Rural Mobility and Socio-Economic Baseline Pilot Study in Liberia

Train-the-Trainer Workshop Report

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The views in this document are those of the authors and they do not necessarily reflect the views of the Research for Community Access Partnership (ReCAP) or Cardno Emerging Markets (UK) Ltd for whom the document was prepared.

Cover photo: Participants at the Results Validation Workshop.

### Quality assurance and review table

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<th>Reviewer(s)</th>
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<td>Charles T. Bopoto</td>
<td>Dr Michael Burrow</td>
<td>10th September, 2019</td>
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### ReCAP Database Details: Rural Mobility and Socio-Economic Baseline Pilot Study in Liberia

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Abstract

Safe, reliable and affordable rural access facilitates the movement of goods and services which affects the livelihoods of low-income households, especially in developing economies such as Liberia. Evidence shows there is a strong correlation between poverty and connectivity. Currently, various donor funded rural access programmes and projects are being implemented in Liberia, whilst other such projects are in the pipeline.

There is a growing need to measure the impact of these rural access investments on livelihood opportunities and poverty reduction, and to measure the socio-economic benefits accruing to project beneficiaries.

To this end, the Liberian Ministry of Public Works (MPW) is to establish a Monitoring and Evaluation (M&E) system for assessing the socio-economic impacts of rural road improvement projects. The project is sponsored by the DFID funded Africa Community Access Partnership (AfCAP) and is being undertaken by the University of Birmingham using the Liberian Swedish Feeder Roads Project (LSFRP), funded by the Swedish Government, as a pilot case study.

This report covers the train-the-trainer workshop held in Monrovia from 9 to 12 July 2019. The report summarises the proceedings of a highly interactive and practical workshop on the online M&E Database management.

Participants were exposed to the technical aspects of the system as well as the salient issues pertaining to conducting data collection exercises in the fields. The importance of being sensitive to interviewee rights and local cultural customs was emphasised.

The workshop concluded that the system was robust and practical with the final list of indicators being less onerous. It was further noted that the system called for a greater transparency in the way data was held and disseminated by various divisions within MPW.

A functional IT network/internet was seen as imperative for the sustainability of the system. It was agreed that it was essential to revamp MPW’s IT system as whole to ensure the M&E Bureau could link up seamlessly with those persons to whom the M&E Project Officer role is assigned. In addition, a well-functioning network will afford all system users and stakeholders with continuous access to M&E data and results.

Key Words

Database, Indicators, Online, Sustainability
Acronyms, Units and Currencies

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<td>Feeder Road Alternatives and Maintenance Program</td>
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<td>M&amp;E</td>
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1 Introduction

1.1 Background to Study
Safe, reliable and affordable rural access facilitates the movement of goods and services which affect the livelihoods of low-income households, especially in developing economies such as Liberia. Evidence shows there is a strong correlation between poverty and connectivity. Road access in rural areas can improve social welfare by increasing the proximity and quality of basic services and by broadening livelihood opportunities.

To monitor and evaluate the impact of investments in rural access projects on livelihood opportunities and poverty reduction, and to measure the socio-economic benefits of improved accessibility to project beneficiaries, it is important to identify whether the project outcomes have been achieved through ex-ante and ex-post impact studies.

Currently, various donor funded rural access programmes and projects are being implemented in Liberia, whilst other such projects are in the pipeline. There is a growing need to measure the impact of these projects on rural livelihoods and economic growth.

The Liberian Ministry of Public Works (MPW) seeks to establish a Monitoring and Evaluation (M&E) Framework for assessing the socio-economic impacts of rural road improvement projects, using the Liberian Swedish Feeder Roads Project (LSFRP) as a case study. MPW obtained assistance from the ReCAP programme to undertake a pilot study on two roads. The University of Birmingham was awarded the contract to provide consultancy services towards establishment of an online M&E System.

1.2 Study Aim
The aim of the project is to establish a systematic and functional monitoring and evaluation system for low volume feeder roads, including a robust data collection approach and an associated online database. The M&E procedure will be applied to the collection of before (ex-ante) and after (ex-post) data to measure performance against targets on the improvement of low volume roads.

1.3 Study Objectives
The objectives of the study are to:

- Define indicators of measurement and specifications that can be used to measure potential direct and indirect impacts of the rehabilitation of LVRs under LSFRP.
- Establish an appropriate study approach and procedure for socio-economic baseline data collection on LVRs in Liberia.
- Develop a database management system that can be used to compare and contrast ‘before’ and ‘after’ impact data for the LSFRP and other feeder road projects in Liberia.
- Populate the database using existing socio-economic data obtained from local communities impacted by two recent or ongoing projects.
- Build capacity and transfer knowledge to the MPW’s Department of Feeder Roads (DFR) and M&E staff to carry out baseline, output, outcomes and impact surveys.
- Achieve uptake and embedment of the approach through conducting two country workshops to validate the proposed methodology for study and review the outcomes of the study.

1.4 Study Approach
The approach adopted in this study took cognisance of existing studies and focused on taking advantage of the existing body of knowledge to quickly deliver an M&E framework and a data management system that is appropriate, simple, practical and sustainable. The aim is to develop an M&E system based on full consideration of stakeholder needs and expectations to ensure understanding, ownership and use of the M&E data.
1.5 Purpose of this Report

This report covers the Train-the-Trainer Workshop held in Monrovia from the 9th to the 12 of July 2019. This workshop report summarises the proceedings of the workshop as well as proposals made by the participants to improve the M&E system.

