



Monitoring, Evaluation, and Learning (MEL)

OPERATIONS MANUAL

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List of Abbreviations and Acronyms

COP	Community of Practice
DA	Department of Agriculture
EOP	End of Project
FCA	Farmers and Fisherfolk Cooperative and Association
FGD	Focused Group Discussion
FMR	Farm-To-Market Road
FS	Feasibility Study
I-LEARN	Interactive Learning Environment and Resource Network
i-PIMS	Integrated Project Information Management System
IR	Intermediate Results
KII	Key Informant Interview
KM	Knowledge Management
LGU	Local Government Unit
M&E	Monitoring and Evaluation
MED	Monitoring and Evaluation Division
MPMIU	Municipal Project Management and Implementation Unit
NOL	No Objection Letter
NPAB	National Project Board Approval
NPCO	National Project Coordination Office
O&M	Operations and Maintenance
PAP	Program, Activities, Projects
PCIP	Provincial Commodity Investment Plan
PDO	Project Development Objectives
PG	Proponent Group
PLGU	Provincial Local Government Unit
PO	People's Organization
POW	Program of Works
PPMIU	Provincial / Municipality/ City Project Management and Implementing Unit
PRDP-SU	Philippine Rural Development Project Scale-Up
PSO	Project Support Office
RAEB	Rapid Appraisal of Emerging
RAFIP	Regional Agri-Fishery Investment Portfolio
RBME	Results-based Monitoring and Evaluation
RFO	Regional Field Office
RPCO	Regional Project Coordination Office
SDM	System Development and Management
VCA	Value Chain Analysis

Part 1: Introduction

Section 1. Rationale

- 1.1. The Monitoring and Evaluation (M&E) in the Department of Agriculture-Philippine Rural Development Project (DA-PRDP) plays an integral part in the Project implementation, especially in tracking the progress and measuring the Project's efficiency and effectiveness. The PRDP Results-Based Monitoring and Evaluation (RBME) system is composed of two subsystems that include the Progress M&E and Results M&E. These two M&E subsystems are intended to provide the DA-PRDP management with an evidence-based decision-making mechanism.
- 1.2. With the approval of the Knowledge Management (KM) framework in which its community of practice (CoP)—involving project staff, subproject proponents, beneficiaries, private sectors, and other stakeholders—is placed at the center of every KM initiative, the M&E and KM will both work collaboratively to ensure that valuable knowledge, supported by evidences derived from M&E, are being captured, analyzed, used, and shared to strengthen the Project implementation and support institutionalization by learning from experiences.
- 1.3. Through the approval of the DA-PRDP Scale-Up (SU), the KM will be housed under the M&E system which leads to its transition into Monitoring, Evaluation, and Learning (MEL) Unit. The MEL Unit will leverage learning, problem-solving, and continuous improvement being supported by properly collected, managed, analyze, and shared M&E data and information.

Section 2. Description

- 2.1. MEL stands for three principles such as Monitoring, Evaluation, and Learning wherein:
 - 2.1.1. **“Monitoring”** refers to the systematic and continuous collection and analysis of data and information to give implementers and other stakeholders' feedback on the progress and performance along with the factors that contributing positively and adversely to the Project's implementation.
 - 2.1.2. **“Evaluation”** pertains to assessment whether the committed Immediate Results (IRs) and Project Development Objectives (PDOs) have been achieved at end of Project or likely to be attained during implementation. Emphasis is about how outputs, processes, and

resources (inputs) are actually or likely translating to results or benefits anticipated when the Project was conceptualized.

2.1.3. **“Learning”** on the other hand is a process that leads to change, which occurs because of captured and shared experiences, and increases the potential for improved performance.

2.2. Anchoring from these three principles, the DA-PRDP SU will enrich the existing RBME system of the first PRDP. The MEL system of the Project shall consist of four complementary sub-systems that will work together to provide evidence-based knowledge for Project steering: Progress M&E, Results M&E, KM, and Systems Development and Management (SDM).

Section 3. Definition of Terms

The definition of key terminologies is provided in this manual for the intended users for further clarity and appreciation of the entire MEL system of the DA-PRDP SU:

3.1. **Best Practice (or: Good Practice)** refers to innovative strategy or approach that has consistently worked well in the past to achieve the desired results. This can also be a practice perceived to be better to any other methods the Project was utilizing to accomplish the same tasks (ILO and FAO).

3.2. **Communities of practice** are groups of like-minded, interacting people who filter, analyze, invest and provide, convene, build, and learn and facilitate to ensure more effective creation and sharing of knowledge in their field. They can be developed formally or informally, and they can communicate in person or online (ADB).

3.3. **Data** refers to a set of facts, concepts or statistics that can be analyzed to generate information (UNDP).

3.4. **Information** refers to set of data that has been converted into a form with structure and meaning (UNDP).

3.5. **Knowledge** is derived from information, yet it is richer and more meaningful than information. This is often referred to as "know-how," "applied information," "information with judgment and understanding," or "the capacity for effective action" (UNDP).

3.6. **Knowledge Product** refers to documents and publications derived from expertise, research, and lessons learned that respond to different demands of users and may cover a wide range of purposes (ADB).

3.7. **Lessons learned** are concise description of knowledge derived from positive or negative experience on the part of a project. Most of the time, these lessons include "what we did right," "what we would do differently," and "how we could improve our process, output, and activities to be more effective in the future" (ILO and UNDP).

Section 4: MEL Unit Objectives

The MEL Unit is designed to:

- 4.1. primarily, provide the Project a practical and interactive MEL system.
- 4.2. Specifically, the Unit shall be able to:
 - 4.2.a. manage the implementation of the Project and remain relevant to its stakeholders;
 - 4.2.b. ensure efficiency in the project operations through integrity-driven feedback reports while ensuring accountability and transparency in Project implementation;
 - 4.2.c. ensure the effectiveness of the Project in achieving expected outcomes;
 - 4.2.d. facilitate learnings among the community of practice under the Project; and,
 - 4.2.e. create an enabling environment and recommend possible measures for the sustainability of the Project.

Part 2: Unit Organizational Structure

Section 1: Staffing Pattern

- 1.1. To support the core functions of the four (4) major subsystems, the Project will employ Specialist positions in Progress M&E, Results M&E, KM, and SDM respectively who shall lead the facilitation of each subsystem.
- 1.2. However, the Unit Head at the Project Support Office (PSO) level shall be filled out by hired staff to avoid conflict in task schedules with the Regional Field Offices (DA-RFOs), where RPCOs are being operated. Please see Table 1 for the proposed staffing pattern at all levels.

Table 1. Staffing Pattern by PRDP SU Offices

Position	NPCO	PSO	RPCO
M&E Unit Head	1	1	1
M&E Alternate Unit Head	1		
M&E Specialist (Progress M&E)	1	1	1
M&E Specialist (Results M&E)	1	1	
MIS Specialist	1		
KM Specialist	1	1	
KM Officer	1	1	1
M&E Officer	3	1	2
Associate M&E Officer	1	1	1
Total	11	7	6

Part 3: MEL System Conceptual Framework

Section 1: Framework Description

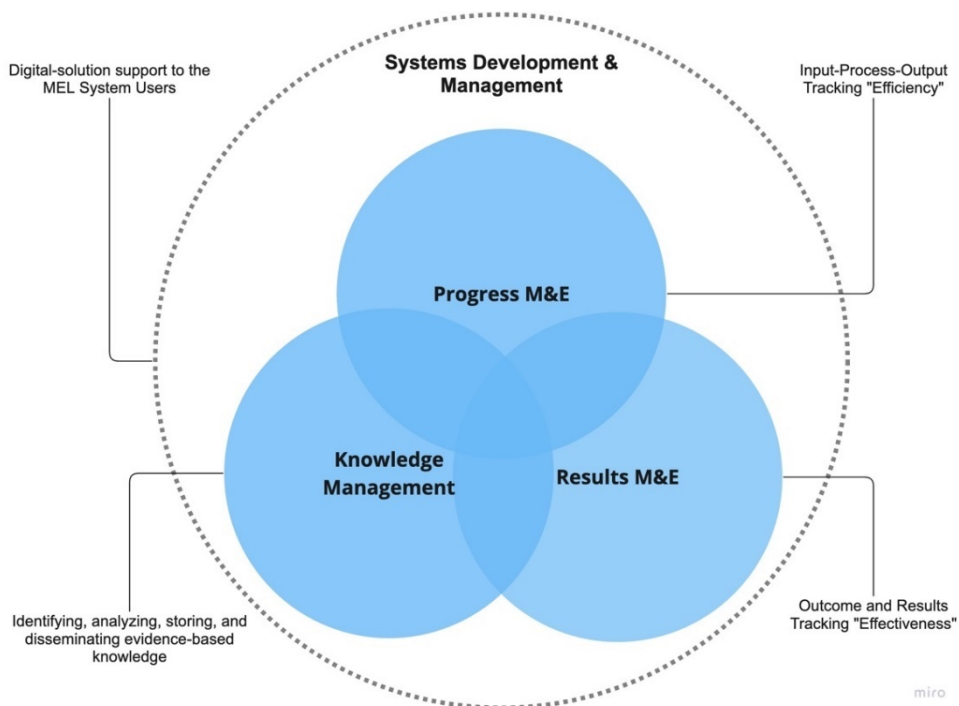


Figure 1. MEL Subsystems Interplay

1.1. Like the RBME, the MEL System, as shown in Figure 1, presents how its subsystems work together in all phases of the Project cycle, which starts with planning and ends with evaluation. The Progress M&E tracks the Project performance for efficient implementation. Results M&E measures “Where are we now?” in terms of achievement of the expected outcome as committed in the Project’s results framework.

1.2. KM will further substantiate the analysis of the RBME and provide support in the continuous generation, sharing, and application of Project learnings. On the other hand, the SDM subsystem will provide practical and workable IT-initiated systems that cover the three (3) subsystems.

Section 2: MEL Subsystems

2.1. The four (4) subsystems are operationally defined as:

- 2.2.1. **Progress M&E** is a component/unit-led continuous tracking of Project outputs i.e., Value Chain Analyses (VCAs), Commodity Investment Plans (CIPs), Regional Agri-Fishery Investment Portfolio (RAFIPs), Infrastructure and Enterprise Subprojects and among others along with assessing implementation towards achievement of committed IRs by component and PDO.
- 2.2.2. **Result M&E** is a MEL unit-led systematic and objective periodic assessment of the Project to determine achievement of committed IRs by component and PDO annually, midterm, and end-of-Project.
- 2.2.3. **Knowledge Management** is a continuous cycle of documenting, analyzing, storing, sharing, and using of evidence based and solution-oriented knowledge, designed to leverage learning, promote replication of good practices, and improve decision-making.
- 2.2.4. **Systems Development and Management** provides digital systems and user support services that foster transparency and accountability through data-driven and evidence-based implementation of RBME and KM systems.

Section 3: Subsystems Interplay

3.1. To fully understand the interplay among MEL subsystems, the Table 2 below clearly describes their specific purposes, coverage, responsible components/units, and expected outputs:

Table 2. Summary Matrix of MEL

Particulars	Progress M&E	Results M&E	Knowledge Management	Systems Development and Management
Purpose	shall provide feedback on the efficiency in managing the Project;	shall provide feedback on the effectiveness of the results of the Project;	shall create a culture of learning and knowledge exchange that values feedback, reflection, and continuous improvement	shall enable the users of PRDP stakeholders at all levels to provide support for efficient and effective

Particulars	Progress M&E	Results M&E	Knowledge Management	Systems Development and Management
	determine the physical and financial progress of the Project and measure slippages overtime;and, provide feedback about specific factors or conditions that positively andnegatively affect implementation.	determine how each component/unit is likely to contribute to PDOs based on the level of achieving IRs by component; and, assess overall Project success based on PDOs at midterm and end-of project (EoP).	of the Project's ability to achieve PDOs and support evidence-based decision-making; share MEL results with Project's internal and external stakeholders and partners; and, encourage feedback and input.	implementation of MEL system.
What to cover	Day-to-Day Operation based on approved detailed implementation plan by component/ Project's performance in terms of implementation, including factors affecting the operations and SP implementation, by province, region, cluster and project-wide	IRs by component PDOs Other emerging benefits in targeted areas, which shall be significantly attributing to the Project	Positive and negative experiences in operations, mainstreaming and SP implementation, Good Practices, Feedback, Evidences, Experience-based Recommendations	All systems of RBME and KM processes
When	Continuously: As frequent as necessary for reporting issues / concerns' Monthly, Quarterly, Semi-Annually and Annually for prescribed reports	Annually: For Intermediate Results by Component Midterm and EoP: for PDOs	Annually: in respect to KM process to produce and disseminate knowledge products	Continuously: As frequent as necessary
By whom	Components and units in NPCO, PSOs, RPCOs, LGUs	External evaluation team for the overall program results (with emphasis on PDOs and IRs by component) at midterm and EoP. Staff at DA in collaboration with PPMIUs for annual tracking intermediate	DA, PRDP, PGs, FCAs, LGUs, private sector and other NGAs, NGOs	All RBME and KM users

Particulars	Progress M&E	Results M&E	Knowledge Management	Systems Development and Management
		outcomes by component and other subproject specific benefits emerging in catchments areas.		
Expected Output	Periodic Report (Performance review and updates; cumulative accomplishments, etc.)	Evaluation Reports RAEB Reports (per SP and consolidated)	Evidence-based and solution-oriented knowledge products, action-oriented learning sessions and workshops, communities of practice	Data capture forms, databases, report forms, modules, safeguards, knowledge portals, and other RBME systems, etc.

Part 4: Results-based Monitoring and Evaluation (RBME)

Section 1: DA-PRDP Scale Up RBME

1.1. Before the discussion of the four (4) MEL subsystems, it is imperative to first discuss the RBME (Progress + Results M&E subsystems) set up for DAPRDP SU, i.e., its results indicators. According to the World Bank, results-based M&E is defined as “a continuous process of collecting and analyzing information to compare how well a project, program, or policy is being implemented against expected results.” All the efforts in the monitoring and evaluation of the expected outcomes will be done through the implementation of the Progress and Results M&E subsystems.

1.2. In relation to this, the provided theory of change (ToC) diagram in Figure 2 below shows the whole concept of the Project towards achieving its PDOs. With this logical flow, the MEL Unit follows this trend starting from the adequacy of the activities to the accomplishments of targeted outputs towards achievement of expected outcomes.

