



MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES



KENYA CEREAL ENHANCEMENT PROGRAMME (KCEP)

Final Draft Monitoring and Evaluation Framework

Volume 2: Monitoring and Evaluation Plan

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Chapter 1 Introduction

1.1 Purpose and Scope of the M&E Plan

This M&E Plan is a sub component of the main M&E Framework for KCEP which has been developed to ensure that the KCEP Programme is fully equipped to systematically generate, capture and disseminate knowledge through increased investments in monitoring and evaluation as a way to strengthen the impact and effectiveness of the Programme. An M&E Manual has also been separately provided to promote a common understanding and reliable practice of monitoring and evaluation (M&E) for KCEP.

The specific components of Monitoring and Evaluation Plan comprise the following:

- □Monitoring and Evaluation plan for Input, Output, Outcome and Impact indicators
- □Information flow
- M&E roles and reports expected at each level of information
- Annual monitoring activities and reports
- Timelines for periodic evaluations

1.2 Programme Summary

Programme Title	Kenya Cereal Enhancement Programme
Executing Agency	Ministry of Agriculture, Livestock & Fisheries
Project Objectives:	The overall development objectives of the KCEP are to(i) contribute to national food security by increasing production of cereal staples (maize, sorghum, millet, and associated pulses), and increase income of smallholders in medium and high potential production areas of targeted crops (ii) support smallholder farmers in graduating from subsistence to commercial agriculture.
Project Components:	<ul style="list-style-type: none"> • Component 1 – Cereal Productivity Enhancement will support subsistence farmers in increasing grain and pulses production. Activities will support the development of effective support services to farmers -including appropriate technical packages, advisory services and input supply- to increase the quantity and quality of production (Sub-component 1), and the strengthening of farmers' organizations' (Sub-component 2). • Component 2 - Post-Harvest Management and Market Linkages aims at capitalizing productivity gains arising from investments made under Component 1, by promoting; improved on-farm grain management, access to drying, storage and warehouse receipt systems(sub-comp 2.1); increasing smallholders' access to markets and value addition, and building up their capacities to sell their produce at more favourable terms and prices(sub-comp 2.2.). • Component 3 – Financial Inclusion is designed to facilitate smallholders' access to (i) agricultural inputs through an electronic voucher system;(ii) financial services to upgrade from subsistence to commercial farming(sub-comp 3.1) and (iii) value adding facilities, either as owners or as users, so that they can increase their income through higher returns on production and processing(sub-comp 3.2).

Monitoring and Evaluation Plan for Kenya Cereal Enhancement Programme

Project code	Approval date	Signature date	Date of Loan/Grant entry into force
		19 th March, 2014	3 rd April, 2014
Duration	4 Years		
Key Implementing Partners	<p>The programme is based on a public/private partnership between the Government of Kenya, the European Union, IFAD, and Equity Bank that will set up an electronic voucher scheme for smallholders' access to agricultural inputs and inclusive banking services.</p> <p>Other key implementing partners involved in implementation of the Programme include Kenya Agricultural and Livestock Research Organization (KALRO) mandated with the role of adaptation and dissemination of available technologies; soil sampling and mapping. Agricultural Market Development Trust (AGMARK) is mandated to build capacities of agro dealers.</p> <p>The County government through County Agriculture offices will facilitate Programme implementation at the County and Sub County levels.</p> <p>The various value chain actors (agrodealers, millers etc) are tasked with the role of service delivery to primary Programme beneficiaries.</p> <p>Farmers are central stakeholders in KCEP implementation. The programme's strategy and activities are geared towards ensuring that, by the end of the programme, they have graduated from subsistence farming to commercial agriculture. The strengthening of Farmer Organisations capacities will be one of the main responsibilities of KCEP partners and service providers.</p>		
Programme Targeting	<p>The Programme covers eight counties of which five (Bungoma, Kakamega, Nakuru, Nandi and Trans Nzoia) are in the maize production zones and three (Embu, Kitui and Tharaka Nithi) in the semi-arid areas where cultivation of sorghum millet and pulses are common. The counties were selected based on five key criteria that include:</p> <ul style="list-style-type: none"> (i) Agro ecological and economic potential; (ii) Poverty incidence; (iii) Population density; (iv) Target commodity contributing to household income / food security and representing the best option the poor have for market participation; and (v) Geographical concentration to maximise impact. <p>In each of the eight selected counties, two sub-counties were identified jointly with the Ministry of Agriculture for KCEP activities.</p>		
Beneficiaries	<p>The KCEP targets 100,000 smallholder farmers whose livelihoods revolve around maize, sorghum, millet and other pulses. The targeted smallholders include:</p>		

	<p>i). 40,000 subsistence farmers who will be supported to graduate to commercial agriculture of which 20,000 are maize, 13,200 sorghum and 6,800 millet producers</p> <p>ii). 60,000 farmers who are already engaged in farming as a business and apply appropriate agricultural inputs and improved agricultural services</p> <p>A secondary target group will be stakeholders in the three value chains who will facilitate smallholders' access to enhanced agricultural services, namely agro-dealers, private extension services, buyers, processors, and leading farmers providing support services to smallholders.</p>
Cost	USD 39.1 Million (KSh. 3.3 billion)
Funding Source	The Programme is jointly funded by the Government of Kenya, the European Union, IFAD and Equity Bank Limited.

1.3 KCEP Logical Framework

Table 1.1 presents the Logical framework for KCEP which summarises the following:

- what the project should achieve (the goals and objectives)
- the indicators that will be used to monitor progress towards these goals as well as overall achievement
- the assumptions behind the design logic of how the activities will contribute to achieving the goal and objectives, and
- Risks for the Programme if the assumptions turn out to be incorrect

Table 1.1 Logical Framework for Kenya Cereal Enhancement Programme

Result Hierarchy	Key Performance Indicators	Means of verification	Risks/Assumptions
Goal: National food security improved	a. No. of households uplifted from poverty (NIMES) b. No. of households with improvement in assets ownership index (productive assets, bikes, radios, improving housing, tin roofs etc) (RIMS3) c. Percentage reduction in the prevalence of child malnutrition (RIMS3) ¹ d. Reduction in HH experiencing one hungry season per year (RIMS3) ² e. Reduced hunger (NIMES) ³ f. Increased empowerment of women and youth in agriculture (WEAI 80%) (GESI)	<ul style="list-style-type: none"> RIMS survey (Baseline Survey / Mid-term Review / Impact Assessment / End-term Evaluation) Household income and expenditure surveys Rapid food security and nutritional assessments by project M&E National food security and nutrition survey report 	<ul style="list-style-type: none"> Continued government commitment to sector support Successful public-private partnership Stable macroeconomic and political environment
Programme objectives <ul style="list-style-type: none"> Increased production of targeted cereal staples (maize, sorghum, millet and associated pulses) Increased income of smallholders in medium and high potential 	a. Percentage reduction of the national grain deficit b. No. of targeted households using improved inputs voluntarily (RIMS2) c. No. of targeted small farmers in commercial contracts, (RIMS2) d. No. of targeted smallholders engaged in financial services (i.e taking investment loans), RIMS2 e. No. of targeted households bulking and selling grains at price 30% higher than farmgate, (RIMS 2) f. No. of M&E officers trained on gender mainstreaming and social inclusion (GESI) g. No. of women and youth empowered in decision making (GESI)	<ul style="list-style-type: none"> Randomised control trial RIMS survey (Baseline Survey / Mid-term Review / Impact Assessment / End-term Evaluation) Programme M&E reports EBL reports 	<ul style="list-style-type: none"> Farm labour available Effective extension and follow up services by county governments

¹ Baseline value to be reduced by 6%

² Baseline value to be reduced by half

³ Measured through a reduction in the number of persons reporting at least one hungry season per year. Programme targets halving the percentage in four years.

Monitoring and Evaluation Plan for Kenya Cereal Enhancement Programme

Result Hierarchy	Key Performance Indicators	Means of verification	Risks/Assumptions
production areas			
Outcome 1: Productivity for maize, sorghum, finger millet and pulses increased	<ul style="list-style-type: none"> a. Improved agricultural production (RIMS2) b. No. of HH adopting improved practices/packages c. No of farmers using purchased inputs (RIMS 2) d. No. of farmers adopting modern techniques (Embu, Bungoma, Nakuru and Kitui) (CIMES) e. No / Percentage of farmers reporting production/ improved yields (RIMS2) f. No of farmers adopting recommended technologies (RIMS 2) g. No of groups functional after 3 years (RIMS2) h. Increased participation of women and youth in agriculture production (GESI) 	<ul style="list-style-type: none"> • Randomised control trial • Household income and expenditure surveys • RIMS survey (Baseline Survey / Mid-term Review / Impact Assessment / End-term Evaluation) • Programme M&E reports • National food security survey reports 	<ul style="list-style-type: none"> • Agro-dealers buy-in into the Programme • Sustainable soil/water management to maximize soil fertility • Inputs adapted to specific AEZ and type of soils • Favourable weather patterns • Successful PPP in extension services • Labour availability
Output 1.1; Agricultural services/ inputs improved	<ul style="list-style-type: none"> a. No. of subsistence farmers issued with input package b. No. of agro-dealers trained c. Staff of services providers trained (RIMS1) d. No. of people trained in crop production practices and technologies (RIMS1) e. No. of people accessing facilitated advisory services (RIMS1) f. No. of women and youth sensitized on decision making and access to key resources for production (GESI) g. No. of women and youth sensitized on behavioural change, communication and sharing of household roles (GESI) 	<ul style="list-style-type: none"> • Randomised control trial • Household income and expenditure surveys • RIMS survey (Baseline Survey / Mid-term Review / Impact Assessment / End-term Evaluation) • Programme M&E reports 	<ul style="list-style-type: none"> • Agro-dealers available within 10km radius of the target farmers • Agro-dealers trained under the Programme stay on board • Farmers adopt warehouse receipt system • Farm-based insurance products are available to farmers • Farmers are able to raise 10% contribution anticipated under the project
Output 1.2; Capacity of farmers' organizations to mobilize extension services, participate in local planning and value	<ul style="list-style-type: none"> a. No of farmer groups trained in organizational management b. No. of crop production groups formed/ trained (RIMS1) c. No. of crop production groups formed d. No. of formed crop production groups with women in leadership positions (RIMS1) 	<ul style="list-style-type: none"> • Registration of farmer organizations • Programme M&E reports 	<ul style="list-style-type: none"> • Farmers commitment to participate in groups

Monitoring and Evaluation Plan for Kenya Cereal Enhancement Programme

Result Hierarchy	Key Performance Indicators	Means of verification	Risks/Assumptions
chains fora improved	e. No. of women and youth sensitized on leadership skills (GESI) f. No. of women and youth sensitized on access to production inputs, extension and advisory services (GESI)		
Outcome 2; Post harvest practices and market linkages for targeted VCs improved	a. No. of subsistence farmers adopting improved grain drying technologies b. No. of subsistence farmers adopting improved grain storage technologies c. No. of farmers using certified warehouses d. Percentage reduction in post-harvest grain losses e. No. of warehouses that have attained operational self-sufficiency Producers benefiting from improved access to markets (RIMS2) f. No. of functioning infrastructure after 3 years (RIMS2) g. No. of functioning storage & processing facilities after 3 years (RIMS2) h. Increased participation of women and youth in postharvest practices and marketing (GESI)	<ul style="list-style-type: none"> • RIMS survey (Baseline Survey / Mid-term Review / Impact Assessment / End-term Evaluation) • Agricultural statistics • Programme M&E reports 	<ul style="list-style-type: none"> • Warehouse Receipt System Bill passed and enacted into law • Commitment of PPP to the Programme • Increase in demand for agricultural produce
Output 2.1; Post-harvest management improved	a. No. of subsistence farmers trained on post-harvest grain management b. People trained on post-production and marketing (RIMS1) c. No. of certified warehouses d. No. of collection centres rehabilitated e. No. or storage facilities constructed/ rehabilitated (RIMS1) f. No. of processing facilities constructed/rehabilitated (RIMS1) g. No. of storage facilities constructed(Embu, Nakuru and Kitui) (CIMES) h. No. of women and youth sensitized on adoption of time and energy saving technologies (GESI)	<ul style="list-style-type: none"> • Agricultural statistics • Household surveys on levels of production and income generated from sales of agricultural products • RIMS survey (Baseline Survey / Mid-term Review / Impact Assessment / End-term Evaluation) • Programme M&E reports 	<ul style="list-style-type: none"> • Programme coverage for operational losses for Y1/Y2 • Adoption by target groups of weather-based insurance • Effective adoption by farmers of drying storage and WRS • Commitment of PPP to the Programme • County government support during implementation of the Programme
Output 2.2; Market Access for participating smallholders improved	a. No. of HH beneficiaries trained in business partnership b. No. of initiatives of commercial partnership implemented c. No. of access road improvement completed (spot road improvements) d. Roads constructed/ rehabilitated (RIMS1) e. No. of women and youth sensitized on market access (GESI)	<ul style="list-style-type: none"> • RIMS survey (Baseline Survey / Mid-term Review / Impact Assessment / End-term Evaluation) • Programme M&E reports 	<ul style="list-style-type: none"> • Commitment of PPP to the Programme • County government support during implementation of the Programme
Outcome 3; Financial inclusion of beneficiaries	a. No. of farmers producing grain and pulses having access to financial services b. No. of HH using certified warehouse receipting system	<ul style="list-style-type: none"> • EBL reports • RIMS survey (Baseline Survey / 	<ul style="list-style-type: none"> • Equity bank mobilize sufficient resources for Programme

Monitoring and Evaluation Plan for Kenya Cereal Enhancement Programme

Result Hierarchy	Key Performance Indicators	Means of verification	Risks/Assumptions
improved	<ul style="list-style-type: none"> c. No. / % increase in access to credit facilities (Bungoma, Kakamega and Nandi) (CIMES) d. Improved access of the poor to financial services (RIMS2) e. Number and type of new products implemented by EBL⁴ f. Improved performance of financial institutions (RIMS2) g. Increased access to financial services by women and youth (GESI) 	<ul style="list-style-type: none"> • Mid-term Review / Impact Assessment / End-term Evaluation) • Programme M&E reports 	<ul style="list-style-type: none"> • goals • Weather Index Based Insurance embedded in package • Target farmers are willing to access financial service from EBL
Output 3.1 : Use of financial tools and services by target groups increased	<ul style="list-style-type: none"> a. No. of vouchers used by target groups b. No. of category 1 HH trained in financial literacy c. People trained on financial services (male, female, youth) (RIMS 1) d. No. of entrepreneurs trained in advanced financial training e. Bank staff trained (RIMS1) f. No of farmers trained g. Value of voluntary savings (RIMS1) h. financial institutions participating in the project (RIMS 1) i. No of active voluntary savers (RIMS1) (males, female, youth) j. Number of active borrowers (RIMS1) k. Value of gross loan portfolio by project beneficiaries (RIMS1) l. Total amount of savings by target group(by gender)-target to be defined at start up (RIMS1) m. No. of women and youth sensitized on benefit sharing, off farm businesses and business skills (GESI) n. No. of women and youth sensitized on access to financial services (GESI) 	<ul style="list-style-type: none"> • Programme M&E reports • EBL reports • RIMS survey (Baseline Survey / Mid-term Review / Impact Assessment / End-term Evaluation) 	<ul style="list-style-type: none"> • Management of warehouses by trained professionals • Facilitated access to bridge financing • Effective value chain financing products are developed for targeted value chain • Government policy on financial sector stays stable
Output 3.2: Access to value chain financing improved	<ul style="list-style-type: none"> a. No. of value chain financing ventures completed b. No. of forward contracts signed 	<ul style="list-style-type: none"> • Programme M&E reports • EBL reports • RIMS survey (Baseline Survey / Mid-term Review / Impact Assessment / End-term Evaluation) 	<ul style="list-style-type: none"> • Interest of private sector in value chains maintained

⁴ Target to be defined after completion of the saving study

Chapter 2 KCEP Monitoring & Evaluation Plan

2.1 Monitoring Plan for Input, Output, Outcome and Impact Indicators

Monitoring of the project is going to be done in the following way:

1. Input and output (first level results) of the project would be monitored by using both quantitative and qualitative methods;
2. Outcome (second level results) of the project would be monitored by collecting data at the beginning of the project, annual, mid-term, and at the end of project by using a quantitative survey tool
3. Impact (third level results) of the project would be monitored by collecting data at the beginning of the project, at mid-term, during impact assessment and at the end of the project with the help of the RIMS survey.

Table 2.1 presents a summarized M&E Plan matrix for KCEP. The M&E Activities Implementation Plan for Year 1 is presented in Appendix 5.

