _____ trays _____

Average unit price for eggs in the last one month

Quantity of eggs sold in the last one month

Amount earned from eggs in the last one month

Unit of production for chicken meat (gram, kg, piece, crates)

Amount of chicken meat consumed at home in the last one month

Units of sales at the market for chicken meat (gram, kg, piece, crates)

Average unit price for chicken sold in the last one month

Quantity of chicken sold in the last one month

Amount earned from chicken sales in the last one month

IF BEE APICULTURE

In the last 3 months, which of the following businesses have you done?

- Honey production
- Honey processing
- Bee hive making
- Wax processing

- Honey retailing
- Bee colony production
- Bee keeper services
- None
- Other (specify _____)

In the last 3 months, which of the following practices have you been adopting?

• Propolis processing _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Stingless bee keeping _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Royal jelly production _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Bee colony multiplication _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Wax processing _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Crude honey production _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Refined honey production _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Comb honey production _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Kenya top bar hive _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Langsoth bee hive _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Box hive _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Log hive with top bars and queen excluder _____ % of hives to which this was applied: ____%

Who in the hh does this? male • female • male & female jointly •

• Flow hive _____ % of hives to which this was applied: ____% who in the hh does this? male • female • male & female jointly •

• Candle making _____ % of hives to which this was applied: ____% who in the hh does this? male • female • male & female jointly •

• Sculpture making _____ % of hives to which this was applied: ____% who in the hh does this? male • female • male & female jointly •

Total number of avocado planted
 Number of mature avocado plants
 Units of production bunch, kg, 25 kg crate, 50 kg crate, 64 kg crate
 Yield per avocado tree
 Units of sales bunch, kg, 25 kg crate, 50 kg crate, 64 kg crate
 Quantity sold in the last month _____

Unit price for sales in the last month
 Total amount earned from avocado sales in the last month
 IF MANGO

In the last 3 months, which of the following businesses have you done?

- Mango production
- Mango processing
- Other (specify _____)

In the last 3 months, which of the following practices have you been adopting?

• Integrated pest management % of total Mango area to which this is applied: ____% who in the hh does this? male • female • male & female jointly •

• Post-harvest technologies % of total Mango harvested area to which this is applied: ____% Who in the hh does this? male • female • male & female jointly •

• Value addition technologies Who in the hh does this? male • female • male & female jointly •

Mango inventory:

Unit of measure for land under Mango: acres, hectares, points, m2

Total area under Mango

Total number of Mango planted

Number of mature Mango plants

Units of production bunch, kg, 25 kg crate, 50 kg crate, 64 kg crate

Yield per Mango tree

Units of sales bunch, kg, 25 kg crate, 50 kg crate, 64 kg crate

Quantity sold in the last month _____

Unit price for sales in the last month

Total amount earned from Mango sales in the last month

IF BANANA

In the last 3 months, which of the following businesses have you done?

- Banana production
- Banana processing
- Banana trading
- Hardening nursery establishment
- Other (specify)

Quantity sold in the last month _____

Unit price for sales in the last month

Total amount earned from Coffee sales in the last month

IF CASHEWNUT

In the last 3 months, which of the following businesses have you done?

- Cashewnut fruit production
- Cashewnut fruit products
- Raw Cashewnut sap
- Cashewnut sap products
- Cashewnut wood
- Cashewnut husk/fibre products
- Cashewnut shell products
- Cashewnut branch products
- Cashewnut seedling nursery
- Cashewnut trading
- Other (specify _____)

In the last 3 months, which of the following practices have you been adopting?

- Harvesting/tapping technology % of total area to which this is applied: ___% Who in the hh does this? male • female • male & female jointly •
- Tree climbing equipment % of total area to which this is applied: ___% Who in the hh does this? male • female • male & female jointly •
- Sap storage and handling % of total sap harvest to which this is applied: ___% Who in the hh does this? male • female • male & female jointly •
- Processing technologies % of total harvest to which this is applied: ___% Who in the hh does this? male • female • male & female jointly •

Cashewnut inventory

Unit of measure for land under Cashewnut: acres, hectares, points, m2

Total area under Cashewnut

Total number of Cashewnut planted

Number of mature Cashewnut plants

Units of production kg, 25 kg crate, 50 kg crate, 64 kg crate

Yield per Cashewnut tree

Liters of sap harvested per day _____

Pieces of brooms/mats/makuti made per month _

- Other (specify _____)

In the last 3 months, which of the following practices have you been adopting?

- Improved varieties % of total pyrethrum area to which this is applied: ___ %

Who in the hh does this? male • female • male & female jointly •

- Integrated pest management % of total pyrethrum area to which this is applied: ___ %

Who in the hh does this? male • female • male & female jointly •

- Water conservation technologies % of total pyrethrum area to which this is applied: ___ %

Who in the hh does this? male • female • male & female jointly •

- Post-harvest handling technologies % of total harvest to which this is applied: ___ %

Who in the hh does this? male • female • male & female jointly •

Pyrethrum inventory:

Unit of measure for land under pyrethrum acres, hectares, points, m2

Total area under pyrethrum

Unit of measure for yield (kg, debe, crates...)

Yield per unit area in last one month

Total yield of harvest in last one month

Unit of sales for pyrethrum (kg, debe, crates...)

Quantity of pyrethrum sold in last one month

Quantity of pyrethrum consumed at home in last one month

Unit price for pyrethrum

Amount earned from pyrethrum sales in last one month

FOR ALL VALUE CHAINS:

In the last 3 months, have you received training from?

SP • Yes • No

SCTT • Yes • No

CTD • Yes • No

Producer organisation (e.g. coop) staff: • Yes • No

Other (specify _____)

IF YES:

Who attended the training: HH Male • HH Female

Q9. Overall, how useful was the training?

• Not useful at all • Not very useful • No opinion • A little useful • Very useful

Q10. How relevant was the training content to your farming activities?

• Not at all • Not much • No opinion • A little • Very

Q11. How easy was it to understand?

- Very difficult • A little difficult • No opinion • Easy • Very easy

Q12. How easy was it to apply what you learned on your farm?

- Very difficult • A little difficult • No opinion • Easy • Very easy

Any suggestions for improving future training events?

In the last 3 months, have you received advice (not in a training) from:

SP • Yes • No

SCTT • Yes • No

CTD • Yes • No

Producer organisation (e.g. coop) staff: • Yes • No

Other (specify _____)

IF YES:

Q13. Overall, how useful was the advice?

- Not useful at all • Not very useful • No opinion • A little useful • Very useful

Q14. How relevant was the advice to your farming activities?

- Not at all • Not much • No opinion • A little • Very

Q15. How easy was it to understand?

- Very difficult • A little difficult • No opinion • Easy • Very easy

Q16. How easy was it to apply the advice on your farm?

- Very difficult • A little difficult • No opinion • Easy • Very easy

Any suggestions for improving future advisory services?

In the last 3 months, have you received farming inputs from the project? • Yes • No

IF YES:

Q17. Overall, how satisfied are you with the inputs you received?

- Not at all • Not very • No opinion • A little • Very satisfied

Q18. How good was the quality of the inputs you received?

- Terrible • Not good • No opinion • Good • Very good

Q19. How easy was it to get the inputs?

- Very difficult • A little difficult • No opinion • Easy • Very easy

Q20. How much do you feel you have the knowledge to use the inputs you received?

• Not at all • Not very • No opinion • Somewhat knowledgeable • Very knowledgeable

Any suggestions for improving future inputs provided by the project?

Overall, how much do you expect the extension support from the project will:

Increase yields: • Decrease a lot • Decrease a little • No change • A little increase • A big increase

Increase food available at home: • Decrease a lot • Decrease a little • No change • A little increase • A big increase

Increase profits: • Decrease a lot • Decrease a little • No change • A little increase • A big increase

Finally, any other suggestions for improving the extension support that your family receives from the project?



Annex 10-7: Monthly Activities Report Template

CPCU Thematic Area : Monthly Progress Report	
Staff Name:	
Time Period:	_____ (Month) ____ (Year)
County:	
1. Summary of the main Progress Achieved	
<i>[List the main activities done in the month and any related achievements]</i>	
Activity 1	
Activity 2	
Activity 3	
...	
2. Problems Encountered	
<i>[List and explain any problems encountered]</i>	
2.1	
2.2	
2.3	
...	
3. Next steps, actions items, key issues/opportunities, and relevant observations	
<i>[List how you plan to respond to the issues or opportunities mentioned above and any other comment that the CPCU director or NPCU should be aware of]</i>	
3.1	
3.2	
3.3	
...	
4. Results monitoring	
<i>[Total the following indicators from Activity Reports received in the last month]</i>	
4.1 # of person training days delivered to CTD, SCTT and SP staff in the last month	Total: _____ Of which:
	Male:
	Female:
4.2 # of person training days for community institutions (CDDCs) in the last month	Total: _____ Of which:
	Male:
	Female:
4.3 Ward citizen engagement meetings held in last month:	
4.4 Number of participants in ward citizen engagement meetings in the last month	Total: _____ Of which:
	Male:
	Female:
<i>[Total the following indicators from CIG/VMG Registration Forms received in the last month]</i>	
4.5 Number of CIGs/VMGs newly formed in the past	

month	
4.6 Number of CIGs, VMGs federated to FPOs	
<i>[Total the following indicators from CPCU documentation received in the last month]</i>	
4.7 # of SP consortia contracted in the last month	
4.8 # of SACCOs and FPOs recruited to offer financial support to CIGs, VMGs	
4.9 # of proposals for CIG/VMG TIMPS implementation received by saccos and FPOs	
5.0 # of CIG/VMG who accessed credit from saccos and FPOs in the last month	
<i>[Total the following indicators from CDDC Tracker submissions received in the last month]</i>	
4.9 # of functional CDDCs	
4.10 # of CIG/VMG sub-projects successfully completed in the last month	
<i>[Total the following indicators from CDDC monthly reports received in the last month]</i>	
4.11 Number of CIG/VMG members reached with training or other assets in the last month:	Total: _____ Of which:
	Male: _____
	Female: _____
4.12 # of client-days of training on TIMPs through micro-projects in the last month	Total: _____ Of which:
	Male: _____
	Female: _____
CPCU Coordinator approved:	Signed: _____ Date: _____

NAVCDP

Annex 10-8: Quarterly Activities Reports Template

Thematic area : Quarterly Progress Report	
Staff Name:	
Time Period:	From _____ (Month) to _____ (Month) ____ (Year)
County:	
1. Summary of the main Progress Achieved	
<i>[List the activities done in the quarterly and any related achievements]</i>	
Activity 1	
Activity 2	
Activity 3	
...	
2. Problems Encountered	
<i>[List and explain any problems encountered]</i>	
2.1	
2.2	
2.3	
...	
3. Next steps, actions items, key issues/opportunities, and relevant observations	
<i>[List how you plan to respond to the issues or opportunities mentioned above and any other comment that the CPCU director or NPCU should be aware of]</i>	
3.1	
3.2	
3.3	
...	
4. Results monitoring	
<i>[Total the following indicators from monthly in the last quarter]</i>	
4.1 # of person training days delivered to CTD, SCTT and SP staff in the last quarter	Total: _____ Of which:
	Male:
	Female:
4.2 # of person training days for community institutions (CDDCs) in the last quarter	Total: _____ Of which:
	Male:
	Female:
4.3 Ward citizen engagement meetings held in quarter:	
4.4 Number of participants in ward citizen engagement meetings in the last quarter	Total: _____ Of which:
	Male:
	Female:

4.5 Number of CIGs/VMGs newly formed in the last quarter	
4.6 Number of CIGs, VMGs federated to FPOs	
4.7 # of SP consortia contracted in the last quarter	
4.8 # of SACCOs and FPOs recruited to offer financial support to CIGs, VMGs	
4.9 # of proposals for CIG/VMG TIMPS implementation received by SACCOs and FPOs	
4.10 # of CIG/VMG who accessed credit from SACCOs and FPOs in the last quarter	
4.11 # of CIG/VMG micro-project grants approved in the last quarter	
4.12 # of CDDCs rated as functional in the last quarter	
4.13 # of CIG/VMG subprojects successfully completed in the last quarter	
4.14 Number of CIG/VMG members reached with training or other assets in the last quarter:	Total: _____ Of which:
	Male:
	Female:
4.12 # of client-days of training on TIMPs through micro-projects in the last quarter	Total: _____ Of which:
	Male:
	Female:
<i>[From the CPCU financial officer's report for the last quarter, find the value for this indicator.]</i>	
4.13 % of approved micro-project funds disbursed	
CPCU Coordinator approved:	Signed: _____ Date: _____

Annex 10-9: Activity Report Template

Title page

Introduction

- Activity implementing Agency
- Activity code and name as per the workplan
- Output statement as per the project results framework I matrix (Annex Approved Action plan)
- Brief description of how the activity was carried out, dates and venue (Annex the list of participants)

Activity Results

- Statement of activity objectives
- Deliverables planned and achieved, with reasons for underachievement of the deliverables if any (Annex deliverable reports)

Activity budget

State the actual expenditure on the activity, give reason on variance from the planned budget if any



NAVCDP

Annex 10-10:: Lessons learnt and Recommendation

Lessons Learnt Log						
	Project Name					
	Project Area	County	Ward			
	Project Coordinator					
	Project Description					
ID	Date Identified	Entered By	Subject	Situation	Recommendations and Comments	Follow-ups
01.						
02.						
03.						
04.						