Activities	Output	Intermediate Outcome	Outcome (PDO)
Component 1: Enhancing Local and National Level Planning (I-PLAN) - Operationalizing NAFMIP - Strengthening of process institutionalized - Formulation of regional / spatial planning perspective	- Regional Agri-fishery Investment Portfolio developed - PCIPs updated - PCIPs Institutionalized - VCAs approved including rice and corn - Trainings / capacity building conducted	- Increase in the amount of agri-fishery investments in PCIPs supporting priority value chains - Regional Agriculture and Fishery Investment Portfolio (RAFIP) utilized in the DA annual work plan - DA and LGU participants with improved knowledge in investment planning	Increased access to agricultural assets or services - Farmers reached with agricultural assets or services (disaggregated by gender) Improved access to markets - Increase in volumes of marketed output
Component 2: Strengthening Rural Infrastructure for Enhanced Agri-Fishery Development and Market Linkages (I-BUILD) - Construction of value chain infrastructures in rural areas based on RAFIPs / PCIPs - Technical assistance in pre- and post-construction phase of the value chain infrastructure subprojects, i.e., pre-construction conference, CMT, OMAS, and other related capacity building activities	Constructed value chain (rural) infrastructures: - FMRs - Bridges - CIS - PWS level 2 - Other VC infrastructure (post-harvest)	- Reduced transport costs in roads linking production areas to markets - Reduced travel time of farmer/ fisherfolk from farm to market - Cropping intensity in areas served with new/improved irrigation or drainage services - Completed climate-smart value chain infrastructure facilities operating as designed	Increased income of farmers and fisherfolks - increase in farmers and fisherfolk income derived from commodities and product forms
Component 3 : Scaling-up Enterprise Development for Agri-Fishery Sector Development (I-REAP) - Agri-fishery enterprise development in support to FCAs, clustered FCAs, or LGU based on RAFIP/PCIPs - Sub-grants for value chain infrastructure related to agri-fishery enterprise - Technical Assistance for FCAs/clustered FCAs, and producers to access services (market linkage, technology, credit, insurance, and others)	- Agri-fishery enterprise developed with FCAs, clustered FCAs, and/or LGUs - Technical Assistance to FCAs, clustered FCAs, and/or LGUs provided	- Agri-fishery enterprises engaged in post-production segments of value chains - Increase in profitability of participating agri-fishery enterprises - Agri-fishery enterprise clusters reached by business development support including credit and insurance - Agri-fishery enterprise clusters with partnership agreement with institutional buyers - Women directly participating in clustered enterprises	
Component 4 : Project Management and Support, Monitoring and Evaluation (I-SUPPORT) - Administration, procurement, and financial management - Economic and financial analysis - Safeguards and grievance regress mechanism - Geo-mapping and digitalization - M&E and knowledge management - Internal / external communications	- Technical assistance to components conducted - Safeguards (GRM) feedback consolidated - M&E and KM implementation integrated - Evaluation activity conducted - Knowledge products shared - IEC materials disseminated	- institutionalized PRDP innovations including climate-smart technologies within the DA - Enhanced Project's M&E system incorporating knowledge management - Grievances registered in the project's grievance redress system addressed - Producers satisfied with adequacy of access to post-harvest services and facilities	

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Figure 2. PRDP Scale Up Theory of Change

Section 2: RBME by Component

2.1. Having discussed both Progress and Results M&E, as these two are integral parts of the RBME, the following tables are being provided to show the logical flow of the Project's expected outcome, especially to committed IRs by component from each respective activity and output. All these are expected to contribute to the achievement of the PDO indicators.

Table 2. RBME of I-PLAN Component; including indicative targets

Activities	Output	Outcome	Contribution to PDO
VCA development including rice and corn	Value chain analyses of priority commodities including rice and corn PCIPs updated / developed PCIP Institutionalized RAFIP developed Trainings / capacity building conducted	Increase in the amount of agri-fishery investments in PCIPs supporting priority value chains RAFIP utilized in the DA annual work plan DA and LGU participants with improved knowledge in investment planning	The expected outcomes under the I-PLAN component facilitate an environment wherein proper interventions will be identified through a rational planning tools they produce. Additionally, the capacitated workforce for planning under the DA will eventually widens the department's perspective that would possibly reach more farmers and fisherfolks with agri-fishery assets and services.
PCIP updating			
PCIP Assessment			
Development of regional agri-fishery investment portfolio (RAFIP)			
Technical assistance including capacity development for institutionalization			

Table 3. RBME of I-BUILD Component; including indicative targets

Activities	Output	Outcome	Contribution to PDO
Construction of value chain infrastructures in rural areas based on RAFIPs / PCIPs	Constructed value chain (rural) infrastructures: - FMRs - Bridges - CIS - PWS level 2 - Other VC infrastructure (post-harvest)	Reduced transport costs in roads linking production areas to markets Reduced travel time of farmer/ fisherfolk from farm to market Cropping intensity in areas served with new/improved irrigation or drainage services Completed climate-smart value chain infrastructure facilities operating as designed	Development of value chain infrastructures also improves the flow of supply chain in the rural areas. Particularly, the beneficiaries will have an improved access to markets (i.e., for farming inputs and as well as their produces). With the improved access, it is perceived that the behavior of the beneficiaries will change especially their marketing practices as many traders and other value chain players can access their production areas. These improvements will directly affects the beneficiaries' profit from agri-fishery activities.
Technical assistance in pre- and post-construction phase of the value chain infrastructure subprojects, i.e., pre-construction conference, CMT, OMAS, and other related capacity building activities			
Filling-out of information in the online data capture form (Form 2 of the iPIMS)			

Table 4. RBME of I-REAP Component; including indicative targets

Activities	Output	Outcome	Contribution to PDO
Agri-fishery enterprise development in support to FCAs, clustered FCAs, or LGU based on RAFIP/PCIPs	Agri-fishery enterprise developed with FCAs, clustered FCAs, and/or LGUs	Agri-fishery enterprises engaged in post-production segments of value chains	The I-REAP component deals directly with the beneficiaries provide support for enterprise development. With the

Sub-grants for value chain infrastructure related to agri-fishery enterprise	Technical Assistance to FCAs, clustered FCAs, and/or LGUs provided	Increase in profitability of participating agri-fishery enterprises	enterprise in place, beneficiaries' access to market improves as the component provides them sound technical support such as market linkage, credit and insurance facilitations, and others.
Technical Assistance for FCAs/clustered FCAs, and producers to access services (market linkage, technology, credit, insurance, and others)			
		Agri-fishery enterprise clusters reached by business development support including credit and insurance	The interventions being provided to the beneficiaries is assumed to directly impacts their profit from agri-fishery activities.
		Agri-fishery enterprise clusters with partnership agreement with institutional buyers	
		Women directly participating in clustered enterprises	

Table 5. RBME of I-SUPPORT Component

Activities	Output	Outcome	Contribution to PDO
Oversee administration, procurement, and financial management	Technical assistance to components conducted	Institutionalized PRDP innovations including climate-smart technologies within the DA	The support to be provided by I-SUPPORT contributes to the achievement of expected outputs of the recent components with the provision of monitoring, evaluation, and learning systems, grievance regress mechanisms, digital spatial maps and geotagged photos, etc. All of these contributes to the whole process of achieving the expected outcome, especially the PDO level indicators.
Supervise economic and financial analysis	Safeguards (GRM) feedback consolidated		
Facilitate safeguards and grievance regress mechanism	M&E and KM implementation integrated	Enhanced Project's M&E system incorporating knowledge management	
Conduct of geo-mapping and digitalization			
Application of M&E and Knowledge Management to ensure efficient and effective implementation of the project	Evaluation activity conducted	Grievances registered in the project's grievance redress system addressed	
	Knowledge products shared	Producers satisfied with adequacy of access to post-harvest services and facilities	
Internal / external communication	IEC materials disseminated		
Filling-out of information in the online data capture form (Form 4.1 and 4.2 of the iPIMS)			

Section 3: RBME Reporting and Feedbacking

3.1. Reporting and Feedbacking Flow

3.1.1. Figure 3 shows the recipient of the report as well as the feedbacking flow back to the senders. Please note that this diagram only specified to whom the reports of RBME shall go.

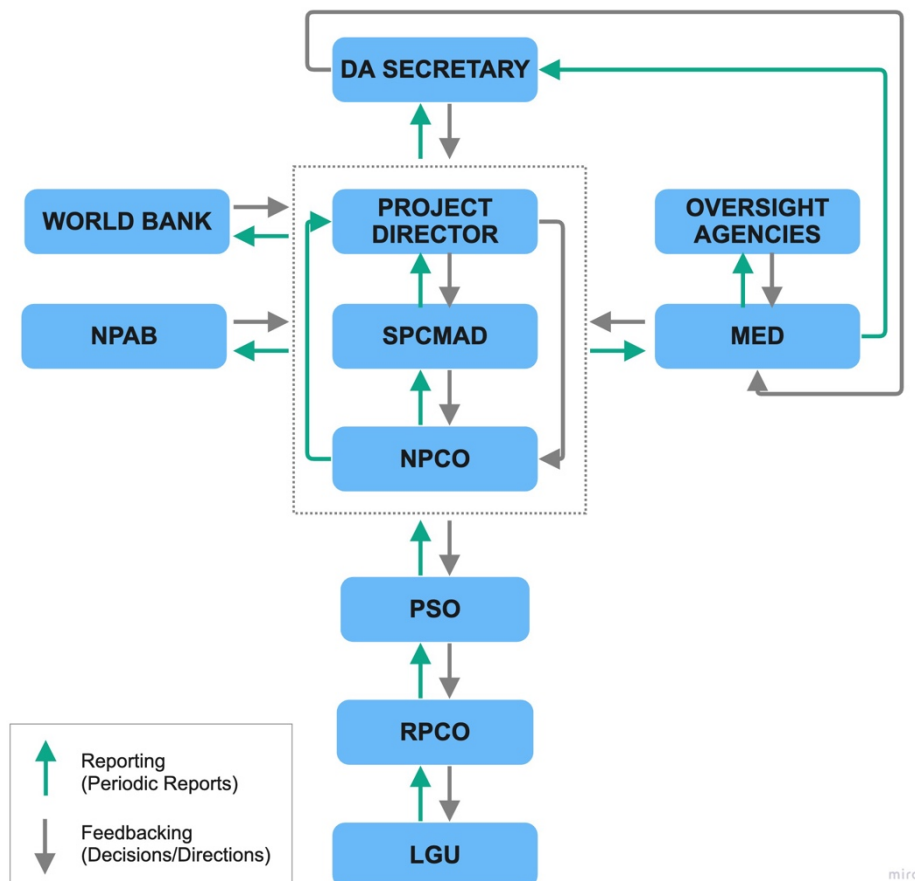


Figure 3. Reporting and Feedbacking Process

3.1.2. As discussed in the previous section, the updates emanate from the LGU (P/C/MPMIU) which shall be validated by the RPCO, especially the components and units concerned. The MEL Unit from at all levels shall report to the management across levels, including all components and units.

3.1.3. The NPCO MEL submits report (periodic and other technical reports) to the SPCMAD with the approval of the management which is to be submitted to the DA-Monitoring and Evaluation Division (MED).

3.1.4. The DA-MED will use the report of the PRDP SU as their reference for the DA-wide reports to be submitted to the Secretary and oversight agencies. RBME

reports are also submitted to the World Bank and the National Project Board Approval (NPAB).

3.1.5. Feedback, on the other hand, shall be in a form of decisions being made by the top management and the oversight agencies through memoranda, special orders, and other communication documents regarding policy adjustments within the Project.

3.2. Reporting and Feedbacking Mechanism

3.2.1. With regards to the above flow of reporting and feedbacking, there are several mechanisms can be identified. However, in this MEL system identified a list of mechanisms where the reports can be communicated to the intended recipients.

3.2.1.a. **Dashboards and analytics.** For real-time management information, the iPIMS will be having a comprehensive dashboard that reflects the collected data on specific period. Additionally, the MEL Unit through its SDM subsystem shall develop a mobile application that reflects the dashboard with relevant analytics specifically for management use.

3.2.1.b. **MEL Reports Submissions.** A comprehensive periodic report containing subproject status, i.e., output and expected outcome, which are submitted in a monthly, quarterly, and annually to the management and the SPCMAD.

3.2.1.c. **Periodic Assessment.** A MEL Unit-led activity that convenes all components and unit of the Project, which aims to assess the implementation on a specific period based on the report being prepared through the iPIMS. The assessment will be done on a semi-annual basis.

Part 5: Progress M&E Subsystem

Section 1: Progress M&E Description

1.1. **Progress Monitoring** keeps track of actual outputs as well as milestones leading to outputs and comparing them against targets expected at specific periods. Analysis shall be made according to targets set for the year using WFP and as of the period reported based on Program, Activities, Projects (PAPs). It will also determine causes of slippages or delays and alarm management on the areas or aspects of implementation that need to be improved or given heavier attention.

1.2. The **Progress Evaluation**, on the other hand, endeavors to assess efficiency in managing the Project. It looks at how performance in realizing outputs according to agreed quantities and schedules, is influenced by any of the following: (i) process or operations guidelines; (ii) manner the process is carried out (approaches, strategies,

and activities); (iii) human resources involved in the process; (iv) budgets earmarked for activities; (v) policy and institutionalization supports; and (vi) others. Findings shall impel changes or adjustments in the manner the Project is managed to improve implementation.

Section 2: Progress M&E Process

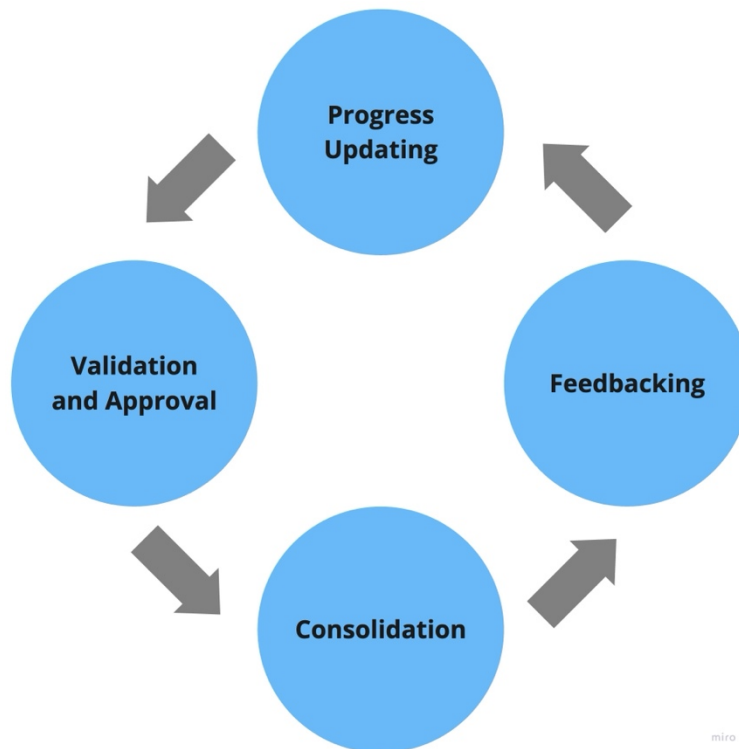


Figure 4. Progress M&E Process

2.1. The following four (4) phases in Progress M&E, as shown in Figure 4 which shall be defined by set of activities to be undertaken under the subsystem:

- 2.1.a. **Progress Updating.** It is the process of providing latest data on the status of targeted activities and deliverables which may lead to expected outputs. The updates are based on the operation of the major components including concerned units.
- 2.1.b. **Validation and Approval.** This is the process on which the recipient of updates and checks the validity of information through site visits, auditing of documentary basis, and among others. This specific activity is accounted to major components and concerned units;

- 2.1.c. **Consolidation.** This is the process by which the MEL Unit manages and consolidates the validated data in the project management information system. This also includes processing, analysis, and generate reports for the management and other stakeholders; and
- 2.1.d. **Feedbacking.** This is the process in which the MEL Unit disseminates the produced report to the management and other stakeholders.

