

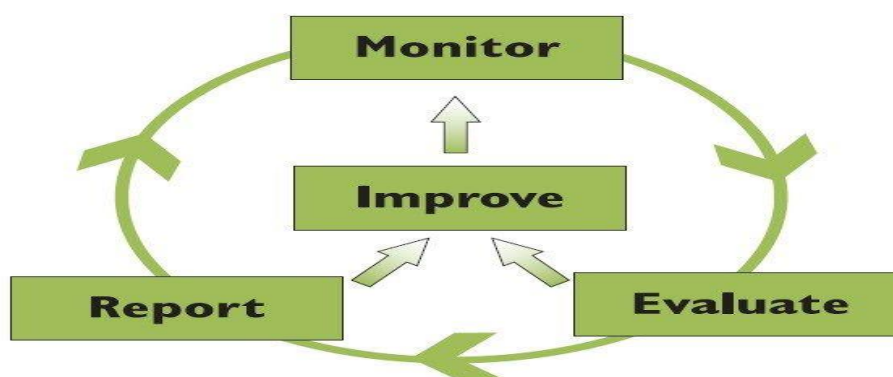
Ministry of Agriculture and Forestry

Poverty Reduction Fund (PRF)



Handbook on Monitoring and Evaluation

(PRFIII Additional Financing, 2020-2024)



To ensure the effectiveness and efficiency of a project, it is strongly required a good monitoring and evaluation system, related with a good combination among different factors, including a clear objective, good result-based budgeting and a good performance management.

This handbook is for all divisions and units' implementation under PRF 2020-2024

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Table of Contents

I. Objective and Achievements	2
II. Roles of M&E Staffs.....	3
III. Forms usage and Database Responsibilities	6
IV. Monitoring and Evaluation System	6
4.1. Basic Information of Monitoring and Evaluation	6
4.2. Overall Objectives of the M&E System	7
V. Project Development Objective Indicators	Error!
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Lists of Figures

Table 1: Framework of monitoring and evaluation efforts under PRF (Portfolio)	7
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I. Objective and Achievements

Monitoring and Evaluation Operation is considered to be the crucial works of the project performance assessment. In order to monitor, evaluate the implementation progress and report the achievement to society in accordance with the project development objective indicators specifies PRF III Additional-Financing Manual.

Therefore, validation and accuracy are highly required. Basic information concerned Monitoring and Evaluation system as well as impact evaluation. Monitoring provides information on where a policy, program or project is at any time relative to respective targets and outcomes.

A comprehensive monitoring and evaluation system has been set up to track whether PRF III AF is proceeding according to its principles and procedures, and whether it is meeting its stated objectives. Given the significance of PRF as part of the Government's strategy in rural development and eradicating poverty, it is essential that a solid Monitoring and Evaluation (M&E) system be in place to document the PRF experience and to distill lessons to guide Government's policy making.

The experience of PRF's Monitoring&Evaluation System, the main challenge found was that the project team did not recognise M&E as learning tool. Instead, they tended to believe that the results could be used against their work: to deal with the issue, it is required top management team to understand about the role of M&E and agree about using the M&E tools to evaluate the performance of work through the inputs and outcome of each activity, through data supporting and information supports of each division and unit.

To fulfil the work of Monitoring and Evaluation is required to have a good collaboration with all staffs from all divisions and units in each level. To ensure the consistency of the work, it suggests to use one source of data provided by M&E team.

