



NIGERIA COVID-19 ACTION RECOVERY AND ECONOMIC STIMULUS (NG-CARES) PROGRAMME

DRAFT

MONITORING AND EVALUATION MANUAL

OCTOBER, 2021

Acronyms

BOI:	Bank of Industry
BVN:	Bank Verification Number
CARP:	Community Action Recovery Plan
CBOs:	Community Based Organisations
CDA:	Community Development Association
CDD:	Community Driven Development
CDP:	Community Development Plan
CPMC:	Community Project Management Committee
CPS:	Country Partnership Strategy
CSDA:	Community and Social Development Agency
CSO:	Civil Society Organisations
CTF:	Cash Transfer Facilitator
CWIQ:	Core Welfare Indicator Questionnaire
DLIs:	Disbursement Link Indicators
DPS:	Delivery Platforms
EIA:	Environmental Impact Assessment
EOI:	Expression of Interest
E&S:	Environment and Social
ESIA:	Environmental and Social Impact Assessment
ESMP	Environmental and Social Management Plan
ESP	Economic Sustainability Plan
FCA:	Farmers Community Association
FCSC:	Federal CARES Steering Committee
FCSU:	Federal CARES Support Unit
FCT:	Federal Capital Territory
FCTC:	Federal CARES Technical Committee
FCV:	Fragile, Conflict and Violence
FEC:	Federal Executive Council
FGN:	Federal Government of Nigeria
FMARD:	Federal Ministry of Agriculture and Rural Development
FMFBNP:	Federal Ministry of Finance, Budget and National Planning
FMHADMSD:	Federal Ministry of Humanitarian Affairs, Disaster Management and Social Development
FMITI:	Federal Ministry of Industry, Trade and Investment
FMR:	Financial Monitoring Report
GEEP:	Graduate Enterprise Employment Project
GHG:	Green House Gas

GIS:	Geographic Information System
GIIP:	Good International Industrial Practice
GPMC:	Group Project Management Committee
GrDP:	Group Development Plan
HHs:	Households
HIV/AIDS:	Human Immunodeficiency Virus/Acquired Immune-Deficiency Syndrome
ICT:	Information and Communication Technology
IDA:	International Development Association
IPF:	Investment Project Finance
IVA:	Independent Verification Agent
JRM:	Joint Review Mission
KPI:	Key Performance Indicator
LGA:	Local Government Authority
LFDO:	Local Fadama Desk office
LIPW:	Labour Intensive Public Workfare
MDAs:	Ministries, Departments and Agencies
M&E:	Monitoring and Evaluation
MIS:	Management Information System
MPs:	Micro Projects
MSEs:	Micro and Small Enterprises
MSMEs:	Micro, Small and Medium Enterprises
MTRC:	Management Technical Review Committee
NC:	National Coordinator
NCTO:	National Cash Transfer Office
NCTP:	National Cash Transfer Programme
NFCO:	National Fadama Coordination Office
NG-CARES:	Nigeria Covid-19 Action Recovery and Economic Stimulus
NGF:	Nigeria Governors' Forum
NGO:	Non-Governmental Organization
OHS:	Operation Health and Safety
PDO:	Programme Development Objective
PforR:	Programme for Result
PIM:	Programme Implementation Manual
PIU:	Project Implementation Unit
PPE:	Personal Protective Equipment
PRA:	Participatory Rural Appraisal
PSP:	Payment Service Provider

PWF:	Public Workfare
RAs:	Result Areas
RFM:	Result Framework Matrix
RMF:	Result Monitoring Framework
SA:	State Agency
SBD:	Standard Bidding Documents
SFCO:	State Fadama Coordination Office
SOE:	Statement of Expenditure
SCCU:	State CARES Coordination Unit
SCTC:	State CARES Technical Committee
SCTU:	State Cash Transfer Unit
SCSC:	State CARES Steering Committee
SP:	Social Protection
SR:	Social Register
SST:	State Social Transfer
SSR:	Single Social Register
SURB:	State Unified Register of Beneficiaries
ToR:	Terms of Reference
TPM:	Third Party Monitoring
VGs:	Vulnerable Groups
VIP:	Ventilated Improved Pit Latrines
WASH:	Water, Sanitation and Hygiene
YESSO:	Youth Employment and Social Support Operation

Table of Contents



Cover Page	ii
Acronyms	ii
Table of Contents	v
List of Table	viii
List of Figures.....	ix
Annexes	x
INTRODUCTION	1
1.0 Background Information	1
1.1 Overview of NG-CARES Operation	2
1.1.1 Programme Development Objective	2
1.1.2 The Key Performance Indicators	2
1.1.3 Beneficiaries	4
1.2 Concept of Monitoring and Evaluation	4
1.2.1 Monitoring and Evaluation	4
1.2.2 Relationship among M&E and Various Levels of Programme Implementation	5
1.2.3 Setting up NG-CARES Programme M&E System	5
1.2.4 Programme Monitoring and Tracking System	6
1.2.5 Importance of Information Flow in NG-CARES Programme M&E System.....	6
1.2.6 Evaluation System for NG-CARES Programme.....	6
1.2.7 Evaluation Plan for NG-CARES Programme - Scope and Focus	6
1.3 Institutional Arrangement under NG-CARES.....	7
1.3.1 State Implementation and Institutional Arrangement.....	7
1.4 Description /Plan and Arrangement of Other Sections of the Manual	8
1.5 Purpose of this Manual	8
SECTION TWO	9
RESULT AREA 1: SOCIAL TRANSFERS, BASIC SERVICES AND LIVELIHOOD	
SUPPORTS TO POOR AND VULNERABLE HOUSEHOLDS	9
2.1. Summary Description, Development objectives of Result Area 1 (RA1) and Key steps and activities by Delivery Platforms	9
2.1.1. State Social Transfer (SST)	9
2.1.2. Labour Intensive Public-Work (LIPW)	9
2.1.3. Livelihood Grants	10
2.1.4. Community and Vulnerable Groups Basic Service Delivery	10
2.2. Result Matrix of RA1	10
2.3: M&E Result Framework for RA 1	14
2.3.1. Data Collection Tools.....	25
2.4 Reporting and Dissemination of information to stakeholders and audience under RA1.....	25
2.4.1. Reporting System	25
2.4.2. Description of the Structure of the Reporting templates	28
2.4.3. Key Audience and Dissemination	28
2.5 Evaluation.....	29

SECTION THREE	39
RESULT AREA 2: FOOD SECURITY AND SAFE FUNCTIONING OF FOOD SUPPLY CHAINS FOR POOR HOUSEHOLDS	39
3.1 Summary Description, Development objectives of RA2 Key steps and activities by Delivery Platform(s)	39
3.1.1 Development objectives of Result Area 2	39
3.1.2 Activities by Delivery Platform.....	40
3.2 Result Framework Matrix for Result Area 2	40
3.3 Result Framework for Result Area 2	43
3.3.1 Data Collection Tools	51
3.4 Reporting and Dissemination of information to stakeholders and audience under Result Area 2	51
3.4.1 Description of the Structure of the Overall Achievement Reporting templates.....	55
3.4.2 Key Audience and Dissemination	55
3.4.3 Evaluation.....	56
SECTION FOUR.....	57
RESULT AREA 3: ENHANCING CAPACITIES AND RECOVERY OF MICRO AND SMALL ENTERPRISES (MSEs).....	57
4.1. Summary Description: Development Objectives and Key steps and Activities by Delivery Platforms.....	57
4.1.1. Introduction	57
4.1.2. Key Steps.....	57
4.2. Result Matrix for Result Area 3	57
4.3. M&E Result framework	61
4.3.1. Data collection Tools.....	69
4.4. Reporting and Dissemination of information to stakeholders and audience under Result Area 3	69
4.4.1 Reporting templates by the delivery platforms	69
4.4.2 Monitoring Report Outline	73
4.4.3 Key Audience and Dissemination of monitoring reports	73
4.5. Evaluation.....	73
SECTION FIVE	75
STATE CARES COORDINATION UNIT (SCCU)	75
5.1 Brief Description of State CARES Coordination Unit (SCCU).....	75
5.1.1 Result Framework	76
5.2 Data Collection Process.....	95
5.3 State Summary Sheet.....	95
SECTION SIX.....	105
FOUNDATION AREA MONITORING AND EVALUATION FOR INVESTMENT PROJECT FINANCING (IPF) COMPONENT	105
6.1. Brief Description of IPF (Foundation Area) Component.....	105
6.2. Result Matrix for Foundation Area - Strengthen Institutional Support For Coordination And Delivery Of Program	105
6.3. Overall Monitoring and Evaluation Framework	107
6.4. Reporting and Dissemination of Information to Stakeholders and Audience	113
6.4.1. Structure of The Consolidated Reporting Templates	115
6.4.2. Key Audience and Dissemination	116
6.5 Description of Consultant Recruitment Process.....	116
SECTION SEVEN	117
INDEPENDENT VERIFICATION EXERCISE	117

SECTION EIGHT	125
OTHER MONITORING AND EVALUATION ISSUES	125
8.1 Third Party Monitoring.....	125
8.2 Thematic Visit	125
8.3 Implementation Support Mission	125
8.4 Evaluation.....	126
8.4.1 Description of Key evaluation questions:.....	126
8.4.1.1 Evaluation questions for Result Area1	127
8.4.1.2 Evaluation questions for Result Area 2	127
8.4.1.3 Evaluation questions for Result Area 3	128
8.4.2 Description of evaluation type.....	128
8.4.3 Consultant recruitment process	130
8.4.4 Evaluation Report Outline	130

List of Tables:

Table 1.1: Key Performance and Intermediate Outcome Indicators of NG-CARES.....	2
Table 2.1: Result Matrix for Result Area 1.....	11
Table 2.2: Result Framework for Result Area 1.....	14
Table 2.3 Summary Sheet for Result Area 1.....	26
Table 3.1: DLIs, Activities and Outputs Indicators for Results Area 2.....	41
Table 3.2: Overall Framework for Result Area 2.....	44
Table 3.3: Summary Sheet for RA 2 Overall Achievement.....	51
Table 4.1: Interventions Supported by CARES PforR Results Area 3.....	57
Table 4.2: RA3 M&E Result Matrix.....	58
Table 4.3: Monitoring & Evaluation Result Framework.....	61
Table 4.4: PDO Indicator Summary Sheet.....	69
Table 4.5: Intermediate Indicator Summary Sheet.....	69
Table 4.6: Output Indicator Summary Sheet.....	70
Table 5.1: Overall NG-CARES State Result Framework.....	76
Table 5.2: Summary Sheet by the SCCU.....	95
Table 6.1: Activities, output and indicators of Foundation Area.....	105
Table 6.2: NG-CARES Result Framework.....	107
Table 6.3: Consolidated NG-CARES Overall Performance Summary Sheet.....	113
Table 7.1: DLIs, Disbursement Timing, and Verification Protocol.....	121
Table 8.1: Types of evaluations to be undertaken.....	129

List of Figures:

Figure 1: NG- CARES Information levels and flow	29
---	----

Annextures

Annex 2.1: Social Transfer.....	30
Annex 2.1.1: Enrollement Monotoring and Observation form.....	30
Annex 2.1.2: Monitoring Checklist.....	31
Annex 2.1.3: Payment Monitoring and Observation Form.....	32
Annex 2.1.4: Monthly Quarterly Reporting Format.....	33
Annex 2.2: Labour Intensive Public Workfare.....	34
Annex 2.2.1: LIPW Field Monitoring Form.....	34
Annex 2.2.2: LIPW Monthly Payment Schedule for Beneficiaries.....	34
Annex 2.2.3: LIPW Monthly Report Sheet.....	35
Annex 2.3: Livelihood Grant.....	36
Annex 2.3.1: Tranining Report Form.....	36
Annex 2.3.2: Monthly Quarterly Reporting Format	37
Annex 2.4: Community and Vulnerable Groups Basic Services.....	38
Annex 2.4.1: Monitoring Forms for CVGBS Delivery.....	38
Annex 3.1: Crop Production Input.....	53
Annex 3.1.1: Crop Production Input Form.....	53
Annex 3.1.2: Livestock Input Form.....	53
Annex 3.1.3: Fishery Input Form.....	53
Annex 3.2: Reporting Templates for Result Area 2.....	54
Annex 3.3: Action Plan for Next Period (Quarter/Year).....	56
Annex 4.1: Result Area 3 Annexes.....	74
Annex 4.1.1: Firm Enumeration Form.....	74
Annex 4.1.2: Firm Verification and Eligibility and Selection Template.....	74

SECTION ONE

INTRODUCTION

1.0 Background Information

This Manual has been produced to serve as a guide for all stakeholders in the Nigeria COVID-19 Action Recovery and Economic Stimulus (NG-CARES) Programme. These include those directly involved in the implementation and Monitoring and Evaluation (M&E) of NG-CARES Programme namely: the Federal CARES Steering Committee (FCSC), Federal CARES Technical Committee (FCTC), Federal CARES Support Unit (FCSU), State CARES Steering Committee (SCSC), State CARES Coordination Unit (SCCU), the Independent Verification Agent (IVA), Civil Society Organisations (CSO), State Delivery Platforms (DPs) and Donor institutions. It presents key concepts, simple and clear procedures, and a checklist to guide the processes and timing for implementing participatory M&E for the NG-CARES intervention. It emphasizes the core responsibility of developing an overall M&E system, particularly the monitoring of services delivery system put in place by implementing DPs.

1.1 Overview of NG-CARES Operation

The NG-CARES is an emergency operation designed to support budgeted programme of expenditure and interventions at the State level, targeting existing and emerging vulnerable and poor households, agricultural value chains, and Micro and Small Enterprises (MSEs) affected by the COVID-19 pandemic.

The Programme is an intervention that is built on the structures of closed or existing World Bank supported Projects in Nigeria. These platforms include: National Cash Transfer Programme (NCTP); Youth Employment and Social Support Operations (YESSO); Community and Social Development Project (CSDP); FADAMA and Bank of Industry Government Enterprise and Empowerment Programme (BOI-GEEP). These projects are operational at the Federal and State levels.

The NG-CARES Programme is designed to restore livelihoods of the poor and vulnerable, maintain food security, and facilitate the recovery of MSEs from the debilitating effect of the COVID-19 pandemic. This aligns with the key objective set out in the Government's Economic Sustainability Plan (ESP) which is to respond to the current economic crisis in Nigeria. The Government has proposed ambitious measures to cushion the negative impact of the economic crisis and the COVID-19 pandemic on the poor and vulnerable people. The Nigeria ESP was approved by the Federal Executive Council (FEC) on June 24, 2020. The Economic Sustainability Committee which is led by the Vice President has outlined an ambitious NGN 2.3 trillion (US\$6 billion) stimulus package to lift the Nigerian economy from the COVID-19 crisis. The key objectives of the ESP are to:

- (a) Stimulate the economy by preventing business collapse and ensuring liquidity;
- (b) Retain or create jobs using labor-intensive methods in key areas such as agriculture, facility maintenance, housing, and direct labour interventions;
- (c) Undertake growth-enhancing and job-creating infrastructural investments in roads, bridges, solar power, and communication technologies;
- (d) Promote manufacturing and local production at all levels and advocate the use of "made in Nigeria" goods and services, as a way of creating job opportunities, achieving self-sufficiency in critical sectors of our economy, and curbing unnecessary demand for foreign exchange which might put pressure on the exchange rate; and
- (e) Extend protection to the very poor and other vulnerable groups—including women and persons living with disabilities through pro-poor spending.

The vision underlying the NG-CARES Programme is to ensure that best practices from existing interventions including Community Driven Development (CDD) (economic and social) projects, Social Protection (SP) Programmes and Micro, Small and Medium Enterprises (MSMEs) support are sustained by using them as delivery platforms for the emergency situation and beyond.

This is to ensure that poverty reduction strategies adopted by the Federal Government are strengthened with a strong desire and focus on service delivery to the poor and vulnerable people.

The NG-CARES being an emergency Programme, requires rapid response implementing teams as well as deep commitment and professionalism of the staff as a major element of success in its implementation. However, experience from implementation at the State level shows that commitment by the implementing agency to operate with very little bureaucratic controls and a significant level of authority and decision making are critical to ensuring programme success. A functional reporting mechanism to the FCSC, through the relevant systems at the Federal and State Government levels, especially the use of IVAs, Third Party Monitors and regular reports by the FCSU are put in place to ensure transparency in Programme implementation and compliance with the rules.

The programme will be implemented in the 36 States of the Federation and the Federal Capital Territory (FCT).

1.1.1 Programme Development Objective

The Programme Development Objective of the NG-CARES is *“to expand access to livelihood support and food security services, and grants for poor and vulnerable households and firms”*. The progress towards achieving the PDO will be measured using three PDO results indicators:

- (a) Number of beneficiaries of targeted safety nets and with access to basic social services (disaggregated by gender);
- (b) Number of farmers supported to increase food production (disaggregated by gender);
- (c) Number of vulnerable and viable firms supported by the Programme (disaggregated by gender).

1.1.2 The Key Performance Indicators

The Key Performance Indicators (KPIs) and the intermediate outcome indicators with the baseline and end target results are highlighted in the table below.

Table 1.1: Key Performance and Intermediate Outcome Indicators of NG-CARES

Indicator Name	DLI	Baseline	End Target
Increasing social transfers, basic services, & livelihood support to poor and vulnerable households			
Beneficiaries of targeted safety nets and with access to basic social services (Number)		950,000.00	2,527,385.00
Female beneficiaries of targeted safety nets and with access to basic services (Number)		380,000.00	1,010,954.00
Increasing food security and safe functioning of food supply chains for poor households			
Farmers supported to increase food production (disaggregated by gender) (Number)		566,046.00	1,294,405.00
Female farmers supported to increase food production (Number)		113,209.00	404,551.00
Facilitating recovery and enhancing capabilities of micro and small enterprises			
Vulnerable and viable firms supported under the Programme (Number)		0.00	64,228.00
Female-owned vulnerable and viable firms supported by the Programme (Number)		0.00	9,634.00

Intermediate Results Indicator by Results Areas

Indicator Name	DLI	Baseline	End Target
Result Area 1: Increased social transfers, basic services, and livelihood support to poor and vulnerable households			
Targeted beneficiaries receiving transfers and stipends disaggregated by gender and vulnerability profile (Number)	DLI 1, 2	450,000.00	547,486.00
Targeted female beneficiaries receiving transfers and stipends (Number)		180,000.00	218,994.00
Targeted beneficiaries with new income earning opportunities or household enterprises (Number)	DLI 3	2,130.00	48,917.00
Female targeted beneficiaries with new income earning opportunities or household enterprises (Number)		852.00	19,567.00
Poor communities with improved functional social services infrastructure (Number)		8,000.00	9,400.00
Result Area 2: Increased food security and safe functioning of food supply chain			
Farmers utilizing agricultural inputs and services (Number)	DLI 5	440,375.00	733,240.00
Female farmers utilizing agricultural inputs and services (Number)		88,075.00	205,221.00
Farmers utilizing climate smart inputs and services (Number)		44,037.00	102,610.00
Farmers accessing improved agricultural infrastructure (Number)	DLI 6	81,968.00	259,361.00
Female Farmers accessing improved agricultural infrastructure (Number)		16,393.00	87,350.00
Farmers accessing climate-smart improved agricultural infrastructure (Number)		8,196.00	96,893.00
Farmers utilizing agricultural assets (Number)	DLI 7	43,703.00	301,804.00
Female farmers utilizing agricultural assets (Number)		8,740.00	111,980.00
Existing wet markets with upgraded water and sanitation services (Number)	DLI 8	181.00	1,769.00
Sellers benefitting from upgraded wet markets (Number)		0.00	1,526,211.00
Female sellers benefitting from upgraded wet markets (Number)		0.00	745,879.00
Result Area 3: Facilitating recovery and enhancing capabilities of micro and small enterprises			
Firms receiving matching grants to support new loans originated after Covid-19 (disaggregated by gender) (Number)	DLI 9	0.00	28,463.00
Female-owned firms receiving matching grants to support post-COVID-19 loans (Number)		0.00	4,269.00

Indicator Name	DLI	Baseline	End Target
Firms receiving operational support grants (disaggregated by gender and firms directing grants to mini solar panels) (Number)	DLI 10	0.00	26,570.00
Female-owned firms receiving operational support grant. (Number)		0.00	3,985.00
Firms working on mini solar panels receiving grants for operational support (Number)		0.00	1,328.00
Firms receiving grants to support IT-enhancement. (disaggregated by gender) (Number)	DLI 11	0.00	9,196.00
Female owned firms receiving grants to support IT enhancement (Number)		0.00	1,379.00
Foundation Area: Strengthened institutional support for coordinating and delivery			
States CARES coordination office established and functional (Number)		0.00	30.00
Periodic verification of DLRs and DLIs and authorized disbursement conducted by Federal Support Unit (Number)		0.00	144.00
Staff participates in peer learning, experience sharing sessions and capacity building training. (Number)		0.00	600.00

1.1.3 Beneficiaries

Beneficiaries of the NG-CARES Programme cut across the three key result areas especially those that were adversely affected by the impact of the COVID-19 Pandemic. Beneficiaries are expected to be mined only from the State Social Registers built through a transparent and acceptable process and managed by State Operations Coordination Unit (SOCU) under NASSCO or any register as shall be agreed upon in writing with the World Bank.

1.2 Concept of Monitoring and Evaluation

1.2.1 Monitoring and Evaluation

Monitoring is the systematic and continuous process of collecting, analysing and using information to track programme's implementation progress. It seeks to establish the extent to which input deliveries, work schedules, other required actions and targeted outputs are proceeding according to plan so that timely action can be taken to correct discrepancies detected. Monitoring is useful in guiding management decisions towards achieving programme objectives.

Good monitoring allows the project to be effectively evaluated; therefore, it is a continuous process and periodic surveillance (for both observation and vigilance) of the project implementation. Most funding Agencies require periodic report of progress (monitoring report) which indicates achievements throughout the programme life and at the termination of the programme.

Outcome monitoring is a continual and systematic process of collecting and analysing data to measure the performance of interventions by assessing the utilization of outputs. While the process of outcome monitoring is continual in the sense that it is not a time-bound activity, it must be periodic, so that changes observed can be recorded. In other words, information will be accumulated on an ongoing basis regarding progress towards an outcome, and to allow periodic comparison of the current situation against the baseline for outcome indicators and assessing and analyzing the situation.

Evaluation is a systematic and objective assessment of an activity, project, programme and other interventions to determine as much as possible its relevance, effectiveness, efficiency, impact and

sustainability in light of specified objectives. It is a learning and action-oriented management tool and organizational process for improving current activities and future planning, programming and decision-making. Evaluation is not a one-time event, but an exercise involving assessments of differing scope and depth carried out at several points in time in response to evolving needs for evaluative knowledge and learning during the effort to achieve an outcome. All evaluations (even project evaluations that assess relevance, performance and other criteria) need to be linked to outcomes as opposed to only implementation or immediate outputs.

Monitoring and evaluation take place at two distinct but closely connected levels: One level focuses on the outputs, which are the specific products and services that emerge from processing inputs through the project and other activities such as through ad hoc soft assistance delivered outside of the projects. The other level focuses on the outcomes of development efforts, which are the changes in development conditions that an intervention aims to achieve through the implementation of its projects. Reporting, an integral part of monitoring and evaluation, is the systematic and timely provision of essential information at periodic intervals.

