Monitoring and Evaluation Report of Capacity Building Phase-II

Agriculture Development Program in Swat Valley-Gender Cooperatives and Hill Orchards ADP-Swat2- GECOHO
# Table of Contents

1. About the Institute of Rural Management (IRM) .............................................. 2  
2. About The Istituto Agronomico per l’Oltremare (IAO) ................................. 3  
3. About The University of Agriculture, Peshawar (UAP) ............................... 5  
4. Background of Project ...................................................................................... 6  
5. Introduction of ADP-Swat ............................................................................... 6  
6. Objectives of the Project .................................................................................... 7  
7. Monitoring & Evaluation .................................................................................... 8  
8. Objectives of Monitoring & Evaluation for 2nd Phase .................................. 8  
9. Methodology of the Monitoring & Evaluation for 2nd Phase ....................... 8  
   9.1 Target area for field training  
   9.2 Swat Valley Map  
10. Training Monitoring & Evaluation ................................................................. 11  
   10.1 Team Members  
   10.2 UAP Training calendar  
11. Review meeting ............................................................................................... 12  
12. Monitoring visits ............................................................................................ 13  
   12.1 Work plan of IRM monitoring team  
   12.2 Observation against monitoring indicators  
   12.3 Other observations and findings  
   13.4 Recommendations  
13. Resource Person Evaluations .......................................................................... 16  
   13.1 Graphically Representative of Evaluations  
14. Other Meetings ............................................................................................... 20  
   Annexure  
   Photo Gallery  
   Monitoring Assessment Forms for IAO-ADP Swat/2 (GECOHO)  
   Resource Persons Evaluation Form
Acknowledgments

Institute of Rural Management (IRM) started as a one room HRD unit of the National Rural Support Programme (NRSP) and has now transformed into one of the leading capacity Development institutes in Pakistan for the last 2 decades. IRM has worked with marginalized rural communities all across Pakistan for building their capacities and improving their quality of life. Through its diverse range of training programmes, IRM has also strived to build a strong team of development professionals who organize that the communities at grassroots level are the core of all development initiatives.

Under the project Technical Assistance and Support to Fruit and Vegetables Growers in the Swat Valley (Pakistan) for Gender Empowerment at Swat under Agriculture Development Project Swat 2/ Gender, Cooperatives and Hill Orchards, IRM was consigned for Monitoring and Evaluation of The University of Agriculture, Peshawar (UAP) project activities of this Project. The Monitoring & Evaluation for Capacity Building Phase 2 Report is the product of Institute of Rural Management. This Project is carryout at diverse areas of Swat-KPK. Under 2nd phase of the project IRM Monitored and Evaluated 13 training events in Minogra, Madyan and Bahrain.

We would like to acknowledge Mr. Rizwan Ahmad and Mr. Abdus Salam and entire team of (UAP) for being supportive including Mr. Adalat Khan and Ms. KhudejaBibi. We hope they will keep contributing and continuously work for the betterment of the poor community with passion and determination.

Anwar Ul Haq
Programme Manager
Community Training Programme
IRM
1. About the Institute of Rural Management (IRM)

IRM, earlier known as NRSP-IRM, is the largest capacity development and learning facility in the not-for-profit sector in Pakistan, conducting up to 600 different types of training with a turnout of around 50,000 trainees annually. Over the last 20 years, IRM has been directly responsible for building the capacity of development professionals and communities across Pakistan, as well as working with most UN agencies, World Bank, ADB, USAID, DFID, Norwegian and Federal and provincial government. Mainly, providing development assistance within following sectors:

- Capacity Development
- Poverty Alleviation
- Education
- Health
- Environment and Natural Resource Management

2010 was a breakthrough year for IRM both as organization, as it became an independent Legal entity registered under Section 42 of the Companies Ordinance 1984, and financially as the project activities expanded with increasing number of donor contributions besides Government of Sindh like UN-agencies, DFID, NORAD and USAID etc.

Geographical Coverage: IRM has coverage across all the five provinces and Azad Jammu and Kashmir. Through its partner Rural Support Programmes i.e. NRSP, AJKRSP, SRSO, BRSP, TRDP etc, IRM works in over 100 districts across the country.

Capacity Statement: As of June 2011, Institute of Rural Management has trained more than one million individuals in different fields such as Vocational and Technical skills, Professional and Management skills, Internship programme, life skills, small enterprise development and management, diploma and certificate courses. **IRM is an ISO 9002-2008 certified entity.** IRM has complete capacity in total “Training Cycle Management” with highly organized internal controls and systems in place which include financial procedures, staff service rules, gender policy, as well as administrative processes. A well-defined organization structure is in place with total transparency in financial & procurement procedures, with zero tolerance towards misappropriation and gender related issues.

Approach: IRM adapts a diagnostic approach for assessing the capacity building needs and the functional maturity of the clients. The need and maturity assessment in turn provides the basis for need-based guidance and for subsequent human and institutional development and other technical support.