2 Structure of the Train-the-Trainer Workshop

2.1 Purpose of Workshop

The purpose of the workshop was to train a selected and representative number of trainers in data collection, collations, archiving of data as well as the use of the M&E Online system.

2.2 Structure of Workshop

The workshop was held over a four-day period and involved brief and structured presentations by the study team members followed by general discussion on the various components of the M&E System.

Thereafter the participants were guided through practical sessions covering all the aspects of the M&E System. Each participant had a laptop and internet access to facilitate logging onto the system.

The practical sessions were facilitated by members of the study team and were designed to be highly interactive.

Following the practical sessions, a plenary session was held to review the proceedings of the workshop before closure of the workshop.

2.3 Workshop Programme and List of Participants

The programme for the workshop and the list of participants are provided in Annex 1.
3 Summary of Workshop Proceedings

3.1 Introductions and Presentation of Workshop Format

The workshop was officially opened by MPW’s Rural Roads Consultant, Mr S. Harris, on behalf of the Minister. This was followed by self-introductions by all participants present.

The study team leader then presented the workshop format which was found acceptable by the participants.

The objectives of the workshop were to:

- Refresh on study activities,
- Present the M&E System as finalised,
- Train trainers on the M&E Data Management System,
- Populate database with initial data,
- Handover of the system and equipment to MPW.

The workshop proceedings included presentations, discussions and practical session on the aspects listed above.

The workshop ended with a group discussion by the participants on the overall structure of the system and potential improvements to the same.

The key points of the presentations, as well as discussion points arising from the presentations are summarised in the following sections.

Copies of all the PowerPoint presentations are attached as Annex 2.

3.2 Presentations

3.2.1 MPW M&E Overview

The Team Leader revisited the overall structure of the M&E Framework for the purposes of refreshing the participants’ minds on the components of the same.

The presentation covered the following aspects:

- M&E Policy and Strategy,
- M&E Bureau Mandate,
- Results Based Monitoring,
- Project Log-Frames,
- Socio-economic Indicators,
- M&E Data Sources,
- Data Collection Methods and Tools,
- ONLINE Database Management System,
- Link to MPW Website,
- M&E Reporting,
- Data Download and Analysis,
- M&E Plans and Calendar,
- M&E Budgeting.
3.2.2 Training Guidelines

The Team Leader presented the guidelines on training users of the system that will be adopted by MPW M&E staff in future.

This presentation covered the following aspects:

- Objectives of the training and format,
- Identification of potential trainees,
- Training tools,
- Training preparations and etiquette,
- Training sessions content.

3.2.3 MPW On-line Data Management System

The System Analyst made a step-by-step presentation of the on-line system whose interactive landing page at [https://mpwme-liberia.georams.co.za/](https://mpwme-liberia.georams.co.za/) is depicted in Figure 1:

![MPW M&E System On-line Landing page](image)

**Figure 1: MPW M&E System On-line Landing page**

This presentation covered the following aspects:

- The online MPW M&E system tabs details and their functions:
  - Home,
  - Dashboard,
  - Calendar,
  - Projects,
  - Reports,
  - Map,
  - Downloads,
  - News,
  - Contact Us,
3.2.4 Data Collection - Technical

The Local Researcher presented on the nuances of collection of technical data for entering onto the system. This presentation covered the following aspects:

- Traffic Counts,
- Transport Surveys,
- Road Condition Surveys,
- Road User Surveys,
- Vehicle Operation Cost Surveys.

3.2.5 Data Collection – Socio-economic

The Socio-Economic Expert made a presentation that guided the participants on collection and analysis of socio-economic data. The presentation also guided participants on how to conduct useful and ethical focus group meetings.

This presentation covered the following aspects:

- Definition and clarification of objectives and S/E indicators,
- Selection of data sources and methods of collection,
- Preparing budgets for undertaking field work etc,
- Focus group discussion procedures,
• Data collation and analysis.

3.3  **Practical Sessions**

3.3.1  **Socio-economic Data Collection using Samsung Tablets**

Through a highly interactive session, participants were exposed to all the aspects of using Samsung tablets to collect data. Each participant was guided through all the steps required, from linking the tablet to the M&E system’s Google Drive to download pre-loaded forms, conducting mock-interviews on fellow participants, and finally uploading the completed forms onto the system.

3.3.2  **Conducting Focus Group Meetings**

Focus group meetings will be used as qualitative tools to check the quantitative data collected using the Samsung tablets. The participants were trained in how to conduct such meetings through undertaking mock-meetings amongst themselves. The sessions were particularly useful in pointing out the importance of maintaining sensitivity to the cultural practices of those being interviewed.

3.3.3  **Project Monitoring Data Collection, Entry and Analysis**

Each participant was assigned responsibility for an ongoing project under the system and tasked with collecting and entering pertinent monitoring data. Collection of data involved interviewing those responsible for supervision of the project and reviewing progress reports. Data so collected was entered onto the system and where adequate data had been captured, some reports were generated.

On the whole, it was found that the data required was very difficult to obtain as currently some of it was not being collected. In addition, some of the required data was not publicly available and will be obtained after further administrative interaction between the M&E Bureau and other division in the Ministry.

3.3.4  **Project Evaluation**

The participants were guided on the project evaluation procedure which involved retrieving the evaluation form for each project on the system and objectively assigning scores to the following evaluation criteria:

- Relevance,
- Impact,
- Efficiency,
- Effectiveness, and
- Sustainability.

