# USAID
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**COMMUNITY SUPPORT PROGRAM**

**Improving Economic Opportunities**

**Reducing Tensions in Vulnerable Communities**

**Enhancing the Delivery of Essential Services**

# On the Job and Post completion M&E Training

- On the Job MEL

- Post Completion Audits (AAP closing)

- Responsibilities of Grantees

- Reporting between Task Order, MEL, and Grantee

## Raed Harb



Monitoring, Evaluation, and Learning (MEL) Director. Holds a BS in computer science. Raed has over 14 years of experience working with a range of international and local organizations across Lebanon with 7 years of work under USAID funded programs. Specialized in developing and managing program performance monitoring plans, quality assurance, tailored assessments, and data verification and analysis.

**Date/Time of Virtual Training:** Tuesday Aug 3 at 10:00 AM

# On the Job MEL

- Pre / through/ post implementation requirements and deliverables

- Need to have a monitoring plan (Monitoring plan template)

- What to expect from CSP – MEL on the field level

- Examples: Cash for work – Equipment training – Awareness campaign

**On Job Trainings**

- Training outline/ content /material/ presentation (Pre)

- Attendance sheets (during /post)

- Photos (during /post)

- Pre / post tests or report (post)

- Evaluation (optional) (Post)

## Cash for work

Pre
- Copy of ID
- Application form
- Consent form
- Scoring sheet
- List of selected with their scores
- Monitoring plan

During
- Attendance sheets
- Payment supporting documents
- Weekly/ monthly/ mid-implementation reports

Post
- Final report
- Evaluation / feedback if existing

## Awareness Campaign

- Awareness session: Informative session that includes structured instructions.
- Direct Reach: Physically reaching groups / individuals
- Indirect Reach: Traditional Media, Social Media, Billboards, Brochures
- Requirements:
  - Content / sample of the session (Pre)
  - Attendance sheet (when in controlled setting with basic disaggregation if possible) (During)
  - Photos, screenshots (During)
  - Reports on reach including area and number (Post)
  - Media records on reach (Post)

# Monitoring plan (1/2)

- Formulate a clear monitoring plan that is compliant with (Donor/ contractor) – CSP.

- The plan should include:

  - Key activities to monitor

  - What information / Monitoring action is needed

  - How the information is to be collected (source and tools used)

  - Who is responsible (When and how often action or data is needed)

# Monitoring plan (2/2)

- [Sample Template](#)

- Routine field visits at different levels of implementation

  - Oversee recruitment process and scoring for CFW

  - Join some awareness sessions/ visits

  - Attend training sessions

  - Check on filling of different forms (applications, attendance sheets, surveys, payments documents)

- Communication with implementing partner to follow up on

  documentation and requirements

- Feedback is communicated through the focal point

- Exercises that CSP- MEL do post completion of activities:

  - Data validation, and verification

  - Filing Reviewing of data, reports, and internal reporting.

- CSP MEL team checks the submitted documentation for completion and to see if there is any missing documents.

- Link the different documents in one activity together and do the related comparisons. (example)

- Takes random representative sample and do a verification exercise.

- Assign serial number to the data records and include them in the database.

# Data Quality Assurance

**USAID Assesses Data with Five Quality Standards**

- **Validity:** Do data clearly and directly measure what we intend?

- **Reliability:** Using the same measurement procedures, can the same results be obtained repeatedly?

- **Timeliness:** Are data sufficiently current and available to inform decision-making and report confidently on fiscal year results?

- **Precision:** What margin of error is acceptable given the management decisions to be affected and the need to be accountable to stakeholders?

- **Integrity:** are mechanisms in place to reduce the possibility that data are manipulated for political or personal reason?

- Follow USAID/ Chemonics rules and regulations.

- Have a clear distribution of responsibilities (through the MoU, the kick-off meeting, regular monitoring meetings, etc.) to ensure who is the authority to select beneficiaries based on CSP's criteria.

- Enforce the use of a standardized toolkit if existing.

- Follow the activity related documents, especially the selection/eligibility criteria, and seeking CSP prior approval for any change in scope.

- Do the first level of Monitoring.

- Communication and reporting:

  - Conduct regular coordination meetings with CSP.

  - Produce weekly, Mid-term, and final progress reports and share them with CSP for review and feedback.

- Dealing with outstanding issues:

  - Make sure to communicate any issue with CSP for discussion and coordinated action.

  - Ensure a transparent approach with the local community where beneficiaries / community can raise concerns / complain about any issue. (This can be done in coordination and guidance from CSP for Cash for work activities and awareness campaigns)

- Different roles CSP departments play in terms of handling data:

    - Technical team is responsible for implementation.

    - Engineers and compliance team are responsible for compliance and ERACS content.

    - MEL team are responsible for supporting documents, monitoring , evaluation, and verification.

    - Activity fund team are responsible for all signed documents between CSP and implementing partner as well as procurement and issuing payments.

- Points of contacts (focal point) with implementing partners based on the nature of each activity:

  - For all Cash for work and possible Awareness campaigns a CSP focal point is assigned.

  - It is more practical that communication is done with one focal point than involving all department in CSP which might confuse the implementing partner.

Thank you