Table 2.1 M&E Plan for KCEP

Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
Goal: National food security improved							
Number of men, women and youth uplifted from poverty	Total number of men, women and youth reached by the project (Category 1) and have registered improvements in asset ownership index	Number	County, sub-county, ward, gender, age	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1 Observation Focus Group Discussions Document review and interviews	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	Independent consultant
Number of men, women and youth with improvement in assets ownership index	Total number of men, women and youth recording improved assets after Programme intervention (Number to be compared with the baseline value)	Number	County, sub-county, ward, gender, age	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1 Focus Group Discussions Observation Document review and interviews	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	Independent consultant
Percentage reduction in the prevalence of child malnutrition	Total percentage reduction in prevalence of malnutrition among children Numerator; Prevalence of malnutrition after Programme intervention minus the Baseline value of prevalence of malnutrition before the Programme intervention Denominator; Baseline value of prevalence of malnutrition before the Programme intervention (Under 5s)	Percentage	County, sub-county, ward, gender, age	Household survey questionnaire Kenya National Bureau of Statistics	Household Survey using Questionnaire in Appendix 1 Focus Group Discussions Observation Document review and interviews	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	Independent consultant

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
Number of men, women and youth experiencing one hungry season	Total number of households going without food at least once in a season	Number	County, sub-county, ward, gender, age	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1 Focus Group Discussions Observation Document review and interviews	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	Independent consultant,
Increased empowerment of women and youth in agriculture (WEAI 80%)	Percentage change in women and youth empowerment from the baseline status. The USAID software and tools to be used in analysis	Percentage	County, sub-county, ward, gender, age	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	Independent consultant
Programme objective 1: Increased production of targeted cereal staples (maize, sorghum, millet and associated pulses)							
Percentage decrease in national grain deficit by 41,000T / 10% national deficit	Total percentage decrease in the national grain deficit as a result of increased target yields per acre	Percentage	County, Sub-county, ward	Warehouse / collection centre records	Desk review of records at the warehouses / collection centres Key informant interviews	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	Independent consultant during evaluations
Programme objective 2: Increased income of smallholders in medium and high potential production areas							
Number of targeted men, women and youth using improved inputs autonomously (min 32,000HH)	Total number of beneficiaries in the KCEP target areas using improved farming inputs autonomously	Number	County, sub-county, ward, gender, age	Household survey questionnaire Programme reports Market Survey	Household Survey using Questionnaire in Appendix 1 Observation Focus group discussions Interviews	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term)	KCEP M&E units and Independent consultants during evaluations

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
						evaluation)	
Number of targeted men, women and youth in commercial contracts (min 55,000)	Total number of beneficiaries in the KCEP target area engaged in contract farming for agricultural firms such as EABL	Number	County, sub-county, ward, gender, age	Programme reports / records Private contractors documents	FGDs Observation Document review and Interviews	Annually & during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units and Independent consultants during evaluations
Number of targeted men, women and youth engaged in financial services (investment loans)	Total number of beneficiaries in the KCEP target taking up financial instruments such as loans	Number	County, sub-county, ward, gender, age	Household survey questionnaire EBL database and records	Household Survey using Questionnaire in Appendix 1 Document review of bank records and interviews	Quarterly (Equity will be doing quarterly reports) Annually (PCU & Independent consultants)	EBL, M&E unit at PCU and Independent consultants during evaluations
Number of targeted men, women and youth selling grains at price 30% higher than farmgate (min 80,000)	Total number of beneficiaries from KCEP target area benefitting from economies of scale by selling at higher prices than farmgate prices	Number	County, sub-county, ward, gender, age	Household survey questionnaire Market survey questionnaire	Household Survey using Questionnaire in Appendix 1 Market survey FGDs Observation Document review and interviews	Quarterly and during evaluations (Baseline, Mid-term, Rapid assessments & End-term evaluation)	KCEP M&E units at all levels and Independent consultants during evaluations
Number of M&E officers trained on gender mainstreaming and social inclusion	Total number of M&E officers at all levels trained on gender mainstreaming and social inclusion	Number	PCU, Regional, County, Sub County, Ward	Training reports	Desk review of training report	Annually	PCU / Independent consultant
Number of women and youth empowered	Total number of women and youth targeted by the	Number	County, sub-county, ward,	Household survey	Household Survey using Questionnaire in	During evaluations	Independent consultants

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
	Programme considered empowered; data collection and analysis to be done using the USAID tool and data analysis software		gender, age	questionnaire	Appendix 1 Group empowerment level surveys	(Baseline, Mid-term, Impact assessment & End-term evaluation)	during evaluations
Outcome 1: Productivity for maize, white sorghum, finger millet and pulses increased							
Percentage increase in agricultural production Targets: <ul style="list-style-type: none"> • Tonnes of Maize per acre (0.9 to 1.8 T/acre) • Tonnes of sorghum per acre (0.6 to 1.2 T/acre) • Tonnes of millet per acre (0.7 to 1.4 T/acre) • Tonnes of pulses per acre (0.3 to 0.6T/acre) 	Total percentage increase in identified cereals from the KCEP target area Numerator; total quantity of cereals produced per acre after Programme intervention minus total quantity of cereals produced per acre before Programme intervention (baseline value) Denominator; total quantity of cereals produced per acre before Programme intervention (baseline value)	Percentage	County, Sub-county, gender, crop	Household survey questionnaire	Household Questionnaire FGDs Observation Market survey Document review and interviews	Annually & during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units at all levels and Independent consultants during evaluations
Number of men, women and youth who have adopted improved practices/packages (62,000:- 32,000 subsistence, 30,000 advanced, 50% women)	Total number of beneficiaries in the KCEP target area who have received trainings on improved agricultural practices and are receiving the right farm inputs and tools	Number	County, Sub-county, gender, age	Household survey questionnaire Market survey	Household Survey using Questionnaire in Appendix 1 FGDs Document review and interviews	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units at all levels and Independent consultants during evaluations
Number of men, women and youth using purchased	Total number of beneficiaries in the KCEP	Number	County, Sub-county, ward,	Household survey	Household Survey using Questionnaire in	Annually & during	KCEP M&E units at all

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
inputs	target area who have received and are using certified inputs from agro dealers		gender, age	questionnaire Agro-dealer survey questionnaire	Appendix 1 FGDs Observation	evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	levels and Independent consultants during evaluations
Number. of men, women and youth adopting modern techniques Embu, Bungoma, Nakuru and Kitui	Total number of beneficiaries who have been trained by KARLO and are practicing modern farming techniques in Embu, Bungoma, Nakuru and Kitui	Number	County, Sub-county, ward, gender, age	Household survey questionnaire Market survey questionnaire	Household Survey using Questionnaire in Appendix 1 Observation FGDs Market survey and interviews with agro-dealers	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units at all levels and Independent consultants during evaluations
Number / Percentage of men, women and youth reporting production/ improved yields	Percentage of beneficiaries in the KCEP target area reporting improved yields after Programme intervention	Number	County, Sub-county, ward, gender, age, crop	Household survey questionnaire Market Survey questionnaire	Household Survey using Questionnaire in Appendix 1 Observation Market survey Focus group discussions Document review and interviews	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units at all levels and Independent consultants during evaluations
Number of men, women and youth adopting recommended technologies	Total number of beneficiaries in the target area trained and practicing modern farming technologies	Number	County, Sub-county, ward, gender, age	Household survey questionnaire Training report	Household Survey using Questionnaire in Appendix 1 Observation Market survey Focus group discussions Document review and interviews	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units at all levels and Independent consultants during evaluations

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
Number of groups functional after 3 years	Total number of self-monitoring groups formed in the target area that remain active after end of Programme implementation	Number	County, Sub-county, ward	Group reports	Review of reports FGDs	After 3 years and during End term evaluation (Year 4)	KCEP M&E units at all levels and Independent consultants during evaluations
Increased participation of women and youth in agricultural production	Percentage increase in participation of women and youth in cereal production ; baseline value compared to evaluation value	Percentage	County, Sub-county, ward, men, women an youth	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	Independent consultants
Output 1.1; Agricultural services/ inputs improved							
Number of men women and youth; subsistence farmers adopted input package (target 40,000)	Total number of Category 1 beneficiaries who have benefitted from the e-voucher system and have adopted use of approved inputs and the training package	Number	County, Sub-county, ward, gender, age	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1 Observation Focus group discussions	Quarterly & Annually and during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations, EBL
Number of agro-dealers whose capacity is strengthened for agricultural services	Total number of agro-dealers who have been trained, have taken part in field days, have viewed activities undertaken in demo plots and have carried out farmers' exchange Programmes	Number	County, Sub-county, ward, gender, age	AGMARK Training Report / attendance sheets / training certificates	Participant observation, review of training records and attendance sheet	Quarterly & Annually and during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
							AGMARK
Number of staff of services providers trained	Total number of staff from the various service providers such as EBL, KALRO, AGMARK, county and sub-county offices trained	Number	Gender, age, institution	Institutions reports and documents	Document review and interviews	Quarterly & Annually)	KCEP M&E units at all levels and Independent consultants during evaluations & AGMARK Equity Bank KALRO
Number of people trained in crop production practices and technologies	Total number of people trained on modern agricultural practices and technologies in the target area	Number	County, Sub-county, ward, gender, age	Training register / attendance sheets Household survey questionnaire Partner reports and documents	Household Survey using Questionnaire in Appendix 1 FGDs Document review	Quarterly & Annually and during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations KALRO
Number of people accessing facilitated advisory services	Total number of households benefiting from eased extension from various partners extension officers and agrodealers trained by partners	Number	County, Sub-county, ward, gender	Household survey questionnaire Institution reports and documents	Household Survey using Questionnaire in Appendix 1 FGDs Document review and interviews	Monthly, Quarterly & Annually & during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations
Number of women and	Total number of women and	Number	County, Sub-	Household	Household Survey using	Quarterly and	KCEP M&E

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
youth sensitized on decision making and access to key resources for production	youth who have been trained on decision making and resource sharing		county, ward, men, women, youth	survey questionnaire Training reports	Questionnaire in Appendix 1 Review of training reports	during evaluations	units Independent consultant during evaluations
Number of women and youth sensitized on behavioural change, communication and sharing of household roles	Total number of women and youth who have been trained by the Programme on behaviour change, communication and sharing of household roles	Number	County, Sub-county, ward, gender, age	Household survey questionnaire Training reports	Household Survey using Questionnaire in Appendix 1 Review of training reports	Quarterly and during evaluations	KCEP M&E units Independent consultant during evaluations
Output 1.2; Capacity of farmers' organizations to mobilize extension services, participate in local planning and value chains I improved							
Number of farmers groups with enhanced capacity in organizational management [target 1,333]	Total number of farmer groups that are operational and have put in place sustainability measures and well defined organizational structures	Number	County, Sub-county, ward	Survey Farmer groups	Group survey Focus group discussions Document reviews and interviews	Quarterly & Annually	KCEP M&E units at all levels and Independent consultants during evaluations
Number of Crop production groups formed/ strengthened	Total number of farmer groups formed and trained in the target area	Number	County, Sub-county, ward	Training reports	Group survey Focus group discussions Document reviews and interviews	Quarterly, annually and during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations
Number of crop production groups with women in leadership positions	Total number of crop production groups that have women in leadership positions	Number	County, Sub-county, ward	Farmer groups records'	Group survey Focus group discussions Document reviews	Annually	KCEP M&E units at all levels and Independent

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
							consultants during evaluations
Number of women and youth sensitized on leadership skills	Total number of women and youth trained on leadership skills	Number	County, Sub-county, ward, gender, age	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1	Quarterly During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units at all levels Independent consultants
Number of women and youth sensitized on access to production inputs and extension & advisory services	Total number of women and youth trained on access to production inputs and extension & advisory services	Number	County, Sub-county, ward, gender, age	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1	Quarterly During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units at all levels Independent consultants
Outcome 2; Post harvest practices and market linkages for targeted VCs improved							
Number of subsistence men, women and youth farmers using improved grain drying technologies (adopted by 32,000)	Total number of beneficiaries adopting modern practices on grain drying techniques	Number	County, sub-county, ward, age, gender	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1 Observation Focus group discussions Document reviews and interviews	Annually and during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations
Number of subsistence men, women and youth farmers using improved	Total number of beneficiaries adopting modern practices on grain drying techniques	Number	County, sub-county, ward, age, gender	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1	Annually and during evaluations	KCEP M&E units at all levels and

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
grain storage technologies (adopted by 32,000)					Observation Focus group discussions Document reviews and interviews		Independent consultants during evaluations
Number of men women and youth using Certified warehouses [target 80,000 men, women and youth (32,000 subsistence and 48,000 advanced)]	Total number of beneficiaries in the Programme target area using facilities and equipment available as well as storing output in the certified warehouses	Number	County, sub-county, ward, age, gender	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1 Observation Focus group discussions Document reviews and interviews	Quarterly & Annually and during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations
Percentage decrease in post-harvest grain losses [reduced from 25 to 5% for 80,000 (32,000 subsistence and 48,000 advanced)]	Total percentage decrease in loss of grains after harvesting for farmers in the Programme target area Numerator; Number of bags harvested by the farmer minus number of bags sold/ stored at the warehouse Denominator; total number of bags harvested by the farmer NB: <i>(computation applies after deducting bags for personal consumption)</i>	Percentage	County, sub-county, ward, crop	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1 Observation Focus group discussions Document reviews and interviews	Quarterly & Annually	KCEP M&E units at all levels and Independent consultants during evaluations
Number of warehouses operational and self-sufficiency [target 60 warehouses]	Total number of warehouses in the Programme target area rehabilitated/constructed and operational	Number	County, sub-county, ward,	Farmer groups Market survey Operators/ managers of the storage facilities	Focus group discussions Document reviews of warehouse documentation and interviews	Quarterly & annually	KCEP M&E units at all levels and Independent consultants during

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
							evaluations
Number of producers benefitting from improved access to markets	Total number of beneficiaries in the Programme target area accessing markets easily due to improvement in infrastructure	Number	County, sub-county, ward, gender, age	Household survey Farmer groups Market survey questionnaire	Household Survey using Questionnaire in Appendix 1 Focus group discussions Document reviews and interviews	Quarterly & Annually and during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations
Number of functioning infrastructure after 3 years	Total number of functional facilities and equipment in the collection centres / warehouses after 3 years	Number	County, sub-county, ward	Farmer groups	Observation Focus group discussions Document reviews of County reports and interviews	Annually & after 3 years	KCEP M&E units at all levels and Independent consultants during evaluation
Number of functioning storage & processing facilities after 3 years	Total number of functional cereal storage and processing facilities in the Programme target area after 3 years	Number	County, sub-county, ward	Farmer groups Market survey Operators/ managers of the storage facilities	Observation/assessment of equipment in the warehouse Focus group discussions Document reviews and interviews	Quarterly, Annually & After 3 years	KCEP M&E units at all levels and Independent consultants during evaluations
Increased participation of women and youth in post harvest practices and marketing	Percentage increase in participation of women and youth in post harvest practices and marketing	Percentage	County, Sub-County, ward, gender age	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1 Review of training reports	Annually and during periodic evaluations	KCEP M&E units at all levels and Independent consultants during evaluations

Output 2.1; Post harvest management improved

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
Number of subsistence men, women and youth farmers trained on post-harvest grain management [target 40,000]	Total number of beneficiaries in the Programme target area trained on modern ways of handling cereals after harvest	Number	County, sub-county, ward, gender, age	Household survey questionnaire Farmer groups Training report / register	Household Survey using Questionnaire in Appendix 1 Focus group discussions Review of documents and reports from trainers	Quarterly & Annually and during evaluations	KCEP M&E units at all levels and Independent consultants during evaluation
Number of men, women and youth trained on post-production and marketing	Total number of beneficiaries in the Programme target area trained on post cereal management and marketing	Number	County, sub-county, ward, gender, age	Household survey questionnaire Training reports	Household Survey using Questionnaire in Appendix 1 Observation Focus group discussions Review of documents and reports from trainers	Quarterly & Annually	KCEP M&E units at all levels and Independent consultants during evaluation
Number of warehouses certified and offering WRS services [target 60]	Total number of warehouses in operation and self-sustaining in the Programme target area	Number	County, sub-county, ward	Warehouses assessment reports	Focus group discussion Review of documents and reports interviews	Annually	KCEP M&E units at all levels and Independent consultants during evaluation
Number of collection centres operational [target 100]	Total number of collection centres which are operational and self-sustaining for farmers in the Programme target area	Number	County, sub-county, ward	Collection centre assessment reports	Focus group discussions Review of documents and reports and interviews	Quarterly & annually	KCEP M&E units at all levels and Independent consultants during evaluation
Number of storage facilities constructed/ rehabilitated	Total number of storage facilities constructed/	Number	County, sub-county, ward	Warehouses assessment	Focus group discussion Review of documents and	Annually	KCEP M&E units at all

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
	rehabilitated and are in operation in the Programme target area			reports	reports interviews		levels and Independent consultants during evaluations
Number of processing facilities constructed/rehabilitated	Total number of processing facilities constructed/ rehabilitated and are in operation in the Programme target area	Number	County, sub-county, ward	Farmer groups Market survey Warehouses assessment reports	Focus group discussion Observation Review of documents and reports interviews	Annually	KCEP M&E units at all levels and Independent consultants during evaluations
Number of storage facilities Embu, Nakuru and Kitui	Total number of operational and self-sustaining storage facilities constructed / rehabilitated by the Programme in Embu, Nakuru and Kitui	Number	sub-county, ward	Farmer groups Warehouses assessment	Focus group discussion observation Review of documents and reports interviews	Annually	KCEP M&E units at all levels and Independent consultants during evaluations
Number of women and youth sensitized on adoption of time and energy saving technologies	Total number of women and youth trained on adoption of time saving and energy saving technologies	Number	County, sub-county, ward, gender, age	Household survey questionnaire Training reports	Household Survey using Questionnaire in Appendix 1 Review of training reports	Quarterly Annually During evaluations	KCEP M&E units at all levels and Independent consultants during evaluations
Output 2.2; Market Access for participating smallholders improved							
Number of men, women and youth beneficiaries trained in business	Total number of beneficiaries trained on various modules of business partnership in the	Number	County, sub-county, ward, gender age	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1	Monthly, Quarterly & Annually	KCEP M&E units at all levels and