NAVCDP

Annex 10-11: CDDC Tracker Template

Section 1: Basic information on the CDDC						
Name of CDDC:						
County name :			Ward name:			
CDDC code: [a code number to be given based on county and ward]						
GPS Coordinates:		Latitude (N/S):		Longitude (E/W):		
Section 2: Organizational development and functioning						
Registration status		Not yet registered <input type="checkbox"/>		Officially registered <input type="checkbox"/>		
Date registered		(DD/MM/YY)				
Number of members:		Total:		Male:		Female:
Management committees established and trained: (tick box for 'yes')						
Executive committee established:			<input type="checkbox"/>	% committee members female:		
Executive committee trained:			<input type="checkbox"/>			
Procurement committee:			<input type="checkbox"/>	% committee members female:		
Procurement committee trained:			<input type="checkbox"/>			
M&E committee established:			<input type="checkbox"/>	% committee members female:		
M&E committee trained:			<input type="checkbox"/>			
Social accountability and integrity committee established:			<input type="checkbox"/>	% committee members female:		
Social accountability and integrity committee trained:			<input type="checkbox"/>			
Bank account opened:			<input type="checkbox"/>			
Number of meetings held in the last quarter:						
Average % of members attending meetings in the last quarter:				Male:		Female:
Number of meetings held in last quarter that had documented minutes:						
Section 3: Community grant supervision						
Number of community grant proposals submitted to CPCU:						
Number of community grants approved by CPSC:						
For each approved community grant, monitor and record on a separate sheet the						

following:			
Sub-project name			
Sub-project code:			
Project start date:	__/__/__	Project end date:	__/__/__
Sub-project GPS location	Long:	Lat:	
Project type:	Value chain micro-project <input type="checkbox"/> SLM <input type="checkbox"/> Market-oriented alternative livelihood <input type="checkbox"/> Targeted support to VMGs <input type="checkbox"/> Nutrition mainstreaming <input type="checkbox"/>		
Number of targeted beneficiaries:	Male:		
	Female:		
Sub-project Env/social screening result	<input type="checkbox"/> EMP/VMGP/RAP required	<input type="checkbox"/> No EMP required	<input type="checkbox"/>
Project contacts:			
CDDC Chairman name: _____		Tel: _____	
SAIC Chairman name: _____		Tel: _____	
Project management committee Chairman name: _____		Tel: _____	
Who is responsible for monitoring & reporting project implementation progress?			
CDDC member responsible: Name _____		Tel: _____	
Other (e.g. SP, SCTT): Name _____		Tel: _____	
Project management committee established:	<input type="checkbox"/>	% committee members female:	
Project management committee trained:	<input type="checkbox"/>		
MoU between CDDC and CPCU signed:	<input type="checkbox"/>		
Detailed activity schedule submitted to CPCU	<input type="checkbox"/>		
First tranche of funds received	<input type="checkbox"/>		
Sub-project information has been publicly displayed	<input type="checkbox"/>		
Progress implementing activities planned	Implementation according to plan <input type="checkbox"/> Implementation behind planned schedule <input type="checkbox"/> Planned activities need to be changed <input type="checkbox"/> IF NEED TO BE CHANGED, EXPLAIN: _____		
Stock register kept up to date	Yes <input type="checkbox"/> No <input type="checkbox"/>		

# of monthly financial reports submitted in last quarter:	___ out of 3	
# of monthly accountability reports submitted in last quarter:	___ out of 3	
Financial summary		
Contract amount	Cumulative payments to date	% of contracted payments received
KES	KES	KES
Procurement reports have been verified by SAIC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Accounts have been verified by SAIC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Updated information on community project implementation is displayed on community display boards	Yes <input type="checkbox"/> No <input type="checkbox"/>	
SAIC and SP recommend second tranche	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Community project completed and ready for final review meeting	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If EMP/VMGP/RAP required:		
EMP/VMGP/RAP monitoring report is available for last quarter	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Were all EMP/VMGP/RAP activities planned for the last quarter completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Section 4: Community grant completion report		
[to be filled when CPCU convenes a project completion review meeting]		
Date meeting held:		
Location of meeting:		
Total number of review meeting participants [attach list of participants to your activity report]	Total: ___ Male: ___ Female: ___	
CTD staff present		
4.1 Review of project achievements		
(A) Achievement of expected outputs or outcomes		
Expected outputs or outcomes in sub-project contract	Actual achievement	If not fully achieved, explain why
1		
2		
3		
4		
5		
6		
(B) Scale of beneficiaries reached		
Number of originally planned	Actual achievement	If not fully achieved, explain why

beneficiaries			
4.2 Strengths and weaknesses of how it was implemented			
[For each planned activity, review: what went well? What did not go so well? What recommendations for future similar projects?]			
Planned activity	What went well	What did not go so well	Any recommendations
1			
2			
3			
4			
4.3 Beneficiaries' overall rating of the project			
Ask beneficiaries to give the sub-project a score from 0 to 100, with general guidance as follows: Very Poor - 20%, Poor- 35%, Satisfactory - 50%, Successful - 65%, Very Successful - 80% and above. Discuss the reasons for the scores given.			
Beneficiary score for this project:			
If at least 50% of the expected outcomes in 3.1 were achieved, AND at least 50% of the planned beneficiaries were reached, AND the average score in 3.4 was 50% or more, then the sub-project can be considered successfully completed. If any of these were not achieved, discuss with the project holder the reasons why, and whether there are things they can do to achieve them in the future.			
What can the project holders/beneficiaries do in the future to achieve any originally planned outcomes that were not achieved this time? _____ _____ _____			
What are the most important things the project holders/beneficiaries need to do in order to ensure that the achievements to date are sustained into the future? _____ _____ _____			

Annex 10-12: Service Provision Contracts Form – Refer to FPO Manual



Annex 10-13: FPO Tracker

[This draft template is written in a format that is easily adaptable to ODK software. It should be reviewed, revised and pre-tested prior to use]

Section 1: Initial Registration of a Farmer Producer Organisation

Enumerator Details

What is your Name? _____

What is your Mobile Number? _____

Date [automatically generated]

Dear,

This form is meant to collect information on farmer producer organisations supported by the NAVCDP Project. Please fill the data as accurately as possible.

Thank You

PRIVACY CONSENT STATEMENT IN LINE WITH 2019 KENYA DATA PRIVACY LAW
REQUIRED

Location:**County****Ward****Village****Zone/Block: Zone A Zone B Zone C Zone D** **Producer Organisation Details**

Name of the producer organisation: _____

Is the organisation legally registered with the relevant government authorities?

 Yes No

Does the organisation have a written constitution?

 Yes No

Does the organisation have an active bank account?

 Yes No

Does the organisation's management hold regular meetings?

Yes

No

Does the organisation's membership hold regular meetings?

Yes

No

Is the organisation open to membership by individuals or CIGs/VMGs?

Yes

No

Has the organisation been audited for the past 3 years?

Yes

No

Does your organisation have a management committee that can form sub-committees (e.g. grant management, procurement, social accountability and integrity committee)?

Yes

No

Does your producer organisation collect members' produce and market it collectively?

Yes

No

Does your producer organisation engage in any value addition (i.e. product processing)?

Yes

No

Has the organisation ever received a grant or loan from another organisation?

Yes

No

IF YES:

Was it a grant?

Yes

No

IF GRANT YES:

If more than one grant, enter details of the most recent grant:

Grant value: KES _____

Source of grant: _____

Purpose of grant _____

Was it a loan?

Yes

No

IF LOAN YES:

If more than one loan, enter details of the most recent loan:

Loan value: KES _____

Source of loan: _____

Purpose of loan _____

Is the loan still outstanding?

Yes

No

IF YES LOAN OUTSTANDING:

Amount still owed: _____

Repayment period until: ___ DD ___ MM ___ YY

Has your producer organisation ever signed an agreement or contract for a public-private partnership (PPP)? *(A PPP is an agreement with the public and/or private sector. Unlike a commercial contract with the public or private sector, PPPs involve both (all) parties committing resources to a common enterprise. Examples could include an MoU between a dairy cooperative and a bank to make credit available to cooperative members when certain conditions are met, or an agreement with a research institution to address problems faced by PO members.)*

Yes

No

IF YES:

Who are the partners?

Partner 1: _____

Partner 2: _____

Partner 3: _____

Objective of the agreement:

In the last financial year for which accounts have been closed, what was the sales turnover of the organisation? *(Sales turnover is the total value of goods, products, and services sold, without deducting costs)*

Financial Year: _____

KES: _____

In the last financial year for which accounts have been closed, what was the profit of the organisation (or for cooperatives, the surplus *after* accounting for all incomes and losses but *before* allocation of surplus to a reserve, dividends or bonuses)?

Financial Year: _____

KES: _____

Does the organisation have an enterprise development or investment plan (e.g. 5-year plan?)

Yes

No

NAVCDP targeted CIGs/VMGs that are members of this PO:

CIG/VMG 1: _____

CIG/VMG 2: _____

CIG/VMG 3: _____

CIG/VMG 4: _____

CIG/VMG 5: _____

CIG/VMG 6: _____

CIG/VMG 7: _____

.. ADD FIELD IF REQUIRED

Section 2: Eligibility of Selected Producer Organisations for NAVCDP resources

MOPE level [drop-down list of all selected POs with MOPE level created on the basis of initial registration information]: _____

Has your organisation completed a capacity needs assessment?

Yes

No

Has your organisation developed a capacity building plan?

Yes

No

IF YES:

Summary contents of capacity building plan:

Organizational development:

Activity

1: _____

Activity 2:

Activity 3:

Entrepreneurship:

Activity

1: _____

Activity 2:

Activity 3:

Gender mainstreaming:

Activity

1: _____

Activity 2:

Activity 3:

Leadership and governance:

Activity

1: _____

Activity 2:

Activity 3:

Business management training:

Activity

1: _____

Activity 2:

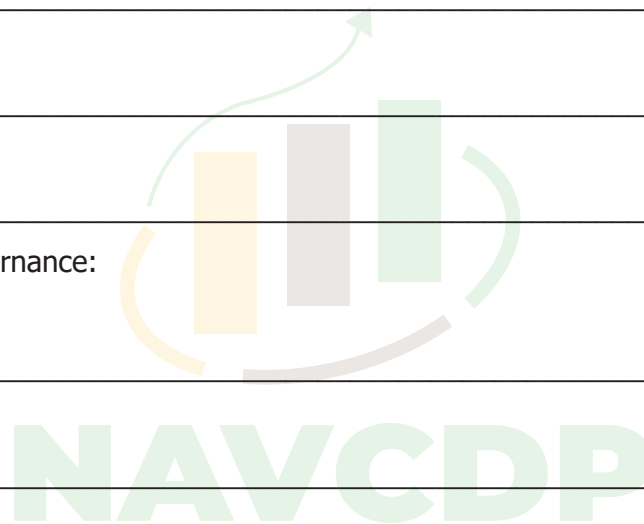
Activity 3:

Other specific support:

Activity

1: _____

Activity 2:



Activity 3:

Has your organisation developed an enterprise development plan?

- Yes
- No

Has your organisation submitted a proposal to NAVCDP CPCU for an Enterprise Development Matching Grant or Value Chain Upgrading Grant?

- Yes
- No

Has your proposal to NAVCDP CPCU for an Enterprise Development Matching Grant or Value Chain Upgrading Grant been approved?

- Yes
- No

Have you signed an MoU with the county government?

- Yes
- No

Have you opened a separate bank account dedicated to the project, with Chairperson and Treasurer as signatories?

- Yes
- No

Have you been trained on NAVCDP policies and procedures governing management of NAVCDP-funded activities?

- Yes
- No

Section 3: Supervision of Capacity Building Plan Implementation

Summarize rate of activity completion:

Organizational development:

% of planned activities completed: ____ %

% of expected outcomes achieved: ____ %

Entrepreneurship:

% of planned activities completed: ____ %

% of expected outcomes achieved: ____ %

Gender mainstreaming:

% of planned activities completed: ____ %

% of expected outcomes achieved: ____ %

Leadership and governance:

% of planned activities completed: ____ %

% of expected outcomes achieved: ____ %

Business management training:

% of planned activities completed: ____ %

% of expected outcomes achieved: ____ %

Other specific support:

% of planned activities completed: ____ %

% of expected outcomes achieved: ____ %

Section 4: Supervision of Enterprise Development and Value Chain Upgrading

Matching Grants

Choose one of the following:

Sub-project is still being implemented o

Sub-project has been completed o

Sub-project name

Sub-project code:

Project start date:	__/__/__	Project end date:	__/__/__
Sub-project GPS location	Long:	Lat:	

Sub-project type:

- Enterprise development matching grant
- Primary production
- Harvest and post-harvest management
- Value addition and processing
- Produce marketing
- Value chain upgrading grant
- Input supply
- Technology development
- Post-production and storage facilities
- Value addition and processing

Number of targeted beneficiaries: Total: ____ of which: Male: ____, Female: ____

Sub-project Env/social screening result:

- o EMP/VMGP/RAP required
- o No EMP required

Project contacts:

PO Chairman name: _____ Tel: _____

SAIC Chairman name: _____ Tel: _____

Project management committee Chairman name: _____ Tel: _____

Who is responsible for monitoring & reporting project implementation progress?