Public private Connections: IRM focuses on Building the capacities of development professionals not within the Rural Support Programmes but across the South Asia region including representatives from Afghanistan, Bangladesh, Bhutan, Burma, India, Iran, Nepal, Maldives, Philippines, Sri Lanka, Tajikistan, And staff from Multilateral and bilateral agencies, national and international NGOs, elected members of the local bodies, civil society, corporate sector, government staff, through its series of long and short term training programmes, field oriented research studies, symposiums, national and international workshops and exposure visits.
**International Recognition:** IRM has or is implementing projects under bilateral agreements and direct agreements with ILO, World Bank, UNDP, Asian Development Bank, Swiss Development Corporation, IFAD, DFID, ESCAP, UNOPS and UNICEF etc. Due to its efforts and services in the field of empowering people through HRD, the institute has been declared as the “Centre of Excellence” in 2001 by the UN Economic and Social Commission for Asia the Pacific.

Some of the major training programmes in IRM are:

- Vocational Training Programme
- Community Training Programme
- Social Mobilization Training Programme
- Institutional Capacity Building Services
- Management Development Programme
- Social Sector services Training Programme (Health and Education)

**Professional Services and Support:** Setting standard for excellence and discovering new horizons has led N-IRM to expand its scale of intervention by entering into the fields of Academics. We are continually developing varied partnership to expand our outreach and remodel our image at national level and abroad. Certainly, we have signed MOUs with two international (ITC/ILO, Italy & Asian University for Women, Bangladesh) and four well reputed universities in Pakistan. Moreover, we have also signed partnership agreement with all the public sector technical bodies, i.e. NIH, SDC, all TEVTAs, NARC and many others.

**IRM Digital Library:** It serves as a repository of knowledge, both contemporary and historical. One significant point of focus is the archives of the RSPs field experience and AkhterHameed Khan.

**Innovation Centre for Education (ICE):** ICE was established in 2005 to design and deliver training to primary school teachers. The objective is to make them effective facilitators in the classroom. The Ice also develops supplementary teaching guides and teaching material to inspire and empower teachers to become better educators.

**Vocational, Technical and Educational Centers (VTECs):** Centers have been established in Rawalpindi, Sukkur, Thatha, Jamshoro, Kandkot and Peshawar, with the aim of providing employable vocational, technical and educational skills to the young men and women of rural areas.

**Financial Management Capability:** IRM has successfully maintained accounts according to international accounting standard. IRM also comply with the requirements of different donors as mentioned above. M/S TaseerHadi Khalid & Co and Sadat Haider & Co are the auditors of IRM. IRM maintains separate ledger accounts and bank accounts for all the projects.

2. **About The Istituto Agronomico per l’Oltremare (IAO)**

The Istituto Agronomico per l’Oltremare (IAO) (Overseas Agronomic Institute) is the consultancy and technical assistance organ of the Italian Ministry of Foreigner Affairs. IAO was established in 1904 in Florence by Italian agronomists and tropicalists, originally known as the Istituto AgricoloColoniale Italiano (Italian Colonial Institute), in order to promote the study and
systematization of the tropical environment and agriculture and to implement vocational education and training of technicians and migrants, in the agricultural field.

**IAO's Corporate Identity:** The Istituto Agronomico per l'Oltremare (IAO) is a technical-scientific branch of the Italian Ministry of Foreign Affairs, working to fight world poverty and hunger. The Institute is involved in Development Cooperation initiatives on integrated rural development, environmental and natural resources management, fight against desertification and food security.

**Network and Human Resources:** IAO, in close consultation with the Italian Development Cooperation (DGCS), has developed an extensive network of contacts and collaborations with Developing Countries organizations and institutions, national and international governmental and non-governmental organizations, research organizations in Italy and abroad. Its staff has gained a wide technical, scientific and cultural experience in the International Cooperation field and is constantly updating its work according to emerging needs and global changes.

**Facilities:** The Institute has a Training Centre, a Library, a Laboratory and an Office for the publication of its scientific magazine, the "Journal of Agriculture and Environment for International Development". The Training Centre has meeting rooms, computer rooms and facilities able to accommodate up to fifty people. The Tropical Garden, the photo library, the small Museum and the Entomological Collection, are witnesses of the development cooperation activities carried out by the Institute since 1904.

**Mission:** To conceive and implement, on behalf of the Italian Development Cooperation, in partnership with local people, research, studies, technical assistance and training initiatives with the aim of reducing hunger and poverty, developing and managing agricultural and environmental resources in a sustainable way.

**Values:** IAO values divide into two main streams internal values and external values

<table>
<thead>
<tr>
<th>INTERNAL</th>
<th>EXTERNAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solidarity</td>
<td>Constant Improvement</td>
</tr>
<tr>
<td>Ethics</td>
<td>Professional Update</td>
</tr>
<tr>
<td>Liability</td>
<td>Professionalism</td>
</tr>
<tr>
<td>Respect</td>
<td>Quality of service / product</td>
</tr>
<tr>
<td>Professionalism</td>
<td>Honesty</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Sharing</td>
</tr>
<tr>
<td>Team Spirit</td>
<td>Participation</td>
</tr>
<tr>
<td>Participation</td>
<td>Ability to adapt</td>
</tr>
<tr>
<td>Sense of Belonging</td>
<td>Respect</td>
</tr>
<tr>
<td>Availability</td>
<td></td>
</tr>
<tr>
<td>Multicultural</td>
<td></td>
</tr>
</tbody>
</table>

**Vision:** To create together with Developing Countries a common and sustainable future in a world without hunger and environmentally friendly.
3. About The University of Agriculture, Peshawar (UAP)

University of Agriculture, Peshawar (UAP) was established in 1981. UPA playing a vital role in imparting Agricultural Education and conducting basic and applied agricultural research throughout the Province, and disseminating the results of agricultural research among the farmers and general public through its outreach/public service activities. UAP works for the rural development with the other international bodies USAID, USDA, GEF, ICIMOD, SDC, JAICA, SRSP, PARC and NARC.