Section 3: Roles and Responsibilities in the Progress M&E Process

3.1. The activities, roles, responsibilities, and accountability of each office by component are as follows and further reflected on Table 6:

- 3.1.1. **P/C/MPMIU:** They shall monitor and update subproject status monthly within their respective areas through iPIMS.
- 3.1.2. **RPCO:** They shall facilitate the validation and approval of the updates and data provided by P/C/MPMIU in the iPIMS. They shall be accountable for conducting field validations based on the P/C/MPMIU’s updates to ensure the accuracy of information and make necessary corrections, as applicable, in the iPIMS.
- 3.1.3. **PSO:** They shall validate and consolidate the information submitted by their respective RPCO counterparts. They shall also provide feedback to the PSO management and copy furnish the NPCO.
- 3.1.4. **NPCO:** They shall generate project-wide consolidated reports based on the iPIMS data and information to inform Project steering as well as other oversight committees, as deemed necessary.

Table 6. Progress M&E Responsibility and Accountability Matrix

Activity / Responsibility	Offices Responsible				Person / Unit Accountable
	PPMIU	RPCO	PSO	NPCO	
Progress Updating	/	/			Concerned components and units (I-PLAN, I-BUILD, I-REAP, SES, Procurement, Finance, GGU, Economics, IDU)
Validation and Approval		/	/		

Consolidation		/	/	/	MEL Unit
Reporting / Feedbacking		/	/	/	MEL Unit

3.2. Accomplishment of activities / responsibilities at the level of P/C/MPMIUs, RPCOs, and PSOs would be on a regular basis. Moreover, the deadline for the updating from LGU to PSO level would be on every 25th of the month. Updating would all be accomplished digitally through the Project Information Management System (PIMS) dedicated Forms for each Project components such as:

- 3.2.1.** Form 1: I-PLAN Component
- 3.2.2.** Form 2: I-BUILD Component
- 3.2.3.** Form 3: I-REAP Component
- 3.2.4.** Form 4: I-SUPPORT Component

Section 4: Functions of Progress M&E

The “Input-Process-Output” or Progress M&E is about continuous tracking and at the same time spearheading “efficiency” in implementing the DA- PRDP SU. The specific responsibilities of concerned components and units at all levels can be gleaned from Annex 1. Meanwhile, the Progress M&E can be further broken down into three (3) overall functions:

4.1. Implementation Monitoring

4.1.a. A day-to-day monitoring and feedbacking of the components and units on their Project respective operations. These include the utilization of Project’s Information System for the updating of the subproject progress and milestones, procurement, financial management, and other management-related functions.

4.1.b. This function of progress M&E centers on *monitoring the actual implementation of the Project* by the PPMIUs, RPCOs and the PSOs. The updates provided by this function not only shows management and program steering actual progress vs targets of PRDP SU, but it can also provide information and generate trends for planning, implementation, and adjustments to meet targets by the end of implementation. This will also cover the status of subproject implementations – i.e., progress vis-à-vis implementation milestones, physical and financial accomplishment.

4.2. Alert Mechanism

4.2.1. This focuses on the active monitoring and reporting of pressing issues and bottlenecks to the DA-PRDP SU management at the RPCO level relative to the subproject implementation.

4.2.2. In context, the alert mechanism is based on the concept of the issue-based reporting from the previous PRDP M&E operations manual. In the PRDP SU, the MEL Unit opted to change its name to reflect the intention to “alert” the management on what is happening on the ground. This function of progress M&E will inform the program steering on *critical subprojects* which needs to be addressed to meet indicative targets at the soonest time possible to mitigate substantial impact on periodic accomplishments.

4.2.3. Critical subprojects that are *slow or non-moving, and on-track will also be looked at*. These categorizations will be visible in the iPIMS and the summarized status will be reported in real-time through a dashboard.

4.2.4. Aside from monitoring the status of the subprojects, part of this mechanism is the identifying of:

4.2.4.a. **Bottlenecks.** These are concerns which pertain to challenges in the process of implementation such as late compliance to documentary requirements, delayed constructions, hampered procurement process, fiduciary concerns, and other project management issues that can be solved by adjustment in policies and guidelines.

4.2.4.b. **Pressing Issues.** These are concerns that happened in the subproject areas that are beyond project management control but can be mitigated with proper interventions. Examples underlying these concerns are force majeure, insurgencies, and other unpredictable events.

4.2.5. While there is an interactive dashboard for alert mechanism, a prescribed report is recommended to be carried out by the MEL Unit specifically at the RPCO and PSO level as this report will be on a subproject basis. This will be the periodic report to be submitted by the said offices to their respective managements with copies to be sent to the NPCO MEL unit for reference. This periodic report is called Alert Mechanism Report.

4.2.5.a. **Alert Mechanism Report.** This periodic report contains the status by subprojects which are classified whether they are slow moving, non-moving, or on-track. This will also provide specific reasons behind the status of each subproject. Please take note, all the remarks and other texts will be captured in iPIMS. Therefore, the pre-requisite of a good alert mechanism

report is a fully accomplished Forms in the iPIMS, including texts. This will provide the RPCO and PSO management insights about the implementation of the PRDP in their respective coverages. Please see *Annex 5* for the proposed template of the report.

- 4.2.6. Another added feature under alert mechanism is the **Red Flag Tagging** which will be visible in the iPIMS. This will be tagged to the subprojects that needs highest attention by the management. This contains high-risk concerns in subprojects that need an urgent response to the RPCOs, PSOs, and even at the NPCO management. This may also be added in the periodic report for recording.

4.3. Safeguards Monitoring

- 4.3.1. This aims to track the safeguards status of project affected persons (PAPs) and institutions at the subproject level. Additionally, this aims to obtain positive and negative (i.e., grievances) feedback from the Project/subproject beneficiaries and other stakeholders regarding its implementation.
- 4.3.2. The safeguards monitoring enables the PRDP to address feedback from Project affected Persons (PAP) and institutions on its implementation. Unlike the alert mechanism function, safeguards monitoring will cater to the collection of feedback at the beneficiary's level. This includes monitoring of status of affected persons and institutions during subproject implementation, grievances related to subproject activities, as well as positive feedback. This supports the initiative of the SES Unit of the PRDP SU.

4.3.2.a. **PAPs Monitoring.** Specifically, through the SES Unit of the Project, the socio-economic status of those affected in the subproject implementations will be monitored. The monitoring of PAPs and PAIs will still be in place with improved features through the SDM.

4.3.2.b. **Citizen Monitoring and GRM Training.** In connection to the safeguards monitoring, the conduct and capacitating of beneficiaries should be in place. The MEL Unit proposes the merge of the two beneficiaries'-related capacity building such as the citizen monitoring training (CMT) and the grievance redress mechanism training (GRM) at the subproject level. This will further strengthen the feedbacking mechanism of the beneficiaries

4.3.2.c. **Feedback ticketing mechanism** is a system of monitoring feedback, positive and negative, from the subproject beneficiaries and other stakeholders that supports the GRM. The NPCO MEL Unit, through its Systems Development and Management sub-systems, will provide a database-powered tool that will store feedback gathered via text messaging, Facebook messenger, emails, and others. This mechanism is basically an enhancement to the previous web-based tool for GRM for more efficient monitoring of grievances. This is aligned to the process of GRM of the SES Unit. Additionally, the SES unit will undertake the updating and validation activities under this mechanism.

Section 5: Progress M&E Expected Outputs

5.1. The Progress M&E is concerned with producing periodic reports to measure the efficiency of the DA-PRDP SU. These reports shall include performance reviews and updates as well as cumulative accomplishments. Specifically, this subsystem shall produce the following information:

5.1.a. status of interventions among participating Provincial/Municipal/City LGUs accessing the Project;

5.1.b. status of building-up resources and mechanisms for Project implementation under NPCO lodged at the DA;

5.1.c. physical and financial progress of the Project during implementation;

5.1.d. positive and negative feedback from the subproject beneficiaries and other stakeholders; and,

5.1.e. alarm management on any indications or likelihood of delays to facilitate identifying measures for mitigation.

Part 6: Results M&E Subsystem

Section 1: Results M&E Description

1.1. For DA-PRDP SU, the results M&E is defined as a MEL unit-led systematic and objective periodic assessment of the Project to determine achievement of committed intermediate results indicators by component and PDO annually, midterm, and end-of-Project.

1.2. This subsystem shall serve as a feedback mechanism tool for the Project to further measure and evaluate the outcomes and provide additional information on progress toward achieving the committed PDOs and IRs. This shall also provide guidance for any corrective measures that must be implemented to the Project.

1.3. The results M&E examines the progress of the Project at specific periods i.e., annually, midterm, and EOP. The effectiveness of PRDP which will be determined at two levels, namely: (a) achievement of PDOs as bases to overall success of the Project and (b) achievement of Irs or outcomes that are identified from each component.

1.3.a. **Project Development Objectives (PDOs).** The DA-PRDP SU has committed to achieve the PDOs that include the outcome that is expected after receiving the subprojects. The general objective of the DA-PRDP SU is to improve farmers and fisherfolk access to markets and increase income from selected agri-fishery value chains. This objective of the Project can be further measured using a set of PDO indicators. All objectives can be achieved through improving access to a strategic network of infrastructure, market information and support services and increasing the value of producers' market surplus, within priority value chains.

1.3.b. **Intermediate Results (Irs).** Aside from the PDOs, Irs are the additional benefits that are expected to receive after the implementation of subprojects for each component. The Irs are aligned with the subprojects being provided to each component. For instance, reduction in travel time is being measured for farm-to-market road subprojects while agri-fishery enterprise clusters with partnership agreement with institutional buyers are being reported for I-REAP subprojects.

1.3.c. **Other Emerging Benefits.** These shall include other benefits arising from the target areas that can be attributed to the projects.

Section 2: Project's Project Development Objective and Intermediate Results

2.1. Specific PDOs and Irs aimed to be achieved by the end of the project are as follows:

<p>Results Framework COUNTRY: Philippines Philippine Rural Development Project Scale-up</p>
Project Development Objectives(s)

To improve farmers and fisherfolk access to markets and increase income from selected agri-fishery value chains.		
Project Development Objective Indicators		
Indicator Name	Baseline	End Target
1. Number of farmers and fisherfolk reached by agri-fishery services and assets (Disaggregated by gender)	0.00	450,000
Of whom are women	0.00	225,000 (50%)
2. Percentage Increase in volumes of marketed output	115,000 MT	40.00
3. Percentage increase in farmers and fisherfolk income derived from agri-fishery commodities and product forms	PHP 42,000	30.00
Intermediate Results Indicators by Component		
Indicator Name	Baseline	End Target
Component 1: National and Local Level Planning (I-PLAN)		
1.1 Percentage increase in the amount of agri-fishery investments in PCIPs supporting priority value chains	0.00	30.00
1.2 Number of Regional Agriculture and Fishery Investment Portfolio (RAFIP) utilized in the DA annual work plan	0.00	15.00
1.3 Percentage of DA and LGU participants with improved knowledge in investment planning	0.00	90.00
Component 2: Rural Infrastructure Market Linkage (I-BUILD)		
2.1 Percentage reduction in transport costs in roads linking production areas to markets	Php 4.5/kg	30.00
2.2 Percentage reduction in travel time of farmer/ fisherfolk from farm to market	10 min/km	40.00
2.3 Cropping intensity increased in areas served with new/improved irrigation or drainage services	100	170.00
2.4 Percentage of completed climate-smart value chain infrastructure facilities operating as designed	0.00	90.00
Component 3: Enterprise Development Component (I-REAP)		
3.1 Percent increase in profitability of agri-fishery enterprises	0.00	40.00
3.2 Percent of agri-fishery enterprise clusters reached by business development support including credit and insurance	0.00	50.00
3.3 Percent of agri-fishery enterprise clusters with partnership agreement with institutional buyers	0.00	50.00
3.4 Women directly participating in clustered enterprises	0.00	50.00
Component 4: Project Implementation Support Component (I-SUPPORT)		
4.1 Institutionalized PRDP innovations including climate-smart technologies within the DA	0.00	10.00
4.2 Enhanced Project's M&E system incorporating knowledge management	No	Yes

4.3 Percentage of grievances registered in the project's grievance redress system addressed	0.00	90.00
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Section 3. Results M&E Activities and Outputs



Figure 5. Results M&E Schedule

3.1. Figure 5 shows the activity and schedules under the Results M&E which are broken into three main phases of the Project. These three phases correspond to the following specific deliverables needed to measure success i.e., effectiveness of the Project vis-à-vis the expected outcomes:

3.1.1. Baseline Study

3.1.1.a. This is an initial assessment being conducted to measure the current situation of beneficiaries in relation to the committed outcomes, attitudes, behaviors prior to receiving the actual interventions of the subprojects.

3.1.2. Beneficiaries Profiling

3.1.2.a. This is a data collection initiative of the Project which seeks to know the actual economic condition of beneficiaries in the subproject level before the intervention. This is also a pre-requisite to the Rapid Appraisal of Emerging Benefits (RAEB) as the selected respondents shall be the same. This activity is scheduled between the baseline period and Midterm (i.e., first two years of PRDP SU implementation).

3.1.2.b. Moreover, the profiling activity shall be done upon the approval of the subproject and before the start of implementation to properly determine the before scenario of the beneficiaries. The selection of subprojects shall be based on a set of criteria in consideration to Project's resources. Subprojects that will be approved beyond the second year of implementation shall not be subjected to this activity.

3.1.3. Midterm Study

3.1.3.a. This study shall be in accordance with the requirements presented during the preparatory stage of the Project. This will be conducted within the 3rd to 4th year of implementation of the DA-

PRDP SU subprojects to assess the status and progress of the project in relation to achieving the committed PDOs and Irs. The overall performance of the subprojects with respect to relevance, effectiveness, efficiency, and sustainability will be assessed during the conduct of this activity. Issues and concerns, challenges, and best practices are expected to be identified from the conduct of assessment of the subprojects.

