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VOLUNTEER REPORT FORMAT

To be submitted to CRS at the end of volunteer assignment and shared with the Host

1.1 Assignment information

- a) Volunteer Name: Dr. S. Kay Rockwell
- b) Host Organization: Catholic Dioceses of Kitui (CDoK)
- c) Assignment: Monitoring and Evaluation Plan for Caritas Kitui
- d) Dates of Assignment: August 23 – September 5, 2014

1.2.1 Objective 1 in your SOW

I. Develop a logical M&E results framework with key indicators and an M&E plan design

1b. Pretest data collection tools

1c. Conduct training for staff development training programs

- a) Progress with the objective
- b) Expected impacts/results
- c) Recommendations

I. M&E Plan: Develop a logical M&E results framework with key indicators.

Targeting Outcomes for Programs (TOP) by Rockwell & Bennett was used. Refer to the M&E Resource Notebook containing handouts from the 3-day workshop.

1. TOP Handout

2. TOP 2014 Kitui--DR. Kay's power point presentation

3. Some Definitions--DR. Kay's power point presentation

4. G & O for Kitui-2014--DR. Kay's power point presentation

1b. ~~Pretest~~ Design data collection tools

1. Designed a qualitative instrument to use in focus group interviews for the 'Community Based-Green Energy Project (Juliana Mwanja) (Attachment 1—*Green energy project-focus group interview*)
2. Designed a quantitative instrument to use with donkey welfare groups for the 'Brooke EA-Donkey Welfare Project' (George Owino) (Attachment 2—*Donkey Questionnaire-George*)
3. Identified items to use for a combined quantitate & qualitative instrument on access to adequate and clean & safe water. (David Mwaniki & Cyrus Muiunba) (Attachment 3 – *Livelihoods Water Projects*)

1c. Conduct Training for Staff Development Training Programs

A 3-day training workshop was presented Aug. 26-28, 2014. Topics included:

1. Targeting Outcomes Of Programs (TOP) which included G&O and M&E definitions
2. Sampling
3. Focus Group Interviews
4. Photographic Events



5. Working with quantitative and qualitative data
6. Basics for good reporting and writing Success Stories
7. Drafting G & O to suggest for KDoC's 2014-2018 Strategic Plan

A follow-up ½ day session was added Sept. 1st to draft G&O for the proposed 2014-2018 Strategic Plan.

Progress with the objective

Objective #1 has been completed as described under the four heading above: M&E Plan, Design Data Collection Tools, and Conduct training for staff development training programs.

Expected ~~impacts~~ outcomes/results

(Outcomes that have already occurred)

1. Two instruments have been developed and items for a third instrument have been defined. Plans have been made to pilot test the two completed instrument and use them to gather data before January 1, 2014.
2. Samuel, Juliana and George conducted a 1-day workshop and trained 22 newly hired data collectors. They used handouts and power points from the 3-day training workshop for staff coordinators.
3. A 3-ring notebook has been purchased to start a 'Resource Library' for M&E. Handouts and ppts. have been duplicated to insert into the notebook.
4. Publications and references M&E and TOP which have been shared are:
 - www publication of TOP
 - Manuscript titled *TOP: A Framework to Target Photographic Events in Non-formal Educational Programs* by S. Kay Rockwell, Julie Albrecht, Gwen Nugent & Gina Kunz.
 - Web site for M&E resources:
<http://www.uwex.edu/ces/pdande/evaluation/evaldocs.html>

(Expected outcomes)

5. Coordinators will use workshop resources in the program planning and development activities.

Recommendations

1. M&E staff continue to compile hard copies of the handouts and power points in an M&E 3-ring notebook for coordinators to access and use.
2. Juliana Mwanja and George Owino mentor David Mwaniki & Cyrus Muiunba in designing the instrument for the *Livelihoods Water Projects*.
3. CDoK's Top management actively supported Teamwork whereby staff can mentor and help each other expand their knowledge and skills in M&E.
4. CRS develop assignments for CDoK on (a) *Proposal Writing* and (b) *Enhancing Leadership Skills with Focus on Servant Leadership*.