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
partnership [target 100,000]	target area			Training modules from partners	Review of documents		Independent consultants during evaluations, EBL
Number of initiatives of commercial partnership implemented [target 60]	Total number of commercial partnership between farmers and large scale consumers of cereals such as EABL among others initiated in the target area	Number	County, sub-county, ward, gender age	Farmer groups Operators and managers of warehouses Progress reports from EAGC	Focus group discussions Document review	Annually and during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations
Number of spot improvement of access roads completed [target 20]	Total number of kilometres of priority access roads improved in the target area completed	Kilometres	County, sub-county, ward	County progress reports	Focus group discussion Observation Document review and interviews	Annually	KCEP M&E units at all levels and Independent consultants during evaluations
Length of roads constructed/ rehabilitated (in kms)	Total number of kilometres of road constructed/rehabilitated in the Programme target area	Kilometres	County, sub-county, ward	County progress reports	Focus group discussion Observation Document review and interviews	Annually	KCEP M&E units at all levels and Independent consultants during evaluations
Number of women and youth sensitized on market access	Total number of women and youth trained on market access issues by the Programme	Number	County, Sub-County, ward, gender age	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1	County, Sub-County, ward, gender age	Household survey

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
Outcome 3; Financial inclusion of beneficiaries improved							
Number of men, women and youth farmers producing grain and pulses have access to financial services [target 95,000]	Total number of beneficiaries that are able to access financial services from various financial institutions in the Programme target area	Number	County, Sub-County, ward, gender age	Household survey questionnaire Progress reports EBL database / progress reports	Household Survey using Questionnaire in Appendix 1 Document review and interviews	Quarterly and during evaluations	Equity Bank Limited and independent consultants during evaluations
Number of men, women and youth using certified WRS [target 62,500]	Total number of beneficiaries benefitting from an automated Warehouse Receipt System	Number	County, sub-county, age, gender	Household survey questionnaire Progress reports EBL database / progress reports	Household Survey using Questionnaire in Appendix 1 Focus group discussions Document review	Quarterly & Annually	Equity Bank Limited and independent consultants during evaluations
Number /percentage increase in access to credit facilities Bungoma, Kakamega and Nandi	Total percentage increase in the number of beneficiaries accessing financial services in Bungoma, Kakamega and Nandi Numerator; Total number of farmers accessing credit facilities after Programme less total number of farmers accessing credit facilities before Programme Denominator; total number of	Percentage	County, sub-county, age, gender	Household survey questionnaire Farmer groups EBL progress reports	Household Survey using Questionnaire in Appendix 1 Focus group discussions Document review Interviews	Quarterly and during evaluations	Equity Bank Limited and independent consultants during evaluations

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
	farmers accessing credit facilities before Programme						
Number of poor men, women and youth accessing improved financial services	Total number of beneficiaries that are able to access financial services from various financial institutions in the Programme target area	Number	County, Sub-County, ward, gender age	Household survey questionnaire EBL progress reports	Household Survey using Questionnaire in Appendix 1 Document review and interviews	Quarterly and during evaluations	Equity Bank Limited and independent consultants during evaluations
Total amount of savings by target group (by gender)- target to be defined at start up	Total percentage of amount saved by beneficiaries in the various financial institutions Numerator; amount saved by beneficiaries after Programme less amount saved before Programme Denominator; amount saved by beneficiaries before Programme implementation	Percentage	County, sub-county, ward, gender, age	EBL progress reports	Document review and interviews	Quarterly & Annually during evaluations	Equity Bank Limited and independent consultants during evaluations
Number and type of new products implemented by EBL- target to be defined at start up	Total number of agricultural products in form of loans, grants among others offered by Equity bank to farmers	Number	Category of beneficiary, gender, age	EBL data base / progress reports	Document review and interviews	Annually	Equity Bank Limited and independent consultants during evaluations
Improved performance of financial institutions	Financial institution reporting increased customer numbers	Level	Financial institution	EBL data base / progress reports	Document review and interviews	Annually	Equity Bank Limited and independent consultants during evaluations

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
Increased access to financial services by women and youth	Percentage of women and youth reporting increased access to financial services as a result of Programme interventions	Percentage	County, Sub-County, ward, gender age	Household survey questionnaire	Household Survey using Questionnaire in Appendix 1	Annually	KCEP M&E unites at various levels, Independent consultants during evaluations
Output 3.1 : Use of financial tools and services by target groups increased							
Number of vouchers used by men, women and youth [target 40,000]	Total number of e-vouchers used while distributing inputs to farmers during implementation of the Programme	Number	County, sub-county, age, gender	EBL data base / progress reports Agro dealers physical register	Document review	Quarterly & annually and during evaluations	Equity Bank Limited and independent consultants during evaluations
Number of category 1 men, women and youth trained in financial literacy [target 40,000]	Total number of category 1 (small scale) farmers financially literate	Number	County, sub-county, age, gender	EGF training registers Framer groups training records	Document review Interviews	Quarterly & Annually	Equity Bank Limited
Number of people trained on financial services (male, female, youth)	Total number of farmers trained on various financial components that are in line with agricultural practices	Number	County, sub-county, age, gender	EGF training register	Focus group discussions Document review Interviews	Quarterly	Equity Bank Limited and independent consultants during evaluations
Number of entrepreneurs trained in advanced financial training [target	Total number of entrepreneurs in various fields in the target area	Number	County, sub-county, age, gender	EBL Training reports	Focus group discussions Document review	Quarterly & Annually	Equity Bank Limited

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
200]	trained on advanced financial training so as to be able to train beneficiaries						
Number of bank staff trained (men, women and youth)	Total number of bank staff trained for the purpose of disseminating knowledge to the farmers in the Programme target area	Number	County, Sub-County	Training reports from EBL	Desk review of Training reports	Quarterly & Annually	Equity Bank Limited
Number of farmers trained on financial literacy (men, women and youth)	Total number of farmers trained on various financial components that are in line with agricultural practices	Number	County, sub-county, gender	Training reports / EGF training register	Focus group discussions Document review	Quarterly & annually	Equity Bank Limited and independent consultants during evaluations
Value of voluntary savings (men, women and youth)	Total amount of money being saved by beneficiaries voluntarily after Programme implementation in the Programme target area	Number	County, sub-county, gender	EBL data base / progress reports	Focus group discussions Document review	Monthly, Quarterly & Annually	Equity Bank Limited
Number of active voluntary savers (men, women and youth)	Total number of beneficiaries saving money in financial institutions unceasingly voluntarily in the target area	Number	County, sub-county, gender	EBL data base / progress reports	Focus group discussions Document review	Quarterly & during evaluations	Equity Bank Limited
Value of gross loan portfolio for men, women and youth	Total amount of loan given to farmers in the target area as a result of increase agricultural activities by farmers	Number	County, sub-county, gender	EBL data base / progress reports	Document review	Quarterly and during evaluations	Equity Bank Limited
Number of women and youth sensitized on benefit	Total number of women and youth trained on benefit	Number	County, Sub-County, ward	Training reports	Document review of training reports	Quarterly & Annually	KCEP M&E units at

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Indicator	Definition	Unit of Measurement	Level of Disaggregation	Data Source	Method of Data Collection	Frequency	Responsible Entity
sharing , off farm businesses and business skills	sharing , off farm businesses and business skills		gender age		FGDs		various levels, Independent consultants during evaluations
Number of women and youth sensitized on access to financial services	Total number of women and youth trained on access to financial services	Number	County, Sub-County, ward, gender age	Training reports	Document review of training reports FGDs	Quarterly Annually	KCEP M&E unites at various levels, Independent consultants during evaluations
Output 3.2: Access to value chain financing improved							
Number of value chain financing ventures completed [target 100]	Total number of value chain financing ventures completed	Number	County, sub-county, ward	EBL database / progress reports	Document review	Quarterly, Annually	Equity Bank Limited
Number of forward contracts signed [target 80]	Total number of contracts signed by either individual farmers or by group of farmers for bulk provision of cereals	Number	County, sub-county, Ward	Farmer groups records	Focus group discussions Document review	Quarterly, Annually	Equity Bank Limited

2.1.1 Data sources

Data on indicators maybe collected both from primary or secondary sources. Primary data is collected directly by the Programme team secondary data refers to data that is not directly collected by and for the Programme but which can nevertheless meet Programme information needs. Examples of secondary data relevant to KCEP Programme include demographic statistics from Kenya National Bureau of Statistics, Kenya Integrated Household budget survey, national food security reports, nutritional reports, Vision 2030, County Crop Reports e.t.c.

Secondary data is crucial since it saves considerable time and costs. It can also be used to triangulate data sources and verify primary data collected directly by the Programme. However, it is important to ensure that secondary data is *reliable* and *relevant*.

Table 2.2 presents different data sources and data collection methods for KCEP indicators.

Table 2.2 Mode of data collection for KCEP indicators

Indicator	Data Source	Method of Data Collection	Frequency
Goal: National food security improved			
Number of men, women and youth uplifted from poverty	Household survey questionnaire	HH survey using questionnaire in Appendix 5 Observation Focus Group Discussions Document review and interviews	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Number of men, women and youth with improvement in assets ownership index	Household survey questionnaire	HH survey using questionnaire in Appendix 5 Focus Group Discussions Observation Document review and interviews	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Percentage reduction in the prevalence of child malnutrition	Household survey questionnaire Kenya National Bureau of Statistics reports	HH survey using questionnaire in Appendix 5 Focus Group Discussions Observation Document review and interviews	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Number of men, women and youth experiencing one hungry season	Household survey questionnaire	HH survey using questionnaire in Appendix 5 Focus Group Discussions Observation Document review and interviews	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Increased empowerment of women and youth in agriculture (WEAI 80%)	Household survey questionnaire	HH survey using questionnaire in Appendix 5	During evaluations (Baseline, Mid-term, Impact assessment)

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Indicator	Data Source	Method of Data Collection	Frequency
			& End-term evaluation)
Programme objective 1: Increased production of targeted cereal staples (maize, sorghum, millet and associated pulses)			
Percentage decrease in national grain deficit by 41,000T / 10% national deficit	Warehouse / collection centre records	Desk review of records at the warehouses / collection centres Key informant interviews	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Programme objective 2: Increased income of smallholders in medium and high potential production areas			
Number of targeted men, women and youth using improved inputs autonomously (min 32,000HH)	Household survey questionnaire Programme reports Market Survey	HH survey using questionnaire in Appendix 5 Observation Focus group discussions Interviews	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Number of targeted men, women and youth in commercial contracts (min 55,000)	Programme reports / records Private contractors documents	FGDs Observation Document review and Interviews	Annually & during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Number of targeted men, women and youth engaged in financial services (investment loans)	Household survey questionnaire Equity Bank Ltd database records	HH survey using questionnaire in Appendix 5 Document review of bank records / reports and interviews	Quarterly (Equity will be doing quarterly reports) Annually (PCU & Independent consultants)
Number of targeted men, women and youth selling grains at price 30% higher than farmgate (min 80,000)	Household survey questionnaire Market survey questionnaire	HH survey using questionnaire in Appendix 5 FGDs Market survey Observation Document review and interviews	Quarterly and during evaluations (Baseline, Mid-term, Rapid assessment & End-term evaluation)
Number of M&E officers trained on gender mainstreaming and social inclusion	Training reports	Desk Review of training report Interviews	Annually
Number of women and youth empowered	Household survey questionnaire	HH survey using questionnaire in Appendix 5 Group empowerment level surveys	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Outcome 1: Productivity for maize, white sorghum, finger millet and pulses increased			
Percentage increase in agricultural production	Household survey questionnaire	HH survey using questionnaire in Appendix 5 FGDs Document review and	Annually & during evaluations (Baseline, Mid-term, Impact assessment

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Indicator	Data Source	Method of Data Collection	Frequency
		interviews	& End-term evaluation)
Number of men, women and youth who have adopted improved practices/packages (62,000:-32,000 subsistence, 30,000 advanced, 50% women)	Household survey questionnaire	HH survey using questionnaire in Appendix 5 Observation Document review and interviews	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Number of men, women and youth using purchased inputs	Household survey questionnaire Agro-dealer survey questionnaire	HH survey using questionnaire in Appendix 5 FGDs Observation	Annually & during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Number. of men, women and youth adopting modern techniques Embu, Bungoma, Nakuru and Kitui	Market survey questionnaire Household survey questionnaire	HH survey using questionnaire in Appendix 5 Observation FGDs Market survey and interviews with agro-dealers	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Number / Percentage of men, women and youth reporting production/ improved yields	Household survey questionnaire Market Survey	HH survey using questionnaire in Appendix 5 Observation Market survey Focus group discussions Document review and interviews	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Number of men, women and youth adopting recommended technologies	Household survey questionnaire Training report	HH survey using questionnaire in Appendix 5 Observation Market survey Focus group discussions Document review and interviews	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Number of groups functional after 3 years	Group reports	Review of reports Focus group discussions	After 3 years and during End term evaluation (Year 4)
Increased participation of women and youth in agricultural production	Household survey questionnaire	HH survey using questionnaire in Appendix 5	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Output 1.1: Agricultural services/ inputs improved			
Number of men women and youth; subsistence farmers adopted input package (target 40,000)	Household survey questionnaire	HH survey using questionnaire in Appendix 5 Observation Focus group discussions	Quarterly & Annually and during evaluations
Number of agro-dealers whose	AGMARK Training	Review of training records	Quarterly & Annually

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Indicator	Data Source	Method of Data Collection	Frequency
capacity is strengthened for agricultural services	Report/Attendance sheets/Training certificates	and attendance sheet Participant observation,	and during evaluations
Number of staff of services providers trained	Institutions reports and documents	Document review and interviews	Quarterly & Annually)
Number of people trained in crop production practices and technologies	Training register/attendance sheets Household survey partners reports and documents	HH survey using questionnaire in Appendix 5 FGDs Document review	Quarterly & Annually and during evaluations
Number of people accessing facilitated advisory services	Household survey questionnaire Institution reports and documents	HH survey using questionnaire in Appendix 5 FGDs Document review and interviews	Monthly, Quarterly & Annually & during evaluations
Number of women and youth sensitized on decision making and access to key resources for production	Household survey questionnaire Training reports	HH survey using questionnaire in Appendix 5 Review of training reports	Quarterly and during evaluations
Number of women and youth sensitized on behavioural change, communication and sharing of household roles	Household survey questionnaire Training reports	HH survey using questionnaire in Appendix 5 Review of training reports	Quarterly and during evaluations
Output 1.2; Capacity of farmers' organizations to mobilize extension services, participate in local planning and value chains fora improved			
Number of farmers groups with enhanced capacity in organizational management [target 1,333]	Survey questionnaire Farmer groups	Group survey Focus group discussions Document reviews and interviews	Quarterly & Annually
Number of Crop production groups formed/ strengthened	Training reports	Survey questionnaire Focus group discussions Document reviews and interviews	Quarterly, annually and during evaluations
Number of crop production groups with women in leadership positions	Farmer groups records'	Survey questionnaire Focus group discussions Document reviews	Annually
Number of women and youth sensitized on leadership skills	Household survey questionnaire	HH survey using questionnaire in Appendix 5	Quarterly During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)
Number of women and youth sensitized on access to production inputs and extension & advisory services	Household survey questionnaire	HH survey using questionnaire in Appendix 5	Quarterly During evaluations (Baseline, Mid-term, Impact assessment & End-term

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Indicator	Data Source	Method of Data Collection	Frequency
			evaluation)
Outcome 2; Post harvest practices and market linkages for targeted VCs improved			
Number of subsistence farmers (men, women and youth) farmers using improved grain drying technologies (adopted by 32,000)	Household survey questionnaire	HH survey using questionnaire in Appendix 5 Observation Focus group discussions Document reviews and interviews	Annually and during evaluations
Number of subsistence farmers (men, women and youth) farmers using improved grain drying technologies (adopted by 32,000)	Household survey questionnaire	HH survey using questionnaire in Appendix 5 Observation Focus group discussions Document reviews and interviews	Annually and during evaluations
Number of men women and youth using Certified warehouses [target 80,000 men, women and youth (32,000 subsistence and 48,000 advanced)]	Household survey questionnaire	HH survey using questionnaire in Appendix 5 Observation Focus group discussions Document reviews and interviews	Quarterly & Annually and during evaluations
Percentage decrease in post-harvest grain losses [reduced from 25 to 5% for 80,000 (32,000 subsistence and 48,000 advanced)]	Household survey questionnaire	HH survey using questionnaire in Appendix 5 Observation Focus group discussions Document reviews and interviews	Quarterly & Annually
Number of warehouses that have attained operational and self-sufficiency	Farmer groups Market survey Operators/ managers of the storage facilities	Focus group discussions Document reviews of warehouse documentation and interviews	Quarterly & annually
Number of producers benefiting from improved access to markets	Household survey questionnaire Farmer groups Market survey questionnaire	HH survey using questionnaire in Appendix 5 Focus group discussions Document reviews and interviews	Quarterly & Annually and during evaluations
Number of functioning infrastructure after 3 years	Farmer groups	Observation Focus group discussions Document County reviews and interviews	Annually & after 3 years
Number of functioning storage & processing facilities after 3 years	Farmer groups Operators/ managers of the storage facilities	Observation/assessment of equipment in the warehouse Focus group discussions Document reviews and interviews	Quarterly, Annually & After 3 years
Increased participation of women and youth in post harvest practices and marketing	Household survey	HH survey using questionnaire in Appendix 5 Review of training reports	Annually and during periodic evaluations
Output 2.1; Post harvest management improved			

