

Rural Mobility and Socio-Economic Baseline Pilot Study in Liberia

Train-the-Trainer Workshop Report



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Cover photo: Participants at the Results Validation Workshop.

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ReCAP Database Details: Rural Mobility and Socio-Economic Baseline Pilot Study in Liberia

Reference No:	LIB2135A	Location	Regional, Africa
Source of Proposal	ReCAP Website	Procurement Method	Competitive Tender
Theme	Research for Community Access	Sub-Theme	Monitoring and Evaluation of Socio-Economic Impact
Lead Implementation Organisation	University of Birmingham	Partner Organisation	None
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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

Research for Community Access Partnership (ReCAP)

Safe and sustainable transport for rural communities

ReCAP is a research programme, funded by UK Aid, with the aim of promoting safe and sustainable transport for rural communities in Africa and Asia. ReCAP comprises the Africa Community Access Partnership (AfCAP) and the Asia Community Access Partnership (AsCAP). These partnerships support knowledge sharing between participating countries in order to enhance the uptake of low cost, proven solutions for rural access that maximise the use of local resources. The ReCAP programme is managed by Cardno Emerging Markets (UK) Ltd.

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Acronyms, Units and Currencies

ADB	African Development Bank
ADF	African Development Fund
AfCAP	Africa Community Access Partnership
AsCAP	Asia Community Access Partnership
CBO	Community Based Organisation
CBA	Cost Benefit Analysis
CC	Climate Change
DFR	Department of Feeder Roads
DFID	Department for International Development
EMA	Environmental Management Agency
EIA	Environmental Impact Assessment
HDM	Highway Design and Management
IT	Information Technology
FRAMP	Feeder Road Alternatives and Maintenance Program
IPSS	Infrastructure Planning and Support System
LIC	Low Income Countries
LIS-GIS	Liberia Institute of Statistics and Geo-Information Services
LRA	Liberia Revenue Authority
LSFRP	Liberian Swedish Feeder Roads Project
LVRR	Low Volume Rural Road
M&E	Monitoring and Evaluation
MPW	Ministry of Public Works
PMC	Project Management Committee
QA	Quality Assurance
RR	Rural Roads
SSA	Sub Saharan Africa
ToR	Terms of Reference
TRL	Transport Research Laboratory
TS	Transport Services
UoB	University of Birmingham
USAID	United States Agency for International Development
WB	World Bank

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/> is depicted in Figure 1:



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,

- Admin.
- Data collection and uploading into system:
 - Configuring the tablets for data collection
 - Downloading Forms (turn airplane mode off)
 - Collecting Data
 - Submitting of data to the system,
 - Data Reviewing at central level before acceptance into the system.
- System administrative functions:
 - Adding Users (only applicable to M&E Director/Manager group),
 - Removing Users (only applicable to M&E Director/Manager group),
 - Managing User Groups,
 - Adding Benefactors,
 - Adding Counties,
 - Adding Indicators,
 - Adding Milestones,
 - Creating Projects (only applicable to M&E Director/Manager group),
 - Adding indicators to Projects,
 - Adding milestones to Projects,
 - Adding and updating Projects Information.
- Data download and generation of reports from the system.

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

AFCAP Project No: LIB2135A

Title: Rural Mobility and Socio-Economic Baseline Pilot Study in Liberia

Train-the Trainer Workshop Programme

#	Item	Detail/Description
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	<p>Day 1: Tues 09 July</p> <p>09:00 – 09:05 Opening of Training Session</p> <p>09:05 – 09:10 Self-introductions</p> <p>09:10 – 09:15 Presentation of Workshop Format</p> <p>09:15 – 10:00 Review of Study Activities</p> <p>10:00 – 11:00 Overview of M&E System</p> <p>11:00 – 11:30 Tea Break</p> <p>11:30 – 13:00 Data Collection Overview</p> <p>13:00 – 14:00 Lunch</p> <p>14:00 – 15:30 S/E Data Collection Practicals</p> <p>15:30 – 15:45 Tea Break</p> <p>15:45 – 17:00 S/E Data Collection Practicals</p> <p>Day 2: Wed 10 July</p> <p>09:00 – 11:00 Overview of Data Management System (DMS) <i>vis a vis S/E aspects</i></p> <p>11:00 – 11:30 Tea Break</p> <p>11:30 – 13:00 Practical Familiarisation with DMS S/E component</p> <p>13:00 – 14:00 Lunch</p> <p>14:00 – 15:30 Uploading S/E Data <i>and Analysis/Reporting by System</i></p> <p>15:30 – 15:45 Tea Break</p> <p>15:45 – 17:00 S/E Reporting</p> <p>Day 3: Thursday 11 July</p> <p>09:00 – 11:00 Collection and Collation of Project Monitoring Data</p> <p>11:00 – 11:30 Tea Break</p> <p>11:30 – 13:00 Collection and Collation of Project Monitoring Data</p> <p>13:00 – 14:00 Lunch</p> <p>14:00 – 15:30 Project Monitoring Data Entry Practicals</p> <p>15:30 – 15:45 Tea Break</p> <p>15:45 – 17:00 Project Monitoring Data Entry Practicals</p>