3.1.3.b. The conduct of midterm assessment shall be done by a third-party evaluator to remove the biases with the whole process. The evaluator company/group is responsible to do an end-to-end assessment starting from planning up to finalizing the report.

3.1.3.c. Moreover, the NPCO, PSOs, and RPCOs MEL Unit is tasked to provide administrative and technical assistance to the evaluator, while ensuring that not any form of biases will arise and affect the outcome of the conduct of the evaluation.

3.1.3.d. The third-party organization is expected to submit a midterm evaluation report to the PRDP management for review and comments prior to its submission to the project counterparts from the World Bank for their further review and comments.

3.1.4. Rapid Appraisal of Emerging Benefits

3.1.4.a. This is an evaluation initiative by the DA-PRDP SU management focused on determining the success of various subprojects that are being and have been implemented across the country and how these are aligned with the PDO. It seeks to complement the midterm and EOP evaluation, which determines the overall success of the Project based on the indicators specified in the Project Results Framework and Arrangement for Monitoring. The RAEB will be done between the midterm and endline periods.

3.1.4.b. Selected subprojects shall undergo RAEB to assess the progress of subprojects and provide feedback to DA-PRDP SU management aiding their decision-making activities. At the same time, this will identify the benefits that can be attributed to the subproject and how these benefits can contribute to achieving the PDOs, Irs and other emerging benefits from the area. Specific guidelines on the conduct of RAEB can be gleaned in Annex 2.

3.1.5. Consolidated RAEB

3.1.5.a. The consolidated RAEB report is an initiative of the DA-PRDP SU NPCO MEL Unit which shall show the aggregated results of the reports being submitted by PSOs and RPCOs. This report is used as

a basis of the NPCO in various submissions and data request by partners such as the World Bank, DA offices, etc.

3.1.5.b. This consolidated report is project's in-house assessment of how near is the Project in achieving the outcomes set by the management and the funding partner. At the same time, the information that is gathered from RAEB shall provide information to the management of the progress and even provide feedback to SPs that need actions.

3.1.6. Endline/End-of-Project (EOP) Study

3.1.6.a. This type of evaluation is being conducted to measure the extent the Project has achieved in terms of its objectives, committed targets, as well as to assess the overall performance of the Project. The overall performance shall be measured for its relevance, efficiency, effectiveness, and sustainability. This shall also determine the value for money allocated for the Project. At the same time, this aims to identify challenges, issues, and concerns that must be addressed accordingly as well as best practices that must be replicated for further use.

3.1.6.b. The conduct of end-of-project evaluation shall be assigned to a third-party evaluator which will be acquired within the last two (2) years of the Project. The commissioned group or company shall do an end-to-end evaluation from planning to report submission. This is to avoid having biases during the whole process of conducting the evaluation activities.

3.1.6.c. Moreover, the NPCO, PSOs, and RPCOs MEL Unit may provide administrative and technical assistance to the evaluator ensuring that it will not have any effect on the possible outcome of the study nor cause any conflict of interest among the stakeholders and beneficiaries.

3.1.7. Annual Assessment

3.1.7.a. Additionally, monitoring of some results indicators will be done on an annual basis.

3.1.7.b. This specific activity is part of the periodic *assessment (as reflected in the RBME Reporting and Feedbacking part)* wherein the MEL Unit shall assess the effectiveness of the Project by measuring the results indicators, especially those that can be validated through iPIMS and collection of pertinent secondary data. For further details on capturing specific results indicator, please see Annex 3 for the *Monitoring & Evaluation Plan*.

Section 4. Roles and Responsibilities in Results M&E

4.1. The following components and units shall have the specific roles and responsibilities:

Table 7. Roles and Responsibilities of Components and Units on Expected Outputs

Office	Expected Output	Role of Office
NPCO		
I-PLAN	Baseline Study	The component shall assist in collecting data such as but not limited to PCIPs and VCAs to be included in the baseline study.
	Midterm Assessment	The component shall provide technical assistance to the external evaluator that will be hired to conduct a midterm assessment for the Project. The component shall review and evaluate the report that will be submitted by the organization before presenting and submitting the final report to the World Bank.
	End-of-Project Evaluation	The same with midterm assessment, the component shall provide technical assistance to the external evaluator during the conduct of end-of-project evaluation. The component is also tasked to review and evaluate the report that will be submitted by the organization before presenting and submitting the final report to the World Bank.
I-BUILD	Individual RAEB Report	The component shall join and oversee the conduct of individual RAEB to selected I-BUILD component subprojects.
	Consolidated RAEB Report	The component shall review and validate the data being reported by the Project.
	Baseline Study	The component shall assist in collecting necessary data and information for the conduct of the baseline study.
	Midterm Assessment	The component shall provide technical assistance to the external evaluator that will be hired to conduct a midterm assessment for the project. The component shall also review and evaluate the report that will be submitted by the organization before presenting and submitting the final report to the World Bank.
	End-of-Project Evaluation	The same with midterm assessment, the component shall provide technical assistance to the external evaluator during the conduct of end-of-project evaluation. The component shall also review and evaluate the report that will be submitted by the organization before presenting and submitting the final report to the World Bank.
I-REAP	Individual RAEB Report	The component shall join and oversee the conduct of individual RAEB to selected I-REAP component subprojects.
	Consolidated RAEB Report	The component shall review and validate the data being reported by the Project.
	Baseline Study	The component shall assist in collecting necessary data and information for the conduct of the baseline study.
	Midterm Assessment	The component shall provide technical assistance to the external evaluator that will be hired to conduct a midterm assessment for the project. The component shall also review and evaluate the report that will be submitted by the organization before presenting and submitting the final report to the World Bank.

	End-of-Project Evaluation	The same with midterm assessment, the component shall provide technical assistance to the external evaluator during the conduct of end-of-project evaluation. The component shall review and evaluate the report that will be submitted by the organization before presenting and submitting the final report to the World Bank.
I-SUPPORT (MEL Unit)	Individual RAEB Report	The MEL Unit shall have a repository of RAEB reports being submitted by RPCOs which will be further used for validation.
	Consolidated RAEB Report	The MEL Unit shall facilitate the crafting of the consolidated RAEB report for submission to the DA-PRDP SU management and World Bank team.
	Baseline Study	The MEL Unit shall act as the lead unit who will be the point-person for the conduct of these evaluation and assessment activities.
	Midterm Assessment	The MEL Unit shall act as the lead unit who will be the point-person for the conduct of these evaluation activities.
	End-of-Project Evaluation	
PSOs	Individual RAEB Report	The PSOs, together with RPCOs, shall spearhead the conduct of RAEB to their respective areas. The PSOs are also tasked to conduct an initial consolidation of RAEB reports being submitted by RPCOs.
	Consolidated RAEB Report	The PSOs shall conduct an initial consolidation of RAEB reports being submitted by RPCOs.
	Baseline Study	The PSO shall assist in the consolidation of necessary data for the conduct of the baseline study.
	Midterm Assessment	Since there will be an external organization that will be hired for the conduct of midterm assessment for the project, the PSOs must provide technical and administrative assistance to the external evaluator during the conduct of activities related to midterm assessment.
	End-of-Project Evaluation	A third-party organization will be commissioned to do the conduct of end-of-project evaluation. The role of PSOs is to provide necessary technical and administrative assistance to better conduct the evaluation activities.
RPCOs	Individual RAEB Report	The RPCOs must spearhead the administrative arrangements for the conduct of RAEB to selected SPs. The RPCO must also facilitate the writing of RAEB reports for submission to PSOs.
	Consolidated RAEB Report	The role of RPCOs for the consolidated RAEB report shall validate the data that will be included in the consolidation.
	Baseline Study	The RPCOs shall provide the necessary data for the conduct of the baseline study.
	Midterm Assessment	Since there will be an external organization that will be hired for the conduct of midterm assessment for the project, the RPCOs must provide technical and administrative assistance to the external evaluator during the conduct of activities related to midterm assessment.
	End-of-Project Evaluation	A third-party organization will be commissioned to do the conduct of end-of-project evaluation. The role of RPCOs is to provide necessary technical and administrative assistance to better conduct the evaluation activities.

Table 8. NPCO RACI Matrix (Responsible, Accountable, Consulted, Informed)¹

Output	NPCO					
	I-PLAN	I-BUILD	I-REAP	I-SUPPORT (Except MEL Unit)	MEL Unit	PRDP Management
1. Baseline Study	CI	CI	CI	RC	R	A
2. Beneficiaries Profiling Report	CI	CI	CI	RC	R	A
3. Midterm Report	CI	CI	CI	RC	R	A
4. Individual RAEB Reports	I	I	I	I	CI	
5. Consolidated RAEB Report	CI	CI	CI	RC	AR	I
6. End-of-Project Report	CI	CI	CI	RC	A	A
7. Annual Assessment	R	R	R	R	R	A

Table 9. NPCO-PSO-RPCO RACI

Output	NPCO			PSO			RPCO		
	Management	MEL Unit	Other Components	Management	MEL Unit	Other Components	Management	MEL Unit	Other Components
1. Baseline Study	A	R	RCI	I	I	I	I	I	I
2. Beneficiaries Profiling Report		CI	RCI	A	AR	CI	A	AR	AR
3. Midterm Report	A	R	RCI	I	I	I	I	I	I
4. Individual RAEB Reports		CI	RCI	A	AR	CI	A	AR	AR
5. Consolidated RAEB Report	I	AR	RCI	I	AR	C	I	CI	CI
6. End-of-Project Report	A	A	RCI	I	RC	I	I	I	I
7. Annual Assessment	A	R	RCI	I	RC	RC	I	CI	CI

Part 7: Knowledge Management (KM) Subsystem

Section 1: Description of Knowledge Management

1.1. The overall purpose of Knowledge Management (KM) is to apply the knowledge learned from data and information collection and analysis to support attainment of project development objectives and ensure accountability for the resources used to achieve them. This MEL sub-systems entails ongoing tracking of each step of the Project operations and subproject implementation and operationalization, allowing project and non-project actors to learn from one another's experiences, and building expertise, good practices, and innovations for use in other programs and initiatives, particularly those in the Department.

¹ Responsible: Responsible to do or provide technical support to complete the KM task; Accountable: Own the KM task and answerable for its correct delivery; Consulted: Opinions and insights sought through two-way communication; Informed – Kept updated on progress through one-way communication

- 1.2. The KM function relies on the M&E system of the Project for inputs, data, facts, and information that is supported by evidence in order to answer learning-related questions: “What went well? What did not go well? And Why?” and feed into knowledge products that the Project will eventually produce. Moreover, the KM or “Learning” part resurfaces gaps and challenges and provides avenues for meaningful growth and progress, contributing to the formulation of evidence-based and solution-oriented policies and new interventions.
- 1.3. While Progress M&E and Results M&E answer, “Did they do it?” and “So what?” questions, the KM responds to “What can we change or improve as a result of the evidence, experience, and analysis that we have?”

Section 2: KM Objectives

- 2.1. The KM implementation shall enable the Project to:
 - 2.1.1. improve Project’s implementation performance and decision-making resulting from the application of lessons learned;
 - 2.1.2. support the replication, mainstreaming, and institutionalization of PRDP innovations and good practices within DA;
 - 2.1.3. influence DA’s evidence-based policy making and enhancement; and,
 - 2.1.4. share Project’s successes and solution-oriented knowledge to a wider range of audience/users.

Section 3: KM in the MEL System

- 3.1. The Figure 6 shows the complementary relationship of the KM subsystem to the RBME in the DA-PRDP SU.
 - 3.1.1. **KM in Progress M&E.** Progress M&E shall provide evidence-based information from the Project and subproject implementation that could further be analyzed by identifying and documenting valuable knowledge such as but not limited to challenges and its root causes, success or enabling factors, mitigating measures from the initiatives, innovations, and best practices. This codified knowledge shall be disseminated among the community of practice, including the DA-PRDP SU staff and DA.
 - 3.1.2. **KM in Results M&E.** KM in the Results M&E provides an enabling learning environment for the DA and other partner stakeholders to share and adopt the Project’s tried-and-tested and documented best practices, lessons learned, and innovations which catalyze the attainment of the Irs and PDO.

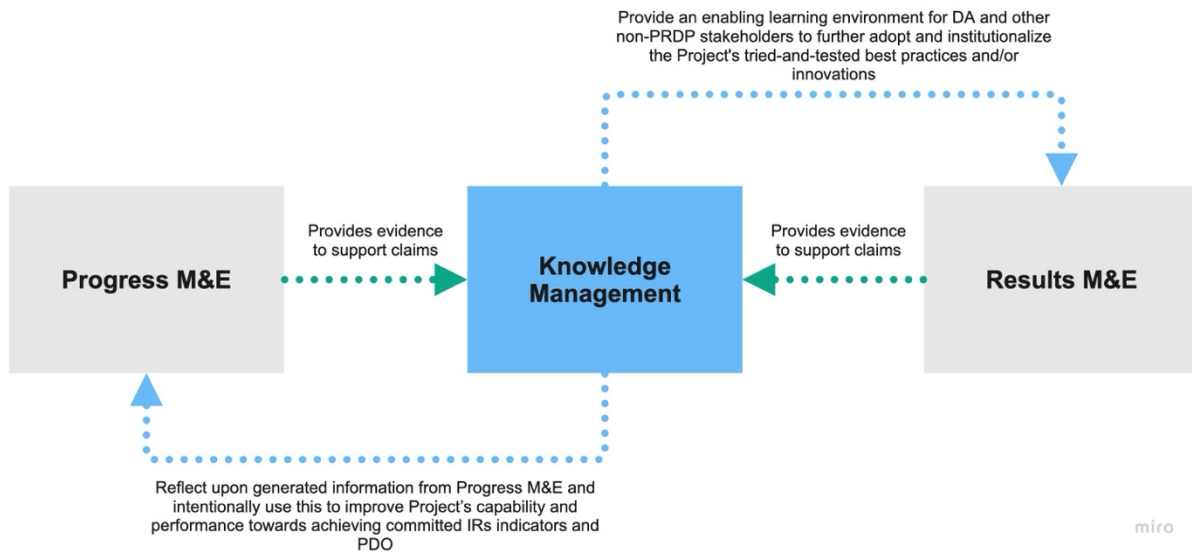


Figure 6. Knowledge Management in the RBME

Section 4: Expected Outcomes

4.1. The KM implementation shall be able to achieve the following:

4.1.1. Improved effectiveness and efficiency of Project operations and SP implementation and operationalization;

4.1.2. Integrated lessons learned and good practices into the Project's processes and interventions and disseminated across PRDP and non-PRDP stakeholders;

4.1.3. Addressed needs and priorities of target internal and external through knowledge and learning interventions including targeted capacity building activities; and,

4.1.4. Replicated and mainstreamed successful experiences and innovations based on solid evidence-based and technical knowledge of what works and why.

