

**Government of Nepal
Ministry of Forest and Soil Conservation
Adaptation for Smallholders in Hilly Areas Project
District Project Coordination Unit
Dailekh**

**Report on Participatory Monitoring, Evaluation and Information
Management Training
21-26 November, 2017**

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Introduction

The Participatory Monitoring, Evaluation and Information Management Training was organized by ASHA, DPCU, Dailekh in technical support of Technical Support Unit (TSU) Surkhet. This training lasted for five days starting on 21st November 2017 and ending on 26th November 2017 at Mansarover Hotel Dailekh. Social mobilizers and entire members of DPCU Dailekh (Specialists team and mid-level technicians) participated the training, which was facilitated by Monitoring and Evaluation Officer, Planning, Monitoring and Evaluation Specialist, and Knowledge Management Specialist from TUS Surkhet. Participatory Monitoring, Evaluation and Information Management Training was organized to help in the scientific collection and processing of information required for project's monitoring and evaluation purpose. Furthermore, it was also organized to help in report writing.

Objective of the activity

The main objective of this training was to fill up different forms of monitoring and evaluation along with scientific record keeping of data based information management system and report writing.

Methodology

- 1) Power point presentation
- 2) Group Discussion
- 3) Group interaction
- 4) Question and Answer
- 5) Videos and Documentaries

Activities (Daily Based)

The major activities done during the participatory monitoring, evaluation and information management training are highlighted below in daily basis:

Day 1 - 22nd November

The first day of the training focused on highlighting the introductory part of ASHA, DPCU Dailekh followed by sharing basic concept of monitoring and evaluation along with its framework. The working modality of ASHA, which included LAPA implementation and investment modality was discussed. Furthermore, the target, strategy, working areas of ASHA DPCU Dailekh and target groups/community/settlement identification process was highlighted by District Project Coordinator (DPC). Monitoring and evaluation officer shared the basic concept of monitoring and evaluation (definition, difference, importance and types). Planning, Monitoring and Evaluation

specialist cleared the participants about the ASHA project Log frame and its indicators, monitoring and evaluation framework and data collection format based on log frame of ASHA project. Participants, forming different groups, practiced filling the data collection format and presented their work at the end of the first day.

Day 2 - 23rd November

In the second day the reporting system followed in ASHA project and the types of report in ASHA project was presented by Monitoring and evaluation officer. Rest of the entire day was occupied by presentation, group discussion and group practice of monitoring formats, which was facilitated by Planning, Monitoring and Evaluation specialist. Participants learned about the types of formats used in ASHA and the ways of collection and entry of data systematically in those formats. All the participants, arranged in different groups, practiced filling up the monitoring formats. At the end of the day the participants shared their work and learning.

Day 3 - 24th November

Orientation on knowledge management and communication approach of ASHA was given in the third day of training. Knowledge Management specialist introduced participants on the knowledge management and communication approaches. Participants were introduced on data, and information and their relation with knowledge management and the linkage between data, information and knowledge based reporting system. Participants were explained about various tools of communication, and knowledge management and the process of knowledge harvest and production process. They were also explained about the basic steps of knowledge based photography along with the introduction and ideas about roles and responsibilities of community knowledge center (CKC).

Day 4 - 25th November

The field based practice of the data collection formats and monitoring formats that were theoretically learned on first and second day of the training was done in fourth day. This was done to build confidence, among all participants, regarding data collection formats and monitoring formats. Field based work was done at DUNGESHWOR rural municipality, ward no. 6, which is the working area of ASHA Dailekh where LAPA preparation work was done recently. Group discussion was done among the community during the field work. All participants individually visited the household around the area and practiced filling the data collection and monitoring formats. This helped the participants in gaining empirical knowledge and skills for data collection formats and monitoring activities at field level. In addition, field based knowledge management idea was also provided to participants.

Day 5 - 26th November

In the fifth day, presentation of the data collected during the field work on previous day was done. Participants presented the data collected formats where long discussion was done in the area of confusion and clarification was given by planning, monitoring and evaluation specialist. Suggestions and recommendations was given by everyone to each formats presented, so that everyone were additionally clear in the area of confusion. Finally, overall views and suggestions

of the participants regarding the participatory monitoring, evaluation and information management training was collected.