The University of Agriculture, Peshawar being the prime institute for agricultural education and research has the obligation to provide trained manpower to all sectors of agriculture in Khyber Pakhtunkhwa.

**Programmes:** Being one of the leading institutions in the country, the University has been enjoying the prestige of providing high quality agricultural education and research to its students. The University imparts its educational and research programme through 5 Faculties, 26 departments and 3 institutes. The University offers Bachelor, Master, M.Phil and Ph.D. degrees in all disciplines of Agriculture including:

- Animal Husbandry and Veterinary Sciences,
- Rural Development
- Rural Sociology
- Bio-Technology
- Management Sciences
- Information Technology
- Computer Sciences.

The university is a corporate body. It has powers, inter-alia, to provide instructions, trainings, research and outreach; in agriculture, animal husbandry and other such disciplines of learning.

**Vision:** Producing quality graduates have strong moral and ethical values deeply rooted in the culture of Pakistan.

**Mission:**

- To produce quality graduates in agriculture and related disciplines;
- To conduct problem-solving farmer-oriented research to make the country self-sufficient in food commodities
- To provides educational and research linkages to rural communities and the public in order to alleviate poverty in rural areas.

**Goals:**

- Provide access to the students in agriculture and allied disciplines for getting higher education in the region.
- Enhance quality of academic and administrative capabilities of staff for providing enabling environment to students and faculty.
• Develop relevant education, research and development programmes for better understanding the issues that help the economy to further progress in line with nation and provincial priorities.
• Develop a dynamic programme that encourages the development of an effective leadership and governance across the board.

4. Background of the Project

Pakistan is an Agro based economy and contributes 21.4 percent to GDP of a country. About 45 percent of labor force engaged directly and indirectly in agriculture sector\(^1\). Khyber Pakhtunkhwa is the third largest province of Pakistan with 13.4 percent population. According to 2012-13 Khyber Pakhtunkhwa shared 1.70% budget estimated in agriculture sector of Pakistan\(^2\). Swat valley is one of the most fertile land in Pakistan and its spread over an area of 0.507 million hectares which is about 9 percent of the Khyber Pakhtunkhwa. Only 19.36 percent is cultivated area\(^3\). To increase the productivity of agriculture at swat valley an agreement was signed for the Agriculture Development Project-Swat GECOHO between IstitutoAgronomico per l’Oltremare and The University of Agriculture, Peshawar in 2013. According to this agreement UAP is mainly responsible for conduction of TNA, Designing and organizing Agriculture based training programmes at Swat Valley.

5. Introduction to ADP-Swat

With a mutual understanding IAO & UAP jointly implemented a project named Technical Assistance and Support to Fruit and Vegetables Growers in the Swat valley (Pakistan) - Agriculture Development Project-Swat. Under this project, IAO developed its five Farmer Service Centers (FSC) at Lower and Upper Swat Valley Tehsils namely; Madyan, Kabul, Barikot, Matta and Khawazakhala. Initially, the beneficiaries of this project were only men and women were neglected and not included in the project activities. Currently, the aim of IAO is to provide the agriculture technical skills not only to men but also to women, as local women are actively involved in farming and productivity e.g. food shortage, grain cleaning, threshing, livestock, and cottage industry etc. As a result IAO, in collaboration with UAP, is re-implementing a project named Technical Assistance and Support to Fruit and vegetables Growers in the Swat Valley (Pakistan) for Gender Empowerment at Swat under ADP Swat 2/GECOHO. This Project is based on three Phases namely;

• Training Needs Assessment Phase
• Capacity Building Phase
• Impact of the Project

a) Training Needs Assessment: TNA is an initial stage of this project to identify the beneficiaries and their needs. Base line study will be carried out by the UAP for the identification of the beneficiaries. A Total of 200 targeted beneficiaries will be the local women of Swat Valley. These beneficiaries are already registered with the Social

\(^1\)http://www.agricorner.com/pakistan-economic-survey/
\(^2\)http://kpbs.gov.pk/files/1389177639.pdf
\(^3\)Technical Assistance and Support to Fruit and vegetables Growers in the Swat Valley (Pakistan) For Gender Empowerment at Swat under ADP SWAT 2/GECOHO Project Proposal by UAP

Welfare Women Development Department of KP. Furthermore, the Agriculture Extension Department District Swat will also facilitate UAP for the identification of the women beneficiaries.

b) **Capacity Building:** To ensure their Socio-economic empowerment, the beneficiaries will attend the training according to their needs mentioned in the TNA Report. Group formation, module development, delivering of training and distributions of certificates and kits will be a part of 2nd phase of the project. In 2nd Phase of project each group will attend seven different training i.e. Home Vegetable Gardening, Backyard Poultry Farming, Quails Farming, Fruit/Vegetable Preservation and Processing, Livestock Management Skills Enhancement, Processing of Non Timber Forest Products and Agribusiness & Marketing Linkages.

c) **Impact of the Project:** The third phase of the project will be based on the analysis of the impact of the whole project in particularly areas. Under this phase, output of the project will be examined in the following manner;

- Future income generation
- Economic growth of the specific Agri-products
- Socio-Economic development in target areas

6. **Objectives of the Project**

*There were some specific objectives related to IAO-ADP;*

- Identify needs (Capacity building in Agri-sector) of Beneficiaries.
- To ensure Gender component (Women) shouldn’t be ignored.
- Socio-Economic empowerment of women.