Section 5: Roles and Functions in KM

5.1. The following roles have been identified within the Project's Knowledge Management provided that concerned KM personnel are on board:

Table 10. Roles and Functions of KM actors/users

Role	Component/Unit	Function
KM Lead	DA PRDP Management	Provide overall direction of the DA-PRDP KM system; Approve/disapprove knowledge products and other KM

	NPCO MEL	initiatives/activities to be cascaded, disseminated, facilitated, or published within or outside the Project
KM Screening Committee	ODPD, Institutional Development Unit, MEL Unit	Assess or evaluate if the captured best practices/lessons learned support the attainment of KM outcomes and PDOs
KM Manager	MEL unit mainly KM Specialist, KM Officers at all levels	Provide inputs to the planning, designing, embedding, improving, removing and maintaining all areas of the DA-PRDP KM system in their respective clusters and offices
Knowledge Reviewer	(1) Component and Unit Heads	Both 1 and 2 to review the authored knowledge and submitting it for approval
	(2) MEL Unit mainly KM Specialist, KM Officers at all levels	MEL unit to attend and provide coaching or technical assistance to the requesting party
Knowledge Publication and Dissemination	InfoACE unit	Ensure the quality and standard language use and writing style and package the knowledge products addressing the target audience's/knowledge users' different learning styles
KM Focal	Designated components and units' personnel	Support the integration of KM in each component and unit process and unit
Knowledge Writer and Contributor	All components and units	Responsible for documenting and writing the knowledge and ensuring it contains all the relevant and supporting information and evidence
		Facilitate the integration of applicable KM principles/processes into their respective component/unit operations which include but not limited to knowledge sharing, good practices and lessons learned documentation, learning events, utilization of I-LEARN (KM portal), development of other knowledge products to support mainstreaming and among others
Knowledge Source and User	DA PRDP DA, PGs, FCAs, LGUs, private sector and other NGAs, NGOs	Use the knowledge to perform their activities, improve the way they work, and mainstream/replicate good practices and lessons learned

Table 11. RACI Matrix (Responsible, Accountable, Consulted, Informed)²

	KM Lead	KM Screening Committee	KM Manager	Knowledge Reviewer	Knowledge Publication and Dissemination	Knowledge Writer/ Contributor	Knowledge User
1. Adoption of KM framework	A	R	R	R	R	R	C
2. Development of knowledge product							
Identify Knowledge						AR	
Write Knowledge						AR	
Review and Update Knowledge	R	R	R	AR		R	
Publish and Disseminate Knowledge	I		R		AR	I	I
Use Knowledge & Provide Feedback as deemed necessary	I		I		I	I	AR
Identify Knowledge for Removal						AR	
Remove Knowledge	C,I	C,I	AR	R	I	R	
3. KM awareness and capacity building			AR			C,I	
4. Conduct of knowledge audit, databases, experts inventory			AR	R	R	R	
5. Inventory existing KPs since project start-up			AR		R		
6. Development of KM portal			AR			C,I	C,I
7. Utilization of the I-LEARN (KM portal)	I		R		R	R	AR
8. Identification of and collaboration with key communities of practice (CoPs)	I		R			AR	C,I
9. Knowledge-Sharing Activities and Learning Sessions			R			AR	C,I
10. Monitoring of KM initiatives	C,I		AR		I	I	
11. Mainstreaming of KM			AR				
12. Recognition activity	AR	R	R		R	I	I

² Responsible: Responsible to do or provide technical support to complete the KM task; Accountable: Own the KM task and answerable for its correct delivery; Consulted: Opinions and insights sought through two-way communication; Informed – Kept updated on progress through one-way communication

13. Maintain and Continually Improve Knowledge	C,A	R	AR	R	R	R	

Section 6. DA-PRDP KM Process Flow

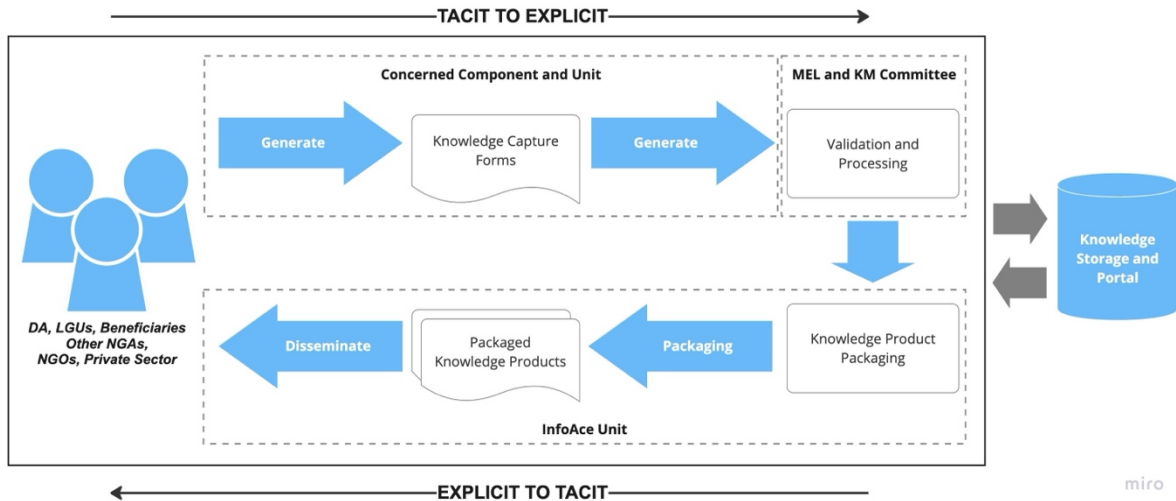


Figure 7. PRDP KM Process Flow

6.1. The prepared KM process flow shown in Figure 7 is a continuing process. This designed to help Project reflect the prevailing KM-related factors and outputs at any given time, which may be refined from time to time as lessons are drawn from practice.

6.2. The quality of the knowledge product will depend on what is done with the initial knowledge processes. Each process is interrelated and a deficiency in the functionality of one process may compromise the overall performance of the KM. The following processes are described briefly in the subsequent paragraphs:

6.2.a. Knowledge needs and demand assessment. This process shall deepen the understanding of the Project’s knowledge gaps, needs, and demands. The PRDP shall identify/measure the strengths and weaknesses of its existing KM enablers, such as leadership, people, technology, knowledge processes, learning and innovation, and knowledge products.

6.2.b. Project Activities. This process features the activities and programs being implemented by the Project including but not limited to individual and group interactions, data and information gathering activities, formulation of new knowledge assets, training/workshops, inspections/monitoring, field visits with the proponent groups, coordination meetings, and other relevant project activities involving knowledge generation/acquisition.

6.2.c. Documentation/enrichment of critical knowledge. The Project through its components and units shall capture and document priority knowledge derived from its activities, projects, operations, and regional experiences. The PRDP shall codify tacit knowledge into more explicit forms that can be shared easily with its internal and external CoPs.

6.2.d. Translation of knowledge based on the target audience, purpose, and use. The KM focal/team shall be responsible in formulating concrete knowledge products in their respective operations. KPs shall be guided by a communication plan/strategy which sets the key messages, target audiences, and suggested media and platforms resulting from the knowledge needs assessment/analysis.

6.2.e. Storage and Retrieval. The Project shall develop and sustain user-friendly online knowledge storage and retrieval systems centrally accessible to its knowledge holders and users.

6.2.f. Sharing and Learning. The Project shall promote knowledge-sharing and exchanges of learning and development through internal and external CoPs. Knowledge sharing can be executed online and onsite in which the confidentiality of the information/knowledge assets should be given due consideration, when necessary.

6.2.g. Dissemination and Utilization. The Project shall put significant effort towards extensive knowledge dissemination through a variety of media and channels, which include but are not limited to the use of social media, paper-based publication outlets, web portals, podcasts, blogs/micro-blogs, and others.

6.2.h. Processing, Monitoring, and Validation. The Project shall identify the most effective and efficient ways to monitor and evaluate KM. Specific indicators shall be developed to measure the usefulness and the impact of the KM system over time. This process shall also continually take account of and learn from information and knowledge sharing internally and externally towards keeping the Project organizational capacity and systems on par with best practices and learnings on what worked and did not work.

Section 7. Knowledge Product Development

7.1. The steps below present the Project’s way of developing Knowledge Products:

Table 12. Steps in the Development of Knowledge Products

Step	Person Responsible	Description
1. Identify knowledge	All units and components	This step shall deepen the understanding of the PRDP internal and external CoPs’ knowledge gaps, needs, and demands along with tacit knowledge being imparted during a learning session or other KM-related activities and meetings. A variety of sources identifies the necessity for knowledge documentation. Please refer to Table _ for reference on possible KM topic.
2. Document/Write knowledge	All Component/Unit personnel	Once the need for new or updated knowledge is identified, a knowledge contributor shall accomplish the applicable KM capture forms and provide all appropriate supporting information to enable the knowledge to be available, evidence-based, and solution-oriented to the right audience.
3. Review and check content of submitted KP	Component/Unit Head Component/Unit KM Focal MEL Unit	The Unit/Component head shall check content and provide clearance prior to submission to MEL unit. Upon clearance, the assigned KM focal of the unit/component shall submit the KP entry through I-LEARN. The MEL unit shall receive submission and validate content of the submitted KP. If comments need to be addressed, KP review will be given back to the concerned component/unit for further enhancement.
4. Assess or evaluate submitted knowledge entry	KM Screening Committee	Cleared entries by MEL unit shall be endorsed to the Committee for screening. The committee is composed of PD/ODPD, IDU, MEL unit, and DA MED. If contents meet the standards, the KP will be passed to InfoACE unit. Otherwise, the KM form will be reverted to concerned KM contributor for further refinement.
5. KP entry for packaging and proofreading	InfoACE unit	The InfoACE unit shall ensure the quality and standard language use and writing style; and package the knowledge content by addressing the target audience’s/knowledge users’ different learning styles.
6. Scan, upload, and disseminate approved KP in I-LEARN and other platforms	MEL unit for ILEARN InfoACE unit for PRDP socmed and website	The MEL unit shall scan,upload, and share approved KP through I-LEARN. The InfoACE unit shall support dissemination to a wider set of audience through a variety of media and channels, which include but are not limited to the use of social media, paper-based publication outlets, web portals, podcasts, and/or among others.

		<p>The contributing component/unit shall promote knowledge-sharing and exchanges of learning and development through internal and external CoPs. Knowledge sharing can be executed online and onsite in which the confidentiality of the information/knowledge assets should be given due consideration, when necessary.</p> <p>The MEL unit through I-LEARN shall set up mechanism wherein knowledge users may identify areas requiring clarity or improvement.</p>
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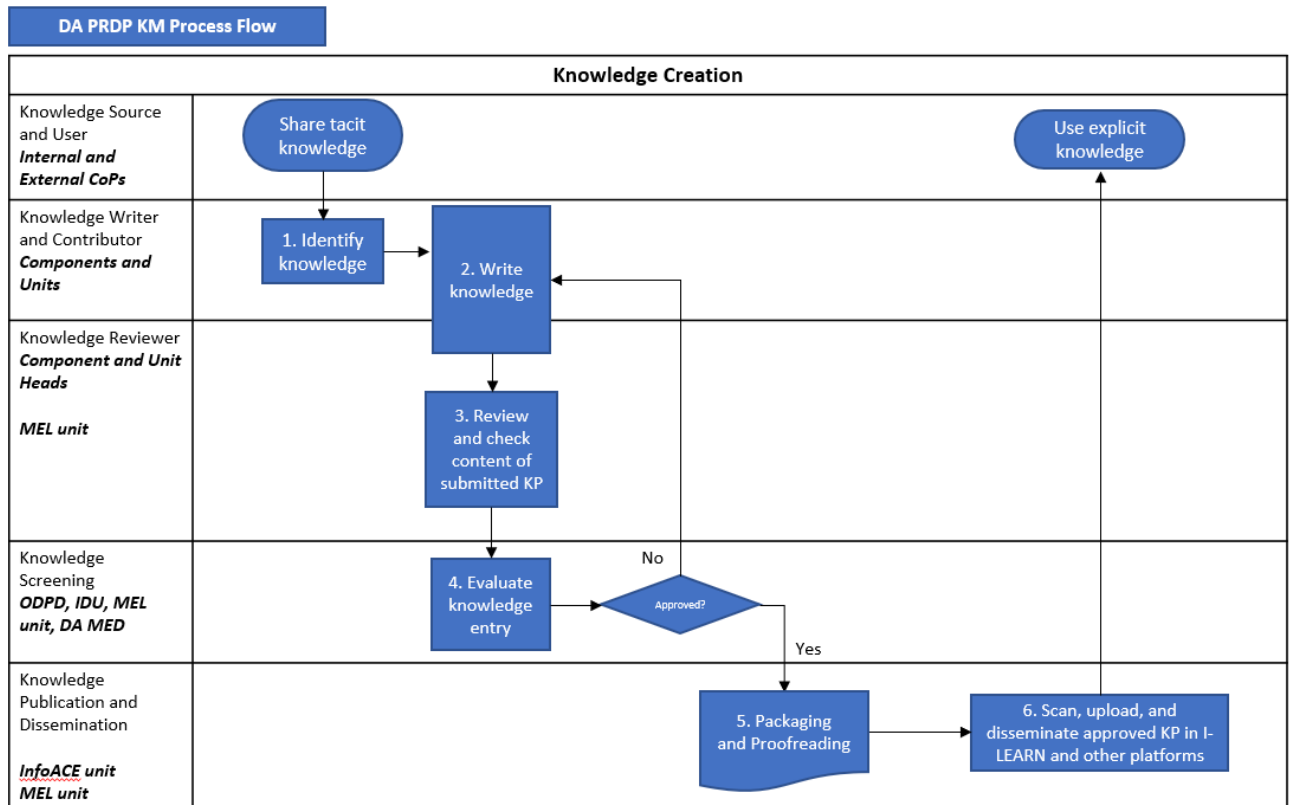


Figure 8. Knowledge Product Development

Section 8: KM Topics

8.1. The Project’s KM shall facilitate the documentation, analysis, sharing, and utilization of the valuable knowledge from the following areas:

Table 13. Areas/Coverage of Knowledge Management

Project’s Operations	Operational knowledge on Project’s Performance based on Physical and Financial commitments along with PDOs and Irs
Component/Unit’s Processes	Include operational knowledge on areas to be further improved to enhance efficiency and effectiveness of component/unit’s processes

Innovations	Operational knowledge on identified gaps and good practices in mainstreaming PRPD innovations as lead component/unit and as DA recipients
Pre- and Implementation Phase of Subprojects	Include the rich experiences, lessons learned, and good practices of PGs, LGUs, PMPMIUs, FCAs, and other beneficiaries
SP operationalization	Include the rich experiences, lessons learned, and good practices of PGs, LGUs, PMPMIUs, FCAs, and other beneficiaries during the operationalization of the SP
Private Sector Engagement	Knowledge on PRDP procedures, processes, and investments

Section 9: DA PRDP Scale Up Knowledge Products

9.1. In the attainment of the KM objectives and outcomes, the development of demand-driven and solutions-oriented knowledge products below are proposed to be prioritized for practical use of project implementers, local and international partners and funding institutions, stakeholders and beneficiaries, DA and networks, and policymakers and other institutions when formulating and/or implementing policies, processes, subprojects, and interventions in the field:

9.1.1. Priority Knowledge Products

9.1.1.a. Lesson Learned Document: This knowledge product conveys reflections and findings on past practices and experiences along with suggested ways forward to improve the PRDP's performance in the future.