II. Roles of M&E Staffs

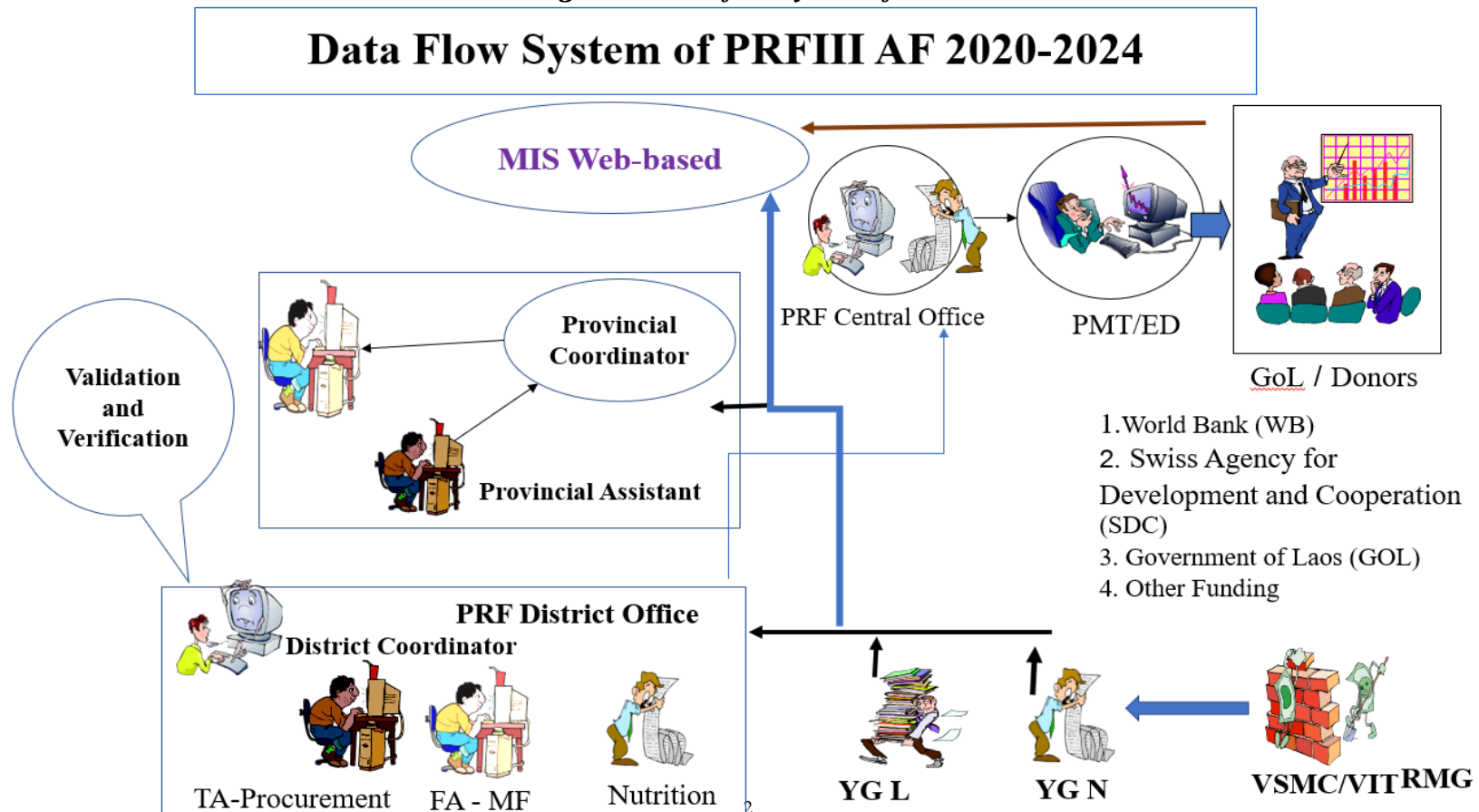
Main responsibilities
<ol style="list-style-type: none"> 1. Effective data is the role of all staffs regarding to data collection and implementation, while M&E team must provide training to concerned staff about data gathering; 2. Timely and Quality Report (Accurate and clear); 3. Explain indicators with data sources (Infrastructure, Livelihood, Nutrition, etc), particular forms to be entered in database to all involved sectors; 4. Handle with all sub-project construction status, if they're functioning or not functioning including resolution, maintenance, etc.
Main responsibilities of district level/Young graduate
<ol style="list-style-type: none"> 1. Assist the project management team, particularly a head of M&E, in monitoring and reporting PRF's activities at their own district and provincial levels; 2. Data validation & verification by coordinating with involved sectors at provincial & district levels, including young graduate and villagers; 3. Handle with statistical data of provinces and district for references.
How to collect all required data?
<ol style="list-style-type: none"> 1. Have to understand the roles of work and closely coordinate with involved sectors, particularly data collection and implementation team in term of <i>entering information to database (web-based system)</i>; 2. Keep all important documents of the project relating to all activities, budget allocation, and forms; 3. Work with local authorities, government, INGOs in conducting data for socio-economics Development under the lead and agreement of head of sectors;
Data Analysis and Evaluation
<ol style="list-style-type: none"> 1. Internal evaluation is based on indicators, including progress monitoring as well as project usage and maintenance evaluation. 2. External evaluation takes part in project's impact assessment, including baseline, midterm, and endline survey. 3. Evaluation categorizes the capacities of Self-Help Groups, production group and farmer nutrition group. 4. Other project activities's result evaluation carries out with external research team to verify the achievement, challenges as well as lesson learned which are required for further improvement and enhancement.

Figure 1: Cycle of Normal PRF's activities in a year (Traditional PRF 2003-2019)



Remark: This annual cycle presented the work of normal PRF since 2003-2019, during PRFIII AF (2020-2024), key activities are differences because it focuses on Livelihood and Nutrition work, then consider about small infrastructure improvement to support the production and consumption of nutritious foods in the project's targeted community, by using CFA approach. Therefore, the data flow system we can be seen in figure 2.

Figure 2: Data flow system of PRFIII AF



During PRFIII AF, the data processing is from community level, where young graduate team is key data entry persons and proved by the district coordinator before uploading to the online system, followed by the provincial coordinators/assistants who report such data to provincial level and national level, then M&E team can download data to measure indicators as well as to be used by project management team. Therefore, the technical training on MIS Web-based to key staff is required as soon as possible.