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Indicator	Data Source	Method of Data Collection	Frequency
Number of subsistence men, women and youth farmers trained on post-harvest grain management [target 40,000]	Household survey questionnaire Training register Farmer groups Training report	HH survey using questionnaire in Appendix 5 Focus group discussions Review of documents and reports from trainers	Quarterly & Annually and during evaluations
Number of men, women and youth trained on post-production and marketing	Household survey questionnaire Farmer groups Training reports	HH survey using questionnaire in Appendix 5 Observation Focus group discussions Review of documents and reports from trainers	Quarterly & Annually
Number of certified warehouses	Warehouses assessment report	Review of documents and reports interviews Focus group discussion	Annually
Number of collection centres rehabilitated [target 100]	Collection centre assessment reports	Focus group discussions Review of documents and reports and interviews	Quarterly & annually
Number of storage facilities constructed/ rehabilitated	Warehouses assessment reports	Focus group discussion Review of documents and reports interviews	Annually
Number of processing facilities constructed/rehabilitated	Farmer groups Market survey Warehouses assessment reports	Focus group discussion observation Review of documents and reports interviews	Annually
Number of storage facilities constructed Embu, Nakuru and Kitui	Warehouse assessment reports	Focus group discussion observation Review of documents and reports interviews	Annually
Number of women and youth sensitized on adoption of time and energy saving technologies	Household survey questionnaire Training reports	HH survey using questionnaire in Appendix 5 Review of training reports	Quarterly Annually During evaluations
Output 2.2; Market Access for participating smallholders improved			
Number of men, women and youth beneficiaries trained in business partnership [target 100,000]	Training register modules from partners	Review of documents HH survey using questionnaire in Appendix 5 Focus group discussions Interviews	Monthly, Quarterly & Annually
Number of initiatives of commercial partnership implemented [target 60]	Farmer groups Operators and managers of warehouses Progress reports from EAGC	Focus group discussions Document review	Annually and during evaluations

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Indicator	Data Source	Method of Data Collection	Frequency
Number of spot improvement of access roads completed [target 20]	County progress reports	Focus group discussion Observation Document review and interviews	Annually
Length of roads constructed/ rehabilitated (in kms)	County progress reports	Focus group discussion Observation Document review and interviews	Annually
Number of women and youth sensitized on market access	Household survey questionnaire	HH survey using questionnaire in Appendix 5	Annually
Outcome 3; Financial inclusion of beneficiaries improved			
Number of men, women and youth farmers producing grain and pulses have access to financial services [target 95,000]	Household survey questionnaire County progress reports EBL database/progress reports	HH survey using questionnaire in Appendix 5 Document review and interviews	Quarterly and during evaluations
Number of HH (men, women and youth) using certified WRS [target 62,500]	Household survey questionnaire Warehouses records EBL database/progress reports	HH survey using questionnaire in Appendix 5 Observation Focus group discussions Document review	Quarterly & Annually
Number /percentage increase in access to credit facilities Bungoma, Kakamega and Nandi	Household survey questionnaire Farmer groups Financial institutions	HH survey using questionnaire in Appendix 5 Focus group discussions Document review	Quarterly and during evaluations
Number of poor men, women and youth accessing improved financial services	Household survey questionnaire EBL database/progress Reports	HH survey using questionnaire in Appendix 5 Document review and interviews	Quarterly and during evaluations
Number and type of new products implemented by EBL- target to be defined at start up	EBL database/progress Reports	Document review and interviews	Annually
Improved performance of financial institutions	EBL database/progress Reports	Document review and interviews	Annually
Increased access to financial services by women and youth	Household survey questionnaire	HH survey using questionnaire in Appendix 5	Annually
Output 3.1 : Use of financial tools and services by target groups increased			
Number of vouchers used by men, women and youth [target 40,000]	EBL database/progress Reports Agro dealers physical registers	Document review	Quarterly & annually and during evaluations
Number of category 1 men, women and youth trained in financial literacy [target 40,000]	EGF training registers Farmer groups training records	Document review Interviews	Quarterly & Annually
Number of people trained on	EGF training registers	Focus group discussions	Quarterly

Indicator	Data Source	Method of Data Collection	Frequency
financial services (male, female, youth)		Document review Interviews	
Number of entrepreneurs trained in advanced financial training [target 200]	Training registers	Focus group discussions Document review	Quarterly & Annually
Number of bank staff trained (men, women and youth)	Training registers	Desk review of training reports	Quarterly & Annually
Number of farmers trained on financial literacy (men, women and youth)	Training reports/ EGF training registers	Focus group discussions Document review	Quarterly & annually
Value of voluntary savings (men, women and youth)	EBL database/progress Reports	Focus group discussions Document review	Monthly, Quarterly & Annually
Number of active voluntary savers (men, women and youth)	EBL database/progress Reports	Focus group discussions Document review	Quarterly & during evaluations
Number of active borrowers	EBL database/progress Reports	Focus group discussions Document review	Quarterly & during evaluations
Value of gross loan portfolio for men, women and youth	EBL database/progress Reports	Document review	Quarterly & during evaluations
Total amount of savings by target group (men, women and youth)	EBL database/progress Reports	Document review	Quarterly & during evaluations
Number of women and youth sensitized on benefit sharing , off farm businesses and business skills	Training reports	Document review of training reports FGDs	Quarterly Annually
Number of women and youth sensitized on access to financial services	Training reports	Document review of training reports FGDs	Quarterly Annually
Output 3.2: Access to value chain financing improved			
Number of value chain financing ventures completed [target 100]	EBL database/progress Reports	Document review	Quarterly, Annually
Number of forward contracts signed [target 80]	Farmer groups records	Focus group discussions Document review	Quarterly, Annually

2.1.2 Quantitative and qualitative data collection methods used in KCEP M&E system

Quantitative data measures and explains what is being studied with numbers (e.g. counts, ratios, percentages, proportions, average scores, etc). Quantitative methods tend to use structured approaches which provide precise data that can be statistically analysed and replicated for comparison. Examples include surveys and field experiments.

Qualitative methods use semi-structured techniques to provide in-depth understanding of attitudes, beliefs, motives and behaviours. They tend to be more participatory and reflective in practice. Examples

include observations, Focused Group Discussions (FGDs), Key Informant Interviews, brainstorming sessions and case studies

Both data collection methods are meant to complement and explain the pattern of progress shown with the help of quantitative data. Therefore, a balance should be maintained in the use of these methods.

2.1.3 Data Collection

The M&E Plan will use both quantitative and qualitative tools and approaches in collecting data for KCEP. Most process indicators require routine monitoring and record-keeping, to determine the use of inputs and the implementation of activities of KCEP. Collection of data on expected outcomes for most indicators of this Programme will rely on interviews or surveys (household, market among others) by the relevant government bodies, supplemented or verified by copies of formal government documents, where applicable. For outcome and impact indicators, the need to show changes over time will mean both current agricultural practices and level of production is needed as well as data for previous years to show trends and change over time. This will be done through evaluation surveys at the mid-term and end of Programme. Table 2.3 presents a data collection plan for KCEP indicators.

Table 2.3 Data collection Plan for KCEP Indicators

Information the survey can uncover	Research Questions	Data Type	Data Sources	Method of data collection	Time for collection	Responsible	Comments
Goal: National food security improved	What is the national level of production for the target cereals as compared to the previous years?	Goal	Household Survey Kenya National Bureau of Statistics reports	HH survey using questionnaire in Appendix 5 Observation Focus Group Discussions Document review and interviews	During evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	Independent consultant	Evaluate from the data collected the number of bags of target cereals sold by the beneficiaries compared to previous seasons
Programme objective 1: Increased production of targeted cereal staples (maize, sorghum, millet and associated pulses)	What is the percentage increase in the production of target cereal staples?	Objective	Warehouse / collection centre records	Desk review of records at the warehouses / collection centres Key informant interviews	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units and Independent consultants during evaluations	Assess the number of bags of target cereals produced and compare to number of bags the beneficiaries had before the Programme
Programme objective 2: Increased income of smallholders in medium and high potential production areas	To what extent has the standard of living of the target farmers improved?	Objective	Household survey questionnaire Programme reports Market Survey Equity Bank reports	HH survey using questionnaire in Appendix 5 Observation Focus group discussions Interviews	Annually and during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units and Independent consultants during evaluations	Assess from the data collected whether the target farmers' way of life has improved. Analyze the type of assets owned after the Programme as compared to before the Programme
Outcome 1: Productivity for maize, white sorghum, finger millet and pulses increased	What is the percentage increase in the production of maize, sorghum, finger miller and pulses?	Outcome	Household survey questionnaire Agro-dealer survey questionnaire Market survey	HH survey using questionnaire in Appendix 5 Focus group discussions Document review	Annually & during evaluations (Baseline, Mid-term, Impact assessment & End-term)	KCEP M&E units at all levels and Independent consultants during evaluations	Assess the number of bags of maize, white sorghum, finger millet and pulses produced under KCEP and compare to number of bags the beneficiaries had before the Programme

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Information the survey can uncover	Research Questions	Data Type	Data Sources	Method of data collection	Time for collection	Responsible	Comments
			questionnaire	and interviews	evaluation)		
Output 1.1; Agricultural services/ inputs improved	How many farmers use improved agricultural inputs consistently?	Output	Household survey questionnaire AGMARK training reports	HH survey using questionnaire Appendix 5 Observation Focus group discussions Review of training reports	Quarterly & Annually during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations,	Assess the number of beneficiaries using the certified inputs appropriately in the target areas
Output 1.2; Capacity of farmers' organizations to mobilize extension services, participate in local planning and value chains fora improved	To what extent is the capacity of farmers' organizations to mobilize extension services, participate in local planning and value chains fora improved?	Output	Group survey questionnaire Training reports	HH survey using questionnaire Appendix 5 Observation Focus group discussions	Quarterly, annually and during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations	Evaluate the number of groups that seek or provide extension services as well as attend those trainings.
Outcome 2; Post harvest practices and market linkages for targeted VCs improved	What is the percentage of post-harvest losses? How many of the target farmers practice recommended post-harvest activities? How many target farmers have improved access to market?	Outcome	Household survey questionnaire Farmer groups Operators / managers of storage facilities Market survey questionnaire	HH survey using questionnaire Appendix 5 Observation Market survey Document review and interviews	Annually & during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units at all levels and Independent consultants during evaluations	Assess how many bags of cereals are lost due to lack of proper post-harvest management under KCEP compare this to losses before the Programme Evaluate the number of beneficiaries who diligently practice proper post-harvest management
Output 2.1; Post harvest	What is the level	Output	Household survey	HH survey using	Quarterly,	KCEP M&E units at	Assess the no. of farmers

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Information the survey can uncover	Research Questions	Data Type	Data Sources	Method of data collection	Time for collection	Responsible	Comments
management improved	of improvement recorded in post harvest management since Programme intervention		questionnaire Training register Farmer groups Training report Warehouses and collection centres assessment reports	questionnaire in Appendix 5 Focus group discussions Review of documents and reports from trainers	annually and during evaluations	all levels and Independent consultants evaluations	trained on post harvest grain management and have adopted the relevant technologies. Also assess the no. of storage facilities rehabilitated / constructed and certified warehouses
Output 2.2; Market Access for participating smallholders improved	How many target smallholder farmers have improved access to market?	Output	Training register from partners Progress reports from EAGC County progress reports Household survey questionnaire	HH survey using questionnaire in Appendix 5 Observation Focus group discussions	Quarterly & Annually and during evaluations	KCEP M&E units at all levels and Independent consultants evaluations	Assess the number of farmers who deliver their cereals to markets (either as individuals or as groups) and do not sell at the farmgate. Also assess the no. of spot improvement on access roads completed.
Outcome 3; Financial inclusion of beneficiaries improved	How many Programme beneficiaries have access to financial services? How many beneficiaries are using certified WRS? How many beneficiaries keep proper books of accounts for their farming activities?	Outcome	Household survey questionnaire County progress reports EBL database / progress reports	HH survey using questionnaire in Appendix 5 Document review and interviews Focus group discussions	Annually & during evaluations (Baseline, Mid-term, Impact assessment & End-term evaluation)	KCEP M&E units at all levels and Independent consultants evaluations	Assess the number of farmers who are keeping records of their expenditures, sales and savings from agricultural activities Evaluate the farmers who draft budgets Assess beneficiaries who sort financial advice from financial institutions,
Output 3.1 : Use of financial tools and services by target groups	How many farmers access financial institutions for	Output	EBL database/progress Reports	HH survey using questionnaire in Appendix 5	Quarterly & Annually and during	KCEP M&E units at all levels and Independent	Assess the number of farmers who are actively saving in financial institutions

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Information the survey can uncover	Research Questions	Data Type	Data Sources	Method of data collection	Time for collection	Responsible	Comments
increased	financial tools?		Training reports	Focus group discussions Document review Interviews	evaluations	consultants during evaluations,	Evaluate the number of farmers who are borrowing and repaying from financial institutions for agricultural purposes f
Output 3.2: Access to value chain financing improved	How many value chain ventures have been established as a result of the Programme?	Output	EBL database / progress reports Farmer groups records	Document review Focus group discussions	Quarterly & Annually during evaluations	KCEP M&E units at all levels and Independent consultants during evaluations,	Establish the number of value chain financing ventures completed Document the number of forward contracts signed

- a) **Data Disaggregation:** The nature and scope of KCEP coupled with the multiplicity of beneficiaries, partners and stakeholders require the disaggregation of data in a manner that ensures that the different dimensions of the benefits of this Programme and how it affect the different constituencies of the target population are adequately captured. The framework therefore takes into consideration the geographical/spatial and technical disaggregation of data. Spatially, data will be disaggregated based on counties in the target area. Data will also be disaggregated by sex, crop and age of the beneficiaries where applicable.

- b) **Responsible Entity for Data Collection:** Data on KCEP will be collected at different levels by different stakeholders. Data on process and output indicators will be collected by the various County, Sub County M&E units together with the implementing partners on monthly, quarterly and annual basis. This will be done using agreed tools and checklists. This data will be validated by the Programme officers through the field visits. Data on outcome, proxy and impact indicators will be collected through evaluation studies by independent consultants / firms. Appendix 1 provides a detailed summary on the KCEP indicators.

Data collected on the indicators will provide KCEP M&E unit with critical Programme performance information that will help shape Programme strategic planning and decision making. Data will be disaggregated geographically/spatially and other (i.e. based on gender, age and crops basis to allow for the information produced to be reported to the various levels of interest within KCEP and other donors through the KCEP Management Information System (MIS).

2.1.4 Data Quality Review

To enhance data quality, the concept of triangulation which refers to use of a variety of sources, methods or field team members to cross check and validate data and information to limit biases will be employed. The following levels of triangulation will be employed at various M&E levels.

- Data triangulation - using multiple sources of information in a study to get diverse views of a phenomenon
- Methodological triangulation - use of two or more research methods in a study for instance collection of data using more than one method for example administering questionnaires to various Programme beneficiaries as well as using physical observation, key informant interviews and focus group discussions as a means of verification. This will serve to verify information at various levels particularly during evaluation
- Investigator triangulation - refers to engaging two or more researchers with diverse backgrounds and areas of expertise which complement each other. This can be employed during evaluations whereby if evaluators arrive at the same conclusion validity and reliability are assured.

During monitoring, the M&E unit at national level will enhance data quality by ensuring that data is collected using the approved tools. This will involve conducting quarterly field visits to validate and

provide quality assurance on data collected for various indicators by various M&E officers at County, Sub-county and ward levels. Frequent reviews will be carried out to assess the consistency and trends on data collected over time.

A data validation workshop will be organized at the end of each implementation year to offer Programme stakeholders the platform to validate the quality of data collected at the various levels.

2.1.5 Data Storage and Information Retrieval

For KCEP, a *Monitoring and Information System (MIS)* will be developed which will be an interactive database storing all data on physical and financial project activities. The database will be the primary repository of all project records. In so doing, information can be collated and stored so that it is not only readily retrievable but also can be sorted and presented in a number of formats and incorporated into regular reports. The database system will provide a continual tracking of the Programme inputs and outputs (outcome).

Information retrieval (IR) is the activity of obtaining information resources relevant to an information need from a collection of information resources. Searches can be based on or on full-text (or other content-based) indexing. An information retrieval process begins when a user enters a query into the system. Queries are formal statements of information needs, for example number of farmers that received inputs in the Programme target areas in year 1 compare to year 2. Information can be retrieved using various forms including; text documents, comparisons, maps, representations, images, among others. Further details will be provided in the MIS manuals.

2.1.6 Data Analysis and Management

During data collection, attention must be given to both qualitative and quantitative information gathered. Data collection will be done through an Open Data Kit (ODK) that enables for both online and offline data collection. The data will then be transferred to a MySQL database running on a JAVA platform.

Entered data will be exported into analyzing software. The available software for analyzing collected data will include SPSS, STATA and Excel. Most analysis will however be done on SPSS due to its simplicity and ease of use.

