

THE UNITED REPUBLIC OF TANZANIA



**AGRICULTURAL SECTOR DEVELOPMENT PROGRAMME
(ASDP)**

**FINAL DRAFT
MONITORING & EVALUATION GUIDELINE**

December 2009

ASDP M&E Thematic Working Group

ASDP M&E Guideline Final Draft

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ACRONYMS

ARDS	Agricultural Routine Data System
ASDP	Agricultural Sector Development Programme
ASDS	Agricultural Sector Development Strategy
ASLMs	Agricultural Sector Lead Ministries
ASR	Agricultural Sector Review
BF-SC	Basket Fund Steering Committee
CDs	Committee of Directors
DADPs	District Agricultural Development Plans
DALDO	District Agriculture and Livestock Development Officer
DED	District Executive Director
DFT	District Facilitation Team
DMIS	Director of Management Information System
DPLO	District Planning Officer
DPs	Development Partners
DPP	Director of Policy and Planning
DSC	Director of Sector Coordination
HBS	Household Budget Survey
ICC	Inter-Ministerial Coordination Committee
JIR	Joint Implementation Review
LGAs	Local Government Authorities
LGDG	Local Government Development Grant
LGMD	Local Government Monitoring Database
MAFC	Ministry of Agriculture, Food Security and Cooperatives
M&E	Monitoring and Evaluation
MES	Monitoring, Evaluation and Statistics
MIS	Management Information System
MITM	Ministry of Industry, Trade and Marketing
MWI	Ministry of Water and Irrigation
MKUKUTA	Mkakati wa Kukuza Uchumi na Kuondoa Umaskini Tanzania
MLDF	Ministry of Livestock Development and Fisheries
NBS	National Bureau of Statistics
NPS	National Panel Survey
NSCA	National Sample Census of Agriculture
PER	Public Expenditure Review
PMO-RALG	Prime Minister's Office- Regional Administration and Local Government
RAA	Regional Agricultural Advisor
RAS	Regional Administrative Secretary
RDS	Routine Data System
RLA	Regional Livestock Advisor
RS	Regional Secretariat
RTA	Regional Trade Advisor
SACCOS	Savings and Credit Cooperatives Societies
SWAp	Sector Wide Approach
TIC	Tanzania Investment Center
TRA	Tanzania Revenue Authority
VAEO	Village Agricultural Extension Officer
VEO	Village Executive Officer
WAE0	Ward Agricultural Extension Officer
WEO	Ward Executive Officer
WFT	Ward Facilitation Team
ZARDEF	Zonal Agricultural Research and Development Fund

1. INTRODUCTION

1.1 Objectives of the M&E Guideline

The M&E guideline has been developed to operationalize the M&E framework. The overall objective of this guideline is to provide guidance and direction on how the ASDP M&E framework is executed by presenting concrete actions to be taken by each stakeholder. This guideline is intended mainly for LGA officers (extension officers, subject matter specialists, and facilitation teams who are implementing DADPs), regional secretariats, and M&E experts of ASLMs. This guideline will constitute a part of the DADPs Guidelines, and it will be routinely reviewed and amended as need arise.

1.2 Scope of the M&E Guideline

This guideline is organized in the following manner. Chapter 2 articulates concrete actions to be taken by each stakeholder from the village to the central level during M&E of the ASDP.

1.3 Data Collection and Reporting

Data collection and reporting are an integral part of M&E. Without systematic and timely provision of necessary data, a proper M&E cannot be conducted. Furthermore, in order for M&E to be effective, the data collected must be accurate, up to date, and accessible. Therefore, the ASDP implementers should systematically and rigorously collect data from right sources such as projects, communities and stakeholders. For more detail, refer to the Annex 7.

2. TASKS OF EACH STAKEHOLDER

In this chapter, the role of each stakeholder related to the following reporting mechanisms is explained.

- DADP financial and physical quarterly progress reporting, and
- Agricultural Routine Data System (including LGMD2).

The tasks concerning specific reports, agricultural survey and census are not explained here because these systems have already been established. For more detail, refer to the Annex 7.

I. LGA level

2.1 Village/Mtaa Level

Actor	What (Actions)	When (Due date)
VAEOs	Prepare and submit village agricultural monthly/ quarterly/ annual report	By the end of each month/ quarter/ year.

2.1.1 Monitoring and reporting at village/mtaa level

- VAEOs visit farmer groups, individual farmers, stockiest, etc. to collect necessary data as a part of extension activities.
- VAEOs prepare village agricultural monthly/quarterly/annual reports. (VAEOs used to prepare both a crop report and a livestock report. These reports are now integrated into one agricultural report.)
- VAEOs submit village agricultural monthly/quarterly/annual reports to WAEOs at the end of every month.
- A suggested standard format of village agricultural monthly/quarterly/annual report has been developed by ASDP M&E Thematic Working Group in collaboration with LGAs / RSs. It is shown in Annex 1 of this guideline.

2.2 Ward Level

Actor	What (Actions)	When (Due date)
WFT	Routine monitoring	
WAEOs	Analyze village agricultural monthly/ quarterly/ annual reports and provide feedback to VAEOs	Every respective month, quarter, year within two weeks after the receipt.
	Prepare and submit ward agricultural monthly/ quarterly/ annual report	By the end of the first week in each month, quarter, year.

2.2.1 Routine monitoring at ward level

- Members of WFT undertake routine monitoring of the implementation of agricultural interventions at the ward and village/mtaa levels through occasional visits.

2.2.2 Agricultural reports at ward level

- WAEOs analyze and evaluate village agricultural monthly/quarterly/annual reports and provide feedback to respective VAEOs.
- Based on the analyses above and adding information on agricultural activities in the ward obtained from direct visits to the villages, WAEOs prepare ward agricultural monthly/quarterly/annual reports. WAEOs should carefully collect data of villages which are not covered by VAEOs.

- WAEOs submit ward agricultural monthly/quarterly/annual reports to DALDOs by the end of the first week of each month¹.
- WAEOs post ward agricultural monthly/quarterly/annual reports on the notice board of ward offices so that everyone (including VAEOs) can see the reports, as a part of feedback.
- A suggested standard format of ward agricultural monthly/quarterly/annual report has been developed by ASDP M&E Thematic Working Group in collaboration with LGAs / RSs. It is shown in Annex 1 of this guideline.

2.3 District Level

Actor	What (Actions)	When (Due date)
DFT	Routine monitoring	
DALDOs ²	Prepare and submit DADP physical and financial quarterly progress reports (In the future, the report will be replaced by PlanRep2-Micro)	Within two week after the end of each quarter.
DALDOs	Analyze ward agricultural monthly reports and provide feedback to WAEOs	Every month, within two weeks after the receipt.
	Prepare and submit district agricultural monthly reports	To follow each LGA's deadline.
	Prepare and submit LGMD2 data file	Within two weeks after the end of each quarter.

2.3.1 Routine monitoring at district level

- Members of DFT undertake routine monitoring of the implementation of agricultural interventions in the districts through occasional visits under the coordination of M&E officer.

2.3.2 Preparation of DADPs physical and financial quarterly progress report at district level

- DALDOs prepare DADPs physical and financial quarterly progress reports in the district and submit them to DED (with attention to DPLO) with a copy to RAA/RLA within two weeks after the end of each quarter.³
- The format of the DADP physical and financial quarterly progress reports is shown in Annex 2 of this guideline. (For more details, please consult the agriculture section of DSC, PMO-RALG)

2.3.3 Preparation of PlanRep2 file at district level⁴

¹ Though the multi-sectoral reports should be submitted through WEO, the agricultural reports should follow the technical line (from WAEO to DALDO).

² DALDOs include District Trade Officers in this guideline.

³ A multi-sectoral comprehensive report is produced by DED (DPLO) with District Management Team and is submitted to RAS.

⁴ 2.3.2 and 2.3.3 will not be undertaken simultaneously. 2.3.2 presents the current mechanism while 2.3.3 explains an envisaged mechanism in the future.

- In collaboration with DALDOs, DPLOs enter physical and financial progress information including those for DADPs into a PlanRep2 micro file and submit it to RAS with a copy to PMO-RALG.

2.3.4 Agricultural reports and LGMD2 file at district level

- DALDOs analyze and evaluate ward agricultural monthly/ quarterly/ annual reports and provide feedback to respective WAEOs.
- DALDOs compile data submitted from WAEOs. If the data are missing, DALDOs should communicate with the respective WAEO.
- Based on the analyses of the ward agricultural monthly/ quarterly/ annual reports and adding information on agricultural activities in the district, DALDOs prepare district monthly / quarterly / annual agricultural reports.
- DALDOs post district agricultural reports on the notice board of DALDOs offices so that everyone (including WAEOs / VAEOs) can see the reports, as a part of feedback.
- In preparing district agricultural reports, DALDOs may consult RAA/RLA on technical aspects.
- DALDOs submit the district agricultural reports (monthly / quarterly / annual) to DED and a copy to RAA/RLA⁵.
- DALDOs also enter data into LGMD2 file within two weeks after the end of each quarter. All the data should be approved by DED before submitting the file (synchronizing data) to the main server.
- The formats of LGMD2 (quarterly / annual) are shown in Annex 3 and 4 of this guideline.

2.4 Regional Level

Actor	What (Actions)	When (Due date)
RAA/RLA /RTA	Routine monitoring and technical backstopping	
RAA/RLA/RTA and/or RSs	Consolidate DADPs physical and financial quarterly progress reports of the region. (In the future, the report will be replaced by PlanRep2-Meso)	At 15th of each quarter.
RAA/RLA /RTA	Analyze district data of LGMD2 (quarterly / annual) and provide feedback to DALDOs	Within two weeks after the receipt
	Approve district data of LGMD2	At 15th of each quarter
RAA/RLA /RTA	Participate in reviews	

⁵ Though the reports should be submitted through DED, the copy of agricultural reports should also follow the technical line (from DALDO to RAA/RLA).

2.4.1 Routine monitoring and technical backstopping at regional level

- RAA/RLA/RTA conducts routine monitoring of planning and implementation of ASDP activities at the district level and provides technical backstopping.

2.4.2 Consolidation of physical and financial quarterly progress report at regional level

- RAS (RAA/RLA/RTA) should consolidate DADPs physical and financial quarterly progress reports and submit them to PMO-RALG (with attention to DSC) within three weeks after the end of each quarter. (For more details, please consult the agriculture section of DSC, PMO-RALG)

2.4.3 Preparation of PlanRep2 file at regional level⁶

- Upon receipt of PlanRep2 micro files from districts, RAS staffs consolidate them into a PlanRep2 Meso file and submit it to PMO-RALG (with attention to DMIS).

2.4.4 Agricultural reports and LGMD2 file at regional level

- RAA/RLA/RTA analyzes and evaluates district agricultural reports and verifies LGMD2 data (quarterly / annual) and provides a written feedback to respective DALDOs.
- Based on the analyses above and adding information on agricultural activities in the region, RAA/RLA/RTA prepares regional (semi-annual) agricultural reports, and submits them to PS, PMO-RALG (with attention to DSC) and sends a copy to PS, MAFC (with attention to MES section, DPP).
- RAA/RLA/RTA approves LGMD2 data within three weeks after the end of each quarter.

2.4.5 Participation in reviews at regional level

- RAA/RLA/RTA participates in LGAs assessment as members of the assessment teams under the LGDG system.
- RAA/RLA/RTA participates in other reviews such as the Quarterly Technical Review of the LGDG system and the Joint Implementation Review of the ASDP when the reviews are implemented in their respective regions.
- RAA/RLA/RTA organizes an annual regional stakeholders meeting to review DADPs, inviting all the LGAs in the region. The purpose is to exchange the experiences and to learn from each other. Concerning M&E, issues including impact of interventions, data collected during interventions, review of progress based on indicators provided by lower level governments, monitoring and progress toward achieving objectives should be discussed. The review will be implemented at one of the LGAs on a rotational basis.

⁶ 2.4.2 and 2.4.3 will not be undertaken simultaneously. 2.4.2 presents the current mechanism while 2.4.3 explains the mechanism in the future.