Major learnings

1. All the participants were able to collect and fill the required information/data and prepare report as per project's log-frame.
2. Participants were clear about monitoring and evaluation.
3. As per the project's knowledge management plan, participant's skills on knowledge management on the basis of field experience, and learning was developed.
4. Photo story and videography was learned along with different knowledge management tools.

Conclusion

Participatory monitoring, evaluation and information management training was an important training prior to enhanced LAPA implementation. This training has fulfilled the gap in SM, MLT and specialists regarding the forms and formats of monitoring and evaluation along with scientific record keeping of data based information management system and report writing. Furthermore, this training has opened the gateway for implementation of LAPA in Dailekh district.

ANNEXES

Annex 1: List of participants

S.N.	Name	Designation	Organization	Position
1	Ram Kaji Shrestha	DFO	DFO, Dailekh	Chief Guest
2	Kamal Acharya	DPC	ASHA, DPCU, Dailekh	Chairman
3	Prakash Basnet	MSE Officer	ASHA, TSU	Facilitator
4	Ramesh Maskey	KMS	ASHA, TSU	Facilitator
5	Birendra Bahadur Chand	PMES	ASHA, TSU	Facilitator
6	Suman Acharya	DCCS	ASHA, DPCU, Dailekh	Coordinator & Participant
7	Gyanendra Maharjan	Landuse Planner	ASHA, DPCU, Dailekh	Participant
8	Dil Kumar Rai	DGISS	ASHA, DPCU, Dailekh	Participant
9	Lok BahadurShahi	Lapa Coordinator	ASHA, DPCU, Dailekh	Participant
10	Suman Rijal	Agriculture Technician	ASHA, DPCU, Dailekh	Participant
11	Sandip B.K.	Livestock Technician	ASHA, DPCU, Dailekh	Participant
12	Ramkrishna Budha	Ranger	ASHA, DPCU, Dailekh	Participant

13	Chandra Prakash K.C.	Sub Engineer	ASHA, DPCU, Dailekh	Participant
14	Lockendra Bahadur B.K.	SM	ASHA/BOSEC	Participant
15	Sher Bahadur Thapa	SM	ASHA/BOSEC	Participant
16	Nirak Bahadur Thapa	SM	ASHA/BOSEC	Participant
17	Tek Bahadur Thapa	SM	ASHA/BOSEC	Participant
18	Janak Kumar Nepali	SM	ASHA/BOSEC	Participant
19	Abilal Jaisi	SM	ASHA/BOSEC	Participant
20	Namaraj Thapa	SM	ASHA/BOSEC	Participant
21	Laxmi Kumari Dhakal	SM	ASHA/BOSEC	Participant
22	Sita Kumari Shahi	SM	ASHA/BOSEC	Participant
23	Pabitra Kumari Rawal	SM	ASHA/BOSEC	Participant
24	Tara Kumari Rawal	SM	ASHA/BOSEC	Participant
25	Jib Kumari Khadka	SM	ASHA/BOSEC	Participant
26	Lalita Kumari B.C.	SM	ASHA/BOSEC	Participant
27	Parbin Thapa	SM	ASHA/BOSEC	Participant
28	Khambira K.C.	SM	ASHA/BOSEC	Participant
29	Chhatra Banadur K.C.	OH	ASHA, DPCU, Dailekh	Helper

Annex 2: Photo plates



Photo 1: DPC introducing about ASHA, DPCU Dailekh



Photo 2: M&E Officer responding to the query of participant



Photo 3: Participants learning to fill data in different formats



Photo 4: Discussion with community involved in LAPA preparation at DUNGESHWOR RM and participants

learning to fill the formats in field level.



Photo 3: PME Specialist clarifying the confusion felt by participants regarding data format



Photo 4: KM Specialist presenting on different KM and communication tools.



Photo 3: Training coordinator; DCCS putting his words regarding the training.