4  **Summary of Key Issues Arising and Conclusions**

At the end of the workshop participants were given the opportunity to express their views on the entire system and the workshop in particular. This was done through a plenary session and completion of a workshop evaluation form.

The summary of the sentiments expressed via the workshop evaluation form are given in Annex 4.

The workshop participants, as in the previous workshop, were concerned mainly about the sustainability of the online system, especially taking into account the current reported poor state of the MPW IT network.

The participants generally appreciated the scope covered by the system and recognised the importance of sharing data and information amongst the various MPW divisions. The M&E Bureau will coordinate the rationalisation of the data to be collected and entered into the system from all MPW divisions.

The workshop noted that the following following key recommendations on technical aspects of the system that had been made in the previous workshop had been attended to:
• The online system now prescribes deadlines for entry of monitoring information,
• Approval by the M&E Director will be required to enter information outside the stipulated period or to edit any previous entries,
• The system allows entry of physical progress as well as changes of project end dates.
• The list of indicators had been reduced to those that directly reflected the impact of maintenance interventions.

5 Way Forward
Following the workshop, the following actions were agreed:

• MPW were to provide final comments, if any, on the system and the associated user manual, the overall M&E guideline and the training guideline. The comments will be used to finalise all reports and conclude the study part of the project.
• The University of Birmingham will be available to conduct four Webinars on the system to audiences to be selected by MPW. The MPW should advise on what these are to be.
• MPW will advise the study team of the official host server for the online system as soon as possible so that the system can migrate to the same. Thereafter MPW will hold 100% responsibility for the system. At time of report preparation the system was hosted at the following address: https://mpwme-liberia.georams.co.za/.
• The importance of a functional IT network/internet for the system to function was agreed. It will be necessary therefore to revamp at the connection to M&E division to enable linking up with those persons to whom the M&E Project Officer role will be assigned.
Annex 1  Workshop Programme and List of Participants
Train-the-Trainer Workshop Programme

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| 1 | Dates and Venue      | Date: 09-12 July, 2019  
Venue: MPW Conference Room; Feeder Roads Boardroom                                                                                                                                                                                                                                                                                             |
| 2 | Background           | The AfCAP assisted project has delivered an M&E Database Management System that is web-based and is driven mainly by designated M&E officers who enter project monitoring information according to a pre-determined schedule. The system shall be linked to the main MPW website and certain components are available for viewing by the public. Users will be able to download data and reports according to their requirements and level of access as granted by the M&E Director.  
The project now intends to build capacity by training selected staff as trainers in carrying out surveys and also operating the database management system. |
| 3 | Objectives           | Train a representative number of trainers in data collection, collations and archiving. Train the trainers to use the M&E Online system and generate reports.                                                                                                                                                                                             |
| 4 | Sessions Agenda      | **Day 1: Tues 09 July**  
09:00 – 09:05 Opening of Training Session  
09:05 – 09:10 Self-introductions  
09:10 – 09:15 Presentation of Workshop Format  
09:15 – 10:00 Review of Study Activities  
10:00 – 11:00 Overview of M&E System  
11:00 – 11:30 Tea Break  
11:30 – 13:00 Data Collection Overview  
13:00 – 14:00 Lunch  
14:00 – 15:30 S/E Data Collection Practicals  
15:30 – 15:45 Tea Break  
15:45 – 17:00 S/E Data Collection Practicals  
**Day 2: Wed 10 July**  
09:00 – 11:00 Overview of Data Management System (DMS) vis a vis S/E aspects  
11:00 – 11:30 Tea Break  
11:30 – 13:00 Practical Familiarisation with DMS S/E component  
13:00 – 14:00 Lunch  
14:00 – 15:30 Uploading S/E Data and Analysis/Reporting by System  
15:30 – 15:45 Tea Break  
15:45 – 17:00 S/E Reporting  
**Day 3: Thursday 11 July**  
09:00 – 11:00 Collection and Collation of Project Monitoring Data  
11:00 – 11:30 Tea Break  
11:30 – 13:00 Collection and Collation of Project Monitoring Data  
13:00 – 14:00 Lunch  
14:00 – 15:30 Project Monitoring Data Entry Practicals  
15:30 – 15:45 Tea Break  
15:45 – 17:00 Project Monitoring Data Entry Practicals
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<td>1. M&amp;E set up in M&amp;E Bureau: Database Management System; 1 Desk-top Computer, 1 Lap-top, 1Printer</td>
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**Day 4: Friday 12 July**

- **09:00 – 11:00** Project Monitoring Reports
- **11:00 – 11:30** Tea Break
- **11:30 – 13:00** Project Evaluation
- **13:00 – 14:00** Lunch
- **14:00 – 15:30** Plenary Session/General Discussions
- **15:30 – 15:45** Tea Break
- **15:45 – 16:00** Summary and Sessions Evaluation
- **16:00 – 16:15** Sessions Evaluation
- **16:15** – Closure
Annex 2  Copies of Workshop PowerPoint Presentations
Rural Mobility and Socio-Economic Baseline Pilot Study

Train-the-Trainer Workshop

Monrovia; 9–12 July 2009

Objectives of Workshop

- Refresh on study activities
- Present the M&E System as finalised
- Train trainers on the M&E Data Management System
- Populate database with initial data
- Handover of system to MPW

Workshop Format

- Presentations
- Questions and clarifications during presentations
- Practicals sessions in aspects of the M&E system
- Data collection by trainees
- Data entry and report generation
- Highly participative by all

Workshop Programme

- Refer to Handout

Rural Mobility and Socio-Economic Baseline Pilot Study

Review of Study Activities

Charles T. Bepota (Team Leader)
Study Aim

To establish a systematic and functional ONLINE monitoring and evaluation system for MPW (for Rural Roads)

Approach to Study

- Build on existing monitoring and evaluation structures and experience
- Study to establish the relationship between poverty and expenditures in the road sector using time series data
- Longitudinal studies to collect multi-dimensional data: with/without and before/after intervention
- Surveys: Transport, traffic, road user, household, institutional; before-after and with-without intervention
- Collection and collation of existing M&E info

Project Activities (Cont.)