II. National level

2.5 PMO-RALG

Actor	What (Actions)	When (Due date)
Agricultural section, DSC	Consolidate and submit DADPs physical and financial quarterly progress report. (In the future, the report will be replaced by PlanRep2-Macro)	Within one month after the end of each quarter
	Receive regional data file of LGMD2	Within one month after the end of each quarter

2.5.1 Consolidation of DADPs physical and financial quarterly progress report at national level

- The Agricultural Section, DSC, PMO-RALG should consolidate DADPs physical and financial quarterly progress reports submitted by regions, analyzes them and submits them to PS, MAFC with attention to DPP within one month after the end of each quarter.
- The Agricultural Section, DSC, PMO-RALG sends the consolidated DADP physical and financial quarterly progress report feedback to LGAs through RAS.

2.5.2 Preparation of PlanRep2 report at national level⁷

- Upon the receipt of the PlanRep2 Meso files from RAS, the DMIS, PMO-RALG consolidates them into a PlanRep2 macro file. The file is sent to the DSC, PMO-RALG through email.
- The officers of the DSC, PMO-RALG prepares national DADPs physical and financial quarterly progress reports based on the PlanRep2 macro file and submits them to PS, MAFC with attention to DPP.

2.5.3 Working with LGMD2

- Retrieve data from the main server to prepare various agricultural related reports.

⁷ 3.5.1 and 3.5.2 will not be undertaken simultaneously. 3.5.1 describes the current mechanism while 3.5.2 explains the mechanism in the future.

2.6 Agriculture Sector Lead Ministries (MAFC, MLDF, MITM and MWI)

Actor	What (Actions)	When (Due date)
MAFC / MLDF / MITM / MWI	Produce physical and financial quarterly progress report for each ASLM for the national level activities carried out using ASDP basket fund.	Within one month after the end of each quarter.
M&E units, ASLMs	Analyze and evaluate regional data file of LGMD2 and provide feedback to RAA/RLA/RTA .	
	Prepare and submit national annual performance (technical) reports for each ASLM.	By the middle of August.
DPP, MAFC (ASDP coordination team)	Analyze physical and financial quarterly progress reports from PMO-RALG and ASLMs and consolidate them into ASDP physical and financial quarterly progress reports.	Every quarter before ASDP BF-SC.
	Analyze national annual performance (technical) reports from each ASLM and consolidate them into ASDP annual performance report.	By the end of August
Reviews	Participate in reviews	

2.6.1 Preparation of ASLMs physical and financial quarterly progress report

- M&E unit of each ASLM produces physical and financial quarterly progress report for the activities implemented at the national level using ASDP Basket Fund.
- Each M&E unit submits the report to PS, MAFC with attention to DPP, within one month after the end of each quarter.

2.6.2 Preparation of ASLMs performance reports

- M&E unit of each ASLM coordinates to prepare national annual performance (technical) reports in each ASLM based on information from LGMD2, specific reports, agricultural survey/census, etc. Information on relevant shortlisted indicators will also be collected and included in the reports.
- PS (M&E unit, DPP) of each ASLM submits the report to PS, MAFC with attention to the ASDP coordination team under DPP, MAFC by the middle of August.

2.6.3 Preparation of ASDP physical and financial quarterly progress report and annual ASDP performance report

- ASDP coordination team consisting of the officers of DPP, MAFC and those in each ASLM who are specifically designated for ASDP, receives DADP physical and financial quarterly progress reports from PMO-RALG and national physical and financial quarterly progress report from each

ASLM, analyzes them and consolidates them into ASDP physical and financial quarterly progress report. The team submits it to Committee of Directors (CDs), ASDP BF-SC and ICC through DPP, MAFC.

- The ASDP coordination team receives annual performance reports from each ASLM, analyzes them and consolidates them into an annual ASDP performance report by the end of August and submits it to CDs, ASDP BF-SC and ICC through DPP, MAFC. This report should also contain annual ASDP physical and financial progress report.

2.6.4 Carrying out in reviews

- Reviews including JIR, ASR, and PER etc. are part of ASDP M&E activities and they are normally carried out on annually basis.
- ASLMs officers participate in reviews such as Joint Implementation Review, Agricultural Sector Review of the ASDP, Public Expenditure Review, and Quarterly Technical Review of the LGDG system.
- ASLMs officers may attend annual regional stakeholders review meetings to provide technical backstopping, to learn from their experiences, and to disseminate them, particularly good practices, to other regions.

2.7 ASDP M&E Thematic Working Group

Actor	What (Actions)	When (Due date)
ASDP M&E	Collect information on shortlisted indicators	August.
TWG	Reviews short-listed indicators and M&E framework.	As need arises.
	Revises ASDP M&E guideline.	As need arises

3.7.1 Collection of information on shortlisted indicators

- Collects information on shortlisted indicators from relevant MDAs and LGAs by August and submits it to M&E unit of each ASLM to be incorporated in their annual performance reports.⁸ (In the future, all the information for shortlisted indicators will be collected by ASLMs.)

2.8 Committee of ASLMs Directors

Means	Actions	Due date
Supervise M&E TWG	Supervise the works of the M&E TWG and approve its output such as M&E framework and M&E guideline.	
Coordinate review	Coordinate reviews on annual performance reports for ASDP as well as for each ASLM and annual Joint Implementation Review on programme implementation.	

⁸ Information from LGAs will be available in LGMD2.

2.9 ASDP Basket Fund Steering Committee

Means	Actions	Due date
Review	Take decisions on the quarterly resource transfers based on work plans, budgets, and financial reports.	
	Monitor the performance and progress of all aspects of ASDP implementation through physical and financial reports, ASDP performance reports, etc.	
	Discuss the audit reports and decide on possible implications and actions for ASDP funding to implementing entities.	

2.10 Inter-Ministerial Coordination Committee

Means	Actions	Due date
Review	Monitor the overall performance of the ASDP.	
	Review physical and financial reports and ASDP performance reports.	

Annex 1-1. Village/ward agricultural monthly report format

<p>PRIME MINISTER'S OFFICE-REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT (PMO-RALG) MONTHLY AGRICULTURAL SECTOR REPORT FORMAT (VILLAGE/WARD)</p>								
Name of Village/Ward:								
Name of Extension Officer:								
Month:	Year:	Date of Submission:						
<p>To be submitted to WAEO by the end of the month from VAEO. To be submitted to DALDO by the first week of the following month from WAEO.</p>								
<p>Note:</p> <p>1) If your village/ward has nothing that has been asked (e.g. crop, machine etc.), write 0 (zero).</p> <p>2) If the item exists in your village/ward, write the best estimated number.</p> <p>3) Otherwise, leave the cell blank.</p>								
<p>1. Introduction</p> <p>1.1 Weather Condition</p> <p>a) Rainfall: Write the number of days which rain falls, and the amount of rain.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Number of days</td> <td style="width: 50%; text-align: center;">Amount of rain (mm)</td> <td style="width: 100%; text-align: center;">Comments (Much, Average, Little, no rain)</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table> <p>Note: If there is a rain gauge in your station, please write a amount of rain in millimeters.</p> <p>b) Disasters: Please describe if any disaster (drought, flood, hunger, plant/livestock diseases etc) occurred in this month.</p>			Number of days	Amount of rain (mm)	Comments (Much, Average, Little, no rain)			
Number of days	Amount of rain (mm)	Comments (Much, Average, Little, no rain)						
<p>1.2 Food Availability</p> <p>Describe food availability in this month</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Number of household with insufficient food</td> <td style="width: 33%; text-align: center;">Number of household with enough food</td> <td style="width: 33%; text-align: center;">Number of household with excess food</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>			Number of household with insufficient food	Number of household with enough food	Number of household with excess food			
Number of household with insufficient food	Number of household with enough food	Number of household with excess food						

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1.3 Summary of Activities

Please summarize main activities done in agriculture sector this month.

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2. Target, Implementation and Crop Prices

Implementation of seasonal crops

Name of the Crop	Annual Target		Implementation			Market price		Remarks	
	Planted Area (ha)	Productivity (ton/ha)	Expected Production Qty (ton)	Planted Area (ha)	Productivity (ton/ha)	Production Qty (ton)	Unit		Tsh
Cereals									
Maize									
Paddy									
Sorghum									
Bulrush Millet									
Finger Millet									
Wheat									
Barley									
Roots and Tubers									
Cas sava									
Sweet Patato									
Irish Patato									
Yam									
Coco Yam									
Industrial Crops									
Seed Cotton									
Tobacco									
Coffee									
Tea									
Pyrethrum									
Cocoa									
Rubber									
Wattle									
Sugar cane					11				

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Name of the Crop	Annual Target			Implementation			Market price		Remarks
	Planted Area (ha)	Productivity (ton/ha)	Expected Production Qty (ton)	Planted Area (ha)	Productivity (ton/ha)	Production Qty (ton)	Unit	Tsh	
Sisal									
Cashew nut									
Oil Crops									
Sunflower									
Simsim/Sesame									
Groundnut									
Palm Oil									
Coconut									
Soya Bean									
Castor Oil Seed									
Jatropha									
Pulses									
Cow Pea									
Pigeon Pea									
Green/Black Gram									
Garden Pea									
Chick Pea/Lenti									
Bambara									
Bean									
Spices									
Ginger									
Black Pepper									
Coriander									
Cinnamom									
Tumeric									
Vanilla									
Chilli Pepper									
Clove									
Carlic									
Cadamon									
Paprika									

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Name of the Crop	Annual Target		Implementation			Market price		Remarks
	Planted Area (ha)	Productivity (ton/ha)	Expected Production Qty (ton)	Planted Area (ha)	Productivity (ton/ha)	Production Qty (ton)	Unit	
Vegetables								
Cucumber								
Mushroom								
Cauliflower								
Cabbage								
Amaranthus								
Spinach								
Chinese cabbage								
Tomato								
Eggplant								
Onion								
Sweet Pepper								
Carrot								
African Eggplant								
Black Night Shade								
Kale								
Leek								
Swiss Chard								
Okra								
Fruits								
Sweet Banana								
Cooking Banana								
Mango								
Pawpaw								
Orange								
Tangirine								
Guava								
Apple								
Pineapple								
Avacado								
Water Melon								
Lemon								
Lime								
					13			

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4.2 Farmers Field School (FFS)										
Type of Technologies/Te	Number of Field School	Number of Farmers Attended			Average Duration(days)	Number of Completed Farmers			Number of Farmers who applied technique	Remarks
		Male	Female	Total		Male	Female	Total		
Agriculture										
Livestock										
Fishery										
Marketing and Processing										
i) Outline the best practise/methods taught in the Farmers Field School (FFS)										
ii) Write down the number of Farmers Field School that were applied .										
iii) Write down the number of Farmers who attended Farmers Field School (FFS)										
Soil Erosion										
Type of Erosion	Name of Villages Involved	Area Destroyed (ha)	Area Controlled (ha)	Type of Control Measures	Remarks					

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6. Livestock Slaughtered

Type of Livestock	Total number of slaughtered		Total carcass weight (kg)		Average retail price kg
	This month	Cummulative todate	This Month	Cummulative todate	
Cattle					
Sheep					
Goat					
Pig					
Chicken (Local)					
Chicken (improved)					
Duck					
Others					

*: Please write the amount cummulative from July.

7. Meat Inspection

Name of Slaughter	Type of Animal	Condemnations (Whole carcass/Heart/Lung/Liver etc)	Number of Animals affected	Conditions/reasons for condemnations

- i) Write the type of animal eg cattle, sheep, goat, pigs, etc which were affected.
- ii) If there are more than one animal species, please use one row for each species

8. Livestock Products

8.1 Milk

Type of product	Whole milk (litre)	
	This Month	Cummulative todate
Milk - Indigenous Cattle		
Milk Dairy Cattle		
Milk - Goat		
Cheese		
Butter		
Ghee		

* Please write cummulative amount from July.