Two common statistical tests that are inbuilt into data analysis software are the *Chi²* and *t-tests* will be used. Statistical tests help to determine the extent to which observed results can be attributed to the interventions are compared to be achieved by chance, i.e whether the observed changes are *significant* or not. Statistical tests under the current KCEP Programme would test the hypothesis (null hypothesis) that there is no significant difference on yield outputs among farmers participating in the Programme as compared to farmers who are not participating in the Programme.

2.1.7 Dissemination and Feedback Mechanism

A crucial component of this plan is the dissemination and feedback on analysis, findings, recommendations and lessons from M&E reports generated. The benefits of M&E as a management tool are fully realized when results and findings are provided to decision makers at all levels in a timely and readily accessible forms that allows them to make informed decisions.

Dissemination of all monitoring & evaluation reports, findings and results will be through appropriate methods/tools for the various levels of KCEP stakeholders, e.g. meetings, validation workshops, publications, website postings and in through the Programme MIS.

Stakeholder feedback is an important approach towards monitoring and evaluation of KCEP. The various tools put in place under this framework and the MIS are deliberately designed to facilitate this. Programme stakeholders have the requisite online platform to provide feedback on various issues on a continuous basis.

2.1.8- Sampling requirements

KCEP targets 100,000 famers (i.e 40,000 farmers under category 1 and 60,000 farmers under category 2). For comparison purposes, KCEP will create randomized control groups composed of an equal number of farmers who are not specifically targeted under the Programme. To monitor and evaluate the Programme performance, the Programme will adopt acceptable sampling methodologies outlined below.

1. Rapid Assessments

In arriving at an appropriate sample size for the purposes of carrying out a rapid assessment on yields or other specific aspects of the target (treatment) population, two equations have gained wide acceptance:

- a. Where the population, N , is finite and is known (relatively small populations normally below 10,000), the sample size, n , is arrived at using equation 1 (Kothari, 2004)⁵:

$$n = \frac{Z^2 pqN}{e^2 (N - 1) + Z^2 pq} \quad (1)$$

Where:

n is the sample size

Z is the critical value from a normal probability distribution

⁵ Kothari, C. R. 2004: Quantitative Techniques. New Delhi, Vikas Publishing House, Pvt Ltd. P. 64:1978

N is the population size
 p is population variability, and,
 $q = 1 - p$

- b. Where the population, N , is unknown (and usually large at above 10,000), Cochran 1963:75⁶ proposed Equation 2 for the determination of the sample size (all denotations have their usual meaning):

$$n = \frac{Z^2 pq}{e^2} \quad (2)$$

For the randomised control groups, IFAD recommends a sample size of 300 respondents in order to help manage Programme resources in all the rapid assessment surveys. Larger sample sizes (similar to the treatment group sample) may be adopted where resources permit or where there is a compelling reason. Simple random sampling similar to that under the treatment group may be used. The sample is divided within the participating Wards giving five (5No.) respondents per Ward from the control group. These farmers will be randomly selected through the MIS.

2.1.9 Evaluation Plan

IFAD's Practical Guidance for Impact Surveys details the methodology for conducting impact survey through a randomized clustered system. For most practical purposes, a 30 x 30 cluster sampling technique (30 clusters of 30 respondents each) is recommended for the treatment group giving a sample size of 900 respondents for most impact assessment surveys. The reader is referred to Practical Guidelines or Impact Surveys or the detailed approach on setting the Sampling Interval (SI), establishing the clusters and arriving at individual respondents summarized in Appendix 2.

For evaluation purposes of the RCTs however, a 30 x 15 cluster sampling methodology will be used (30 clusters of 15 farmers each), totalling to 450 respondents. This is half the sample size for the beneficiary/treatment group. These respondents will be obtained through field sampling in line with the methodology proposed in IFAD RIMS guidelines provided in the M&E user manual.

Table 2.4 provides a summary of the recommended sample sizes for both the evaluations and rapid assessments as describe above.

⁶ Cochran, W. G. 1963: Sampling Techniques, 2nd Ed. New York: John Wiley and Sons, Inc.

Table 2.4 Summary of recommended sample sizes for both evaluations and rapid assessments

No	Group	Sampling method	Sample size
Evaluations (Baseline, MTR, Impact, End Term)			
1.	Treatment group (participating farmers)	Cluster random sampling (30x30)	900
2	Randomised control group (RCT)	Cluster random sampling (30x15)	450
Rapid Assessments			
3	Treatment group (participating farmers)	Simple random sampling	438
4	Randomised control group (RCT)	Simple random sampling	300

2.2 Information flow

From its design and structure, the Kenya Cereal Enhancement Programme has five main levels of reporting i.e.

1. National PCU level
2. Regional support sub units level (Western and Eastern regions)
3. County level
4. Sub County level
5. Ward level

Each level of reporting is built on the results of the previous one which ultimately provide a complete and coherent view of KCEP's overall progress and impact. The figure below presents the organizational chart of KCEP from where the levels of information are derived.

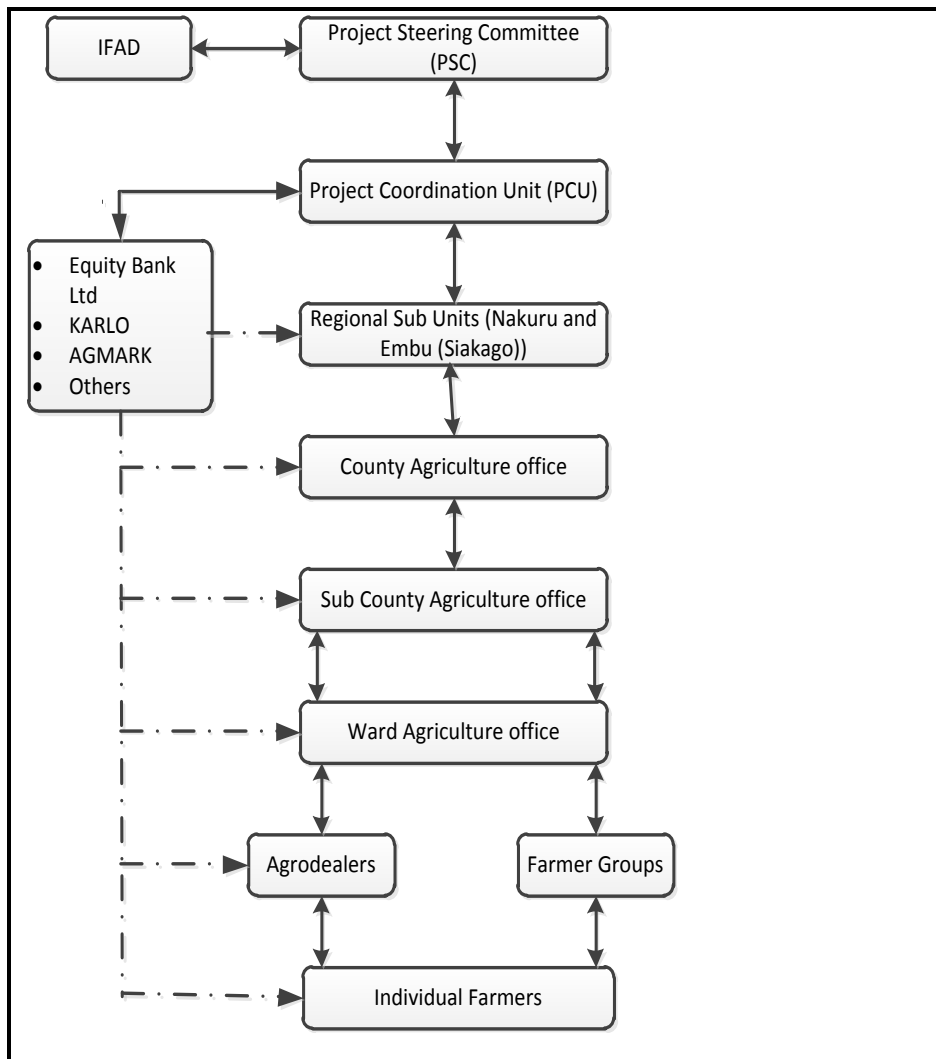


Figure 2.1: Information flow

2.3 Monitoring Roles

1. National PCU Level

At the National PCU Level, the M&E unit in consultation with component heads will be preparing *Consolidated Annual Work Plans and Budgets (AWPB)* including activities at national level and contributions from the regional support sub units. The AWPB will be submitted for approval to the Project Steering Committee (PSC) and to IFAD for non-objection. The AWPB will be prepared in conformity with the Government of Kenya planning cycle. Timely preparation and submission of AWPBs will require adherence to a schedule linked to the government budgetary approval process.

They will also be preparing and submitting to IFAD *Quarterly Progress Reports (QPR)* mainly consisting of the record of activities, outputs and financial transactions. The purpose of the Quarterly reports will be to initiate discussion on quarterly progress of results during the *quarterly review meetings*. The proposed formats of these reports are attached in appendix 3.

The PCU will be preparing *Half Yearly Status Reports* which will be generated after compiling the quarterly progress reports. These reports will include physical progress as well as financial progress. Physical reporting will be done against a set of indicators particularly on outputs and outcomes based on the Log frame. The financial reporting will be done against the approved budget.

The M&E unit at PCU level will also be responsible for the preparation of *Annual Progress Reports*. These reports will address all the issues already included in the half-yearly report, but in a concise form. They will also include component wise brief discussions on key issues, and qualitative analysis on how and under what context results were achieved. Additionally, the Annual Progress Reports will cover discussions on successes, challenges, lessons learnt, innovations and good practices. A brief review of the adequacy of adopted project/ Programme strategy would be discussed, and any changes that would be necessary in the following year. A budget versus expenditure statement for the period and a component wise expenditure report will form the annexure for this report. Annual Progress Reports should stimulate a thorough review of the project at the end of the year during the *Annual Project Review Workshop*.

Apart from the above time based reports, the PCU may be required from time to time by IFAD to give a *Status Reports* for supervision missions and *ad hoc* reports which will capture overall project progress against milestones, key achievements, expenditure updates and any other information required by the financier. The proposed reporting formats are provided in Appendix 3.

2. Regional Support Sub units

The M&E team at sub unit's level (Western and Eastern) will be receiving Counties AWPB for review and consolidation based on the Programme's operational and financial targets. The consolidated regional AWPB will be submitted to the M&E team at national PCU level for review and incorporation into the general Programme's AWPB.

They will also be submitting *quarterly progress reports* on Programme's activities to the M&E team at national level using the format provided. These reports will inform the PCU on implementation progress within the region, impediments, lessons learnt, best practices and on-going field revisions to project work plans. The quarterly reports will be generated from analysis of quarterly reports received from M&E units at County levels and will capture Programme's physical and financial progress at regional level. The reporting format is attached in Appendix 3.

The regional support sub units may also be submitting regular *field visit reports* every time they carry out field visits to monitor progress of Programme activities. The format for these reports is provided in Appendix 3.

3. County Level

The M&E unit at County Level will be responsible for the preparation and submission of *quarterly reports* to the KCEP regional support sub-unit. These reports will be a compilation of the reports received from various Sub Counties targeted by the Programme.

The Programme design has provided for a County Programme Coordinating Committee which will be meeting bi-annually. The representation in the Committee include County Director of Agriculture (CDA), County Agribusiness Officer /Crop Officer, FBO, CBO, Farmer Representative, Maize traders and NGO representative. The County Director of Agriculture, who will be the secretary to the committee, will be mandated to share a brief bi-annual report with KCEP regional office after every sitting of the County Steering Committee

This Committee will be responsible for policy direction at the county level while also ensuring that all key implementation stakeholders are adequately coordinated. It will be a means through which M&E information sharing and feedback is achieved. The chair of this Committee will be the County Director of Agriculture. The Committee will also be mandated to prepare and submit *consolidated County AWPB* to the regional support sub units for review. The County AWPB will be developed through a participatory process involving all participating Sub Counties and Wards.

4. Sub County Level

The Sub County Agricultural Officer (SCAO) will be responsible for the preparation and submission of *Quarterly Progress Reports* to the KCEP desk officer at County level. The quarterly reports will capture physical progress of the Programme for all the participating wards in a Sub County.

Each Sub County has a Sub County Programme Committee which will be meeting on a quarterly basis to provide a forum for M&E information sharing and feedback mechanisms by all stakeholders. The representation in the committee include SCAO, WAOs of participating wards, Sub County administrator, Sub County Agribusiness Officer, FBO, CBO, agro dealers, farmer representative, maize traders and NGO representative. The Sub County administrator shall chair the meeting which will approve the Sub County quarterly report. KCEP desk officer will be secretary to this committee.

5. Ward level

At the Ward level, the Ward Agricultural Officers (WAOs) and Field Extension Workers (FEWs) will be expected to compile data from agro dealers and farmer groups and submit to Sub County Agricultural Officers (SCAOs) in form of *training and activity reports*.

WAOs and FEWs will also be responsible for monitoring progress of farmer groups who have benefitted from the Programme and report on this in their activity reports to the Sub County Agricultural Officer. For ease of monitoring, all KCEP beneficiary farmers will be provided with booklets for recording

important dates such as date of planting, top dressing, first weeding, second weeding, harvesting and other important details such as amount of total yields per acre (bags), family consumption, amount of agricultural output sold (bags), price of produce (Ksh.) among others. The details to be recorded in farmer booklets are provided in Appendix 4.

2.4 Monitoring Tasks

1) National PCU Level

The M&E unit at national PCU will be responsible for the following tasks:

- Develop templates for generating reports
- Provide guidelines for preparation of AWPB
- Preparation of consolidated Annual Work Plan Budgets (AWPB)
- Consolidate Programme progress reports on outputs and outcomes
- Prepare status reports for supervision missions
- Facilitate participation of various stakeholders on M&E activities
- Provide adequate technical support required in report preparation at all levels of reporting particularly at County and Sub County levels where the Programme is relying on government officials mandated with other roles
- Co-ordinate all Programme evaluations (Baseline Survey, Rapid Assessment, Mid-term Review, Impact Assessment and End Term Evaluation)
- Undertake monitoring field missions
- Provide technical support to regional support sub units
- Review and validate all reports before submission and provide feedback to implementing partners as required.
- Prepare ad-hoc reports as required
- Manage the Programme MIS

2) Regional Support Sub units

The mandates of the regional sub-units will entail:

- Review and consolidation of the county progress reports and AWPB
- Review and analyse County Quarterly Reports
- Training of the technical staff involved in M&E at the three levels
- Undertake monitoring field missions within the region
- Preparation of consolidated Quarterly Progress Reports
- Provide technical and backstopping support to county and Sub County KCEP desk offices
- Provide a guide for monitoring field visits to field officers
- Conduct M&E capacity building workshops at regional level involving all project implementers

3) County M&E Unit

The M&E unit at the county level will have the following functions with respect to the Programme activities:

- Consolidation of County Annual Work Plan Budgets (AWPB)
- Undertaking monitoring field visits within the County
- Preparation of quarterly monitoring reports
- Review of Quarterly Reports from Sub Counties
- Participation and mobilisation of key participants in the County Programme Coordinating Committee

4) Sub County M&E Unit (SCAO)

At Sub County level, the M&E unit will conduct the following:

- Participation in preparation of County AWPB
- Undertaking monitoring field visits within the Sub County
- Preparation of quarterly monitoring reports
- Conduct customised surveys
- Participation and mobilisation of key participants in the Sub County Programme Coordinating Committee

5) Ward Level (WAOs and FEWs)

At the Ward level, the Ward Agricultural Officers (WAOs) and Field Extension Workers (FEWs) will be expected to do the following:

- Participate in preparation of County AWPB
- Compile data from agro dealers and submit to Sub County Agricultural Officers (SCAOs) in form of activity reports
- Monitor progress of farmer groups who have benefitted from the Programme
- Prepare training reports for trainings conducted to farmer groups

2.5 Evaluation Products

Most evaluations of KCEP will be conducted by external and independent evaluators, either individual consultants or firms, to reduce the risk of bias in evaluation exercises and ensure a high degree of objectivity. This will be conducted using harmonised tools at all levels of evaluation. Both primary and secondary data collection methods will be employed during evaluations. Primary data methods will mainly involve use of a household questionnaire to collect data at household level, direct observation, focus group discussions, key informant interviews, biophysical measurements, and desk review of

project documents and case studies of project beneficiaries. Secondary data collection methods will involve review of relevant literature from various sources.

1. Baseline Survey

A Baseline Survey / RIMS provides information, both qualitative and quantitative, on the current status of a situation prior to any planned intervention. This forms the basis on which Programme achievable targets are set. A Baseline Survey should be conducted at all the eight (8) sub counties where KCEP is being implemented in order to get accurate baseline values which will provide a basis for comparison upon Programme implementation. An appropriate sampling methodology should be followed during the baseline survey as explained in the M&E manual and the baseline survey terms of reference.

2. Midterm Review

Mid Term Review will be conducted at Year 2 of Programme implementation. It will focus on the implementation process and short-to-medium term changes and will serve as a useful tool to inform Programme management about necessary strategic decisions that need to be taken in order to ensure that the set objectives are met.

It will be important for all stakeholders to track Programme performance on a continuous basis in order to provide feedback to PSC and financiers so as to identify positive impacts to be reinforced as well as negative impacts to be mitigated through modification of design and implementation. The key recommendations from the mid-term review may lead to a review of the approach and strategy employed across the Programme. This midterm review will test the hypotheses of the KCEP strategy and address the areas of Programme context, Programme performance (relevance, efficiency, effectiveness, impacts and sustainability), management issues, use of resources and stakeholder participation.