- Design and commission M&E Database and Website
- Workshop 1 – data collection methodology and data management system
- Preparation and submission of Workshop 1 Report
- Baseline Surveys and Data Analysis
- Workshop 2 - Data and Results Validation
- Preparation and submission of Workshop 2 Report
- Preparation of manuals and guidelines
- Preparation of Draft and Final Reports

Project Activities

- Project/Study Kick-off
- Literature Review
- Preparation and submission of Inception Report
- Review of purpose and scope of M&E
- Review, defining and refinement of indicators
- Design and development the MPW-DFR M&E framework
- Develop project level monitoring and evaluation plan
- Development of the Survey Plan

Deliverables

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<td>29 June</td>
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<td>Progress Report</td>
<td>12 Oct</td>
<td>18 Sept</td>
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<td>Database and Manuals/Guidelines</td>
<td>05 Oct</td>
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<td>Results Validation Workshop Report</td>
<td>26 Oct</td>
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<tr>
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<td>30 Oct</td>
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Rural Mobility and Socio-Economic Baseline Pilot Study

Train-the-Trainer Workshop

Monrovia, 9-12 July 2019

MPW M&E Framework

- M&E Policy and Strategy
- Guided by MPW National Policies on Roads
- Signed off by Minister
- M&E Bureau Mandate
- Full responsibility for System
- Results Based Monitoring
- Each Project to have a Log-Frame
- Indicators
  - SMART

MPW M&E Framework

- M&E Data Sources
  - Projects
  - Surveys
- Data Collection Methods and Tools
  - Automated
  - Formal interviews, focus group meetings
  - ONLINE Database Management System
  - Link to MPW Website

MPW M&E Features

- MPW Owned System
- M&E Bureau responsibility
- Project level Monitoring and Evaluation
- Emphasis of Rural Roads
- Periodic data collection exercises – monthly, quarterly, yearly
- 20 indicators (Impact, Outcome, Output, Input)
- Cooperation between various parties in Data Collection Exercises
**MPW M&E Features**
- Use modern technology to collect data: cellphones, tablets, open-source apps
- Use of Open source software
- Continuous update of data; remote entry of data
- Database access by all interested parties to level approved
- Reports to be published on MPW website; link to be created
- Data and Reports can be downloaded from Website
- Also to use as a Planning Tool

**MPW M&E Tools**
- Manual Data Collection Forms
- Data Collection Tablets
- Data Collection Software
- Data Aggregation Tools
- Online Database and Database Management System
- MPW Website
- Downloads
  - Data and Reports
  - Manual Reporting Forms and Formats

**Indicators**
- **Impact Indicators**: measure the economic growth and poverty reduction
- **Outcome Indicators**: measure the intermediate effects of projects; some during the life of the projects
- **Output Indicators**: measure immediate results that arise from implementation of road projects
- **Input Indicators**: measure the inputs employed in the intervention

**MPW Enablers**
- MPW Minister and Assistant Minister
- MPW M&E Bureau
- MPW – Staff of other Department
- MPW Programme and Project Staff
- County Staff
- MPW IT System Administrators

**MPW M&E Enablers**
- Ministry of Transport
- Road Fund
- Liberia Road Agency
- Counties
- LiSSIS

**Other Ministries’ Related Programmes and Projects**
- Eg Agriculture
- Benefactors
- Bilateral
- Multi-lateral
- Beneficiaries
  - Road users
  - Transport Operators
**ReCAP**

**MPW M&E Processes**
- M&E Planning
- M&E Data Collection
- Data Collation and Management
- M&E Data Analysis
- Inputs, Activities and Outputs Monitoring
- Socio-economic Impact Assessment
- Impact Evaluation
- M&E Results and Reporting

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**Thank you for your attention**

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Objective
Train users of the MPW M&E System to be competent users who will collect and collate accurate M&E Data

Format
6 Training Sessions; 2-3 days, 15 persons

Who is train potential users?
• Trainers designated and trained as trainers by the M&E Director
• Must have extensive experience in all aspects of MPW’s M&E system and procedures

Training Tools
• MPW Training Guideline
• MPW Monitoring and Evaluation Guideline
• MPW Monitoring and Evaluation Database System Management Manual

Training Preparations and Etiquette
• Needs Assessment
  • At least one month before exercise
  • Consider profiles of trainees
  • Adjust training material to suit
• Getting Ready
  • Circulate training materials in time
  • Book venue etc well before time
  • Gather training materials timeously
Training Preparations and Etiquette

**Training Load**
- Not more than 15 participants
- Training period of 2-3 days adequate
- Sessions must be flexible if necessary

**Reference Material**
- M&E Guideline
- M&E Database Management Manual
- M&E Database Help function

---

Training Preparations and Etiquette

**Training Facilities**
- Well-lit room
- Classroom arrangement
- Can adjust for group sessions, sit-arounds

---

Training Preparations and Etiquette

**Training Materials**
- A computer that can be used for presentations and screen for projection.
- A high specification laptop or desktop computer for each participant.
- A portable tablet for each participant (preferably SAMSUNG).
- A stable internet WiFi system.
- A high-volume mobile hotspot as a back-up.
- Name cards for each participant.
- Flipchart stands.
- Flipchart pads.
- Adequate white board or flip-chart markers - in colours.
- A side table for materials and documentation.
- The presentations saved in a computer hard-drive or diskette.