8.2. Skin

Type of Product		Dry suspended	Dry salted	Processed (kg)	
Hide (kg)	Skin (kg)			Wet/Blue	Pickled
This Month					
Cummulative to date					
This Month					
Cummulative to date					

* Please write the amount cummulative from July

9. Livestock Health

9.1 Medication

Type of livestock	Type of disease	Number of Affected	Number of Treated	Number of recovered	Number of Died	Treatment/Medicine Applied

9.2 Dipping, Spraying and vaccination

Type of Livestock	Number of dipped	Medicine Applied	Number of Sprayed	Medicine Applied	Number vaccinated	Medicine Applied

9.3 Livestock Service

Type of Livestock	Cutting hoof	Castration	Cutting Horn	Branding	Cutting tail	Cutting teeth	Cutting bill/beak
Cattle							
Goat							
Sheep							
Pig							
Chicken							
Duck							

Note: Implementation up to this month

10. Comments of the Village/ward Extension Officer on agricultural sector at his/her area			
Achievements:			
Challenges :			
11. People who visit village/ward for agricultural/livestock activities			
Date	Name of the Visitor	Address	Main Purpose of visit

Annex 1-2. Village/ward agricultural quarterly report format

**PRIME MINISTER'S OFFICE - REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT (PMO -RALG)
QUARTELY AGRICULTURAL SECTOR REPORT FORMAT (VILLAGE/WARD)**

Name of Village/Ward :

Name of Extension Officer:

Quarter: _____ (Month: _____ Upto _____) Year: _____ date of Submission:

(To be submitted to WAEO by the end of the month from VAEO. To be submitted to DALDO by the first week of the following month from WAEO.

Note:

- 1) If your village/ward has nothing that has been asked (e.g. crop, machine etc.), write 0 (zero).
- 2) If the item exists in your village/ward, write the best estimated number.
- 3) Otherwise, leave the cell blank.

1. Irrigation

Name of the Scheme	Potential Area (ha)	Area under Improved irrigation (ha)	Type of Crops Grown under improved irrigation	Area under traditional Irrigation (ha)	Type of Crops Grown under traditional Irrigation	Number of members in WUAs (WUA)				Number of Beneficiaries	
						Male		Female		Male	Female

2. Farmers groups/Associations							Total number with Bank Account
Type of Associations/Groups	Number of Associations/Group	Number of Members			Total number Registered	Total	
		male	Female				
Crop							
Production							
Processing							
Marketing							
Livestock							
Production							
Processing							
Marketing							
Fisheries							
Production							
Processing							
Marketing							

3. Area Cultivated by Village/Ward and Means of Cultivation						
a) Short Rains Season						
	By Tractors/power tillers (ha) (i)	By Draught Animals (ha) (ii)	By hand Hoes (ha) (iii)	Total Area (ha) (iv) = (i)+(ii)+(iii)		
Cultivated						
Planted						
Weeded						
Harvested						
Note : Do not double - count if the same land is cultivated more than once						
b) Rainy Season						
	By Tractors/power tillers (ha) (i)	By Draught Animals (ha) (ii)	By hand Hoes (ha) (iii)	Total Area (ha) (iv) = (i)+(ii)+(iii)		
Cultivated						
Planted						
Weeded						
Harvested						
Note: Do not double count if the same land is cultivated more than once						

Annex 1-3. Village/ward agricultural annual report format

**PRIME MINISTER'S OFFICE-REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT (PMO-RALG)
ANNUAL AGRICULTURAL SECTOR REPORT FORMAT**

Name of Village/Ward: _____
 Name of Extension Officer: _____
 Month: _____ Year: _____ Date of Submission: _____
 To be submitted to WAEO by the end of the month from VAEO. To be submitted to DALDO by the end of the first week of the following month from WAEO

Note:
 1) If your village/ward has nothing that has been asked (e.g. crop, machine etc.), write 0 (zero).
 2) If the item exists in your village/ward, write the best estimated number.
 3) Otherwise, leave the cell blank.

1. Introduction, Basic Information of Village/Ward

	Male	Female	Total	Number of people who can work on farming
Population				
	Male headed household	Female headed household	Total	Household which can work on farming
Number of Household				

2. Contract farming and Agreement

	Contracting production	Crop	Livestock	Fishery	Remarks
Number of household involved					
	Out-Growers Schemes				
Total					
Number of Contractors involved					

Note
 i) Contracting production is defined as a partnership between smallholder household and an agribusiness company for the production of commercial products detailed in formal contract.
 ii) Out-growers scheme is defined as a partnership between smallholder household and an agribusiness company for the production of commercial products that may not involve formal contracts.
 iii) Write the name of major crops/products.

b) Animal Drawn (Draught Animals)

Type of Implement	Working		Not working	
	Individually-owned	Group-owned	Individually-owned	Group-owned
Plough				
Sub-soiler				
Harrow				
Planter				
Weeder				
Ripper				
Ridger				
Cart				
Other				

Note : Write the name of machine if there are other machines than these listed above .

3.3 Hand Operated Implements

Hand hoes	Spray pump (Plant/livestock)	Flying Knives	Fishing Nets	Branding Iron

Note: For Livestock identification

3.4 Number of Agro Processing Machine

Type of machine	Working		Not working	
	Individually-owned	Group-owned	Individually-owned	Group-owned
Milling Machines				
Dehulling Machines				
Oil Extractor				
Kernel Opening				
Pulperies				
Ginneries				
Shelling				
Hay Making Machines				

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Type of machine	Working		Not working	
	Individually-owned	Group-owned	Individually-owned	Group-owned
Dairy Products Processing Machines				
Hatching Machines				
Meat Processing Machines				
Hides and Skins Processing Machines				
Meat Vans				
Milk Vans				
Ice Making Machines				
Fish Product Processing Machines				

Note

- i) Count the number of machine if the factory/plant
- ii) Write the name of the machine if there are other machines than these listed above
- iii) Write the number of the machines which are owned by either individual or group. Count those owned by the Government and Institutions (private companies) as group.

4. Input Use

4.1 Fertilizer

Type of Fertilizer	Annual requirement	Amount used per year (ton)	Remarks
SA			
CAN			
UREA			
TSP			
DAP			
Mnjingu Phosphate			
NPK			
Farmyard Manure			
Compost Manure			
Others			

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4.2 Agro Chemicals			
Type of Chemicals	Annual requirement (ton /litre)	Amount used per year	Remarks
A: INSECTICIDES			
B: FUNGICIDES			
C: HERBICIDES			
D: RODENTICIDES			
E: AVICIDES			
F: ACARICIDES			
G: Others			

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5. Livestock population Type of Animal	Number	Number of Improved		Total	Total Registered
		Meat	Milk		
1. Cattle					
Bull*					
Cow**					
Steer***					
Heifer****					
Male Calf*****					
Female Calf					
Ox					
Sub Total Cattle					
2. Sheep					
Male Sheep					
Female sheep					
Sub total Sheep					
3. Goat					
Male Goat					
Female Goat					
Sub Total Goat					
4. Others					
Pig					
Water Buffalo					
Donkey					
Horse					
Camel					
Dog					
Cat					
Guinea Pig					
Rabbit					
5. Avin	Number of Indigenous	Broiler	Layer	Total	
Chicken					
Duck					
Turkey					
Guinea Fowi					

Note : * Bull is mature uncastrated male cattle used for breeding.

** Cow is mature female cattle that has given birth at least once.

*** Steer is castrated male cattle over 1 year .

**** Calf is young cattle under 1 year of age .

8. Pasture

8.1 Improved Pasture

Number of farms / plots	Area (ha)	Seed Production (kg)	Amount of Hay Bales/Bundles produced (Kg*)	Remarks

* One bale of hay is about (20kg).

8.2 Crop Residue

Type of crop	Area (ha)	Amount of Hay Bales/Bundles Produced (kg)	Number of Farms/ Plots Grazed in Situ	Remarks

* One bales of hay is about (20kg)

9. Area Covered by TV, Radio and Telecommunication

Type of Media	Write Agricultural/Livestock programme aired by TV/Radio	Number of Village covered (Applicable at Ward level)
TV		
Radio		
Telecommunication	Name of telephone company (Vodacom, Zain, Tigo, Zantel, TTCL)	Number of Village covered (Applicable at Ward level)
News paper/magazine	Type	Type of information
Brochure		Number of magazines

Annex 2. Format of physical and financial quarterly progress report

- 1.0. Executive Summary
- 1.1. Introduction
- 1.2. Physical Progress
 - (i) Overall Assessment of Performance and Implementation Status
 - (ii) Summary of Key Achievement of Set Targets
 - (iii) Implementation Challenges
- 1.3. Financial Report
 - (i) Disbursement Status
 - (ii) Financial Expenditure by Activity
 - (iii) Cash Flow Forecast
- 1.4. Procurement Status
(Report the status according to the level, either of the District or Regional)
- 1.5. Way Forward
 - (i) Area for Improvement/Actions
 - (ii) Targets for Next Quarter
- 2.0. Physical and Financial Progress Report in the form of the directed format.

Planned interventions	Financial Progress						Sources of Funds					Remarks
	Implementation status	Approved budget '000'	Amount Received	Amount spent	Cumulative expenditure	Balance	LGAs own sources	ASDP Basket Fund (CBG, DADG, EEB, DIDE)	CDG (Capital Development Grants)	Beneficiaries contribution	Others (NGOs, CBOs, other projects)	

Annex 3. Integrated Data Collection Format (Quarterly)

THE UNITED REPUBLIC OF TANZANIA



AGRICULTURE SECTOR DEVELOPMENT PROGRAMME (ASDP)

FORMAT FOR INTEGRATED DATA COLLECTION

QUARTERLY

IDENTIFICATION DETAILS

Region

District

Quarter

First Quarter: (July - September)

Second Quarter: (October - December)

Third Quarter: (January - March)

Fourth Quarter: (April - June)

Year

Name (contact person)

Address P.O.Box

E-mail

Mobile

Date of submission

to be submitted in Excel file to RAA/ RLA no later than the 15th of the first month of the following quarter

ASDP Monitoring & Evaluation Thematic Working Group

P.O.Box 9192, Dar es Salaam

Tel & Fax: +255 22 286 4460

E-Mail: dpp@kilimo.go.tz

Format for Integrated Data Collection (Quarterly)					
Name of LGA: _____		Quarter: _____		Year: _____	
Number of Households: _____					
<p>Important note: This note applies to all the questions in this format unless otherwise specified.</p> <p>1. If the item in question does not exist in your LGA, write 0 (zero).</p> <p>2. If you do not know whether the item in question exists in your LGA or not, put one dot (.).</p> <p>3. If you know the item in question exists in your LGA, but do not know the number, write the best estimated number.</p> <p>4. If you know the item in question exists in your LGA, but do not know the number, and not possible to estimate, put two dots (.).</p>					
1 Types of Crops Grown, Planted Area and Total Production					
Name of Crop (i)	Planted Area (Hectare)		Production Qty (Ton)		Remarks (vi)
	Annual Target (ii)	Achieved to Date (iii)	Annual Target (iv)	Achieved to Date (v)	
1.1: Cereals					
Maize					
Paddy					
Sorghum					
Bulrush Millet					
Finger Millet					
Wheat					
Barley					
1.2: Roots and Tubers					
Cassava					
Sweet Potato					
Irish Potato					
Yam					
Coco Yam					
1.3: Industrial Crops					
Seed Cotton					
Tobacco					
Coffee					
Tea					
Pyrethrum					
Cocoa					
Rubber					
Wattle					
Sugar Cane					
Jute					
Sisal					
Cashew nut					
1.4: Oil Crops					
Sunflower					
Simsim/ Sesame					
Groundnut					
Palm Oil					
Coconut					
Soya Bean					
Castor Oil Seed					
Jatropha					
<p>Note: (i) If you have other crops than those listed above, please write their names in "1.10 others" in page 3.</p> <p>(ii) Annual target of planted area (hectare) should be set at the beginning of the year (July). Write how you set the target values in the Remarks.</p> <p>(iii) Planted area achieved to date is defined as total planted area from July to the end of the quarter.</p> <p>(iv) Annual target of total production (ton) should be set at the beginning of the year (July).</p> <p>(v) Total production achieved to date is defined as the sum of production from July to the end of the quarter. In the 4th quarter report, write the estimated amount of production in this crop year (Vuli and Masika).</p>					

Format for Integrated Data Collection (Quarterly)					
Name of LGA: _____		Quarter: _____		Year: _____	
Name of Crop (i)	Planted Area (Hectare)		Production Qty (Ton)		Remarks (vi)
	Annual Target (ii)	Achieved to Date (iii)	Annual Target (iv)	Achieved to Date (v)	
1.5: Pulses					
Cow Pea (Kunde)					
Pigeon Pea (Mbaazi)					
Green/Black Gram (Choroko)					
Garden Pea (Njegere)					
Chick Pea/ Lenti (Dengu)					
Bambara Nut (Njugu Maw e)					
Bean (Maharage)					
1.6: Spices					
Ginger (Tangaw izi)					
Black Pepper (Pilipli Manga)					
Coriander (Giligiliani)					
Cinnamom (Mdalasini)					
Tumeric (Binzali)					
Vanilla					
Chilli Pepper (Pilipli kali)					
Clove (Karafuu)					
Garlic (Vitunguu sw aumu)					
Cadamon (Iliki)					
Paprika					
1.7: Vegetables					
Cucumber (Matango)					
Mushroom (Uyoga)					
Cauliflow er					
Cabbage					
Amaranthus (Mchicha)					
Spinach					
Chinese Cabbage					
Tomato					
Eggplant (Biringanya)					
Onion					
Sw eet Pepper (Pilipli hoho)					
Carrot					
African Eggplant (Nyanyachungu)					
Black Night Shade (Mnafu)					
Kale (Figiri)					
Leek					
Sw iss Chard (Salad)					
Okra (Bamia)					

Note: (i) If you have other crops than those listed above, please w rite their names in "1.10 others" in page 3.
(ii) Annual target of planted area (hectare) should be set at the beginning of the year (July).
Write how you set the target values in the Remarks.
(iii) Planted area achieved to date is defined as total planted area from July to the end of the quarter.
(iv) Annual target of total production (ton) should be set at the beginning of the year (July).
(v) Total production achieved to date is defined as the sum of production from July to the end of the quarter.
In the 4th quarter report, w rite the estimated amount of production in this crop year (Vuli and Masika).