The NG-CARES Programme is an emergency operation with a two-year implementation period. Therefore, there is a need to conduct an intermediate outcome evaluation study for the programme i.e. 'the small evaluation' (Small E). This will be conducted by independent consultants engaged for the exercise.

1.2.2 Relationship among M&E and Various Levels of Programme Implementation

M&E is not a stand-alone activity but is integrally linked to other phases of the project cycle. The starting point for project implementation is the project design which is built up through a process of situation analyses – problem identification, stakeholder identification, organization analysis, strategy formulation and identification and selection of implementation options. These analyses are then encapsulated into the Result Framework Matrix (RFM). Since the RFM has indicators built into it, there is a connection between project design and the M&E system. Hence this approach to M&E is known as the “logical framework approach”. M&E is a dynamic process and one of the purposes of having an M&E system is to allow for dynamism or improvements in project implementation.

At the end of the project, M&E also has a vital role to play. For instance, evaluation of a completed project might be required even after five or more years. Programme completion reports often will not detail just project accomplishments (outputs) but they should also present outcomes and impacts. One other stage at which the role of M&E is recognized and undertaken is during mid-term review. Such events are often used by Donors to review progress and to adjust the project scope and its direction. Again, a good M&E system would have been producing information concerning progress (the outcomes) and even the impacts to date, as well as the more obvious monitoring data.

1.2.3 Setting up NG-CARES Programme M&E System

The NG-CARES Programme using the Programme for Result (PforR) approach will support a simple information management, monitoring and evaluation system.

The objectives of the NG-CARES Programme M&E system are to:

- i. Provide regular and timely feedback to the project management and other stakeholders on the quality and pace of project implementation
- ii. Ensure effective operation; such that planned activities are being implemented as scheduled and congruent with the project development objectives
- iii. Assess outcomes and impact of the project vis-à-vis the objectives
- iv. Facilitate inter-sectoral coordination and mainstreaming of knowledge management
- v. Provide effective use of learning fora at various levels to review programme performance and facilitate appropriate and timely actions
- vi. Create a learning environment and identify any likely shortfall in the expected performance and share the successes of the programme

- vii. Create baseline data on outcomes so that it assists in the mid-term and final evaluation of the project impact

1.2.4 Programme Monitoring and Tracking System

The NG-CARES Programme will utilize the result-based M&E system to monitor the programme processes and performance using the following methods and tools:

- i. A well-defined "results framework" that is derived from clearly identified goals, objectives, outputs and activities with the corresponding indicators.
- ii. A well-defined M&E strategy regarding information requirements, tools and methodologies for data collection, analysis and reporting;
- iii. A comprehensive M&E plan with clear roles and responsibilities with regards to data gathering and reporting; and
- iv. Internal and external periodic assessments, Mid-Term and End-Term evaluations.

1.2.5 Importance of Information Flow in NG-CARES Programme M&E System

The M&E system relies on information sources at different levels of the programme for information about activities and indicators and supporting the management of the NG-CARES Programme. Stakeholders of NG-CARES at different levels have different information needs in order to perform their responsibilities. This M&E system and tools have thus been designed to accommodate these needs and flow of the desired information so as to enhance efficiency in decision making.

1.2.6 Evaluation System for NG-CARES Programme

The evaluation component of the M&E System under the NG-CARES Programme involves a process for determining systematically and objectively, the relevance, efficiency, effectiveness, impact and sustainability of the NG-CARES Programme objectives. The evaluation process includes several distinct stages each of which may be carried out by different individuals or group of individuals outside the implementers. The stages are:

- a. Planning evaluations – this involves determining the purposes, questions and methods of the evaluation.
- b. Gathering or recording baseline data - making provisions for the gathering and recording of baseline data is a crucial contribution to evaluation, though often not viewed as a part of evaluation.
- c. Managing evaluations - entails negotiating with others to determine the evaluation plan and prepare the Terms of Reference, selecting and supervising the evaluator(s), and using the results.
- d. Implementing evaluations - carrying out an evaluation essentially consists of collecting and analysing data, formulating recommendations and writing a report.
- e. Using evaluations - using the evaluation results ranges from disseminating findings and implementing recommendations to plan future projects and advocacy.

1.2.7 Evaluation Plan for NG-CARES Programme - Scope and Focus

The structure and outcome of evaluation vary from one project to the other depending on the nature and composition of stakeholders and the purpose of evaluation. Determining the range/scope of an evaluation includes: identifying the geographic area, type of activity, and period that the evaluation should cover. This must have been specified during project planning. Other options including looking at one activity in several projects to compare the effectiveness of various approaches (a thematic evaluation), or looking at several projects in one small area to provide insight into their interactions and relative effectiveness could be considered. These options expand the scope from project to service/project evaluation, emphasize learning, and conserve evaluation resources.

1.2.8 What Are Indicators?

Indicators are realistic and measurable criteria of project progress. They should be defined before the commencement of any intervention or project as they will allow funding agencies and stakeholders to monitor or evaluate whether an intervention had the desired impact or not. An indicator is therefore a pointer that the objective is being achieved. In selecting an indicator, the objective of an activity and the targeted audience must be taken into cognizance i.e. the expected result of the effort and who the intended user of the service is. Although many indicators can usually be established for each objective, it is important to select one or a limited number of key indicators that will best demonstrate the achievement of the objective.

A good indicator must be: Specific; Measurable; Achievable; Replicable; and Time-bound (SMART). Other characteristics include Relevance; Objective; Available; Realistic and Targeted.

1.3 Institutional Arrangement under NG-CARES

Federal Implementation Arrangement

The NG-CARES Programme is implemented in all the States of the Federation plus FCT. At the Federal level, the Programme will be implemented using a three-tier institutional structure as follows:

- (i) Federal CARES Steering Committee (FCSC)
- (ii) Federal CARES Technical Committee (FCTC)
- (iii) Federal CARES Support Unit (FCSU).

The Federal CARES Support Unit shall be supervised by Federal Ministry of Finance, Budget and National Planning (FMFBNP) without creating any add-on project implementation structure. Responsibility for day-to-day implementation support function shall be delegated to the FCSU. In this regard FMFBNP will empower the FCSU to have the operational autonomy and flexibility which it requires to effectively carry out this implementation support function.

The FCSU in providing technical support to the States shall work in collaboration with the following Institutions:

1. Federal Ministry of Humanitarian Affairs, Disaster Management and Social Development (FMHADMSD) through National Cash Transfer Office (NCTO) on Results Area 1,
2. Federal Ministry of Agriculture and Rural Development (FMARD) through the National Fadama Coordination Office (NFCO) on Results Area 2,
3. Federal Ministry of Industry, Trade and Investment (FMITI) through BOI - on Results Area 3,
4. Nigeria Governors' Forum (NGF) Secretariat which will anchor peer learning and experience sharing.

1.3.1 State Implementation and Institutional Arrangement

The Programme will be implemented in all the States and FCT using existing structures at the level of the State government, without creating any add-on project implementation structure.

The State structure implementing DLIs will be responsible for delivering the results in partnership with other stakeholders and for achieving the Programme objectives. The NG-CARES PforR will place a strong emphasis on the CDD structures across the results areas and delivery platforms to promote community ownership of, and responsibility for, operations and maintenance of infrastructure investments, where applicable.

The structures at the states are:

- State CARES Steering Committee (SCSC)
- State CARES Coordinating Unit (SCCU)
- State Delivery Platforms (DPs) for the implementation of DLIs or RAs.

1.4: Description /Plan and Arrangement of Other Sections of the Manual

The Manual is divided into eight sections and appendices. The second section captures the M & E structure for Result Area 1 while section three covers the M & E structure of Result Area 2. Section Four deals with the M&E structure of Result Area 3 while Section Five describes the M&E responsibilities of the SCCU, Section Six shows the M & E structure of the Foundation Area. Section Seven focuses on the IVA, while Section discusses other M&E related issues critical to the effective reporting on the Programme. The Result Framework which contains the indicators, methodology for data collection and reporting among others have been discussed in the relevant Sections of the Manual.

Lastly, other relevant information are provided in the annexes. These include; reporting formats for quarterly and annual progress report and forms for data collection. Others include concepts, definition of terms and introductory theoretical notes on monitoring and evaluation.

1.5 Purpose of this Manual

The NG-CARES M&E system for RAs is designed to undertake the following activities:

- i. Carry out performance monitoring, through periodic measurement of progress on quantitative and qualitative outputs, using the project Result Monitoring Framework (RMF);
- ii. Conduct institutional performance monitoring for tracking processes, by incorporating primary stakeholders in a participatory monitoring system, aimed at enhancing accountability and efficacy of project institutions;
- iii. Encourage internal learning, for purposes of internal management review and learning through regular (monthly, quarterly and annual) reporting by DPs.
- iv. Monitor environmental and social safeguard as an important part of M & E framework for assessing any degradation in the ecosystem, which includes such indicators as water quantity and quality, flora and fauna diversity, employment generation and improved income.
- v. Carry out periodic review meetings to assess the level of progress in project delivery, output and outcome.
- vi. Evaluate project impact at mid-term review and project closing.
- vii. Other necessary activities that will assist in meeting up with the project activities.

SECTION TWO

RESULT AREA 1: SOCIAL TRANSFERS, BASIC SERVICES AND LIVELIHOOD SUPPORTS TO POOR AND VULNERABLE HOUSEHOLDS

2.1. Summary Description, Development objectives of Result Area 1 (RA1) and Key steps and activities by Delivery Platforms

The Project Development Objective for Result Area 1 is “increased social transfers, basic services, and livelihood support to poor and vulnerable households”. The description of the four Disbursement Link Indicators (DLIs) under Result Area 1 with the key steps and activities are as follows:

2.1.1. State Social Transfer (SST)

The objective of the SST programs is to enhance consumption support to vulnerable groups: aged, persons with disabilities, chronically ill, and urban poor households. The State Cash Transfer Units (SCTUs) with adequate staffing and capacity will implement the transfer schemes.

The SCTU will mine beneficiaries from the State Social Register (SSR) after which a validation exercise will be carried out to ascertain the existence and availability of the mined beneficiaries. Beneficiary enrolment is the entry point of beneficiaries into the NG-CARES Social Transfer Register. The enrolment process involves the following steps: Cash Transfer Facilitators (CTFs) Training, Community Mobilization, Community Sensitization, Beneficiary Orientation, Beneficiary Enrolment (capturing of biodata of beneficiary) and issuance of beneficiary ID cards.

Funds for payment and the beneficiary list will be transferred to Payment Service Providers (PSPs). Beneficiaries will receive payment of NGN 20,000 every two months.

The payment process will be monitored to ensure the right beneficiaries are paid the right amount at the agreed time. The SCTU, with support from Desk Officers and CTF, will monitor the program at the LGA level. Monitoring indicators will include (a) total number of beneficiaries receiving transfers, disaggregated by gender and disability profile and (b) frequency of the transfers. The SCTU will provide monthly, quarterly and annual reports to the SCCU.

2.1.2. Labour Intensive Public-Work (LIPW)

The objective of LIPW is to provide immediate cash-for-work opportunities in the social sector, to address the emergency constraints of loss of labour income among poor and vulnerable households as a result of the COVID-19 pandemic. Unemployed and unskilled youth and women from poor and vulnerable households, aged between 18 and 45 years will be mined from the SSR, State Unified Register of Beneficiaries (SURB), and other agreed register of beneficiaries available at the State level.

Selected beneficiaries will be validated to ascertain if they are still resident in the community and are within the criteria for eligibility. After validation, they will be enrolled into the program, given a valid means of identification and will receive orientation to familiarize them with the LIPW activities.

Selected beneficiaries will be deployed to work in social infrastructure services and paid at the end of each month. Example of such worksites is the improvement of public spaces including the cleaning of public areas, garbage and refuse collection and waste disposal, traffic control, rehabilitation of classroom blocks and public toilets, and repair of clinics or primary health centers, among others. Funds for payment and the beneficiary list will be transferred to the PSPs.

Beneficiaries will be paid monthly stipend directly into their accounts not later than 7 days into the new month. Beneficiaries' payment shall be contingent on a minimum of 4 work hours per day for 20 days in a month and attestation by their supervisors drawn from amongst them, based on daily attendance records. The stipend amount is determined based on the labour market cost per day in each State. Initial estimations have put this stipend at between ₦15, 000 per month.

2.1.3. Livelihood Grants

The objective of the livelihood grant component of Results Area 1 is to provide short livelihoods and soft skills training and one-off payments to economically active and self-employed youth and women in Nigeria. Beneficiaries for the livelihood grants will be mined from the SSR or agreed beneficiary registers at the state level, validated to ensure they exist and are available to participate in the program.

The enrolment into the State NG-CARES Social Transfer register will involve the following steps: CTFs Training, Community Mobilization, Community Sensitization, Beneficiary Orientation, Beneficiary Enrolment (capturing of biodata of beneficiaries) and issuance of beneficiaries' ID cards.

Funds for payment and the beneficiary list will be transferred to the PSPs who will pay the beneficiaries. Grant size ranges from NGN20,000 to NGN200,000 based on the screening of business plans submitted by the household enterprises. The DPs shall submit report on a monthly basis on enrolment, training, and disbursements to the SCCU.

2.1.4. Community and Vulnerable Groups Basic Service Delivery

The objective of this component is "to provide basic services in the sectors of health, education, nutrition, water, and sanitation at the community level". Using a community-driven approach, this intervention will support the poorest communities in each LGA in all participating states to deliver micro-infrastructure projects in the four key sectors vulnerable to the impact of COVID-19.

The key activities of the DLI 1.4 include the following:

Selection and sensitization of communities and groups in LGAs based on poverty maps- Communities and Groups will express interest to participate in the project after being sensitized by the State Agency. The selection of LGAs will be guided based on poverty maps. Poor and vulnerable communities within the selected LGAs will be targeted using community-based methods.

Formulation and Approval of Community Development Plan (CDP) and Group Development Plan (GrDP): Community and Social Development Agencies (CSDAs) facilitate Communities and Groups to formulate their CDPs/GrDPs using a participatory and inclusive approach. The CSDA will ensure that the proposals are appraised using pre-determined poverty-targeting criteria, while line Ministries will ensure that the activities that are chosen meet priorities and quality standards of the State and Local Governments. The appraised CDPs/Group Development Plans (GrDPs) are cleared by the CSDA Management Team based on specific selection criteria (as agreed in the Operations Manual) and approved for funding.

Community Project Management Committee (CPMC) and Group Project Management Committee (GPMC) training: The CSDA organizes a technical training for the CPMC/GPMC after CDP/GrDP approval and launch ceremony at the project site. The training is meant to enhance the ability of the CPMC/GPMC to better manage the implementation of the project. The guiding principle is to ensure that there is efficiency and effectiveness in project delivery.

Implementation of CDPs and GrDPs in line with agreed Environment and Social safeguards: CSDAs will monitor and evaluate the implementation of CDPs/GrDPs' including the Environmental management plans and sustainability strategies. The proposed grant sizes for community-based micro-projects will range from NGN10,000,000.00 to NGN20,000,000.00 and will be provided in three tranches.

Utilization of completed Micro Projects (MPs): CPMCs/GPMCs hands over completed micro-projects to the Communities after completion to ensure functionality and usage by beneficiaries.

2.2. Result Matrix of RA1

The result matrix is presented in Table 2.1 below:

Table 2.1: Result Matrix for RA1

DLIs	Activities	Output	Output Indicators
Individual/HHs receiving periodic social transfer (No disaggregated by vulnerability profile)	Mining of beneficiaries	Social transfer Beneficiaries mined	Number of Beneficiaries mined from Agreed Register
	Validation of beneficiaries	Social transfer beneficiaries validated	Number of mined Beneficiaries validated
	Enrolment of beneficiaries	Social transfer beneficiaries enrolled	Number of Beneficiaries enrolled (disaggregated by vulnerability profile)
	Transfer of funds to PSP	a) Fund transferred to PSP b) Social transfer beneficiaries transferred to PSP for payment	a) Amount transferred to PSP b) Number of Beneficiaries transferred to PSP for payment
	Payment of Beneficiaries	a) Social transfer beneficiaries paid b) Social transfer beneficiaries confirmed receipt of periodic social transfer	a) Number of Beneficiaries paid b) Number of Beneficiaries that confirmed receipt of periodic social transfer
DLIs	Activities	Output	Indicator
Individuals engaged and deployed into LIPW activities on Social services and works	Mining of beneficiaries	Public Work Fare (PWF) Beneficiaries mined	Number of Beneficiaries mined from Agreed Register
	Validation and Enrolment of Beneficiaries	a) PWF beneficiaries validated b) PWF beneficiaries Enrolled into LIPW activities on Social services and works	a) Number Validated b) Number Enrolled into LIPW activities on Social services and works
	Deployment and working on site	a) PWF beneficiaries Deployed into LIPW activities on Social services and works b) PWF beneficiaries worked days/beneficiary	a) Number Deployed into LIPW activities on Social services and works b) Number of working days/beneficiaries

DLIs	Activities	Output	Output Indicators
	Number of Beneficiaries and amount transferred to PSP	a) PWF Beneficiaries transferred to PSP for payment b) Funds transferred to PSP	a) Number of Beneficiaries transferred to PSP for payment b) Amount transferred to PSP for payment
	Payment of Beneficiaries	a) PWF beneficiaries paid b) PWF beneficiaries confirmed receipt as at when due	a) Number of Beneficiaries paid b) Number of Beneficiaries that confirmed payment as at when due
DLIs	Activities	Output	Indicator
Livelihood Grants: to economically active household members	Mining of beneficiaries	Beneficiaries mined	Number of Beneficiaries mined from Agreed Register
	Validation and Enrolment of Beneficiaries	a) Livelihood beneficiaries/Household (HH) validated b) Livelihood beneficiaries/HH Enrolled	a) Number Validated b) Number Enrolled
	Training and graduation of Beneficiaries	a) Household trained on livelihood b) Beneficiaries graduated from livelihood	a) Number of Household trained on livelihood b) Number graduated from livelihood
	Transfer of funds to PSP	a) Funds transferred to PSP b) Livelihood Beneficiaries transferred to PSP for payment	a) Amount transferred to PSP b) Number of Beneficiaries transferred to PSP for payment
	Payment of Beneficiaries	a) Livelihood beneficiaries/HH paid grants b) PWF beneficiaries confirmed receipt as at when due	a) Number of Livelihood Beneficiaries/HH paid grants b) Number of Beneficiaries that confirmed payment as at when due
DLIs	Activities	Output	Indicator

DLIs	Activities	Output	Output Indicators
Direct beneficiaries of completed and functional microprojects	Selection and sensitization of communities and groups in LGAs based on poverty maps	a) Communities and groups sensitized b) Communities and group submitted Expression of Interest (EOI)	a) Number of communities and groups sensitized in Focal LGAs b) Number of communities and group with EOI in focal LGAs
	Formulation and Approval of CDP and GrDP	CDPs and GrDP approved	Number of approved CDPs and GrDP
	CPMC and GPMC training	a) CPMC trained b) GPMC trained	a) Number of CPMC trained b) Number of GPMC trained
	Implementation of CDPs and GrDPs in line with agreed Environment and Social safeguards	MPs completed in line with agreed Environmental and Social safeguard	Number of MPs completed in line with agreed Environmental and Social safeguard
	Utilization of completed MPs	Direct Beneficiaries of completed and functional MPs	Number of direct Beneficiaries of completed and functional MPs

2.3: M&E Result Framework for Result Area 1

Table 2.2: Result Framework for Result Area 1

PDO Indicator – Result Area 1						
Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Responsibility for Data Collection	Responsibility for Reporting
Beneficiaries of targeted safety nets and with access to basic social services	Measures total number of beneficiaries of all the Social Safety Net and Basic services (Health, Education, Water and Nutrition) interventions (Each Delivery Platform implementing the DLIs contributes to this indicator)	Quarterly	M&E reports of Delivery Platforms	Data collection form	M&E Unit of Delivery Platforms	Heads of Delivery Platforms/ Supervisory ministry
Female beneficiaries of targeted safety nets and with access to basic services		Quarterly	M&E reports of Delivery Platforms	Data collection form	M&E Unit of Delivery Platforms	Heads of Delivery Platforms

Intermediate Results Indicators for Result Area 1										
Indicator Name	Definition/Description				Definition/Description	Frequency	Datasource	Methodology for Data Collection	Responsibility for Data Collection	Responsibility for Reporting
Targeted beneficiaries receiving transfers and stipends disaggregated by gender and vulnerability profile	Aggregates number of categorical poor on social transfers and those on LIPW receiving periodic stipends disaggregated by gender (40% female) and by poverty profile (aged, widow, physically challenged, among others)	Every Six Months	M&E report and IVA reports	Program reports, Payment Service providers documents, etc. (see verification procedure)	Measures total number of beneficiaries of all the Social Safety Net and Basic services (Health, Education, Water and Nutrition) interventions	Quarterly	M&E Reports of Delivery Platforms	Project M&E records	M&E Unit of Delivery Platforms	Delivery Platforms
Targeted female beneficiaries receiving transfers and stipends										
Targeted beneficiaries with new income earning opportunities or household enterprises		Every Six Months	M&E report and IVA reports	Program reports, Payment Service providers documents, etc. (see verification procedure)						

Female targeted beneficiaries with new income earning opportunities for household enterprises										
Poor communities with improved functional social services infrastructure	Actual Number of Communities and Vulnerable groups with funded and completed Community Development and Group Development Plans	Every Six Months	M&E report and IVA reports	Program reports, etc. (see verification procedures)						
Beneficiaries of targeted safety nets and with access to basic social services										
Female beneficiaries of targeted safety nets and with access to basic services	Measures total number of female beneficiaries of all the Social Safety Net and Basic services (Health, Education, Water and Nutrition) interventions						Data collection form	Project M&E records	M&E Reports of Delivery Platforms	

Programme Output Indicators – Result Area 1								
DLI	Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Data Collection Tool	Responsibility for Data Collection	Responsibility for Reporting
DLI 1.1 Individuals receiving periodic social transfer (No disaggregated by vulnerability profile)	Number of Beneficiaries mined from Agreed Register	Beneficiaries selected from State Social Register (SR) and any other register approved by the State	Six Monthly	State Social Register/Agreed Register	Review of the Filtered proposed Beneficiaries by vulnerability profile from the SR	Beneficiary Register	M&E Unit of SCTU	Number of Beneficiaries mined from Agreed Register
	Number of mined Beneficiaries validated	Beneficiaries selected from State Social Register (SR) and any other register approved by the State that have been confirmed to be in existence and available for enrollment	Six Monthly	M&E Report	Field Monitoring visit to establish the existence or availability of Proposed beneficiaries	Monitoring checklist	M&E Unit of SCTU	Delivery Platform Mgt
	Number of Beneficiaries enrolled (disaggregated by vulnerability profile)	Number of individuals whose biodata have been captured and are in the State Beneficiary Register disaggregated by vulnerability profile	Six Monthly	DP Database	Field Visit to capture biodata of individuals	Enrolment Monitoring and Observation Form	M&E Unit of SCTU	Delivery Platform Mgt
	Amount transferred to PSP	The sum transferred to PSPs for payment of beneficiaries	Every two Months	Payment Mandate	States raise payment vouchers based on approved	Payment mandate	Account Unit	Delivery Platform Mgt

					payment mandate.			
	Number of Beneficiaries list transferred to PSP for payment	The number of beneficiaries that are expected to receive payment	Every two Months	State beneficiary register	Beneficiaries to be paid are filtered from the State beneficiary register	Payment mandate	M&E Unit of the SCTU	Delivery Platform Mgt
	Number of Beneficiaries paid	The number of beneficiaries paid as reported by the PSPs	Every two Months	Bank Statement	List of beneficiaries paid	PSP statement	M&E Unit of the SCTU	Delivery Platform Mgt
	Number of Beneficiaries that confirmed receipt of periodic social transfer	The number of beneficiaries that confirm they have been paid	Every two Months	Payment report	Field Monitoring to observe and confirm beneficiary Payment	Payment Monitoring and Observation Form	M&E Unit of the SCTU	Delivery Platform Mgt