9.1.1.b. Good Practice Note: This knowledge product presents evidence-based, successful experience of the PRDP on certain topics/processes/innovations/practices, with potential to be adopted by other groups in similar situations.

9.1.1.c. Policy Briefs. This knowledge product is a concise summary that presents what is known about a specific problem/issue along with the available policy options, which have worked well in the Project implementation, to address it. This also supports the IDU to institutionalize its processes and innovations in the DA.

9.1.1.d. How-to Guide: This knowledge product provides practical and operational guidance to target stakeholders on how to implement or facilitate a certain PRDP assessment/project tool,

component process, or initiative to achieve its objectives in the best and most efficient possible way.

9.1.2. Supplementary Knowledge Products

9.1.2.1. Technical Publication: This knowledge product articulates technical, analytical, statistical, and research outputs of existing PRDP subprojects, activities, and initiatives.

9.1.2.2. Information and Instructive Material: This knowledge product is audiovisual and multimedia in form which aims to increase awareness, understanding, and appreciation towards PRDP's innovations, best practices, and lessons learned generated and accumulated through time.

9.1.2.3. Case Study: This knowledge product presents a comprehensive understanding of a process, program, event, or activity, highlighting the problem, the impression and initial assessment of the case and the recommended interventions.

9.1.2.4. Success Stories: This knowledge product describes or explains a set of actions that has led to desired results or outcomes of the Project's interventions. It brings to life the positive result or impact of the Project translating research, surveys, and evaluative data into a human-interest story.

9.2. Building on the development of priority knowledge products, a series of other knowledge products (another priority KP or a new supplementary KP) can be produced as needed based on the knowledge needs and learning styles of each target audience. The table below provides the prescribed knowledge products with corresponding KM mechanisms for reference.

Section 10: KM Distribution Matrix

10.1. The Table 14 shows the target audience along with the corresponding knowledge products and platforms:

Table 14. List of Prescribed Knowledge Products and KM Mechanisms

Target Audience/ Recipients	KM Objectives	Knowledge Products (What)	KM Mechanisms (Where to capture, Where to disseminate)	
			Source	Sharing Platform
1. PRDP Components and Units, PSOs, RPCOs	KMO 1: Strengthen Project Implementation KMO 3: Influence policy change or enhancement	Know-how in daily operations Operations Manual Activity Reports Shared insights and lessons learned Good Practice Notes (GPNs)	-Coordination Meetings and Project Reviews/Assessments -Consultation Workshops -Progress and Results M&E Reports	- Planning Workshops - I-LEARN -MEL Monthly/Quarterly Report for internal dissemination
2. DA OSEC, attached agencies and bureaus for mainstreaming	KMO 2: Promote replication of innovations KMO 3	GPNs, Case Study, Lessons Learned Policy Briefs, Know-how on PRDP innovations Training Manuals	-Consultation Meetings with DA counterparts -Training Needs Assessment	-Brownbag sessions -PRDP Week/Knowledge Fair -Mainstreaming Activities
3. LGUs (MAO, PAO)	KMO 1	Shared insights and lessons learned	-Knowledge-Sharing Activities with PGs, PPMIUs	-PRDP Week/Knowledge Fair
4. PGs, FCAs	KMO 4: Share project knowledge and successes	GPNs, Case Study Success Stories	-Consultation/Dialogues with beneficiaries -RAEB and other activities and site visit with beneficiaries	- PG conferences - SocMed - Platforms/Websites
5. Private Sector	KMO 4	Success Stories	-Consultation/Dialogues with beneficiaries -RAEB and other activities with beneficiaries	-PRDP Week/Knowledge Fair - PG conferences - SocMed - Platforms/Websites -Brown bag sessions
6. General Public (For promotion purpose)	KMO 4	Success Stories Lessons learned and GPNs	-InfoACE data gathering activities -RAEB and other activities and site visit with beneficiaries	-Information Caravans -SocMed Platforms/Websites

Section 11: Expected Outputs

11.1. The KM implementation shall be able to achieve the following:

- 11.1.a. Documented lessons learned and good practices
- 11.1.b. Regular learning and knowledge-sharing events
- 11.1.c. Thematic communities of practice (CoPs)
- 11.1.d. Knowledge partnerships with non-PRDP actors e.g., private sector, LGUs, beneficiaries etc.
- 11.1.e. Other knowledge products to support learning, mainstreaming, and policy development
- 11.1.f. KM 101 and related capacity-building activities

Part 8: System Development and Management Subsystem

Section 1: SDM Description

- 1.1. Generally, the System Development and Management of the Monitoring, Evaluation and Learning (MEL) Unit is to provide digital systems and user support services that foster transparency and accountability through the data-driven and evidence-based implementation of RBME and KM systems.
- 1.2. This includes developing and maintaining robust digital platforms and tools, ensuring their effective deployment and utilization by target users, and offering comprehensive support to enhance transparency, accountability, and informed decision-making processes through leveraging data analytics.

Section 2: SDM Objectives

- 2.1. SDM aims to facilitate the seamless integration of RBME and KM systems, leveraging data analytics and evidence-based approaches to enable efficient monitoring, evaluation, and learning.
- 2.2. By developing and continuously improving digital systems and providing user support, SDM contributes to achieving the target indicators committed by Project's components and enhancing organizational performance by enabling data-driven decision-making and evidence-based implementation of the project.

Section 3: Roles and Functions in SDM

- 3.1. As support to the functions of the DA-PRDP SU's MEL unit, the SDM plays a crucial role in four components of the Project- I-PLAN, I-BUILD, I-REAP, I-SUPPORT from RPCOs, PSOs to NPCO level by providing and maintaining digital platforms that help fast-

track the collection, consolidation, processing and analyzing of data that can aid the concerned component in tracking project and assessing implementation towards achievement of committed Irs. The following table shows the roles of components and systems in SDM in each component at all levels:

3.1.1. I-PLAN Component

3.1.1.a. Design and develop digital systems and tools to support the I-PLAN component, which involves the development of information systems that simplify the collection, processing and analyzing project-related data which will serve as reference of the component on plan formulation.

3.1.1.b. Ensure seamless integration of digital platforms with project management systems for effective planning, budgeting, and implementation.

3.1.1.c. Provide technical support and training on using digital tools for data collection, analysis, and visualization.

3.1.2. I-BUILD Component

3.1.2.a. Design and develop digital systems and tools that support the monitoring and evaluation of infrastructure projects.

3.1.2.b. Provide technical support and training to stakeholders on using digital tools for progress tracking, and reporting of infrastructure projects.

3.1.2.c. Collaborate with the MEL unit to ensure that data collected through the digital systems contributes to the overall monitoring and evaluation framework.

3.1.3. I-REAP Component

3.1.3.a. Develop and maintain digital systems and platforms to support the I-REAP component, which focuses on monitoring and evaluation of IREAP subprojects and how these contribute to increasing agricultural productivity and profitability of the project proponents.

3.1.3.b. Facilitate the integration of data collection and analysis tools into the digital platforms to monitor and evaluate the performance of agricultural interventions.

3.1.3.c. Provide training and support to stakeholders on using digital tools for data collection, analysis, and reporting.

3.1.3.d. Collaborate with the MEL unit to ensure that the digital systems capture relevant data for measuring project outcomes and impacts.

3.1.4. I-SUPPORT Component

3.1.4.a. Develop and maintain digital systems and platforms to support the monitoring and evaluation of programs, activities, and projects under I-Support component.

3.1.4.b. Ensure the effective deployment and utilization of digital tools for activities such as capacity building, training, and technical assistance.

3.1.4.c. Provide user support services to assist stakeholders in navigating and utilizing the digital systems effectively.

3.1.4.d. Collect and analyze data from the digital platforms to support monitoring, evaluation, and learning efforts.

3.1.4.e. Continuously improve and update the digital systems based on user feedback and emerging needs.

3.2. The components and units shall have the specific roles and responsibilities as shown in Annex 4.

Section 4: Expected Outcome

The SDM shall be able to achieve the following:

4.1. Efficient and Effective Information Systems such as the I-LEARN portal and the i-P that are efficient, reliable, and user-friendly, enabling stakeholders to effectively utilize these systems for various project activities and data management;

4.2. Increased transparency and accountability by implementing digital systems that facilitate the collection, analysis, and reporting of data, enabling stakeholders to access information and track progress easily;

4.4. Evidence-based decision-making by providing reliable data and analytics through digital systems, enabling stakeholders to make informed choices and optimize project implementation strategies;

4.5. Comprehensive user support services, including training, technical assistance, and troubleshooting, to enhance stakeholders' ability to navigate and utilize the information systems efficiently;

4.6. Robust MEL framework by collecting, analyzing, and reporting data from the digital systems, enabling stakeholders to assess project progress, measure outcomes, and facilitate learning for future initiatives; and,

4.7. Strengthened stakeholder engagement and collaboration by providing platforms, such as the iLEARN portal and the iPIMS for data sharing, knowledge exchange, and communication, fostering a collaborative environment for effective project implementation and learning.

Annex 1. Roles and Functions of each component in Progress M&E

P/M/CPMIU	
Component / Unit	
I-PLAN	<ul style="list-style-type: none"> - Provide status update on the development of P/CCIPs using the Form 1 of the iPIMS's PPMIU Module.
I-BUILD	<ul style="list-style-type: none"> - Updating the status of subprojects under rural infrastructure development and other related activities thereof, i.e., pre- and implementation milestones, procurement milestones, program of works, fund utilization including liquidation, etc. - Provide feedback, issues and concerns, good practices, etc., using Form 2 of the iPIMS's PPMIU Module.

I-REAP	<ul style="list-style-type: none"> - Updating the status of subprojects under rural enterprise development and other related activities thereof, i.e., pre- and implementation milestones, procurement milestones, program of works, fund utilization including liquidation, etc. - Provide feedback, issues and concerns, good practices, etc., using Form 3 of the iPIMS's PPMIU Module.
SES	<ul style="list-style-type: none"> - Encode PAPs/PIAs in the module provided in Form 2 under I-BUILD component. - Provide update on the status of PAPs/PIAs in the Form 2
M&E	<ul style="list-style-type: none"> - Management of iPIMS, ensuring that all required fields from Forms 1 to 3 are updated.
RPCO	
I-PLAN	<ul style="list-style-type: none"> - Monitor the implementation/operation status of the development of VCAs, PCIPs, RAFIPs in the Form 1 of the iPIMS's RPCO Module. - Validate the updates being made by the PPMIU counterparts to the iPIMS - Approved the validated updates/report made by the PPMIU counterparts to the iPIMS.
I-BUILD	<ul style="list-style-type: none"> - Monitor the implementation/operation status of the infrastructure subprojects in the Form 2 of the iPIMS's RPCO Module. - Validate (i.e., field activities, review of pertinent documents, etc.) the updates being made by the PPMIU counterparts to the iPIMS regarding SP status, including feedbacks. - Approved the validated updates/report made by the PPMIU counterparts to the iPIMS.
I-REAP	<ul style="list-style-type: none"> - Monitor the implementation/operation status of the enterprise subprojects in the Form 3 of the iPIMS's RPCO Module. - Validate (i.e., field activities, review of pertinent documents, etc.) the updates being made by the PPMIU counterparts to the iPIMS, regarding SP status, including feedbacks. - Approved the validated updates/report made by the PPMIU counterparts to the iPIMS.
I-SUPPORT	<ul style="list-style-type: none"> - For Procurement Unit, update the Form 4.1 (Annual Procurement Plan Module) based on actual purchase of the office-related items, food, venue, an accommodation of activities. - Still under the Procurement Unit, provide status update on procurement process of I-BUILD and I-REAP components (Forms 2 and 3). - For Finance Unit, update the Form 4.2 (Annual Work and Financial Plan) in the iPIMS based on actual fund utilization, i.e., obligations and disbursement. - Still under the Finance Unit, update the fund utilization (CAF, obligations, disbursement) in the Forms 2 and 3 of I-BUILD and I-REAP components - The GGU must provide link to the geotag/geovideo to the iPIMS' Forms 2 and 3 under I-BUILD and I-REAP. Please take note that the geotagged photos are based on the validation activity done by the RPCO.
SES	<ul style="list-style-type: none"> - Validate (field activities, review of pertinent documents, etc.) the update/report by the PPMIU in the iPIMS Form 2 regarding status of PAPs/PIAs. - After validating the information fed by the PPMIU, make necessary changes if needed then update. - Under Feedback Ticketing Mechanism, the RPCO SES should provide response to the sender. If in case that the provided feedback needs higher management attention, then elevate it to the PSO.