**Role of IAO:** According to this project, IAO is mainly concerned with the rural development and natural resource management of Swat Valley. IAO’s major component is to provide and allocate human and Monetary/financial Capital for the Agri-sector development. For this purpose, IAO in collaboration with UAP is implementing the said project in Swat Valley. IAO is also responsible to assess the specific project tasks carried out by UAP.

**Role of UAP:** Under this project UAP is assigned to implement the ADP Swat 2/GECOHO activities in Swat which will include, TNA, Pre Training Arrangements, Training Designing, Training Delivery, Post Training and delivering Training Kits to the community of Swat Valley. UAP will design and conduct 3 days training modules.

**Role of IRM:** IAO assigned the task of monitoring and Evaluation to IRM. IRM will monitor and evaluate all the project activities of UAP at Swat Valley. IRM will take measures for quality control indirectly. It will also work with UAP as a team and provide guidance for smooth implementation of the training events.
7. Monitoring & Evaluation

With mutual understanding between IAO, IRM and UAP, IAO assigned the task of third party monitoring and evaluation of the Agriculture Development Project-Swat GECOHO activities to IRM. Accordingly, IRM was responsible to monitor project activities within three mission visits. The very first mission visit focused on TNA, second on Designing and Organizing of the training workshops & the third in coming future will monitor the implementation and impact of the project at District, Swat.

8. Objectives of Monitoring & Evaluation for 2nd Phase

- To monitor and facilitate UAP team at field during the Training Delivery and distribution of kits. Highlight areas for improvement and guide (as when required) the Resource Persons/Master trainers to ensure quality training at each venue at Swat valley.
- To observe that gender participation in training events is ensured and Resource persons are sensitized and well aware with the cultural values of the areas.
- To assess that participants understand the contents of Training and also utilize the skills learnt during the training to generate income for their families.
- To verify that the actual beneficiaries who attended the full training course/workshops get the Tool Kits.

9. Methodology used for Effective Monitoring & Evaluation for 2nd Phase

The Methodology adopted for this study is based on both qualitative & quantitative approaches. To examine and monitor the whole Training process, a checklist mentioning all the monitoring Indicators was composed by IRM monitoring Team. The checklist analyzed the training in three areas such as (I) Pre Training Arrangement, (ii) Training Delivery and (iii) Post Training Arrangement. The checklist covered all the necessary stages of Training cycle and helped the monitors to assess the quality of each training event individually.

For effective data analysis and transparency, a two member monitoring team was sent to all training venues and the checklist was converted into a close ended Training Monitoring & Evaluation Questionnaire Form (See annexure). To examine the quality, effectiveness and gaps between 2 same events, Training were assessed individually by filling separate monitoring & evaluation form. Resource person’s role and performance in the training were also evaluated on another different form (See Annexure; Resource person Evaluation form) to ensure the smooth delivery of the training program, as it guaranteed the success of project implementation.

To validate observations and other data, monitors also used the technique of participant observation and interacted with the participants by using the following training techniques;

i. Brainstorming
ii. Simple interviews with participants
iii. Question/Answer Quiz
iv. Experience Sharing
v. Allotting Practical Work in forms of groups
vi. Small responsive Assignments to take feedback
9.1 Targeted Areas for Field Training:

IAO-UAP and Agriculture Extension Dept of KP Government allocated 6 targeted areas in Swat valley where training was conducted for the said project. IRM team monitored all 6 areas where training was organized by UAP. For understanding the areas are classified geographically according to upper and lower Swat.

1. **Lower Swat**
   - Toha, Charbagh
   - Sumbat, Matta
   - Aboha, Barikot
   - Kabal

2. **Upper Swat**
   - Mankar, Bahrain
   - Badali, Madyan
9.2 Swat Valley Map:
10. **Training Monitoring and Evaluation**

10.1 **Team Members**

Agriculture Extension dept, UAP & IRM team members who were involved in the 2\textsuperscript{nd} phase of Capacity Building of the said project are as follow:

<table>
<thead>
<tr>
<th>Sr #</th>
<th>Name</th>
<th>Designation</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mr. Adalat Khan</td>
<td>SMS Horticulture</td>
<td>Directorate Agriculture Extension Mingora, Swat</td>
</tr>
<tr>
<td>2.</td>
<td>Mr. Abdus Salam</td>
<td>Additional Director</td>
<td>Directorate of Planning &amp; Development</td>
</tr>
<tr>
<td>3</td>
<td>Mr. Mian Dawood</td>
<td>Assistant Director</td>
<td>Directorate of Planning &amp; Development</td>
</tr>
<tr>
<td>4</td>
<td>Mr. Khalid Iqbal</td>
<td>Assistant Director</td>
<td>Directorate of Planning &amp; Development</td>
</tr>
<tr>
<td>5</td>
<td>Ms. Mahurkh Qasim</td>
<td>Assistant Director</td>
<td>Directorate of Planning &amp; Development</td>
</tr>
<tr>
<td>6</td>
<td>Nasir Ahmad</td>
<td>Ph.D Scholar</td>
<td>Poultry Science</td>
</tr>
<tr>
<td>7</td>
<td>Farida Tahir</td>
<td>Consultant</td>
<td>Animal Health</td>
</tr>
<tr>
<td>8</td>
<td>Hina Ali</td>
<td>Consultant</td>
<td>Poultry Science</td>
</tr>
<tr>
<td>9</td>
<td>Shazia Sher</td>
<td>Veterinary Officer</td>
<td>Animal Health</td>
</tr>
<tr>
<td>10</td>
<td>Saira Gul</td>
<td>Veterinary Officer</td>
<td>Animal Health</td>
</tr>
<tr>
<td>11</td>
<td>Kausar Shaheen</td>
<td>Consultant</td>
<td>Animal Health</td>
</tr>
<tr>
<td>12</td>
<td>Mehwish</td>
<td>Consultant</td>
<td>Animal Health</td>
</tr>
<tr>
<td>13</td>
<td>Farzana Begum</td>
<td>Consultant</td>
<td>Horticulture</td>
</tr>
<tr>
<td>14</td>
<td>Farzana Bibi</td>
<td>Consultant</td>
<td>Horticulture</td>
</tr>
<tr>
<td>15</td>
<td>Ms. Khudeja Bibi</td>
<td>Field Veterinary Assistant</td>
<td>Livestock Dept</td>
</tr>
<tr>
<td>15</td>
<td>Kausar Shamim</td>
<td>Project Officer</td>
<td>Vocational Training Program-Reforms</td>
</tr>
<tr>
<td>16</td>
<td>Naseem Filza</td>
<td>Consultant</td>
<td>Community Training Programme</td>
</tr>
</tbody>
</table>
10.2 UAP Training Calendar

UAP Training time-lines and calendar were first issued for the month of June, 2014 but due to unstable situation in Khyber PukhtoonKhwa, the initial plan was postponed. Later it was decided to organize the planned training in the month of August, 2014.

<table>
<thead>
<tr>
<th>S#</th>
<th>Name of Training Venue</th>
<th>Kind of Training</th>
<th>Proposed Dates</th>
<th>Stay Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Toha Charbagh</td>
<td>Poultry</td>
<td>11-13/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>2</td>
<td>Kabal</td>
<td>Poultry</td>
<td>14-15/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>3</td>
<td>Aboha Barikot</td>
<td>Poultry</td>
<td>17-19/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>4</td>
<td>Mankar Bahrain</td>
<td>Poultry</td>
<td>20-22/8/2014</td>
<td>Bahrain</td>
</tr>
<tr>
<td>5</td>
<td>Badali Madyan</td>
<td>Poultry</td>
<td>23-25/8/2014</td>
<td>Bahrain</td>
</tr>
<tr>
<td>6</td>
<td>Sumbat Matta</td>
<td>Quails Farming</td>
<td>11-13/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>7</td>
<td>Aboha Barikot</td>
<td>Quails Farming</td>
<td>14-15/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>8</td>
<td>Kabal</td>
<td>Quails Farming</td>
<td>17-19/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>9</td>
<td>Badali</td>
<td>Quails Farming</td>
<td>20-22/8/2014</td>
<td>Bahrain</td>
</tr>
<tr>
<td>10</td>
<td>Mankar</td>
<td>Quails Farming</td>
<td>23-25/8/2014</td>
<td>Bahrain</td>
</tr>
<tr>
<td>11</td>
<td>Sumbat Matta</td>
<td>Kitchen Gardening</td>
<td>17-19/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>12</td>
<td>Toha Charbagh</td>
<td>Kitchen Gardening</td>
<td>20-22/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>13</td>
<td>Kabal</td>
<td>Kitchen Gardening</td>
<td>23-25/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>14</td>
<td>Aboha Barikot</td>
<td>Kitchen Gardening</td>
<td>26-28/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>15</td>
<td>Badali Madyan</td>
<td>Livestock Management</td>
<td>17-19/8/2014</td>
<td>Bahrain</td>
</tr>
<tr>
<td>16</td>
<td>Kabal</td>
<td>Livestock Management</td>
<td>20-22/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>17</td>
<td>Sumbat Matta</td>
<td>Livestock Management</td>
<td>23-25/8/2014</td>
<td>Mingora</td>
</tr>
<tr>
<td>18</td>
<td>Toha Charbagh</td>
<td>Livestock Management</td>
<td>26-28/8/2014</td>
<td>Mingora</td>
</tr>
</tbody>
</table>

11. Review Meeting

A formal meeting was held with the project team including UAP, IRM and Agri-Extension Dept. The basic purpose of this meeting was to have a brief introduction with the new team members and trainers of UAP and also share IRM-monitoring & evaluation indicators with the coordinators and Mr. Adalat Khan as well as with the resource persons. UAP team was assured that monitoring & evaluation of the training events will be conducted on the criteria finalized by the IAO in order to facilitate, share suggestions and support UAP team to make this project successive. After establishing grounds of mutual understanding among the UAP Management, IAO Team and IRM Monitoring Team the discussion was concluded. Mr. Mian Dawood presided the meeting.