DLI	Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Data Collection Tool	Responsibility for Data Collection	Responsibility for Reporting
DLI 1.2 Individuals engaged and deployed into LIPW activities on Social services and works	Number of Beneficiaries mined from Agreed Register	Beneficiaries selected from State Social Register (SR) and any other register approved by the State	Six Monthly	State Social Register	Review of Filtered Beneficiaries from the SR and any other register approved by the State	MIS Platform	M&E Unit	Delivery Platform Mgt

	Number Validated	Beneficiaries selected from State Social Register (SR) and any other register approved by the State that have been confirmed to be in existence and available for enrollment	Six Monthly	M&E Validation Report	Field visit to established the existence or availability of Proposed beneficiaries	Monitoring Checklist	M&E Unit	Delivery Platform Mgt
	Number Enrolled into LIPW activities on Social services and works	Number of beneficiaries whose biodata have been captured and are in the State Beneficiary Register	Six Monthly	State MIS System	Field Visit to capture biodata of beneficiaries	Enrolment Monitoring and Observation Form	M&E Unit	Delivery Platform Mgt
	Number Deployed into LIPW activities on Social services and works	Beneficiaries deployed to work sites to render social services	Continuous	M&E Reports	Administrative records	Work Schedule/ Monitoring Checklist	M&E Unit	Delivery Platform Mgt
	Number of working days/beneficiaries	Days in the week that beneficiaries worked at site	Continuous	M&E Reports	Field Monitoring	Work Schedule/ Monitoring Checklist	M&E Unit	Delivery Platform Mgt
	Number of Beneficiaries list transferred to PSP for payment	The number of beneficiaries that are expected to receive payment	Monthly	State beneficiary register	Beneficiaries to be paid are filtered from the State	Payment mandate	M&E Unit	Delivery Platform Mgt

					beneficiary register			
	Amount transferred to PSP for payment	The sum transferred to PSPs for payment of beneficiaries	Monthly	Payment Mandate	States raise payment vouchers based on approved payment mandate.	Payment mandate	Account Unit	Delivery Platform Mgt
	Number of Beneficiaries paid	The number of beneficiaries paid as reported by the PSPs	Monthly	Bank Statement	List of beneficiaries paid	PSP statement	M&E Unit of the SCTU	Delivery Platform Mgt
	Number of Beneficiaries that confirmed payment as at when due	The number of beneficiaries that confirm they have been paid	Monthly	Payment report	Field Monitoring to observe and confirm beneficiary Payment	Payment Monitoring and Observation Form	M&E Unit of the SCTU	Delivery Platform Mgt

DLI 1.3 Livelihood Grants: to economically active household members	Number of Beneficiaries mined from Agreed Register	Beneficiaries selected from State Social Register (SR) and any other register approved by the State	Six Monthly	State Social Register/Agreed Register	Review of the Filtered proposed Beneficiaries by vulnerability profile from the SR	Beneficiary Register	M&E Unit of SCTU	Delivery Platform Mgt
	Number Validated	Beneficiaries selected from State Social Register (SR) and any other register approved by	Six Monthly	M&E Report	Field Monitoring visit to establish the existence or	Monitoring checklist	M&E Unit of SCTU	Delivery Platform Mgt

		the State that have been confirmed to be in existence and available for enrollment			availability of Proposed beneficiaries			
	Number Enrolled	Number of individuals whose biodata have been captured and are in the State Beneficiary Register disaggregated by vulnerability profile	Six Monthly	DP Database	Field Visit to capture biodata of individuals	Enrolment Monitoring and Observation Form	M&E Unit of SCTU	Delivery Platform Mgt
	Number of Household trained on livelihood skills	Households trained on livelihood skills	Quarterly	Training Report	Livelihood Skills training observed and monitored	Training report Templates	M&E Unit of SCTU	Delivery Platform Mgt
	Number graduated from livelihood skills training	Households that have completed training	Quarterly	Training Report	Livelihood Skills training observed and monitored	Training report Templates	M&E Unit of SCTU	Delivery Platform Mgt
	Amount transferred to PSP	The sum transferred to PSPs for payment of beneficiaries	Every two months	Payment Mandate	States raise payment vouchers based on approved payment mandate.	Payment mandate	Account Unit	Delivery Platform Mgt

	Number of Beneficiary list transferred to PSP for payment	The number of beneficiaries that are expected to receive payment	Continues	State beneficiary register	Beneficiaries to be paid are filtered from the State beneficiary register	Payment mandate	M&E Unit of the SCTU	Delivery Platform Mgt
	Number of Livelihood Beneficiaries/HH paid grants	The number of beneficiaries paid as reported by the PSPs	Continues	Bank Statement	List of beneficiaries paid	PSP statement	M&E Unit of the SCTU	Delivery Platform Mgt
	Number of Beneficiaries that confirmed payment as at when due	The number of beneficiaries that confirm they have been paid	Continues	Payment report	Field Monitoring to observe and confirm beneficiary Payment	Payment Monitoring and Observation Form	M&E Unit of the SCTU	Delivery Platform Mgt

DLI 1.4 Direct beneficiaries of completed and functional micro-projects	Number of communities and groups sensitized in Focal LGAs	Communities/Groups sensitized by the State Agency (SA) in poor LGAs using the poverty map	Quarterly	SA Records	Collected from the Operations unit records	Sensitization visit reports	M&E unit	Delivery Platform Mgt
	Number of communities and group with EOI in focal LGAs	Communities/Groups that approached SA for support	Quarterly	SA Records	Compilation of communities and groups with EOIs by the Admin Unit	Database of EOIs	M&E unit	Delivery Platform Mgt

	Number of approved CDPs	Community Development Plans approved for funding by SA	Quarterly	SA Records	Compiled from Management Technical Review Committee (MTRC) Reports	List of CDPs approved for funding	M&E unit	Delivery Platform Mgt
	Number of approved GrDPs	Group Development Plans approved for funding by SA	Quarterly	SA Records	Compiled from MTRC Reports	List of GrDPs approved for funding	M&E unit	Delivery Platform Mgt
	Number of CPMCs trained	Members of Community Project Management Committee (CPMC) trained by SA	Quarterly	SA Records	Training Reports	List of CPMC members trained	M&E Unit	Delivery Platform Mgt
	Number of GPMC trained	Members of Group Project Management Committee (GPMC) trained by SA	Quarterly	SA Records	Training Reports	List of GPMC members trained	M&E Unit	Delivery Platform Mgt
	Number of MPs completed in line with agreed Environmental and Social safeguards	MPs implemented by Communities and Groups and completed in line with agreed Environmental and Social Safeguards	Quarterly	Monitoring Reports	Field visits to monitor MPs	Field visit Monitoring Reports	M&E Unit	Delivery Platform Mgt
	Number of direct Beneficiaries of completed	Population of beneficiaries utilizing completed micro project	Quarterly	Facilitation and appraisal reports,	Review of institutional (Schools, Health posts)	Monitoring Reports	M&E Unit	Delivery Platform Mgt

	and functional MPs			Monitoring reports	records by SA during monitoring visits, interview of community members from different section of the community (for water MPs) and field reports.			
--	-----------------------	--	--	-----------------------	--	--	--	--

2.3.1. Data Collection Tools

The following tools will be used to collect information on the implementation activities of the disbursement link indicators.

- a. Beneficiary Register
- b. Monitoring Checklist
- c. Enrolment/ Payment Observation Form
- d. Financial Documents
- e. Reports

2.4 Reporting and Dissemination of information to stakeholders and audience under RA1

2.4.1. Reporting System

The M&E reporting system is concerned with the analysis, interpretation and presentation of data. The findings of the M&E have to be communicated to the audience who may have the need for the information and use it for different purposes. The reports will be generated by the Delivery Platforms of RA1.

At the completion of monitoring visits and activities (beneficiary validation, enrolment, payment, tranche monitoring etc.), reports will be produced and submitted to the management for review and clearance. The M&E checklist and the M&E visit report format provides a guide for the structure and content of the report. The report will contain the following among others:

1. **Monthly and Quarterly Reports** – DPs are to write monthly reports while SCCU is required to prepare the quarterly reports for the state which will be validated at the quarterly review meeting facilitated by FCSU.
2. **Annual or end-of-year report** - An annual report is submitted to FCSU by SCCU at year-end giving feedback on the achievement using the agreed format. This report is expected to be written by the Head of Monitoring and Evaluation of the SCCU with inputs from the M&E Officers from the DPs.
3. **Ad-hoc reports** - These are reports generated as needed, they are usually created for on time use such as mission visits, stakeholder review workshops and other technical, socio-economic, financial and thematic reports.

Report Outline

- a. Dates of visits, locations and staff present
- b. Activities observed
- c. Findings from beneficiaries
- d. Findings from monitoring (if applicable)
- e. Findings from follow-up with staff
- f. Areas of good practice
- g. Areas needing improvement
- h. Recommendations.

Table 2.3 Summary Sheet for Result Area 1

S/N	PDO KPI indicator for Result Area 1: the number of beneficiaries supported by the safety nets and basic services interventions	OUTPUT INDICATORS	UNIT OF MEASUREMENT	VALUE	
				M	F
1.1	Number of Beneficiaries that confirm receipt of periodic social transfer				
1.1.1		Number of Beneficiaries mined from Agreed Register	No.		
1.1.2		Number of mined Beneficiaries validated	No.		
1.1.3		Number of Beneficiaries enrolled (disaggregated by vulnerability profile	No.		
1.1.4		Amount transferred to PSP	Amount		
1.1.5		Number of Beneficiaries transferred to PSP for payment	No.		
1.1.6		Number of Beneficiaries paid	No.		
1.1.7		Beneficiaries that confirm receipt of periodic social transfer	No.		
1.2	Number Deployed into LIPW activities on Social services and works				
1.2.1		Number of Beneficiaries mined from Agreed Register	No.		
1.2.2		Number of Beneficiaries Validated	No.		
1.2.3		Number Enrolled into LIPW activities on Social services and works	No.		
1.2.4		Number Deployed into LIPW activities on Social services and works	No.		
1.2.5		Number of working days/beneficiary	No.		
1.2.6		Number of Beneficiaries transferred to PSP for payment	No.		
1.2.7		Amount transferred to PSP for payment	Amount		
1.2.8		Number of Beneficiaries paid	No.		

1.2.9		Number of Beneficiaries that confirmed payment as at when due	No.		
1.3	Total Amount paid to Livelihood Beneficiaries				
1.3.1		Number of Beneficiaries mined from Agreed Register	No.		
1.3.2		Number of Beneficiaries Validated	No.		
1.3.3		Number of Beneficiaries Enrolled	No.		
1.3.4		Number of Household trained on livelihood Number graduated from livelihood	No.		
1.3.5		Amount transferred to PSP	Amount		
1.3.6		Number of Beneficiaries transferred to PSP for payment	No.		
1.3.7		Number of Livelihood Beneficiaries/HH paid grants	No.		
1.3.8		Amount paid to Beneficiaries	Amount		
1.4	Number of direct Beneficiaries of completed and functional MPs				
1.4.1		Number of communities and groups sensitized in Focal LGAs	No.		
1.4.2		Number of communities and group with EOI in focal LGAs	No.		
1.4.3		Number of approved CDPs and GRDP	No.		
1.4.4		Number of CPMC trained	No.		
1.4.5		Number of GPMC trained	No.		
1.4.6		Number of MPs completed in line with agreed Environmental and Social safeguard	No.		
1.4.7		Number of direct Beneficiaries of completed and functional MPs	No.		

2.4.2. Description of the Structure of the Reporting templates

RA 1 reporting system comprises monthly, quarterly, bi-annual and annual reports as applicable. The reporting format would consist of the following sections (see Annex 1 for the Reporting Format Template):

Section One: SUMMARY OF ACHIEVEMENTS

This section will present a concise summary of the achievements of the entire project during the reporting period.

Section Two: INTRODUCTION

This section will state the purpose and importance of the report. It would highlight the challenges and constraints observed at the end of the immediate past reporting period and discuss remedial actions taken.

Section Three: DLI ACHIEVEMENTS:

This section will discuss in detail the achievements of the RA1 across the DLIs within the reporting period. Each of the Four DLIs or as selected by the participating States will be addressed separately and discussions will be by sub-components where there are more than one.

Section Four: OVERALL RA 1 ASSESSMENT

This section will discuss the overall assessment of the project by DLIs in section Three. The section will specifically report analysis on the following: Extent of Achievement of Targets; Evidence to support IVA protocols; Implementation Challenges/Constraints; Lessons learnt and recommendations

Section Five: ACTION PLAN FOR NEXT PERIOD (Next six month)

This section will clearly specify the actions that would be taken in the next reporting period. This should be in line with the project activity plan and needs to identify actions that would be taken to address challenges and constraints observed in the current reporting period.

2.4.3. Key Audience and Dissemination

This subsection describes the responsibilities and roles of the stakeholders in the M&E system at the different levels of the operation of the DLIs in result area 1. The stakeholders and audiences include the Federal Government of Nigeria, State Governments, Local Governments, Line Ministries, Public & Private Institutions, State House of Assembly, Civil Society Organizations, World Bank, Communities, Individuals, and other Donor Agencies.

Dissemination of Information

The M&E system relies on information sources with different levels of the project all providing information about activities and indicators and supporting the management of the NG-CARES. The various information levels start from DPs, SCCU, SCSC, FCSU and FCSC. Each level has different information needs in order to perform their responsibilities. The information levels and flow is presented in Figure 1.

The information about the project activities and outputs are gathered by the DPs from the beneficiaries. The information collected by the DPs is processed, managed, analysed and reported to SCCU. At the SCCU level, the information received from the DPs is further managed, analysed, aggregated and forwarded to FCSU. This reduced information flow allows for quality information to be readily available where it is needed and to ensure that relevant information is passed on.

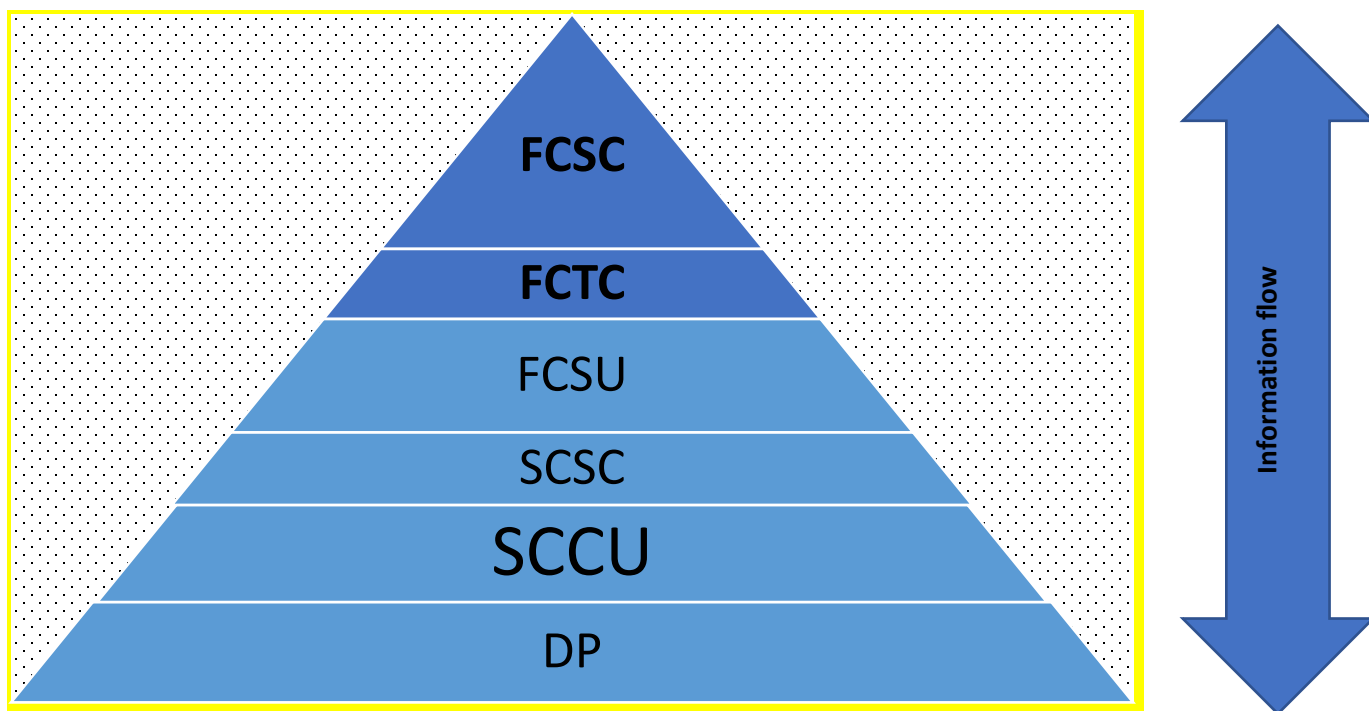


Figure 1: NG- CARES Information levels and flow

2.5 Evaluation

The peculiarity of NG-CARES as a two-year intervention programme makes evaluation evitable, however in the event that it becomes necessary, Chapter 8 provides detailed evaluation guidelines taking into consideration RA1 expectations.

Section Two Annexes

Annex 2.1: Social Transfer

Annex 2.1.1 Enrolment monitoring and Observation Form

DLI 1.1: Individual/HHs receiving periodic Social Transfer

1. Reporting Officer

Name of Officer	
State	
LGA	
Date	

2. Enrolment

LGA	Beneficiary ID	List of validated beneficiary data available for capture (Disaggregated by vulnerability and Gender)								No. of beneficiaries captured per day			Total no. of beneficiaries captured	No. of beneficiaries Not captured
		Aged		Persons with Disabilities		Chronically ill		Urban Poor HHs		Day 1	Day 2	Day 3		
		M	F	M	F	M	F	M	F					
Total														

3. Key Observations:

4. Challenges:

5. Recommendations

Annex 2.1.2: Monitoring Checklist

DLI 1.1: Individual/HHs receiving periodic Social Transfer

1. Reporting Officer

Name of Officer	
State	
LGA	
Date	

2. Validation Table

SN	Beneficiary ID	List of Beneficiaries Mined from the State Register (Disaggregated by vulnerability)				Beneficiary Validated (the beneficiary exists and is available)	
		Aged	Persons with Disabilities	Chronically Ill	Urban Poor HHs	Yes	No
Total							

3. Key Observations:

4. Challenges:

5. Recommendations

Annex 2.1.3: Payment Monitoring and Observation Form**DLI 1.1: Individual/HHs receiving periodic social transfer****1. Reporting Officer**

Name of Officer	
State	
LGA	
Date	

2. Payment

LGA	Beneficiary ID	List of Enrolled Beneficiaries (Disaggregated by vulnerability and Gender)								No of Beneficiaries Paid	No of Beneficiaries not paid
		Aged		Persons with Disabilities		Chronically ill		Urban Poor HHs			
		M	F	M	F	M	F	M	F		
Total											

3. Key Observations:**4. Challenges:****5. Recommendations**

Annex 2.1.4: Monthly/Quarterly Reporting Format

DLI 1.1: Individual/HHs Receiving Periodic Social Transfer

1.0 Background

2.0 Achievements

2.1 Mining, Validation and Enrolment of Beneficiaries

- a. Total number of Beneficiaries mined from the State Social Register (Disaggregated by vulnerability and Gender)
- b. Total number of beneficiaries validated (Disaggregated by vulnerability and Gender)
- c. Total number of beneficiaries enrolled (Disaggregated by vulnerability and Gender)

3.0 Payment

- a. Total number of beneficiaries that confirm they have received payment (Disaggregated by vulnerability and Gender)

4.0 Finance and Administration

- a. Amount transferred to PSPs for beneficiary payment
- b. Number of beneficiaries reported by PSPs to have received payment

5.0 Overall Program Assessment

- a. Extent of Achievement of targets
- b. Implementation Challenges/ constraints

Annex 2.2: Labour Intensive Public Work

2.2.1: LIPW Field Monitoring Form

S/ N	Beneficiaries' ID. No.	Name of beneficiaries	Gender	Type of physical challenge	No. of hours worked					Total amount of hours / week	Total amount of days / week	Beneficiaries' signature
					Day 1	Day 2	Day 3	Day 4	Day 5			

2.2.2: LIPW Monthly Payment Schedule for LIPW beneficiaries

S/No	Beneficiaries' ID	Name of beneficiaries	Gender	Total No. of hours worked	No. of days worked	Daily rate (N)	Total amount due	Total amount paid	Total budgeted expenditure (N)	Total amount spent (N)
Total										

2.2.3: LIPW Public Workfare Monthly Report Sheet

S/no	Name of Sub-project	Location of the project	Number of PW beneficiaries deployed		Status of works (ongoing, completed, on hold)	Start date	End date	Amount of work done (Hours)	Remarks
			Gender		Physical challenge				
			M	F					

Annex 2.3: Livelihood Grants

DLI 2.3.1: Training Reporting Form

Livelihood Grants: to economically active household members

1. Reporting Officer

Name of Officer	
State	
LGA	
Date	

2. Training Attendance sheet

S/N	Beneficiary ID	List of Beneficiaries of Livelihood Grant	Type of Training	Training Date	Attendance						Completed Training	
					Session 1		Session 2		Session 3			
					Yes	No	Yes	No	Yes	No	Yes	No

3. Number of Individuals trained:

4. Number of individuals that have completed training:

5. Key Observations:

6. Challenges:

7. Recommendations:

Annex 2.3.2: Monthly/Quarterly Reporting Format

DLI 1.1: Livelihood Grants: to economically active

1.1 Background

1.2 Achievements

2.1 Mining, Validation and Enrolment of Beneficiaries

- a. Total number of Beneficiaries mined from the State Social Register (Number of youths / Women)
- b. Total number of beneficiaries validated (Number of youths / Women)
- c. Total number of beneficiaries enrolled (Number of youths / Women)

2. Training

- a. Total number of beneficiaries that that have been trained (Number of youths / Women)
- b. Type of trainings received and number per training type

3. Payment

- a. Total number of beneficiaries that confirm they have received grant (Disaggregated by vulnerability and Gender)

4. Finance and Administration

- a. Amount transferred to PSPs for beneficiary payment
- b. Number of beneficiaries reported by PSPs to have received payment

5. Overall Program Assessment

- a. Extent of Achievement of targets
- b. Implementation Challenges/ constraints

Annex 2.4: Community and Vulnerable Group Basic services

Annex 2.4.1 Monitoring Form for Community and Vulnerable Groups Basic Service Delivery

S/N	INDICATOR	NO.
1.	Communities and groups sensitized in Focal LGAs	
2.	Communities and group with EOI in focal LGAs	
3.	CDPs approved	
4.	GrDPs approved	
5.	CPMCs trained	
6.	GPMC's trained	
7.	Micro projects completed in line with agreed Environmental and Social safeguards	
8.	Number of direct Beneficiaries of completed and functional MPs by sector (disaggregated by gender)	
9.	Education	
10.	Water & Sanitation	
11.	Health	
12.	Nutrition	

SECTION THREE

RESULT AREA 2: FOOD SECURITY AND SAFE FUNCTIONING OF FOOD SUPPLY CHAINS FOR POOR HOUSEHOLDS

This section describes M&E documentation for Result Area 2 (RA2) with detailed indicators for each Disbursement Linked Indicators (DLIs), data collection methodologies, evaluation questions, reporting and dissemination to stakeholders.

