

**DQA Recommendations and NAFKA action plan**

**Goal:** Develop a data collection and reporting system that unifies the M&E procedures and the results data generated in all of NAFKA activities and across partners– a system that produces a singular, stable, and coherent measurement of Project achievement at any given point in time.

<b>RECOMMENDATIONS &amp; ACTION</b>	<b>TIMELINE</b>
<p><b>1. Field Coordination:</b></p> <p>NAFKA recognizes that field site coordination requires improvement, and a framework of reporting lines defined for staff and partners.</p> <p>Work with technical implementation team as they restructure ground-level coordination moving into August 2013 Workplan session. (ongoing implementation into next season)</p> <p>Refine, develop and disseminate reporting charts and data flow charts using VISIO (a computer software)</p>	<p>This has commenced and system put in place to ensure proper field coordination. A reporting flow-chart has been developed for review and will be fully integrated and operational by end of August 2013.</p> <p>Roll-out by August 2013</p>
<p><b>2. Institutionalize Processes and SOPS</b></p> <p>Developing User’s Manual that institutionalizes all procedures and forms for data collection.</p> <ul style="list-style-type: none"> <li>a. Catalogue, define and disseminate across the project all current standard operating procedures/protocols.</li> <li>b. Through workplan activities, develop revised SOPs for 2014 production season.</li> <li>c. Use workplan as training opportunity to discuss and agree upon salient points of indicators (what triggers a beneficiary), and routinely carried out quarterly</li> <li>d. Develop NAFKA User’s Guide for 2014 season</li> </ul>	<p>Commenced in June and expected completion August 2013</p> <p>Aug – Oct. 2013</p> <p>August 2013</p> <p>Sept – Oct. 2013</p>
<p><b>3. Refine PMP and Results Based Management</b></p> <p>Based on DQA recommendations, we have examination of</p>	

<p>the Intermediate and sub-Intermediate Results of the NAFKA Results Framework by a team composed of NAFKA senior managers and key M&amp;E staff, to include an analysis of all current NAFKA indicators with an aim to clarifying their relevance.</p>	
<p>a. Re-examine IRs and Sub-IRS with technical team using external facilitators</p>	
<p>i. Association Development Team review – William Sparks visit.</p>	<p>Done – April 2013</p>
<p>ii. Agricultural Productivity Team review – Sebastian Oggema visit.</p>	<p>Commenced May 2013, ongoing process – expected to complete August 2013.</p>
<p>iii. Full Team review – workplan to be facilitated by HQ, Washington</p>	<p>August 2013</p>
<p>b. Review Indicator list and develop recommendations for changes</p>	
<p>i. Develop preliminary list for review to add or drop for next production season</p>	<p>Done, awaiting submission/approval</p>
<p>ii. Send preliminary list of changes to USAID for consideration</p>	<p>July 2013</p>
<p>iii. Using USAID recommendations and workplan outcome, develop final list for adding/dropping</p>	<p>August / September</p>
<p>iv. Define methodologies to be employed in the indicator monitoring and measurement. Ensure that all PIRS sheets include methodologies to be employed in their monitoring and measurement (including NAFKA indicators)</p>	<p>June 2013</p>
<p>v. Revising indicator lists in all associated databases (FTFMS)</p>	<p>Sept/Oct/Nov 2013</p>
<p>vi. Revising any data collection forms to take into consideration new indicators/dropped indicators (September)</p>	<p>September 2013</p>
<p>c. Strengthen “results based” reporting</p>	
<p>i. Ensure compliance to reporting templates</p>	<p>Done – March 2013</p>

<ul style="list-style-type: none"> <li>ii. Revise Subcontracts</li> <li>a. Revise all sub-contractors to include explicit requirements for reporting, including results on specific indicators and reporting schedules.</li> <li>b. Redefine deliverables for payment to include submission of accurate data.</li> <li>c. Develop quarterly in-person reporting reviews between senior partner and NAFKA staff <ul style="list-style-type: none"> <li>i. Redefine quarterly meetings as exercise for results based reporting across activities</li> <li>ii. Refine reporting and data collection lines via VISIO</li> <li>iii. Develop and distribute formal schedule for the submission of data and reporting by staff and partners.</li> <li>iv. Review JDs for all staff to include performance clauses and M&amp;E requirements</li> <li>v. Management staff will work on collating reports and data with M&amp;E and Communications team, and develop a plan forward to provide DCOP and COP clear and accurate snapshots of project at any given time</li> </ul> </li> </ul>	<p>July – Aug 2013</p> <p>Rolled-out as they come online</p> <p>July 2013 – quarterly meeting on 11<sup>th</sup> /12<sup>th</sup>.</p> <p>July/Aug 2013</p> <p>Jan/Feb/March 2013with ongoing reviews to fully internalize and streamline the process.</p> <p>June – Sept. 2013</p> <p>July - Aug 2013</p>
<p><b>4. Data Collection and Database:</b></p> <p>DQA notes multiple databases, lack of defined procedures for data entry, data collection issues at field level.</p> <ul style="list-style-type: none"> <li>a. Fully operationalize Access Database <ul style="list-style-type: none"> <li>i. Define all data entry procedures and database security protocols. Ensure that access to that database should be restricted to certain levels for key persons only.</li> <li>ii. Test database security protocols</li> <li>iii. Ensure all data collection tools are feeding into the system, “clean up” any</li> </ul> </li> </ul>	<p>Commenced in May 2013, final by July 31<sup>st</sup> 2013</p> <p>Done – May/June 2013</p> <p>July 2013</p> <p>May/July 2013</p>