**Discussed Key Points**

1. UAP will train 300 beneficiaries in the month of August to October, 2014
2. Two teams of UAP including resource persons will be moving on day to day basis to two different events. First team was headed by MR. Khalid Iqbal and Ms. Mahrurkh and second team was headed by Mr. Mian Dawood and Mr. Adalat Khan. While a separate team of
UAP will also move from Peshawar to Mingora and then Bahrain with Mr. Abdus Salam, Mr. Khalid Iqbal, Mr. Nasir Ahmad and Ms. Mahrukh as well.

3. IRM also decided to divide their team into two halves, one Monitor will move to the field training with Mr. Dawood team, and second IRM Monitor will move with Mr. Khalid Iqbal team. IRM requested the UAP team to play a role of facilitator when ever required during training programs.

4. UAP Training Plan was shared by Mr. Khalid Iqbal. It was also informed that closing of 2 events will be organized on 13th August, 14.

5. All UCs considered during TNA were included in the Training Programme except Sorray where No. of Beneficiaries was very less.

6. IRM-team shared Monitoring & Evaluation formats; work plan for monitoring visit for the Training Program in hardcopy with the coordinator, and in Local Pashto and Urdu elaborated all 3 parts and set indicators.

7. It was suggested that a team of two resource persons (one well experienced resource persons and new resource persons) who will be facilitating in training conduction, should be shuffled from one event to another. So, the new resource persons can understand and follow the whole process for conduction of training program.

8. UAP Team also informed IRM that the total no. of beneficiaries to be trained in this project is 300. The no. of beneficiaries ranges from 20-36 participants however in Toha Charbagh the no. of beneficiaries was more than rest of other communities and will be adjusted accordingly.

12. Monitoring Visits

For the month of August-2014, UAP conducted 18 training program in 4 trades i.e. Poultry, Quails Farming, Livestock Management and Horticulture. IRM planned to visit 13 events. IRM two team members monitored the overall training events conducted by UAP. The IRM Monitoring Team monitored all three days of all 13 events. Details are as below:

12.1 Work plan of IRM Monitoring Team

IRM Team shared their visiting plan for monitoring & evaluation of Training programs with the field teams, Agriculture extension department and UAP prior to the monitoring visits. Following schedule was followed by IRM Team to do effective and uniform monitoring & evaluation of the field training activities. IRM’s Team work plan was aligned with the training calendar of UAP.

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/8/2014</td>
<td>Departure for Swat</td>
<td>IRM Team</td>
</tr>
<tr>
<td>12/8/2014</td>
<td>Arrival to PTDC Motel - Saidu Sharif,Swat</td>
<td>IRM Team</td>
</tr>
<tr>
<td>12/8/2014</td>
<td>Meeting with UAP &amp; Agri-Extension Team</td>
<td>IRM, UAP &amp; Agri-Extension Dept.</td>
</tr>
<tr>
<td>13/8/2014</td>
<td>Visit to Toha Charbagh and Matta</td>
<td>Agri-Extension, UAP &amp; IRM Monitoring Team</td>
</tr>
<tr>
<td>14-16/8/2014</td>
<td>Visit Barikot and Kabal</td>
<td>Agri-Extension, UAP &amp; IRM</td>
</tr>
</tbody>
</table>
## Observations against Monitoring Indicators

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Strengths</th>
<th>Weaknesses (Gaps)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group- Size and Sitting</strong></td>
<td>The training Group-size was appropriate at most of venues</td>
<td>In Mankar and Charbagh, the group number increased from 31 to 36 participants. At 8 events sitting arrangement made at open places and participants were made to sit in parallel lines.</td>
</tr>
<tr>
<td><strong>Venue Selection</strong></td>
<td>09 locations out of 13 had appropriate selection of venues i.e. in terms of access and basic facilities</td>
<td>02 events venues of Mankar location weren’t safe due to wrecked bridge and narrow tight road and majority of participants were those whom TNA was conducted by UAP i.e. Charbagh, Mankar and Badali and at 02 venues of kabal, venue was not up to mark in terms of space.</td>
</tr>
<tr>
<td><strong>Selection of Participants</strong></td>
<td>Participant selection was according to the criteria</td>
<td>At Barikot event preferences for relatives were observed and some participants sent their replacements in training</td>
</tr>
<tr>
<td><strong>Invitation to Training</strong></td>
<td>-</td>
<td>For all 13 training events Invitation to training was given one day prior to training</td>
</tr>
<tr>
<td><strong>Stationary and equipment</strong></td>
<td>Stationery arrangement at all 13 events was sufficient</td>
<td></td>
</tr>
<tr>
<td><strong>Promotions and Arrangement</strong></td>
<td>At all 13 events banner were displayed</td>
<td></td>
</tr>
</tbody>
</table>
### Display Material
Accordingly to training programs.

### Refreshment Arrangements
At all 13 events tea, refreshment was hygienic, good and water were served at all venue during training program.

### Training Material and Training Agenda
At all 13 events main charts were displayed (related to main sessions brief description on it) at training venues. Resource persons comprehensively shared project introduction, objective of project and training. Poultry Training resource persons shared videos and pictorial based sessions for participants’ better understanding.

### Training Methodology
Out of 13 events, Resource persons of 7 events were following training methodology (participatory approach, brainstorming, group activity and experience sharing).