The M&E tasks of Result Area 2 will be guided by the performance indicators developed in the Project Results Framework. A participatory M&E scheme is developed with quantitative and qualitative data collection at the State level to measure performance. A simplified management information system (MIS) will be accommodated to complement the existing timely data collection, storage and retrieval system.

3.1 Summary Description, Development objectives of RA2 Key steps and activities by Delivery Platform(s)

3.1.1 Development objectives of RA2

The objective of Results Area 2 is to mitigate the impacts of the COVID-19 pandemic on food security of the poor and vulnerable households and facilitate the safe functioning of food supply chains. This objective is being delivered through the implementation of four (4) Disbursement Linked Indicators (DLIs) and other output indicators that will contribute to the overall Programme Development Objective (PDO) indicators as contained in the overall M&E framework of the programme. The DLIs and their corresponding activities are as summarized below:

i. Disbursement Linked Indicator 2.1: *Agricultural Inputs and Services:*

The programme shall support groups of small-scale farmers to access various inputs and services for crops and livestock production, including improved seeds and fertilizers, mechanization services for farmers facing Labour shortages, extension and advisory services.

ii. Disbursement Linked Indicator 2.2: *Labour-intensive agricultural infrastructure:*

The programme shall support the rehabilitation or improvement of agricultural infrastructure like irrigation canals, and farm access roads, amongst others, to lay the foundations for the recovery of agricultural production while creating short-term jobs in rural areas. The short-term jobs shall help absorb labour released to rural areas, due to the economic downturn, into productive activities in the agriculture sector.

iii. Disbursement Linked Indicator 2.3: *Agricultural assets for production and mitigating food loss and waste.*

The programme shall provide farmers with agricultural assets to increase capacity for food production and small-scale primary processing to mitigate food loss and waste. The support for assets shall be demand-driven and follow the CDD approach where farmer groups would be facilitated to prioritize from a menu of eligible options.

iv. Disbursement Linked Indicator 2.4: *Upgrading wet markets to function safely*

The programme shall support improvements in water and sanitation services in selected wet markets to reduce the risk of COVID-19 spread in the marketplaces. The support shall include connecting water supply to various points in the markets (including toilets and entrances), construction of boreholes and overhead tanks, upgrading drainage system, and provision of fumigation and water treatment services.

3.1.2 Activities by Delivery Platform

The State FADAMA structure shall be used in the implementation of the DLIs under the Results Area 2 based on the Community Action Recovery Plan (CARP). This will be done through the provision of technical assistance, planning, designing and implementing DLIs activities in a participatory method, and thereby ensuring community ownership. The steps to result delivery begin with sensitization and mobilization of potential beneficiaries, preparation and approval of Community Action Recovery Plans (CARPs), engagement of service providers and implementation of CARPs.

Data generated across these activities and various steps are collated through data collection forms and reporting templates and are fed into the project monitoring framework as at when due.

3.2 Result Framework Matrix for Result Area 2

The Results Framework for RA2 will guide the M&E operations for the implementation of food security and safe functioning of food supply chains for poor households in the programme. The Key Performance Indicators (KPIs) were developed based on the Result Area 2 (RA2) with reference to PDO indicators, each of the four intervention sub-areas (DLIs) as intermediate indicators and activities to be undertaken by the delivery platforms. The key indicators that will be measured are as presented in Table 3.1.

Table 3.1: DLIs, Activities and Outputs Indicators for Results Area 2

DLIs	ACTIVITIES	OUTPUTS	INDICATORS
Number of Farmers utilizing agricultural inputs and services	<ul style="list-style-type: none"> • Sensitisation and mobilization of Farmers Community Association (FCA) • Preparation and approval of Community Action Recovery Plan (CARP) • Engagement of service providers from existing database by the community • Delivery of agricultural input and services to beneficiaries (FCA) • Payment of service providers 	<ul style="list-style-type: none"> • FCAs sensitized and mobilized • CARP with DLI 2.1 approved • Service Providers Engaged • Agricultural Inputs delivered to the FCAs • Service provider paid 	<ul style="list-style-type: none"> • Number of FCAs sensitized and mobilized • Number of CARP prepared • Number of CARP approved • Number of farmers receiving input and services • Quantity of inputs received by farmers (by type) • Amount requested by the service providers • Amount paid to the service providers
Number of Farmers accessing improved agricultural infrastructure	<ul style="list-style-type: none"> • Preparation and approval of CARP • Engagement of service providers by State FADAMA Coordination Office (SFCO) using agreed procedure (including Labour Intensive Public Work -LIPW agreement) • Implementation and completion of agricultural infrastructure by service providers • Utilization of completed agriculture-related infrastructure 	<ul style="list-style-type: none"> • CARP with agricultural infrastructure activities prepared and approved • Service Providers engaged • Agricultural infrastructure completed • Farmers accessed completed Agricultural infrastructure 	<ul style="list-style-type: none"> • Number of CARP approved • Number of agricultural infrastructure with agreed LIPW requirements • Number of agricultural infrastructure completed and paid for • Number of farmers accessing agricultural infrastructure
Number of Farmers utilizing agricultural assets (production and	<ul style="list-style-type: none"> • Sensitisation and mobilization of FCA • Preparation and approval of CARP 	<ul style="list-style-type: none"> • FCAs sensitized and mobilized • CARP with DLI 2.3 approved 	<ul style="list-style-type: none"> • Number of FCAs sensitized and mobilized • Number of CARP prepared

DLIs	ACTIVITIES	OUTPUTS	INDICATORS
small-scale processing)	<ul style="list-style-type: none"> • Engagement of service providers from existing database by the community • Delivery of agricultural assets to beneficiaries (FCA) • Payment of service providers 	<ul style="list-style-type: none"> • Service Providers Engaged • Agricultural Assets delivered to the FCAs • Service provider paid 	<ul style="list-style-type: none"> • Number of CARP approved • Number of beneficiaries receiving assets • Quantity of assets received by beneficiaries (by type) • Amount requested by the service providers • Amount paid to the service providers
Number of Existing wet markets with upgraded water and sanitation service	<ul style="list-style-type: none"> • Preparation of CARP • Engagement of service provider by SFCO with compliance to environment and social safeguards and preference to water and sanitation guideline with gender preference for fumigation and cleaning services • Implementation and completion of wet market upgrade • Utilization of completed wet market upgrade 	<ul style="list-style-type: none"> • CARP with upgraded wet market and water sanitation service • Service Providers engaged • Wet market upgraded with compliance to environment and social safeguards and preference to water and sanitation guideline with gender preference for fumigation and cleaning services • Women participating in the cleaning and fumigation in the upgraded wet markets 	<ul style="list-style-type: none"> • Number of CARP prepared • Number of contracts with compliance to environment and social safeguards and preference to water and sanitation guideline with gender preference for fumigation and cleaning services • Number of wet markets upgraded • Number of wet markets in compliance with Water, Sanitation and Hygiene (WASH) • Number of women participating in the cleaning and fumigation in the upgraded wet markets • Number of sellers in upgraded wet markets.

3.3 Result Framework for Result Area 2

This section provides a detailed breakdown of M&E overall monitoring framework showing a higher level KPIs (relating to development objective) and lower-level performance indicators (relating to intermediate results) and Program Output Indicators (including DLIs). Table 3.2 defines result(s), data source, tools for data collection, frequency of data collection, who is responsible for data to be collected and who is reporting.

Table 3.2: Overall Framework for Result Area 2: Increasing food security and safe functioning of food supply chains for poor households							
Indicator Name	Definition/Description	Frequency	Data Source	Methodology for data collection	Data Collection Tool	Responsibility for Data collection	Responsible for reporting
PDO							
Farmers supported to increase food production (disaggregated by gender)	Aggregate numbers of farmers receiving inputs and services (DLI 2.1), accessing improved agriculture infrastructure (DLI 2.2) and receiving assets for production and small-scale primary processing (DLI 2.3). The indicator is disaggregated by gender to capture number of women farmers supported	Every Six Months	M&E reports	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Female farmers supported to increase food production	Aggregate numbers of female farmers receiving inputs and services (DLI 2.1), accessing improved agriculture infrastructure (DLI 2.2) and receiving assets for production and small-scale	Every Six Months	M&E reports	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture

	primary processing (DLI 2.3). The indicator is disaggregated by gender to capture number of women farmers supported						
DLIs (Intermediate level)							
Farmers utilizing agricultural inputs and services	Number and gender of farmers utilizing various crop and livestock inputs and services. A breakdown of the indicator captures women farmer beneficiaries and number of farmers receiving climate smart inputs and extension services	Every Six Months	M&E reports	Program M&E records, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Female farmers utilizing agricultural inputs and services	Number of female farmers utilizing various crop and livestock inputs and services.	Every Six Months	M&E reports	Program M&E records, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Farmers utilizing climate smart inputs and services	Number of farmers utilizing climate smart inputs and extension services	Every Six Months	M&E reports	Program M&E records, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Farmers accessing improved	Number and gender of farmers using infrastructure that has been improved/	Every Six Months	M&E reports	Program M&E records, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State

agricultural infrastructure	rehabilitated, including small-scale irrigation, feeder roads and soil conservation measures. A breakdown of the indicator captures women farmer beneficiaries and number of farmers receiving climate smart infrastructure – irrigation and soil conservation measures						Ministries of Agriculture
Female Farmers accessing improved agricultural infrastructure	Number of female farmers using infrastructure that has been improved/ rehabilitated, including small-scale irrigation, feeder roads and soil conservation measures.	Every Six Months	M&E reports	Program M&E reports, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Farmers receiving climate smart infrastructure-irrigation and soil conservation measures	Number of farmers beneficiaries receiving climate smart infrastructure – irrigation and soil conservation measures	Every Six Months	M&E reports	Program M&E reports, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture

Farmers utilizing agricultural assets	number of farmers utilizing assets for production and small-scale primary processing. A breakdown of the indicator captures women farmer beneficiaries	Every Six Months	M&E reports	Program records, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Female farmers utilizing agricultural assets	Number of female farmers utilizing assets for production and small-scale primary processing.	Every Six Months	Program M&E reports	Program records, transaction documents, etc.	Data Collection forms	State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Existing wet markets with upgraded water and sanitation services	Number of existing wet markets with water and sanitation services upgraded	Every Six Months	Program M&E reports	Program records, transaction documents, etc.	Data Collection forms	State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Sellers benefitting from upgraded wet markets	number and gender of sellers in wet markets that have been upgraded with water and sanitation services. The buyers will also benefit from the upgraded services, but their numbers are hard to measure and so the indicator only captures sellers.	Every Six Months	Program M&E reports,	Program M&E records based on counts from authorities responsible for managing the wet markets	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Female sellers benefitting	number of female sellers benefitting from upgraded water and	Every Six Months	Program M&E reports,	Program M&E records based on counts from	Data Collection forms	M&E Unit of State Fadama	State Fadama Coordinating Offices/State

from upgraded wet markets	sanitation services in wet markets			authorities responsible for managing the wet markets		Coordinating Offices	Ministries of Agriculture
Outputs Level							
FCAs sensitized and mobilized	Number of FCAs sensitized and mobilized	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
CARP prepared (disaggregated by DLIs)	Number of CARP prepared (disaggregated by DLIs)	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
CARP approved (disaggregated by DLIs)	Number of CARP approved (disaggregated by DLIs)	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Farmers receiving input and advisory services	Number of farmers receiving input and services	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Inputs received by farmers (by type)	Quantity of inputs received by farmers (by type)	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Agricultural infrastructure with agreed LIPW requirements	Number of agricultural infrastructures with agreed LIPW requirements	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices

Agricultural infrastructure completed and paid for	Number of agriculture infrastructure completed and paid for	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Farmers accessing agricultural infrastructure	Number of farmers accessing agricultural infrastructure	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Beneficiaries receiving assets	Number of beneficiaries receiving assets	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Assets received by farmers (by type)	Quantity of assets received by farmers by type	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Contracts with compliance to environment and social safeguards and preference to water and sanitation guideline with gender preference for fumigation and cleaning services	Number of contracts with compliance to environment and social safeguards and preference to water and sanitation guideline with gender preference for fumigation and cleaning services	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Wet markets upgraded	Number of wet markets upgraded	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices

Wet markets in compliance with WASH	Number of wet markets in compliance with WASH	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Women participating in the cleaning and fumigation in the upgraded wet markets	Number of women participating in the cleaning and fumigation in the upgraded wet markets	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Amount Requested by the service providers on CARP implementation	Amount requested by the service providers on CARP implementation	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Office
Payments to the service providers on CARP implementation	Amount paid to the service providers on CARP implementation	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices

3.3.1 Data Collection Tools

The tool to be used for collecting data in RA2 is the Data collection forms as contained in the Result Area 2 Annexes.

3.4 Reporting and Dissemination of information to stakeholders and audience under Result Area 2

In order to effectively carry out monitoring and tracking of the project, well-designed reporting formats/verification protocols have been developed for all the four DLIs of results area 2 as contained in table 3.3 in this section of the manual. This is expected to provide the necessary guidance and uniformity for report harmonization at different levels of programme implementation.

Table 3.3: Summary Sheet for RA 2 Overall Achievement (mm/yy) Reporting Period

	PERFORMANCE INDICATORS	Unit of Measure	Value
1.0	Programme Key Performance Indicators		
1.1	Farmers supported to increase food production	No.	
	Female farmers supported to increase food production	No.	
2.0	<i>Result Area 2:Increasing food security and safe functioning of food supply chain for poor households(intermediate indicators)</i>		
2.1	Farmers utilizing agricultural inputs	No.	
2.1	Female Farmers utilizing agricultural inputs	No.	
2.1	Farmers utilizing climate smart inputs and services	No.	
2.2	Farmers accessing improved agricultural infrastructure	No.	
2.2	Farmers accessing climate-smart improved agricultural infrastructure	No.	
2.3	Farmers utilizing agricultural assets	No.	
2.3	Female Farmers utilizing agricultural assets	No.	
2.4	Existing wet markets with upgraded water and sanitation services	No.	
2.4	Sellers benefitting from upgraded wet markets	No.	
2.4	Female Sellers benefitting from upgraded wet markets		
3.0	<i>Result Area 2:Increasing food security and safe functioning of food supply chain for poor households(Output indicators)</i>		
3.1	FCAs sensitized and mobilized	No.	
3.2	CARP prepared	No.	
3.3	CARP approved	No.	
3.4	Farmers receiving input and advisory services	No.	
3.5	Agricultural infrastructure completed and paid for	No.	
3.6	Farmers accessing agriculture infrastructure	No.	

3.7	Beneficiaries receiving assets	No.	
3.8	Wet markets upgraded	No.	
3.9	Wet markets in compliance with WASH	No.	
3.10	Women participating in the cleaning and fumigation in the upgraded wet markets	No.	
3.11	Payments to the service providers on CARP implementation	Amount (NGN)	
3.14	Disbursements Received	Amount (NGN)	
3.17	Reports submitted	No,	
3.18	Technical assistance received	No,	
3.19	Manuals developed	Quantity	No,
		Type	No.
3.20	Guidelines developed	Quantity	No.
		Type	No.
3.21	Reports produced	Quantity	No.
		Type	No.
3.22	Capacity Building		
3.23	Beneficiaries Trained	Quantity	No.
		Type	No.
3.23	Staff Trained	Quantity	No.
		Type	No.
3.25	Review meetings conducted	No.	
	Review reports submitted	No.	
	Reports produced	No.	

Result Area 2 Annexes

Annex 3.1: Crop Production Input

Annex 3.1.1 Crop Production Input Form- DLI 2.1

S/N	Name of Beneficiary	Gender	Crop of Interest	Farm Size (HA)	Qty of Fertilizer (kg/ltrs)	Qty of Seed (kg)	Qty of Agro-chemical (Lts/kg)			Mechanization (type of activity Ploughing/harrowing/Ridging)	Signature
							Pest.	Herb.	Insect.		

Annex 3.1.2: Livestock Input Form- DLI 2.1

S/N	Name of Beneficiary	Gender	Livestock of Interest (Sheep Goat, Poultry, Others)	Qty of Stock (NO.)	Qty of Feed (kg)	Qty of Vaccines /Drugs(Mls/ltr)	Disinfectant (Lt)	Others (Specify)	Signature

Annex 3.1.3: Fishery Input Form -DLI 2.1

S/N	Name of Beneficiary	Gender	Fishery Activity (Aquaculture, Small Scale artisanal fishing, Fish Processing)	Fingerlings (g)/ Juvenile (No)	Feeds (kg)	Vaccines/ Drugs (QTY)	Other s	Signature

Annex 3.2: Reporting Templates for Result Area 2

NIGERIA COVID-19 ACTION RECOVERY AND ECONOMIC STIMULUS (NG-CARES) PROGRAMME

.....STATE FADAMA COORDINATION OFFICE

State Ministry of Agriculture

- i. Cover Page
- ii. List of Acronyms
- iii. Table of content
- iv. List of Figures
- v. List of pictures
- vi. Appendix

EXECUTIVE SUMMARY OF ACHIEVEMENTS

INTRODUCTION

Purpose and Importance of RA2 in NG-CARES

Challenges and Constraints from Past Reporting Period (If not maiden)

DLI ACHIEVEMENTS:

Disbursement Linked Indicator 2.1: *Agricultural Inputs and Services*

Inputs

Crop

Livestock

Fishery

Mechanization services

Extension Services

Crop

Livestock

Fishery

Disbursement Linked Indicator 2.2: *Agricultural Infrastructure*

Disbursement Linked Indicator 2.3: *Agricultural Assets*

Production Assets

Processing Assets

Disbursement Linked Indicator 2.4: *Upgrading wet markets to function safely*

Project Management, Monitoring and Evaluation:

Technical Assistance received on State Level Implementation Coordination

Project Coordination & Management

Monitoring and Evaluation system, MIS, Knowledge Management

SFCO Training

Financial Management

Procurement

EMP compliance

OVERALL PROGRAMME ASSESSMENT

Extent of Achievement of Target

Implementation Challenges/Constraints

Lessons learnt that can be replicated

3.4.1 Description of the Structure of the Overall Achievement Reporting templates

The reporting system for RA 2 will consist of monthly, quarterly, six monthly and annual report. The reporting format will consist of the following sections (see Annex 1 for the Reporting Format Template):

Section One: SUMMARY OF ACHIEVEMENTS

This section will present a concise summary of the achievements of the entire project during the reporting period.

Section Two: INTRODUCTION

This section will state the purpose and importance of the report. It would highlight the challenges and constraints observed at the end of the immediate past reporting period and discuss remedial actions taken.

Section Three: DLI ACHIEVEMENTS:

This section will do a detailed discussion of the achievements of the RA 2 across the DLIs within the reporting period. Each of the Four DLIs or as selected by the participating States will be addressed separately and discussions will be by sub-components when there more than one

Section Four: OVERALL RA 2ASSESSMENT

This section will discuss the overall assessment of the project based on DLI by DLI reporting done in section Three. The section will specifically report analysis on the following: Extent of Achievement of Targets; Evidence to support IVA protocols; Implementation Challenges/Constraints; Lessons learnt and recommendations

Section Five: ACTION PLAN FOR NEXT PERIOD (Next six month)

This section will clearly specify the actions that would be taken in the next reporting period. This should be in line with the project activity plan and needs to identify actions that would be taken to address challenges and constraints observed in the current reporting period.

3.4.2 Key Audience and Dissemination

The listed audiences have been identified for report dissemination;

- World Bank
- Federal CARES Support Unit (FCSU)
- NGF
- NFCO/FMARD
- State House of Assembly
- SFCOs
- LFDOS

- Facilitators
- External Consultants
- FCAs.

3.4.3 Evaluation

The peculiarity of NG-CARES as a two-year intervention programme makes evaluation evitable, however in the event that it becomes necessary, Chapter 8 provides detailed evaluation guidelines taking into consideration RA2 expectations.

Annex 3.3: ACTION PLAN FOR NEXT PERIOD (Quarter/Year)

S/N	Activity	Indicator	Timeframe	Resources (Amount/Man Hour)	Who is Responsible

SECTION FOUR

RESULT AREA 3: ENHANCING CAPACITIES AND RECOVERY OF MICRO AND SMALL ENTERPRISES (MSEs)

4.1. Summary Description: Development Objectives and Key steps and Activities by Delivery Platforms

4.1.1. Introduction

Result Area 3 aims to support government programs that allow MSEs to resuscitate activities that may have been hampered since the start of the COVID-19 pandemic and shall selectively support government interventions, which have the potential to enhance the ability of local enterprises to fully resume economic activities during and beyond the crisis period. Table 4.1 shows the three categories of government interventions that shall be prioritized for NG-CARES PforR support through Result Area 3 for MSE support.

Table 4.1: Interventions Supported by CARES PforR Result Area 3 within the Government Objectives

State MSE Support Objectives	Proposed CARES PforR Result Area 3
Easing Financial Constraints on MSEs	<ul style="list-style-type: none">• Grants amounting to 40 percent of the amount of new loans originated by qualified financial institutions to co-finance qualified beneficiaries in COVID-19 crisis
Employment and Job Creation Grants	<ul style="list-style-type: none">• Grants to support operational expenditure post COVID-19 to incentivize employment retention• Operational costs including rent, utilities, private security (for fragile, conflict, and violence [FCV] states) as well as acquiring solar panels to secure sustainable access to energy
Upgrading MSE Capabilities	<ul style="list-style-type: none">• Grants to support adoption and upgrade of digital technology• Investing in MSEs' IT infrastructure and enhancing MSEs capability through leveraging digital technology

4.1.2. Key Steps

The interventions in Results Area 3 shall leverage on existing delivery platforms engaged in supporting MSEs development. State governments shall choose to either partner with the BOI-GEEP delivery platform to implement the interventions under Results Area 3 or leverage on their existing Delivery platforms if *explicitly* approved by the World Bank.