III. Forms usage and Key Responsibilities Divisions & Units

- **Monitoring and Evaluation (ME):** Be responsible for summarizing, analyzing all relevant data of the interventions and details of indicators;
- **Nutrition and Community Development (NCD):** Be responsible for orientation meeting, district, and Kumban, village planning data; social safeguard data, feedback and resolution mechanism (FRM) with data and information, etc. **For nutrition work:** Be responsible for all data relating to farmer nutrition group (FNG), Home Nutrition Garden (HNG), Multimedia Peer Nutrition Learning (MPN), and all data also linked to livelihood activities.
Remarks: Participants, including ethnics women, government counterparts, etc. attending the meeting and training are required to be noted down.
- **Technical Advisor (TA):** Be responsible for sub-project purposal, sub-project monitoring, inspection and site visit information; disaster risk management, Community force account (CFA), Road Maintenance Group (RMG), environmental safeguard information, disaster risk management (DRM), operation & maintenance.
- **Finance and Procurement (FA & Procurement):** Be responsible for bidding and budget after bidding, contract monitoring plans, sub-project disbursement, expenditure in each component, ensure that data of capacity building enter to the PRF's database that can include in progress report of the project.
- **Livelihood work:** Be responsible for all relevant data of livelihood activities, particularly SHG activities and producer group (PG), seed grant, saving, loans, repayment, SHG members information, impact, etc.

Remarks: Each division/sector must check its own the data to ensure the accuracy and data needs to get approval from PRF's district coordinators and compare with PDO indicators.

Livelihood and Nutrition progress data will be entered by young graduate with tablet to web-based database system.

IV. Monitoring and Evaluation System

4.1. Basic Information of Monitoring and Evaluation

Basic information concerned Monitoring and Evaluation as well as impact evaluation. Monitoring provides information on where a policy, program or project is at any time relative to respective targets and outcomes. Mostly, *monitoring focuses* in particular on efficiency and the use of resources. For monitoring system of PRF, mostly we monitor based on 4 components of the project because it is related the use of budget, including: 1) Community Development Grant, 2) Local and Community Capacity Building, 3) Project Management, and 4) Nutrition enhancing Livelihood Development.

Evaluation is used to respond the question in what has happened as a result of the intervention, while impact evaluation is a particular aspect of evaluation, focusing on the ultimate of benefits of an intervention.

Table 1: Framework of monitoring and evaluation efforts under PRF (Portfolio)

Monitoring (Process evaluation)		Evaluation (Effectiveness Evaluation)	
Inputs	Outputs	Outcomes	Impacts
- Resources	Buildings	Beneficiaries	Improve living condition
- Staff	SHGs/FNGs	Behavior change	% reduce stunted children in targeted areas.
- Fund	Trainings	Ownership	Increase income
- Material	# VDP	Gender equity/ethnic involved	Reduces poverty
- Facilities	Local facilitators/VIT	Improve quality of public service	
- Supplies	Development model		

Source: PRF Monitoring and Evaluation Division

Remark: This is a basic concept to evaluate the outcome of each staff, through the inputs and outputs that produced during project implementation.

4.2. Overall Objectives of the M&E System

Monitoring provides information on where a policy, program or project is at, at any time relative to respective targets and outcomes. A comprehensive monitoring and evaluation system has been set up to track whether PRF III AF is proceeding according to its principles and procedures, and whether it is meeting its stated objectives. Given the significance of PRF as part of the government's strategy of rural development and eradicating poverty, it is essential that a solid M&E system be in place to document the PRF experience and to distill lessons to inform government policy making.

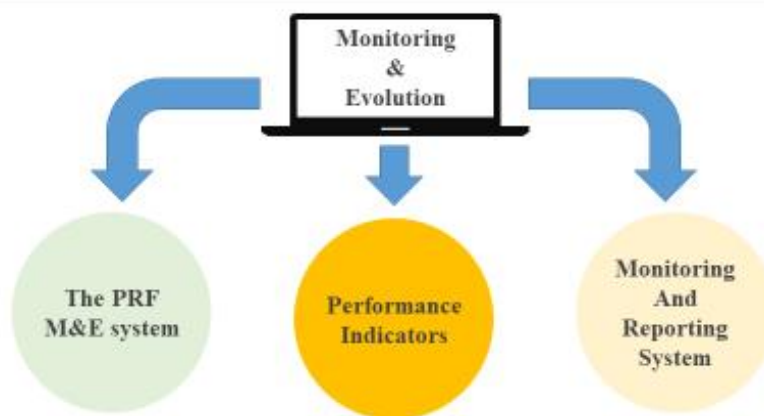
The PRF M&E system is composed of the following elements:

- **Regular monitoring:** Regular monitoring is the responsibility of PRF staff. Various actors, including beneficiaries, PRF central, provincial and district staff, young graduates and village teams (VSMC, SHG, PG, FNG, village mediation committee, VIT/public works committee, RMG, CFA) will take part in monitoring activities. PRF will pay special attention to transparency, information dissemination and M&E, which will be quantitative and qualitative, and take different forms. For further development of **MIS-web interface** which can be used in 2020 (Please visit: www.prfmis.org). This aims to enable PRF project management team and other stakeholders to respond to project development in a well-informed, timely manner by providing real time. All field data will be entered via tablets by the young graduates.