### Training Documents and Record
At all events attendance sheet was available

### Review and Evaluation techniques
Resource persons used to have review of each session in all 2 days of training. Out of 13 events only at 4 events evaluation for training verbally conducted. At all 13 events only at 4 events pre & post test verbally conducted.

### Resource Persons Quality
Experienced resource persons smartly handled the community members other than registered participants of training events. They were aware of the cultural norms New Trainers (2) remain shaky to deliver the training contents in start days with community, latterly they delivered interactive sessions in good quality

### Provision of Tool Kits
Demonstration was conducted by resource persons for all equipment provided in tool kits but on the 3rd day. Tool Kits were Provided in all trainings. During Home Vegetable Gardening Training at Kabal 5 to 6 participants out of 30 didn’t received tool kits which were later provided to them.

#### 12.3 Other Observations and Findings:
- Resource persons give equally attention to all participants and they were also gender and culturally sensitive.
- Participants especially of Badali, Mankar, Toha Charbagh and Kabal showed high interest in the training programs.
- Use of simple Pashto language by the resource persons was found satisfactory for the better understating level of the participants.
- Experienced resource persons smartly handle community members other than registered participants of training events.
• Poultry Training resource persons shared videos and pictorial based sessions for participants’ better understanding.

12.4 Recommendations

Following recommendations needed to be adopted for the success of Training program while these recommendation are not based on any perception but are derived on the basis of indicators adopted by national and international Governmental, local bodies;

1. For the successful training programs Time Management must be strictly followed.
2. Training venue arrangement must be prepared one day before the actual training date
3. In case of open area for sitting arrangement proper curtains should be hanged, so that resource persons and participants could conduct and attend training program without any external interference.
4. At Training venue Flip chart/white board with stand should be placed so time to time when resource persons required they can use it for explanation.
5. Training Schedule/Plan must be with resource persons, as it assists to understand the whole training program plan. It’s the most important document and it shouldn’t be missed during training program. It’s the only document that provide a complete guideline to resource person about starting of program, how much time gap is required for each session, at what time should she/he give break to the participants, when to conclude the session, how much time she/he can give for practical work, group work, presentations, and when to windup the training.
6. Rules and Norms must be formed. It will help to keep the class in discipline and they will be aware of dos and don’ts during training program.
7. Pre-Post test and Evaluation of the training and resource person must be conducted in every training as it helps resource persons to analyze the learning of the participants.

13. Resource Person Evaluations

UAP availed the services of 8 resource persons who were experts in their fields. Each resource person not only performed the role of the facilitator in training but also delivered training sessions in a participatory way. The methodology that was adopted for the evaluation of the resource persons is based on the training conduction and quality indicators (attached in the annexure), improvement (where required) and followed the suggestion that were given to them from time to time by the Monitors.

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Resource Persons</th>
<th>Designations</th>
<th>Training Conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Farida Tahir</td>
<td>Consultant</td>
<td>Poultry</td>
</tr>
<tr>
<td>2</td>
<td>Hina Ali</td>
<td>Consultant</td>
<td>Poultry</td>
</tr>
<tr>
<td>3</td>
<td>Shazia Sher</td>
<td>Veterinary Officer</td>
<td>Quails</td>
</tr>
<tr>
<td>4</td>
<td>Saira Gul</td>
<td>Veterinary Officer</td>
<td>Quails</td>
</tr>
<tr>
<td>5</td>
<td>Kausar Shaheen</td>
<td>Consultant</td>
<td>Livestock Management</td>
</tr>
<tr>
<td>6</td>
<td>Mehwish</td>
<td>Consultant</td>
<td>Livestock Management</td>
</tr>
<tr>
<td>7</td>
<td>Farzana Begum</td>
<td>Consultant</td>
<td>Home Vegetable Gardening</td>
</tr>
<tr>
<td>8</td>
<td>FarzanaBibi</td>
<td>Consultant</td>
<td>Home Vegetable Gardening</td>
</tr>
</tbody>
</table>
13.1 Graphically Representative of Evaluations

The sequences of graphical evaluations is based on the above table of resource persons.
Monitoring and Evaluation Report of Capacity Building Phase II

Saira Evaluation

- Training Material
- Innovative Approach
- Time Management
- Dealing with Training Situations
- Command over subject
- Meaningful Discussions
- Effective Communication
- Training Management
- Equal Attention to All Participants
- Relaxed Behaviour

Kausar Evaluation

- Training Material
- Innovative Approach
- Time Management
- Dealing with Training Situations
- Command over subject
- Meaningful Discussions
- Effective Communication
- Training Management
- Equal Attention to All Participants
- Relaxed Behaviour

Mehwish Evaluation

- Training Material
- Innovative Approach
- Time Management
- Dealing with Training Situations
- Command over subject
- Meaningful Discussions
- Effective Communication
- Training Management
- Equal Attention to All Participants
- Relaxed Behaviour
Farzana Begum Evaluation

- Training Material
- Innovative Approach
- Time Management
- Dealing with Training Situations...
- Command over subject
- Meaningful Discussions
- Effective Communication
- Training Management
- Equal Attention to All Participants
- Relaxed Behaviour