---

Training Preparations and Etiquette

**Facilitation**
- Clarify the objective or purpose at the beginning of each session
- Interaction is critical for learner participation in training, encourage free contribution and inquisitiveness by participants
- Ask good "process" questions that help in building understanding
- Respond to participants needs, these may deviate from your original plan

Above all - BE PATIENT

---

Training Session 1

**A basic introduction to MPW’s M&E Framework and Features**
- Policies
- Results based monitoring
- LogFrames
- Indicators
- Database system
- M&E Enablers
- Involvement of stakeholders
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MONITORING & EVALUATION PORTAL

WEB ADDRESS

DATA MAINTENANCE
- Updating Projects
- Updating Project Indicators
- Updating Project Milestones
- Updating Files
- Updating News
- Adding Projects (Only applicable to M&E Director)

TABS
- Home
- Dashboard
- Calendar
- Projects
- Reports
- Map
- Downloads
- News
- Contact Us
- Admin

MOBILE DATA COLLECTION
geoForm

Connection Settings
- Turn airplane mode on
Configure Platform settings

- Downloading Forms (turn airplane mode off)
- Collecting Data
- Submitting
- Data Reviewer

System Administration
- Adding Users (only applicable to users in the manager group)
- Managing forms (only applicable to users in the manager group)
- Adding form viewers
- Adding form reviewers
- Adding users
- Editing forms
- Editing form viewers
- Editing form reviewers
- Editing forms
- Add form viewers
- Adding users
- Add form viewers
- Adding users
- Add form reviewers
- Adding users
- Add form reviewers
- Add form reviewers
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Rural Mobility and Socio-Economic Baseline Pilot Study

Train the Trainer Workshop
Baseline Data Collection - Field Work

Novermber 2-3 July 2019

ReCAP
Rural Mobility and Socio-Economic Baseline Pilot Study

Objectives

- To train the trainer how to effectively use data collection tools to collect baseline data on the Project Roads
- Employ the tools to record baseline data to reflect the current situation for the with and without intervention on the project roads
- Discuss survey and general survey procedures for enumerator compliance

ReCAP
Study Roads Selection

- Two roads of approximately 30 km each in the Grand Gedeh County
- Roads selected by the USFPR
- One to provide the with intervention scenario - to be upgraded to gravel wearing course standard
- Other to provide the without intervention scenario

ReCAP
Location of Pilot Project Roads

ReCAP
Survey Teams Composition

- Traffic Count, Road Condition, Road User and Road Inventory Surveys
  - Three (3) teams of six (6) members
  - Additional Surveys:
    - [1] team of three (3) members for the household surveys
    - Business and Institutional Surveys
      - [1] team of four (4) members
  - Data Collection (Field) Teams:
    - [1] Social and [1] Local Representative

ReCAP
Field Survey Schedule

- Training of Trainers: June 1, 2018
- Survey Team Departure: June 2, 2018
- Team arrival in Zawalla: June 3, 2018
- Baseline Survey Field Work Commences: June 4, 2018
- Survey ends: June 15

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26
Transport Survey
- Team will interview road users to determine:
  - Waiting times
  - Points of origin and destination
  - Types of commodities and volumes
  - Trip durations
  - For:
    - Perception of road condition

Road Condition Survey
- Will use the form developed and perform a physical inspection of the condition of the roads and record Degree and Extent of Defect.
- Samsung Tablets will be used to provide the GPS coordinates of points of importance along the roads as well as photographs.

Vehicle Operation Cost Survey
- Team will interview vehicle operators to determine:
  - Frequency of trips
  - Points of origin and destination
  - Quantity of fuel consumed per trip
  - Trip distance & total cost of fuel
  - Improvements made to current vehicle and type of vehicle

Economic Survey Questionnaire Form
- WILL be used to determine the economic conditions and the socio-economic benefits of the road improvements.
Thank you for your attention.
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Presentation on Data Collection Analysis and Reporting

By

Alice Adelai-Yeboah (Sociologist)

Before you start:

- Define/clarify objectives and indicators
  - E.g. To collect baseline socio-economic data on projects, to establish the before and after project situation or the with- and without-project intervention conditions

Choose source and method of data Collection

- Source of information:
  - Secondary source/documentary
  - Primary/empirical/field

- Method:
  - Questionnaire (self-administered/field)
  - Interview (e.g. household, key informant interview one-on-one)
  - Focus group discussion

- Sample size:
  - Representative (20% minimum)
  - Non-representative/purpose
  - Cluster (ensure inclusiveness)
  - Combining factors: e.g., randomization within clusters

Basis of choice:

- Allocations are based on:
  - Information/data need
  - Available resources (e.g., time, logistics)

Our proposals:

- Household survey: Approx. 150 households per road selected in all (or 20%) of settlements
- Business Survey: About 20% of all identified, spread among micro, small, medium and large businesses
- Market survey: All markets, especially rural markets
- Institutional: Two service providers, 5 users per institution