PO member responsible: Name _____ Tel: _____

Other (e.g. SP, SCTT): Name _____ Tel: _____



Annex 10-14: Mandatory indicators

RESULTS	INDICATORS
Increased market participation and value addition by farmers in select value chains	<ol style="list-style-type: none"> 1. Farmers reached with agricultural assets or services under the project of which at least 50 % are female farmers 2. Percentage increase in farmers selling more than 50 percent of their produce in the market 3. Percentage increase in farmers selling produce in value-added form (both on-farm and off farm)
Producer capacity for climate resilient and stronger value chains built	<ol style="list-style-type: none"> 4. No. of the farmers mobilized, registered and geo-referenced (by gender, IP, VMG) 5. No. of beneficiaries who have adopted at least one of the TIMPs promoted by the project (by gender, IP, VMG)
FPOs capacity for collective marketing and value addition strengthened	<ol style="list-style-type: none"> 6. Volume of produce collectively marketed through supported FPOs by value chain (ton) 7. % increase in annual average sales turnover by the supported FPO 8. Yield increase by priority VC
Credit worthiness of CIGs/VMGs and FPOs improved	<ol style="list-style-type: none"> 9. Total amount of SACCO share capital/savings/deposits (KES) 10. Amount of loans disbursed to members by SACCOs (KES) 11. No. of members accessing loans from SACCO (by gender, IP, VMG)
Farmer Led Irrigation Development (FLID) supported	<ol style="list-style-type: none"> 12. No. of farmers accessing water for irrigation (by gender, IP and VMG) 13. Land area (ha) brought under irrigation 14. No. of irrigation schemes constructed/modernized
Market Access and Infrastructure Development Enhanced	<ol style="list-style-type: none"> 15. No. of physical market infrastructure developed, rehabilitated/upgraded 16. No. of PPPs established 17. No. of value chain actors accessing market information through KAMIS

Data and Digital Investments Supported	18. No. of youth Agripreneurs fully developed and paired to support county teams 19. No. of farmers reached with agro-weather advisories, TIMPs and market information through the Big Data Platform
Research Linkages, Technical Assistance and Institutional Capacity supported	20. No. of CSA TIMPs developed and validated 21. No. of CSA TIMPs disseminated to farmers 22. No. of business accelerators/TSA on-boarded by value chains 23. Amount of GHG emissions abated as a result of TIMPs adoption
Urban and Peri-Urban Agriculture promoted	24. No. of youth and women farmers supported to engage in urban and peri-urban farming
Urban Market Infrastructure developed	25. No. of physical farmer markets developed/upgraded 26. Volumes traded with digital aggregators
Policy and institutions strengthened	27. No. of County staff trained on existing policies and relevant regulatory frameworks
Effective Project Coordination	28. No. of satisfactory IFRs submitted on time 29. Percentage of goods, works and services successfully procured through STEP 30. % of grievances registered at community, ward, county and national levels related to delivery of project benefits that have been resolved
Monitoring & Evaluation and ICT enhanced	31. No. of evaluation reports prepared by type (baseline, mid-point, and endline) 32. % beneficiaries satisfied with project services and implementation process

Annex 10-15: Monthly Accountability Report

Name of CDDC: _____

Reporting for the month of _____ in year _____

Name of sub-project: _____

Bank account number: _____

	Item	Amounts (KES)		
		NAVCDP contribution	CIG/VMG/CDDC contribution	Total
(a)	Balance at beginning of month			
(b)	Add: receipts during the month			
(c)	Less: Payments during the month			
(d)	Balance at end of month (d=a+b-c)			
(e)	Balance as per bank statement			
(f)	Explain any variance between (d) and (e)			

Activities financed and outputs achieved:

Activity 1: _____ Output achieved: _____

Activity 2: _____ Output achieved: _____

Activity 3: _____ Output achieved: _____

Activity 4: _____ Output achieved: _____

Activity 5: _____ Output achieved: _____

(a) Number of days of training on TIMPs for CIG/VMG members in this month:

(b) Number of CIG/VMG members taking part in the training on TIMPs: _____

of which Male: ____ Female: ____

(c) Number of CIG/VMG members reached with other assets in this month: _____

of which Male: ____ Female: ____

Signature of CDDC Treasurer: _____ Date: _____

Signature of Project mgt Committee Chairman: _____ Date: _____

Signature of SAIC Committee Chairman: _____ Date: _____



Annex 10-16: Sub-grant Supervision template

[This template is to be used for all sub-grants except SP contracts. This template can be implemented in ODK format to be completed on a tablet and uploaded to CPCU computers]

1. Sub-project Details

Subproject name:.....

Sub-project commissioning date:

Sub-project GPS Location (longitude/latitude):.....

Subproject Type:

- PO Enterprise Development Matching Grant
- Value chain Upgrading Matching Grant
- Financial Inclusion Matching Grant (FIMG)

Beneficiary Organisation type:

- Producer organisation
- Other (e.g. company, local government agency, NGO)

Safeguard screening result:

- (a) Env/Social screening showed no need for ESMP OR
- (b) Environment Management Plan (EMP/VMGP/RAP) required

Contract and disbursement status						
Contract Number	Contract date	Expected end-date	Original contract amount	Revised contract amount	Cumulative payments to date	Payment percentage

IF SUB-PROJECT IS AN ENTERPRISE DEVELOPMENT GRANT:

2. PO capacity indicators

If the beneficiary organization type is Producer Organisation, then:

In the last quarter, did the **PO**

- Collectively market its members’ produce? yes no
- Access any grants or loans from institutions other than NAVCDP? yes no
- Sign any MoUs or contracts for public-private partnerships? yes no

- Submit its annual financial report to the relevant authorities? yes no

IF YES TO SUBMITTED ANNUAL FINANCIAL REPORT, then:

- Annual sales turnover: KES _____
- Annual surplus (or profits) before allocation of surplus to reserve, dividends or bonuses: KES _____

How many CIGs/VMGs are members of the PO? _____

3. Sub-project Completion Progress

Choose one of the following:

Sub-project is still being implemented

Sub-project has been completed

3.1 Grant reporting compliance

Stock register forms (MGM 1A, 1B) are:

all complete mostly complete mostly not complete

Accountability report MGM 2 is

all complete mostly complete mostly not complete

Monthly accountability reports MGM 3 for the last quarter were

all submitted on time mostly submitted on time mostly not submitted on time

The Quarterly disbursement report MGM 5 for the current quarter has been

submitted on time not submitted on time

Monthly grant accounting reports MGM 6A in the last quarter were

all submitted on time mostly submitted on time mostly not submitted on time

Monitoring and reporting status of mandatory indicators agreed in the Sub-grant Common Performance Measurement Framework in the last quarter:

All monitored and reported mostly monitored and reported Mostly not monitored and reported

Monitoring and reporting status of mandatory EMP/VMGP/RAP indicators agreed in the Sub-grant Common Performance Measurement Framework in the last quarter:

All monitored and reported mostly monitored and reported Mostly not monitored and reported

IF EMP/VMG/RAP required:

EMP activity	Implementation status	Comments
1		
2		
3		

Any comments on beneficiary organization documentation and reporting: _____

3.2 Grant fund utilization

For each grant received, from Form MGM3, review grant fund utilization:

Grant No.	Balance at beginning of month	Funds released during current month	Expenditure during the month		Balance at end of the month	
			Current month	Cumulative	cumulative	
Sub-Totals:						

Percentage of investment completed.....

Any reason for variance between planned fund utilization and actual fund utilization.....

3.3 Execution of Sub-project as per the Contract Agreement

Comment on subproject implementation as per the BQs

Comment on subproject implementation as per the Design.....

Comment on subproject implementation as per the timelines.....

4. Beneficiaries and outcomes

Compared to agreed targets in the sub-grant contract, what is the status of:

	Contract target	Actual to date	Comments
Beneficiary numbers		Total _____	
		Male _____	
		Female _____	

Person training days on TIMPs		Total _____	
		Male _____	
		Female _____	
Area of land (acres) under TIMPs	TIMP 1: _____		
	TIMP 2: _____		
	TIMP 3: _____		
Head of livestock under TIMPs	TIMP 1: _____		
	TIMP 2: _____		
	TIMP 3: _____		
Other agreed indicators			
Other agreed indicators			
Other agreed indicators			

5. Overall assessment for ongoing projects

Overall comments on implementation progress:

Overall comments on main risks identified or improvements to be made:

Any follow-up actions recommended:

6. Project completion

If the sub-project has been completed: For each EDMG, VCUG or MCI completed, the CPCU and relevant CTDs shall convene a meeting of beneficiaries (or beneficiary representatives) to review the results achieved, community rating of the investment, strengths and weaknesses of the implementation process, and to discuss any follow-on actions required by beneficiaries to ensure that benefits are sustained. The following template can be used to record the results of project completion.

Safeguard screening result:

- (a) Env/Social screening showed no need for ESMP OR
- (b) Environment Management Plan (EMP/VMGP/RAP) required

A. Completion meeting information

CPCU staff present _____

CTD staff present _____

Date meeting held _____

Location _____

Number of participants Total _____ Male _____ Female _____

*attach participant list

B. Review of project achievements

B.1 Contracted expected outputs/outcomes

Expected outputs or outcomes in sub-project contract	Actual achievement	If not fully achieved, explain why
1		
2		
3		

B.2 Scale of beneficiaries reached

Number of originally planned beneficiaries	Actual achievement	If not fully achieved, explain why
1		
2		
3		

B.3 Strengths and weaknesses of the implementation process

For each planned activity, review: what went well? What did not go so well? What recommendations for future similar projects?

Planned activity	What went well	What did not go so well	Any recommendations
1			
2			
3			
4			

B.4 Beneficiaries overall rating of the investment

Ask beneficiaries to give the sub-project a score from 0 to 100, with general guidance as follows:

Very Poor - 20% Poor- 35% Satisfactory - 50% Successful - 65% Very Successful - 80% and above

Discuss the reasons for the scores given.

B.5 Overall rating

If at least 50% of the expected outcomes in 3.1 were achieved, AND at least 50% of the planned beneficiaries were reached, AND the average score in 3.4 was 50% or more, then the sub-project can be considered successfully completed. If any of these were not achieved, discuss with the project holder the reasons why, and whether there are things they can do to achieve them in the future.

C. Follow-on activities

Discuss with the project holder these 2 questions:

What can the project holders/beneficiaries do in the future to achieve any originally planned outcomes that were not achieved this time?

What are the most important things the project holders/beneficiaries need to do in order to ensure that the achievements to date are sustained into the future?

 NAVCDP

Annex 10-17: Sub-grant Common Reporting Framework

The project has several types of sub-grant: Enterprise Development Matching Grants (EDMGs), Value Chain Upgrading Grants (VCUGs), Inclusion grants and inclusion matching grants for SACCOs. The contents of each sub-grant will vary depending on the needs of the beneficiaries. Therefore, monitoring and evaluation of each sub-grant needs to account for the expected outcomes that are specific to each grant as well as the need for reporting on some common indicators that are the same for all sub-grants. The purpose of the **Common Performance Measurement/Reporting Framework** is to support design of M&E systems that are appropriate for each sub-grant and that also ensure common indicators are also monitored and reported.

In brief, each sub-project should develop its own results framework as part of the sub-project proposal, and progress will be measured against this results framework. Each sub-project results framework shall include all relevant mandatory indicators from the CPMF (Table C.15.1-3). Where necessary, capacity building support may be required for development of sub-project results frameworks, and M&E activities (including any technical assistance or service providers required during implementation of M&E by sub-projects) should be included in the sub-project budget. The following sub-sections give further guidance on elaboration of project-specific indicators and the mandatory CPMF indicators.

1. Performance indicators specific to the sub-grant

Each sub-project shall have a list of project activities and a planned implementation schedule. This list and schedule will be used to monitor progress and completion rates.

Each sub-project shall determine 3-6 project-specific performance indicators. The following steps may be a useful guide:

Step 1: List the outcomes that the project intends to achieve and the outputs that contribute to that outcome.

Step 2: For each outcome or output, list possible measurement indicators.

Step 3: Assess possible indicators using the following criteria:

Specific: The indicator measures only the output or outcome that is intended for measurement, and not any other elements in the project.

Measurable: There are practical ways of measuring the indicator, being clear and unambiguous in terms of what is being measured. Measurable indicators may be quantitative or qualitative.

Attributable: Change in the indicator reflects the effects of the intervention

Realistic: Collecting the data must be feasible with the available resources.