Farzana Bibi Evaluation

- Training Material
- Innovative Approach
- Time Management
- Dealing with Training Situations...
- Command over subject
- Meaningful Discussions
- Effective Communication
- Training Management
- Equal Attention to All Participants
- Relaxed Behaviour
14 Other Meetings

Two other important meetings conducted with the UAP Coordinator and hired veterinary assistant for the project.

a) Meeting with Mr. Nasir Ahmad

Mr. Nasir Ahmad is Research Associate, Ph.D scholar in field of Poultry Science and UAP Coordinator. The main purpose of this meeting was to discuss Quails Farming production in Swat. Quails Farming is 1st ever attempt to introduce this skill among community for production purposes. Swat community mostly is involved in Poultry Farming only while Quails are usually kept as a pet at home. Two resource persons Ms. Shazia Sher and Ms. Saira Gul were two Veterinary officers and delivered Quails Farming Training in the community. While Mr. Nasir Ahmad being Ph.D scholar share his knowledge on Quails Farming and its production. According to Nasir Ahmad Quail is very sensitive bird and Swat weather is exceptionally cold. While on production side, as domesticated Quail doesn’t make a nest and also not used to sit over their laying eggs. As 1 quail per year normally lay around 280-290 eggs. So, for hatching purpose a hen or an incubator is required for it. Those communities who are mainly interested for egg production, incubator will be best substitute for it. As, The Quail will start laying eggs at around 10-12 weeks of its age and will lay eggs actively for about 14-15 months if kept under optimal conditions. The local hand made incubator price range from 15,000-30,000/KPR. In this regards UAP wants to contribute in purchasing of incubator along the participants (community). Electrical brooder will also need for 1st week quails eggs. 60-100 watt bulb required for temperature to keep the space warm. But due to electricity shortage UPS, Generator and Solar panel will be needed. At each venue (location) a responsible person should placed for the supervision of the incubator at his/her home, and the beneficiaries will bring quails eggs their and after hatching they will take away the quail chicks to home. Mr. Abdus Salam and Mr. Nasir show their great interest to support the local community in production purpose of it.

b) Meeting with Ms. KhudejaBibi

MS. KhudejaBibi by profession is Field Veterinary Assistant at District Director Livestock, Saidu Sharif. UAP hired Ms. KhudejaBibi to facilitate and develop the link of UAP with the local community. MS. Khudeja visited to Mingora all events and also introduces her self and share basic information regarding their services and Veterinary Hospital Center with it locality at Saidu Sharif, Charbagh, Madyan, Barikot and Kabal. Field worker man and

---

4 http://www.quailfarm.co.uk
woman visits community homes and check the health problem issues and treatment for diseases carryout by them at homes as well as at local centers too.
ANNEXURE
Photo Gallery
Quails Farming
Poultry Training
Livestock Management
Home Vegetable Gardening
Others
Monitoring Assessment Forms for IAO-ADP Swat/2 (GECOHO)

Technical Assistance and Support to Fruit and vegetables Growers in the Swat Valley (Pakistan) for Gender Empowerment at Swat under ADP Swat 2/GECOHO.

Monitoring indicators for a Training Event

<table>
<thead>
<tr>
<th>Training Title: ____________________________</th>
<th>Training Venue: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Date: ____________________________</td>
<td>Name of Resource Person: ____________________</td>
</tr>
<tr>
<td>Total Participants: ________________________</td>
<td></td>
</tr>
</tbody>
</table>

### Pre Training Arrangements

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Appropriate Venue Selection/Training hall preparation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Seating arrangement is proper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Participants Selection according to criteria</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Invitation / joining instruction timely sent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Stationery Arrangement sufficient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Required Training equipment is available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Refreshment/Food arrangement (hygienic)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Proper &amp; updated Schedule is available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Resource persons arrived according to time given in schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Group size is appropriate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Observation:**

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
## Monitoring and Evaluation Report of Capacity Building Phase II

### During training arrangements

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Methodology used in training is appropriate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Communication and presentation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Training/Session timing followed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Display of presentation and group work charts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Water/Tea/food served</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Training coordinator role is appropriate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. # of participants in 1st day, 2nd day &amp; 3rd day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Daily training starting &amp; closing time is according to schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Last day closing time was according to schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Participants involvement in Agri-Base Practical work</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Observation:**

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

ADP-Swat2- GECOHO
## Post training arrangements

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Availability of attendance sheet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Availability of Registration of participants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. One page Training report prepared of last event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Maintain expense properly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Evaluation conducted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Urdu forms used for evaluations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Attendance &amp; Registration forwarded to MIS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Settlement of Budget/adjustment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Pre &amp; Post Test Conducted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Tool Kits Distribution take place among actual participants</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Observation:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Resource Persons Evaluation Form

Institute of Rural Management

Issue No. 1 Date: July 30, 2008

Training Name: ___________________ Training Date: ________________

Assessment of the Resource Person

Name of Resource Person: _______________ Session On: ________________

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Performance Indicators</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A (5)</td>
</tr>
<tr>
<td>1</td>
<td>Relaxed Behaviour</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Equal Attention to All Participants</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Effective way of Training Management</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Effective Communication</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Meaningful Discussions</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Command over subject</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Dealing with Training Situations (Including crisis situation)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Time Management</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Innovative Approach</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Provision of Supportive Training Material</td>
<td></td>
</tr>
</tbody>
</table>

Q-F-003