- **Special studies:** Several studies will be done in the course of PRF III AF implementation to understand more deeply a number of aspects of PRF. These studies will mostly be done by external experts (e.g., technical and beneficiary satisfaction study, sub-projects' functioning study), and will be used to build the capacity of PRF and relevant counterparts. An assessment of CFA will also be done.

Overall Objectives of The M&E System

Monitoring provides information on where a policy, program or project is at, at any time relative to respective targets and outcomes. A comprehensive monitoring and evaluation system has been set up to track whether PRF III AF is proceeding according to its principles and procedures, and whether it is meeting its stated objectives



- **Impact evaluation:** PRF will be subject to an impact evaluation, using both quantitative survey methods and qualitative techniques. The impact evaluation will be done by external experts, but will be linked to the overall M&E system of PRF. During the period of PRF III AF, the evaluation will include a baseline and end-line study of RMGs, and baseline and end-line nutrition convergence surveys. The latter will be conducted by a firm, and the cost will be covered by the World Bank-supported Project for Reducing Poverty and Malnutrition.

4.3. Result Changes of PRFIII AF

Component	Activities	Outputs	Project Outcomes	Impacts
Component 1: Community Development Grants	<ul style="list-style-type: none"> • Sub-grants for community infrastructure • Village and District planning meetings • Community training on sub-project management, infrastructure operations and maintenance • Road Maintenance Groups established and trained 	<ul style="list-style-type: none"> • Community infrastructure constructed and operational • Village and District plans are prepared and used to prioritize investments • Community members manage project funds and complete procurement effectively • Women and ethnic minorities participate actively in village prioritization 	<ul style="list-style-type: none"> • Reduced time from village to dispensaries, schools, safe water resources and road travel from village to Kum Ban center • Improved quality of public facilities such as schools and dispensaries • Technical quality of construction is high • RMG members have earnings when they previously had not received. 	<ul style="list-style-type: none"> • Reduce the percentage of children under five years (with a focus on those under two) who are stunted in participating provinces
Component 2: Local & Community Development Capacity Building	<ul style="list-style-type: none"> • Staff training • Government staff support communities in subproject implementation • Safeguard training • M&E training 	<ul style="list-style-type: none"> • Training events • Field mission support 	<ul style="list-style-type: none"> • More competent staff • More sustainable systems of government support to communities • Communities abler to manage infrastructure and assets themselves and increase the quality of service delivery • VITs, VSMCs and SHGs have gender balance in leadership 	
Component 3: Project Management	<ul style="list-style-type: none"> • Hiring and management of staff • Financial audits • Production of financial reports and procurement 	<ul style="list-style-type: none"> • Financial reports and audits • MIS • M&E reports 	<ul style="list-style-type: none"> • Well-managed financial resources • High technical quality of project implementation 	

Component	Activities	Outputs	Project Outcomes	Impacts
	<ul style="list-style-type: none"> • Management of MIS and M&E systems and reporting • Manage grievance redress system 	<ul style="list-style-type: none"> • Procurement of goods, works and consultants • Grievances addressed 	<ul style="list-style-type: none"> • Beneficiaries are highly satisfied with the quality of PRF support 	
Component 4: Nutrition Enhancing Livelihood Development	<ul style="list-style-type: none"> • Establishment of SHGs, PGs and FNGs • Production of SBCC materials with focus on agriculture-nutrition links and gender equality, including community video production • FNG meetings, group food processing with time saving mill technology, cooking and home visits • SHG loans to members for livelihood investments • Training of SHG members in agriculture and livestock techniques • Establishment of home nutrition gardens of FNG members and garden visits 	<ul style="list-style-type: none"> • SHGs, PGs operating • FNGs meet and cook with own produce • SBCC materials produced and used by FNGs/SHGs for peer learning • Support time for mother and child care • SHG loans provided • SHG meetings take place on a regular schedule • Increased knowledge of SHG members in agriculture and livestock raising techniques 	<ul style="list-style-type: none"> • Increase in the volume of animal meat produced • Increase in the volume of animal meat consumed • Increased percentage of children 6–23 months from Farmer Nutrition Group member households consuming foods from four or more recommended food groups • SHGs, PGs and FNGs are self-sustaining 	