Budget and implementation

- Determine all resources needed and calculate the cost of each:
  - Personnel (unpaid)
    - Fees, accommodation, per diem
  - Travel
  - Communication
  - Community entry and facilitation
- Seek funding from all possible donors

Prepare Survey Instruments

- Draft
- Pretest
- Programme into software
- Select and train enumerators
- Begin data collection
Qualitative Data collection:
Focus Group Discussions:
- Design an FGD guide with broad set of open-ended questions.
  - In two communities per road, we will organize 3 separate discussion groups of 8 to 12 persons with:
    - Community leaders
    - Women
    - Youth
  - One meeting with transport operators/union per road

FGD Guide:
- Problem Identification
- History
- Leadership
- Economic Activities
- Travel and transport services
- Impact of road condition on access /before and after project

Ethics:
- Observe community entry protocols:
  - Contact leaders and give advance information. Explain purpose, time, timing (arrive early)
  - Ask about taboos and observe them

  - Advise enumerators to be polite, patient and tolerant
  - Maintain integrity throughout the study

Thank you for your attention

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Train-the-Trainer Workshop

Monrovia: 9-12 July, 2019

Issues Covered
- Objectives of the Workshop and Format
- Review of Study Activities
- M&E Framework
- Train-the-Trainer Guideline
- Data Collection: Socio Economic Aspects
- Data Uploading: Socio Economic Aspects

Way Forward?
- ?
- What are MPW’s future desires?

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Ministry of Public Works

Monitoring and Evaluation Training Guideline

Project Implementation, Rural Mobility and Socio-economic Impact Assessment

July 2019
The views in this document are those of the authors and they do not necessarily reflect the views of the Research for Community Access Partnership (ReCAP) or Cardno Emerging Markets (UK) Ltd for whom the document was prepared.

Cover photo: Meeting with Community during Socio-economic Data Collection Fieldwork in Grand Gedeh County

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<th>Reviewer(s)</th>
<th>Date</th>
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<td>Draft</td>
<td>Charles T. Bopoto</td>
<td>Dr Michael Burrow</td>
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<td></td>
<td>Alice Addai-Yeboah</td>
<td>Kingstone Gongera</td>
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<td>BoakaiKollie</td>
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Introduction

Purpose of the Guide

This material is intended to help facilitate training in the use of the MPW M&E Database System. Reference materials that the facilitator will need are mentioned and are available elsewhere both in the printed form and online.

This guide is meant to be simple and can be used by trainers who are new to their role in facilitating training activities but have significant experience with the concepts of monitoring and evaluation. Instructions to the participant are to be copied and handed out before each activity.

Assessing Needs

It is advisable to conduct a Needs Assessment before planning an M&E training regime. Ideally this should be done at least a month before the training so that the participants have time to respond and you have time to prepare the materials. Depending on their needs you may want to adjust the sessions or decide to allocate time differently than what is suggested.

Getting Ready

Review materials and share needs assessment feedback with all that will be involved in the training. Inform participants of start and end dates and times, and send them a reading list early.

Reference Documents

MPW Monitoring and Evaluation Guideline

MPW Monitoring and Evaluation Database Management System Manual

List of Sessions

Session 1: A basic introduction to MPW’s M&E Framework and Features

Session 2: Essentials of Data Collection Exercises

- M&E Planning
- M&E Budgeting

Session 3: Data Collection Practical

- Forms download
- One-on-one interviews
- Technical surveys
- Project monitoring data collection

Session 4: Data Management System (Project Progress Monitoring)

- Data Preparation and Upload Practicals
- Data Analysis
- Reporting

Session 5: Data Management System (Socio-economic Aspects)

- Data Preparation and Upload Practicals
- Data Analysis
- Reporting
- Data Downloading

Session 6: Data Management System (Project Evaluation)
• Preparations for Evaluation
• Evaluation Form Completion Online
• Reporting
**Preparation for Training**

**To prepare for conducting the training**

Select the materials for the sessions you plan to deliver. This will depend on the time available to you and the needs expressed by your participants.

Select exercises and slides. Review the materials and the reference documents.

Limit the numbers in the training group to not more than 15.

Allocate enough time for the sessions as well as miscellaneous activities. You need to give yourself additional time to open and close sessions and introduce participants. Ensure break times are included, these should not be too long.

Review and duplicate the Instructions to Participants’ sheets where these are used, and prepare copies of presentation slides as handouts.

Check each day’s agenda to see what materials you will need.

**Materials you will need**

- A computer that can be used for presentations and screen for projection.
- A high specification laptop or desktop computer for each participant.
- A portable tablet for each participant (preferably SAMSUNG).
- A stable internet WiFi system.
- A high-volume mobile hotspot as a back-up.
- Name cards for each participant.
- Flipchart stands.
- Flipchart pads.
- Adequate white board or flip-chart markers - in colours.
- A side table for materials and documentation.
- The presentations saved in a computer hard-drive or diskette.

**Training facilities**

A pleasant well-lit room that is away from ringing telephones, with plenty of wall space for posting flip charts, is ideal. Break out space would be needed for group work.

Ideally the training room should allow the participants to sit in a traditional classroom formation. However, the room should allow flexibility to re-arrange so that 7-8 participants can sit as a group to undertake some of the tasks. Whilst in groups the participants should still being able to hear and see you. Have enough flipchart stands for group work.