Time bound: The indicator has an associated time frame. The indicator should state when it will be measured.

Step 4: Select the most appropriate indicators, and include them in the sub-project contract agreement.

It is good practice to hold discussions about outcomes and measurement indicators together with project beneficiaries and other stakeholders, as they will have different perspective about what outcomes matter to them and are worth measuring.

2. Mandatory performance indicators

The sub-grant contract shall indicate which of the indicators listed in the following tables are relevant to the sub-project. **All relevant indicators must be monitored and reported.** The specific monitoring methods can be chosen by the grantee, but must be consistent with the guidance provided in the table. Mandatory performance indicators are listed for EDMGs in Table C.15.1, and for VBUGs in Table C.15.2.

3. Sub-project M&E plan

Once project-specific and mandatory indicators have been identified, each sub-project shall produce and implement an M&E plan. The sub-project M&E plan shall record:

- i. The indicators to be measured and units of measurement
- ii. Baseline and target values against which results will be measured
- iii. Methods for collecting data
- iv. Frequency / schedule for data collection
- v. Responsible parties for data collection, aggregation and reporting
- vi. Resources required.

EDMG and VBUG sub-project holders shall submit a progress report to the responsible CPCU Coordinator at least once per quarter

Table C.15.1: Mandatory performance indicators for EDMGs

Indicator	Notes	Methodological guidance
% completion rates	All sub-projects shall report % completion rates in quarterly reports.	Completion rates are calculated as the % of planned activities that have been completed.

Indicator	Notes	Methodological guidance
Implementation status of each activity listed in an EMP/VMGP/RAP	Only sub-projects for which environment and social screening required an EMP, VMGP or RAP	Every activity listed in the EMP/VMGP/RAP must be reported on separately.
Client-days of training provided on TIMPS through EDMG sub-projects	All EDMG sub-projects providing training to farmers/pastoralists on TIMPs must report this indicator	When training involves TIMPs listed in the project TIMP inventory, the number of person days of training and the gender of trainees in all training activities shall be recorded and reported in quarterly progress reports
Number of direct project beneficiaries in EDMG sub-projects reached with assets or services	All EDMG sub-projects must report this using methods consistent with the following guidance	All sub-projects that provide direct goods and services to households (e.g. agricultural extension or advisory services) must register each individual household. If the beneficiaries are project-registered CIG/VMG members, the project registration number shall be used to ensure no double-counting with beneficiaries of other project interventions. If they are not CIG/VMG members, a new number shall be given. If the project provides public goods or makes investments where specific beneficiary households cannot be identified, census or administrative data shall be used to estimate the number of households and their population that are likely to benefit.
Targeted beneficiaries of EDMG sub-projects who have adopted at least one TIMP	All EDMG projects involving household- and community-level adoption of TIMPs	Where the project promotes TIMPs at household level, numbers of beneficiaries adopting TIMPs shall be estimated using census (for small beneficiary numbers) or

Indicator	Notes	Methodological guidance
promoted by the project	shall monitor this indicator	sample surveys (for large beneficiary numbers). Beneficiary surveys shall record the gender of the adopter and shall record whether each household is a project-registered CIG/VMG member or not.
Change in productivity of selected priority agricultural value chains supported by the project	Only projects that directly aim to increase crop or livestock productivity and not involving CIG/VMG members shall report this indicator. CIG/VMG members' productivity change is tracked by their CIG/VMG.	Productivity of field crops is measured as yield (kg) per unit crop area (e.g. per acre, per hectare). Productivity of livestock products is measured as yield (kg) per head of livestock. Change in productivity is calculated as the difference between productivity of a given product at a later date (t2) and productivity of that same project at an earlier date (t1). The percentage change in productivity is calculated as $((\text{yieldt2} - \text{yieldt1})/\text{yieldt1}) * 100$. The earlier date against which yield change is compared is the baseline date. For sub-projects with small numbers of participants, census data can be used. For sub-projects with large numbers of participants, sample survey data can be used.

Table C.15.2: Mandatory performance indicators for VCGUs

Indicator	Notes	Methodological guidance
% completion rates	All sub-projects shall report % completion rates in quarterly reports.	Completion rates are calculated as the % of planned activities that have been completed.
Implementation status of each activity listed in an	Only sub-projects for which environment and social screening	Every activity listed in the EMP/VMGP/RAP must be reported on separately.

Indicator	Notes	Methodological guidance
EMP/VMGP/RAP	required an EMP, VMGP or RAP	
Client-days of training provided on TIMPS through VCUG sub-projects	All VCUG sub-projects providing training to farmers/pastoralists on TIMPs must report this indicator	When training involves TIMPs listed in the project TIMP inventory, the number of person days of training and the gender of trainees in all training activities shall be recorded and reported in quarterly progress reports
Number of direct project beneficiaries in VCUG sub-projects reached with assets or services	All VCMG sub-projects must report this using methods consistent with the following guidance	All sub-projects that provide direct goods and services to households (e.g. agricultural extension or advisory services) must register each individual household. If the beneficiaries are project-registered CIG/VMG members, the project registration number shall be used to ensure no double-counting with beneficiaries of other project interventions. If they are not CIG/VMG members, a new number shall be given. If the project provides public goods or makes investments where specific beneficiary households cannot be identified, census or administrative data (or for projects benefiting a producer organization, the list of PO members) shall be used to estimate the number of households and their population that are likely to benefit.
Targeted beneficiaries of VCMG sub-projects who have adopted at least one TIMP promoted by the	All VCMG projects involving household- and community-level adoption of TIMPs shall monitor this	Where the project promotes TIMPs at household level, numbers of beneficiaries adopting TIMPs shall be estimated using census (for small beneficiary numbers) or sample surveys (for large beneficiary

Indicator	Notes	Methodological guidance
project	indicator	numbers). Beneficiary surveys shall record the gender of the adopter and shall record whether each household is a project-registered CIG/VMG member or not.
Change in productivity of selected priority agricultural value chains supported by the project	Only projects that directly aim to increase crop or livestock productivity and not involving CIG/VMG members shall report this indicator. CIG/VMG members' productivity change is tracked by their CIG/VMG.	Productivity of field crops is measured as yield (kg) per unit crop area (e.g. per acre, per hectare). Productivity of livestock products is measured as yield (kg) per head of livestock. Change in productivity is calculated as the difference between productivity of a given product at a later date (t2) and productivity of that same project at an earlier date (t1). The percentage change in productivity is calculated as $((\text{yieldt2} - \text{yieldt1})/\text{yieldt1}) * 100$. The earlier date against which yield change is compared is the baseline date. For sub-projects with small numbers of participants, census data can be used. For sub-projects with large numbers of participants, sample survey data can be used.

Annex 10-18: Sample data collection tools

[This draft template is written in a format that is easily adaptable to ODK software. It should be reviewed, revised and pre-tested prior to use]

Section 1: Initial Registration

Enumerator Details

What is your Name? _____

What is your Mobile Number? _____

Date [automatically generated]

Dear,

This form is meant to collect information on producer organisations supported by the NAVCDP Project. Please fill the data as accurately as possible.

Thank You

Privacy consent statement in line with 2019 Kenya data privacy law required

Location:

County

Ward

- (1) Main characteristics of households
 - i. Location (county, ward, village, block)
 - ii. Respondent details (gender, age, marital status, relationship to hh head, education level)
 - iii. Household members (population, age, gender, relationship to hh head)
 - iv. Land use (area under crops, area with/out land title)
 - v. Livestock holdings (species, number of each species)
 - vi. Is the hh a project beneficiary or not?

- (2) Crop production
 - i. Crop types grown (including field crops, garden crops, tree crops)
 - ii. Production of each crop type (area planted, amount harvested)
 - iii. Harvest use (amount home consumed, sold, fed to livestock or saved for seed)
 - iv. Sales (price, amount sold)
 - v. Use of crops for making other products

- (3) Livestock production
 - i. Inventory per species by animal sub-category
 - ii. Main products produced (amount for each)
 - iii. Amount consumed or sold
 - iv. Sales price

- (4) Adoption of TIMPs in target value chains
 - If the household produced any of the project target value chains, then enumerate adoption of TIMPs promoted by the project
 - For all crop farming hh, does the household adopt TIMPs promoted by the project?

- (5) Group membership and access to Markets, Financial Services (SACCOs)
 - Is the household a member of a self-help or other group?
 - What activities does the group engage in (table banking, collective marketing, product processing, accessing extension advice etc)



NAVCDP

Annex 10-19:: Beneficiary registration form

BENEFICIARY REGISTRATION FORM

[This draft template is written in a format that is easily adaptable to ODK software. It should be reviewed, revised and pre-tested prior to use]

Enumerator Details

What is your Name? _____

What is your Mobile Number? _____

Date [automatically generated]

Dear,

This form is meant to collect information on the NAVCDP Household Beneficiary Inventory. Please fill the data as accurately as possible.

Thank You

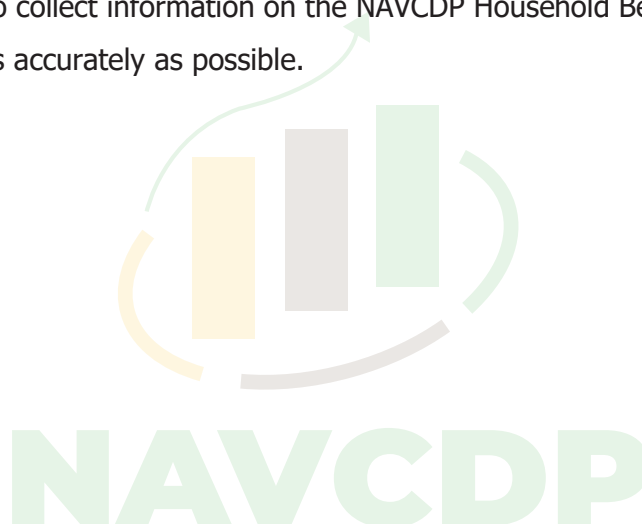
Location:

County

Ward

Village

Cluster:



Respondent Details

Name of the farmer: _____

ID number of the farmer: _____

Does this ID number belong to: you spouse other family member?

Phone No of the farmer: _____

Are you a CIG member? Yes No

Are you a VMG member? Yes No

IF NO:

Are you a beneficiary of a CDDC SLM activity? Yes No

[IF YES, THEN LINK TO SLM TIMP ADOPTION QUESTIONS BELOW]

Are you a beneficiary of a producer organisation enterprise development grant? Yes No [IF YES, THEN LINK TO QUESTIONS ABOUT VALUE CHAIN-SPECIFIC ENTERPRISES, TIMP ADOPTION AND INVENTORY BELOW]

Are you a beneficiary of a value chain upgrading grant? Yes No [IF YES, THEN LINK TO QUESTIONS ABOUT VALUE CHAIN-SPECIFIC ENTERPRISES, TIMP ADOPTION AND INVENTORY BELOW]

Are you a beneficiary of a multi-community investment project? Yes No
 IF YES, does the MCI promote SLM? Yes [IF YES, THEN LINK TO QUESTIONS ABOUT VALUE CHAIN-SPECIFIC ENTERPRISES, TIMP ADOPTION AND INVENTORY BELOW]
 No

IF NO: Does the sub-project promote improved production practices as part of a grant to multiple POs? IF YES, THEN ASK ABOUT TIMP ADOPTION AND INVENTORY. If NO STOP.

Gender Male Female
Age: 18-35 36-45 46-55 56-65 66 and above
 Number of household members: Total _____
 Adult male _____ Adult female _____
 Child male _____ Child female _____

Number of acres farmed: _____



IF CIG/VMG member:

Select value chain that the CIG/VMG works on

Chicken, Dairy, Coffee, Avocado, Banana, Mango, Irish potatoes, Tomato, Apiculture, Pyrethrum, Cashewnut and Cotton

IF CHICKEN:

Before the project began, which of the following did you do?

- Chicken production for eggs
- Chicken production for meat
- Chicken production for both meat and eggs
- Chicken production for guano manure
- Chicken feed formulation
- Chick production (hatchery)

- None
- Other (specify _____)

IF CHICKEN

Which of these practices have you already adopted before the project began?