M&E	<ul style="list-style-type: none"> - Management of iPIMS, ensuring that all required fields in Forms 1 to 4 are updated. - Validation with concerned components and units in RPCO of progress update of subprojects in the iPIMS. - Consolidate and provide feedback (through a relevant type of report) to the RPCO management and PSO.
PSO	
I-PLAN	<ul style="list-style-type: none"> - Monitor the implementation/operation status of the development of VCAs, PCIPs, RFIPs in the Form 1 of the iPIMS's PSO Module. - Validate the updates being made by the PPMIU AND RPCO counterparts to the iPIMS - Approved the validated updates/report made by the PPMIU AND RPCO counterparts to the iPIMS.
I-BUILD	<ul style="list-style-type: none"> - Monitor the implementation/operation status of the infrastructure subprojects in the Form 2 of the iPIMS's PSO Module. - Validate (i.e., field activities, review of pertinent documents, etc.) the updates being made by the PPMIU and RPCO counterparts to the iPIMS - Approved the validated updates/report made by the PPMIU and RPCO counterparts to the iPIMS.
I-REAP	<ul style="list-style-type: none"> - Monitor the implementation/operation status of the enterprise subprojects in the Form 3 of the iPIMS's PSO Module. - Validate (i.e., field activities, review of pertinent documents, etc.) the updates being made by the PPMIU and RPCO counterparts to the iPIMS - Approved the validated updates/report made by the PPMIU and RPCO counterparts to the iPIMS.
SES	<ul style="list-style-type: none"> - Validate (field activities, review of pertinent documents, etc.) the update/report by the PPMIU and RPCO counterparts in the iPIMS Form 2 regarding status of PAPs/PIAs. - After validating the information fed by the PPMIU and RPCO, make necessary changes if needed then update. - Under Feedback Ticketing Mechanism, the RPCO SES should provide response to the sender. If in case that the provided feedback needs higher management attention, then elevate it to the NPCO.
I-SUPPORT	<ul style="list-style-type: none"> - For Procurement Unit, update the Form 4.1 (Annual Procurement Plan Module) based on actual purchase of the office-related items, food, venue, an accommodation of activities. - Still under the Procurement Unit, provide status update on procurement process of I-BUILD and I-REAP components (Forms 2 and 3). - For Finance Unit, update the Form 4.2 (Annual Work and Financial Plan) in the iPIMS based on actual fund utilization, i.e., obligations and disbursement. - Still under the Finance Unit, update the fund utilization (CAF, obligations, disbursement) in the Forms 2 and 3 of I-BUILD and I-REAP components - The GGU must provide link to the geotag/geovideo to the iPIMS' Forms 2 and 3 under I-BUILD and I-REAP. Please take note that the geotagged photos are based on the validation activity done by the RPCO/PSO.
M&E	<ul style="list-style-type: none"> - Management of iPIMS, ensuring that all required fields are updated. - Validation with concerned components and units in PSO of progress update of subprojects in the iPIMS - Consolidate and provide feedback (through a relevant type of report) to the RPCO management and PSO.
NPCO	

I-PLAN	<ul style="list-style-type: none"> - Monitor the activity/implementation of their respective components on a day-to-day basis as reflected in the iPIMS. - Review all the feedbacks provided by the PPMIUs, RPCOs, and PSOs in the respective Forms of the components. - Generate report in the iPIMS for decision-making reference.
I-BUILD	
I-REAP	
SES	<ul style="list-style-type: none"> - Monitor and review the activity in the iPIMS on the status of the PAPs/PIAs including feedbacks from PPMIUs, RPCOs, and PSOs. - Under Feedback Ticketing Mechanism, the RPCO SES should provide response to the sender especially those elevated to the NPCO for higher level management concerns.
I-SUPPORT	<ul style="list-style-type: none"> - For Procurement Unit, update the Form 4.1 (Annual Procurement Plan Module) based on actual purchase of the office-related items, food, venue, an accommodation of activities. - For Finance Unit, update the Form 4.2 (Annual Work and Financial Plan) in the iPIMS based on actual fund utilization, i.e., obligations and disbursement.
Institutional Development Unit (IDU)	<ul style="list-style-type: none"> - Monitors the status of the mainstreaming of PRDP innovations and process in the DA and its attached agencies. - IDU shall maintain the online survey form design by the MEL unit on an annual basis. - Specific periodic updates on mainstreaming shall be encoded by the Unit to the provided Form in the iPIMS for Project-wide monitoring purposes.
M&E	<ul style="list-style-type: none"> - Monitor the activity in the iPIMS across all Forms and modules. - Responsible for generating consolidated reports and feedback based on iPIMS data to inform program steering and various oversight committees as needed. - Consolidate issues that require top level management attention.

Annex 2. RAEB Framework

Annex 3. M&E Plan (from Project Appraisal Document)

Monitoring & Evaluation Plan: PDO Indicators					
Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Responsibility for Data Collection
Farmers reached with agricultural assets or services	<p>This indicator measures the number of farmers who were provided with agricultural assets or services as a result of World Bank project support. “Agriculture” or “Agricultural” includes: crops, livestock, capture fisheries, aquaculture, agroforestry, timber, and non-timber forest products. Assets include property, biological assets, and farm and processing equipment. Biological assets may include animal agriculture breeds (e.g., livestock, fisheries) and genetic material of livestock, crops, trees, and shrubs (including fiber and fuel crops). Services include research, extension, training, education, ICTs, inputs (e.g., fertilizers, pesticides, labor), production-related services (e.g., soil testing, animal health/veterinary services), phyto-sanitary and food safety services, agricultural marketing support services (e.g., price monitoring, export promotion), access to farm and post-harvest machinery and storage facilities, employment,</p>	<p>Quarterly data collection and progress reporting; More in-depth semi-annual analysis and results reporting Midterm End-of-Project</p>	<p>Baseline study / PRDP Midterm Review report; Periodic Reports; Midterm / terminal report; sales/financial report of FCAs/farmer and fisher groups; Rapid Appraisal of Emerging Benefits (RAEB); Sample surveys, KIIs, FGDs Project-wide reports (component level and overall); service provider reports; GIS- supported Project-wide MIS accessible on-line</p>	<p>Data will be collected from completed and operational infrastructure and enterprise development investments. Use of standard project Data Capture Forms (DCF which is part of the web-based MIS) – both in e-format and in paper format – to collect/ generate complementary quantitative and qualitative on-site data that will enable robust performance progress and results synthesis, analyses, reporting, and feedbacking.</p>	<p>NPCO MEL unit, supported by: (1) PSOs and RPCOs; (2) component-specific staff; and (3) technical assistance and resources (e.g., geo-tagging, satellite imagery, drone footage) as needed and detailed in specific Terms of Reference. NPCO M&E unit to ensure coverage of all data for use in contribution and attribution analysis linking component level outputs to overall PDO achievement</p>

	irrigation and drainage, and finance. Farmers are people engaged in agricultural activities or members of an agriculture-related business (disaggregated by men and women) targeted by the project.				
Farmers reached with agricultural assets or services — Female					
Percent increase in volumes of marketed output	<p>The baseline in Yr 0 is 115,000 MT</p> <p>This indicator tracks the proportion of the produce marketed in raw form of the beneficiaries of infrastructure and enterprise development of the Project.</p> <p>by the end of the project, the project aims at 40 % increase over the baseline amounting to 161000 MT</p>	<p>Semi-annual data collection and progress reporting.</p> <p>Midterm</p> <p>End-of-Project</p>	<p>Baseline study / PRDP</p> <p>Midterm Review report; Periodic Reports; Midterm / terminal report; sales/financial report of FCAs/farmer and fisher groups; Rapid Appraisal of Emerging Benefits (RAEB); Sample surveys, KIIs, FGDs</p> <p>Management information system (MIS)</p>	<p>Use of standard project Data Capture Forms (DCF) – both in e-format and in paper format – to collect/generate complementary quantitative and qualitative on-site data that will enable robust performance progress and results synthesis, analyses, reporting, and feedbacking</p>	<p>NPCO MEL unit, supported by: (1) PSOs and RPCOs; (2) component-specific staff; and (3) technical assistance and resources (e.g., geo-tagging, satellite imagery, drone footage) as needed and detailed in specific Terms of Reference. NPCO M&E unit to ensure coverage of all data for use in contribution and attribution analysis linking component level outputs to overall PDO achievement</p>
Percent increase in farmers and fisherfolk income derived from commodities and product forms	<p>The baseline income level is PhP 42,000.</p> <p>The project aims at 30 % increase over the baseline which is PhP55120</p> <p>This indicator tracks changes in the real net on-farm and/or off-farm income of the beneficiaries directly attributable to infrastructure and enterprise</p>	<p>Semi-annual data collection and progress reporting.</p> <p>Midterm</p> <p>End-of-Project</p>	<p>Baseline study / PRDP</p> <p>Midterm Review report; Periodic Reports; Midterm / terminal report; sales/financial report of FCAs/farmer and fisher groups; Rapid Appraisal of Emerging Benefits (RAEB);</p>	<p>Use of standard project Data Capture Forms (DCF) – both in e-format and in paper format – to collect/generate complementary quantitative and qualitative on-site data that will enable robust performance progress and results synthesis, analyses, reporting, and feedbacking</p>	<p>NPCO MEL unit, supported by: (1) PSOs and RPCO; (2) on-site project staff, and component-specific staff; and (3) technical assistance and resources (e.g., for the conduct of market surveys, KIIs, FGDs) as needed and detailed in specific Terms of Reference. NPCO M&E unit to ensure coverage of all data for use in</p>

	<p>development. Income increases will be averaged across commodities and product forms, using Year 0 figures as baseline. “Product forms” refer to processed commodities.</p> <p>Information will be reported in gender-disaggregated form, where available</p>		<p>Sample surveys, KIIs, FGDs Management information system (MIS)</p>		<p>contribution and attribution analysis linking component level outputs to overall PDO achievement</p>
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Monitoring & Evaluation Plan: Intermediate Results Indicators

Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Responsibility for Data Collection
Percent increase in the amount of agri-fishery investments in PCIPs supporting priority value chains	<p>Baseline is zero. A baseline survey will be conducted to determine the agri—fishery investments. By mid-term, it is expected that half of the target would be achieved.</p> <p>Agri-fishery investments pertain to DA-wide financing to support value chain enhancements (investments) based on PCIPs. The percentage increase will be measured in terms of amount of investments in current prices. The results chain starts with PCIPs updated (immediate output) >> then PCIPs funded (immediate outcome).</p>	Semi-annual data collection and progress reporting; More in-depth annual analysis and results reporting	<p>Project-wide reports (component level and overall); DA Financial Management Service (FMS); GIS- supported Project-wide MIS accessible on-line; GAA PBP (DA and NGAs), AIP (LGUs), MOA (Private Sector)</p>	<p>Compilation of DA FMS records. Use of standard project Data Capture Forms (DCF) – both in e-format and in paper format – to collect/ generate on-site data that will enable robust performance progress and results synthesis, analyses, reporting, and feedbacking.</p>	<p>NPCO MEL unit, supported by: (1) PSOs and RPCOs; (2) component-specific staff; and (3) technical assistance and resources (e.g., for the conduct of sample surveys, KIIs, FGDs) as needed and detailed in specific Terms of Reference.</p>
Number of Regional Agriculture and	By mid-term, it is expected that half of the target would be achieved.	Semi-annual	DA Annual Plan and Budget Proposal	Compilation of DA FMS records. Use of standard	NPCO MEL unit, supported by: (1) DA RFOs; and (2)

Fishery Investment Portfolio (RAFIP) utilized in the DA annual work plan	The Regional Agriculture and Fisheries Investment Portfolio (RAFIP) would highlight PCIP multi-commodity and multi-provincial interventions in the region with potential for clustering and upscaling, based on regional analysis. The RAFIP will be integrated with the DA RFO Work and Financial Plan (WFP).	data collection and progress reporting; More in-depth annual analysis and results reporting		project Data Capture Forms (DCF) – both in e-format and in paper format – to collect/ generate on-site data that will enable robust performance progress and results synthesis, analyses, reporting, and feedbacking.	technical assistance and resources (e.g., for the conduct of sample surveys, KIIs, FGDs) as needed and detailed in specific Terms of Reference.
Percent of DA and LGU participants with improved knowledge in investment planning	Baseline is zero. A baseline survey will be conducted to determine the level of knowledge. Baseline value is set zero as this measures the increment. By mid-term, it is expected that half of the target would be achieved. This indicator tracks the number of planning and program implementers (e.g. planners, budget and finance personnel, engineers, etc.) participating in “Ladderized training” (modular) on Investment planning including but not be limited to planning tools, VCA, eVSA, and PCIP. The participants will include non-PRDP personnel.	Annual data collection and progress reporting; Midterm End-of-Project	DA Annual Plan and Budget Proposal plus (1) pre- and post-training assessments; (2) LGU records; and (3) cap dev evaluation	Pre- and Post-test	I-PLAN Component staff at all levels
Percent reduction in transport costs in roads linking production areas to markets	The baseline is PhP 4.50/kg. The project aims to reduce the costs by 30 %, which is PhP 3.15/kg	Semi-annual data collection and progress reporting (after subproject completion); More	(1) Rapid Appraisal of Emerging Benefits (RAEB); (2) LGU engineering office (3) Baseline study / PRDP Midterm Review report;	Conduct of field assessment, compilation of relevant LGU reports; and interview of transport operators along project-	NPCO MEL unit, supported by: (1) PSOs and RPCOs; (2) component-specific staff; and (3) technical assistance and resources (e.g., geo-

	This measures the reduction in average transport cost of agri-fishery goods due to improved year-round/ climate-resilient connectivity between production areas to markets.	in-depth annual analysis and results reporting Midterm End-of-Project	Periodic Reports; Midterm / terminal report;	financed roads and bridges.	tagging, satellite imagery, drone footage) as needed and detailed in specific Terms of Reference.
Percent reduction in travel time of farmer/ fisherfolk from farm to market	The baseline is 10 min/km. The project aims at 40 % reduction which is 6 min/km This measures the reduction in the average travel time of beneficiaries due to access to climate-resilient connectivity-enhancing infrastructure. Information will be reported in gender-disaggregated form, where available	Semi-annual data collection and progress reporting (after subproject completion); More in-depth annual analysis and results reporting Midterm End-of-Project	(1) Rapid Appraisal of Emerging Benefits (RAEB); (2) LGU engineering office (3) Traffic study, baseline study / PRDP Midterm Review report; Periodic Reports; Midterm / terminal report;	Conduct of field assessment, compilation of relevant LGU reports; and interview of transport operators along project-financed roads and bridges.	NPCO MEL unit, supported by: (1) PSOs and RPCOs; (2) component-specific staff; and (3) technical assistance and resources (e.g., geo-tagging, satellite imagery, drone footage) as needed and detailed in specific Terms of Reference.
Cropping intensity in areas served with new/improved irrigation or drainage services	Baseline is 100 %. A baseline survey will be conducted to confirm the intensity. This measures the average increase in cropping intensity (i.e., effective area cultivated per year) served with new/improved irrigation by the Project.	Annual data collection and progress reporting (after subproject completion)	DA banner program directorates; LGU agriculture offices Baseline study, Periodic Reports; Midterm / terminal report; RAEB	Compilation of records from identified data sources. Use of standard project Data Capture Forms (DCF) – both in e-format and in paper format – to collect/ generate on-site data that will enable robust performance progress and results synthesis, analyses, reporting, and feedbacking	MEL unit, supported by: (1) DA RFOs; and (2) technical assistance and resources (e.g., for the conduct of sample surveys, KIIs, FGDs) as needed and detailed in specific Terms of Reference.