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Format for Integrated Data Collection (Quarterly)

Name of LGA: _____ Quarter: _____ Year: _____

3. Livestock/ Products Movement

3 (a) Livestock Movement

Type of Livestock	Animals Sold w within the District	Animals Sold out of the District	Animals Moved into the District	Animals Moved out of the District	Animals Translocated w ithin the District	Imported Animals	Exported Animals
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
Cattle (number)							
Sheep (number)							
Goat (number)							
Ptg (number)							
Donkey (number)							
Dog (number)							
Chicken (local) (number)							
Chicken (improved) (number)							
Day old chick (number)							
Other							

Note: (ii) This is subset of column (iv)

(iii) This is subset of column (v)

(vi) It means movement of animals from one place in the district to another place in the same district.

(vii)-(viii) This means animals that came from/ to another country (aimed at border district)

3 (b) Livestock Products Movement

Type of Livestock Products	Products Sold w ithin the District	Products Sold out of the District	Products Moved into the District	Products Moved out of the District	Products Translocated w ithin the District	Imported Products	Exported Products
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
Beef (kg)							
Milk (litre)							
Goat Meat (kg)							
Sheep Meat (Mutton) (kg)							
Ptg Meat (Pork) (kg)							
Hides (piece)							
Skins (piece)							
Egg (number)							
Chicken Meat (kg)							

4. Livestock Slaughtered

(Short-listed indicator OC2)

Type of Livestock	Total number slaughtered		Total carcass weight (kg)		Average retail price per kg
	This quarter	Cumulative to date	This quarter	Cumulative to date	
(i)	(ii)	(iii)	(iv)	(v)	(vi)
Cattle					
Sheep					
Goat					
Ptg					
Chicken (local)					
Chicken (improved)					
Duck					

Note: * Please write the amount cumulative from the 1st quarter.

5. Meat Inspection/ Hygiene

Name of Abattoir/ Slaughter House/ Slab	Type of Animal	Condemnations (Whole carcass/ Heart/ Lung/ Liver etc.)	Number of Animals Affected	Conditions/ Reasons for Condemnations
(i)	(ii)	(iii)	(iv)	(v)

Note: (ii) Write the type of animal e.g. cattle, sheep, goats, pigs etc. which were affected.

If there are more than one animal species, please use one row for each species.

Format for Integrated Data Collection (Quarterly)

Name of LGA: _____ Quarter: _____ Year: _____

6. Marketing of Livestock Products
6 (a) Meat from Commercial Farms

Type of Product (i)	Volume Handled (Retail)			Volume Handled (Wholesale)			Comments (viii)
	Warm (ii)	Chilled (iii)	Frozen (iv)	Warm (v)	Chilled (vi)	Frozen (vii)	
Beef Meat (kg)	This Quarter						
	Cumulative to Date*						
Goat Meat (kg)	This Quarter						
	Cumulative to Date*						
Sheep Meat (Mutton) (kg)	This Quarter						
	Cumulative to Date*						
Pig Meat (Pork) (kg)	This Quarter						
	Cumulative to Date*						
Indigenous Chicken Meat (kg)	This Quarter						
	Cumulative to Date*						
Improved Chicken Meat (kg)	This Quarter						
	Cumulative to Date*						

Note: * Please write the amount cumulative from the 1st quarter.

6 (b) Milk

Type of Product (i)	This Quarter (ii)	Cumulative to Date* (iii)
Milk- Indigenous Cattle (litre)		
Milk - Dairy Cattle (litre)		
Milk- Goat (litre)		
Cheese (kg)		
Butter (kg)		
Ghee (kg)		

Note: * Please write the amount cumulative from the 1st quarter.

6 (c) Hide and Skin

Type of Product (i)	Raw (piece)		Processed (piece)	
	Dry Suspended (ii)	Dry Salted (iii)	Wet Blue (iv)	Pickled (v)
Hide (piece)				
This Quarter Cumulative to Date*				
This Quarter Cumulative to Date*				

Note: * Please write the amount cumulative from the 1st quarter.

(iv) Wet blue: semi finished leather.

Annex 4 Integrated Data Collection Format (Annual)

THE UNITED REPUBLIC OF TANZANIA



AGRICULTURE SECTOR DEVELOPMENT PROGRAMME (ASDP)

FORMAT FOR INTEGRATED DATA COLLECTION

ANNUAL

IDENTIFICATION DETAILS

Region _____

District _____

Year _____

Name (contact person) _____

Address P.O.Box _____

E-mail _____

Mobile _____

Date of submission _____

to be submitted in Excel file to RAA/RLA by the 15th of July

ASDP Monitoring & Evaluation Thematic Working Group

P.O.Box 9192, Dar es Salaam

Tel & Fax: +255 22 286 4460

E-Mail: dpp@kilimo.go.tz

Format for Integrated Data Collection (Annual)

Name of LGA: _____ Year: _____

Number of wards in LGA: _____

Number of villages* in LGA: _____ * if it is a town, please write number of mitaa.

Important note: This note applies to all the questions in this format unless otherwise specified.

1. If the item in question does not exist in your LGA, write 0 (zero).
2. If the item exists in your LGA, write the best estimated number.
3. Otherwise, leave the cell blank.
4. Comments about how accurate the data is or the source of the data could be stored in separate text boxes.

1. Food Situation

District population: _____ (Please write the estimate based on National Population and Housing Census 2002)

Food Type (i)	Food Crops (ii)	Total Production (Ton) (iii)	Factor (iv)	Cereal Equivalent (Ton) (v) = (iii) x (iv)	Total Cereal Equivalent (Ton) (vi)	Requirement of Cereal Equivalent (Ton) (vii)	Surplus/ Deficit (Ton) (viii)=(vi)-(vii)
Cereal	Maize		1				
	Paddy		0.65				
	Sorghum		1				
	Millet*		1				
Non-cereal	Banana		0.201				
	Cassava		0.34				
	Potato**		0.255				

Note: (ii) *Millet includes both finger millet and bulrush millet. **Potato includes both sweet potato and irish potato.

(iii) Total production should be taken from the figure of total production of the same crop in "1. Type of crops grown, planted area and total production" of the quarterly format in the 4th quarter.

Total production of millet is the sum of both finger millet and bulrush millet.

(v) Cereal equivalent is calculated by; Total production x factor

(vi) Total cereal equivalent is the sum of the cereal equivalent of each food crop.

(vii) Requirement of Cereal equivalent is calculated by; $0.65 \times \text{population} \times 365 / 1000$

(viii) Surplus/ Deficit is calculated by; (vi) - (vii)

Format for Integrated Data Collection (Annual)

Name of LGA: _____ Year: _____

2. Agricultural Mechanization

In this section, mechanization equipment refers to those which are basically stationed in your district. The machines which farmers rent from other districts are not included.

2 (a) Number of Tractors/ Other Agricultural Machines/ Livestock and Fishery Machines and Equipment

Number of machines (i)	Working		Not working	
	Individually owned (ii)	Group-owned (iii)	Individually owned (iv)	Group-owned (v)
Tractor				
Power Tiller				
Combine Harvester				
Mower				
Bailer				
Rake for Hay Making				
Trailer				
Feeder				
Drinker				
Milking Machine				
Chiller				
Electric Meat Cutter				
Patrol Boat				
Fishing Boat with Engine				
Fishing Boat without Engine				
Others				

Note: (i) Write the name of machine if there are other machines than these listed above.

Format for Integrated Data Collection (Annual)

Name of LGA: _____ Year: _____

2 (b) Number of Agricultural Implements

i) Machinery Drawn (Tractor/ Power tiller)

Number of Implements (i)	Working		Not working	
	Individually owned (ii)	Group-owned (iii)	Individually owned (iv)	Group-owned (v)
Planter				
Disk Plough				
Sub-soiler				
Weeder				
Boom Sprayer				
Ripper				
Other				

2 (c) Number of Agricultural Implements

ii) Animal Drawn (Draught Animals)

Number of Implements (i)	Working		Not working	
	Individually owned (ii)	Group-owned (iii)	Individually owned (iv)	Group-owned (v)
Harrow				
Planter				
Plough				
Sub-soiler				
Weeder				
Ripper				
Ridger				
Cart				
Other				

Note: (i) Write the name of implements if there are other machines than these listed above.

Format for Integrated Data Collection (Annual)

Name of LGA: _____ Year: _____

2 (d) Area Cultivated and Means of Cultivation

(i)	By Machine (Tractor/ Power Tiller/ Combine Harvester) (ii)	By Draught Animal (iii)	By Hand (iv)	Total Area (v) = (ii)+(iii)+(iv)
Total Area Cultivated (ha)				
Total Area Planted (ha)				
Total Area Weeded (ha)				
Total Area Harvested (ha)				

Note: (ii)-(iv) Do not double-count if the same land is cultivated more than once.

2 (e) Number of Crop/ Livestock/ Fishery Processing Machines

(Short-listed Indicator OP2 d,e)

Number of Machines (i)	Working		Not working	
	Individually owned (ii)	Group-owned (iii)	Individually owned (iv)	Group-owned (v)
Milling Machines				
Dehulling Machines				
Oil Extractor				
Kernel Opening				
Pulperies				
Ginneries				
Shelling				
Hay Making Machines				
Small holder Dairy Products Processing Machines				
Hatching Machines				
Meat Processing Machines				
Hides and Skins Processing Machines				
Meat Vans				
Milk Vans				
Ice Making Machines				
Fish Product Processing Machines				
Others				

Note: Count the number of machines in the factory/ plant.

(i) Write the name of machine if there are other machines than these listed above.

Format for Integrated Data Collection (Annual)

Name of LGA: _____ Year: _____

2 (f) Implements Availability

Number of Implements		
Flaying Knives (i)	Fishing Nets (ii)	Branding Iron (iii)

2 (g) Number of Oxenization Centres and Tractor Hiring Services
(Short-listed indicator OP1 e)

Type of Centres (i)	Working (ii)	Not working (iii)
Oxenization		
Tractor Hiring Service		

3 Inputs / Implements**3 (a) Fertilizer Requirements and Availability**

Type of Fertilizer (i)	Annual Requirement for the Reporting Year (ii)	Amount Used in the Reporting Year (iii)	Remark (iv)
SA			
CAN			
UREA			
TSP			
DAP			
Minjingu Phosphate			
NPK			
Farmyard Manure			
Compost Manure			
Green Manure			
Others			

Note: Fertilizer should be for both crops and pastures.