PRFIII's objective is to help improve the access to and the utilization of basic infrastructure and services for the Project's targeted poor communities. In addition, PRF III (2017-2019) continues to support the Livelihood-linked Nutrition (LN) pilot program commenced during PRF II (2012-2016) in the poorest priority districts of Huaphan and Savannakhet provinces. The LN program aims to develop and test innovative livelihood-focused community driven activities, enabling rural households to improve their livelihoods, well-being and nutrition through group-based activities. The adapted indicators of PRFIII AF are detailed as table in 4.4

4.4. Results Frameworks and Monitoring

Indicator Name	DLI	Baseline	Intermediate Targets				End Target
Project Development Objectives (PDOs)		2015	YR4 2019	YR5 2020	YR6 2021	YR7 2022	YR8 2023
Improve access to basic infrastructure and services, production and consumption of nutritious foods (Action: this objective has been revised)							
1. Direct project beneficiaries (number)		567,762.00	640,000.00 866,771	680,000.00	687,000.00	690,000.00	876,700.00
2) Female beneficiaries (Percentage)		53.00	50.00	50.00	50.00	50.00	50.00
3) Ethnic beneficiaries (Percentage)		70.00	70.00	70.00	70.00	70.00	70.00
4) Reduction in time to access a health facility (Percentage)		0.00					87.00
Action: this indicator has been revised	Rationale: The original data source is not applicable as it was from PRF II and the coverage area for PRF III is different.						
5). % Reduction in time to access safe water sources (Percentage)		0.00					80.00
Action: this indicator has been revised	Rationale: The original data source is not applicable as it was from PRF II and the coverage area for PRF III is different.						
6). % Reduction in travel time from village center to kum ban center due to road improvements (Percentage)		0.00					40.00
Action: this indicator has been revised	Rationale: The original data source is not applicable as it was from PRF II and the coverage area for PRF III is different.						

7). % Reduction in time to access improved schools (Percentage)		0.00					80.00
Action: this indicator has been revised	Rationale: The original data source is not applicable as it was from PRF II and the coverage area for PRF III is different.						
8) Percentage increase in children aged 6–23 months from FNG households consuming foods from four or more recommended food groups		0.00			40.00		40.00
Action: this indicator is new	Rationale: To reflect the increased emphasis on nutrition outcomes with the additional financing, capturing diverse food consumption.						
9) Kilograms of animal meat produced (number)		0.00	527,219	2,108,877	5,454,540		5,454,540
Action: this indicator is new	Rationale: Added to reflect the production of SHGs						

Intermediate Result Indicators by Component:
COMPONENT 1 – Community Development Sub-Grants

Indicator Name	DLI	Baseline	Intermediate Targets				End Target
		2015	YR4 2019	YR5 2020	YR6 2021	YR7 2022	YR8 2023
Total project value contributed by the community (Percentage)		11.00					11.00 (keeping but not reported in additional financing)
Action: This indicator has been marked for deletion							
Sub-project activities of high technical quality (Percentage)		85.00			85.00		85.00 (keeping but not reported in additional financing)
PRF-built infrastructure of a functioning quality (Percentage)		80.00	80.00	80.00	80.00	80.00	80.00
Sub-project activities implemented (number)		1,426.00					3,440
Action: this indicator has been revised	Rationale: Target increased to reflect scaling up						
Village Implementation Team or VIT members that are female (Percentage)		31.00					40.00
Action: this indicator is new	Rationale: Added to reflect enhanced investment in irrigation						

Number of women selected for RMGs who earn an income, as a % of the number of poor households in village (Percentage)		8.00					16.00
Action: This indicator is new	Rationale: There will likely be an increase in investments in irrigation due to the livelihood focus of the additional financing.						
Percentage increase in irrigated areas (Hectares)		0.00					50.00

COMPONENT 2 - Local and Community Development Capacity Building

Intermediate Result Indicators by Component							
Indicator Name	DLI	Baseline	Intermediate Targets				End Target
		2015	YR4 2019	YR5 2020	YR6 2021	YR7 2022	YR8 2023
Households in PRF beneficiary villages voting for village priorities (Percentage)		60.00	70.00	75.00	75.00	75.00	75.00
% of PRF kum bans participating in the district socio-economic development planning process, promoting PRF village development plans/VIP (Percentage)		0.00	50.00	70.00	75.00	75.00	75.00 (keeping but not reported in additional financing)
Households in PRF beneficiary villages satisfied with the participatory planning process supported by PRF III (Percentage)		75.00			80.00		80.00

PRF III sub-project prioritized by women (Percentage)		91.00	90.00	90.00	90.00		90.00
PRF III sub-projects prioritized by ethnic group (Percentage)		70.00	70.00	70.00	70.00	70.00	70.00
Communities able to plan, implement and monitor their activities (Number)		1,124.00					1,776.00
Action: this indicator has been revised	Rationale: Target increased to reflect scaling up						