3. Rapid Assessment

From time to time the project may require some data with respect to specific aspect of interest where data is not readily available from other surveys or secondary sources. To bridge this data gap, the Programme may launch a rapid assessment survey. Such surveys are less robust in terms of their sampling requirements/sample size and are carried out within a fairly narrow scope.

4. Impact Assessment

An impact Assessment will be conducted at Year 3 of Programme implementation. The main objective will be to assess the changes that can be attributed to KCEP, both the intended ones as well as the unintended ones and test the hypotheses under which the Programme was formulated.

5. End Term Evaluation

End Term Evaluation will be conducted at Year 4 of Programme implementation to assess whether KCEP has achieved overall development objectives of:

1. Contributing to national food security by increasing production of cereal staples (maize, sorghum, millet and associated pulses) and increasing income of smallholders in medium and high potential production areas of targeted crops.
2. Supporting smallholder farmers in graduating from subsistence to commercial agriculture

A quasi-experimental design will be employed in conducting the end term evaluation to assess the following:

- The extent to which targets, outcomes and objectives are being achieved;
- Positive and negative, direct and indirect unplanned results of the project;
- Effectiveness of Programme, sub-Programme and project activities;
- Most significant changes attributed to Programme, sub-Programmes and project activities;
- Lessons learned and best practices in Programme, sub-Programme and project implementation;

6. Project Completion Report

A Programme Completion Report is part of the project closing process prepared at project closure. The PCU will prepare a Project Completion Report (PCR) within three months after project completion which will include an assessment of the achieved versus the planned impact. The PCR will be submitted to the Government of Kenya and IFAD.

2.6 Evaluation Roles

1. National PCU Level

The M&E Unit at Programme Coordination Unit (PCU) will be mandated with the following evaluation tasks:

- Develop the Terms of Reference for Baseline Survey, Rapid Assessments, Mid Term Review, Impact Assessment, End Term Evaluation and Project Completion Report
- Participate in the bidding process to hire external evaluation consultants / firms
- Facilitate and provide technical support required during the evaluation process
- Review and validate evaluation reports
- Design a plan to ensure implementation of key recommendations from Programme evaluations aimed towards achieving Programme objectives
- Disseminate lessons learned from all evaluations

2. Regional Support Sub units

During evaluation of KCEP, the regional support subunits will be tasked with the following:

1. Facilitate and provide support to the evaluation firm by mobilising all the key stakeholders to be part of the process
2. Dissemination of lessons learnt from evaluations to various stakeholders

3. County Level

At County Level, the M&E unit will be tasked with the role of participation in evaluation processes and also mobilisation of key stakeholders for consultations.

4. Sub County Level

At Sub County Level, the M&E unit will be tasked with the role of participation in evaluation processes through mobilisation of key stakeholders at Sub County level for consultations.

5. Ward Level

WAOs and FEWs will be tasked with the role of participation in evaluation processes through mobilisation of agro dealers, farmer groups and individual farmers at Ward levels for consultations.

Table 2.5 presents a summary of M&E roles and reports expected at each level of information.

Table 2.5 A summary of M&E roles and reports expected at each level of information

Management Level	Monitoring Role	Monitoring Reports	Evaluation Role	Evaluation Products
National PCU Level	<ul style="list-style-type: none"> Develop templates for generating reports Provide guidelines for preparation of AWPB Preparation of consolidated Annual Work Plan Budgets (AWPB) Consolidate Programme progress reports on outputs and outcomes Prepare status reports for supervision missions Facilitate participation of various stakeholders on M&E activities Monitor and report on the Programme as discussed in section 5.2 Provide adequate technical support required in report preparation at all levels of reporting particularly at County and Sub County levels where the Programme is relying on government officials mandated with other roles Facilitate and coordinate all Programme evaluations (Baseline Survey, Rapid Assessment, Mid-term Review, Impact Assessment and End Term Evaluation) Undertake monitoring field missions Provide technical support to regional support sub units Review and validate all reports before submission and provide feedback to implementing partners as required. Prepare ad-hoc reports as required 	<p>4 Monitoring Reports per year</p> <ul style="list-style-type: none"> Annual Work-Plans and Budgets (AWPB) Consolidated Quarterly Progress Reports Half Year Status Reports Annual Progress Reports 	<ul style="list-style-type: none"> Develop the Terms of Reference for Baseline Survey, Rapid Assessments, Mid Term Review, Impact Assessment, End Term Evaluation and Programme Completion Report Initiate and manage the bidding process for engagement of external evaluation consultants / firms Facilitate and provide technical support required during the evaluation process Review and validate evaluation reports Design a plan to ensure implementation of key recommendations from Programme evaluations aimed towards achieving Programme objectives Ensure proper information flow among all Programme stakeholders (financiers, implementers and beneficiaries) through timely dissemination of evaluation reports Disseminate lessons learned from all evaluations 	<ul style="list-style-type: none"> TOR for Evaluations Baseline Survey Report Rapid Assessment Report Mid Term Review Report Impact Assessment Report End Term Evaluation Report A plan to monitor implementation of evaluation recommendations Programme Completion Report

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Management Level	Monitoring Role	Monitoring Reports	Evaluation Role	Evaluation Products
	<ul style="list-style-type: none"> Prepare Programme Completion Report Manage the Programme MIS 			
Regional Support Sub Units	<ul style="list-style-type: none"> Review and consolidation of the county progress reports and AWPB Training of the technical staff involved in M&E at the three levels Undertake monitoring field missions within the region Preparation of monitoring reports discussed above Provide technical and backstopping support to county and Sub County KCEP desk offices Provide a guide for monitoring field visits to field officers Conduct capacity development workshops at regional level involving all Programme implementers 	<ul style="list-style-type: none"> Regional Annual Work Plan and Budget (AWPB) respective regions. Monthly progress reports Field visit reports 	<ul style="list-style-type: none"> Facilitate and provide support to the evaluation consultants by mobilising all the key stakeholders to be part of the process Dissemination of lessons learnt from evaluations to various stakeholders 	<ul style="list-style-type: none"> A regional plan to monitor implementation of evaluation recommendations
County Level	<ul style="list-style-type: none"> Preparation of quarterly Prgress reports for approval by CPCC Preparation of the County AWPB for approval by CPCC Undertaking monitoring field visits within the County Mobilisation of key participants in the County Steering Committee Participate in supervision mission 	<ul style="list-style-type: none"> Consolidated County AWPB Quarterly progress reports Bi annual feedback reports from all stakeholders emanating from the County Steering Committee 	<ul style="list-style-type: none"> Participation in Evaluation processes Mobilisation of stakeholders at County level 	Additional knowledge through participation in the evaluation exercise
Sub County Level	<ul style="list-style-type: none"> Preparation of Sub County AWPB Undertaking monitoring field visits within the Sub County 	<ul style="list-style-type: none"> Quarterly progress reports Activity reports 	<ul style="list-style-type: none"> Participation in Evaluation processes Mobilisation of stakeholders at Sub County level 	Additional knowledge through participation in the evaluation exercise

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Management Level	Monitoring Role	Monitoring Reports	Evaluation Role	Evaluation Products
	<ul style="list-style-type: none"> Preparation of quarterly progress reports Mobilisation of key participants in the Sub County Steering Committee 	<ul style="list-style-type: none"> Training reports 		

Table 2.6 maps out the total portfolio of monitoring reports to be received by IFAD and PCU and the frequency at which those reports are produced.

Table 2.6 A summary of annual monitoring activities and reports

Activity	Q1			Q2			Q3			Q4		
Monthly: Data compilation and management, Sub County activity and training reports	—	—	—	—	—	—	—	—	—	—	—	—
Quarterly: Quarterly progress reports at various levels (PCU, regional sub-units, County and Sub County level)												
Quarterly meetings by the Sub County Programme Co-ordinating Committee: to provide a forum for M&E information sharing and feedback mechanisms by all stakeholders. Representation in the committee to include SCAO, WAOs of participating wards, Sub County administrator, Sub County Agribusiness Officer, FBO, CBO, agro dealers, Farmer Representative, Maize traders and NGO representative			—			—			—			—
Bi annual: Half Year Status Reports by PCU to IFAD						—						—
Capacity building / Biannual validation workshops for reports on M&E at all counties: To also serve as a forum for M&E training of M&E units at County and Sub County level						—						—
Biannual meetings by the County Programme Co-ordinating Committee: representation in the Committee include County Director of Agriculture (CDA), County Agribusiness Officer /Crop Officer, FBO, CBO, Farmer Representative, Maize traders and NGO representative						—						—
Annual: Consolidated Annual Work Plans and Budgets (AWPB) by PCU, Annual Progress reports by PCU, consolidated regional Annual Work Plan and Budgets (AWPB) by regional support subunits, Consolidated Annual Work Plan and Budgets (AWPB) by Counties	—											
Annual project review workshop: Participants to include PSC, representatives from state department of Agriculture, PCU and regional support sub units												—

Chapter 3 Appendices

- Appendix 1 Sample HH questionnaire to be used during Annual Outcome Evaluations
- Appendix 2 Detailed Sampling Methodology

Appendix 1 Sample HH questionnaire to be used during Annual Outcome Evaluations



Kenya Cereal Enhancement Programme (KCEP)

Questionnaire Number			
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SECTION A: Background Information

County _____

Respondents Name _____

Sub county _____

Respondent's Contact _____

Ward: _____

Household Number: _____

Interviewer: _____

Supervisor: _____

Interview Date: _____

Time _____

(NOTE: This questionnaire shall be administered only to the household head or any other responsible adult person in the household at the time of the visit)

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SECTION B: BACKGROUND OF RESPONDENT

B1	B2	B3	B4	B5
Sex of respondent? 1. Male 2. Female	How old is the respondent?	How is the respondent related to the household head? 1. Head 2. Spouse 3. Son/Daughter 4. Brother/Sister 5. Father/Mother 6. Grand Child 7. Other relative 8. Non-relative	What is the marital status of the respondent? (for those aged >= 12 years) 1. Currently married 2. Widowed 3. Divorced 4. Separated 5. Not Married	What is the highest Grade the respondent completed? 1. Adult Literacy Class 2. Pre-Primary 3. Lower Primary 4. Upper Primary 5. Secondary 6. Post-Secondary 7. Never attended

B6	B7	B8	B9	B10
Can the respondent Read or Write? 1. Easily 2. With Difficulty 3. Not at all	How many people live within this household?	Do you have school-age children? 1. Yes >>B9 2. No >>B10	How many children?	What is the main source of livelihood in this household? 1. Crop farming 2. Livestock keeping 3. Formal Employment

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						4. Charcoal production 5. Trading/business\ 99 Others
	Female	Male		Female	Male	

SECTION C: AGRICULTURAL PRACTICES AND LIVELIHOOD

C1	C2	C3	C4	C5	C6
Do you participate in any agricultural activity? 1. Yes 2. No	If Yes in C1, what activities do you do? (1) Crop farming>>C3 (2) Livestock keeping>>C5 (3) Bee keeping>>C7 (4) Poultry farming>>C7 (99) Others (specify)>>C7	Which crops do you farm? (1) Maize (2) Sorghum (3) Wheat (4) Millet (5) Beans (6) Sugarcane (99) Others (specify)	How much do you earn per year from crop farming?	Which livestock do you keep in your farm?	How much do you earn from livestock farming?
			KShs.		Ksh.

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C7	C8	C9	C10	C11	C12
How much do you earn per year?	What is the size of your land in acres? (1) <0.5 acres (2) 0.5 - 1 acre (3) >1<2 acres (4) 2 acres and above	Who owns the land where you stay/farm? (1) Individually (Inherited or purchased) (2) Family (3) Rented (99) Others (specify)	What size of land is under crop cultivation? (1) <0.5 acres (2) 0.5 - 1 acre (3) >1<2 acres (4) 2 acres and above	What does your household use to cultivate most of your farmland? (1) Hand tool (Hoe/spade) (2) Animal-drawn plough (3) Tractor-drawn plough (4) Power tiller (99) Others (specify)	In the last one year, has your household experienced any hungry season? (1) Yes (2) No
KShs.					

C13	C14	C15	C16	C17	C18
If yes, how many months was the hungry season?	Who makes day to day farm activity decisions? (1) Husband (2) Wife (3) Jointly husband and wife	Do you hire labour from outside the family to assist in farming activities? (1) Yes (2) No	If yes in C16, how much do you pay per person/day? (Ksh) (1) Less than 100 (2) 101-200 (3) 201-300	Do you supply labour to your neighbours? (1) Yes (2) No	If yes in C18, how much are you paid per day?

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	(4) Adult child (99) Others (specify)		(4) >300		

SECTION D: ACCESS TO MARKET AND FINANCIAL TOOLS

D1	D2	D3	D4	D5	D6
What crops do you grow on your land? (1) Maize (2) Beans (3) Sorghum (4) Cassava (5) Rice (6) Horticulture (99) Others (specify)	How many acres of land do you cultivate currently? (1) <0.5 acres (2) 0.5 - 1 acre (3) >1<2 acres (4) 2 acres and above	What seeds do you plant on your farm? (1) Certified seeds (2) Local seeds (99) Others (specify)	What was the source of your seeds? (1) GOK (2) Purchased by self (3) Neighbor (4) From own store/farm (5) NGO (99) Others (specify))	What fertilizers do you use on your farm? (1) Commercial fertilizers (2) Manure from own cowshed (3) Purchased manure (99) Others (specify)	How many bags of cereals are left to domestic consumption each season?

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D7			D8	D9			D10	D11
How many bags of cereals did you harvest this planting season?			Do you sell any of the produce you get from your farm? (1) Yes>>D9 (2) No	How many bags did you sell last planting season and at what price?			Where did you sell your produce? (1) to a middleman at the farmgate (2) at the market (3) neighbor (99) Other (specify)	Have you ever stored your cereals in a warehouse? (1) Yes (2) No
Crop	Unit	Quantity		Crop	Bags	Price		
Maize	90 kg Bag			Maize				
Sorghum	90 kg Bag			Sorghum				
Millet	90 kg Bag			Millet				
Beans	90 kg Bag			Beans				
Others (specify)	Kg		Others (specify)					

D12	D13	D14	D15	D16	D17
If yes in D11, with who and for how long?	Have you ever received any financial assistance towards your farming activities? (1) Yes>>D14 (2) No>>D17	If Yes in D13 from whom? (1) Family members (2) Friends (3) Other neighbors (4) Bank (specify) (5) SACCO (99) Other (specify)	How much did you receive?	What did you use the money for? (1) Purchasing seeds (2) Purchasing fertilizers (3) Ploughing (4) Weeding	Do you have a bank account? (1) Yes (2) No

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				(5) Harvesting (99) Other (specify)	
Who	Period				

D15	D19	D20	D21	D22
If yes in D 17 what do you use if for? (1) Saving (2) Accessing loans (3) Salary account (99) Other (specify)	Have you ever received any information on financial services available to farmers? (1) Yes (2) No	If yes in D19 from who? (1) Family members (2) Friends (3) Other neighbors (4) Bank (specify) (5) SACCO (6) Extension officers (99) Other (specify)	Are middlemen beneficial to you? (1) Yes (2) No	If yes in D21, How?

SECTION G: CAPACITY BUILDING

G1	G2	G3	G4	G5
<p>Do you think the government/KCEP has used all the avenues available to inform you of the modern ways of farming?</p> <p>(1) Yes</p> <p>(2) No >>G1</p>	<p>If No which means would you prefer to get the information about modern farming techniques from?</p> <p>(1) Extension officers</p> <p>(2) Television</p> <p>(3) Radio</p> <p>(4) Newspaper</p> <p>(5) Field demonstrations</p> <p>(6) Exchange programs</p> <p>(7) Trainings and seminars</p> <p>99. Others</p>	<p>Have you ever received any extension services?</p> <p>(1) Yes</p> <p>(2) No</p>	<p>If Yes in 3 from who and how often?</p> <p>(1) GOK</p> <p>(2) NGO</p> <p>(3) KALRO</p> <p>(99) Others (specify)</p>	<p>In the last 12 months, did you attend any field days or visit demonstration farms?</p> <p>(1) Yes</p> <p>(2) No</p>

G6	G7	G8	G9
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In your opinion, how would you rate the level of training received?	Who offered the training?	How has the training impacted on the production or productivity of your farm?	Which areas would you require further training?
(1) Very high (2) High (3) Average (4) Low Very Low	(1) GOK (2) NGO (3) KALRO (99) Others (specify)	(1) Increased production (2) Decreased production (3) No change (4) Hard to tell	(1) Crop agronomy (2) Cooperative organizations (3) Environmental management (4) Crop marketing and market linkages. (99) Other (Specify)

What additional activities would you recommend that KCEP support you with? Specify the kind of support that may be needed. _____

*****THANK YOU*****

Appendix 2 Detailed sampling method for household selection for IFAD funded Programmes

1. The first stage: Select village

The first stage includes the following steps:

Step 1: Construct sampling frame

Sampling frame is constructed using population data of each village, it is important to make sure that the population figures are up to date and that data are available for all villages.

- List all villages within the Programme areas
- Calculate the cumulative population, this process is continued until the list is complete. The cumulative amount must equal the total of households of all villages.