Format for Integrated Data Collection (Annual)

Name of LGA: _____ Year: _____

3(b) Agrochemicals Requirements and Availability

Type of Chemicals (i)	Annual Requirement for the Reporting Year (ii)	Amount Used in the Reporting Year (iii)	Remark (iv)
A: INSECTICIDES			
B: FUNGICIDES			
C: HERBICIDES (chemical to control weeds)			
D: RODENTICIDES (chemical to kill rodents (e.g.rats, mice))			
E: AVICIDES (chemical to kill avian (e.g. quelea-quelea))			
F: ACARICIDES			

Note: (i) Write the name of agro-chemicals required in each category A~F.

Format for Integrated Data Collection (Annual)

Name of LGA: _____ Year: _____

3 (d) Seed Requirements and Availability **Quality Declared Seeds**

Type of Seeds	Variety	Annual Requirement for the Reporting Year	Amount Used in the Reporting Year	Remark
(i)	(ii)	(ii)	(iii)	(iv)
Maize				
Paddy				
Sorghum				
Beans				
Wheat				
Simsim				
Sunflower				
Others (Specify)				

Note: (ii) Write the name of quality declared seeds. Add rows as need arises.

Format for Integrated Data Collection (Annual)

Name of LGA: _____ Year: _____

3 (c) Seed Requirements and Availability **Certified Seeds**

Type of Seeds	Variety	Annual Requirement for the Reporting Year	Amount Used in the Reporting Year	Remark
(i)	(ii)	(ii)	(iii)	(iv)
Maize				
Paddy				
Sorghum				
Beans				
Wheat				
Bulrush Millet				
Simsim				
Sunflower				
Others (Specify)				

Note: (ii) Write the name of certified seeds. Add rows as need arises.

Format for Integrated Data Collection (Annual)

Name of LGA: _____ Year: _____

4 Extension Services

4 (a) Number of Extension Officers

Area of Specialization (i)	Number of Extension Officers Available						Total (viii)	Total Registered/ Enlisted (ix)
	District HQ		Wards		Villages			
	Male (ii)	Female (iii)	Male (iv)	Female (v)	Male (vi)	Female (vii)		
Crop								
- Crop Production								
- Land Use								
- Irrigation								
- Nutrition								
- Horticulture								
- Agro Mechanization								
- Others (Specify)								
Livestock								
- Animal Production								
- Animal Health								
- Veterinarians								
- Others (Specify)								
Agro Vet								
Cooperatives								
Fishery								
Total								

Note: Write the number of officers at respective station.

4 (b) Level of Education

Station (i)	Number of Extension Officers						Total (viii)
	District HQ		Ward		Village		
	Male (ii)	Female (iii)	Male (iv)	Female (v)	Male (vi)	Female (vii)	
Non-Certificate							
Certificate							
Diploma							
1 st Degree							
2 nd Degree							
Ph D							

4 (c) Working Facilities/ Equipment

Station (i)	Vehicle		Motorcycle		Bicycle		Housing	
	Required (ii)	Available (iii)	Required (iv)	Available (v)	Required (vi)	Available (vii)	Required (viii)	Available (ix)
District HQ								
Ward								
Village								
Total								
Station (i)	Extension Kit		Photocopier		Computer		Other (specify)	
	Required (ii)	Available (iii)	Required (iv)	Available (v)	Required (vi)	Available (vii)	Required (viii)	Available (ix)
District HQ								
Ward								
Village								
Total								

Note: Write the number of "available" facilities/equipment which are "in operation" or "not in operation but repairable".

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Format for Integrated Data Collection (Annual)								
Name of LGA: _____				Year: _____				
4 (f) Number of Farmers Trained								
Topic of Training (i)	Total Number of Farmers Trained			Number of Farmers Trained for		Number of Officers Trained through		Remarks (ix)
	Male (ii)	Female (iii)	Total (iv)	Equal to or Less than Six Month (v)	More than Six Month (vi)	Study Tour (vii)	Others (viii)	
Crop								
Livestock								
Fishery								
Marketing and Processing								
Others								
Note: (i) List all topics of training for extension officers/ farmers which were conducted this year (ii) Specify type of crop/ livestock/ fish product for processing.								
4 (g) Extension Technologies/ Technique Dissemination in Farmers' Field Schools								
Type of Technologies/ Technique (i)	Number of Field Schools (iii)	Number of Farmers Attended			Average Duration (days) (vii)	Number of Villages Covered (viii)	Remarks (ix)	
		Male (iv)	Female (v)	Total (vi)				
Crop								
Livestock								
Fishery								
Marketing and Processing								
Note: (i) List the type of techniques which were disseminated in FFS (ii) Write the number of FFS that were actually held (iii) Write the total number of farmers who attended FFS								

Format for Integrated Data Collection (Annual)

Name of LGA: _____ Year: _____

8. Livestock Population - Small Scale Farming (June 30th)

Small scale farm should have between 1 and 50 head of cattle, and/or between 1 and 100 head of sheep/ goats/pigs, and/or between 1 and 1000 chickens/turkeys/ducks/rabbits.

Type of Animal (i)	Number of Indigenous (ii)	Number of Improved		Total (v)	Total Registered (vi)
		Meat (iii)	Dairy (iv)		
1. Cattle					
Bull					
Cow					
Steer					
Heifer					
Male Calf					
Female Calf					
Ox					
Sub Total Cattle					
2. Sheep					
Male Sheep					
Female Sheep					
Sub Total Sheep					
3. Goat					
Male Goat					
Female Goat					
Sub Total Goat					
4. Others					
Pig					
Water Buffalo					
Donkey					
Horse					
Camel					
Dog					
Cat					
Guinea Pig					
Rabbit					
5. Avian (i)	Number of Indigenous (ii)	Number of Improved		Total (v)	Total Registered (vi)
		Broiler (iii)	Layer (iv)		
Chicken					
Duck					
Turkey					
Guinea Fowl					

Box.1
 - Bull is mature uncastrated male cattle used for breeding
 - Cow is mature female cattle that has given birth at least once
 - Steer is castrated male cattle over 1 year
 - Heifer is female cattle of 1 year up to the first calving
 - Calf is young cattle under 1 year of age

Note: (vi) All animals except Guinea Pig should be registered at Department of Identification, Registration and Traceability in the District.

9. Livestock Population - Large Scale Farmers (on June 30th)

Large scale farmers should have more than 50 head of cattle, and/or more than 100 head of sheep/ goats/pigs, and/or more than 1000 chickens/turkeys/ducks/rabbits.

Name of Farm /Farmer (i)	Type of Ownership (ii)	Registration Number (iii)	Number of Livestock							
			Cattle (iv)	Sheep (v)	Goats (vii)	Pigs (viii)	Layers (ix)	Broilers (x)	Others (specify) (xi)	

Note: (ii) Write the type of ownership: Public, CBO, NGO, Individual, or Private.

Format for Integrated Data Collection (Annual)

Name of LGA: _____

Year: _____

11. Livestock Infrastructure and Status

(Short listed Indicator OP1 b,c, OP2a,c)

Type of Infrastructure	Working	Not working	Number Required	Number Registered
(i)	(ii)	(iii)	(iv)	(v)
Slaughter House *				
Slaughter Slab **				
Hide and Skin Banda				
Veterinary Centre				
Veterinary Clinic				
Veterinary Laboratory				
Veterinary Hospital				
Check Point				
Permanent Crash				
Holding Ground				
Quarantine Station				
Stock Route				
Primary Market				
Secondary Market				
Border Market				
Charco (malambo)				
Dam				
Water Trough				
Cattle Dip				
Dog Dip				
Spray Race				
Livestock Input Shop				
Hatchery ***				
Artificial Insemination Centre				
Milk Collection Centre				
Meat Processing Facility/ Plant				
Milk Processing Facility/ Plant				
Fish Processing Facility/ Plant				
Others				

Note: (i) Write the name of infrastructure if there are other infrastructures than these listed above.

* Slaughter house is defined as a facility where animals are slaughtered into carcasses (no processing)

** Slaughter slab is defined as a flat concrete floor where animals are slaughtered in an open air.

*** Hatchery includes a facility for producing one day chicks of any size.

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Format for Integrated Data Collection (Annual)									
Name of LGA: _____					Year: _____				
14. Agriculture, Livestock and Fishery Projects									
(i)	Project name (ii)	Location (iii)	Major Activities (iv)	Project Donor (v)	Project Cost per year (vi)	Number of Beneficiaries (vii)	Project Duration (year) (viii)	Start (year) (ix)	End (year) (x)
Agriculture									
Livestock									
Fishery									
<p>Note: For multi-sectoral projects e.g. road development, write only those whose main purpose is agricultural development.</p> <p>(iii) Write the name of ward where the project is carried out.</p> <p>(iv) Write the major activities of the project e.g. chicken breeding, dairy goat etc.</p> <p>(v) Write the type of project donor: NGOs, CBOs etc.</p> <p>(vi) Write the number of beneficiaries from the project.</p>									
15. Dissemination of Agriculture And Livestock Information									
15 (a) Radio And TV Station									
Q1: Is there any local radio or TV station in your district? Yes or No (If the answer is "Yes" give details, if "No" go to 15 (b)) <input style="width: 50px;" type="text"/>									
Name of local Radio/ TV Station Available (i)	Location of HQ/ Address (ii)	Area of Coverage (iii)							
Note: (iii) Write the number of village covered.									
Q2: Do the radio or TV station air any program on agriculture/ livestock? Yes or No (If the answer is "Yes" give details, if "No" go to 15 (b)) <input style="width: 50px;" type="text"/>									
Name of Station (i)	Name of Program (ii)	Frequency (time in a week) (iii)	Type of Information (iv)						
Note: Type of information: Agriculture or Livestock									
15 (b) Telecommunication									
Name of Telecommunication Company (i)	Number of Villages Covered (ii)								
Note: (i) Name of telecommunication company is e.g. Vodacom, Zain, Tigo, Zantel or TTCL. (ii) Number of villages covered: geographical coverage									
15 (c) Magazines, Leaflets, Posters etc.									
Type of Communication (i)	Title (ii)	Frequency (iii)	Number of Copies (iv)	Copy Distributed (v)					
Note: Type of communication: magazine, leaflet, poster etc.									
15 (d) Number of Ward Resource Centres <input style="width: 50px;" type="text"/>									

Annex 5. Basic Concept of Monitoring and Evaluation

Monitoring and Evaluation (M&E) is the process by which data are collected and analyzed in order to provide information to policy makers and others for use in program planning and project management. Thus, M&E helps ASDP stakeholders to track progress of ASDP, make informed decision-making (better planning, resource allocation, and service delivery), and demonstrate achievement of ASDP as part of fulfilling accountability to key stakeholders. For more detail, refer to the Annex 5.

1) Monitoring

Monitoring is a continuous process to track the actual performance or situation against what was planned or expected according to the original plan. Monitoring generally involves systematic data collection and periodical analysis of the data on implementation processes. The analysis is used for providing early indications and recommendations for corrective measures.

In general, the results of monitoring can be utilized in the following ways:

- Monitoring of outputs of specific components provides important information about whether implementation is proceeding in accordance with the plan and budget. If the monitoring is ‘off course’, these results provide ASDP management with information on what corrective action should be taken in order to bring implementation back into conformity with the overall strategy and work plan.
- Monitoring results also provide information on the relevance or effectiveness of an existing strategy. In certain cases, results can demonstrate that a given course of action is not producing the intended outcomes and therefore provide ASDP managers with an opportunity to reformulate or revise implementation strategies and approaches.
- Monitoring results can provide important indications about the efficiency with which resources are used to implement activities and achieve outcomes. Given the large scale and number of activities and sub-projects involved in ASDP, overall cost effectiveness is an essential element in ensuring that ASDP achieves its overall objectives. In this regard, accurate and timely monitoring can enable ASLMs to develop more cost effective or efficient use and distribution of resources.