The implementation shall commence with targeting and selecting the beneficiaries. This shall involve five main activities that will be carried out by the BOI-GEEP and the States and which are: (a) Identification and Registration/Enumeration of Firms, (b) Verification/Eligibility Scoring of Registered/Enumerated Firms, (c) Selection of Registered/Enumerated Firms (d) Partner Activation, (e) Approval and Disbursement

4.2. Result Matrix for RA3

The Results Matrix is the starting point for planning, monitoring, evaluating and reporting on the project's results. It is the basis for the Results Framework, which is the recommended tool to monitor results.

The primary purpose of monitoring NG-CARES implementation is to track the progress made by State DPs towards the attainment of the PDO and to adapt operations to realities by generating Programme specific information on processes and performance. Table 4.2 shows the result matrix for RA3.

Table 4.2: RA3 M&E Result Matrix

	DLIs	Activities	Output	Indicators
3.1	Number of firms receiving conditional capital grant to support new post-COVID 19 loans	Identification and registration/ enumeration of firms	Registered firms	Number of registered firms (Disaggregated by owners' gender & firm category - Micro or Small)
		Verification/ eligibility scoring of registered/ enumerated firms	Verified/ selected firms	Number of eligible and verified firms (Disaggregated by owners' gender & firm category - Micro or Small)
				Number of selected firms (Disaggregated by owners' gender & firm category - Micro or Small)
		Verification of lending financial institutions	Verified lending financial institutions	Number of verified financial lending institutions
		Verification of evidence of origination (when) of new loan	Firms with verified new loan	Number of firms with verified new loan records (Disaggregated by owners' gender & firm category - Micro or Small)
		Disbursement of funds to verified lending financial institutions	Completed disbursement to lending financial institutions	Number of firms receiving conditional capital grant to support new - post-COVID19 loans (Disaggregated by owners' gender & firm category - Micro or Small)
				Amount disbursed to lending financial institutions (on behalf of beneficiary firms)

3.2	Number of firms receiving conditional-operational support grants	Identification and registration/ enumeration of firms	Registered firms	Number of registered firms (Disaggregated by owners' gender & firm category - Micro or Small)
		Verification/ eligibility scoring of registered/ enumerated firms	Verified/ selected firms	Number of eligible and verified firms (Disaggregated by owners' gender & firm category - Micro or Small)
				Number of selected firms (Disaggregated by owners' gender & firm category - Micro or Small)
		Disbursement of funds to eligible firms	Completed disbursement to eligible firms	Number of firms receiving conditional – operational support grants (Disaggregated by owners' gender & firm category - Micro or Small)
				Amount disbursed to beneficiary firms
3.3	Number of firms receiving conditional grants to support IT-enhancement	Identification and registration/ enumeration of firms	Registered firms	Number of registered firms (Disaggregated by owners' gender & firm category - Micro or Small)
		Verification/ eligibility scoring of registered/ enumerated firms	Verified/ selected firms	Number of eligible and verified firms (Disaggregated by owners' gender & firm category - Micro or Small)
				Number of selected firms (Disaggregated by owners' gender & firm category - Micro or Small)
		Verification and contracting of service providers/	Contracted service	Number of contracted service providers/ vendors

		vendors of IT solutions	providers/ vendors	
		Supply of IT equipment/tools to verified firms	IT equipment/tools supplied to firms	Number of instances of tech deployment to support beneficiaries (Disaggregated by owners' gender & firm category - Micro or Small)
				Number of firms that confirm receipt of IT solution (Disaggregated by owners' gender & firm category - Micro or Small)
		Disbursement of funds to verified & contracted service providers/ vendors of IT solutions	Completed disbursements to contracted vendors	Number of firms receiving conditional grants to support IT enhancement (Disaggregated by owners' gender & firm category - Micro or Small)
				Amount disbursed to service providers/ vendors of IT solutions (on behalf of beneficiary firms)

4.3. M&E Result framework

Table 4.3: Monitoring & Evaluation Result Framework: PDO, Intermediate and Output Indicators							
Indicator Name	Description	Frequency	Data Source	Data Collection Tools	Methodology for Data Collection	Party Responsible for data collection	Party Responsible for Reporting
PDO Indicators							
Vulnerable and viable firms supported under the Program	The number of supported firms receiving matching grants to support new loans originated after Covid-19 (DLI 3.1), operational support grants (DLI 3.2) and receiving grants to support IT-enhancement (DLI 3.3).	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Female-owned vulnerable and viable firms supported by the Program	The number of women owned firms receiving matching grants	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Intermediate Indicators							
Firms receiving matching grants to support new loans	The number of supported firms receiving matching grants to support new loans originated after Covid-19.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			

originated after COVID-19							
Female-owned firms receiving matching grants to support post-COVID-19 loans	The number of female-owned firms receiving matching grants to support post-COVID-19 loans	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Firms receiving operational support grants	The number of supported firms receiving operational grants.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Female owned firms receiving operational support grant.	The number of female owned firms receiving operational support grant	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Firms working on mini solar panels receiving grants for operational support	The number of supported firms directing operational grant to the purchase and installment of mini solar panels	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Firms receiving grants to support IT-enhancement.	The number of firms receiving grants to support IT-enhancement.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries' Firms from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Female owned firms receiving grants to support IT enhancement	The number of women owned firms receiving grants to support IT-enhancement.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries' Firms from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			

Output Indicators							
Number of registered firms for matching grants to support post-COVID-19 loans	The number of registered / enumerated firms for matching grants to support post-COVID-19 loans	Quarterly, Every six months	State Delivery Platform	Application portal, Field Enumeration application (Tablet/Phones) and platforms	Extraction from the Whitelist	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Number of eligible and verified firms for matching grants to support post-COVID-19 loans	The number of firms that are eligible and has been verified for matching grants to support post-COVID-19 loans	Quarterly, Every six months	State Delivery Platform	Verification System (Phone Calls, Site Visitation and Eligibility Scorecard)	Extraction from the Whitelist	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Number of selected firms	The number of firms that were selected to			Grant Approval (Whitelist)	Extraction from the Whitelist		Mgt. of State DP

for matching grants to support post-COVID-19 loans	receive grant for matching grants to support post-COVID-19 loans	Quarterly, Every six months	State Delivery Platform			M&E dept./Unit of State DP	
(Disaggregated by owners' gender & firm category - Micro or Small)				System			
Number of verified lending financial institutions for matching grants to support post-COVID-19 loans	The number of lending financial institutions that were verified for matching grants to support post-COVID-19 loans	Quarterly, Every six months	State Delivery Platform	Regulator financial institution listing	Extraction of lending financial institutions from the whitelist	M&E dept./Unit of State DP	Mgt. of State DP
Number of firms with verified new loan records	The number of firms with verified new loan records	Quarterly, Every six months	State Delivery Platform	Verification System (Phone Calls, Site Visitation and Eligibility Scorecard)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Firms receiving matching	The number of supported firms receiving matching	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP

grants to support new loans originated after Covid-19	grants to support new loans originated after Covid-19.						
Amount disbursed to lending financial institutions (on behalf of beneficiary firms)	Grant amount disbursed to lending financial institutions (on behalf of beneficiary firms)	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Number of registered firms for operational grants. (Disaggregated by owners' gender & firm category - Micro or Small)	The number of registered/ enumerated firms for operational grants.	Quarterly, Every six months	State Delivery Platform	Application portal, Field Enumeration application (Tablet/Phones) and platforms	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Number of eligible and verified firms for operational grants. (Disaggregated by owners' gender & firm category -	The number of firms that are eligible and has been verified for operational grants.	Quarterly, Every six months	State Delivery Platform	Verification System (Phone Calls, Site Visitation and Eligibility Scorecard)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP

Micro or Small)							
Number of selected firms for operational grants.	The number of firms that were selected to receive grant for operational grants	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
(Disaggregated by owners' gender & firm category - Micro or Small)							
Firms receiving operational support grants	The number of supported firms receiving operational grants.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Amount disbursed to beneficiary firms for operational grants	Grant amount disbursed to beneficiary firms for operational grants	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Number of registered firms for IT-enhancement	The number of registered / enumerated firms for IT-enhancement	Quarterly, Every six months	State Delivery Platform	Application portal, Field Enumeration application (Tablet/Phones) and platforms	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category -							

Micro or Small)							
Number of eligible and verified firms for IT-enhancement	The number of firms that are eligible and has been verified for IT-enhancement	Quarterly, Every six months	State Delivery Platform	Verification System (Phone Calls, Site Visitation and Eligibility Scorecard)	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Number of selected firms IT-enhancement	The number of firms that were selected to receive grant for IT-enhancement	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)				System			
Number of contracted service providers/ vendors of IT solutions	The number of contracted service providers/ vendors of IT solutions	Quarterly, Every six months	State Delivery Platform	Regulator financial institution listing	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Number of firms that confirm receipt of IT solution	The number of firms that confirm receipt of IT solution	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP

(Disaggregated by owners' gender & firm category - Micro or Small)				System			
Number of instances of tech deployment to support beneficiaries	The number of instances of tech deployment to support beneficiaries	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Firms receiving grants to support IT-enhancement.	The number of firms receiving grants to support IT-enhancement.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Amount disbursed to service providers/ vendors of IT solutions (on behalf of beneficiary firms)	Grant amount disbursed to service providers/ vendors of IT solutions (on behalf of beneficiary firms)	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			

4.3.1. Data collection Tools

Below is a list of data points (not exhaustive) the Delivery Platforms' may collect in the course of implementation

- Firm Enumeration Form
- Firms Verification & Eligibility and Selection Template

4.4. Reporting and Dissemination of information to stakeholders and audience under RA3

4.4.1 Reporting templates by the delivery platforms

Each delivery platform in the RA3 is expected to adhere to the same uniform reporting templates which are:

1. Monitoring report Template
2. Evaluation Report Template

Summary Sheet of PDO

Below is the description of the Quarterly/Annual Monitoring Reporting Template

Table 4.4: PDO Indicator Summary Sheet

S/N	PDO Indicators	Unit of Measure	Value
1.	Vulnerable and viable firms supported under the Program	No.	
2.	Female-owned vulnerable and viable firms supported by the Program	No.	

Table 4.5: Intermediate Indicator Summary Sheet

S/N	Intermediate Indicators	Unit of Measure	Value
1.	Firms receiving matching grants to support new loans originated after Covid-19	No.	
	Female-owned firms receiving matching grants to support post-COVID-19 loans	No.	
2.	Firms receiving operational support grants	No.	
	Female owned firms receiving operational support grant.	No.	
3.	Firms working on mini solar panels receiving grants for operational support	No.	
4.	Firms receiving grants to support IT-enhancement.	No.	
	Female owned firms receiving grants to support IT enhancement	No.	

Table 4.6: Output Indicator Summary Sheet Results Area 3

S/N	Output Indicators	Unit of Measure	Value
3.1.0	DLI 3.1 Number of firms receiving conditional capital grant to support new post-COVID 19 loans		
3.1.1	Number of registered firms for matching grants to support post-COVID-19 loans	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.1.2	Number of eligible and verified firms for matching grants to support post-COVID-19 loans	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.1.3	Number of selected firms for matching grants to support post-COVID-19 loans	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.1.4	Number of verified lending financial institutions for matching grants to support post-COVID-19 loans	No.	
3.1.5	Number of firms with verified new loan records	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.1.6	Number of firms receiving conditional capital grant to support new - post-COVID19 loans	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.1.7	Amount disbursed to lending financial institutions (on behalf of beneficiary firms)	Naira	
	i. Male owners	Naira	

	ii. Female owners	Naira	
	iii. Micro scale Firms	Naira	
	iv. Small Scale Firms	Naira	
3.2.0	DL 3.2 Number of firms receiving conditional-operational support Grants		
3.2.1	Number of registered firms for operational grants	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
	Firms		
3.2.2	The number of firms that are eligible and has been verified for operational grants	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.2.3	Number of selected firms for operational grants	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.2.4	Number of firms receiving conditional - operational support grants	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.2.5	Amount disbursed to beneficiary firms for operational grants	Naira	
	i. Male owners	Naira	
	ii. Female owners	Naira	
	iii. Micro scale Firms	Naira	
	iv. Small Scale Firms	Naira	
3.3.0	DLI 3.3 Number of firms receiving conditional grants to support IT-enhancement		
3.3.1	Number of registered firms for IT-enhancement	No.	
	i. Male owners	No.	
	ii. Female owners	No.	

	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.3.2	Number of eligible and verified firms for IT-enhancement	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.3.3	Number of selected firms IT-enhancement	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.3.4	Number of contracted service providers/ vendors of IT solutions	No.	
3.3.5	Number of firms that confirm receipt of IT solution	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.3.6	Number of instances of tech deployment to support beneficiaries	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.3.7	Number of firms receiving conditional grants to support IT enhancement	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.3.8	Amount disbursed to service providers/ vendors of IT solutions (on behalf of beneficiary firms)	Naira	
	i. Male owners	Naira	
	ii. Female owners	Naira	
	iii. Micro scale Firms	Naira	
	iv. Small Scale Firms	Naira	

4.4.2 Monitoring Report Outline

- 1.0 Background and Introduction
- 2.0 RA3 PDO
- 3.0 NG-CARES RA3 Monitoring, Evaluation and Reporting Mechanism.....
 - 3.1 *DLI 3.1, DLI 3.2 and DLI 3.3 Reports*
 - 3.2 Monitoring Through Field Visits.....
 - 3.3 Data Tracking, Processing and Reporting.....
 - 3.4 Data Collection Methods
 - 3.5 Data Processing, Storage and Analysis.....
 - 3.6 Reporting and Communicating M&E Information in NG-CARES.....
- 4.0 Observations, Challenges, Conclusion and Recommendation
 - 4.1 Summary Observations and Challenges
 - 4.2 Conclusion
 - 4.3 Recommendations

4.4.3 Key Audience and Dissemination of monitoring reports

Audience:

- World Bank
- Federal CARES Support Unit (FCSU)
- NGF
- FMITI/BOI
- State House of Assembly
- State Ministry of Commerce and Industry
- External Consultants

4.5. Evaluation

The peculiarity of NG-CARES as a two-year intervention programme makes evaluation evitable, however in the event that it becomes necessary, Chapter 8 provides detailed evaluation guidelines taking into consideration RA3 expectations.

Results Area 3 Annexes

Annex 4.1 : Result Area 3

Annex 4.1.1 : Firm Enumeration Form

Firm ID	Owner's Last Name	Owner's First Name	DOB	Gender	Phone No.	BVN Availability	Association	DP	Trade Type	Firm Category Micro/ Small	GPS Coordinate	Location Address	LGA	State

Annex 4.1.2: Firms Verification & Eligibility and Selection Template

Firm ID	Verification Status	Eligibility Status	Eligibility Reason	Selection Status	DP	Join with the other Information in the Registration Template

SECTION FIVE

STATE CARES COORDINATION UNIT (SCCU)

5.1 Brief Description of State CARES Coordination Unit (SCCU)

The State CARES Coordination Unit (SCCU), which will comprise four to five officers, is the Unit that will coordinate the State CARES Programme. The Unit will be housed in the State Budget and Planning Ministries as stated in the agreed Program Action Plan and Financing Agreement. The SCCU shall interface with the States delivery platforms, and FCSU. The SCCU will :

- (a) serve as the secretariat of the State CARES Steering Committee (SCSC);
- (b) undertake periodic collation of results from Delivery Platforms;
- (c) monitor the progress of implementation and disbursements against results; and
- (d) liaise and relate to all MDAs in the State that are relevant and responsible for supportive activities on the NG CARES Programme. Such MDAs include: Accountant General's Office; Auditor General's office; Ministries of Justice, Environment, Women Affairs, and Security services Unit. It shall also coordinate the relationship between the State DPs and FCSU (including the Independent Verification Agent -IVA).
- (e) Coordinate the reporting and investigation of allegation of fraud and corruption in line with agreed protocol.

5.1.1 Result Framework

Table 5.1: Overall NG-CARES State Result Framework

PDO KPI for Result Area 1						
Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Responsibility for Data Collection	Responsibility for Reporting
Beneficiaries of targeted safety nets and with access to basic social services	Measures total number of beneficiaries of all the Social Safety Net and Basic services (Health, Education, Water and Nutrition) interventions (Each Delivery Platform implementing the DLIs contributes to this indicator)	Quarterly	M&E reports of Delivery Platforms	Data collection form	M&E Unit of Delivery Platforms	Heads of Delivery Platforms/Supervisory ministry
Female beneficiaries of targeted safety nets and with access to basic services		Quarterly	M&E reports of Delivery Platforms	Data collection form	M&E Unit of Delivery Platforms	Heads of Delivery Platforms

Intermediate Results Indicators for Result Area 1						
Indicator Name	Definition/Description	Frequency	Data source	Methodology for Data Collection	Responsibility for Data Collection	Responsibility for Reporting
Beneficiaries of targeted safety nets and with access to basic social services	Measures total number of beneficiaries of all the Social Safety Net and Basic services (Health, Education, Water and Nutrition) interventions	Quarterly	M&E Reports of Delivery Platforms	Project M&E records	M&E Unit of Delivery Platforms	Delivery Platforms
Female beneficiaries of targeted safety nets and with access to basic services	Measures total number of female beneficiaries of all the Social Safety Net and Basic services (Health, Education, Water and Nutrition) interventions			Data collection form	Project M&E records	M&E Reports of Delivery Platforms

Indicator Name	Definition/Description	Frequency	Data source	Methodology for Data Collection	Responsibility for Data Collection	Responsibility for Reporting
Targeted beneficiaries receiving transfers and stipends disaggregated by gender and vulnerability profile	Aggregates number of categorical poor on social transfers and those on LIPW receiving periodic stipends disaggregated by gender (40% female) and by poverty profile (aged, widow, physically challenged, among others)	Every Six Months	M&E report and IVA reports	Program reports, Payment Service providers documents, etc. (see verification procedure)	M&E Unit of Delivery Platforms	State CARES Coordinating Offices and Federal CARES Support Unit.
Targeted female beneficiaries receiving transfers and stipends						
Targeted beneficiaries with new income earning opportunities or household enterprises	Number of beneficiaries of Livelihood grants interventions – with active household enterprises	Every Six Months	M&E report and IVA reports	Program reports, Payment Service providers documents, etc. (see verification procedure)	State CARES Coordinating Offices and Federal CARES Support Unit.	
Female targeted beneficiaries with new income earning opportunities or household enterprises						
Poor communities with improved functional social services infrastructure	Actual Number of Communities and Vulnerable groups with funded and completed Community Development and Group Development Plans	Every Six Months	M&E report and IVA reports	Program reports, etc. (see verification procedure)	State CARES Coordinating Offices and Federal CARES Support Unit.	

Programme Output Indicators – Result Area 1								
DLI	Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Data Collection Tool	Responsibility for Data Collection	Responsibility for Reporting
DLI 1.1	Number of Beneficiaries mined from Agreed Register	Beneficiaries selected from State Social Register (SR) and any other register approved by the State	Six Monthly	State Social Register/Agreed Register	Review of the Filtered proposed Beneficiaries by vulnerability profile from the SR	Beneficiary Register	M&E Unit of SCTU	Delivery Platform Mgt
Individuals receiving periodic social transfer (No disaggregated by vulnerability profile)								
	Number of mined Beneficiaries validated	Beneficiaries selected from State Social Register (SR) and any other register approved by the State that have been confirmed to be in existence and available for enrollment	Six Monthly	M&E Report	Field Monitoring visit to establish the existence or availability of Proposed beneficiaries	Monitoring checklist	M&E Unit of SCTU	Delivery Platform Mgt
	Number of Beneficiaries enrolled (disaggregated by vulnerability profile)	Number of individuals whose biodata have been captured and are in the State Beneficiary Register disaggregated by vulnerability profile	Six Monthly	DP Database	Field Visit to capture biodata of individuals	Enrolment Monitoring and Observation Form	M&E Unit of SCTU	Delivery Platform Mgt
	Amount transferred to PSP	The sum transferred to PSPs for payment of beneficiaries	Every two Months	Payment Mandate	States raise payment vouchers based on approved	Payment mandate	Account Unit	Delivery Platform Mgt

					payment mandate.			
	Number of Beneficiaries list transferred to PSP for payment	The number of beneficiaries that are expected to receive payment	Every two Months	State beneficiary register	Beneficiaries to be paid are filtered from the State beneficiary register	Payment mandate	M&E Unit of the SCTU	Delivery Platform Mgt
	Number of Beneficiaries paid	The number of beneficiaries paid as reported by the PSPs	Every two Months	Bank Statement	List of beneficiaries paid	PSP statement	M&E Unit of the SCTU	Delivery Platform Mgt
	Number of Beneficiaries that confirmed receipt of periodic social transfer	The number of beneficiaries that confirm they have been paid	Every two Months	Payment report	Field Monitoring to observe and confirm beneficiary Payment	Payment Monitoring and Observation Form	M&E Unit of the SCTU	Delivery Platform Mgt
DLI 1.2	Number of Beneficiaries mined from Agreed Register	Beneficiaries selected from State Social Register (SR) and any other register approved by the State	Six Monthly	State Social Register	Review of Filtered Beneficiaries from the SR and any other register approved by the State	MIS Platform		Delivery Platform Mgt
Individuals engaged and deployed into LIPW activities on Social services and works							M&E Unit	
	Number Validated	Beneficiaries selected from State Social Register (SR) and any other register approved by the State that have been confirmed to be in existence and available for enrollment	Six Monthly	M&E Validation Report	Field visit to established the existence or availability of Proposed beneficiaries	Monitoring Checklist	M&E Unit	Delivery Platform Mgt

	Number Enrolled into LIPW activities on Social services and works	Number of beneficiaries whose biodata have been captured and are in the State Beneficiary Register	Six Monthly	State MIS System	Field Visit to capture biodata of beneficiaries	Enrolment Monitoring and Observation Form	M&E Unit	Delivery Platform Mgt
	Number Deployed into LIPW activities on Social services and works	Beneficiaries deployed to work sites to render social services	Continuous	M&E Reports	Administrative records	Work Schedule/ Monitoring Checklist	M&E Unit	Delivery Platform Mgt
	Number of working days/beneficiaries	Days in the week that beneficiaries worked at site	Continuous	M&E Reports	Field Monitoring	Work Schedule/ Monitoring Checklist	M&E Unit	Delivery Platform Mgt
	Number of Beneficiaries list transferred to PSP for payment	The number of beneficiaries that are expected to receive payment	monthly	State beneficiary register	Beneficiaries to be paid are filtered from the State beneficiary register	Payment mandate	M&E Unit	Delivery Platform Mgt
	Amount transferred to PSP for payment	The sum transferred to PSPs for payment of beneficiaries	monthly	Payment Mandate	States raise payment vouchers based on approved payment mandate.	Payment mandate	Account Unit	Delivery Platform Mgt
	Number of Beneficiaries paid	The number of beneficiaries paid as reported by the PSPs	monthly	Bank Statement	List of beneficiaries paid	PSP statement	M&E Unit of the SCTU	Delivery Platform Mgt
	Number of Beneficiaries that confirmed payment as at when due	The number of beneficiaries that confirm they have been paid	monthly	Payment report	Field Monitoring to observe and confirm beneficiary Payment	Payment Monitoring and Observation Form	M&E Unit of the SCTU	Delivery Platform Mgt