- Chicken improved housing systems
- Thermostable vaccines

Chicken inventory:

Total number of chicken: _____

Number of productive stock: _____

Eggs:

Unit of production for eggs: Number Trays

Quantity of eggs produced in the last 1 month: _____

Quantity of eggs consumed at home in the last 1 month _____

Unit of sales: Number Trays

Average unit price for eggs in the last one month: KES _____

Quantity of eggs sold in the last one month: _____

Amount earned from eggs in the last one month: KES _____

Meat:

Unit of production for chicken meat: gram kg piece crates

Amount of chicken meat consumed at home in the last one month: _____

Units of sales at the market for chicken meat: gram kg piece crates

Average unit price for chicken sold in the last one month: KES _____

Quantity of chicken sold in the last one month _____

Amount earned from chicken sales in the last one month: KES _____

IF APICULTURE

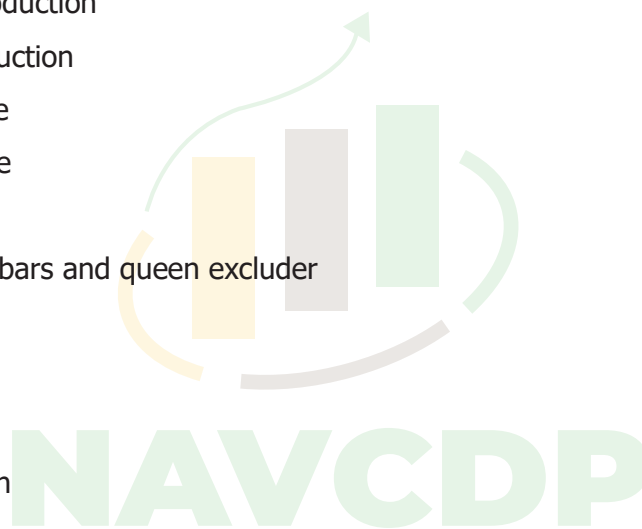
Before the project began, which of the following did you do?

- Honey production
- Honey processing
- Bee hive making
- Wax processing
- Honey retailing
- Bee colony production

- Bee keeper services
- None
- Other (specify_____)

Which of these practices have you already adopted before the project began?

- Propolis processing
- Stingless bee keeping
- Royal jelly production
- Bee colony multiplication
- Wax processing
- Crude honey production
- Refined honey production
- Comb honey production
- Kenya top bar hive
- Langstoth bee hive
- Box hive
- Log hive with top bars and queen excluder
- Flow hive
- Candle making
- Sculpture making
- Bee colony division
- Wild bee collection



Bee keeping inventory

Total number of bee hives: _____

Number of productive hives: _____

Units of production for honey: L grams kg

Quantity harvested in last one month: _____

Unit of sales: L grams kg

Quantity sold in last one month: _____

Unit price for honey sold in last one month: KES_____

Amount earned from honey sales in the last one month: KES_____

IF DAIRY

Before the project began, which of the following did you do?

- Dairy production for milk
- Dairy production for calf/heifer (breeding)
- Pasture/fodder production
- Pasture/fodder conservation (silage, hay)
- Ration formulation
- Milk processing (milk cooling, yoghurt, mala, cheese, ghee)
- Milk trading
- Improved livestock health (veterinary services)
- None
- Other (specify _____)

Which of these practices have you already adopted before the project began?

- Feed formulation
- Biogas
- Milking machine
- Cooling facilities
- Milk dispenser
- Sexed semen
- Embryo transfer
- Thermostable vaccines
- Hydroponics
- Other (specify _____)



Dairy inventory:

Total number of dairy cows: _____

Total number of lactating cows in the last month _____

Average daily yield per cow in the last month _____ (Liters)

Quantity of milk consumed at home per day in the last month ____ (L)

Quantity of milk sold per day in the last month _____ (L)

Unit price for milk sold in the last month _____ (KES)

Amount earned from milk sales in the last month ____ (KES)

IF AVOCADO

Before the project began, which of the following did you do?

- Avocado production

- Avocado processing
- Other (specify _____)

Which of these practices have you already adopted before the project began?

- Integrated pest management
- Post-harvest technologies
- Value addition technologies

Avocado inventory:

Unit of measure for land under avocado: acres hectares points m²

Total area under avocado: _____

Total number of avocado planted: _____

Number of mature avocado plants: _____

Units of production: bunch kg 25 kg crate 50 kg crate 64 kg crate

Yield per avocado tree: _____

Units of sales bunch: bunch kg 25 kg crate 50 kg crate 64 kg crate

Quantity sold in the last month _____

Unit price for sales in the last month: KES _____

Total amount earned from avocado sales in the last month: KES _____

IF BANANA

Before the project began, which of the following did you do?

- Banana production
- Banana processing
- Banana trading
- Hardening nursery establishment
- Other (specify)

Which of these practices have you already adopted before the project began?

- TC nursery establishment
- Integrated pest management
- Post-harvest handling technology
- Water conservation technology
- Ripening facilities

Banana inventory:

Unit of measure for land under banana: acres hectares points m²

Total area under banana _____

Total number of banana trees planted _____

Number of mature banana plants: _____

Units of production: bunch kg 25 kg crate 50 kg crate 64 kg crate

Yield per banana tree: _____

Amount produced in the last month _____

Units of sales bunch: kg, 25 kg crate, 50 kg crate, 64 kg crate

Quantity sold in the last month _____

Unit price for sales in the last month: KES _____

Total amount earned from banana sales in the last month: KES _____

IF POTATO

Before the project began, which of the following did you do?

- Potato production
- Potato processing
- Potato trading
- Seed bulking
- None
- Other (specify _____)

Which of these practices have you already adopted before the project began?

- Improved varieties
- Integrated pest management
- Water conservation technologies
- Germination inducement technology

Inventory for potato

Unit of measure for land under potato: acres hectares points m²

Total area under potato: _____

Unit of measure for yield: kg 25 kg crate debe

Yield per unit area at last harvest _____

Total yield of last harvest _____

Unit of sales for potato: kg 25 kg crate debe

Quantity of potato sold in last one month: _____

Quantity of potato consumed at home in last one month: _____

Unit price for potato: KES _____

Amount earned from potato sales in last one month: KES _____

IF MANGO

Before the project began, which of the following did you do?

- Mango production
- Mango processing
- Mango trading
- Nursery establishment
- Other (specify _____)

Which of these practices have you already adopted before the project began?

- Top working
- Grafting
- Improved mango processing (dried chips, juice)
- Flower inducement
- Integrated pest management
- Post harvest handling technologies

Mango inventory

Unit of measure for land under mango: acres hectares points m²

Total area under mango: _____

Total number of mango planted: _____

Number of mature mango plants: _____

Units of production: kg 25 kg crate 50 kg crate 64 kg crate

Yield per mango tree: _____

Units of sales: kg 25 kg crate 50 kg crate 64 kg crate

Quantity sold in the last month _____

Unit price for sales in the last month: KES _____

Total amount earned from mango sales in the last month: KES _____

IF TOMATO

Before the project began, which of the following did you do?

- Tomato production
- Tomato processing
- Tomato trading
- Nursery establishment
- Agro-input supply
- Other (specify_____)

Which of these practices have you already adopted before the project began?

- Improved varieties
- Integrated pest management
- Greenhouse technology
- Shade nets
- Soil testing
- Solarization
- Post-harvest handling technologies

Tomato inventory:

Unit of measure for land under tomatoes: acres hectares points' m²

Total area under tomatoes: _____

Unit of measure for yield: kg 25 kg crate debe

Yield per unit area in last one month: _____

Total yield of harvest in last one month: _____

Unit of sales for tomatoes: kg 25 kg crate debe

Quantity of tomatoes sold in last one month: _____

Quantity of tomatoes consumed at home in last one month: _____

Unit price for tomatoes: KES _____

Amount earned from tomatoes sales in last one month: KES _____

IF CASHEWNUT

Before the project began, which of the following did you do?

- Cashewnut production
- Cashewnut processing
- Other (specify_____)

Which of these practices have you already adopted before the project began?

- Water conservation technologies
- Post-harvest handling technologies

Cashew-nut inventory

Unit of measure for land under cashew-nut: acres hectares points' m²

Total area under cashew-nut: _____

Total number of cashew-nut planted: _____

Number of mature cashew-nut plants: _____

Units of production: kg 25 kg crate 50 kg crate 64 kg crate

Yield per cashew-nut tree: _____

Units of sales: kg 25 kg crate 50 kg crate 64 kg crate

Quantity sold in the last month: _____

Unit price for sales in the last month: KES _____

Total amount earned from cashew-nut sales in the last month: KES _____

Coffee, Apiculture, Pyrethrum, n

IF COTTON

Before the project began, which of the following did you do?

- Cotton production
- Cotton processing
- Cotton seed multiplication
- Other (specify _____)

Which of these practices have you already adopted before the project began?

- Improved varieties
- Integrated pest management
- Water conservation technologies
- Post-harvest handling technologies

Cotton inventory:

Unit of measure for land under cotton: acres hectares points' m²

Total area under cotton: _____

Unit of measure for yield: kg 25 kg crate debe

Yield per unit area in last one month: _____

Total yield of harvest in last one month: _____

Unit of sales for cotton: kg 25 kg crate debe

Quantity of cotton sold in last one month: _____

Unit price for cotton: KES _____

Amount earned from cotton sales in last one month: KES _____

IF CDDC micro project beneficiary:

Before the project began, did you do any of the following?

Green cover crop IF YES: How many acres? _____

Mulching IF YES: How many acres? _____

Manure/compost for improving soils IF YES: How many acres?

Minimum or conservation tillage IF YES: How many acres? _____

Deep ripping IF YES: How many acres? _____

Contour ploughing/ridging IF YES: How many acres? _____

Crop rotation IF YES: How many acres? _____

Grass strips IF YES: How many acres? _____

Live fencing IF YES: How many acres? _____

Agro-forestry (tree lines along terraces or boundaries) IF YES: How many acres?

Cut-off drains IF YES: How many acres? _____

Bench terraces (fanya juu, fanya chini) IF YES: How many acres?

Stone bunds along contour IF YES: How many acres? _____

Earth dams IF YES: How many? _____

Water pans IF YES: How many? _____

Sand/soil traps IF YES: How many? _____

Water harvesting IF YES: How many? _____

Annex 10-20: SUB-PROJECT TRACKER TEMPLATE

Section 1: Basic information on the CDDC							
Name of CDDC:							
County name :		Ward name:					
CDDC code:	[a code number to be given based on county and ward]						
GPS Coordinates:	Latitude (N/S):		Longitude (E/W):				
Section 2: Organizational development and functioning							
Registration status		Not yet registered <input type="checkbox"/>		Officially registered <input type="checkbox"/>			
Date registered	(DD/MM/YY)						
Number of members:	Total:		Male:		Female:		
Management committees established and trained: (tick box for 'yes')							
Executive committee established:	<input type="checkbox"/>	% committee members female:					
Executive committee trained:	<input type="checkbox"/>						
Procurement committee:	<input type="checkbox"/>	% committee members female:					
Procurement committee trained:	<input type="checkbox"/>						
M&E committee established:	<input type="checkbox"/>	% committee members female:					
M&E committee trained:	<input type="checkbox"/>						
Social accountability and integrity committee established:	<input type="checkbox"/>	% committee members female:					
Social accountability and integrity committee trained:	<input type="checkbox"/>						
Bank account opened:	<input type="checkbox"/>						
Number of meetings held in the last quarter:							
Average % of members attending meetings in the last quarter:			Male:		Female:		
Number of meetings held in last quarter that had documented minutes:							
Section 3: Community grant supervision							
Number of community grant proposals submitted to CPCU:							
Number of community grants approved by CPSC:							
For each approved community grant, monitor and record on a separate sheet the following:							
Sub-project name							
Sub-project code:							
Project start date:		_/_/___		Project end date:		_/_/___	
Sub-project GPS location		Long:		Lat:			
Project type:		Value chain micro-project <input type="checkbox"/> SLM <input type="checkbox"/> Market-oriented alternative livelihood <input type="checkbox"/> Targeted support to VMGs <input type="checkbox"/> Nutrition mainstreaming <input type="checkbox"/>					

Section 1: Basic information on the CDDC		
Number of targeted beneficiaries:	Male:	
	Female:	
Sub-project Env/social screening result	<input type="checkbox"/> EMP/VMGP/RAP required <input type="checkbox"/>	No EMP required <input type="checkbox"/>
Project contacts:		
CDDC Chairman name: _____ Tel: _____		
SAIC Chairman name: _____ Tel: _____		
Project management committee Chairman name: _____ Tel: _____		
Who is responsible for monitoring & reporting project implementation progress?		
CDDC member responsible: Name _____ Tel: _____		
Other (e.g. SP, SCTT): Name _____ Tel: _____		
Project management committee established:	<input type="checkbox"/>	% committee members female:
Project management committee trained:	<input type="checkbox"/>	
MoU between CDDC and CPCU signed:	<input type="checkbox"/>	
Detailed activity schedule submitted to CPCU	<input type="checkbox"/>	
First tranche of funds received	<input type="checkbox"/>	
Sub-project information has been publicly displayed	<input type="checkbox"/>	
Progress implementing activities planned	Implementation according to plan <input type="checkbox"/> Implementation behind planned schedule <input type="checkbox"/> Planned activities need to be changed <input type="checkbox"/> IF NEED TO BE CHANGED, EXPLAIN: _____	
Stock register kept up to date	Yes <input type="checkbox"/> No <input type="checkbox"/>	
# of monthly financial reports submitted in last quarter:	____ out of 3	
# of monthly accountability reports submitted in last quarter:	____ out of 3	
Financial summary		
Contract amount	Cumulative payments to date	% of contracted payments received
KES	KES	KES
Procurement reports have been verified by SAIC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Accounts have been verified by SAIC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Updated information on community project implementation is displayed on community display boards	Yes <input type="checkbox"/> No <input type="checkbox"/>	
SAIC and SP recommend second tranche	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Community project completed and ready for final review meeting	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If EMP/VMGP/RAP required:		
EMP/VMGP/RAP monitoring report is available for last quarter	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Were all EMP/VMGP/RAP activities planned for the last quarter completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Section 4: Community grant completion report		
[to be filled when CPCU convenes a project completion review meeting]		

Section 1: Basic information on the CDDC			
Date meeting held:			
Location of meeting:			
Total number of review meeting participants [attach list of participants to your activity report]		Total: ___ Male: ___ Female: ___	
CTD staff present			
4.1 Review of project achievements			
(A) Achievement of expected outputs or outcomes			
Expected outputs or outcomes in sub-project contract	Actual achievement	If not fully achieved, explain why	
1			
2			
3			
4			
5			
6			
(B) Scale of beneficiaries reached			
Number of originally planned beneficiaries	Actual achievement	If not fully achieved, explain why	
4.2 Strengths and weaknesses of how it was implemented			
[For each planned activity, review: what went well? What did not go so well? What recommendations for future similar projects?]			
Planned activity	What went well	What did not go so well	Any recommendations
1			
2			
3			
4			
5			
6			
7			
8			
9			
4.3 Beneficiaries' overall rating of the project			
Ask beneficiaries to give the sub-project a score from 0 to 100, with general guidance as follows: Very Poor - 20%, Poor- 35%, Satisfactory - 50%, Successful - 65%, Very Successful - 80% and above. Discuss the reasons for the scores given.			
Beneficiary score for this project:			

If at least 50% of the expected outcomes in 3.1 were achieved, AND at least 50% of the planned beneficiaries were reached, AND the average score in 3.4 was 50% or more, then the sub-project can be considered successfully completed. If any of these were not achieved, discuss with the project holder the reasons why, and whether there are things they can do to achieve them in the future.