		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
5	Workshop Participants	10-15 potential trainers as identified by MPW M&E Bureau; AfCAP, LSFRP
6	Trainers	University of Birmingham Study Team
7	Deliverable/Output	1. M&E set up in M&E Bureau: Database Management System; 1 Desk-top Computer, 1 Lap-top, 1Printer 2. Train-the-Trainer Report



Rural Mobility and Socio-Economic Baseline Pilot Study

Train-the-Trainer Workshop

Monrovia; 9-12 July 2019



1



Rural Mobility and Socio-Economic Baseline Pilot Study

Workshop Objectives, Format

Charles T. Ekpoto (Team Leader)



2



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



3




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



4



Workshop Programme

- Refer to Handout



5



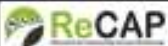

Rural Mobility and Socio-Economic Baseline Pilot Study

Review of Study Activities

Charles T. Ekpoto (Team Leader)




6

Study Aim

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



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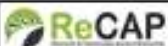



Study Objectives

- Research and define a bank of **appropriate indicators** of impact of feeder road improvement projects.
- Establish as **Simple and Sustainable** system
- Develop an **ONLINE database** management system
- Collect baseline socio-economic data on two LSFRP projects
- Configure the database to compare and **contrast 'before' and 'after' impact data**
- **Build capacity and transfer knowledge** to the MPW-DfR's M&E
- **Achieve uptake and embedment** of the approach through conducting workshops, etc

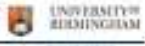


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Approach to Study

- 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



9




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



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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



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Deliverables

	Planned	Actual
• Inception Report	29 June 18	29 June
• Method Validation Workshop Report	29 Aug	29 Aug
• Progress Report	12 Oct	18 Sept
• Database and Manuals/Guidelines	05 Oct	?
• Results Validation Workshop Report	26 Oct	?
• Draft Final Report + System + Manuals	30 Oct	?
• Final Report + System + Manuals	11 Jan 19	?



12






Rural Mobility and Socio-Economic Baseline Pilot Study

Train-the-Trainer Workshop

Monrovia, 9-12 July 2019




1

Rural Mobility and Socio-Economic Baseline Pilot Study

MPW M&E Overview

Charles T. Bopoto (Team Leader)



2




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



3






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




4

MPW M&E Framework

- + M&E Reporting
 - Reports generation
 - Access by the Public
- + Data Download and Analysis
- + M&E Plans and Calendar
- + M&E Budget



5




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



6




MPW M&E Features

- Use modern technology to collect data: cellphones, tablets, open-source apps
- Use of Open source software
- Continuous updates 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



7




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



8




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



9






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




10

MPW M&E Enablers

- Ministry of Transport
- Road Fund
- Liberia Road Agency
- Counties
- LISGIS



11




MPW M&E Enablers

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



12

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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Train-the-Trainer Workshop

Monrovia, 9-12 July 2019



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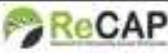

Rural Mobility and Socio-Economic Baseline Pilot Study

MPW M&E Training Overview

Charles Y. Bopoto (Team Leader)



2





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



3






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




4

Training Tools

- MPW Training Guideline
- MPW Monitoring and Evaluation Guideline
- MPW Monitoring and Evaluation Database System Management Manual



5




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



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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

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Training Preparations and Etiquette

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

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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.


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Training Preparations and Etiquette

- **Training Materials**
 - 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.