COMPONENT 3 - Project Management

Intermediate Result Indicators by Component							
Indicator Name	DLI	Baseline	Intermediate Targets				End Target
		2015	YR4 2019	YR5 2020	YR6 2021	YR7 2022	YR8 2023
Registered grievances that are addressed according to agreed procedures (Percentage)		90.00	90.00	90.00	90.00	90.00	90.00

COMPONENT 4 - Nutrition Enhancing Livelihood Development

Intermediate Result Indicators by Component							
Indicator Name	DLI	Baseline	Intermediate Targets				End Target
		2015	YR4 2019	YR5 2020	YR6 2021	YR7 2022	YR8 2023
SHGs with NPLs 4 percent and below (Percentage)		60.00	60.00	70.00	70.00	70.00	70.00 (Dropped)
Individuals using loans from SHGs (Number)		4,054	9,962	24,000	28,000	30,000	34,000
Action: this indicator has been revised	Rationale: Target revised to reflect scaling up						
VSMC ⁱ members that are female (Percentage)		21.00					
Action: this indicator is new							
FNG* member households (Number)		0.00	7,200				14,430
Action: this indicator is new	Rationale: To reflect the addition of the FNG activity to the project						
SHG members who take at least two loans (Percentage)		0.00	35.00	35.00	50.00	80.00	80.00

***FNG: Farmer Nutrition Group**

Monitoring & Evaluation Plan: PDO Indicators

No.	Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Responsibility for Data Collection
1	Direct project beneficiaries	Total number of individual household members in households benefiting from community infrastructure and/or SHG support	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team
2	Female beneficiaries	Based on the assessment & definition of direct project beneficiaries, specify what percentage of the beneficiaries are female.	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team
3	Ethnic Beneficiaries	Based on the number of direct beneficiaries in the target villages.	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team
4	% reduction in time to access a health facility	Percentage change in the estimated walking time in terms of minutes to access the nearest health facility before the PRF infrastructure investment was operational and afterward, as estimated by a focus group of male and female village members.	Ongoing	PRF MIS Forms	MIS forms filled out and verified at the time of subproject financing requests to assess the before-subproject times. Focus groups with village members after subproject completion to assess after-subproject times.	PRF M&E Team
5	% reduction in time to access safe water sources	Percentage change in the estimated walking time in terms of minutes to access the nearest safe water source before the PRF infrastructure investment was operational and afterward, as estimated by a focus group of male and female village members.	Ongoing	PRF MIS	MIS forms filled out and verified at the time of subproject financing requests to assess the before-subproject times. Focus groups with village members after subproject completion to assess after-subproject times.	PRF M&E Team

6	% reduction in travel time from village center to kumban center due to road improvements	Percentage change in the estimated motorcycle time in terms of minutes to from the village center to the kumban center before the PRF infrastructure investment was operational and afterward, as estimated by a focus group of male and female village members.	Ongoing	PRF MIS	MIS forms filled out and verified at the time of subproject financing requests to assess the before-subproject times. Focus groups with village members after subproject completion to assess after-subproject times.	PRF M&E Team
7	% reduction in time to access improved schools	Percentage change in the estimated walking time in terms of minutes to access the nearest school before the PRF infrastructure investment was operational and afterward, as estimated by a focus group of male and female village members.	Ongoing	PRF MIS	MIS forms filled out and verified at the time of subproject financing requests to assess the before-subproject times. Focus groups with village members after subproject completion to assess after-subproject times.	PRF M&E Team
8	Percentage increase in children 6-23 months old from Farmer Nutrition Group households consuming foods from four or more recommended food groups	Percentage of children, 6-23 months old, from Farmer Nutrition Group households who are reported to have consumed at least four out of the 9 food groups (using a classification of food groups based on international recommendations) during the 24 hours preceding the time of interview out of the number of children 6-23 months from households that are beneficiaries of the FNG activities.	Twice	Household survey conducted as part of World Bank nutrition convergence approach.	Household survey	Contracted firm
9	Kilograms of animal meat produced	Total kilos of animal meat (chickens, pigs and goats) produced based on the average live weight per type of animal times the total number of each animal produced by SHG members with funds borrowed from the SHG revolving fund or Livelihood Investment Fund for Producer Groups.	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team