What can the project holders/beneficiaries do in the future to achieve any originally planned outcomes that were not achieved this time? _____

What are the most important things the project holders/beneficiaries need to do in order to ensure that the achievements to date are sustained into the future?



Annex 10-21: Data Collection Template

Indicators#	Response 1	Response 2	Response 3
Percentage Adoption of TIMPs -1			
Percentage Adoption of TIMPs-2			
Percentage Adoption of TIMPs-3			



Annex 10-22: Value Chain Cumulative Progressive Performance for CIG: (FORM F5)
Value Chain-Cumulative Progressive Performance

Quarterly Progress Report					
Staff Name:					
Time Period:		Q1 / Q2 / Q3 / Q4 ____ (Year)			
County, Ward					
1. Summary of the main Progress Achieved					
<i>[List the main progress achieved in the quarter]</i>					
Activity 1					
Activity 2					
Activity 3					
2. Problems Encountered					
<i>[List and explain any problems encountered]</i>					
2.1					
2.2					
2.3					
3. Next steps, actions items, key issues/opportunities, and relevant observations					
<i>[List how you plan to respond to the issues or opportunities mentioned above and any other comment that the CPCU or NPCU should be aware of]</i>					
3.1					
3.2					
3.3					
4. Results monitoring					
4.1 PO selection and capacity building activities to date					
Value chain	Total # of POs selected to date	Total # of POs MoUs signed to date	Total PO CNAs documented to date	Total PO CBPs documented to date	Number of CBPs completed to date
1					
2					
3					
Total					
4.2 Training as part of capacity building for POs to date					

Value chain	Training content	Total person days	Of which	
			male	female
	[all topics]			
	[all topics]			
	[all topics]			
Total				

4.3 No. of CIGs/VMGs that are members of POs

Value chains	No of POs supported	No. of CIGs that are PO members	No. of VMGs that are PO members
Total			

4.4 Progress of EDMGs

Value chains	No of EDMG proposals submitted & screened to date	No. of EDMG proposals approved to date	Number of EDM grants successfully completed to date	Cumulative client days of training on TIMPs		
				Total	Male	Female
Sub-Totals:						

4.5 Enterprise Development Management Grant (EDMG) ESMF requirements

Value chain	No. of EDMG projects requiring EMP/VMGP/RAP	No. of EDMG projects reporting satisfactory implementation of EMP/VMGP/RAP in last quarter

4.6 EDMG disbursements

Value Chain	Cumulative total approved (KES)	Cumulative total disbursed (KES)
Sub-total		

4.7 Progress in value chain strengthening						
Value Chain	Has a value chain strategy been shared with stakeholders? (Y/N)	No. of value chain platforms engaged		No of VC platform networking activities to date		
4.8 Progress in value chain upgrading grants						
Value chains	No of VCUG proposals submitted and screened to date	No. of VCUG proposals approved to date	No. of VCUGs successfully completed to date	Cumulative client days of training on TIMPs		
				Total	Male	Female
Sub-Totals:						
4.9 VCUG disbursements						
Value Chain	Cumulative total approved (KES)		Cumulative total disbursed (KES)			
Sub-total						

Annex 10-23: Supervision reports format

1. SUB PROJECT SUPERVISION REPORT TEMPLATE

[This template is to be used for all sub-grants except SP contracts. This template can be implemented in ODK format to be completed on a tablet and uploaded to CPCU computers]

1. Sub-project Details

Subproject name:.....

Sub-project commissioning date:

Sub-project GPS Location (longitude/latitude):.....

Subproject Type:

- FPO capacity building grant
- FPO Enterprise Development Matching Grant
- Value chain Upgrading Matching Grant

Beneficiary Organisation type:

- Farmers Producer Organisation
- Other (e.g. company, local government agency, NGO)

Safeguard screening result:

- (a) Env/Social screening showed no need for ESMP OR
- (b) Environment Management Plan (EMP/VMGP/RAP) required

Contract and disbursement status						
Contract Number	Contract date	Expected end-date	Original contract amount	Revised contract amount	Cumulative payments to date	Payment percentage

IF SUB-PROJECT IS AN ENTERPRISE DEVELOPMENT GRANT:

2. FPO capacity indicators

If the beneficiary organization type is Farmers Producer Organisation, then:

In the last quarter, did the **FPO**

- Collectively market its members’ produce? yes no
- Access any grants or loans from institutions other than NAVCDP? yes no

- Sign any MoUs or contracts for public-private partnerships? yes no
- Submit its annual financial report to the relevant authorities? yes no

IF YES TO SUBMITTED ANNUAL FINANCIAL REPORT, then:

- Annual sales turnover: KES _____
- Annual surplus (or profits) before allocation of surplus to reserve, dividends or bonuses: KES _____

How many CIGs/VMGs are members of the FPO? _____

3. Sub-project Completion Progress

Choose one of the following:

Sub-project is still being implemented

Sub-project has been completed

3.1 Grant reporting compliance

Stock register forms (MGM 1A, 1B) are:

All complete mostly complete mostly not complete

Accountability report MGM 2 is

All complete mostly complete mostly not complete

Monthly accountability reports MGM 3 for the last quarter were

All submitted on time mostly submitted on time mostly not submitted on time

The Quarterly disbursement report MGM 5 for the current quarter has been

Submitted on time not submitted on time

Monthly grant accounting reports MGM 6A in the last quarter were

All submitted on time mostly submitted on time mostly not submitted on time

Monitoring and reporting status of mandatory indicators agreed in the Sub-grant Common Performance Measurement Framework in the last quarter:

All monitored and reported mostly monitored and reported Mostly not monitored and reported

Monitoring and reporting status of mandatory EMP/VMGP/RAP indicators agreed in the Sub-grant Common Performance Measurement Framework in the last quarter:

All monitored and reported mostly monitored and reported Mostly not monitored and reported

IF EMP/VMG/RAP required:

EMP activity	Implementation status	Comments
1		
2		
3		

Any comments on beneficiary organization documentation and reporting: _____

3.2 Grant fund utilization

For each grant received, from Form MGM3, review grant fund utilization:

Grant No.	Balance at beginning of month	Funds released during current month	Expenditure during the month		Balance at end of the month	
			Current month	Cumulative	cumulative	
Sub-Totals:						

Percentage of investment completed.....

Any reason for variance between planned fund utilization and actual fund utilization.....

3.3 Execution of Sub-project as per the Contract Agreement

Comment on subproject implementation as per the BQs

Comment on subproject implementation as per the Design.....

Comment on subproject implementation as per the timelines.....

4. Beneficiaries and outcomes

Compared to agreed targets in the sub-grant contract, what is the status of:

	Contract target	Actual to date	Comments
Beneficiary numbers		Total _____	
		Male _____	
		Female _____	

Person training days on TIMPs		Total _____	
		Male _____	
		Female _____	
Area of land (acres) under TIMPs	TIMP 1: _____		
	TIMP 2: _____		
	TIMP 3: _____		
Head of livestock under TIMPs	TIMP 1: _____		
	TIMP 2: _____		
	TIMP 3: _____		
Other agreed indicators			
Other agreed indicators			
Other agreed indicators			

5. Overall assessment for ongoing projects

Overall comments on implementation progress:

Overall comments on main risks identified or improvements to be made:

Any follow-up actions recommended:

6. Project completion

If the sub-project has been completed: For each EDMG and VCUg completed, the CPCU and relevant CTDs shall convene a meeting of beneficiaries (or beneficiary representatives) to review the results achieved, community rating of the investment, strengths and weaknesses of the implementation process, and to discuss any follow-on actions required by beneficiaries to ensure that benefits are sustained. The following template can be used to record the results of project completion.

Safeguard screening result:

- (a) Env/Social screening showed no need for ESMP OR
 (b) Environment Management Plan (EMP/VMGP/RAP) required

A. Completion meeting information

CPCU staff present _____

CTD staff present _____

Date meeting held _____

Location _____

Number of participants Total _____ Male _____ Female _____

*attach participant list

B. Review of project achievements

B.1 Contracted expected outputs/outcomes

Expected outputs or outcomes in sub-project contract	Actual achievement	If not fully achieved, explain why
1		
2		
3		

B.2 Scale of beneficiaries reached

Number of originally planned beneficiaries	Actual achievement	If not fully achieved, explain why
1		
2		
3		

B.3 Strengths and weaknesses of the implementation process

For each planned activity, review: what went well? What did not go so well? What recommendations for future similar projects?

Planned activity	What went well	What did not go so well	Any recommendations
1			
2			
3			

B.4 Beneficiaries overall rating of the investment

Ask beneficiaries to give the sub-project a score from 0 to 100, with general guidance as follows:

Very Poor - 20% Poor- 35% Satisfactory - 50% Successful - 65% Very Successful - 80% and above.

Discuss the reasons for the scores given.

B.5 Overall rating

If at least 50% of the expected outcomes in 3.1 were achieved, AND at least 50% of the planned beneficiaries were reached, AND the average score in 3.4 was 50% or more, then the sub-project can be considered successfully completed. If any of these were not achieved, discuss with the project holder the reasons why, and whether there are things they can do to achieve them in the future.

C. Follow-on activities

Discuss with the project holder these 2 questions:

What can the project holders/beneficiaries do in the future to achieve any originally planned outcomes that were not achieved this time?

What are the most important things the project holders/beneficiaries need to do in order to ensure that the achievements to date are sustained into the future.

2. CPCU SUPERVISION CHECKLIST & REPORT TEMPLATE

1. Background information on CPCU and supervision meeting
2. CPCU staffing status and general office management

CPCU staff list

No	Name	Position	Personal Number	Remark

General remarks on:

CPCU Meetings and Minutes:

Office maintenance:

Office and staff security:

3. Project Assets & asset management

No	Name	Sr. No	Condition	Owner/Organization	Remark

General remarks on asset management:

Documentation of assets:

Additional office needs:

4. Operation of the County Project Steering Committee (CPSC) and County Project Coordination Unit (CPCU)

- General remarks on membership of CPSC:

- Execution of role of steering committee (oversight role on project activities, proposal approval, policy or strategic direction offered):

- Supervision by the CPSC, including monitoring:

- Level of cooperation with CPCU members, including action plan preparation and approval process at the county:

5. Review the progress of activities and expenditures against plan in the last 2 quarterly reports and give any remarks on issues affecting progress:

6. Status of GRM activities, including GRM committees & execution of their roles:

7. **Status of Sub-projects:**

SNo.	Name of Sub-	Activities	Status	of	Evidence

	project		implementation	

8. Lessons learned in the project implementation per activity done:

9. Any good practices that can be shared with other CPCUs and stakeholders:

10. Challenges in project implementation:

11. Observation and recommendations:



Annex 10-24: Quarterly Monitoring reporting format

QUARTERLY M&E REPORTING TEMPLATE

- 1. Background
- 2. Project Implementation Status

Brief summary of main activities planned and achieved during the quarter per component

2.1 Component 1.....
.....
.....

2.2 Component 2.....
.....
.....

2.3 Component 3.....
.....
.....

2.4 Component 4.....
.....
.....

3. Procurement.....
.....
.....



Table 1: Summary of the Project Activities

No	Output	Major Activities (As per project annual workplan)	Unit	Project end Target	FY			Verification	Cumulative achievements from year plan			Remark (describe the result)
					Planned	Actual	%		Planned	Actual	%	
Component 1:												
<i>Sub-component 1.1:</i>												
	Output 1:		No.									
	Output 2:											
<i>Sub-component 1.2</i>												
	Output 1:											
	Output 2:											
<i>Sub-component 1.3</i>												
	Output 1:											
	Output 2:											
Component 2:												

Report the implementation of procurement activities during the period of reporting as per the procurement plan

Table 2: Implementation of Procurement of Goods

No	Package	Status
1	Procurement of Office Furniture	
2	Procurement of communication Equipment	
3	Procurement of Stationary	
4	etc.	