2) Evaluation

Evaluation is the systematic assessment of the strengths and weaknesses of programs, policies, personnel, products, organizations, or its design, based on analyzed information or results. The aim of undertaking the evaluation is to determine the relevance, efficiency, effectiveness, impact, sustainability and fulfillment of objectives. An evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of both recipients and donors. Evaluation also refers to the process of determining the worth or significance of an activity, policy or program. It is a time-bound exercise that attempts to assess systematically and

objectively the relevance, performance and success of ongoing and completed programmes and projects. Evaluation can also address outcomes or other development issues. It is undertaken selectively to answer specific questions to guide decision-makers and/or programme managers, and to provide information on whether underlying theories and assumptions used in programme development were valid, what worked and what did not work and why. Evaluation commonly aims to determine relevance, efficiency, cross-cutting lessons from experiences and determining the need for modifications to the strategic results framework

3) Types of evaluations

There are different dimensions of evaluation as summarized in Table 2.1. Regardless of the kind of evaluation, all evaluations use data collected in a systematic manner. These data may be quantitative such as number of beneficiaries taught, amounts of crops harvested, the number of livestock, the number of machines, and incidence of a specific behavior. They may also be qualitative such as descriptions of the discussions in Farmers Field Schools, and an extension officer's view on soil conditions. Successful evaluations often blend quantitative and qualitative data collection. The choice of which to use should be made with an understanding that there is usually more than one way to answer any given question.

Types of evaluations	Contents
Ex ante evaluation	An evaluation performed before implementation of a development intervention is done.
Ex post evaluation	Evaluation of a development intervention after it has been completed. <i>Note:</i> It may be undertaken directly after or long after completion. The intention is to identify the factors of success or failure, to assess the sustainability of results
Process evaluation	An evaluation of the internal dynamics of implementing organizations, their policy instruments, their service delivery mechanisms, their management practices, and the linkages among these.
Outcome evaluation	It studies the immediate or direct; short-term and medium term effects achieved on intervention's output of the program on participants.
Impact evaluation	Positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended. Impact evaluations look beyond the immediate results of policies, behavior change, economic gain, or services to identify longer-term as well as unintended program effects. It may also examine what happens when several programs operate in unison.

4) Why do we do evaluation?

Evaluations serve many purposes. Before assessing a program, it is critical to consider who is most likely to need and use the information that will be obtained and for what purposes. Listed below are some of the most common reasons to conduct evaluations. These reasons cut across the six types of

evaluation just mentioned. The degree to which the perspectives of the most important potential users are incorporated into an evaluation design will determine the usefulness of the effort.

Evaluation for project management

Administrators are often most interested in keeping track of program activities and documenting the nature and extent of service delivery. The type of information they seek to collect might be called a "management information system" (MIS). An evaluation for project management monitors the routines of program operations. It can provide program staff or administrators with information on such items as participant characteristics, program activities, allocation of staff resources, or program costs. Analyzing information of this type (a kind of process evaluation) can help program staff to make short-term corrections ensuring, for example, that planned program activities are conducted in a timely manner. This analysis can also help staff to plan future program direction such as determining resource needs (inputs) for the coming year.

Operations data are important for responding to information requests from constituents, such as funding agencies, boards of directors, or community leaders. Also, descriptive program data are one of the bases upon which assessments of program outcome are built it does not make sense to conduct an outcome study if results can not be connected to specific program activities. An MIS also can keep track of farmers when the season ends to make future follow-up possible.

Evaluation for staying on track

Evaluation can help to ensure that project activities continue to reflect project plans and goals. Data collection for project management may be similar to data collection for staying on track, but more information might also be needed. An MIS could indicate how many farmers participated in a farmer school groups' meeting, but additional information would be needed to reveal why participants attended, what occurred at the meeting, how useful participants found the session, or what changes the leader would recommend. This type of evaluation can help to strengthen service delivery and to maintain the connection between program goals, objectives, and services.

Evaluation for project efficiency

Evaluation can help to streamline service delivery or to enhance coordination among various program components, lowering the cost of service. Increased efficiency can enable a program to serve more people, offer more services, or target services to those whose needs are greatest. Evaluation for program efficiency might focus on identifying the areas in which a program is most successful in order to capitalize upon them. It might also identify weaknesses or duplication in order to make improvements, eliminate some services, or refer participants to services elsewhere. Evaluations of both program process and program outcomes are used to determine efficiency.

Evaluation for project accountability

When it comes to evaluation for accountability, the users of the evaluation results likely will come from outside of program operations: farmer groups, funding agencies, elected officials, or other policymakers. Be it a process or an outcome evaluation, the methods used in accountability evaluation must be scientifically defensible, and able to stand up to greater scrutiny than methods used in evaluations that are intended primarily for "in-house" use. Yet even sophisticated evaluations must present results in ways that are understandable to lay audiences, because outside officials are not likely to be evaluation specialists.

5) Steps of Monitoring and Evaluation

To undertake effective monitoring and evaluation, it is important to have a good plan and to develop SMART indicators in the first place. Monitoring is conducted to examine if the programme / project is proceeding as planned. Likewise, evaluation is made to assess whether a pre-determined purpose has been attained. Thus, without good planning, it is difficult to conduct monitoring and evaluation effectively.

There is a monitoring and evaluation cycle usually followed in a program/project. An overview of the cycle is shown in Figure 1.

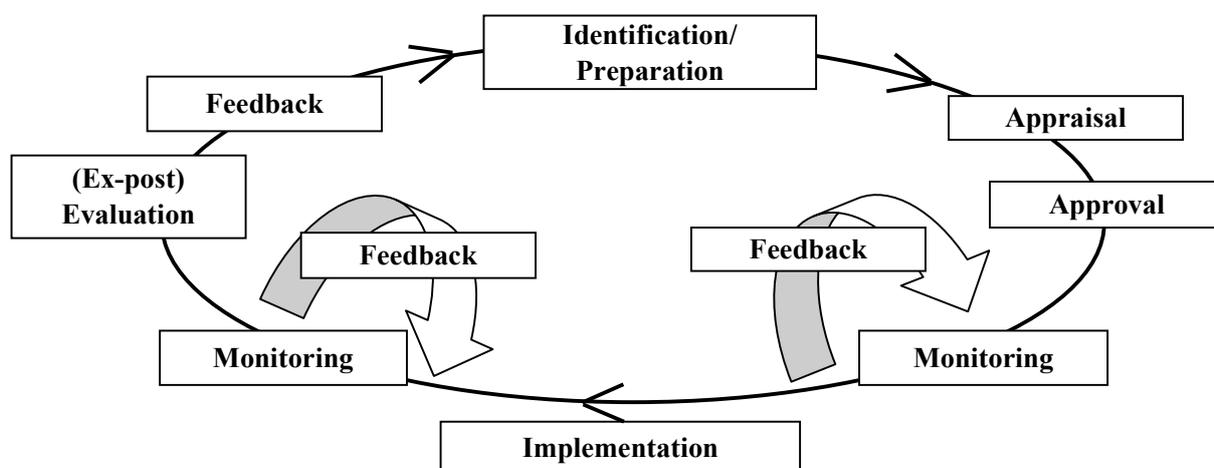
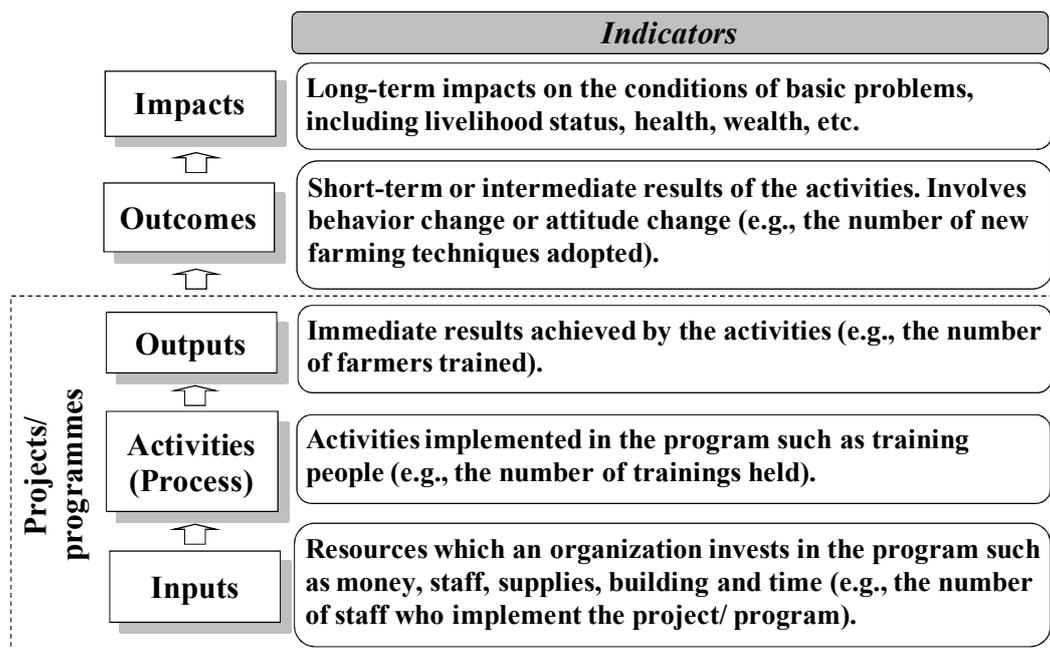


Figure 1: Monitoring and Evaluation Cycle

6) Indicators

In order to conduct M&E, indicators were developed. An indicator is defined as a signal that reveals progress (or lack thereof) towards objectives, or is yardstick to hint what is happening against what has been planned in terms of quantity, quality and timeliness. The indicator can be a quantitative or qualitative variable that provides a simple and reliable basis for assessing achievements, changes or performance. Indicators should be quantifiable and easy to monitor.

There are five types of indicators as shown in Figure 2.



Source: Produced based on Cyprian Mpemba, Reporting, Monitoring and Evaluation, PMO-RALG, presented on 8 Feb 2007 at the M&E WG 4th meeting and Alphonse Kyariga, Monitoring and Evaluation An Overview of Concepts and Approaches, presented on 27 Feb 2007 at the Morogoro Workshop.

Figure 2: Types of Indicators

Annex 6. Performance Measurement of ASDP

1) Overall framework

The progress and development of ASDP is monitored and evaluated through indicators. The indicators should be developed at both national and district levels. The following figure shows the relationship between the indicators for ASDP and DADP.

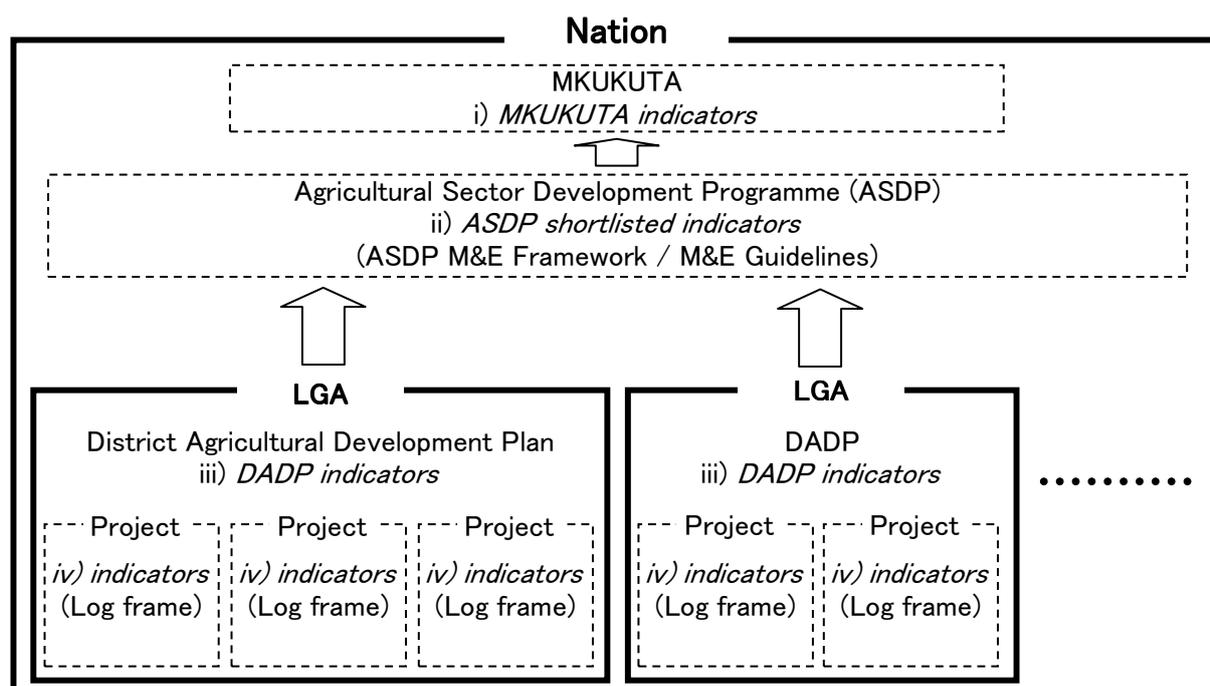


Figure 1 Relationships between indicators for ASDP/DADP

As shown in Figure 3.1, there are four levels of indicators. The first are the MKUKUTA indicators. They have been already developed, and the attainment of MKUKUTA is monitored and evaluated in reference to these indicators. The second are the ASDP shortlisted indicators, which are explained in the next section. The national level progress of ASDP is measured through these indicators. The third are the DADP indicators. Each LGA should develop its own indicators in reference to its own agricultural development goals. The fourth are those for each project / activity (DADP intervention). These indicators are developed in preparing the log-frame of each project as explained in the DADP guidelines. The third and fourth level indicators are explained in Section 3.3.