5. CDoK partner with, or collaborate with other community organizations or agencies when CRS sponsors a volunteer for (a) M&E, (b) *Proposal Writing*, (c) *Enhancing Leadership Skills with Focus on Servant Leadership*, (d) *Spouse, Child, & Elderly Abuse* or (e) other relevant topics. However, expand the training to 5 days.

1.2.2 Objective 2 in your SOW

II. Develop a data collection procedure for a simple data base, train staff (a) on basic data analysis skills and (b) **reporting outcomes to stakeholders**. (NOTE: I added 'b')

Train Staff on Basic Data Analysis Skills

Staff informed that they know how to use *Microsoft Excel* and they can utilize it for both quantitative and qualitative data. Therefore we briefly reviewed appropriate descriptive and inferential statistics for their needs. Handouts they received were:

- *Making Judgments from Quantitative Data* by Dr. Kay ((See Dr. Kay's workshop handout in the M&E Resource Notebook)
- *Make Certain Your Electronic Data Are Accurate* by Heather H Boyd and available at <http://www.uwex.edu/ces/pdande/evaluation/evaldocs.html>

Train staff on Reporting Outcomes to Stakeholders (NOTE: I added this one)

A session was included in the 3-day workshop on reporting outcomes. Handouts used included:

- *Plan to Document Number of Individual Beneficiaries and Track Them* by Dr. Kay (See Dr. Kay's workshop handout in the M&E Resource Notebook)
- *Basics of Good Reporting* by Dr. Kay (See Dr. Kay's workshop handout in the M&E Resource Notebook)
- *Writing Success Stories* by Dr. Kay (See Dr. Kay's workshop handout in the M&E Resource Notebook)

(Expected outcomes)

1. Half of the 12 coordinators who participated in the entire 3-day workshop will implement accountability processes and submit a 1-page *Success Story* to the M&E coordinator by December 31, 2014. Dr. Kay will then grant them a Certificate of Achievement from the University of Nebraska-Lincoln.

Recommendations

1. Samuel Mutisya monitor staff follow-up after the workshop to identify those who complete a *Success Story* by December 31, 2014, and communicate with Dr. Kay so Certificates of Accomplishment can be issued from the University of Nebraska-Lincoln.

1.2.3 Objective 3 added by Kay Rockwell

III. To assist top management on defining and writing accountability goals in the Strategic Plan being developed of 2014-2018. (NOTE: I added goal #III)

Feedback on the Strategic Plan relative to two sections giving guidance for M&E

The feedback below was developed in a special session by Donald, Sister _____, Peninah, Jacob & Shadrack, Kelvin, Phyllis, Leonard, and Dr. Kay.

Section 3.2. Mission (p. 20)

1. Do you need to define the term: *sustainable development*?
2. Section 3.2. Mission – Consider clarifying the thematic areas by turning them into broad goal statements as illustrated below:

1. Households will have more opportunities whereby they can access adequate and safe clean water.
2. Women will learn how to diversify their livelihood to increase their income.
3. Farmers will adopt best farming practices for agricultural production.
4. _____ will adopt best horticultural practices for fruit production.
5. Households and Community Facilities will use clean and efficient energy sources to improve their social, economic, and environmental condition.
6. Farmers will increase their skill level to properly care for livestock (i.e., chickens, goats, sheep & donkeys).
7. (Agricultural value chain management)
8. (Health) – HIV+ & Prenatal care & Infant care
9. (nutritional nutrition to households)
10. Youth will operate ICT (Information, Communication, Technology) Centers resulting in income generation.
11. The CDOK will respond to emergencies with humanitarian support.

Section 6.4.4. on p. 33

6.4.4. Monitoring and evaluation

CK will monitor programs using the results to improve them, evaluate their outcomes, and give feedback to various stakeholders. CK will strengthen its monitoring and evaluation (M&E) systems that will enhance the exercise to be carried out continuously. This will entail creation of baseline databases to ensure that outcomes are reported for key variables to be measured at the beginning of each project. During the baseline surveys, data will be collected on key parameters relevant to assessing the outcomes of activities implemented in the thematic areas. It will be used as the basis of measuring impact outcomes in subsequent M&E exercises. A database management system for M&E data, findings and recommendations will be created for use in subsequent years.