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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

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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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Training Session 2

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



13




Training Session 3

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



14




Training Session 4

- Data Management System (Project Progress Monitoring)
 - Data Preparation and Upload Practicals
 - Data Analysis
 - Reporting



15






Training Session 5

- Data Management System (Socio-economic Aspects)
 - Data Preparation and Upload Practicals
 - Data Analysis
 - Reporting
 - Data Downloading




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Training Session 6

- Data Management System (Project Evaluation)
 - Preparations for Project Evaluation
 - Evaluation Form Completion Online
 - Reporting



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**MONITORING & EVALUATION
PORTAL**

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WEB ADDRESS
<https://m2m-iberia.georams.co.za>



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2


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TABS

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


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DATA MAINTENANCE

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


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MOBILE DATA COLLECTION

geoForm

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5

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Connection Settings

- Turn airplane mode on



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Configure Platform settings




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- Server URL <https://mpwme-liberia.georams.co.za/formhub/Officer1>
- ODK Password 1234
- ODK Username Officer1
- Login URL https://mpwme-liberia.georams.co.za/data_explorer/mobile_login

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


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SYSTEM ADMINISTRATION

- Adding Users (only applicable to M&I Director/Manager group)
- Removing Users (only applicable to M&I Director/Manager group)
- Managing User Groups
- Adding Benefactors
- Adding Counties
- Adding Indicators
- Adding Milestones
- Creating Projects (only applicable to M&I Director/Manager group)
- Adding Indicators to Projects
- Adding milestones to Projects
- Adding Projects Info
- Updating Projects Info
- Contact Us

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Rural Mobility and Socio-Economic Baseline Pilot Study

**Train – the -Trainer Workshop
Baseline Data Collection – Field Work**

Monrovia, 9 July 2018

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Rural Mobility and Socio-Economic Baseline Pilot Study

Training on Data Collection:
Traffic Counts
Transport Surveys
Road Condition Surveys
Road User Surveys
Vehicle Operation Cost Surveys

Isidori Kofie (Local Researcher)


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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 (*before* situation) for the *with and without* intervention on the project roads
- Discuss safety and general survey procedures for enumerators compliance


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Study Roads Selection

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

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Location of Pilot Project Roads



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Survey Teams Composition

- Traffic Count, Road Condition, Road User and Road Inventory Surveys
 - Three (3) Teams of Two (2) members
- Household Surveys
 - (1)Team of Three (3) members for the household Survey
- Business and Institutional Surveys
 - One Team of Two (2) members
- Qualitative Data Collection
 - Sociologist and (1) Local Representative

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Field Survey Schedule

- Training of Enumerators - June 1, 2018
- Survey Team Departure for field work - June 2, 2018
- Team arrival in Zwedru - June 3, 2018
- Baseline Survey Field Works commences - June 4, 2018
- Survey ends - 15 June

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Field Survey Schedule

- Training of Enumerators - June 1, 2018
- Survey Team Departure for field work - June 2, 2018
- Team arrival in Zwedru - June 3, 2018
- Baseline Survey Field Works commences - June 4, 2018
- All Survey ends - 15 June

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Safety Procedure During Traffic Count

Protective equipment

- High-visibility reflective personal safety vest
- Hard hat
- Safety glasses
- Closed toed shoes
- Waterproof rain gear
- High-visibility reflective safety cones
- Portable advisory signs

Safe position for counting

- Find a safe location safely away from traffic
- Location should provide full visibility of traffic



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General Survey Procedure

Occurs prior to starting counts:


- Team Leader holds brief procedure review meetings
- Team Leader notifies local authorities of the schedule for the counts
- Team Member Confirm roles and responsibilities
- Team Leader review survey locations for the survey and make transportation arrangements

Occurs the evening before each survey day:

- Enumerators to charge their cell phones and Tablets
- Team Leader notifies county officers and local police
- Enumerators complete header information on supply of tally sheets
- Confirm transportation arrangements
- Confirm attendance




10




General Survey Procedure – Cont. 2

Occurs daily during the survey:

- Meet at assembly point at agreed time; transport to the day's count location
- Determine appropriate count location (ideally 1-2 km outside of highly developed area) Technical Survey
- At location, review procedures, set up manual classification stations, set up safety devices, send picture message of GPS coordinates to home office if possible
- Enumerators download counter total at the end of each count interval (usually 1 hour)
- Supervisor makes regular inspection visits during counting / survey period