DLI 1.3	Number of Beneficiaries mined from Agreed Register	Beneficiaries selected from State Social Register (SR) and any other register approved by the State	Six Monthly	State Social Register/Agreed Register	Review of the Filtered proposed Beneficiaries by vulnerability profile from the SR	Beneficiary Register	M&E Unit of SCTU	Delivery Platform Mgt
Livelihood Grants: to economically active household members								
	Number Validated	Beneficiaries selected from State Social Register (SR) and any other register approved by the State that have been confirmed to be in existence and available for enrollment	Six Monthly	M&E Report	Field Monitoring visit to establish the existence or availability of Proposed beneficiaries	Monitoring checklist	M&E Unit of SCTU	Delivery Platform Mgt
	Number Enrolled	Number of individuals whose biodata have been captured and are in the State Beneficiary Register disaggregated by vulnerability profile	Six Monthly	DP Database	Field Visit to capture biodata of individuals	Enrolment Monitoring and Observation Form	M&E Unit of SCTU	Delivery Platform Mgt
	Number of Households trained on livelihood skills	Households trained on livelihood skills	Quarterly	Training Report	Livelihood Skills training observed and monitored	Training report Templates	M&E Unit of SCTU	Delivery Platform Mgt
	Number graduated from livelihood skills training	Households that have completed training	Quarterly	Training Report	Livelihood Skills training observed and monitored	Training report Templates	M&E Unit of SCTU	Delivery Platform Mgt

	Amount transferred to PSPs	The sum transferred to PSPs for payment of beneficiaries	Every two months	Payment Mandate	States raise payment vouchers based on approved payment mandate.	Payment mandate	Account Unit	Delivery Platform Mgt
	Number of Beneficiary list transferred to PSP for payment	The number of beneficiaries that are expected to receive payment	Continues	State beneficiary register	Beneficiaries to be paid are filtered from the State beneficiary register	Payment mandate	M&E Unit of the SCTU	Delivery Platform Mgt
	Number of Livelihood Beneficiaries/HH paid grants	The number of beneficiaries paid as reported by the PSPs	Continues	Bank Statement	List of beneficiaries paid	PSP statement	M&E Unit of the SCTU	Delivery Platform Mgt
	Number of Beneficiaries that confirmed payment as at when due	The number of beneficiaries that confirm they have been paid	Continues	Payment report	Field Monitoring to observe and confirm beneficiary Payment	Payment Monitoring and Observation Form	M&E Unit of the SCTU	Delivery Platform Mgt
DLI 1.4	Number of communities and groups sensitized in Focal LGAs	Communities/Groups sensitized by the SA in poor LGAs using the poverty map	Quarterly	SA Records	Collected from the Operations unit records	Sensitization visit reports	M&E unit	Delivery Platform Mgt
Direct beneficiaries of completed and functional micro-projects	Number of communities and group with EOI in focal LGAs	Communities/Groups that approached SA for support	Quarterly	SA Records	Compilation of communities and groups with EOIs by the Admin Unit	Database of EOIs	M&E unit	Delivery Platform Mgt
	Number of approved CDPs	Community Development Plans approved for funding by SA	Quarterly	SA Records	Compiled from MTRC Reports	List of CDPs approved for funding	M&E unit	Delivery Platform Mgt

	Number of approved GrDPs	Group Development Plans approved for funding by SA	Quarterly	SA Records	Compiled from MTRC Reports	List of GrDPs approved for funding	M&E unit	Delivery Platform Mgt
	Number of CPMCs trained	Members of Community Project Management Committee (CPMC) trained by SA	Quarterly	SA Records	Training Reports	List of CPMC members trained	M&E Unit	Delivery Platform Mgt
	Number of GPMC trained	Members of Group Project Management Committee (GPMC) trained by SA	Quarterly	SA Records	Training Reports	List of GPMC members trained	M&E Unit	Delivery Platform Mgt
	Number of MPs completed in line with agreed Environmental and Social safeguards	MPs implemented by Communities and Groups and completed in line with agreed Environmental and Social Safeguards	Quarterly	Monitoring Reports	Field visits to monitor MPs	Field visit Monitoring Reports	M&E Unit	Delivery Platform Mgt
	Number of direct Beneficiaries of completed and functional MPs	Population of beneficiaries utilizing completed micro project	Quarterly	Facilitation and appraisal reports, Monitoring reports	Review of institutional (Schools, Health posts) records by SA during monitoring visits, interview of community members from different section of the community (for water mps) and field reports.	Monitoring Reports	M&E Unit	Delivery Platform Mgt

PDO KPI for Result Area 2							
Indicator Name	Definition/Description	Frequency	Data Source	Methodology for data collection	Data Collection Tool	Responsibility for Data collection	Responsible for reporting
PDO							
Farmers supported to increase food production (disaggregated by gender)	Aggregate numbers of farmers receiving inputs and services (DLI 2.1), accessing improved agriculture infrastructure (DLI 2.2) and receiving assets for production and small-scale primary processing (DLI 2.3). The indicator is disaggregated by gender to capture number of women farmers supported	Every Six Months	M&E reports	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Female farmers supported to increase food production	Aggregate numbers of female farmers receiving inputs and services (DLI 2.1), accessing improved agriculture infrastructure (DLI 2.2) and receiving assets for production and small-scale primary processing (DLI 2.3). The indicator is disaggregated by gender to capture number of women farmers supported	Every Six Months	M&E reports	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Intermediate Results Indicators for Result Area 2							

Farmers utilizing agricultural inputs and services	Number and gender of farmers utilizing various crop and livestock inputs and services. A breakdown of the indicator captures women farmer beneficiaries and number of farmers receiving climate smart inputs and extension services	Every Six Months	M&E reports	Program M&E records, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Female farmers utilizing agricultural inputs and services	Number of female farmers utilizing various crop and livestock inputs and services.	Every Six Months	M&E reports	Program M&E records, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Farmers utilizing climate smart inputs and services	Number of farmers utilizing climate smart inputs and extension services	Every Six Months	M&E reports	Program M&E records, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Farmers accessing improved agricultural infrastructure	Number and gender of farmers using infrastructure that has been improved/ rehabilitated, including small-scale irrigation, feeder roads and soil conservation measures. A breakdown of the indicator captures women farmer beneficiaries and number of farmers receiving climate smart infrastructure – irrigation	Every Six Months	M&E reports	Program M&E records, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture

	and soil conservation measures						
Female Farmers accessing improved agricultural infrastructure	Number of female farmers using infrastructure that has been improved/ rehabilitated, including small-scale irrigation, feeder roads and soil conservation measures.	Every Six Months	M&E reports	Program M&E reports, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Farmers receiving climate smart infrastructure-irrigation and soil conservation measures	Number of farmers beneficiaries receiving climate smart infrastructure – irrigation and soil conservation measures	Every Six Months	M&E reports	Program M&E reports, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Farmers utilizing agricultural assets	number of farmers utilizing assets for production and small-scale primary processing. A breakdown of the indicator captures women farmer beneficiaries	Every Six Months	M&E reports	Program records, transaction documents, etc.	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Female farmers utilizing agricultural assets	Number of female farmers utilizing assets for production and small-scale primary processing.	Every Six Months	Program M&E reports	Program records, transaction documents, etc.	Data Collection forms	State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Existing wet markets with upgraded water and sanitation services	Number of existing wet markets with water and sanitation services upgraded	Every Six Months	Program M&E reports	Program records, transaction documents, etc.	Data Collection forms	State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture

Sellers benefitting from upgraded wet markets	number and gender of sellers in wet markets that have been upgraded with water and sanitation services. The buyers will also benefit from the upgraded services, but their numbers are hard to measure and so the indicator only captures sellers.	Every Six Months	Program M&E reports,	Program M&E records based on counts from authorities responsible for managing the wet markets	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Female sellers benefitting from upgraded wet markets	number of female sellers benefiting from upgraded water and sanitation services in wet markets	Every Six Months	Program M&E reports,	Program M&E records based on counts from authorities responsible for managing the wet markets	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Output Results Indicators for Result Area 2							
FCAs sensitized and mobilized	Number of FCAs sensitized and mobilized	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
CARP prepared (disaggregated by DLIs)	Number of CARP prepared (disaggregated by DLIs)	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture

CARP approved (disaggregated by DLIs)	Number of CARP approved (disaggregated by DLIs)	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Farmers receiving input and advisory services	Number of farmers receiving input and services	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices/State Ministries of Agriculture
Inputs received by farmers (by type)	Quantity of inputs received by farmers (by type)	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Agricultural infrastructure with agreed LIPW requirements	Number of agricultural infrastructure with agreed LIPW requirements	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Agricultural infrastructure completed and paid for	Number of agriculture infrastructure completed and paid for	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Farmers accessing agriculture infrastructure	Number of farmers accessing agriculture infrastructure	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Beneficiaries receiving assets	Number of beneficiaries receiving assets	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices

Assets received by farmers (by type)	Quantity of assets received by farmers by type	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Contracts with compliance to environment and social safeguards and preference to water and sanitation guideline with gender preference for fumigation and cleaning services	Number of contracts with compliance to environment and social safeguards and preference to water and sanitation guideline with gender preference for fumigation and cleaning services	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Wet markets upgraded	Number of wet markets upgraded	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Wet markets in compliance with WASH	Number of wet markets in compliance with WASH	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Women participating in the cleaning and fumigation in the upgraded wet markets	Number of women participating in the cleaning and fumigation in the upgraded wet markets	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices
Amount Requested by the service providers on CARP implementation	Amount requested by the service providers on CARP implementation	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Office
Payments to the service providers on CARP implementation	Amount paid to the service providers on CARP implementation	Quarterly	Program M&E reports,	Program M&E records	Data Collection forms	M&E Unit of State Fadama Coordinating Offices	State Fadama Coordinating Offices

Indicator Name	Description	Frequency	Data Source	Data Collection Tools	Methodology for Data Collection	Party Responsible for data collection	Party Responsible for Reporting
PDO Indicators for Result Area 3							
Vulnerable and viable firms supported under the Program	The number of supported firms receiving matching grants to support new loans originated after Covid-19 (DLI 3.1), operational support grants (DLI 3.2) and receiving grants to support IT-enhancement (DLI 3.3).	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Female-owned vulnerable and viable firms supported by the Program	The number of women owned firms receiving matching grants	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Intermediate Indicators for Result Area 3							
Firms receiving matching grants to support new loans originated after Covid-19	The number of supported firms receiving matching grants to support new loans originated after Covid-19.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Female-owned firms receiving matching grants to support post-COVID-19 loans	The number of female-owned firms receiving matching grants to support post-COVID-19 loans	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Firms receiving operational support grants	The number of supported firms receiving operational grants.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Female owned firms receiving operational support grant.	The number of female owned firms receiving operational support grant	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Firms working on mini solar panels receiving grants for operational support	The number of supported firms directing operational grant to the	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries	M&E dept./Unit of State DP	Mgt. of State DP

	purchase and installment of mini solar panels				from the Whitelist.		
Firms receiving grants to support IT-enhancement.	The number of firms receiving grants to support IT-enhancement.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries' Firms from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Female owned firms receiving grants to support IT enhancement	The number of women owned firms receiving grants to support IT-enhancement.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries' Firms from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Output Indicators for Result Area 3							
Number of registered firms for matching grants to support post-COVID-19 loans	The number of registered / enumerated firms for matching grants to support post-COVID-19 loans	Quarterly, Every six months	State Delivery Platform	Application portal, Field Enumeration application (Tablet/Phones) and platforms	Extraction from the Whitelist	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Number of eligible and verified firms for matching grants to support post-COVID-19 loans	The number of firms that are eligible and has been verified for matching grants to support post-COVID-19 loans	Quarterly, Every six months	State Delivery Platform	Verification System (Phone Calls, Site Visitation and Eligibility Scorecard)	Extraction from the Whitelist	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Number of selected firms for matching grants to support post-COVID-19 loans	The number of firms that were selected to receive grant for matching grants to support post-COVID-19 loans	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction from the Whitelist	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)				System			
Number of verified lending financial institutions for matching grants to support post-COVID-19 loans	The number of lending financial institutions that were verified for matching grants to support post-COVID-19 loans	Quarterly, Every six months	State Delivery Platform	Regulator financial institution listing	Extraction of lending financial institutions	M&E dept./Unit of State DP	Mgt. of State DP

					from the whitelist		
Number of firms with verified new loan records	The number of firms with verified new loan records	Quarterly, Every six months	State Delivery Platform	Verification System (Phone Calls, Site Visitation and Eligibility Scorecard)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Firms receiving matching grants to support new loans originated after Covid-19	The number of supported firms receiving matching grants to support new loans originated after Covid-19.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Amount disbursed to lending financial institutions (on behalf of beneficiary firms)	Grant amount disbursed to lending financial institutions (on behalf of beneficiary firms)	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Number of registered firms for operational grants.	The number of registered / enumerated firms for operational grants.	Quarterly, Every six months	State Delivery Platform	Application portal, Field Enumeration application (Tablet/Phones) and platforms	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Number of eligible and verified firms for operational grants.	The number of firms that are eligible and has been verified for operational grants.	Quarterly, Every six months	State Delivery Platform	Verification System (Phone Calls, Site Visitation and Eligibility Scorecard)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Number of selected firms for operational grants.	The number of firms that were selected to receive grant for operational grants	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
(Disaggregated by owners' gender & firm category - Micro or Small)							
Firms receiving operational support grants	The number of supported firms receiving operational grants.			Grant Approval (Whitelist)	Extraction of beneficiaries		Mgt. of State DP

		Quarterly, Every six months	State Delivery Platform	System	from the Whitelist.	M&E dept./Unit of State DP	
Amount disbursed to beneficiary firms for operational grants	Grant amount disbursed to beneficiary firms for operational grants	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Number of registered firms for IT-enhancement	The number of registered / enumerated firms for IT-enhancement	Quarterly, Every six months	State Delivery Platform	Application portal, Field Enumeration application (Tablet/Phones) and platforms	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Number of eligible and verified firms for IT-enhancement	The number of firms that are eligible and has been verified for IT- enhancement	Quarterly, Every six months	State Delivery Platform	Verification System (Phone Calls, Site Visitation and Eligibility Scorecard)	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Number of selected firms IT- enhancement	The number of firms that were selected to receive grant for IT- enhancement	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Number of contracted service providers/ vendors of IT solutions	The number of contracted service providers/ vendors of IT solutions	Quarterly, Every six months	State Delivery Platform	Regulator financial institution listing	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
Number of firms that confirm receipt of IT solution	The number of firms that confirm receipt of IT solution	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
(Disaggregated by owners' gender & firm category - Micro or Small)							
Number of instances of tech deployment to support beneficiaries	The number of instances of tech deployment to support beneficiaries	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist) System	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP

Firms receiving grants to support IT-enhancement.	The number of firms receiving grants to support IT-enhancement.	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction of beneficiaries from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			
Amount disbursed to service providers/ vendors of IT solutions (on behalf of beneficiary firms)	Grant amount disbursed to service providers/ vendors of IT solutions (on behalf of beneficiary firms)	Quarterly, Every six months	State Delivery Platform	Grant Approval (Whitelist)	Extraction from the Whitelist.	M&E dept./Unit of State DP	Mgt. of State DP
				System			

5.2 Data Collection Process

Each Delivery Platform will submit its progress report of implementation of NG-CARES activities using the agreed format. The report will be submitted to the SCCU on monthly, quarterly and annual basis. The reports from the delivery platforms will be used in preparing the State CARES Progress Report by the SCCU.

5.3 State Summary Sheet

Table 5.2: Summary Sheet by the SCCU

S/N	Performance Indicator	Unit Of Measurement	Value	
			M	F
	Result Area 1			
	Programme Key Performance Indicators			
1.1	Beneficiaries of targeted safety nets and with access to basic social services	No.		
	Female beneficiaries of targeted safety nets and with access to basic services	No.		
	Result Area 1: Intermediate Outcome Indicators	Unit Of Measurement	Male	Female
	Targeted beneficiaries receiving transfers and stipends disaggregated by gender and vulnerability profile	No.		
	Targeted beneficiaries with new income earning opportunities or household enterprises	No.		
		Unit Of Measurement	Value	
	Targeted female beneficiaries receiving transfers and stipends	No.		
	Female targeted beneficiaries with new income earning opportunities or household enterprises	No.		
	Female beneficiaries of targeted safety nets and with access to basic services	No.		
	Poor communities with improved functional social services infrastructure	No.		

1.1.1	Number of Beneficiaries mined from Agreed Register	No.		
1.1.2	Number of mined Beneficiaries validated	No.		
1.1.3	Number of Beneficiaries enrolled (disaggregated by vulnerability profile	No.		
1.1.4	Amount transferred to PSP	Amount		
1.1.5	Number of Beneficiaries transferred to PSP for payment	No.		
1.1.6	Number of Beneficiaries paid	No.		
1.1.7	Beneficiaries that confirm receipt of periodic social transfer	No.		
1.2	Number Deployed into LIPW activities on Social services and works			
1.2.1	Number of Beneficiaries mined from Agreed Register	No.		
1.2.2	Number of Beneficiaries Validated	No.		
1.2.3	Number Enrolled into LIPW activities on Social services and works	No.		
1.2.4	Number Deployed into LIPW activities on Social services and works	No.		
1.2.5	Number of working days/beneficiary	No.		
1.2.6	Number of Beneficiaries transferred to PSP for payment	No.		
1.2.7	Amount transferred to PSP for payment	Amount		
1.2.8	Number of Beneficiaries paid	No.		
1.2.9	Number of Beneficiaries that confirmed payment as at when due	No.		
1.3	Total Amount paid to Livelihood Beneficiaries			
1.3.1	Number of Beneficiaries mined from Agreed Register	No.		
1.3.2	Number of Beneficiaries Validated	No.		
1.3.3	Number of Beneficiaries Enrolled	No.		

1.3.4	Number of Household trained on livelihood Number graduated from livelihood	No.		
1.3.5	Amount transferred to PSP	Amount		
1.3.6	Number of Beneficiaries transferred to PSP for payment	No.		
1.3.7	Number of Livelihood Beneficiaries/HH paid grants	No.		
1.3.8	Amount paid to Beneficiaries	Amount		
1.4	Number of direct Beneficiaries of completed and functional MPs			
1.4.1	Number of communities and groups sensitized in Focal LGAs	No.		
1.4.2	Number of communities and group with EOI in focal LGAs	No.		
1.4.3	Number of approved CDPs and GRDP	No.		
1.4.4	Number of CPMC trained	No.		
1.4.5	Number of GPMC trained	No.		
1.4.6	Number of MPs completed in line with agreed Environmental and Social safeguard	No.		
1.4.7	Number of direct Beneficiaries of completed and functional MPs	No.		

	PERFORMANCE INDICATORS	Unit of Measure	Value
	Result Area 2		
1.0	Programme Key Performance Indicators		
1.1	Farmers supported to increase food production	No.	
	Female farmers supported to increase food production	No.	

2.0	<u>Result Area 2:Increasing food security and safe functioning of food supply chain for poor households(intermediate outcome indicators)</u>		
2.1	Farmers utilizing agricultural inputs	No.	
2.1	Female Farmers utilizing agricultural inputs	No.	
2.1	Farmers utilizing climate smart inputs and services	No.	
2.2	Farmers accessing improved agricultural infrastructure	No.	
2.2	Farmers accessing climate-smart improved agricultural infrastructure	No.	
2.3	Farmers utilizing agricultural assets	No.	
2.3	Female Farmers utilizing agricultural assets	No.	
2.4	Existing wet markets with upgraded water and sanitation services	No.	
2.4	Sellers benefitting from upgraded wet markets	No.	
2.4	Female Sellers benefitting from upgraded wet markets	No.	
3.0	<u>Result Area 2:Increasing food security and safe functioning of food supply chain for poor households(Output indicators)</u>		
3.1	FCAs sensitized and mobilized	No.	
3.2	CARP prepared	No.	
3.3	CARP approved	No.	
3.4	Farmers receiving input and advisory services	No.	
3.5	Agricultural infrastructure completed and paid for	No.	
3.6	Farmers accessing agriculture infrastructure	No.	
3.7	Beneficiaries receiving assets	No.	
3.8	Wet markets upgraded	No.	
3.9	Wet markets in compliance with WASH	No.	

3.10	Women participating in the cleaning and fumigation in the upgraded wet markets	No.	
3.11	Payments to the service providers on CARP implementation	Amount (N)	
3.14	Disbursements Received	Amount (N)	
3.17	Reports submitted	No.	
3.18	Technical assistance received	No.	
3.19	Manuals developed	Quantity	No.
		Type	No.
3.20	Guidelines developed	Quantity	No.
		Type	No.
3.21	Reports produced	Quantity	No.
		Type	No.
3.22	Capacity Building		
3.23	Beneficiaries Trained	Quantity	No.
		Type	No.
3.23	Staff Trained	Quantity	No.
		Type	No.
3.25	Review meetings conducted	No.	
	Review reports submitted	No.	
	Reports produced	No.	

	Result Area 3		
--	---------------	--	--

S/N	PDO Indicators	Unit of Measure	Value
1	Vulnerable and viable firms supported under the Program	No.	
2	Female-owned vulnerable and viable firms supported by the Program	No.	
	Intermediate Indicators		
3.	Firms receiving matching grants to support new loans originated after Covid-19	No.	
	Female-owned firms receiving matching grants to support post-COVID-19 loans	No.	
4.	Firms receiving operational support grants	No.	
	Female owned firms receiving operational support grant.	No.	
5.	Firms working on mini solar panels receiving grants for operational support	No.	
6.	Firms receiving grants to support IT-enhancement.	No.	
	Female owned firms receiving grants to support IT enhancement	No.	

S/N	Output Indicators	Unit of Measure	Value
3.1.0	DLI 3.1 Number of firms receiving conditional capital grant to support new post-COVID 19 loans		
	Number of registered firms for matching grants to support post-COVID-19 loans	No.	
3.1.1	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	

3.1.2	Number of eligible and verified firms for matching grants to support post-COVID-19 loans	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.1.3	Number of selected firms for matching grants to support post-COVID-19 loans	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.1.4	Number of verified lending financial institutions for matching grants to support post-COVID-19 loans	No.	
3.1.5	Number of firms with verified new loan records	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.1.6	Number of firms receiving conditional capital grant to support new - post-COVID19 loans	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.1.7	Amount disbursed to lending financial institutions (on behalf of beneficiary firms)	Naira	
	i. Male owners	Naira	
	ii. Female owners	Naira	

	iii. Micro scale Firms	Naira	
	iv. Small Scale Firms	Naira	
3.2.0	DL 3.2 Number of firms receiving conditional-operational support Grants		
3.2.1	Number of registered firms for operational grants	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
	Firms		
3.2.2	The number of firms that are eligible and has been verified for operational grants	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.2.3	Number of selected firms for operational grants	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.2.4	Number of firms receiving conditional - operational support grants	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.2.5	Amount disbursed to beneficiary firms for operational grants	Naira	
	i. Male owners	Naira	

	ii. Female owners	Naira	
	iii. Micro scale Firms	Naira	
	iv. Small Scale Firms	Naira	
3.3.0	DLI 3.3 Number of firms receiving conditional grants to support IT-enhancement		
	Number of registered firms for IT-enhancement	No.	
3.3.1	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
	Number of eligible and verified firms for IT-enhancement	No.	
3.3.2	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
	Number of selected firms IT-enhancement	No.	
3.3.3	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.3.4	Number of contracted service providers/ vendors of IT solutions	No.	
	Number of firms that confirm receipt of IT solution	No.	
3.3.5	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.3.6	Number of instances of tech deployment to support beneficiaries	No.	
	i. Male owners	No.	