**Facilitation**

Interaction is critical for learner participation in training. Learning is at an optimum level when participants are able to share their knowledge with each other and apply their experience to understand new concepts presented through the training. The exercises and group work are meant to fulfil this purpose.

The best way to obtain feedback is through asking good questions. Most activities conclude with “process questions” which would help the trainer summarise and close the session as well as give participants an opportunity to share their ideas.
At the start of the course as well as the beginning of each activity it is most important to clarify the objective or purpose and describe the agenda. This gives structure and direction to what the facilitator intends to do.

For maximum participation the facilitator should respond to the needs expressed during the course. Feel free to deviate from your plans or the agenda provided here, if it is in response to what participants want.

As the training involves working on-line on the system, there is need for absolute patience as participants come to terms with the structure of the system. If necessary, allocate more time for tasks that are seen as presenting difficulties.
Sessions Briefs

Session 1: A Basic Introduction to MPW’s M&E Framework and Features

Objective:
At the end of the session participants will be able to:

- Explain the new framework for monitoring and evaluation with reference to the M&E Guideline

What participants will learn:

- Concept and Framework of the MPW’s M&E Processes

Activities:

Activity 1:

- Introduce the objective of the session and the activities
- Make the presentation

Activity 2:

- Hold a discussion and ask typical questions:
  - “What do you think you will do differently in light of the monitoring and evaluation framework?”
  - “Is the support of high-level management and stakeholders guaranteed?”
  - “Which aspects do you think need improvement?”
  - “What the risks the system faces in the environment MPW operates?”
- Use a flip chart to aid you.
- Sum up the main points at the end of the session
- Refer audience to the web site and other resources

Session 2: Essentials of Data Collection Exercises

Objective:
At the end of the session participants will be able to:

- Teach others on the management of data collection activities
- Plan for field work
- Prepare a budget for fieldwork

What participants will learn:

- Team structuring
- Costing of M&E activities
- Preparing a programme of activities
- Minimising costs of M&E activities
- HSE aspects during fieldwork

Activities:

Activity 1:

- Introduce the objective of the session and the activities
- Make the presentation

Activity 2:

- Discuss components of planning and budgeting
- Participants to make plan for a typical data collection tour
- Sum up the main points
- Refer audience to the web site and other resources

**Session 3: Data Collection Practical**

**Objective:**

At the end of the session participants will be able to:

- Download data collection forms
- Undertake field surveys
- Conduct one-on-one interviews; focus group meetings
- Collect data using tablets and save the same
- Collect project monitoring data

**What participants will learn:**

- Accurately collect pertinent data
- Use the tablets for collecting data
- Use manual forms
- Safeguard collected data
- Ethical conduct in relating to communities
- Importance of teamwork
- Time management
- Diplomatic response to sensitive questions from the community

**Activities:**

**Activity 1:**

- Introduce the objective of the session and the activities

**Activity 2:**

- Link tablets or smartphones to the forms in the M&E Dropbox
- Download S/E data collection form
- Participants to pair up and interview each other, two forms to be submitted

**Activity 3:**

- Download focus group questions
- Form role playing groups
- Carry out mock focus group meetings for two or three aspects: community leaders, women, youth

**Activity 4:**

- Download project monitoring data forms
- Prepare data for a case study fictitious road, each participant to prepare for own project; or collect data from ongoing project if available

**Activity 5:**

- Discuss experience from exercises
- Sum up main points
- Refer audience to the web site and other resources

**Session 4: Data Management System (Project Monitoring)**

**Objective:**
At the end of the session participants will be able to:

- Enter/Upload/Download Project Monitoring Data on the M&E System

**What participants will learn:**

- M&E System Structure vis a vis Project Monitoring
- Data uploading and analysis
- Report Generation

**Activities:**

**Activity 1:**

- Introduce the objective of the session and the activities
- Make the presentation

**Activity 2:**

- Participants to be guided through the Online system on monitoring aspects, access level to be Project Officers
- Participants to enter data etc
- Discuss the experience
- Sum up the main points
- Refer audience to the web site and other resources

**Session 5: Data Management System (Socio-economic Aspects)**

**Objective:**

At the end of the session participants will be able to:

- Enter/Upload/Download S/E Data on the M&E System
- Downloading data for further analysis

**What participants will learn:**

- M&E System Structure vis a vis S/E aspects
- Impact of the M&E Dashboard that will be available to the public
- Structuring of reports that area generated by the system

**Activities:**

**Activity 1:**

- Introduce the objective of the session and the activities
- Make the presentation

**Activity 2:**

- Participants to be guided through the Online system
- Participants to enter data etc
- Participants to generate reports
- Participants to export data to Excel format

**Activity 3:**

- Sum up the main points
- Refer audience to the web site and other resources

**Session 6: Data Management System (Project Evaluation)**
Objective:
At the end of the session participants will be able to:

- Carry out a quick and simple evaluation of project
- Generate an evaluation report (summary sheet)

What participants will learn:

- M&E System Structure vis a vis Project Evaluation
- Rate a project in terms of efficiency, effectiveness, sustainability etc

Activities:

Activity 1:

- Introduce the objective of the session and the activities
- Make the presentation

Activity 2:

- Participants to be guided through the Online system vis a vis Project Evaluation
- Participants to rate a case study project
- Generate report
- Sum up the main points through discussion
- Refer audience to the web site and other resources
Annex 4  Workshop Evaluation Results