<p>current tools if they are not providing relevant data for database</p> <p>iv. Hire part time staff to enter data into soft formats to be entered by key staff into access database</p> <p>v. Identify all data-gaps and work with technical team to locate data</p> <p>vi. Analyze current data in system</p> <p>vii. Ensure that all data coming from the field is going directly into NAFKA Access Database, and not subcontractor (or individual) databases first</p> <p>a. Set new field level collection protocols, including log in of data forms with signatures.</p> <p>b. Conduct random checks on data in Access database based on quarterly reports</p> <p>Viii. Reviewing current processes and develop workflow timeline for all:</p> <p>a. data collection points</p> <p>b. entry into system and analysis,</p> <p>c. Timing for seasonal, quarterly/annual data</p> <p>b. Develop data collection verification plan</p> <p>i. Develop and implement record log for data collection points, including signatures of submitter/receiver of data</p> <p>ii. Includes checks by specific M&amp;E staff, including formal reporting of site visits and figures verified</p> <p>iii. Define formal verification methodologies, including the signatures of persons conducting the spot-checks et al</p> <p>c. Review feasibility of transitioning to KiProjects, including testing internet connection speed</p> <p>(If feasible, requires a separate transition focused workplan) – to be advised</p> <p>d. Strengthen data collection capability at primary level (Agronomists, Field Agents, etc)</p>	<p>Done – May/June 2013</p> <p>July 2013</p> <p>July 2013 – ongoing</p> <p>June, July, Aug 2013</p> <p>June/July 2013</p> <p>Ongoing</p> <p>Aug-Sept 2013</p> <p>June 2013</p> <p>Ongoing</p> <p>July, Aug 2013</p> <p>Analysis in July 2013</p>
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<ul style="list-style-type: none"> <li>i. Train all NAFKA employees in use of data collection tools, including field agents</li> <li>ii. Provide unique ID number to each logged beneficiary to avoid double-counting</li> <li>iii. Review and revise tools at the primary levels so that they are integrated into technical implementation approach and tools, including ID system</li> <li>iv. Launch new tools for production season 2014</li> <li>v. Revise SOWs to ensure that data collection responsibilities (primary, supervisory, audits, etc) are incorporated into all job descriptions and subcontract</li> </ul>	<p>Nov/Dec 2012, ongoing intermittently</p> <p>Done – April/June 2013</p> <p>Done – April/June 2013</p> <p>Oct-Nov 2013</p> <p>July-Aug 2013</p>
<p><b>5. Strengthen M&amp;E Team</b></p> <p>The DQA notes need to strengthen management at the field level, continue strengthening capacity of team via senior M&amp;E managers, lines of authority clearly spelled out.</p> <ul style="list-style-type: none"> <li>i. M&amp;E Manager to spend 50% of time or more in Morogoro and field</li> <li>ii. Regional M&amp;E Manager to develop regular schedule for trips to Tanzania</li> <li>iii. Senior M&amp;E Manager from DC to facilitate MTE and provide tailored training to national team</li> <li>iv. Hiring of two new M&amp;E field staff to facilitate data collection and coordination of data at field sites.</li> <li>v. Revise all JDs of M&amp;E team</li> </ul>	<p>Implemented</p> <p>June 2013 – ongoing</p> <p>September 2013</p> <p>Done – 2 personnel already deployed, 1 stationed at Ifakara office and 1 stationed at Kibaigwa office.</p> <p>September 2013</p> <p>June-Aug 2013</p>
<p><b>6. Annual Outcome Survey</b></p> <p>To strengthen AOS.</p> <ul style="list-style-type: none"> <li>i. Review AOS results from last year (M&amp;E Team in Tanzania and HQ)</li> </ul>	<p>Done - June 2013</p>

ii. Draft new AOS per review of last year's AOS	Done – June 2013
iii. Develop timeframe for AOS to occur at appropriate times for harvest	End July/Aug 2013
iv. Analyze AOS data	September 2013
v. Prepare AOS report for incorporation in Annual Report	Early October, AR due Oct 15).
vi. Develop mini outcomes surveys to be conducted throughout year for production season 2014.	Sept, Oct 2013