	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.3.7	Number of firms receiving conditional grants to support IT enhancement	No.	
	i. Male owners	No.	
	ii. Female owners	No.	
	iii. Micro scale Firms	No.	
	iv. Small Scale Firms	No.	
3.3.8	Amount disbursed to service providers/ vendors of IT solutions (on behalf of beneficiary firms)	Naira	
	i. Male owners	Naira	
	ii. Female owners	Naira	
	iii. Micro scale Firms	Naira	
	iv. Small Scale Firms	Naira	

SECTION SIX

FOUNDATION AREA MONITORING AND EVALUATION FOR INVESTMENT PROJECT FINANCING (IPF) COMPONENT

6.1. Brief Description of IPF (Foundation Area) Component

The IPF component is the federal level support of NG-CARES which provides overall coordination of the CARES PforR and will be implemented by the FCSU housed in the Federal Ministry of Budget and National Planning (FMBNP). The FCSU will be responsible for providing technical, capacity building, M&E, and peer learning support to the state delivery agencies and the SCCU. The specific subcomponents of the IPF component are as follows:

- a. **Engagement and supervision of the IVA** that will undertake verification of the achievement of DLIs across the results areas, in all participating states and at agreed assessment periods.
- b. **Financial management** that will manage the proceed accounts and financial processes of the NG-CARES which will include production of Interim Financial Report, Periodic Financial Statements, Production of Audit Report etc.
- c. **Technical support and capacity building** that will assist state-level implementing agencies in core programme delivery functions such as operations, procurement, financial management, M&E, MIS, information and communication technology (ICT), and other operational matters.
- d. **Monitoring and evaluation** which will support an overall M&E framework for the NG-CARES PforR in all the participating states and across all results areas.

6.2. Result Matrix for Foundation Area - Strengthen Institutional Support For Coordination And Delivery Of Program

The Foundation Area is the Federal component of the NG-CARES Programme that will be implemented by the FCSU, a Unit of the FMFBNP. The activities, output and indicators to measures implementation are captured in the Table 6.1 below.

Table 6.1: Activities, output and indicators of Foundation Area

	Activities	Output	Indicators
1	Engagement and supervision of Independent Verification Agent (IVA)	(i) Verification assessment by IVA completed	(i) Number of completed assessments
2	Submission of report by IVAs	(i) Report submitted	(i) Number of reports submitted
3	Review, approval and disbursement to States	(i) Disbursement to States completed	(i) Number of disbursements to States (ii) Total amount disbursed to States
4	Financial Management	Report produced	Number of Interim financial report

	Activities	Output	Indicators
		Financial Statement produced	Number of periodic financial Statement
		Audit report produced	Number of Audit report produced
5	Technical support to State Cares Coordinating Unit (SCCU) and delivery platforms	(i) Manuals, guidelines and reports developed.	(i) Number and type of manuals developed (ii) Number and type of guidelines developed (iii) Number and type of reports produced
6	Capacity building of SCCU and delivery platforms	(i) Staff trained	(i) Number of staff trained (ii) Type of trainings
7	Peer learning for SCCU and delivery platforms	(i) Peer learning completed	(i) Number of peer learnings completed (ii) Number of staff that participated in peer learning
8	Experience sharing for SCCU and delivery platforms	(i) Experience sharing conducted	(i) Number of experience sharing sessions conducted (ii) Number of staff that participated in experience sharing sessions conducted
9	Monitoring and reporting of overall progress of implementation.	(i) Periodic progress report review meetings conducted (ii) Reports produced (iii) Third-party monitoring conducted and reported	(i) Number of review meetings conducted (ii) Number of review reports submitted (iii) Number of reports produced (iv) Number of third-party monitoring reports submitted
10	Periodic Evaluation of overall progress of implementation	(i) Mid-term and end-term evaluation exercise conducted and reported	(i) Number of impact evaluation reports submitted

6.3. Overall Monitoring and Evaluation Framework

A Results Framework will guide the M&E for the Program. A total of three PDO-level indicators and 11 intermediate indicators corresponding to the three results areas and three Intermediate Results corresponding to the IPF component will help determine the achievement of the Program outcomes at the end of the project. The three PDO indicators assess (a) the number of beneficiaries supported by the safety nets and basic services interventions; (b) number of farmers supported to increase food production; and (c) number of vulnerable and viable firms supported through the Program. It is critical for States to meet these three indicators to protect livelihoods and food security and facilitate the recovery of local economic activities in the country. Intermediate indicators are either directly drawn from the DLI matrix or are related to the delivery of the DLI.

Each indicator has an end-of-program (2022) target (to be measured in 2023) for the total number of states participating in individual DLIs of the Program. The end targets for PDO and intermediate indicators were calculated by aggregating the corresponding DLIs at the state level to arrive at the total number of individuals, farmers, and firms supported through the PforR for the duration of the Program. A total of nine out of the 11 intermediate indicators are disaggregated by gender and have specific targets set for the number of female beneficiaries or the proportion of women-owned firms to be furthered by the government interventions supported by the Program. The first two intermediate indicators in Results Area 2 will also measure the proportion of climate-smart inputs/services and agricultural infrastructure supported by the Program. The second intermediate indicator in Results Area 3 measures the proportion of firms supporting mini solar panel technologies and receiving operational support grants to retain operations. The responsibility for verification and assessment of progress of the indicators lies with the FCSU.

Table 6.2: NG-CARES Result Framework

Indicator Name	Definition/Description	Frequency	Data Source	Methodology for Data Collection	Responsibility for Data Collection	Responsible for reporting
Beneficiaries of targeted safety nets and with access to basic social services	Measures total number of beneficiaries of all the Social Safety Net and Basic services (Health, Education, Water and Nutrition) interventions	Every Six Months	IVA report/SCCU	Collected from IVA Verified Report/SCCU M & E Report	M & E Unit, FCSU	FCSU
Female beneficiaries of targeted safety nets and with access to						

basic services						
Farmers supported to increase food production (disaggregated by gender)	Aggregates numbers of farmers receiving inputs and services (DLI 2.1), accessing improved agriculture infrastructure (DLI 2.2) and receiving assets for production and small-scale primary processing (DLI 2.3). The indicator is disaggregated by gender to capture number of women farmers supported	Every Six Months	IVA report/SCCU	Collected from IVA Verified Report/SCCU M & E Report	M & E Unit, FCSU	FCSU
Female farmers supported to increase food production						
Vulnerable and viable firms supported under the Program	Aggregates numbers of supported firms receiving matching grants to support new loans originated after Covid-19 (DLI 3.1), operational support grants (DLI 3.2) and receiving grants to support IT-enhancement (DLI 3.3). The indicator is disaggregated by gender to capture number of women owned firms	Every Six Months	IVA report/SCCU	Collected from IVA Verified Report/SCCU M & E Report	M & E Unit, FCSU	FCSU
Female-owned vulnerable and viable firms supported by the Program						

Monitoring & Evaluation Plan: Intermediate Results Indicators						
Indicator Name	Definition/Description	Frequency	Data source	Methodology for Data Collection	Responsibility for Data Collection	Responsible for reporting
Targeted beneficiaries receiving transfers and stipends disaggregated by gender and vulnerability profile	Aggregates number of categorical poor on social transfers and those on LIPW receiving periodic stipends disaggregated by gender (40% female) and by poverty profile (aged, widow, physically challenged, among others)	Every Six Months	IVA report/SCCU	Collected from IVA Verified Report/SCCU M & E Report	M & E Unit, FCSU	FCSU
Targeted female beneficiaries receiving transfers and stipends						
Targeted beneficiaries with new income earning opportunities or household enterprises	Number of beneficiaries of Livelihood grants interventions – with active household enterprises	Every Six Months	IVA report/SCCU	Collected from IVA Verified Report/SCCU M & E Report	M & E Unit, FCSU	FCSU
Female targeted beneficiaries with new income earning opportunities or household enterprises						
Poor communities with improved functional social services infrastructure	Actual Number of Communities and Vulnerable groups with funded and completed Community Development and Group Development Plans	Every Six Months	IVA report/SCCU	Collected from IVA Verified Report/SCCU M & E Report	M & E Unit, FCSU	FCSU
Farmers utilizing agricultural	Tracks the number and gender of			Collected from IVA		FCSU

Monitoring & Evaluation Plan: Intermediate Results Indicators						
Indicator Name	Definition/Description	Frequency	Data source	Methodology for Data Collection	Responsibility for Data Collection	Responsible for reporting
inputs and services	farmers utilizing various crop and livestock inputs and services. A breakdown of the indicator captures women farmer beneficiaries and number of farmers receiving climate smart inputs and extension services Same as parent indicator.	Every Six Months	IVA report/ SCCU	Verified Report/ SCCU M & E Report	M & E Unit, FCSU	
Female farmers utilizing agricultural inputs and services						
Farmers utilizing climate smart inputs and services						
Farmers accessing improved agricultural infrastructure	Tracks number and gender of farmers using infrastructure that has been improved/rehabilitated, including small-scale irrigation, feeder roads and soil conservation measures. A breakdown of the indicator captures women farmer beneficiaries and number of farmers receiving climate smart infrastructure – irrigation and soil conservation measures	Every Six Months	IVA report/ SCCU	Collected from IVA Verified Report/ SCCU M & E Report	M & E Unit, FCSU	FCSU
Female Farmers accessing improved agricultural infrastructure						
Farmers accessing climate-smart improved agricultural infrastructure						
Farmers utilizing agricultural assets	Tracks number of farmers utilizing for assets	Every Six Months	IVA report/ SCCU	Collected from IVA Verified	M & E Unit, FCSU	FCSU

Monitoring & Evaluation Plan: Intermediate Results Indicators						
Indicator Name	Definition/Description	Frequency	Data source	Methodology for Data Collection	Responsibility for Data Collection	Responsible for reporting
Female farmers utilizing agricultural assets	production and small-scale primary processing. A breakdown of the indicator captures women farmer beneficiaries			Report/ SCCU M & E Report		
Existing wet markets with upgraded water and sanitation services	Tracks number of existing wet markets with water and sanitation services upgraded	Every Six Months	IVA report/ SCCU	Collected from IVA Verified Report/ SCCU M & E Report	M & E Unit, FCSU	FCSU
Sellers benefitting from upgraded wet markets	Tracks number and gender of sellers in wet markets that have been upgraded with water and sanitation services. The buyers will also benefit from the upgraded services, but their numbers are hard to measure and so the indicator only captures sellers.	Every Six Months	IVA report/ SCCU	Collected from IVA Verified Report/ SCCU M & E Report	M & E Unit, FCSU	FCSU
Female sellers benefitting from upgraded wet markets	Tracks the number of female sellers benefitting from upgraded water and sanitation services in wet markets					
Firms receiving matching grants to support new loans originated after Covid-19	Tracks the number of supported firms receiving matching grants. A breakdown of the	Every Six Months	IVA report/ SCCU	Collected from IVA Verified Report/	M & E Unit, FCSU	FCSU

Monitoring & Evaluation Plan: Intermediate Results Indicators						
Indicator Name	Definition/Description	Frequency	Data source	Methodology for Data Collection	Responsibility for Data Collection	Responsible for reporting
(disaggregated by gender)	indicator captures the number of women owned firms			SCCU M & E Report		
Female-owned firms receiving matching grants to support post-COVID-19 loans						
Firms receiving operational support grants (disaggregated by gender and firms directing grants to mini solar panels)	Tracks the number of supported firms receiving operational grants. A breakdown of the indicator captures the number of women owned firms and of firms directing the operational grant to the purchase and instalment of mini solar panels	Every Six Months	IVA report/ SCCU	Collected from IVA Verified Report/ SCCU M & E Report	M & E Unit, FCSU	FCSU
Female owned firms receiving operational support grant.						
Firms working on mini solar panels receiving grants for operational support						
Firms receiving grants to support IT-enhancement. (Disaggregated by gender)	Tracks the number of supported firms grants to support IT-enhancement. A breakdown of the indicator captures the number of women owned firms	Every Six Months	IVA report/ SCCU	Collected from IVA Verified Report/ SCCU M & E Report	M & E Unit, FCSU	FCSU
Female owned firms receiving grants to support IT enhancement						
States CARES coordination office established and functional	Actual number of States with States CARE unit.	Every 9 months	IVA report/ SCCU	Collected from IVA Verified Report/	M & E Unit, FCSU	FCSU

Monitoring & Evaluation Plan: Intermediate Results Indicators						
Indicator Name	Definition/Description	Frequency	Data source	Methodology for Data Collection	Responsibility for Data Collection	Responsible for reporting
				SCCU M & E Report		
Periodic verification of DLRs and DLIs and authorized disbursement conducted by Federal CARES Support Unit	Actual number of verification assessment cycle conducted by IVA on behalf of FCSU	Every 9 months	IVA report/SCCU	Collected from IVA Verified Report/SCCU M & E Report	M & E Unit, FCSU	FCSU
Staff participate in peer learning, experience sharing sessions and capacity building training.	Actual No of Staff of Federal and State CARES Coordination and Service Delivery Units trained	Every 9 months	IVA report/SCCU	Collected from IVA Verified Report/SCCU M & E Report	M & E Unit, FCSU	FCSU
Financial Management	Actual No. and Type of Financial Management Reports produced	Quarterly	FM Unit of FCSU	Collected from FM Report of FCSU	FM Unit of FCSU	FCSU

6.4. Reporting and Dissemination of Information to Stakeholders and Audience

The responsibility for reporting information rests with the State Delivery Platforms, SCCU, FCSU, Federal Supervising MDAs, World Bank, media and Civil Society Organizations. The FCSU will be solely responsible for information dissemination of NG-CARES activities and achievements to the FCTC, World Bank and other relevant MDAs. The achievements of the programme will be disseminated through various communication channels to the stakeholders.

Table 6.3: Consolidated NG-CARES Overall Performance Summary Sheet

S/N	PERFORMANCE INDICATORS	Unit of Measure	Value
1.0	Programme Key Performance Indicators		
1.1	Beneficiaries of targeted safety nets and with access to basic social services (disaggregated by gender)	No.	

	Female beneficiaries of targeted safety nets and with access to basic services (Number)	No.	
1.2	Number of farmers supported to increase food production (disaggregated by gender)	No.	
	Female farmers supported to increase food production	No.	
1.3	Number of vulnerable and viable firms supported by the program (disaggregated by gender)	No.	
	Female-owned vulnerable and viable firms supported by the Programme	No.	
2.0	<u>Result Area 1: Increasing social transfers, basic services, & livelihood support to poor and vulnerable households</u>		
2.1	Targeted beneficiaries receiving transfers and stipends (disaggregated by gender and vulnerability profile)	No.	
2.2	Targeted beneficiaries with new income earning opportunities or household enterprises (disaggregated by gender)	No.	
2.3	Poor communities with improved functional social services infrastructure	No.	
3.0	<u>Result Area 2: Increasing food security and safe functioning of food supply chain for poor households</u>		
3.1	Farmers utilizing agricultural inputs (disaggregated by gender)	No.	
3.2	Farmers utilizing climate smart inputs and services	No.	
3.3	Farmers accessing improved agricultural infrastructure (disaggregated by gender)	No.	
3.4	Farmers accessing climate-smart improved agricultural infrastructure	No.	
3.5	Farmers utilizing agricultural assets (disaggregated by gender)	No.	
3.6	Existing wet markets with upgraded water and sanitation services	No.	
3.7	Sellers benefitting from upgraded wet markets (disaggregated by gender)	No.	
4.0	<u>Result Area 3: Facilitating recovery and enhancing capabilities of micro and small enterprises</u>		
4.1	Firms receiving matching grants to support new loans originated after COVID-19 (disaggregated by gender: female-owned)	No.	
4.2	Firms receiving operational support grants (disaggregated by gender and firms directing grants to mini solar panels)	No.	
4.3	Firms receiving grants to support IT-enhancement (disaggregated by gender)	No.	
4.4	<u>Foundation Area: Strengthening institutional support for coordination and delivery of program at the federal level to</u>		

	<i>support states and provide technical support to achieve outcome,</i>			
4.5	States CARES Coordination Unit established and functional		No.	
4.6	Periodic verification of DLRs and DLIs and authorized disbursement conducted			
4.6.1	IVA Assessments completed		No.	
4.6.2	IVA reports submitted		No.	
4.7	Disbursements			
4.7.1	Disbursements to States		No.	
4.7.2	Total amount disbursed to States		Naira	
4.8	Reports submitted			
4.8.1	Manuals developed	Quantity	No.	
		Type	No.	
4.8.2	Guidelines developed	Quantity	No.	
		Type	No.	
4.8.3	Reports produced	Quantity	No.	
		Type	No.	
4.9	Capacity Building			
4.9.1	Staff Trained		No.	
		Type	No.	
4.9.2	Peer learnings completed		No.	
	Staff that participated in peer learning		No.	
	Experience sharing sessions conducted		No.	
	Staff that participated in experience sharing sessions conducted		No.	
4.10	Review meetings conducted		No.	
	Review reports submitted		No.	
	Reports produced		No.	
4.11	Third-party monitoring reports submitted		No.	

6.4.1. Structure of The Consolidated Reporting Templates

The Foundation Area Monitoring and Evaluation system will adopt a uniform format in reporting for submissions from SCCUs so as to make aggregation easier at zonal and national levels. The reporting system will consist of monthly quarterly, bi-annual and annual reports as applicable. The reporting format would consist of the following sections

Section One: SUMMARY OF ACHIEVEMENTS

This section will present a concise summary of achievements of the entire project during the reporting period.

Section Two: INTRODUCTION

This section will state the purpose and importance of the report. It would highlight the challenges and constraints observed at the end of the immediate past reporting period and discuss remedial actions taken.

Section Three: RESULT AREAS' ACHIEVEMENTS:

This section will do a detailed discussion of the achievements of the programme within the reporting period. Each of the DPs will be addressed separately and discussions will be by DLIs. For example, RA1, RA2 and RA3.

Section Four: FOUNDATION AREA ACHIEVEMENT

This section will focus on the achievements of the FCSU within the reporting period in the area of supervision of IVA, provision of financial management, technical support, capacity building, peer learning and experiencing sharing as well as monitoring and evaluation.

Section Five: OVERALL PROJECT ASSESSMENT

This section will discuss the overall assessment of the project based on DPs reporting done in sections two, three and four. The section will specifically report analysis on the following: Extent of Achievement of Targets; Evidence to support the incidence of DPs at Beneficiary Level; Implementation Challenges/Constraints; Lessons learnt that can be replicated

Section Six: ACTION PLAN FOR NEXT PERIOD (Quarter/Year)

This section will clearly specify the actions that would be taken in the next report period. This should be in line with the project activity plan and needs to identify actions that would be taken to address challenges and constraints observed in the current reporting period.

6.4.2. Key Audience and Dissemination

The key audiences are the State Governments, Federal Supervising MDA (Federal Ministry of Finance, Budget and National Planning), other relevant Federal MDAs, NASS, NGF, World Bank, CSOs, NGOs, media and donor agencies. The achievements and reports about the programme will be disseminated through, press release, publications, advocacy visits, workshops, print and electronic media including social media.

6.5 Description of Consultant Recruitment Process

The recruitment of a consultant that will be engaged to carry out the assessment of the programme will follow the appropriate procurement guidelines and procedures as contained in the Terms of Reference (ToR),

SECTION SEVEN

INDEPENDENT VERIFICATION EXERCISE

INTRODUCTION

The Federal Government shall engage the services of an Independent Verification Agency (IVA), which shall use series of Disbursement Linked Indicators (DLIs) to evaluate the achievements of targets agreed with the States at a regular interval (six months).

Verification Protocols: The Programme verification of results/outputs will be done based on the DLIs achieved by each State. An IVA will assess the results achieved by the States every six months after effectiveness. For each DLI achieved, States will earn the disbursement amount equal to the value of the DLIs achieved within an assessment period multiplied by the unit price of the DLI. Disbursements will be capped at the preselected total allocation for individual DLIs. States will not be able to earn more than the allocated amount per DLI even if they exceed the target set for individual DLIs for the duration of the Programme.

The responsibility to verify the achievement of DLIs and any agreed prior results lies with the FCSU based in the FMFBNP. The IVA will assess achievement of the DLIs through interaction with the SCCUs and the implementing MDAs responsible for the activities in the three results areas in each State (CSDA, SCTU, Public Workfare Project Implementation Unit [PWFPIU], Fadama, Ministry of Agriculture, MSE/GEEP, among others).

The IVA will not only check reports to confirm the achievement of results but may also carry out field visits and engage beneficiaries and service providers where necessary (as stated in the verification protocols and agreed in the manual) for compliance checks. The verification missions will be carried out at Six Months intervals and in accordance with the terms outlined in the PIM. The verification process will be supported by the State implementing units and the SCCU by making available all relevant data, reports, and documentation required for verification. The IVA will prepare and submit the verification report to the FCSU and the World Bank. Upon validation of the report, the FCSU will notify the World Bank of DLIs achievement, supported by the relevant evidence and documentation.

Following the World Bank's review of the complete documentation, including additional information requested by the World Bank task team on verification and assessment of DLIs, the World Bank management will confirm the achievement of the DLI(s) and the level of Programme financing proceeds available for disbursement against each DLI for transfer to the State Special CARES account in the State consolidated fund account or Treasury. This procedure will be carried out at Six Months intervals throughout the duration of the Programme.

Results Area 1: Increased Social Transfers, Basic Services, and Livelihood Support for Poor and Vulnerable Households

- The IVA will check and review the submissions on achievement of deliverables by the States, mainly in terms of (a) *results*, to confirm the exact number of deliverables achieved and less but also on some *processes*, issues to confirm that the agreed procedure was followed, and safeguard

guidelines were adhered to. In most cases, the processes and safeguard issues check will be based on samples and spot checks.