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General Survey Procedure – Cont. 3

Occurs daily during the survey (continued):

- Perform traffic classification according to established procedures for specified period
- Record daily information on classification tally sheets: personnel, station, location, date/time, other information
- Start new classification tally sheet flow at beginning of each new count interval (usually 30 minutes)
- Start new tally sheet when all rows on the previous one have been filled; fill in header information on new sheet
- At the end of the classification period, collect and secure all completed tally sheets




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General Survey Procedure – Cont. 4

Occurs at the end of the counting period:

- Supervisor collect all the data sheets and ensure completion procedures are followed
- Take down safety devices
- Dismantle and pack counting equipment
- Return to assembly point and discuss next count day activities




13



Traffic Counts Survey

- 3-day counts, 12-hour duration
- Vehicles have been classified base on the Acceptable standard
- The Traffic Count survey will be performed using manual count
- The Team will use the forms (Tally Sheet) developed and conduct a physical counts either manually or use the Apps developed and install on Samsung Tablets



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Traffic Classification

- Pedestrian Travel/Head Loading
- Bicycle
- Motor Cycle
- Light vehicles
- Mimibuses
- Buses
- Taxis
- Light trucks
- Heavy vehicles




15



Traffic Counts Tally Sheet





16



Data Collected for Design of the Pipilina Road

Category	1	2	3	4	5	6	7	8	9	10	11	12	Total
Pedestrian	12	15	18	20	22	25	28	30	32	35	38	40	300
Bicycle	5	8	10	12	15	18	20	22	25	28	30	32	200
Motor Cycle	3	5	7	8	10	12	15	18	20	22	25	28	150
Light vehicles	10	15	20	25	30	35	40	45	50	55	60	65	400
Mimibuses	2	3	4	5	6	7	8	9	10	11	12	13	80
Buses	1	2	3	4	5	6	7	8	9	10	11	12	60
Taxis	1	2	3	4	5	6	7	8	9	10	11	12	60
Light trucks	2	3	4	5	6	7	8	9	10	11	12	80	
Heavy vehicles	1	2	3	4	5	6	7	8	9	10	11	12	60
Total	37	50	65	80	95	110	125	140	155	170	185	200	1380



17




Data Collection by Directional Lane

Direction	1	2	3	4	5	6	7	8	9	10	11	12	Total
Northbound	10	12	15	18	20	22	25	28	30	32	35	38	300
Southbound	8	10	12	15	18	20	22	25	28	30	32	35	250
Eastbound	5	7	8	10	12	15	18	20	22	25	28	30	180
Westbound	3	5	7	8	10	12	15	18	20	22	25	28	150
Total	26	34	42	51	60	70	80	90	100	110	120	130	880




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Transport Survey

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



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Transport Survey


- Team will interview Vehicles operators to determine:
 - Frequency of Trip
 - Points of origin and destination
 - Quantity of Fuel/Gasoline consumption per trip
 - Trip durations & Fares charge
 - Perception of road condition & Frequency to Tyres replacement




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VEHICLE OPERATION COST SURVEY




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ROAD USER SURVEY QUESTIONNAIRE FORM




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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 importance along the roads as well as photographs



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Road Condition Survey





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Road Condition Survey

Standard Road Condition Survey Form

Section	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
20																					



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Road Condition Survey

Defect	Description	Percentage of length
1	Surface irregularities Not appreciable of the pavement length (not included)	0-5
2	Minor surface defects More than included	5-10
3	Intermediate surface defects Between 10% and 20% of the pavement length	10-20
4	Major surface defects More than 20% of the pavement length	20-50
5	Critical surface defects More than 50% of the pavement length	50-100



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Road Condition Survey

Degree	Severity	Description
1	None	No obvious defects
2	Slight	Defects are visible but do not affect traffic flow
3	Minor	Defects are visible and may affect traffic flow
4	Major	Defects are visible and significantly affect traffic flow
5	Critical	Defects are visible and severely affect traffic flow



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Road Condition Survey

UKaid

EROSION OF SIDE DRAINS



1

X									
---	--	--	--	--	--	--	--	--	--

Percentage of road with erosion of side drains: 100%

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Road Condition Survey

UKaid



3

--	--	--	--	--	--	--	--	--	--

Percentage of road with potholes: 0%

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Road Condition Survey

UKaid

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Rural Mobility and Socio-Economic Baseline Pilot Study



