

SOCIETY EMPOWERMENT PROJECT (SEP) PROGRAMMES' M & E GUIDE - 2009

M & E GUIDE FOR SPORTS AND AGRICULTURAL DEVELOPMENT PROGRAMMES IN SEP – KENYA.

AIM: TO ASSESS THE PROGRESS AND IMPACT OF COMMUNITY DEVELOPMENT THROUGH SPORTS IN OYUGIS REGION:

PROGRAMME PROFILE	M&E INDICATORS	QUESTIONS TO BE ASKED	METHODS FOR COLLECTING INFORMATION	TOOLS FOR COLLECTING INFORMATION	METHOD OF ANALYSIS	TOOLS FOR DATA ANALYSIS
<p>PROGRAMME GOAL: To contribute to the FFH efforts to realize community development through sports;</p>	1. Percentage of People living below poverty line in Oyugis Region reduced by 10% by December 2010.	What is the percentage of people living below poverty line in Oyugis region?	1. Project Progress Reports. 2. Field visits survey.	Document Review and Literature Search.	Qualitative & quantitative Data analysis.	-Computer using the SPSS & QSR software -Manually.
<p>PURPOSE: Increased efforts towards poverty eradication in Oyugis region as well as attaining the Millennium Development Goals.</p>	1. 15% decrease in the level of poverty in Oyugis region 2. Increase in good leadership among youth.	1. What percentage of the population has improved in their socio-economic status? 2. How would you rate the level of the present development projects?		Questionnaires Interviews Reports Discussions.	Qualitative and Quantitative data analysis	-Manually - Computer using SPSS and QSR software
SPECIFIC	1. 70% of	1. How many	Project reports	Documentation	Qualitative and	-Manually

<p>OBJECTIVES</p> <p>1. To strengthen the capacity of SEP youth in sports, Health Information, Agriculture and Education.</p> <p>2. To strengthen responsible practices on gender equality and equity.</p>	<p>training activities conducted on sports and Agriculture by Dec. 2009.</p> <p>2. Level of resources allocated to sports and Agricultural activities, including trainings.</p> <p>3. Number of the trained members of SEP.</p>	<p>training sessions were held?</p> <p>2. How much resources have been allocated to sports and Agricultural programmes?</p> <p>3. How many training sessions were held for staff and volunteers of SEP?</p>	<p>Project progress reports.</p> <p>Field Visits Survey.</p>	<p>Review.</p> <p>Interviews</p> <p>Questionnaires.</p>	<p>Quantitative data analysis</p> <p>Qualitative and Quantitative data analysis</p>	<p>-Computer using SPSS and QSR software</p> <p>-Manually</p> <p>-Computer using SPSS and QSR software</p>
<p>PROGRAMME ACTIVITIES</p> <p>1. Training of the youth in Sports and Agriculture for sustainable development and allocate plots to each youth for farming.</p> <p>2. Develop the youth in football coaching, refereeing, physiotherapy, sports management and leadership.</p>	<p>1. Number of staff trained</p> <p>2. % ge of training activities implemented.</p> <p>3. Number of youth trained in coaching, refereeing, physiotherapy, sports management and leadership.</p> <p>4. Level of</p>	<p>1. How many staff were trained?</p> <p>2. How many training sessions were conducted?</p> <p>3. How many household data are available for review?</p>	<p>Project reports.</p> <p>Field Visits Surveys.</p>	<p>Documentation Review.</p> <p>Interviews</p> <p>Questionnaires.</p>	<p>Qualitative and Quantitative data analysis</p>	<p>-Manually</p> <p>-Computer using SPSS and QSR software</p>

<p>3. Run continuous school based tournaments controlled by SEP.</p> <p>4. Organize for thematic local and national football events in Oyugis aiming at addressing HIV/AIDS related issues, Gender, Children's right and Education among others.</p>	<p>Financial resources available to run SEP football events in Oyugis region.</p> <p>5. Number of thematic events conducted by December 2009.</p>					
<p>RESOURCES</p>	<p>INPUT INDICATORS</p>					
<p>PERSONNEL Staff and volunteers of SEP & local and international partners.</p>	<p>1. Number of staff and volunteers available and are willing to work.</p>		<p>Project reports. Surveys.</p>	<p>Documentation Review. Interviews Questionnaires</p>	<p>Qualitative and Quantitative data analysis</p>	<p>-Manually -Computer using SPSS and QSR software</p>
<p>FINANCES Football For Hope Programme Support. (FFH)</p>		<p>2. Allocated budget and expenditure.</p>	<p>What is the level of budget allocated for expenditure?</p>			

1 a) PRESENTATION:

The information will be presented in a report form and stored in a computer with back ups in CDs.
A copy will be attached to the main project document.

1 b) USE OF INFORMATION:

The Monitoring information will be used to track progress and limitations of the project and will be used for the project planning purposes.
The evaluation report will be shared with stakeholders, donors and project personnel to communicate experiences, impact and lessons learnt to assist in future planning.

2. ORGANISATIONAL AND MANAGEMENT:

organizational structure.

M&E Officer: design and management of the M&E system. Responsibilities will include data collection, analysis, report writing and dissemination of the information, training of staff and project parties on various methods and tools of data collection.

Two field Officers: They will be trained by the M&E officer and will be responsible for the field data collection. They will also assist in data analysis.

Driver: Maintain vehicle, transportation staff and materials for project purposes. (SEP will hire a taxi during this process, since the organization has no vehicle as of now.)

3. BUDGET:

The project is funded by FFH with a total budget of \$ 30,000.

M&E budget: Ideally, this budget should be calculated at 10% of the total budget (\$ 30,000). But due to the demanding organization's programmes and size of the organization, (an up coming CBO), we have tentatively put it at 2.38%. (It's yet to be confirmed by involved parties)

4. FREQUENCY OF DATA COLLECTION, ANALYSIS AND REPORTING:

Data collection for monitoring will be done on weekly basis.

Analysis and reporting will be done on quarterly basis.

There will be a mid term evaluation and an end term evaluation.

The mid term evaluation will be conducted by the project staff while an external consultant will work with the project staff for the end of term evaluation.

5. SOURCES OF INFORMATION:

Primary and secondary data.

6. PLAN FOR MODIFICATION OF M&E SYSTEM:

The system will be revised annually and updated accordingly.

Note: This is a template guide; several changes will take place in the guide of which the FFH team will be informed in time