- For DLIs 1.1, 1.2, and 1.3, the IVA will check records to confirm the number of beneficiaries that are enrolled and participating in the interventions (social transfers, labour-intensive public works and livelihood grants). The IVA will also check that they are receiving the transfers, stipends or grants as agreed. To ensure that the agreed process is followed, the use of the agreed State Social Registry as the basis for selection of beneficiaries will be verified, as any beneficiary not selected from the registry and or not in line with the agreed criteria (as specified in the PIM), will be declared as an invalid deliverable. Specifically, in the case of DLI 1.3, attendance in training organized for beneficiaries of livelihood grants is required.
- For DLI 1.4, the IVA will review and confirm the number of Community Development Plans and/or Group Development Plans appraised, approved and funded by the State Agencies based on the dictates of the PIM. The number of individuals stated in the plans (to a maximum of 1000 per plan) will be taken as the number of beneficiaries utilizing micro-projects of the plans, and as the deliverable. For Environment and Social Safeguards (E&SS), the IVA will check record of voluntary land donation protocol developed with screening checklist, record of environmental and social screening report conducted before commencement of the micro-project. In addition, IVA will check record of voluntary land donation protocol developed with screening checklist and report of semiannual Environmental and Social audit conducted including the status of remedial actions taken that are stated in E&SS screening report, additional remedial actions identified and action plan for implementation, if relevant

Results Area 2: Increasing Food Security and Safe Functioning of Food Supply Chain

- The DLIs 2.1, 2.2, and 2.3 require the IVA to respectively verify the number of farmers utilizing agricultural inputs, accessing agricultural infrastructure and utilizing agricultural assets. Since the farmers will be reached through their groups using Community Driven Development (CDD) processes, the verification procedure will draw from the strong peer monitoring features of farmer groups to generate and corroborate information on the number of farmers reached. Each farmer receiving project support will be required to sign against his/her name using templates prepared as part of the Project Operations Manual. The templates will include names, gender and number of the farmers as well as the specific support received. After each farmer has signed alongside his/her name, the leaders of farmer groups will counter-sign at the bottom of the forms to authenticate the records. The signed records will be collected by the Local FADAMA-CARES desk at the Local Government Level. The Local FADAMA-CARES desk will send paper records to the State Fadama Coordinating Office together with electronic copies. In addition, the Local FADAMA-CARES desk will send a paper cover letter summarizing the content of the records. The cover letter will also be based on a template prepared as part of the Project Operations Manual. The IVA will review the paper records and create its electronic records.
- In addition to the records on name, gender and number of farmers, the verification procedure for DLI 2.1 and 2.3 requires the IVA to visit a sample of heads of farmer groups to validate the records.

- In addition to the records on name, gender and number of farmers, the verification procedure for DLI 2.2 requires the IVA to review the works contracts issued, works completion reports certified by the local FADAMA-CARES desk, and completion of safeguards screening checklists. Templates for these records will be prepared as part of the Project Operations Manual. The local FADAMA-CARES desk will be responsible to submit paper copies of the works contracts issued and original paper records of the certified works completion reports and completed safeguards screening checklists to the State Fadama Coordinating Office, together with electronic copies. The improvement/rehabilitation of some infrastructure might be carried out by the community itself using communal labor and not through a contractor. In cases where communal labor is used, the head of the community will sign a template form describing the works carried out by the community and payments to the community, including the type of work done, labor, materials, payment received, evidence of engaging in such work among others. The template form will be prepared as part of the Project Operations Manual. In addition, the IVA will visit a sample of the sites for agricultural infrastructure to confirm that agricultural infrastructure has been improved/rehabilitated as per works contracts. The IVA will verify the record of environmental and social screening conducted before commencement of infrastructure along with mitigation actions, timeline, responsible parties and budget in place, where needed.
- The verification procedure for DLI 2.4 requires the IVA to verify the number of wet markets with upgraded water and sanitation services with universal access. In particular, the IVA will review the works contracts issued, works completion reports certified by the local Fadama- NG-CARES desk, and completion of environmental and social safeguards screening report conducted prior to commencement of infrastructures along with mitigation actions, timeline, responsible parties and budget in place, where needed.
- Templates for these records will be prepared as part of the Project Operations Manual. The local FADAMA- NG-CARES desk will be responsible for submitting paper copies of the works contracts issues and original paper records of the certified works completion reports and completed to the State Fadama Coordinating Office, together with electronic copies. In addition, the IVA will visit a sample of the wet markets to validate the records and confirm that water and sanitation services have been upgraded with universal access as per works contracts. Report of semiannual Environmental and Social audit conducted including the status of remedial actions taken that as stated in E&S screening report, additional remedial actions identified and action plan for implementation, if relevant will be checked.

Results Area 3: Facilitating Recovery and Enhancing Capabilities of Micro and Small Enterprises

- For all DLIs of Results Area 3, the verification exercise will involve: a) *vetting criteria checks* – to confirm that benefitting firms meet the targeting and enumeration requirements; b) *results checks* – to confirm the exact number of deliverables achieved; c) *inclusion check* – a confirmation of the number of beneficiary firms run by and employing women and youths; d) *systems and processes check* – to confirm that the agreed procedure was followed and safeguard guidelines were adhered to. In most cases the systems and processes check will be based on samples and spot checks.

- Specifically, for DLI 3.1 which is a financial market intervention, the IVA will check records for legible beneficiary firms to confirm that numbers of the legible beneficiaries receiving co-financing grants were well-targeted and that grant sizes are within the 40 percent of the newly originated loans and is within the grant upper threshold. The IVA will verify from the registers that the origination dates of the (new) loans are within the specified timeline and that payments are made directly into bank accounts or mobile wallets of the beneficiaries. The IVA will also ensure that registers for legible beneficiary firms include BVN numbers for entrepreneurs (firms' owners) so that deduplication exercises for beneficiaries can be launched in case required. IVA will ensure that the records are originated using a robust and up to date database..
- For DLI 3.2, the IVA will check that the records that include registers that include the number of legible beneficiary firms (formal and informal) that are receiving the operational support grants directly into their verified bank accounts or mobile wallets as captured in the vetting documentation. The records should also indicate the purpose for which the grant was used per legible firm. The BVN and phone numbers for legible beneficiary entrepreneurs should be included in the registers (firms' owners) in case a deduplication exercise is required. The records of legible beneficiary firms should also list the membership of trade associations/microcredit institutions (for informal firms).
- For DLI 3.3, the IVA will check registers of the number of eligible formal or informal firms that received support grants that covered acquisition and deployment of IT solutions; and registers of the number of eligible formal or informal firms that received support grants that covered the acquisition of IT physical equipment.

Verification Procedure

Details of the verification protocol and the templates to be used during the periodic exercise will be specified in the DLI Verification Protocol and Procedure Manual. The IVA will also verify the report of the annual Environmental and Social audit conducted. Report of semiannual Environmental and Social audit conducted including the status of remedial actions taken that are stated in E&S screening report, additional remedial actions identified and action plan for implementation, if relevant will be checked.

The delivery platform will collect the data, results, and relevant information from the communities, LGAs, beneficiaries, and service providers such as payment service agents in a timely and accurate manner and present it to the SCCU for use by the IVA. The SCCU will also use such information along with that of other platforms to produce a State CARES M&E report to be submitted to the FCSU. The M&E units of the Delivery Platforms will also work closely with the IVA for validation and cross-checking of the results data submitted. The FCSU will be responsible for producing the quarterly and annual programme performance report.

Table 7.1: DLIs, Disbursement Timing, and Verification Protocol

Results Area	DLI	Timing after Effectiveness	Verification Protocol
Results Area 1: Increased social transfers, basic services, and livelihood support to poor and vulnerable households	Number of beneficiaries receiving State Social Transfers	6, 12, 18 months	IVA verifies: <ul style="list-style-type: none"> • Number and proof of successful direct cash transfer payments to the stated number of enrolled beneficiaries • Number and proof of beneficiary selection from agreed State Register and enrollment by gender and vulnerability profile • Sample of beneficiaries to confirm receipt of benefits
	Number of beneficiaries engaged and deployed into LIPW activities in social services and receiving stipends	6, 12, 18 months	IVA verifies: <ul style="list-style-type: none"> • Number and proof of successful direct stipends payments to enrolled beneficiaries • Number and proof of individual selection from agreed State Register and enrollment by gender and vulnerability profile • Sample Records of attendance and participation in public works with Personal Protective Equipment (PPEs), Occupation Health and Safety (OHS) and National and Good International Industrial Practices (GIIP) labor practices confirmed in place • Sample of worksites to confirm beneficiaries and work done
	Number of beneficiaries supported with Livelihood Grants	6, 12, 18 months	IVA verifies: <ul style="list-style-type: none"> • Reports and number of successful grant transfer to beneficiaries • Number and proof of individual selection from agreed State Register and enrollment by gender • Report of training attendance/register • Sample of beneficiaries to confirm receipt of benefits/grants and livelihood activity
	Number of direct beneficiaries of completed and functional Community and Basic Service	6, 12, 18 months	IVA verifies: <ul style="list-style-type: none"> • Record of number of CDPs/GrDPs appraisal by the appraisal team and approved by CSDA management team, and funded as agreed in PIM • Records of number and profile of benefiting members of the community and or vulnerable groups that are utilizing micro-projects in the CDP or GrDP with sample visit to the community and vulnerable groups • Record of environmental and social screening report conducted prior to commencement of microproject along with mitigation actions, timeline,

Results Area	DLI	Timing after Effectiveness	Verification Protocol
	Infrastructure microprojects		<p>responsible parties and budget in place, where needed</p> <ul style="list-style-type: none"> Record of voluntary land donation protocol developed with screening checklist Report of Environmental and Social audit conducted including the status of remedial actions taken that are stated in environmental and social (E&S) screening report should be done every six monthly. Additional remedial actions identified and action plan for implementation can be included, if relevant
Results Area 2: Increasing food security and safe functioning of food supply chains	Number of farmers utilizing agricultural inputs and services from the Program	6, 12, 18 months	<p>IVA reviews the following records to verify DLI achievements:</p> <ul style="list-style-type: none"> Registers of names, numbers and gender of farmers receiving crop and livestock inputs, including the specific types of inputs (e.g. varieties of improved seeds) and quantities received by each farmer Registers of names, numbers and gender of farmers receiving mechanization services and extension and advisory services; Counter-signed forms from leaders of farmer groups confirming that farmers are utilizing the inputs In addition, the IVA will visit a sample of heads of farmer groups to validate the records
	Number of farmers accessing improved agricultural infrastructure	6, 12, 18 months	<p>IVA reviews the following records to verify DLI achievements:</p> <ul style="list-style-type: none"> Registers of names, numbers and gender of individual benefitting from the infrastructure The number of works contracts issued Record of Environmental and social screening report conducted prior to commencement of infrastructures along with mitigation actions, timeline, responsible parties and budget in place, where needed Works' completion reports certified by local FADAMA-CARES desk and State Fadama Coordinating Office In addition, the IVA visits a sample of the sites to confirm that infrastructure has been rehabilitated/improved as per works contracts Report of semiannual Environmental and Social audit conducted including the status of remedial actions taken that are stated in E&S screening report, additional remedial actions identified and action plan for implementation, if relevant

Results Area	DLI	Timing after Effectiveness	Verification Protocol
	Number of farmers utilizing agricultural assets (production and small-scale primary processing) provided by the Program	6, 12, 18 months	<p>IVA reviews the following records to verify DLI achievements:</p> <ul style="list-style-type: none"> • Register with names, number and gender of farmers receiving assets for each category (production and small-scale primary processing/preservation) • Counter-signed forms from leaders of farmer groups to confirm that farmers are utilizing the assets • In addition, the IVA will visit a sample of heads of farmer groups to validate the records
	Number of existing wet markets with upgraded water and sanitation service	6, 12, 18 months	<p>IVA reviews the following records for each market to verify DLI achievements:</p> <ul style="list-style-type: none"> • The number of markets and works contracts issued • Record of Environmental and social screening report conducted prior to commencement of upgrading works along with mitigation actions, timeline, responsible parties and budget in place, where needed • Works' completion reports certified by local FADAMA-CARES desk and State Fadama Coordinating Office • In addition, the IVA visits a sample of the markets to confirm that water and sanitation services have been upgraded with universal access as per works contracts. • Report of semiannual Environmental and Social audit conducted including the status of remedial actions taken that are stated in E&S screening report, additional remedial actions identified and action plan for implementation, if relevant
Results Area 3: Facilitating recovery and enhancing capabilities of small	Number of firms receiving MSE Matching Grants to support new loans originated	6, 12, 18 months	<p>IVA reviews the following records to verify DLI achievements:</p> <ul style="list-style-type: none"> • Registers for number of new loans by financial intermediaries including loan agreement or new loan records issued by financial intermediaries to eligible beneficiary firms • Registers for numbers of transfers of 40 percent of new loans to bank accounts / digital wallets of eligible beneficiary firms

Results Area	DLI	Timing after Effectiveness	Verification Protocol
and medium enterprises	after June 16, 2020		
	Number of firms receiving Operational Support Grants	6, 12, 18 months	<p>IVA reviews the following records to verify DLI achievements: for eligible formal beneficiary firms:</p> <ul style="list-style-type: none"> Registers for the number of eligible formal beneficiary firms that received support grants direct to wage/salary payments into the bank accounts or digital wallets of employees Registers for the number of eligible formal and informal firms that received support grants covering payments to private security personnel and purchase of solar panels Registers for eligible formal beneficiary firms that received support grants that covered documented verifiable operational costs <p>For informal firms; IVA reviews documentation and evidence that includes but not limited to:</p> <ul style="list-style-type: none"> Registers for number of eligible informal firms that were biometrically enrolled to the CARES state's transacting platform e.g. Bank Verification Number (BVN), mobile phone number of beneficiary informal firms, where digital data protection is in place
	Number of firms receiving IT Enhancement Grants	6, 12, 18 months	<p>IVA reviews the following records to verify DLI achievements:</p> <ul style="list-style-type: none"> Registers for the number of eligible formal or informal firms that received support grants that covered acquisition and deployment of IT solutions Registers for the number of eligible formal or informal firms that received support grants that covered the acquisition of IT physical equipment Report of semiannual Environmental and Social audit conducted including pollution (e-waste, GHG emissions, resource efficiency, etc.) and labor dimensions of IT enhancement activities

SECTION EIGHT

OTHER MONITORING AND EVALUATION ISSUES

8.0 INTRODUCTION

This section focuses on other monitoring and evaluation (M&E) issues that could add value to the M&E system and reports output. Some of these issues are third party monitoring, thematic visits, rapid appraisal and Implementation Support Missions.

8.1 Third Party Monitoring

A third-party monitoring team consisting mainly of civil society organizations and using the agreed social accountability mechanism will be engaged by the FCSU to provide independent validation of the process and procedure used for the delivery by the participating States. The report of the third party will be shared with the World Bank by the FCSU and will form a critical input in the monitoring of the implementation progress and the adherence to the agreed operational process by the State delivery platforms.

Third-Party Monitoring is a type of monitoring done through independent consultants who will undertake a routine assessment of the project activities. The consultants must have expertise in relevant fields to accurately assess the project executing process. It fills a critical evidence- gathering gap but carries risks and limitations.

The focus areas among others of third-party monitors are to:

- verify whether funded interventions were implemented as per the proposals.
- provide the required levels of assurance and satisfaction from beneficiaries to the primary stakeholders
- ensure that projects were delivered efficiently in compliance with the requirements.

The Third Party Monitor (TPM) will ensure accountability by allowing recipients to share feedback in a safe, secure and dignified manner, provide a participatory opportunity for beneficiaries in decision-making that affects their lives, facilitate lessons learned and best practices for accurate and objective feedback. In addition, identify challenges and recommends corrective actions that will address the needs of the affected population appropriately and efficiently.

8.2 Thematic Visit

This is a visit to the participating states to address issues/problems that may or are affecting the smooth implementation of the programme. The advisory visit is to ensure that the objectives of the programme are not derailed and that efforts should be made by the state stakeholders in resolving the challenges.

8.3 Implementation Support Mission

The World Bank will continuously monitor the institutional capacity of the key implementing partners and emerging implementation risks and assess the need for early response to emerging implementation challenges. The implementation support strategy will include (a) Joint Review Missions (JRM) (on a quarterly basis and might run more frequently during the first year); (b) monthly technical meetings/workshops for (i) federal and state-level coordinators; (ii) Results area

Delivery Platform heads; and when required (iii) state-level CARES team(s); (c) on-demand external technical expertise; and (d) audit and fiduciary reporting (including safeguards, procurement, and financial management).

8.4 Evaluation

This is a process of systematically and objectively determining the relevance, efficiency, effectiveness and impact of interventions. During this process, a Participatory evaluation involving all stakeholders shall be maintained throughout the Programme implementation. Furthermore, an independent evaluator can also be engaged to assess implementation status.

Evaluation involves the process for determining systematically and objectively, the relevance, efficiency, effectiveness, impact and sustainability of the programme outcomes. Table 8.4.2 summarizes the different types of evaluations to be undertaken to review performance, outcome and impact towards achieving the set objectives in NG-CARES. The Table further explains the various responsible stakeholder to undertake each of the tasks (research/study), the task to be undertaken, focus of the task and the frequency of the task in the life of the project.

There shall be an evaluation of the activities of the programme at Mid-term and End term to assess the progress of the program development objective and KPIs as contained in the Result Framework. The evaluation will be conducted by consultants engaged by the FCSU who would have studied all the requirements of evaluation.

The purpose of the report is to obtain independent views of the main stakeholders on the project's relevance, performance and the likelihood of its success. It also aims to provide a rating and contextual assessment of the progress of the project in achieving its objectives, present stakeholders' insights into issues affecting the implementation of a project and their proposals for addressing those issues and in a way, it is a form of an independent annual evaluation of the project by all stakeholders based on their experience. The opinions of stakeholders as expressed in this form should be collated and analysed by the evaluation team, the output of which should suggest changes that should be made to make the project a success.

8.4.1 Description of Key evaluation questions:

The key evaluation question will include the assessment of the effectiveness, efficiency and appropriateness of the programme interventions in meeting the project development objectives. This will determine the extent to which the programme has addressed the identified needs, aligned with government priorities, achieved the intended outcomes and whether the outcome of the programme represents value for money.

Efficiency

- How well has the project used its resources to produce target outputs?
- How adequate are the quantity and quality of project inputs relative to the target outputs?
- To what extent has capacity building enhanced service delivery by various institutions?

Effectiveness

- What is the project status with respect to target outputs in terms of quantity, quality and timeliness? What factors impede or facilitate the production of such outputs?
- How useful are the outputs to the needs of the direct beneficiaries? Is there general acceptance of the outputs by these beneficiaries? Is there a significant gender differentiation

in the usefulness of the outputs to direct beneficiaries?

- Do the outputs contribute to the achievement of the immediate objectives of the project? What signs indicate this? Are monitoring and evaluation indicators appropriate or is there a need to establish or improve these indicators?

Appropriateness

- How appropriate are the execution and implementation modalities?
- How well is the project managed?
- How adequate are monitoring and reporting mechanisms?
- How effective are support-cost arrangements?

8.4.1.1 Evaluation questions for Result Area 1

Evaluation questions define the information that the evaluation will generate. This section proposes the questions that, when answered, will give intended users of the evaluation the information they seek in order to make decisions, take action or add to knowledge. The key questions are:

1. Were stated outcomes and outputs achieved?
2. How relevant are the operations of the RAs to the beneficiaries?
3. Were the beneficiaries' expectations met?
4. What progress toward the outcomes has been made?
5. What factors have contributed to achieving or not achieving intended outcomes?
6. To what extent have RAs outputs and assistance contributed to programme outcomes?
7. What factors contributed to effectiveness, efficiency and timeliness?
8. What changes did RAs intervention bring about in terms of beneficiaries' welfare
9. Were the resources managed in the most efficient way possible?
10. What were the lessons learnt?

8.4.1.2 Evaluation questions for Result Area 2

The key evaluation questions to be addressed under RA2 are as follows:

- i. Critically re-examine, in the light of subsequent developments, the project rationale stated in preparation and appraisal documents;
- ii. Compare the actual achievements with the targets set and identify the reasons for shortfalls or over achievements as contained in the RMF;
- iii. Determine the contribution of the RA to the national Food Basket
- iv. Determine the contribution of the RA to the national safe functioning of wet markets.
- v. Assess the efficiency of project implementation procedures and the quality of managerial performance;
- vi. Determine the effect, outcome and impact of the project;
- vii. What activities worked well? What activities did not work so well?
- viii. What was the cost of delivering the activities?

- ix. What are best practices in relation to program delivery?
- x. How many women/youth and/or families were reached?
- xi. What are the program participants' characteristics? (including presenting issues and demographics)
- xii. Did the program reach the intended target group?
- xiii. Were beneficiaries satisfied with the delivery of the program?

8.4.1.3 Evaluation questions for Result Area 3

1. Were the stated outcomes and outputs achieved?
2. What progress has been made towards the intended outcomes?
3. What factors have contributed to achieving (or not achieving) the intended outcomes?
4. To what extent have NG-CARES outputs and assistance contributed to the intended outcomes?
5. What factors have contributed to effectiveness or ineffectiveness?
6. What changes in beneficiary welfare has the project brought about?
7. Were project resources managed in the most efficient way possible?

8.4.2 Description of evaluation type

The NG-CARES Programme is an emergency operation which has a two-year implementation period. Although there is a need to conduct an evaluation study for the programme however, the small evaluation i.e. Small E, will be conducted by independent consultants engaged for the exercise,

The two types of evaluation exercise identified for the programme include:

a. Midterm Evaluation

Midterm evaluation focuses around learning how the program could be improved, whether the program is worthwhile, whether there are better alternatives, if there are unintended outcomes, and whether the program goals are appropriate and useful.

b. Endterm Evaluation

End-term Evaluation is at the end of the program lifetime which focuses on project or program results and how and why they were achieved and to inform decisions such as whether to continue the intervention, to improve it, to scale it up or replicate it elsewhere

The types of evaluation to be done for Result Areas, partners, the summary of tasks and frequency is presented in the table below:

Table 8.1: Types of evaluations to be undertaken

Evaluation	Partners/ Stakeholders	Summary of Tasks	Focus	Evaluator	Frequency
Mid-Term Review	DPs, SCCU, FCSU, Consultants	Design survey tools, review documents both financial and operational, data collection and analysis, review and recommend more effective and efficient implementation processes	Relevance of the operation on the beneficiaries Performance (effectiveness, efficiency, and timeliness) Issues requiring decisions and actions Lessons learned about project design, implementation and management.	Internal and External	At program midterm (once)
Impact Evaluation/ Assessment	DPs, SCCU, FCSU, Consultants	Design tools, Review documents, analysing existing data, conducting limited data collection and make recommendations	Relevance of the operation on the beneficiaries and community at large Performance (effectiveness, efficiency, and timeliness) Success (impact, sustainability and contribution to social and economic development) Lessons learned about project design, implementation and management in terms of best and worst practices, intended and unintended costs and benefits, applicability of lessons) as basis for policy formulation and future projects. Recommendation for future similar projects.	External	Usually completed within one to two months At the end of the Project

8.4.3 Consultant recruitment process

The State shall use appropriate procurement method(s) to recruit consultants for evaluation purposes.

8.4.4 Evaluation Report Outline

- Title Page
- Executive Summary
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- List of Plates (Pictures)
- Acronyms

INTRODUCTION

- RA Background
- Project Development Objective and Key Indicators
- Implementation and Institutional Arrangements
- Objectives of the Outcome Evaluation Study
- Scope of Work

REVIEW OF RA PERFORMANCE

- Overall RAs Implementation Status
- PforR
- DLIs
- DPs Capacity and Partnership Building

METHODOLOGY

- Data Collection
 - Sampling Procedure
 - Sample Size
 - Data Collection Instruments
- Data Analyses

OUTCOME EVALUATION RESULTS

- Outcome Evaluation Results by Output and Outcome Indicators
 - DLIs
 - Output and Outcome indicators

DLIs

Environmental Safeguard

Social Safeguard

Project Outcomes (Perception Evaluation)

SUMMARY, CONCLUSION AND ACTION PLAN

Summary (Success Stories, Lessons Learnt and Challenges)

Conclusion

Action Plan