The sampling frame is constructed as follows:

No.	County	Sub County	Ward	Village	Population	Cumulative population

Step 2: Calculate sampling interval (SI)

The sampling interval (SI) will be used systematically to assign villages (clusters) from the sampling frame. The SI is equal to the total population of the Programme area, divided by the number of clusters.

$$S.I = \frac{\text{Total population}}{\text{No. of clusters}}$$

(Round up if the decimal figure is more than or equal to 0.5. Round down if the decimal figure is less than 0.5)

Step 3: Select a random number (R)

The random number is used to determine the starting point for the first cluster. It should have a value between zero and the SI. To find the random number, you can use the function in Excel "Rand" (type "=rand()*SI) in a cell. We will have a random number which is a value between 1 and SI.

Step 4: Select village (cluster)

The first village (cluster) corresponds to the village that has an accumulative population equal to or greater than the random number. The second village (cluster) is the village that has an accumulative population equal to or greater than the random number, plus the SI. The process is continued until there are 30 villages selected.

2. The second stage: Select household

The second stage of two-stage sampling method is to select household. Household selection can apply one of following methods based on the actual conditions.

Method 1: Systematic sampling

This method is applied when there is the list of households. Systematic sampling is conducted similarly to the sampling method applied in village selection in the above part.

Step 1: List all households of each village in excel

Step 2: Calculate sampling interval: $SI = \text{total number of households} / \text{selected households}$

(Round up if the decimal figure is more than or equal to 0.5. Round down if the decimal figure is less than

0.5)

Step 3: Select a random number (R)

Use function 'Rand' in Excel. Type $(= \text{rand}() * SI)$ in a cell

Step 4: Select household

Rth household in the list is the first selected household.

Add the sampling interval –SI to select the 2nd household

Similarly, the order number of the 30th household is identified by adding the order number of the 29th household and the sampling interval (SI). We have the complete list of 30 households participating in the survey.

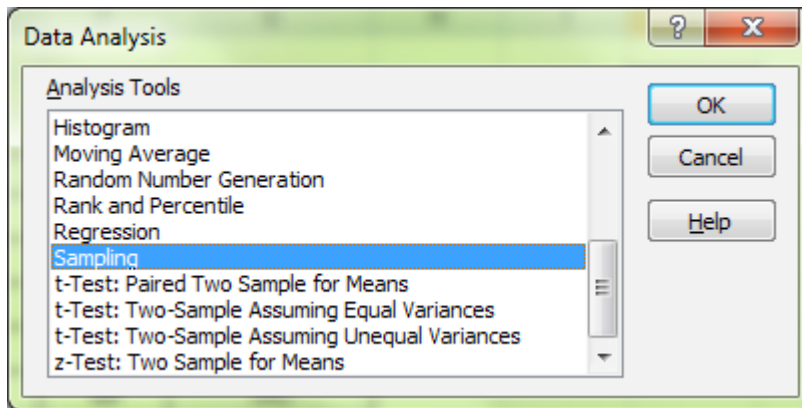
Method 2: Simple random sampling

This method is applied when the list of households in the computer is available. Using function "Data Analysis" in excel to choose households participating in the survey. The following steps should be undertaken:

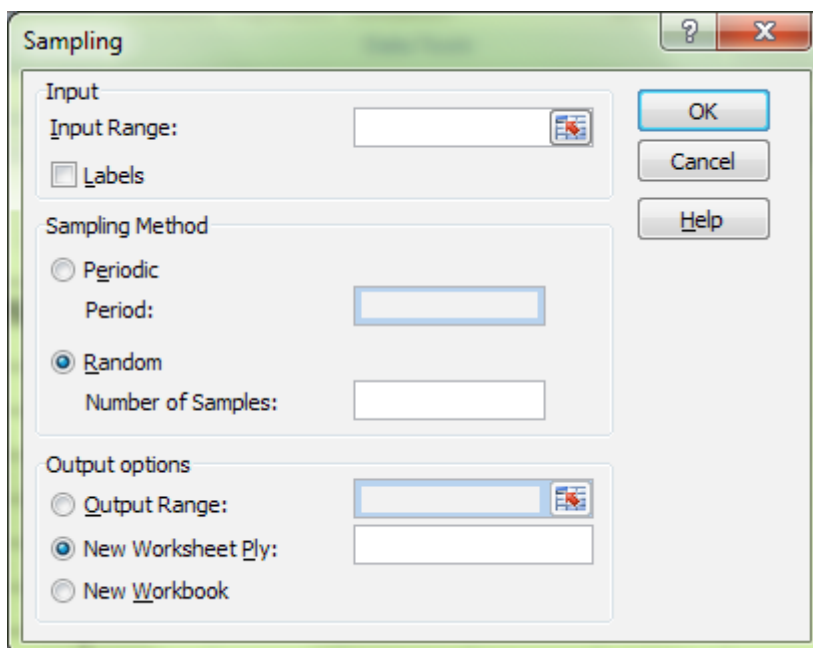
Step 1: Assign each household with a number in Excel

Step 2: Using function "Sampling" in Excel

Click "data" on the toolbar, enter "Data analysis". The screen will display a dialog box as follows:



Select 'Sampling' and click 'OK'. The screen will display a dialog box "Sampling"



In the dialog box, there are following items:

- "Input range": is the area selected à select the area of order numbers of households.
- "Random": enter the number of selected data points à enter "30"; that is, the computer selects 30 random numbers corresponding to the number of households participating in the survey.
- "Output Range": enter the address of the outputs à select any cell.

After finishing the above three steps, click "OK"

Step 3: Complete the household list

Computer will select 30 random numbers corresponding to the order numbers of 30 households. Fill the name of the head of household corresponding to an order number. Similarly, we will complete the list of households participating in the survey in the other villages.

Method 3: Simple random sampling without using Excel software

Option 1: Using Households list

This method is useful when survey team does not have computer in the field and have available household

list. The following steps should be done:

- Assign each household in the community a number (attach head of household's name if necessary) and write it on a pieces of paper, the number of pieces is equal to the total number of households in the village.
- Put them in a jar or bag, mix them and draw out 30 pieces of paper.
- The number drawn represent the household numbers from the list, complete the list of 30 households.

Option 2: Random Walk

This method is used if no accurate household list is available. The following steps should be done:

- When survey team go to the village, identify the approximate centre of the village. A pencil or bottle is spun to select a random walking direction (also called a transect line).
- Count the number of households encountered along the transect line between the centre and the perimeter of the cluster (end of the village). This number is divided by total number of households needed to determine the sampling interval (SI).
- Select a random number between 1 and total number of households. The random number corresponds to the first interviewed household.

Example: the random number is 6 (R=6). the first interviewed household is the 6th household on the transect line, SI=4 à the second interviewed household is the 10th household on the transect line.

- Continue the process until the required number of households has been interviewed. When the households located in the transect line less than the number desired, all the households will be interviewed.
- Then, the team comes back to the village center for a second random walking direction and repeats the process.

3. Stand-by households

During the survey, the households selected in advance may be not available for interview. In this case, it is necessary to have stand-by households to replace. In the annual outcome Survey, the number of stand-by households should be equal or half of needed households, in the baseline or end-line impact survey, the stand-by household can be 10 or 15 households. The stand-by households are selected by using the method applied in official household selection.

4. Respondent selection

According to IFAD's requirement, in order to ensure the gender balance in the survey, it requires at least 30% interviewees are women or men in each cluster. Therefore, it is better to specify the male interviewee or female interviewee from the household in advance, inform interviewee about the interviews and assign female or male enumerators to interview.

Appendix 3 Reporting Formats at various Programme levels

i. Reporting Template for the Annual Work Plan and Budget

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ii. Reporting Format⁸ for Third, 2nd Level and First Level Results by M&E Unit at National PCU Level

Country (Country) Name Programme (Programme) Name		Report Date Programme Year					
Third level results							
Impact	Households with improved asset ownership	Number (M, F)	Baseline / Benchmark	Mid Term Review	Impact Assessment	End Term Evaluation	Target
	Prevalence of child malnutrition	Percentage (M, F)					
	<ul style="list-style-type: none"> • Weight for Age • Height for Age • Weight for Height 						

Country (Country Name) Programme (Programme Name)		Report Date Programme Year				
Second level results						
		Unit	level	AWPB	Actual	% of AWPB
Cereal productivity enhancement	Effectiveness: Increase in agricultural production	Rating	2 nd			
	Effectiveness: Increased participation of women and youth in agricultural production	Rating	2 nd			
	Likelihood of sustainability of crop production groups	Rating	2 nd			
		Rating	2 nd			
Post-Harvest Management and Market Linkages	Effectiveness: No. of subsistence farmers using improved grain drying technologies	Rating	2 nd			
	Effectiveness: No. of subsistence farmers using certified warehouses	Rating	2 nd			
	Effectiveness: Percentage decrease in post harvest grain losses	Rating	2 nd			
	Likelihood of sustainability of warehouses	Rating	2 nd			
	Likelihood of sustainability of roads constructed / rehabilitated	Rating	2 nd			
	Effectiveness: Producers benefitting from improved market access	Rating	2 nd			
Likelihood of sustainability of warehouses and storage facilities	Rating	2 nd				

⁸ IFAD RIMS 2015

Monitoring and Evaluation Plan for Kenya Cereal Enhancement Programme

Financial inclusion	Effectiveness: Increased access to credit facilities Effectiveness: Improved performance of financial institutions Effectiveness: Increased access to financial services by women and youth	Rating Rating Rating	2 nd 2 nd 2 nd			

First Level Results										
Indicator	Unit	PY 1			PY 2			Cumulative		
		AWPB Target	Actual	% AWPB	AWPB Target	Actual	% AWPB	Appraisal Target	Actual	% Appraisal

Table 3: RIMS Reporting Format for 2nd Level Results

Country (Country Name) Programme (Programme Name)		Report Date Programme Year				
Second level results						
		Unit	level	AWPB	Actual	% of AWPB
Value chain development	Effectiveness: Creation of income generating enterprises	Rating	2 nd			
	Effectiveness: Likelihood of sustainability of enterprises	Rating	2 nd			
	Effectiveness: Producers benefitting from improved market access	Rating	2 nd			
	Likelihood of sustainability of marketing groups	Rating	2 nd			
Income diversification	Likelihood of sustainability of enterprises	Rating	2 nd			
	Likelihood of sustainability of roads constructed / rehabilitated	Rating	2 nd			
	Effectiveness: Producers benefitting from improved market access	Rating	2 nd			
	Likelihood of sustainability of groups managing infrastructure	Rating	2 nd			
Programme management	Effectiveness: improved performance of service providers	Rating	2 nd			
	Effectiveness: Improved performance of financial institutions	Rating	2 nd			
	Effectiveness: Promotion of inclusive policies and institutions	Rating	2 nd			

iii. **Reporting Format for the Biannual and Annual Progress Report by PCU**

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1.1 Programme Background

1.2 About the Annual Progress Report

2.0 SUMMARY OF IMPLEMENTATION PROGRESS TO DATE

2.1 Financial Progress Summary

2.2 Physical Progress Summary

3.0 DETAILED IMPLEMENTATION PROGRESS BY COMPONENT

3.1 Programme Management

3.2 Cereal Productivity Enhancement

3.3 Post-Harvest Management and Market Linkages

3.4 Financial Inclusion

4.0 PERFORMANCE ASSESSMENT

4.1 The Programme Environment

4.2 Implementation Constraints

4.3 Successful approaches and Lessons Learned

4.4 Programme Outputs, Outcome and Impact

5.0 CONCLUSIONS AND RECOMMENDATIONS

6.0 APPENDIXES

6.1 The Logical Framework

6.2 Procurement Plan and Contracts

6.3 Detailed Financial Report

6.4 Detailed AWPB (Biannual and Annual)

iv. **Reporting Format for a Quarterly Report by PCU**

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1.1 Programme Background

1.2 Summary and Context of the Programme

2.0 MAIN ACTIVITIES CONDUCTED DURING THE QUARTER, RECONCILED WITH THE ANNUAL WORK PLAN AND BUDGET (AWPB)

2.1 Cereal Productivity Enhancement

2.2 Post-Harvest Management and Market Linkages

2.3 Financial Inclusion

2.4 Programme Management

3.0 ACHIEVEMENTS AND RESULTS MEASURED IN ACCORDANCE WITH THE PERFORMANCE INDICATORS RECONCILED WITH TARGETS

4.0 KEY CHALLENGES IN PROGRAMME IMPLEMENTATION AND MEASURES TAKEN

5.0 CHANGES INTRODUCED IN THE PROGRAMME IMPLEMENTATION PLAN (IF ANY)

6.0 APPENDIXES

6.1 The Logical Framework

6.2 Procurement Plan and Contracts

6.3 Detailed Financial Matrix

v. **Format of a General Programme Implementation Progress Report (PCU)**

1.0 BACKGROUND INFORMATION

Programme Title and No.	
Authors Name	
Amount Disbursed to Date	

2.0 PROGRESS AGAINST MILESTONES

<i>Milestone Objective (Copy from Programme Design Document)</i>	<i>Status (Complete / In progress)</i>	<i>Descriptive information on the status</i>

If you did not achieve some of your stated milestone objectives, please explain the reasons.

Has your Programme's overall accomplishments to date exceeded the original plan?

Yes

No

If Yes, describe your achievements

3.0 OVERALL PROGRAMME PROGRESS

- i). What have been the main challenges of your Programme to date? What, if any, adjustments have you made to your original business plan in order to overcome the challenges and meet your objectives?

<i>Challenges</i>	<i>Adjustments</i>

- ii). Have any of your objectives changed or have you added new objectives since you signed your Programme Agreement?

Yes

No

If Yes, explain the changes.

- iii). Do you have any concerns about meeting your next milestone objectives?

Yes

No

If Yes, what are the concerns and how do you plan on addressing those challenges?

- iv). Although this is a progress report, are there any development outcomes or results of your activities to date that you would like to call attention to?

- v). As a part of periodical expenditure review exercise, please provide an annex with un-audited summary of expenses during this reporting period.

4.0 ANCILLARY ACHIEVEMENTS

- i). Have you or has your organization (MOA) received any awards/recognitions or media attention as a result of KCEP Programme during this period?

Yes

No

If Yes, please specify the sources and identify the names

<i>Award / Recognition</i>	<i>Media</i>
Local	Local
National	National
International	International

Explain the award or media/ recognition award (Attach web links / news clips if available)

ii). Has your organization made any new partnerships as a result of this Programme during this reporting period?

Yes

No

If Yes, specify type of the organization from the list below and describe nature of the partnership

6.0 REQUESTS TO IFAD

i). Do you have any comments on the overall process and support provided by IFAD or the Programme Liaison?

ii). If your contact information has changed, please provide us with the new information

<i>Contact Name</i>	<i>Phone</i>
<i>Title</i>	<i>Fax</i>
<i>Organization</i>	<i>Email Address</i>
<i>Organization Website</i>	<i>Postal Code</i>

7.0 CONFIDENTIAL REPORT

Please provide, if any, sensitive comments or requests in the box below. Information provided in this section will be handled as confidential and will not be publicly posted on the IFAD / Programme website.

vi. **Reporting Format for a Quarterly & Annual Report by Regional Subunit Support Offices**

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1.2 Summary and Context of the Programme

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2.1 Cereal Productivity Enhancement

2.2 Post-Harvest Management and Market Linkages

2.3 Financial Inclusion

2.4 Programme Management

3.0 ACHIEVEMENTS AND RESULTS MEASURED IN ACCORDANCE WITH THE PERFORMANCE INDICATORS RECONCILED WITH TARGETS

4.0 KEY CHALLENGES IN PROGRAMME IMPLEMENTATION AND MEASURES TAKEN

5.0 CHANGES INTRODUCED IN THE PROGRAMME IMPLEMENTATION PLAN (IF ANY)

6.0 APPENDIXES

6.1 County Report Briefs

6.2 Programme Data

vii. **Quarterly Reporting Format Template – County / Sub County level**

Programme Title

County

Participating Subcounties

1.0 STATUS OF PROGRAMME IMPLEMENTATION AT COUNTY / SUB COUNTY LEVEL

Physical progress							Financial progress					
AWPB Ref. Code	Planned Activity	Targets			Achievements		Planned		Programme expenditure			Comments
		Unit	Quantity	Cumulative target	Actual achievements	Cumulative achievements	Budget (KSh.)	Category	Expenditure (KSh.)	Cumulative expenditure (KSh.)	Component	Comments
										C		

2.0 KEY CHALLENGES IN PROGRAMME IMPLEMENTATION

3.0 RECOMMENDATIONS

viii. **Agrodealer's Transaction Report (to be filled by the WAO)**

County _____

Sub-county _____

Ward _____

Business name _____

Name of Agrodealer _____

1.0 Transaction details – Seeds

S/No.	Number of farmers served	Seed type	Variety type	Quantities (Kg) Supplied	Unit price (KES/kg)

2.0 Transaction details – Fertilizers

S/No.	Number of farmers served	Crop type	Fertilizer type		Value of transaction (KES)
			Basal	Quantities (Kg) Supplied	

3.0 Transaction details – Fertilizers

S/No.	Number of farmers served	Crop type	Fertilizer type		Value of transaction (KSh.)
			Topdressing	Quantities (Kg) Supplied	

a. Transaction details – Tools

S/No.	Number of farmers served	Tools type	Quantities supplied	Value of transaction (KSh.)