LIB2135A Workshop 2 - Results Validation Evaluation Results
<p>| # | Responder Name | 1. (a) First of three things learnt | 1. (b) Second of three things learnt | 1. (c) Third of three things learnt | 2. How would you rate the overall usefulness of this workshop? | 3. To what extent did the workshop meet your expectations? | 4. Were you, as a participant, able to effectively contribute to the different sessions of the workshop? | 5. How do you rate the workshop schedule/timetable? | 6. What was your impression of the logistical organisation and management of the workshop? | 7. How would you rate the presentation given at the workshop? | 8. How would you rate the discussion and feedback provided at the workshop? | 9. How would you rate the summary of key points arising from the workshop? | 10. (a) What were the two best and most useful aspects of the workshop? | 10. (b) What were the two best and most useful aspects of the workshop? | 11. How could the workshop have been improved? | 12. Do you have any other comments or suggestions? |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | No name | How to set up a project | How to do the milestones of a project | Collecting of data and entering it into the system for viewing | Very Good | Good | Good | Very Good | Good | Very Good | Good | Good | Collecting of data and a project on socio-economic | No Response | It could have been improved if only we had our MPW projects in order | Thanks for the workshop and the knowledge you have imparted into us |
| 2 | No name | Project monitoring | Project management | Project evaluation | Good | Very Good | Fair | Good | Very Good | Fair | Good | Good | Collecting data, managing the data | No Response | More training to be provided | M&amp;E to take this learning/training serious and to train others |
| 3 | No name | I love the data collection so much | I learn how to greet people | Talking to people | Very Good | Good | Good | Very Good | Good | Good | Very Good | Good | Data collection, geoform learning | No Response | We need internet | No Response |
| 4 | No name | Importing data into the system | Evaluating projects | Downloading and uploading projects | Good | Very Good | Fair | Very Good | Fair | Very Good | Good | Very Good | Transparenc and user-friendly display | No Response | Excellent internet and more training | Hope we could have such routine training from time to time with improvemen t of technology |
| 5 | No name | I learnt how to access the MPW M&amp;E systems | I also learnt how to prepare guidelines | How to edit a project | Very Good | Very Good | Good | Very Good | Very Good | Very Good | Good | Good | The introduction to the system and the presentatio n | No Response | By providing per diem to attract participants and to stay enthusiastic | I really appreciate the facilitation |
| 6 | No name | I understood the train-the-trainer program and I am able to train others | I additionally understand the MPW M&amp;E system especially online operations | Data collection, uploading, monitoring (Results based), evaluation and reporting for management decision | Very Good | Very Good | Good | Very Good | Very Good | Very Good | Good | Very Good | The report system and evaluation for effectivenes s | No Response | Effective internet | Hope you come back! |
| 7 | No name | Mastering the dashboard | Data collection and managemen t | Follow up on projects | Very Good | Very Good | Very Good | Good | Very Good | Very Good | Very Good | Very Good | Input of data, data managemen t | No Response | The workshop was impressive | Kindly do a follow up on each participant to know if knowledge acquired is |</p>
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<tr>
<td>8</td>
<td>No name</td>
<td>How to collect data, manage data and use data for its purpose</td>
<td>The data collection will show the social-economic life of our community dwellers</td>
<td>No response</td>
<td>Very Good</td>
<td>Good</td>
<td>Good</td>
<td>Very Good</td>
<td>Fair</td>
<td>Very Good</td>
<td>Fair</td>
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<td>9</td>
<td>No name</td>
<td>Data collection using the M&amp;E system</td>
<td>Data management system vis a vis S/E aspect</td>
<td>The process of how to operate and upload the information onto the M&amp;E system</td>
<td>Very Good</td>
<td>Very Good</td>
<td>Very Good</td>
<td>Very Good</td>
<td>Very Good</td>
<td>Very Good</td>
<td>Very Good</td>
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<tr>
<td>10</td>
<td>No name</td>
<td>The exercise highlighted how important M&amp;E program and project implementation would enhance the entire project period</td>
<td>Given a comprehensive analysis about the project cycle and reporting</td>
<td>The training provided additional information on how effective and efficient the projects were carried out</td>
<td>Very Good</td>
<td>Good</td>
<td>Very Good</td>
<td>Very Good</td>
<td>Very Good</td>
<td>Very Good</td>
<td>Good</td>
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<tr>
<td>11</td>
<td>No name</td>
<td>Learned how to answer the questions in the blank socio-economic form</td>
<td>Learnt how to enter data</td>
<td>Learnt how to carry out interviews</td>
<td>Good</td>
<td>Fair</td>
<td>Fair</td>
<td>Very Good</td>
<td>Good</td>
<td>Fair</td>
<td>Fair</td>
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<td>12</td>
<td>No name</td>
<td>How to download and upload the M&amp;E system</td>
<td>How to go out and collect data</td>
<td>How to also conduct socio-economic baseline</td>
<td>Very Good</td>
<td>Very Good</td>
<td>Good</td>
<td>Very Good</td>
<td>Good</td>
<td>Very Good</td>
<td>Very Good</td>
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<td>13</td>
<td>No name</td>
<td>How to collect data on socio-economic indicators</td>
<td>How to work with MPE/M&amp;E Portal in generating and analysing information on various projects run</td>
<td>How to plan properly and carry out better community entry in data collection process</td>
<td>f</td>
<td>Good</td>
<td>Good</td>
<td>Fair</td>
<td>Poor</td>
<td>Good</td>
<td>Fair</td>
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</table>
by the ministry

process

corrections made during the sessions