Monitoring & Evaluation Plan: Intermediate Results Indicators

No.	Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Responsibility for Data Collection
1	% of total project value contributed by the community					
2	% HHs in PRF beneficiary villages voting for village priorities	This is the total number of total households in all beneficiary villages divided by the number of households that participate in sub-project selection meetings.	Ongoing	PRF MIS	PRF MIS forms	PRF M&E Team
3	% of registered grievances that are addressed according to agreed procedures	This is the total number of grievance messages received by paper, phone or text, which have been satisfactorily addressed and recorded in the PRF MIS system.	Ongoing	PRF MIS	PRF MIS grievance register with grievances received by paper submission at meetings as well as by phone and SMS message	PRF M&E Team
4	% of SHGs with NPLs 4% and below					
5	% of sub-project activities of high technical quality	This is the total number of sub-projects rated as being of "high" quality by a consultant contracted to evaluate the technical quality of construction of a selection of completed sub-projects.	Three times, at baseline, midterm and endline.	Consultant's report	Technical audit	Contracted firm

6	% of PRF KBs participating in DSEDP process promoting PRF KBPs and/or VDPs	This is the total number of District Socioeconomic Development Planning meetings divided by the number of meetings in which a Kumban representative was present.	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team
7	# of individuals using loans from SHGs	The number of SHG members that have borrowed from the SHG revolving fund.	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team
8	% of PRF built infrastructure in a functioning quality	Quality checks at the time of subproject completion as well as 6-month and 12-month follow-up checks will assess whether the infrastructure investments are functioning as intended.	Semi-annual	PRF MIS forms	PRF staff visits each subproject site to conduct a quality check and a score is used to determine whether the subproject infrastructure is considered to be functioning or not.	PRF
9	% of households in PRF beneficiary villages satisfied with the participatory planning process supported by PRF III	This is the percentage of households which say that they are satisfied or highly satisfied in response to a survey question.	Three times, at baseline, midterm and endline	Consultants report	Focus Group survey of households	Contracted firm to conduct assessment.
10	% of Village Self-Help Group Management Committee (VSMC) members that are female	Percentage of VSMC members that are female	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team
11	# of sub projects implemented	Number of community infrastructure subprojects constructed and operational	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team
12	% of PRF III sub-project prioritized by women	This is the total number of approved sub-projects divided by the number of sub-projects which were rated as the highest priority by women's groups during the village planning	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team

		and sub-project prioritization process.				
13	Number of Farmer Nutrition Group member households	The total number of members of all Farmer Nutrition Groups supported by the project	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team
14	% of Village Implementation Team (VIT) members that are female	Percentage of women members of the Village Implementation Team	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team
15	% of PRF III sub-projects prioritized by ethnic group	This is the total number of sub-projects divided by the total number of highest sub-project priority projects identified by a group of ethnic minorities participants during the community sub-project prioritization process.	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team
16	% of SHG members which take at least two loans	The percentage of total SHG members who have borrowed at least twice from the SHG. This measurement does not require full repayment of the second loan, only the taking of the loan.	Ongoing	PRF MIS	PRF MIS calculation based on individual member data.	PRF M&E
17	Number of women selected for Road Maintenance Groups who earn an income, as a % of the number of poor households in village	Data on the number of women earning an income comes from household surveys at baseline and endline. Data on the number of poor households comes from village level PRF poverty ranking data*. *Poor households are households classified as either “poor” or “poorest” in the PRF poverty rankings as opposed to “middle” or “better off” (these households were prioritized for RMG jobs). Out of the 85 RMG villages, there is PRF poverty ranking data for 67 villages. The	Twice	Household survey, baseline and endline.	Household survey	Data collection firm

		data from these villages will be used for this indicator.				
18	# of communities able to plan, implement and monitor their activities	Number of villages that are trained by PRF to prepare Village Development Plans	Ongoing	PRF MIS	PRF MIS Forms	PRF M&E Team
19	Increase in hectares of irrigated area	Percentage increase in the area of land that is irrigated for agriculture or fisheries production as a result of subproject infrastructure investments	Twice, once at project design stage and a second assessment upon subproject completion	PRF MIS	Communities prepare a subproject design form and the verification is done by PRF at the time of subproject completion	PRF

Additional Data and Information of SDC (Participant to village development plan (VDP))

	participants 2018-2019				Participant 2017_2018_2019		
Provinces	Participants	Women	Ethnic		Participants	Women	Ethnic
Attapeu	3,368	1,941	3,169		4,502	2,580	4,251
Huaphanh	9,630	5,200	4,581		15,060	8,145	7,193
Luangnamtha	2,308	1,094	2,253		3,501	1,638	3,425
Luangprabang	9,145	5,633	7,892		10,869	6,623	9,522
Oudomxay	10,141	5,582	9,592		13,750	7,588	13,023
Phongsaly	3,462	1,683	3,376		4,822	2,319	4,702
Saravane	7,309	4,206	7,013		10,258	5,936	9,903
Savannakhet	11,894	6,626	10,175		15,968	8,809	13,774
Sekong	3,052	1,575	2,875		4,020	2,053	3,769
Xiengkhuang	2,888	1,579	2,446		4,278	2,316	3,636
Grand Total	63,197	35,119	53,372		87,028	48,007	73,198
		56%	84%			55.2%	84.1%

This will enable vulnerable people's voices to be heard in terms of proposing, prioritizing and implementing selected infrastructure sub-projects and the livelihood and nutrition activities. This is important to create spaces for women and ethnic people to involve in development process and benefit from project's activities.