ix. **Table of Contents for a Baseline Survey Report**

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LIST OF FIGURES

CHAPTER ONE INTRODUCTION

1.1 Programme Background and Rationale

1.2 Objectives of the Baseline Survey

1.3 Programme Components

1.4 Profile of Programme Beneficiaries

1.5 Coverage of the Baseline Survey

1.6 Limitations of the Study

CHAPTER TWO METHODOLOGY

CHAPTER THREE PROGRAMME AREA PROFILE

CHAPTER FOUR FINDINGS AND DISCUSSIONS

5.1 Information Needs

5.2 Household Characteristics (Asset ownership, sources of income)

5.3 Food Security

5.4 Nutrition Status

5.5 Cereal production

5.6 Postharvest losses

5.7 Financial services

5.8 Adoption of improved inputs

5.9 Market linkages

5.10 Gender participation)

CHAPTER FIVE CONCLUSIONS AND RECOMMENDATIONS

5.1 Conclusions

5.2 Recommendations

CHAPTER SIX APPENDICES

- Attach TOR (Baseline Survey)
- List persons interviewed

Monitoring and Evaluation Plan for Kenya Cereal Enhancement Programme

- List of documents reviewed (reports, publications)
- Data collection instruments (e.g. copies of questionnaires, FGDs and KII guides, etc.)

x. Table of Contents for a Rapid Assessment Report

LIST OF ACRONYMS

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CHAPTER ONE INTRODUCTION

1.1 Purpose

1.2 Requirements

1.3 Document Controls

CHAPTER TWO SITUATION REPORT

2.1 Summary Findings

2.2 Initial Notification

2.3 Urgent Measures

CHAPTER THREE RISK ASSESSMENT

3.1 Risk Identification

3.2 Risk Context

3.3 Overall Risk Assessment and Impact

CHAPTER FOUR OPTION ANALYSIS

4.1. Possible options to respond to situation

4.2. Response Methods

4.3. Summary of options

CHAPTER FIVE RECOMMENDATIONS

CHAPTER SIX REFERENCES

xi. **Table of Contents for a Mid Term Review Report**

LIST OF ACRONYMS

EXECUTIVE SUMMARY

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LIST OF FIGURES

CHAPTER ONE INTRODUCTION

1.1 Programme Background and Rationale

1.2 Objectives of the Mid Term Review

1.3 Programme Components

CHAPTER TWO METHODOLOGY

CHAPTER THREE THE PROGRAMME DESIGN

CHAPTER FOUR PROGRAMME FINANCING AND EXPENDITURE

CHAPTER FIVE IMPLEMENTATION AND IMPACT

5.1 Cereal Productivity Enhancement

5.2 Post-Harvest Management and Market Linkages

5.3 Financial Inclusion

5.4 Programme Management

5.5 Fiduciary Aspects

CHAPTER SIX KEY ISSUES ARISING FROM THE REVIEW

6.1 Programme Design, Structure and Communication Strategy

6.2 Overall Programme Performance

6.3 Programme Staffing

6.4 Financial Management

6.5 Physical vis-à-vis Financial Progress

6.6 Beneficiary Targeting

6.7 Integration

6.8 Utilisation of Programme Resources

6.9 Issues by Component

6.10 Programme Coverage

6.11 Programme Monitoring and Evaluation System

6.12 Knowledge Management

- 6.13 Gender and Other Cross cutting Issues
- 6.14 Sustainability of Programme Interventions
- 6.15 Programme Period
- 6.16 Programme Exit Strategy

CHAPTER SEVEN WAY FORWARD

CHAPTER EIGHT SUMMARY OF LESSONS LEARNT

- 8.1 Overall
- 8.2 Lessons Learnt by Component

CHAPTER NINE RECOMMENDATIONS

- 9.1 General Recommendations
- 9.2 Recommendations by Component

CHAPTER TEN APPENDICES

- Logical Framework
- Cost Estimate by Component and Sub Component by MTR Period
- List persons interviewed
- List of documents reviewed (reports, publications)
- Data collection instruments (e.g., copies of questionnaires, FGDs and KII guides, etc)

xii. **Table of Contents for an Impact Assessment Report**

LIST OF ACRONYMS

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TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

CHAPTER ONE INTRODUCTION

- 1.1 Programme Background and Rationale
- 1.2 Objectives of the Impact Assessment
- 1.3 Programme Components
- 1.4 Impact Assessment Methodology
- 1.5 Limitations of the Assessment

CHAPTER TWO RELEVANCE OF CONCEPT AND DESIGN

- 2.1 Relevance of Programme Design
- 2.2 Programme Relevance to National Development Priorities, County Development Priorities and Target Population
- 2.3 Clarity, Coherence and Realism of the Programme Design and Log frame

CHAPTER THREE EFFECTIVENESS OF OUTPUTS AND OUTCOMES

CHAPTER FOUR EFFICIENCY AND EFFECTIVENESS OF PROGRAMME IMPLEMENTATION
PROCESS

CHAPTER FIVE IMPACTS

- 5.1 Overall Impacts
- 5.2 Components Impacts
- 5.3 Unforeseen Impacts and other benefits
- 5.4 Cross Cutting issues

CHAPTER SIX SUSTAINABILITY

CHAPTER SEVEN CONCLUSIONS AND RECOMMENDATIONS

CHAPTER EIGHT APPENDICES

- Attach TOR (Impact Assessment)
- List persons interviewed
- List of documents reviewed (reports, publications)
- Data collection instruments (e.g., copies of questionnaires, FGDs and KII guides, etc)

xiii. **Table of Contents for an End Term Evaluation Report**

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EXECUTIVE SUMMARY

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LIST OF TABLES

LIST OF FIGURES

CHAPTER ONE INTRODUCTION

1.1 Programme Background and Rationale

1.2 Specific Objectives

1.3 Programme Components

1.4 Programme Area

1.6 Approach and Methodology

1.7 Limitations of the Evaluation

CHAPTER TWO FINDINGS OF THE FINAL EVALUATION

2.1 Relevance of Programme Design

2.2 Physical progress

2.3 Financial progress

2.4 Programme Impacts

2.5 Efficiency

2.6 Effectiveness

CHAPTER THREE KEY CHALLENGES AND RECOMMENDATIONS

CHAPTER FOUR CONCLUSIONS AND LESSONS LEARNT

CHAPTER FIVE REFERENCES

CHAPTER SIX APPENDICES

- Attach TOR (End Term Evaluation)
- List of persons interviewed
- List documents reviewed (reports, publications)
- Data collection instruments (e.g., copies of questionnaires, FGDs and KII guides, etc.)

xiv. **Table of Contents for a Programme Completion Report (PCR)**

LIST OF ABBREVIATIONS AND ACRONYMS

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CHAPTER ONE INTRODUCTION

1.1 Background

1.2 Methodology and Process

CHAPTER TWO THE PROGRAMME

2.1 The Programme Context

2.2 Programme Implementation Performance

CHAPTER THREE REVIEW OF FINDINGS BY CRITERION

3.1 Programme Performance (Relevance, Effectiveness, Efficiency)

3.2 Poverty Impact

3.3 Other Performance Criteria (Sustainability, Innovation, Gender Participation and Women Empowerment)

3.4 Performance of Partners (IFAD, GOK, EBL)

3.5 Overall Programme Achievement

CHAPTER FOUR CONCLUSIONS AND RECOMMENDATIONS

CHAPTER FIVE APPENDICES

5.1 Rating Table

5.2 Basic Programme Data

5.3 Reference Documents

Appendix 4 KCEP Data Collection Forms

1. Agrodealer Record Template of farmers receiving inputs

Name of Agrodealer _____

County _____

Subcounty _____

Ward _____

Number of Farmers allocated _____

No.	Name of farmer	Gender (M / F)	ID Number	Year of Birth	Seeds (kgs)								Fertiliser (kgs)			Tools (Number)			Ref Number	Signature			
					Maize		Beans		Sorghum		Bush Millet		Others		Basal	Topdress	Others	Hermetic bags			Tarpaulin Bags	Others	
					Variety	Amount	Variety	Amount	Variety	Amount	Variety	Amount	Variety	Amount									

2. Data collection format for Activity Reports at Sub County / Ward Level

<i>Sub County</i>	
<i>Ward</i>	
<i>Date</i>	
<i>Name of Reporter</i>	

<i>No.</i>	<i>Activites</i>				<i>Remarks</i>
		<i>Male</i>	<i>Female</i>	<i>Total</i>	
1.	<i>No. of farmers recruited for the e-voucher system</i>				
2.	<i>No. of agrodealers selected for the e-voucher system</i>				
3.	<i>Selection of service providers</i>				
4.	<i>No. of farmers issued with input package</i>				
5.	<i>No. of crop production groups formed</i>				

3. Format of a General List of attendance

No.	Name	ID Number	Gender (M/F)	Year of birth	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					

NB: A signed list of attendance

4. Training and Data Collection Form by AGMARK

County _____

Sub County _____

Ward (Training Venue) _____

Trainer _____

Contacts of Trainer _____

Training of Trainers (TOTs)				
Date of training (D/M/Y)	No. of persons trained			Topics of each training session / training modules
	Male	Female	Total	

Field Days								
Number of sites identified for field days	No. of field days conducted	Location for field days			Activities conducted during field days	Number of farmers / agro dealers in attendance for each field day		
		County	Sub County	Ward		Male	Female	Total

Demonstrations								
Number of demonstration sites identified	No. of demonstrations plots established	Location of the demonstration plots			Activities conducted during demonstrations	No. of farmers visiting demonstration plots		
		County	Sub County	Ward		Male	Female	Total

NB: Attach a signed list of attendance

5. Training and Data Collection Form by KALRO

County _____

Sub County _____

Ward (Training Venue) _____

Name of Trainer _____

Contacts of Trainer _____

Training of Trainers (TOTs)				
Date of training (D/M/Y)	No. of persons trained			Topics of each training session / training modules
	Male	Female	Total	

On-farm trials and demonstrations					
Date of on-farm trials and demonstrations	Location of the trials and demonstrations	Category of those in attendance	No. of people in attendance		
			Male	Female	Total

NB: Attach a signed list of attendance

6. Training & Data Collection Form by EQUITY Bank

County _____

Sub County _____

Ward _____

Venue of Training _____

Name of Trainer _____

Contacts of Trainer _____

Date of Training _____

Training					
Date of training (D/M/Y)	Category of trainees in attendance	Number of people trained			Topics of each training session / training modules
		Male	Female	Total	

Financial tools							
Value of voluntary savings (Ksh.)	Number of active voluntary savers			Value of gross loan portfolio by beneficiaries	Number of active borrowers		
	Male	Female	Age		Male	Female	Total

Value chain financing						
Number of value chain ventures completed	Location			Number of forward contract signed		Remarks
	County	Sub County	Ward	Number	Type	

NB: Attach a signed list of attendance

7. Information to be captured in the farmer booklets

- Name of the farmer
- Gender
- Age
- Location (County, Sub County, Ward)
- Date of inputs collection, type, variety & quantity collected
- Name of agro-dealer where inputs were collected
- Land preparation (tractor, oxen, hand tools)
- Date of planting
- Planting labour (family, hired)
- Crops planted
- Cropping pattern – Mono, mixed and intercropping
- Which crops were planted in pure stand, mixed or intercropped
- Type and date of fertiliser application (family / hired labour)
- Date of 1st weeding (family / hired labour)
- Date of 2nd weeding (family / hired labour)
- Pesticide application – Type, date, at what stage of crop development
- Harvesting – crop, date, size of land, amount

Post Harvest Handling

- Amount harvested for each crop (90kg bags)
- Drying to proper moisture content
- How did you store
- Storage facilities
- Storage period
- Quantity of produce accepted at market/ warehouse
- Date of selling/ banking at ware-house
- Amount sold by crop, where sold and price sold
- Amount kept by the beneficiary for family consumption
- Trainings attended with their dates

Financial inclusion

- Type of agricultural loan taken
- Lending financial institution
- Amount of loan (KSh.)
- Amount of savings

8. Training forms for farmers by WAO / FEW

Sub County _____

Ward _____

Venue of Training _____

Name of Trainer _____

Contacts of Trainer _____

Date of Training _____

Modules / Topics of the training session	Category of trainees in attendance	Number of people in attendance					
		KCEP beneficiaries			Non KCEP beneficiaries		
		Male	Female	Total	Male	Female	Total

NB: Attach a signed list of attendance

9. Data collection form for farmers by WAO / FEW

County _____

Subcounty _____

Ward _____

Name of Farmer _____

Mobile No. _____

Gender _____

Year of birth _____

Category of farmer _____

Treatment Group (Yes / No) _____

Control Group (Yes / No) _____

Crop Production Data									
Crop Name	Variety	Production area (acres)	Total production (90kg bags)	Total production per acre (90kg bags)	Family consumption (90 Kg bags)	Post harvest losses per acre (90Kg bags)	Net ⁹ produce per acre (90 Kg bags)	Average price per 90 Kg bag	Total income (KSh)
<i>Cereal</i>									
<i>Associated pulses</i>									

Financial access			
Type of agricultural loan	Lending financial institution	Amount of loan (KSh)	Amount of savings (KSh.)

⁹ Total production per acre less family consumption and post harvest losses

10. Data collection form by Warehouse Operators

Name of Warehouse _____
 GPS Location of Warehouse _____
 County _____
 Sub County _____
 Ward _____
 Name of Operator _____
 Mobile No. _____
 Capacity of warehouse (Tonnes / bags) _____
 Certification Status _____

Equipment at the warehouse		
Type	Number	Status
Crane pallet trucks		
Moisture meter		
Grain drier		
Vehicles		

Farmer data							
Name of farmer / farmer groups accessing the warehouse				Type of cereals / pulses stored	Quantity stored (tonnes / 90kg bags)	Cumulative amount of grain at that date (tonnes / bags)	Date of cereal / pulses deposit
Name	Male	Female	KCEP beneficiary (Yes / No)				

Warehouse Operations							
Produce brought in			Produce Sold				
Quantity (tonnes / bags)	Type of cereal / pulses	Selling date	Quantity (tonnes / bags)	Type	Selling price per bag	Buyers name	

Remarks _____

11. Data collection form at Collection Centres

Name of Collection Centre _____

GPS Location of Collection Centre _____

County _____

Sub County _____

Ward _____

Name of Operator _____

Mobile No. _____

Capacity of collection centre (Tonnes / bags) _____

Date of construction / rehabilitation _____

Equipment at the collection centre		
Type	Number	Status
Crane pallet trucks		
Moisture meter		
Grain drier		
Vehicles		

Farmer data							
Name of farmer / farmer groups accessing the collection centre				Type of cereals / pulses stored	Quantity stored (tonnes / 90kg bags)	Date of cereal / pulses deposit	Cumulative amount of grain at that date (tonnes / 90 kg bags)
Name	Male	Female	KCEP beneficiary (Yes/No)				
Total							

Remarks _____

12. Data collection form on Roads Improvement

No.	Name or description of roads improved / rehabilitated	Location			Length (km)	Status (Complete / Incomplete)	Remarks
		County	Sub County	Ward			
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
Total							

13. Data collection form on Commercial Partnerships implemented

No.	Commercial partnership	Date signed	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
Total			

14. Data collection form on Crop production Groups

No.	Name of Crop Production Groups	Location			Membership		
		County	Sub County	Ward	Male	Female	No. of women in leadership positions
1.							
2.							
3.							
4.							
5.							
Total							

NB: Attach a list of crop production group members with positions indicated

Appendix 5 M&E Activities Implementation Plan for Year 1

Category	Activity	Year 1												AWPB	Programme Target	Total Budget	Responsible	Implementing Partner	Proc Plan	Description
		Q1	Q2	Q3	Q4	Unit														
Consultancies	M&E Framework and MIS																PCU	Consulting firm	Yes	Study
	GESI Study																PCU	Consulting firm	Yes	Study
	Knowledge Management and Communication Framework																	Consulting firm	Yes	Study
	Baseline Survey																PCU	Consulting firm	Yes	Survey
	Annual Outcome Survey																PCU	PCU	Yes	Survey
Monitoring and Reporting	Data compilation and management																PCU, regional sub-units, County and Sub County M&E teams	PME	No	Data entry & management
	Quarterly progress reports at various levels														Number		PCU, regional sub-units, County and Sub County M&E teams	PME	No	Reports
	Quarterly meetings by the Sub County Programme Coordinating Committee														Meetings		SCPCC	PME	No	Meetings
	Bi annual: Half Year Status Reports by PCU to IFAD																PCU	PME	No	
	Biannual meetings by the														Meeting		CPCC	PME	No	Meetings

Monitoring and Evaluation Plan for Kenya Cereal Enhancement Programme

Category	Activity	Year 1												AWPB	Programme Target	Total Budget	Responsible	Implementing Partner	Proc Plan	Description
		Q1	Q2	Q3	Q4	Unit														
	County Programme Co-ordinating Committee													s						
	Preparation of AWPB by implementing partners																PCU	PME	No	Meetings
	Annual Programme review workshop													Workshop			PCU	PME	No	Review workshop
	Training of all KCEP M&E officers at all levels (PCU, regional, County, Sub County, Ward) on gender mainstreaming and social inclusion													Workshops			PCU	PME	No	Training workshops
	Training of M&E officers at Sub County and Ward levels on Data collection tools, MIS and area measurements													Workshops			PCU		No	Training workshops
	Procuring modems for 16 SCAOs in the 8 counties													Number			PCU		Yes	
	Provision of farmer booklets for KCEP beneficiaries													Number			PCU		Yes	
	Procuring anthropometric equipment (160 set of height measuring boards and weighing scales)													Number			PCU		Yes	
	Smart Phones for SCAOS and WAOS in all 8 counties													Number			PCU		Yes	