Presentation on Data Collection Analysis and Reporting

By

Alicia Addai-Yeboah (Sociologist)

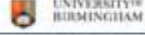


1

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



2






Choose source and method of data Collection

- ◆ Source of information
 - Secondary source/documentary
 - Primary/empirical/field
- ◆ Method
 - Questionnaire (self-administered/filled)
 - Interview (e.g. Household, Key Informant interview one-on-one)
 - Focus group discussion
- ◆ Sample size
 - Representative (20% minimum)
 - Non-representative/purposive
 - Clusters (ensures inclusiveness)
 - Combinations e.g. randomization within clusters



3


Basis of choice:

All decisions 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 roadside markets
- Institutional: Two service providers, 5 users per institution



4


Budget and Implement

□ Itemize all resources needed and calculate the cost of each

e.g.

- Personnel/Enumerators
 - (Fees; accommodation, per diem)
- Travel
- Communication
- Community entry and facilitation

• Seek funding from all possible donors



5





Prepare Survey Instruments

- > Draft
- > Pretest
- > Programme into software
- > Select and Train enumerators
- > Begin data collection



6


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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

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Research for Community Access Partnership




FGD Guide

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

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Ethics

- > Observe Community entry protocols:
 - Contact leaders and give advance information. Explain purpose, team, time (arrive early)
 - Ask about taboos and observe them
- > Advise enumerators to be polite, patient and tolerant
- > Maintain integrity throughout the study

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Data Processing:

- Data cleaning
- Generating tables and charts
- Drafting Report and Sharing

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Rural Mobility and Socio-Economic Baseline Pilot Study

Train-the-Trainer Workshop

Monrovia; 9-12 July, 2019




1

Rural Mobility and Socio-Economic Baseline Pilot Study

Workshop Summary

Charles T. Bopoto (Team Leader)



2




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



3






Issues Covered

- Data Collection: Project Monitoring
- Data Uploading: Project Monitoring
- Project Evaluation
- Reporting
- Downloading and Exporting




4

Way Forward?

- ?
- What are MPW's future desires?



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Annex 3 Monitoring and Evaluation Training Guideline



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

Quality assurance and review table

Version	Author(s)	Reviewer(s)	Date
Draft	Charles T. Bopoto	Dr Michael Burrow	
	Alice Addai-Yeboah	Kingstone Gongera	
	BoakaiKollie		

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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 be 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:

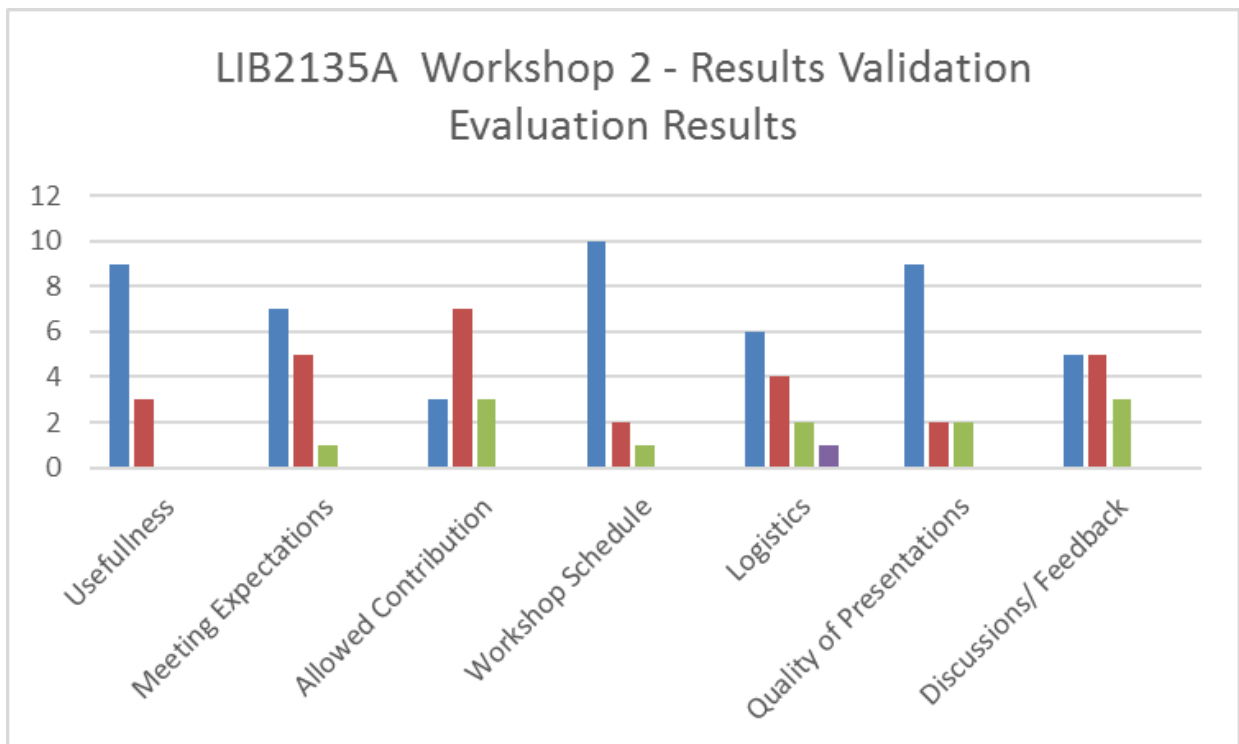
Activity 1:

- 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



#	Respondent 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 presentations 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	Very 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 impacted 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&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	Transparency and user-friendly display	No Response	Excellent internet and more training	Hope we could have such routine training from time to time with improvement of technology
5	No name	I learnt how to access the MPW M&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 presentation	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&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 effectiveness	No Response	Effective internet	Hope you come back!
7	No name	Mastering the dashboard	Data collection and management	Follow up on projects	Very Good	Very Good	Very Good	Good	Very Good	Very Good	Very Good	Very Good	Input of data, data management	No Response	The workshop was impressive	Kindly do a follow up on each participant to know if knowledge acquired is

																being utilised
8	No name	How to collect data, manage data and use data for its purpose	The data collection will show the social-economic life of our community dwellers	No response	Very Good	Good	Good	Very Good	Fair	Very Good	Fair	Very Good	Presentatio n and demonstrati on on tablet	No Response	Continue fieldwork on data collection	M&E to monitor and continue data collection
9	No name	Data collection using the M&E system	Data managemen t system vis a vis S/E aspect	The process of how to operate and upload the information onto the M&E system	Very Good	Very Good	Very Good	Very Good	Very Good	Very Good	Very Good	Very Good	The trainer presentatio n of the collection and uploading information into the system	No Response	No Response	My suggestion is that ReCAP extend this program for at least a year to enable MPW staff to speed up to date with the operation of said system
10	No name	The exercise highlighted how important M&E program and project implementation would enhance the entire project period	Given a comprehensi ve analysis about the project cycle and reporting	The training provided additional information on how effective and efficient the projects were carried out	Very Good	Good	Very Good	Very Good	Very Good	Very Good	Good	Very Good	Social and economic aspects	No Response	By providing more material on the M&E project	I recommend additional support and funding for M&E division
11	No name	Learnt how to anser the questions in the blank socio-economic form	Learnt how to enter data	Learnt how to carry out interviews	Good	Fair	Fair	Very Good	Good	Fair	Fair	Good	Data entry for projects and questions for the interview	No Response	Information relating to projects could have been provided for easy reference	Before any of this kind is been held project documents should be provided so that the trainee can have better information and knowledge
12	No name	How to download and upload the M&E system	How to go out and collect data	How to also conduct socio-economic baseline	Very Good	Very Good	Good	Very Good	Good	Very Good	Very Good	Very Good	Database	No Response	Just to add more, but it was great	All went well, no suggestions for now
13	No name	How to collect data on socio-economic indicators	How to work with MPE/M&E Portal in gnerating and analysing information on various projects run	How to plan properly and carry out better community entry in data collection process	f	Good	Good	Fair	Poor	Good	Fair	Good	Filling out the evaluation form, the geoform and to analyse the data through the manipulatio	No Response	The workshop can be improved through including those necessary information or	Kindly improve on internet connectivity

			by the ministry											n process		corrections made during the sessions	
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