2) ASDP shortlisted indicators

In order to monitor and evaluate the progress of ASDP at the national level, the short-listed indicators were selected (see Table 1). The values for the short-listed output indicators and some of the outcome indicators are collected on an annual basis. The number of the short-listed indicators shall be increased as the availability of reliable data improves in order to assess the performance of ASDP from a more comprehensive point of view.

Table 1. Short-listed Indicators

Indicators		Frequency of Reporting	Administrative levels			Data source
			District	Region	National	
Impact	1. Real agricultural GDP growth rate per annum	Annual			√	NBS (NSCA / NPS)
	2. Headcount ratio in rural areas – basic needs poverty line [MKUKUTA]	Periodical		√	√	NBS (HBS)
	3. Value of agricultural exports	Annual			√	TRA
Outcome	1. Food self-sufficiency ratio [MKUKUTA]	Annual		√	√	MAFC
	2. Production and productivity of crops and livestock.	Periodical	√	√	√	NBS (NSCA / NPS)
	3. Proportion of smallholder households using improved technologies	Periodical	√	√	√	NBS (NSCA / NPS)
	4. Flow of private funds into agricultural and livestock sectors	Annual		√	√	BOT
	5. Proportion of smallholder households using mechanization	Periodical	√	√	√	NBS (NSCA / NPS)
	6. Ratio of processed exported agricultural products to total exported agricultural products	Annual			√	TRA
	7. Proportion of smallholder households participating in contracting production and out-growers schemes [MKUKUTA]	Annual	√	√	√	LGAs
	8. Proportion of LGAs that qualify to receive top-up grants	Annual			√	PMO-RALG
	9. Proportion of LGAs that qualify to receive performance bonus	Annual			√	PMO-RALG
	10. Percentage of farmers having visits from public and private extension staff	Periodical	√	√	√	NBS (NSCA / NPS)
	11. Environment: Percentage of farmers using pesticides in crop fields and storage	Periodical				MAFC MLDF
Output	1. Number of agricultural production infrastructure	Annual	√	√	√	LGAs
	2. Number of agricultural marketing infrastructure and machinery	Annual	√	√	√	LGAs
	3. Number of extension officers trained on improved technological packages	Annual	√	√	√	LGAs
	4. Value of loans provided by SACCOs for agriculture	Annual	√	√	√	LGAs
	5. Number of agricultural marketing regulations and legislation in place	Annual			√	MITM, MAFC, MLDF
	6. Number of markets where wholesale or retail prices are collected	Annual			√	MITM
	7. Number of Inter-Ministerial	Annual			√	MAFC

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	Coordination Committee (ICC) meetings held					
	8. Proportion of quarterly progress reports submitted on time	Annual	√	√	√	RSs, ASLMs
	9. Proportion of female members of Planning and Finance Committee	Annual	√	√	√	LGAs
	10. Area under Irrigation (ha)	Annual	√	√	√	MWI
I n p u t	1. Percentage of operational research budget flow through ZARDEFs	Annual			√	MAFC/ MLDF

3) DADP indicators

It is suggested that each LGA should develop DADP indicators to monitor and evaluate the progress of DADP. The indicators should reflect the district's agricultural policies and strategies as specified in the strategic plan and align with national level indicators. It is important to start with minimum number of indicators to make the data collection and analysis feasible.

In addition to DADP indicators, LGAs is suggested to develop indicators for each DADP intervention as shown in log-frame of each project. These indicators are used to monitor and evaluate the progress of each intervention. For more details of the log-frame, please refer to DADP guidelines (It is not included in the guideline yet.).

7. Reporting and Review Mechanisms

1) Reporting mechanisms

The reporting mechanism concerning ASDP/DADP M&E may be broadly divided into the following four types.

Table 1. Types of Reporting Concerning ASDP/DADP M&E

Types of reporting	Key information contained			Key stakeholders
	Input	Output	Outcome	
1. DADP Physical and financial reports	√	√		LGAs, RSs, PMO-RALG, ASLMs
2. Routine data system (RDS)	√	√	√	LGAs, RSs, ASLMs
3. Specific reports	√	√	√	LGAs, Zones, ASLMs
4. Agricultural survey and census		√	√	NBS, LGAs, RSs, ASLMs

(1) DADP Physical and financial reports

As of February 2009, physical and financial reporting of DADP activities is undertaken through DADP quarterly (physical and financial) progress report using an Excel (and Word) format prepared by Department of Sector Coordination (DSC), PMO-RALG. The information are entered into the format by LGAs and then consolidated by Regional Secretariats (RSs) and DSC, PMO-RALG. The consolidated reports are submitted to ASDP Basket Fund Steering Committee through DPP, MAFC on a quarterly basis.

PMO-RALG's policy, however, is to replace the Excel format with PlanRep2 which has been promoted by Department of Management Information System (DMIS), PMO-RALG. The reporting function of the PlanRep2 has not been widely used by LGAs yet. Modification of PlanRep2 is necessary before the Excel format is fully replaced by PlanRep2. At present, efforts for harmonization of the Excel/Word formats and PlanRep2 are under way within PMO-RALG.

Table 2. Reporting of DADP physical and financial progress

Reporting means	Frequency	Key information contained
<Current practice>		
Excel (and Word) format	Quarterly	Physical progress, revenue and expenditures of DADPs and other projects.
<Envisaged practice>		
PlanRep2	Quarterly	Budgeting, revenue, physical and financial progress of each activity.

Figure 1 presents the flow of physical and financial progress information from LGAs to ASLMs through RSs / PMO-RALG.

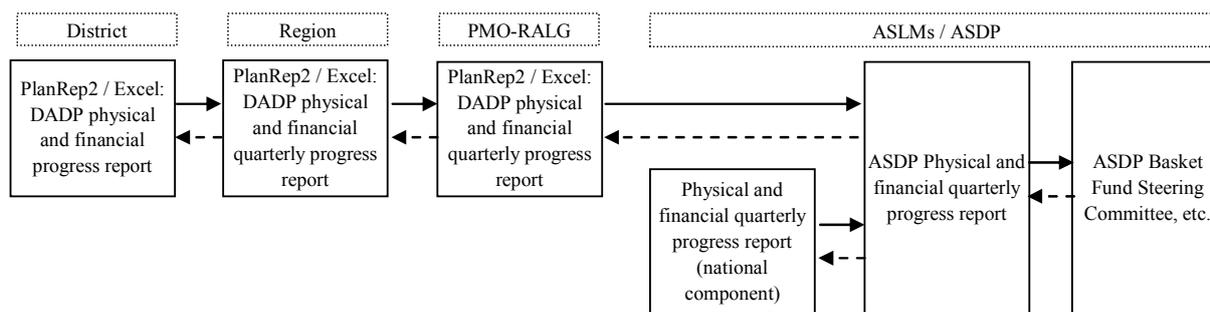


Figure 1. Reporting flows of DADP financial and physical progress reports

Note: Dotted arrow shows the flow of feedback.

(2) Routine Data System

Agricultural Routine Data System (ARDS) primarily deals with information / data on input (e.g., financial resources, manpower, and equipment), output (e.g., number of extension officers trained, number of cattle dips, number of tractors) and outcome (e.g., production, yield, number of farmers adopting new technologies / using infrastructure). Primary data source is agricultural monthly reports prepared by WAEOs/VAEOs, and LGAs produce agricultural monthly/quarterly/annual reports incorporating the information contained therein.

However, the LGAs agricultural reports are not transferred to ASLMs through RSs/PMO-RALG on a regular basis because the ARDS is not functioning properly. Consequently, ASLMs have been sending a number of questionnaires to LGAs to collect data which cause burden to officers of LGAs. In order to reduce workload of LGAs officers, ASDP M&E TWG developed the standard questionnaire called “Integrated Data Collection Formats (quarterly and annual)” by integrating/ harmonizing data needs of ASLMs/ RSs/ LGAs⁹.

In order to ensure an effective and timely flow of reliable information/data from LGAs to ASLMs, database software called “Local Government Monitoring Database 2 (LGMD2)” has been developed. LGMD2 is the software to deliver agricultural data from LGAs/RSs to ASLMs through internet and enables LGAs/RSs to store and retrieve agricultural data for their own use whenever needs arise. The interface of LGMD2 is the same as “Integrated Data Collection Formats (quarterly and annual)”. In addition, to feed village / ward level information into the LGMD2, standard formats for WAEO / VAEOs agricultural monthly/quarterly/annual reports have also been developed¹⁰.

Table 3 Reporting mechanism of Agricultural Routine Data System (ARDS)

Reporting means	Frequency	Information contained
<Current practice>		

⁹ The Integrated Data Collection Formats (quarterly / annual) are shown in the annexes of this guideline.

¹⁰ The standard formats for WAEO / VAEOs agricultural monthly/quarterly/annual reports are shown in the annexes of this guideline.

Monthly agricultural reports [within LGAs]	Monthly, quarterly, annual	Various types of information related to agriculture. (Few reports reach ASLMs at present.)
LGMD	Annual	Short-listed indicators whose data are collected from LGAs. (Few LGAs use LGMD at present.)
<Envisaged practice>		
Monthly agricultural reports [within LGAs] LGMD2 [LGAs – RSs – ASLMs]	Monthly, quarterly, annual Quarterly / annual	Technical information for monitoring outcome/performance. Information contained reflect ASLMs/RSs/LGAs integrated data needs: <u>Quarterly:</u> Type of crops grown, planted area and total production, Plant health services, Livestock slaughtered, Livestock product movement, Marketing of livestock products, and Animal feeds, vaccines and acaricides availability and requirement. <u>Annual:</u> Food situation, Agricultural mechanization, Extension services, Inputs/implements, Associations / Groups, Contracting production and out-growers schemes, Proportion of female members in PFC, Livestock population, Livestock processing infrastructures, Livestock infrastructure status, Rangelands, Pastures, Agriculture and livestock projects, and Dissemination of agriculture and livestock information.

Figure 2 presents the envisaged flow of information under ARDS from LGAs to ASLMs through RSs / PMO-RALG as well as the specific reports and agricultural survey and census (explained in the subsequent sections).