Recommendations

2. CDoK management and coordinators work together to clearly define Section 3.2.

Mission (p. 20).

3. CDoK management and coordinators work together to accurately describe Section 6.4.4. on p. 33

1.3 Number of people Assisted

a) Through formal training

Those attending the entire workshop: 10

Males = 5

Females = 5

Those who attended some sessions of the workshop or the special session:

Males = 10

Females = 7

b) Through direct technical assistance (Do not double count)

Females = 2

Males = 1

c) Out of these above, number of host staffs – all were Program coordinators or assistant coordinators for CDoK

d) Training/assistance by field = 0

Topic/field	Total	Males	Females
Workshop/special session & Technical assistance	25	14	11
Workshop & Technical assistance	2	1	1
Technical assistance only	1		1
Data Collection Staff newly hired	22	6	16
Total	50	21	29

1.4 Gender

a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How?

A social concern which I support in the USA is ‘Spouse, Child, & Elderly Abuse.’

Although it is beyond the mission of the F2F program, it is an issue which impacts (and diminishes) the success of educational efforts to help people help themselves, particularly women. Although I’ve had no direct contact with abusive situations in Kitui, I know (a) it is an issue which cuts across our cultures and (b) the poorer the substance family is, the more likely abuse is a problem.

Therefore I’m taking the liberty to recommend a person I know who could take on a 3-week assignment to define drug and alcohol abuse and help coordinators and other leaders in the Kitui District better understand ‘Spouse, Child, & Elderly Abuse’ issues.



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- b) How might CRS or the host organization improve opportunities for the women in this host or host community?

CRS –

- CDoK – Bring in a volunteer to teach and mentor on *Proposal Writing*
- CDoK – Bring in a volunteer to teach and mentor on *Enhancing Leadership Skills with Focus on Servant Leadership*.
- Host community – Either bring in a volunteer, or facilitate another avenue that would support a volunteer who would teach and mentor both CDoK and community staff on *Spouse, Child, & Elderly Abuse* issues.

(NOTE: These assignments would also enhance male skills in the given issues.)

CDoK – Most of the female coordinators I met are young, lack either a B.S. or a Master's degree, and have little experience in the area of expertise with which they are dealing. Therefore, CDoK's Development Department would be greatly enhanced with a policy that supports personal growth plans for their female coordinators and rewards them financially when college degree is awarded. This would include, but not be limited to (a) financial assistance for college courses, (b) special recognition ceremonies and certificates for personal growth accomplishments, (c) a mentoring plan for new those working on degrees, (d) financial compensation for educational goals attained, and (e)

.....

1.6 Value of volunteer contribution in \$

My consulting fee ranges between \$500 to \$1,000/ day.

- a. Hours volunteer spent preparing for assignment: 5 hours -- Most of the A-V materials and handouts I used had been prepared for previous assignments. I just made minor alterations to fit this specific project.
- b. Estimated value of all material contributions volunteer contributed to host during assignment—Samuel copied all materials which needed to be Xeroxed. Therefore, CDoK took care of these costs.

1.7 Value of hosts' contribution in \$ (Please consult the host as well)

Home Host

- a) Meals $\$16/\text{day} \times 10 = \$160 + 20 = \$180$
- b) Transportation (Taxi cost) $\$10/\text{day} \times 10 = \100
- c) Lodging (Parkside Villa would be $\$25 \times 11 = \275)
- d) Translation
- e) Other (Specify) Laundry = \$150



f) Meals during trainings \$ 684

1.9 Host Profile Data:

Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list it.



Attachment 1

Focus Group Interview for the Community Based-Green Energy Project

Target Group: Those who are maintaining and using a specific greenhouse.