Percent of completed climate-smart value chain infrastructure facilities operating as designed	<p>Baseline is zero. By mid-term, it is expected that one-third of the target (30%) would be achieved.</p> <p>This is defined as a percentage of total infrastructure sub-projects financed by the project. This indicator assesses the performance of completed project-financed infrastructure – based on PCIPs and RAFIPs – vis-à-vis standard criteria to include functionality and physical appearance.</p>	Annual data collection and progress reporting (after subproject completion);	OMAS results of total completed subprojects Periodic Reports, PRDP MIS with geotag photos	Compilation of records from identified data sources. Use of standard project Data Capture Forms (DCF) – both in e-format and in paper format.	I-BUILD Component and MEL unit, supported by DA RFOs (ROMAT).
Percent of agri-fishery enterprises engaged in post-production segments of value chains.	<p>Baseline is zero/TBD. A baseline survey will be conducted to determine the baseline level. Baseline value is set zero as this measures the incremental change. By mid-term, it is expected that one-third of the target (20%) would be achieved.</p> <p>This is measured as a percentage of total agri-fishery enterprises participating in project. The Philippine Development Plan 2023-2028 highlights lack of post-harvest facilities as one bottleneck to food security. I-REAP subprojects will strengthen common service facilities, e.g., to process raw produce. In this regard, this indicator tracks the extent to which</p>	Semi-annual data collection and progress reporting. Midterm and End-of-Project in-depth evaluation	Agri-fishery enterprise records Survey (Midterm, PCR) Rapid Appraisal of Emerging Benefits (RAEB)	Use of standard project Data Capture Forms (DCF) – both in e-format and in paper format – to collect/generate complementary quantitative and qualitative on-site data that will enable robust performance progress and results synthesis, analyses, reporting, and feedbacking.	NPCO MEL unit, supported by: (1) PSOs and RPCO; (2) on-site project staff, and component-specific staff; and (3) technical assistance and resources (e.g., for the conduct of market surveys, KIIs, FGDs) as needed and detailed in specific Terms of Reference. NPCO M&E unit to ensure coverage of all data for use in contribution and attribution analysis linking component level outputs to overall PDO achievement.

	enterprises are shifting away from purely production ventures, and diversifying towards higher-income, value-adding products forms.				
Percent increase in profitability of participating agri-fishery enterprises	<p>Baseline value is set TBD/zero as this measures incremental changes. Once the baseline survey is conducted, baseline value will be updated. By mid-term, it is expected that one-third of the target (13%) would be achieved.</p> <p>This indicator tracks returns to investment. While “profit” refers to a peso amount, “profitability” is understood to mean sustained annual increases in enterprise net profit resulting from PRDP business models, rather than seasonal/ fluctuating increases. Profitability is affected by factors such as the enterprise’s productivity, operational efficiency, and expenses; and external factors such as market demand and competition.</p>	Semi-annual data collection and progress reporting. Midterm and End-of-Project in-depth evaluation	Agri-fishery enterprise records Survey (Midterm, PCR) Rapid Appraisal of Emerging Benefits (RAEB) Supply or marketing contracts, Purchase Orders, Regularity of transactions based on sales or delivery receipts of enterprises to institutional buyers i.e. processors, exporters, consolidators, HORECA, government institutions, etc.	Use of standard project Data Capture Forms (DCF) – both in e-format and in paper format – to collect/ generate complementary quantitative and qualitative on-site data that will enable robust performance progress and results synthesis, analyses, reporting, and feedbacking.	NPCO MEL unit, supported by: (1) PSOs and RPCO; (2) on-site project staff, and component-specific staff; and (3) technical assistance and resources (e.g., for the conduct of market surveys, KIIs, FGDs) as needed and detailed in specific Terms of Reference. NPCO M&E unit to ensure coverage of all data for use in contribution and attribution analysis linking component level outputs to overall PDO achievement.
Percent of agri-fishery enterprise clusters reached by business development support including credit and insurance	<p>Baseline is set zero as this measures incremental changes. A baseline survey will be conducted. By mid-term, it is expected that one-third of the target (17%) would be achieved.</p> <p>The indicator defines the enterprises linked with technical</p>	Annual data collection and progress reporting (A year after subproject completion);	Enterprise Operations Monitoring PRDP MIS, Interviews, Periodic Reports, RAEB	Compilation of records from identified data sources. Use of standard project Data Capture Forms (DCF) – both in e-format and in paper format.	I-REAP Component and MEL unit, supported by PSOs and RPCOs.

	and business development support service providers and institutions.				
Percent of agri-fishery enterprise clusters with partnership agreement with institutional buyers	<p>Baseline is zero, as this measures incremental changes as a result of project interventions. By mid-term, it is expected that one-third of the target (17%) would be achieved.</p> <p>This measures the agri-fishery linked to institutional buyers through either formal agreements, i.e., through contracts, purchase orders, etc.</p>	Annual data collection and progress reporting (A year after subproject completion);	Enterprise Operations Monitoring PRDP MIS, Interviews, Periodic Reports, RAEB	Compilation of records from identified data sources. Use of standard project Data Capture Forms (DCF) – both in e-format and in paper format.	I-REAP Component and M&E unit, supported by PSOs and RPCOs
Percent of women directly participating in clustered enterprises	<p>Baseline is zero, as this measures incremental changes as result of interventions. By mid-term, it is expected that one-third of the target (17%) would be achieved.</p> <p>This is measured as a percentage of total number of women participating in the project. This indicator measures the degree to which women participate actively – and benefit from – targeted value chain segments (e.g., processing, marketing) at the enterprise level.</p>	Annual data collection and progress reporting (A year after subproject completion); End-of-Project	Enterprise Operations Monitoring	Compilation of records from identified data sources. Use of standard project Data Capture Forms (DCF) – both in e-format and in paper format.	I-REAP Component and M&E unit, supported by PSOs and RPCOs.
Number of institutionalized PRDP innovations including climate-smart technologies within the DA	<p>This indicator counts the number of innovations (e.g., climate-resilient value chain analysis) adopted in regular DA programs.</p> <p>By mid-term it is expected that half of the target would be achieved</p>	Annual Midterm End-of-Project	DA offices Institutional Development / Mainstreaming Monitoring forms	Survey interviews such as KII, FGDs	IDU and MEL

<p>Enhanced Project's M&E system incorporating knowledge management</p>	<p>This indicator tracks the enhancement (or improvement) of the project M&E system by integrating Knowledge Management, which results to a Monitoring, Evaluation and Learning (MEL) System, aimed at leveraging learning supported by properly collected, managed, and analyzed data to improve decision-making and promote replication of good practices.</p>	<p>At the end of Year 1 of implementation Annual Midterm End-of-Project</p>	<p>NPCO MEL Unit and DA ICT Service</p>	<p>Observation of system enhancement based on set parameters and its day-to-day operation MOV: KM Assessment Reports Activity: Annual KM/MEL Assessment Methodologies: KII and FGD, Diagnostic questionnaires, and analysis Review of KM platforms.</p>	<p>NPCO MEL unit</p>
<p>Percent of grievances registered in the project's grievance redress system addressed</p>	<p>This measures the project's response rate based on the Grievance Redress Mechanism (GRM) database. By mid-term, it is expected that one-third of the target (30%) would be achieved.</p>	<p>Semi-annual data collection and progress reporting; More in-depth semi-annual analysis and results reporting</p>	<p>Grievance redress system records; random interviews</p>	<p>Compilation and review of grievance data</p>	<p>Project's SES and M&E units.</p>
<p>Percent of producers satisfied with adequacy of access to post-harvest services and facilities</p>	<p>By mid-term, it is expected that one-third of the target (27%) would be achieved. This indicator seeks to draw out perceptions of farmers and fisherfolk about how the project is improving their access to services and facilities and thus enabling them to improve income and market access.</p>	<p>Semi-annual data collection and progress reporting; More in-depth semi-annual analysis and results reporting</p>	<p>Sample survey and FGD results</p>	<p>Perception survey, supplemented by FGDs</p>	<p>NPCO MEL unit</p>

	Information will be reported in gender-disaggregated form, where available				
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Annex 4. Roles and Functions of each component to the SDM Sub-systems

Component/Sub-systems	NPCO	PSO	RPCO	LGU
I-PLAN COMPONENT				
Sub-component 1.2 sub-project monitoring	<ul style="list-style-type: none"> Monitor the status of SC 1.2 sub-projects nationwide Generate reports Provide feedback mechanism on the progress of subprojects 	<ul style="list-style-type: none"> Monitor the status of SC 1.2 sub-projects cluster wide Generate reports Provide feedback mechanism on the progress of subprojects 	<ul style="list-style-type: none"> Encode SC 1.2 subprojects Update status of SC 1.2 subprojects Monitor the status of SC 1.2 sub-projects regionwide Generate reports 	<ul style="list-style-type: none"> Not applicable
Provincial Commodity Investment Plan (PCIP) Monitoring	<ul style="list-style-type: none"> Monitor the utilization status of PCIP Generate reports 	<ul style="list-style-type: none"> Monitor the utilization status of PCIP Generate reports 	<ul style="list-style-type: none"> Monitor the utilization status of PCIP Generate reports Approve new entry of commodity in PCIP matrix Approve changes in PCIP Matrix 	<ul style="list-style-type: none"> Encode the commodity investment matrix Update the commodity investment matrix Encode/ Update non-PRDP funded projects with reference to their approved PCIP Generate reports
I-BUILD COMPONENT				
Infrastructure sub-projects monitoring	<ul style="list-style-type: none"> Monitor (progress and result) the status of infrastructure subprojects Generate various reports Provide feedback mechanism on the constraints affecting the progress of subproject Monitor OMAS result Monitor RAEB result Encode/ update pre-implementation milestones 	<ul style="list-style-type: none"> Monitor (progress and result) the status of infrastructure subprojects Generate various reports Provide feedback on the progress of subproject Monitor OMAS result Monitor RAEB result 	<ul style="list-style-type: none"> Regularly update the status of the infrastructure projects from pre-procurement, procurement, Pre-implementation, Pre-construction, the Construction phase, and the Operational phase Upload documentary requirements Monitor (progress and result) the status of infrastructure subprojects 	<ul style="list-style-type: none"> Encode/ update profile of infrastructure projects View status of infrastructure projects Upload documentary requirements

Component/Sub-systems	NPCO	PSO	RPCO	LGU
	<ul style="list-style-type: none"> Encode/ update procurement milestones 		<ul style="list-style-type: none"> Generate various reports Provide feedback on the constraints affecting the progress of subproject Approve new entry of SP profile Encode OMAS result Encode RAEB result 	
I-REAP COMPONENT				
Enterprise sub-projects monitoring	<ul style="list-style-type: none"> Monitor (progress and result) the status of enterprise subprojects Generate various reports Provide feedback on the constraints affecting the progress of subproject Monitor OMAS result Monitor RAEB result Encode/ update pre-implementation milestones Encode/ update procurement milestones 	<ul style="list-style-type: none"> Monitor (progress and result) the status of enterprise subprojects Generate various reports Provide feedback on the progress of subproject Monitor OMAS result Monitor RAEB result 	<ul style="list-style-type: none"> Regularly update the status of the enterprise sub-projects from pre-procurement, procurement, pre-implementation, implementation to operation stage Upload documentary requirements Monitor the status (Progress and Result) of enterprise subprojects Generate various reports Provide feedback on the constraints affecting the progress of subproject Approve new entry of SP profile Encode EOM result Encode RAEB result 	<ul style="list-style-type: none"> Encode/ update profile of enterprise sub-projects View status of enterprise subprojects Upload documentary requirements
I-SUPPORT COMPONENT				
Work and Financial Plan (WFP)	<ul style="list-style-type: none"> Encode their approved PAP, set monthly target of physical and financial accomplishments and 	<ul style="list-style-type: none"> Encode their approved PAP, set monthly target of physical and financial accomplishments and regularly update the status of their PAP 	<ul style="list-style-type: none"> Encode their approved PAP, set monthly target of physical and financial accomplishments and regularly update the status of their PAP 	<ul style="list-style-type: none"> Not applicable

Component/Sub-systems	NPCO	PSO	RPCO	LGU
	<p>regularly update the status of their PAP</p> <ul style="list-style-type: none"> • Generate consolidated report of accomplishment that covers NPCO, PSOs and RPCOs • Monitor performance of NPCO, PSOs and RPCOs 	<ul style="list-style-type: none"> • Generate Monthly Accomplishment Report of their WFP 	<ul style="list-style-type: none"> • Generate Monthly Accomplishment Report of their WFP 	
Online Grievance and Redress Mechanism	<ul style="list-style-type: none"> • Encode grievances received by NPCO. • Report grievances • Resolve grievances received by NPCO. • Provide feedback to concerned component/ unit/office involved in the grievance. • Assign grievance to specific staff for resolution 	<ul style="list-style-type: none"> 42. Receive grievance from stakeholders and other concerned citizens. 43. Validate grievances encoded by RPCOs. 44. Report grievances 45. Encode grievances received by PSO. 46. Resolve grievances received by PSO. 47. Assign grievance to specific staff for resolution. 	<ul style="list-style-type: none"> 48. Receive grievance from stakeholders and other concerned citizens. 49. Report grievances. 50. Encode grievances received by RPCO. 51. Resolve grievances received by RPCO. 52. Update status of grievances 	<ul style="list-style-type: none"> 53. Report grievances via SMS, EMAIL, etc. 54. Track status of grievance using the online GRM Portal

Annex 5. Periodic Report Template (Alert Mechanism)

MONTHLY STATUS REPORT

Date:

Region:

Legend:

Non - moving	Slow moving	On-track
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Table 1. Implementation Stage SPs I - BUILD

SP ID	SP Name	Province	SP Cost (PHP)	Current Status	Variance

The tables above show all subprojects in Region ____ with ongoing implementation. There are ____ subprojects that are on – track based on the prescribed service standard, while there are ____ number of subprojects that are non – moving with a total cost of ____.

Table 2. Pre-implementation Stage SPs I - BUILD

SP ID	SP Name	Province	SP Cost (PHP)	Current Milestone	Slippage (based on prescribed targets)

The tables above show all the subprojects in Region ____ in the pre-implementation stage. There are ____ subprojects that are on – track based on the prescribed service standard, while there are ____ number of subprojects that are non – moving with a total cost of ____.

Table 3. Procurement Stage SPs I - BUILD

SP ID	SP Name	Province	SP Cost (PHP)	Current Milestone	Slippage (based on prescribed targets)

The tables above show all the subprojects in Region ____ in the procurement stage. There are ____ subprojects that are on – track based on the prescribed service standard, while there are ____ number of subprojects that are non – moving with a total cost of ____.

Table 4. Progress Affecting Factors (Slow moving / Non - moving SPs)

Category	Number of SPs	Total SP Cost

The table above summarizes all the non – moving and slow – moving subprojects for the current period. The following are the proposed action plans to address their status to achieve all targets by the end of the implementation period

- 1.
- 2.
- 3.
- 4.
- 5.

*IMPORTANT NOTE

All of the tables in the excel and the word (for reporting) document are targeted to be fully produced automatically through iPIMS, only the narrative section will be updated by the respective regions, above are the prescribed contents for the narrative portion of this report. Table 4 will be manually accomplished since these are the “critical” SPs and will also serve as validation for the subsequent catch-up plan

The final columns of all the tables will be the tagged values for ease of reporting and analysis, the specific benchmarks for tagging are still to be determined by the MEL team.