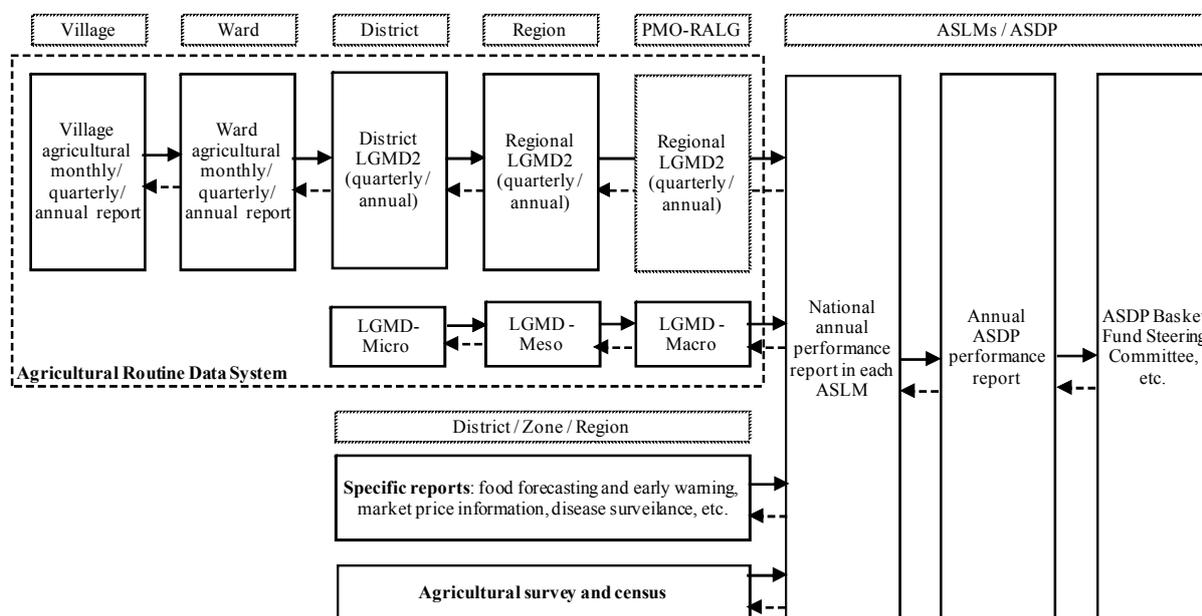


Figure 2 Envisaged reporting flows under RDS, specific reports and agricultural survey/census

It is important to note that even if the reporting formats and flows are harmonized and developed, outcome information such as production and productivity may not be reliable due partly to the shortage of extension officers and insufficient capacity (equipment and human resources). To obtain reliable outcome information, it is necessary to resort to agricultural surveys explained in (4) in this

section. On the other hand, information on input and output in ARDS appears to be reliable.

(3) Specific reports

There are specific reports which are delivered directly from LGAs/RSs/Zone offices to ASLMs, and they are also used for monitoring ASDP. These reports are many and diverse in terms of frequency and officers in charge, depending on the nature of the reports. These reports include, but are not limited to, the following:

- Agricultural products price monitoring reports,
- Crop monitoring and early warning reports,
- Zonal irrigation reports,
- Fish catch assessment survey reports,
- Disease surveillance reports,
- Agricultural cooperative reports,
- Research institute reports.

The policy of ASLMs is to streamline these reporting / information flows into ARDS as much as possible. Facilitation will continue to be made toward greater harmonization.

(4) Agricultural survey and census

Agricultural surveys are primarily undertaken by National Bureau of Statistics (NBS) in collaboration with ASLMs, RSs and LGAs. Key surveys concerning ASDP M&E are summarized in Table 4. They play a very important role in providing reliable information particularly on the outcome of ASDP.

Table 4 Types, frequency and disaggregation of surveys concerning agriculture

Types of survey	Frequency	Disaggregation
National Sample Census of Agriculture	5 years (2002/03, 07/08)	District, Region, National
National Panel Survey	Annual (2008 – 10)	National
Household Budget Survey	5 years (2000/01, 2007)	National, Rural / Urban / DSM
National Population and Housing Census	10 years (2002)	Village through national

2) Schedule of reporting

Figure 3 shows the reporting schedule for each stakeholder concerning physical and financial progress reporting and ARDS.

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Actor		Action	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Village	VAEO	Prepare and submit village agricultural monthly/ quarterly/ annual report (3.1.1)	■	■	■	■	■	■	■	■	■	■	■	■
	WFT	Routine monitoring at ward, village/mtaa level (3.2.1)	■	■	■	■	■	■	■	■	■	■	■	■
Ward	WAEEO	Prepare and submit ward agricultural monthly/ quarterly/ annual report and post it at ward office (3.2.2)	■	■	■	■	■	■	■	■	■	■	■	■
		Provide feedback on village agricultural monthly report to VAEO (3.2.2)	■	■	■	■	■	■	■	■	■	■	■	■
District	DFT	Routine monitoring at district level (3.3.1)	■	■	■	■	■	■	■	■	■	■	■	■
	DALDO	Prepare and submit district agricultural monthly report (3.3.4) [suggested]	■	■	■	■	■	■	■	■	■	■	■	■
		Provide feedback on ward agricultural monthly/ quarterly/ annual report to WAEEO (3.3.4)	■	■	■	■	■	■	■	■	■	■	■	■
		Enter data and send through LGMD2 (quarterly / annual) (3.3.4)	■			■			■			■		
DALDO/ DPLO	Prepare and submit DADP physical & financial quarterly progress report with Excel form (or PlanRep2) (3.3.2 & 3.3.3)	■			■			■			■			
Region		Routine monitoring at district level and provide technical backstopping (3.4.1)	■	■	■	■	■	■	■	■	■	■	■	■
		Prepare and submit regional agricultural semi annual report (3.4.4) [suggested]						■						■
	RAA / RLA / RTA	Verify and approve data sent by LGMD2 (quarterly / annual) (3.4.4)	■			■			■			■		
		Provide feedback on district agricultural quarterly report to DALDOs (3.4.4)	■			■			■			■		
		Cosolidate and submit DADP physical & financial quarterly progress report with Excel forms (or PlanRep2) (3.4.2 & 3.4.3)	■			■			■			■		
PMO-RALG	DSC (DMIS)	Cosolidate and submit DADP physical & financial quarterly progress report with Excel forms (or PlanRep2) (3.5.1& 3.5.2)	■			■			■			■		
		Send consolidated DADP physical and financial quarterly progress report to LGAs through RS as a part of feedback (3.5.1)	■			■			■			■		
4s	DPP, ASLMs	Each ASLM produces physical and financial quarterly progress reports for national level ASDP activities and submits (3.6.1)	■			■			■			■		
	M&E	Provide feedback on LGMD2 to RAA/RLA/RTA (3.6.2)		■			■			■			■	

Figure 3 Reporting schedules of ASDP / DADP M&E

3) Review mechanisms

There are primarily three types of reviews concerning ASDP, which are explained below.

(1) Joint Implementation Review

The Joint Implementation Review is conducted by the ASLMs and DPs jointly on an annual basis. The overall purpose is to assess the progress of the ASDP against objectives, to evaluate implementation progress against work plan, and to identify specific actions and problems that will affect smooth implementation of the programme. The information/data collected and analyzed in the previous mechanism will be used as a key input for the review. The review also draws on and provides input to the key ASDP committees such as the Inter-ministerial coordination committee, ASDP Basket Fund Steering Committee

and the Committee of ASLMs directors.

(2) Agricultural Sector Review and Public Expenditure Review

The Agricultural Sector and Public Expenditure Reviews (ASR/PER) are conducted by the ASLMs, private sector, civil society and DPs on an annual basis. The Review assesses agricultural sector performance and constraints. It also analyzes key policies, institutional reforms and their link to the performance of ASDP. The information/data collected and analyzed in the previous mechanism will be used as a key input for the review. The reviews provide input to the key ASDP committees such as the Inter-ministerial coordination committee, ASDP Basket Fund Steering Committee and the Committee of ASLMs directors.

(3) LGDG Reviews / Assessments

There are reviews / assessments which are implemented under the LGDG system. They include Quarterly Technical Review and annual LGA assessment. The results of these are also used for ASDP M&E.

4) Schedule of reviews and key committee meetings

In addition to specific reviews mentioned in the previous section, there are several committee meetings which also play an important role in the review of ASDP. Figure 4 depicts an annual calendar of these reviews.

Reviews / Committee meetings	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Joint Implementation Review			■									
Agricultural Sector Review and Public Expenditure Review		■										
Quarterly Technical Review (LGDG system)												
Annual LGA assessment (LGDG system)				■								
Inter-Ministerial Coordination Committee	■			■			■			■		
ASDP Basket Fund Steering Committee	■			■				■		■		
Committee of ASLMs Directors	■		■		■		■		■		■	

Figure 4 Schedule of key ASDP reviews and committee meetings

GLOSSARY¹¹

Activities: Actions in the context of programming which are both necessary and sufficient, and through which inputs are mobilized to produce specific outputs or contribute to the outcome.

Baseline data: Data that describe the situation to be addressed by a programme/project and that serve as the starting point for measuring the performance of that programme/project. A baseline study would analyze and describe the situation prior to receiving assistance. This is used to determine the results and accomplishments of an activity and serve as an important reference for evaluation.

Evaluation: A time-bound exercise that attempts to assess systematically and objectively the relevance, performance and success of ongoing and completed programmes and projects. Evaluation can also address outcomes or other development issues. Evaluation is undertaken selectively to answer specific questions to guide decision-makers and/or programme managers, and to provide information on whether underlying theories and assumptions used in programme development were valid, what worked and what did not work and why. Evaluation commonly aims to determine relevance, efficiency, cross-cutting lessons from operation unit experiences and determining the need for modifications to the strategic results framework. Evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process.

Feedback: As a process, feedback consists of the organization and packaging in an appropriate form of relevant information from M&E activities, the dissemination of that information to target users and, most importantly, the use of the information as a basis for decision-making and the promotion of learning in an organization. Feedback as a product refers to information that is generated through M&E and transmitted to parties for whom it is relevant and useful. It may include findings, conclusions, recommendations and lessons from experiences. Feedback also means comments and responses provided to improve a report/document or a plan submitted from the lower level..

Impact: The broad changes (for example in economic and social terms) brought about by the project or program. The overall and long-term effect of an intervention. Impact is the longer-term or ultimate result attributable to a development intervention – in contrast to output and outcome, which reflect more immediate results from the intervention. Examples: higher standard of living, increased food security, increased earnings from exports.

Inputs: The resources such as time, funds, labor, and materials that is necessary to carry out programme or project activities.

Indicator: In monitoring indicators need to be developed to measure performance and these should be quantifiable and easy to monitor. They are signals that reveal progress (or lack thereof) towards objectives; indicators are yardsticks to hint what is happening against what has been planned in terms of quantity, quality and timeliness. An indicator is a quantitative or qualitative variable that provides a simple and reliable basis for assessing achievements, changes or performance. The number of indicators tracked for a given result should be the minimum necessary to ensure that progress toward the result is sufficiently captured.

Mid-term evaluation: A type of evaluation carried out during project/programme implementation. Its principal goal is to assess progress made, to draw initial conclusions for managing the programme or project and to make recommendations for the remaining period. It addresses operational issues of relevance and performance and extracts initial lessons learned.

Monitoring: A continuing function that aims primarily to provide managers and main stakeholders with regular feedback and early indications of progress or lack thereof in the achievement of intended results. Monitoring tracks the actual performance or situation against what was planned

¹¹ The glossary is developed based on the definitions drawn from UNDP (2002).

or expected according to pre-determined standards. Monitoring generally involves collecting and analyzing data on implementation processes, strategies and results, and recommending corrective measures.

Outcome / Effect: Actual or intended change in development conditions that interventions are seeking to support. It describes a change in development conditions between the comparison of outputs and the achievement of impact. Examples: increased rice yield, increased income for the farmers.

Outputs: Specific tangible products and services that emerge from processing inputs through programme or project activities. These are necessary to achieve the objectives of a programme or project. It is also the measurable results of activities. Example: agricultural extension services provided to rice farmers.

Process: Process means activities carried out by using inputs. It shows activities that have to be undertaken by the project in order to produce the outputs. Activities should be adequate to reflect and outline the indented strategy to accomplish each output.

Stakeholders: People, groups or entities that have a role and interest in the objectives and implementation of a programme/project. They include the community whose situation the programme seeks to change; project field staff who implement activities; project and programme managers who oversee implementation; donors and other decision-makers who decide the course of action related to the programme; and supporters, critics and other persons who influence the programme environment. In participatory evaluation, stakeholders assume an increased role in the evaluation process as question-makers, evaluation planners, data gatherers and problem solvers.

Supervision: Supervision is the process of guiding and helping people to improve their own performance.

Terminal evaluation: Evaluation conducted after the intervention has been in place for some time or towards the end of a project/programme to measure outcomes, demonstrate the effectiveness and relevance of interventions and strategies, indicate early signs of impact, and recommend what interventions to promote or abandon.

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