1. Introduction by the interviewer

- a. Introduce leader and recorder & describe yourselves
- b. The project and what they know about it
- c. Need for the group interview

2. Involving them in talking – How are you feeling today?

3. How many people are in your group?

- a. How many are female _____?
- b. How many are male _____?
- c. How many have any kind of disabilities?

4. How long have you been in the group?

5. Have you had previous experience in green house farming?

Prob: If yes, please describe.

6. Describe the amount of different vegetables you harvest in a week.

- a. Tomatoes
- b. Kales(Sukuma wiki)
- c. Onions
- d. Other(Specify)

6. How much does it cost you to run the green house?

Prob: Breakdown of the costs.

7. In general, how much money do you make from sales in a month?

(Last month)

- a. Less than 4,000 sh.
- b. 4,000 to 6,000
- c. 6,001 and above



(Two months ago)

- a. Less than 4,000 sh.
- b. 4,000 to 6,000
- c. 6,001 and above

(Three months ago)

- a. Less than 4,000 sh.
- b. 4,000 to 6,000
- c. 6,001 and above

8. Is there anything else you would like to tell me about your green house?

THANK YOU!



Attachment 2

BROOKE EA-DONKEY WELFARE PROJECT Mtunze Punda Daima

A. Whose donkey has given birth since we last met?

B. Which officials do you want in your group? (Check those which apply)

_____ Chairperson (specify name) _____

_____ Secretary (specify name) _____

_____ Treasurer (specify name) _____

_____ Organizing secretary (specify name) _____

C. How many donkey owners are there in the donkey welfare group?

1. Exactly 30
2. More than 30
3. Less than 30

D. Why did you form the group?

1. _____
2. _____
3. _____
4. _____
5. _____

E. How often will you hold a meeting?

1. Twice a week
2. Once a week
3. Fortnight
4. Monthly

F. Which of the following venues will you use for meetings? (check that apply)

- _____ A member's home
- _____ At the market center
- _____ At the Chief's baraza

G. How many times have you met since you last met with the field staff from CDoK?



1. Once
2. Twice
3. Three times

H. What were the agendas/topics discussed?

1. _____
2. _____
3. _____
4. _____
5. _____

I. How would you rate the training session? (select one)

1. Good -- Why? _____
2. Poor -- Why? _____

J. What problems do you have when the field staff are training you? (check all that apply)

- _____ Language barriers
- _____ Unable to understand the concept the field staff was talking about
- _____ Field staff was unable to answer the questions properly or well
- _____ Other _____

K. Did the field staff lecture only?

1. Yes
2. No -- did they use
 - ...charts? 1. Yes 2. No
 - ...audio-visuals? 1. Yes 2. No
 - ...meeting demonstration? 1. Yes 2. No
 - ...field demonstration? 1. Yes 2. No

THANK YOU!

Attachment 3

Livelihoods Water Project

FOCUS GROUP DISCUSSION—Items to rewrite into a format for a focus group.

GOAL addressed : ACCESS TO ADEQUATE, CLEAN AND SAFE WATER

1. Introduction

2. How long did you take to walk to the water point today?

- (i) Less than 30 mins
- (ii) 30 mins to 1 hr.
- (iii) 1hr to 2hrs
- (iv) More than 2 hrs.

3. How long did you queue at the water point

- (i) Less than 30 mins
- (ii) 30 mins to 1 hr.
- (iii) 1hr to 2hrs
- (iv) More than 2 hrs.

4. What is the quality of the water?

5. How long does the water in the earth dam sustain you?

- (i) Less than a month
- (ii) Between 1 to 6 months
- (iii) 6 months to 1 year
- (iv) More than a year

6. What is the daily Household domestic consumption of water?

7. How do you ensure that the water is safe for use?

8. How far did you walk to the water point last January (before the project was initiated)?

9a. How is the management of the water source?

9b. How do you handle water related complaints and conflicts?

10. Apart from domestic use how else do you use the water?

11. How has the project impacted on your day to day activities/life?

12. How has the project impacted the environment in the project area?

13. How do you feel about this project?

14. In you view what needs to be changed/ improved on?