Table 3: Implementation of Procurement of Civil Works

No	Package	Status
1	Renovation and Refurbishment of Project Offices	
2	etc.	

Table 4: Implementation of Procurement of Consultant Services:

No	Package	Status
1		
2	etc.	

4. Financial Management

Summary of NAVCDP budget plan and expenditure for the Quarter

Description	This quarter			Cumulative for FY to date			Brief Explanation for Variances
	Actual	Budget	Variance	Actual	Budget	Bal	
Component 1:							
Sub-Component 1.1:							
Sub-Component 1.2:							
Sub-Component 1.3:							
Sub-total Component 1							
Component 2:							
Grand Total							

4A Brief explanations on the financial budget plan and expenditure.....

5 Implementation Challenges.....

6 Annex of report evidence **including sub-projects reports**.....

Annex 10-25: Value Chain Progressive Performance for Individual Members: (FORM F4)

Name of the Farmer:

Name of Value Chain :

Month	Size of the enterprise	Product 1		Product 2		Buyer (s)	Money Earned (KES)		Total Earnings (Product1, product2 etc) (KES)	Total production cost	Remarks <i>(Progress as compared to plan, challenges, way forward)</i>
		Quantity sold	Average price	Quantity sold	Average price		Product 1	Product 2			
1 st month											
2 nd month											
3 rd month											
etc											
Total											

Annex 10-26: Grievances Register

no	Description of Grievance	Date of Grievance	One-time grievance	Happened more than once	Ongoing	Expected Resolution/Redress	Action identified to resolve the grievance	Date taken	Taken by whom	Complainant satisfied	If no, why?



Annex 10-27: Summary of M&E in gender issues

Issue to monitor	Indicators	Targets	Data sources	Responsible person(s)
Capacity building for all stakeholder on gender and social inclusion through TOTs, targeted trainings and sensitization forums	Number of trainings held and the number of stakeholders trained	16 (4 regional CPCU/CTDs trainings, 12 SP consortia trainings)	Training Reports	NPCU CPCU
Status of the various categories of smallholder farmers, agro-pastoralist and pastoralists (women, men, youth, IPs and other VMGs) in the project areas and the existing gender/social inequalities at start of project, mid-term and end-term	Data on the socio-economic status of the different gender and social groups as well as the associated factors	3 data sets	Survey reports at -Baseline -Mid-term and -End- term	NPCU CPCU
Integration of gender and social inclusion concerns during prioritization of value chains and identification of the VC challenges and needs for CSA TIMPS	-Prioritized value chains offer opportunities for women and VMGs participation and economic empowerment -Challenges highlighted in the value chain problem statement that focus on women's roles regard to the prioritized	30%	PICD Reports	CPCU CTDS

Issue to monitor	Indicators	Targets	Data sources	Responsible person(s)
Identification of various categories of smallholder farmers (women, men, youth, IPs and other VMGs) as project beneficiaries, their challenges, CSA needs, and appropriate TIMPs and opportunities during the PICD process	-Percent share of women memberships in CIGs/VMGs/POs -inclusion of CSA TIMPs that address women's needs or offer opportunities that towards their socioeconomic empowerment	50% in at least 30% of the community groups	PICD Reports	CPCU/CTAC/sub county-CTAC KALRO
Gender and social inclusion in the PICD process and community decision-making process at the various levels	-Representation of women, youth, IPs and other VMGs among the farmers/ opinion leaders participating in the PICD process -Participation of women and youth in the leadership of community level institutions (CIG, VMG, POs sub-CDDCs, CDDCs)	30%	-PICD reports -MIS data -Project reports	-CPCU -PME teams
Gender and social inclusion in the implementation of EDPs, Micro-projects/subprojects	-Number of women's client-days of trainings on TIMPS -Percentage of female beneficiaries in CIGs /VMGs who have adopted at least one TIMP promoted by project	30%	Quarterly reports Micro/sub projects Progress reports -Survey reports -MIS data	CPCU/ NPCU

Issue to monitor	Indicators	Targets	Data sources	Responsible person(s)
Gender and social inclusion in the implementation of project interventions under components 2 ,3, and 5	<ul style="list-style-type: none"> -Numbers of women farmers participating in on-farm TIMP trials: -Percent share of the number of TIMPs validated /developed that are appropriate to the roles of women and VMGs (e.g. reducing the drudgery or time/ labour saving) - Percent share of the of women farmers and VMGs members receiving agro-weather and market information -Percent increase in productivity for women farmers and VMGs members -Percent share of community grants received by women and youth dominated community groups (CIGs,/VMGs/POs) -Percentage share of women, youth and VMGs accessing agro-meteorological information/services -Percentage share of women, youth and other VMGs members benefiting in various ways from sub projects (casual labourers, input suppliers etc.) 	30%	<ul style="list-style-type: none"> -Attendance lists -Survey reports -MIS data -Attendance lists -TIMPs inventories and Collaborative Research Reports -MIS data -Survey reports -Reports from grant vetting committees Progress reports on Big data accessibility -Subprojects' progress and completion reports -Audit reports 	<ul style="list-style-type: none"> -CPCU -NPCU -KALRO

Issue to monitor	Indicators	Targets	Data sources	Responsible person(s)
Gender and social equity in the sharing of the benefits accruing from the various project interventions	-Percentage of women farmers and VMGs members satisfied with relevance, timeliness and effectiveness of TIMP advisory services received by CIGs/VMGs	50%	-Mid-term and End term Survey reports -Impact evaluation report -Impact evaluation report	CPCU NPCU
Gender and social inclusion in M&E	-Representation of women, youth and other VMG beneficiaries in the participatory M&E teams, -Data disaggregated by gender and social groups in all project reports	30%	Participatory M&E reports All project reports and MIS	CPCU/ CTAC NPCU/ CPCU



Annex 10-28: Workplan for development of the M&E system

		Responsible	M1	M2	M3	M4	M5	M6
1	Establish M&E Working Group							
1.1	Clarify Data Protection Act (2019) implications for M&E operations	NMEO						
1.2	Review and agree on timing of reporting requirements	M&E WG						
1.3	Review and agree on data collection templates	M&E WG						
1.4	Decide beneficiary identification coding method	M&E WG						
1.5	Ensure alignment of grievance redress documentation system with M&E reporting on grievances	M&E WG						
1.6	Review and agree on MIS functionalities and requirements	M&E WG						
1.7	Discuss and agree on capacity building plan	M&E WG						
2	Develop MIS							
2.1	Draft ToRs for MIS service provider	M&E Officer						
2.2	Contract MIS service provider	NPCU						
2.3	Build MIS v0.1	contracted consultant						
2.4	Trial MIS v0.1 and interaction with ODK systems	NPCU with contracted consultant						

		Responsible	M1	M2	M3	M4	M5	M6
2.5	Draft MIS user guide v0.1 and ODK systems	NPCU with contracted consultant						
3	Develop tools and systems for data collection							
3.1	Implement data collection templates in ODK format	NMEO						
3.2	Pre-test data collection tools, database uploading and database analysis	NMEO						
3.3	Draft manuals for ODK data collection system users	NMEO						
3.4	Procure digital tablets and other required tools	NPCU						
3.5	Train data collectors	NMEO with M&E WG members and CPCUs						
4	M&E implementation planning							
4.1	Draft guidelines for national and CPCU M&E planning	NMEO with M&E WG						
4.2	Train CPCUs in M&E planning	NMEO						
4.3	Integrate M&E implementation plans into AWP&B	NPCU and CPCUs						
4.4	Stakeholder consultation on impact evaluation needs	NMEO						
5	Develop M&E capacity building plan							

		Responsible	M1	M2	M3	M4	M5	M6
5.1	Review M&E tasks at different levels to identify skills required	M&E Officer						
5.2	Undertake capacity needs assessment of Service Providers, SCTTs, CTDs and CPCUs	contracted consultant						
5.3	Review capacity needs at national, county and community levels	M&E WG						
5.4	Draft capacity building plan	MEO, with M&E WG						
5.5	Integrate M&E CBP into NPCU and CPCU AWP&Bs	NMEO, with M&E WG						
5.6	Implement M&E capacity building plan	NMEO						
6	Baseline surveys							
6.1	Train enumerators for individual beneficiary registration	NMEO & CM&EOs						
6.2	Register individual beneficiaries	enumerators						
6.3	Enter data into beneficiary database	NMEO						
6.4	Recruit consultant for general baseline survey	NMEO						
6.4	Implement general baseline survey	consultant						

Annex 10-29: Indicators for measuring resilience score in the resilience mode

Factors	Indicators
Income and Food Access	<ul style="list-style-type: none"> ● Average per person daily income (KES/person/day) ● Average per person daily expenditure (KES /person/day) ● Household food insecurity access score ● Dietary diversity and food frequency score ● Dietary energy consumption (kcal/person/day)
Access to Basic Services	<ul style="list-style-type: none"> ● Physical access to health services (ordinal, 1 to 3) ● Quality score of health services ● Quality of educational system (ordinal, 1 to 6) ● Perception of security (ordinal, 1 to 4) ● Mobility and transport constraints (ordinal, 1 to 3) ● Water, electricity and phone networks (count)
Social Safety Nets	<ul style="list-style-type: none"> ● Amount of cash and in-kind assistance (KES/person/day) ● Quality evaluation of assistance (ordinal, 1 to 4) ● Job assistance (binary yes/no response) ● Frequency of assistance (number of times assistance was received in the last six months) ● Overall opinion of targeting (assistance targeted to the needy; to some who are not needy; or without distinction)
Assets	<ul style="list-style-type: none"> ● Housing (number of rooms owned) ● Durable index (Principal Component Analysis on list of items: TV, Car, etc...) ● Tropical Livestock Unit (TLU) equivalent to 250 KG; ● Land owned (in hectares)
Adaptive Capacity	<ul style="list-style-type: none"> ● Diversity of income sources (count, 0 to 6) ● Educational level (household average) ● Employment ratio (ratio, number of employed divided by household size) ● Available coping strategies (count, 0 to 18) ● Food consumption ratio (Share of food expenditure divided by total expenditure)
Stability	<ul style="list-style-type: none"> ● Number of household members that have lost their job (count) ● Income change (ordinal; increased, the same, decreased) ● Expenditure change (ordinal; increased, the same, decreased) ● Capacity to maintain stability in the future (ordinal, 1 to 5) ● Safety net dependency (share of transfers on the total income) ● Education system stability (ordinal; quality increased, the same, decreased)

Annex 10-30: SACCO Mapping And Grading Tool For Selecting Existing SACCOs

No.		What needs to be done	Brief Guideline/Checklist	Documents to check
1	Constitution of a management committee	Provide a checklist/guideline	<ul style="list-style-type: none"> • Elected by members during legally convened AGM/SGM/ADM/SDM; • Should be an odd number between 5-9 members; • Comply with the 1/3 gender rule. • Have filled and filed Indemnity forms and Wealth Declaration forms 	Certified AGM/SG/ADM/SDM minutes by Cooperative officer with election agenda
2.	Operational Budget	Provide a checklist/guideline	A budget that has been presented to the AGM/SGM/ADM/SDM and has been approved/adopted by the members	<ul style="list-style-type: none"> • Certified minutes by the Cooperative Officer with budget agenda • Stamped budget copy by Cooperative • Officer
3	Election	Provide a checklist/guideline	<ul style="list-style-type: none"> • Done during a duly convened AG/SGM/ADM/SDM. • Supervised by a duly nominated presiding officer of a cooperative officer 	Certified minutes by the Cooperative officer with that Agenda
4	What constitutes a duly filled and submitted Wealth Declaration Form?	Qs 20 - Provide a checklist/guideline (Refer to Last column)	<ul style="list-style-type: none"> • Every MC and SC member have filled a Wealth Declaration Form within 30 days after being elected. • Wealth Declaration Form submitted to Commissioner for Cooperatives and accepted as Duly filled and filed 	Letter forwarding the forms to the Commissioner.