Monitoring

PRF and line department staff at the national, provincial and district levels are expected to monitor regularly project activities throughout each stage of the cycle based on the key activities of PRF III AF. It is the staff's responsibility to monitor and report honestly and constructively about project progress and to communicate any problems arising in the field to their direct line of hierarchy.

Reporting

The PRF reporting system serves as a tool to track progress in PRF III AF projects and identify issues which require resolution. Most of the internal reporting will be generated from the MIS database by the national M&E division, updated monthly based on the reports from the PRF staff/facilitators at the Kum ban, district and provincial levels, and compiled in a master database at the national level. The national M&E division is responsible for producing progress reports, supervised by the PRF Executive Director and the National Program Management Team. In addition, if the MIS Web-based has developed, donor(s) and development partners can see the progress of work and activities through the website.

PRF National Office Reports:

Table 2: Progress Report date of submission and period covered (English report)

Reports	Date of submission	Period covering
Annual progress report 2019	February 15 th 2020	January 2019- December 2019
Semi-annual progress report 2020	August 15 th 2020	January 2020 - June 2020
Annual progress report 2020	February 15 th 2021	January 2020- December 2020
Semi-annual progress report 2021	August 15 th 2021	January 2021 - June 2021
Annual progress report 2021	February 15 th 2022	January 2021- December 2021
Semi-annual progress report 2022	August 15 st 2022	January 2022-June 2022
Annual progress report 2022	February 15 th 2023	January 2022- December 2022
Semi-annual progress report 2023	August 15 st 2023	January 2022-June 2023
Annual progress report 2023	February 15 th 2024	January 2022- December 2023
Implementation Completion Report	2017-2023	June 2024

The report provides summary statistics on major achievements (e.g., progress with sub-project implementation, community contribution, budget allocation, livelihood activities, nutrition work, etc.) and plans moving forward. Using all key data to support the PRFIII AF indicators in semi and annually.

Additionally, PRF also shares the **Lao version report(s)** to concerned ministries and sectors at national levels including weekly (Wednesday), monthly (12 of each month), six months' report (July 15) and annual reports (January).

Provincial Report

During PRFIII AF period, the PRF provincial coordinator assistance will follow up the progress of work with district staff and also data check in provincial MIS (not data entry) and prepare report to provincial coordinator (From Government sector), and then can report to concerned sectors at provincial as well as national levels.

Topics covered include:

- Activities implementation progress (physical, financial)
- Livelihood and nutrition works progress report and progress of work
- Meetings/Trainings (including Capacity Building activities)
- problems encountered and actions taken
- Environmental and social safeguards issues
- Feedback and resolution issues for the province
- Plan for the next month and also overall annual work plan to report to concerned sectors at provincial level.

Timing: Monthly Reports from all provinces are sent to concerned offices by 10th of each following month.

District Monthly Reports to Province/National Office

PRF District staff prepares progress reports each month to the PRF provincial office describing:

- Finance/Admin/personnel
- Activities implementation progress (physical, financial).
- Livelihood and Nutrition work with progress.
- Meeting / trainings (including capacity building activities)
- problems encountered and actions taken
- Environmental and social safeguards issues

- Feedback and resolution issues for the district
- Plan for the next month

Together with VIT and young graduate, district staffs are expected to complete various reporting forms throughout the project cycle.

These include:

- Meeting and training form/LN Meeting (PDKV form)
- Report on the progress of work on SHGs, PG, and Nutrition Activities.
- SHG/member profile, as well as PG and FNGs.
- Proposed activity form
- End of month balance form
- Nutrition log book for village facilitator
- Livelihood log book for village facilitator
- Member saving book
- Meeting book (VSMC)
- Saving record (VSMC)
- Loan and repayment record (VSMC)
- Cask book (VSMC)
- Balance sheet (VSMC)
- Sub-project proposal form
- Sub-project Implementation Monitoring form
- Financial Management form
- Final Inspection form
- Site Visit Report form
- VIT monitoring form
- Community Capability form
- FRM Report
- Follow up sub-project form

Details of the responsibilities to collect data, enter the data in the MIS system, data quality checking and data analysis can be consulted.

Timing: Forms are completed and sent to the provinces no longer than one week after the event. District monthly progress reports are due to the province by the end of each month (5th of each month).

Financial Reports

The Finance and Administration Division produces different sets of reports:

- Monthly Financial Reports;
- The quarterly financial Report;
- Interim Unaudited Financial Reports;
- Annual Financial Statements;
- The SOE Statement.

To comply with the PRF transparency and accountability principle, reports are posted on the PRF website.

ⁱ Village SHG Management Committee (VSMC)