No.		What needs to be done	Brief Guideline/Checklist	Documents to check
5	What constitutes a duly filled and submitted Indemnity Form?	Qs 21 - Provide a brief checklist/guideline/header (Refer to Last column	<ul style="list-style-type: none"> • Every MC and SC member must fill an Indemnity Form (Form V) as per Indemnity figure fixed by members in AGM SGM within 14 days after election. • Indemnity forms submitted and forwarded to Commissioner for Cooperatives. 	Letter forwarding the forms to the Commissioner.
6	What constitutes a dormant SACCO?	Provide a brief checklist/guideline/header (Refer to Last column	<ul style="list-style-type: none"> • Members not saving or borrowing. • No AGM held for the last 2 years without approval by Cooperative officer. • No audited accounts for the last 2 years 	- Last certified SGM/AGM/ADM/SDM minutes. - Last registered audited accounts
7	Willingness to integrate with Project Requirements	Provide a brief checklist/guideline/header (Refer to Last column	<ul style="list-style-type: none"> • Sign prerequisite MOUs/Agreements; • Automate as guided by project guidelines; • Commit to provide periodic project reports • Open designated project bank account • Demonstrate own contribution (for FPO) • Demonstrate mobilized savings & shares (for SACCO) 	
8	Include Emergency Loan in the list	Emergency Loan to be inserted in the list of loans		

No.		What needs to be done	Brief Guideline/Checklist	Documents to check
	of loans			
9	Design the tool to provide automatic calculations in the following areas	Qs 24. % growth in shares & deposits Qs. PAR >90 days	Automatic calculations enabled in the tool	Audited books of accounts
10.	Counties with Highest and Lowest Wards	Those with high & those with low number of wards)		
11	Payment Rate	Provide a brief checklist/guideline/header (Refer to Last column	<ul style="list-style-type: none"> • The proportion paid per unit to farmers by the cooperative after the sales of the produce of the produce less marketing and operational costs incurred by the cooperative. • Ideally and as per ministry guidelines, the payment rate should not be less than 80% of the total sales e.g. PO sell milk at KESs 100 per liter, it should not pay the farmers less than KESs 80 per kilo. 	Audited Accounts

Annex 10-31: Financial Inclusion Matching Grant (FIMG) proposal Template

1. Cover Page

Logo

Name of the SACCO:

Physical Location: Ward, Sub county, County,

GPS:

Address:

Contact Person: Name.....Tel.....Email.....

Project Title:

Submitted to:

Date:

2. Preliminaries:

Table of Contents:

List of Tables:

List of Figures:

Executive summary:

Acronyms and Abbreviations:

1. INTRODUCTION

1. Sector Overview

- Value chain trends and pricing and volumes at County, ward
- Brief overview on agricultural financing in the county with emphasis on players financing agriculture, types of products offered and challenges faced
- This should be with a view of showing the changes foreseen in the industry both in the short term and long term? Indicating whether there is growth in agricultural loan products?
- How will the SACCO take advantage of them?

Background information:

- **Profile:** Date of registration, registration Number, membership, area of operation, value chain supported, share capital and savings
- *indicate the number of CIGs, VMGs and PO*

No	Type of federated group		Name of Ward
	Type	No.	
1	CIG		
2	VMG		
3	PO		

Membership

No	Age Cohorts	Classification	Male	Female	Total
1.	36 years and above	Individuals			
		CIG			
		VMGs			
2.	18 – 35 years	Individuals			
		CIG			
		VMGs			
	Total				

1. *outline the Vision, Mission and Objectives as per current Strategic plan:-*

2. Governance:

Outline the current governance structures that are in place showing

- *Current Annual General Meetings held where applicable*
- *Management committee members , Supervisory committee members, operational subcommittees in place (in terms of male and female)*
- *Policies in existence*

3. Human Resource Architecture:

- *Briefly outline the recruitment processes as per the terms and conditions of service,*
- *Give a breakdown of the current staff , showing gaps as per the strategy*

STAFF ESTABLISHMENT

No	Position	Establishment	In post	Gender	
					Female
1.					
2.					
3.					

Briefly describe the strategies/programs that are in place for capacity building/skills development for staff, management committee members and supervisory committee members

- Staff Retention strategies (motivation, benefits, welfare and wellness).

4. Business operations

Financial status of the SACCO with an extract of what belongs to the CIGs/VMGs

- Number of fully paid up members and partly paid up members
- Total share capital
- Total savings/deposits
- Loan portfolio
- Amount disbursed
- Percentage of loan funding agricultural value chains
- Percentage of loan delinquency

SACCO Financial Status

		Individuals		CIG		VMGs	
Years		2021	2022	2021	2022	2021	2022
Total saving							
Total deposits							
Total loans disbursed							
Agriculture loans	Percentage of total loans to agriculture %						
	Value chains supported						
Defaulted loans that remain unpaid for over 60 days (Kes)							

Outline types of loan products offered and indicating the available agricultural products terms of lending

Type	Amount	Interest rate	Repayment period	Remarks
Development	3* based on savings	12% on outstanding business		
Agriculture	Range			
School fees loans/emergency	Range			

- **Business experience:**

Outline strategies put in place in order to curb defaulting rates and loan delinquency management.

Show what services the SACCO members benefit from along the value chain

- **Business partners:** - the number of POs paying their members through the SACCO indicate if SACCO is the avenue used for paying members.

5. Problem Statement:

- what are the current gaps limiting provision of agricultural loan to farmers that need to be addressed

How do they affect the farmers

6. Justification/Rationale

- State the reasons the grant is needed e.g. what are the current options of farmers (banks do not have suitable products targeting agricultural development - normal traditional loans), amounts and repayment periods not suitable. Need to develop appropriate targeted agricultural loan products that are accessible and affordable.

3. SWOT Analysis:

<p>STRENGTHS</p> <p>What areas is the SACCO best in terms of personnel, products, equipment, human resources</p>	<p>WEAKNESSES</p> <p>What is within the power of the society that ought to be done better than is currently being done? Consider management of HR, facilities, costs, marketing, products, communication</p>
<p>OPPORTUNITIES</p> <p>What is outside your organization that you can tap on to improve your performance and management, e.g. what lessons can you learn from your competition, what niche areas in the market can you concentrate on to improve your performance</p>	<p>THREATS</p> <p>What factors outside your organization are likely to interfere with your business</p>

STRATEGIES TO BE DEVELOPED BY THE SACCO

Highlight the main issues that will support the SACCO to run business effectively and ensure it meets the objective of FIMG

- Development or review of a strategic plan (Strategic Plan is a road map on where the institution wants to be in future and how it will achieve the set goals). The strategies should indicate the

timelines of when the strategic activity will be done.

- *Putting proper governance and operational structures indicating who will do it and timelines. This will include necessary committees, policies for loaning and recovery,(Loan and credit policies procedure manuals and guidelines) setting up offices and recruitment of bookkeeper for the SACCOs,*
- *Automation of the system. Hardware Software development/review*
- *For FIMG put mechanism in place for installing /integrating project automation solution and internet*

4. Growth plans strategies:-

State how the SACCO will Develop the growth of the favorable agricultural products and how monitoring will be done.

a. Identification and working with partners for loan recovery:

SACCO will be Working closely with CIG/VMG and Sign tripartite agreement with POs and CIGs/VMGs

5. Compliance:

Indicate status in terms of mandatory books, audit, KRA returns, MOUs with the county, AGMs, operationalization of committees and subcommittees



NAVCDP

6. Financial Management strategies:

- Indicate the cumulative number of members to be recruited and the potential share capital and savings that each CIG/VMG will contribute over a 5 year period (Business growth).
- The first-year projections should be done on a month to month as shown below
- **Year one**

Months	1	2	3	4	5	6	7	8	9	10	11	12
Membership												
Share Capital												
Savings												

Five-year projections

Year	1	2	3	4	5
Membership					
Share Capital					
Savings					



NAVCDP

REQUEST OF FIMG FUNDS

- Indicate the members total shares and savings /deposits
- The maximum FIMG each CIG/VMG may get KES 250,000
- State whether the CIG/VMG members have **opened a sub account in the SACCO**

7. Sustainability:

Indicate the *Key Performance Indicators* such as *Increase in membership, share capital, savings, increased lending, profitability*)

8. **Partnerships, collaborations and networks (stakeholder analysis):** SACCO requires certain support services or relevant infrastructure to enable it to operate effectively e.g. insurance, banks, legal Services, government and development partners, regulators and National Cooperative Organizations (NACOs)

9. **Risks and Mitigation:** susceptible to social, environmental, financial, operational risks. Identify key challenges that may face the implementation of the project. Make proposals on various ways to mitigate the identified risks.

10. Monitoring and Evaluation:

- Indicate how monitoring will be done on a quarterly basis to see whether the objective and vision of the Sacco will be met.
- Monitoring should be continuous
- Evaluation will be carried after first year

Activities	Planned	Timeline	Responsible	Achieved	Variance	Remarks
CIG/VMG to be recruited						
Savings to be mobilized						
Share capital to realize						
FIMG Loans to be granted						
Automation						
Strategic plan to be developed						

There should be a feedback mechanism in terms of reporting to the management committee, manager, members

Annex 10-32: SACCO Membership Federation Template

No	Type of federated group		County	Ward
	Type	No.		
1	CIG			
2	VMG			
3	PO			

Membership

No	Age Cohorts	Classification	Male	Female	Total
1.	36 years and above	Individuals			
		CIG			
		VMGs			
2.	18 – 35 years	IPs			
		Individuals			
		CIG			
		VMGs			
		IPs			
	Total				

Annex 10-33: SACCO Members Savings Mobilization Template

		Individuals		CIG		VMGs		Ips	
Years		2021	2022	2021	2022	2021	2022	2021	2022
Total saving									
Total deposits									
Total loans disbursed									
Agriculture loans	Percentage of total loans to agriculture %								
	Value chains supported								

Defaulted loans that remain unpaid for over 60 days (Kes)								

Annex 10-34 : EX-ACT Data capturing tool

First Phase of Data Collection - CROPS	Period 1	Period 2	Period...n
Basic Information			
Name of the farmer:			
Gender :			
County :			
Ward :			
Value Chain :			
Total Farm Size :			
Land Use			
Land Use Type (afforestation, deforestation, forest zone, plantation zone, annual crop, perennial crop, set aside, other LUC)			
Area under forest/agroforestry			
Type of agroforestry system			
Area under crop(s)			
Lime application			
Limestone (tonnes per year)			
Dolomite tonnes per year)			
not-specified (tonnes per year)			
Fertilizers			
Urea (tonnes of N per year - Urea has 46.7% of N)			
NPK			
CAN			
Other N-fertilizers (tonnes of N per year)			
N-fertilizer in irrigated rice (tonnes of N per year)			
Sewage (tonnes of N per year)			
Compost (tonnes of N per year)			

First Phase of Data Collection - CROPS	Period 1	Period 2	Period...n
Manure (tonnes per year)			
Phosphorus (tonnes of P2O5 per year)			
Potassium (tonnes of K2O per year)			
Other fertilizers			
Pesticides			
Herbicides			
Insecticides			
fungicides			
Others pesticides			
Energy			
Energy consumption			
<i>Biogas (cm3 per year)</i>			
Electricity (MWH/year)			
Liquide (m3 per year)			
Gaseous (m3 per year)			
<i>Solid (tonnes dry matter per year)</i>			
Irrigation			
Irrigation surface (ha)			
(Drip, Surface without IRRS, surface with IRRS, solid set sprinkle, permanent sprinkle, hand moved sprinkle, solid role sprinkle, center-pivot sprinkle, traveler sprinkle, tickle)			

First Phase of Data Collection-LIVESTOCK			
Basic Information			
Name of the farmer :			
Gender :			
County :			
Ward :			
Value Chain :			
Total Farm Size :			
Livestock number :			

First Phase of Data Collection-LIVESTOCK			
Land Use			
Land Use Type (afforestation, deforestation, forest zone, plantation zone, annual crop, perennial crop, set aside, other LUC)			
Area under forest/agroforestry			
Type of agroforestry system			
Area under crop(s)			
Lime application			
Limestone (tonnes per year)			
Dolomite tonnes per year)			
not-specified (tonnes per year)			
Fertilizers			
Urea (tonnes of N per year - Urea has 46.7% of N)			
NPK			
CAN			
Other N-fertilizers (tonnes of N per year)			
N-fertilizer in irrigated rice (tonnes of N per year)			
Sewage (tonnes of N per year)			
Compost (tonnes of N per year)			
Manure (tonnes per year)			
Phosphorus (tonnes of P ₂ O ₅ per year)			
Potassium (tonnes of K ₂ O per year)			
Other fertilizers			
Pesticides			
Herbicides			
Insecticides			
fungicides			
Others pesticides			
Energy			
Energy consumption			
<i>Biogas (cm³ per year)</i>			
Electricity (MWH/year)			
Liquide (m ³ per year)			
Gaseous (m ³ per year)			

First Phase of Data Collection-LIVESTOCK			
<i>Solid (tonnes dry matter per year)</i>			
Irrigation			
Irrigation surface (ha)			
(Drip, Surface without IRRS, surface with IRRS, solid set sprinkle, permanent sprinkle, hand moved sprinkle, solid role sprinkle, center-pivot sprinkle, traveler sprinkle, tickle)			



MONITORING EVALUATION AND LEARNING MANUAL

VERSION 1



MINISTRY OF AGRICULTURE AND
LIVELIHOOD DEVELOPMENT



NAVCDF
NATIONAL AGRICULTURAL VALUE CHAIN
DEVELOPMENT FUND