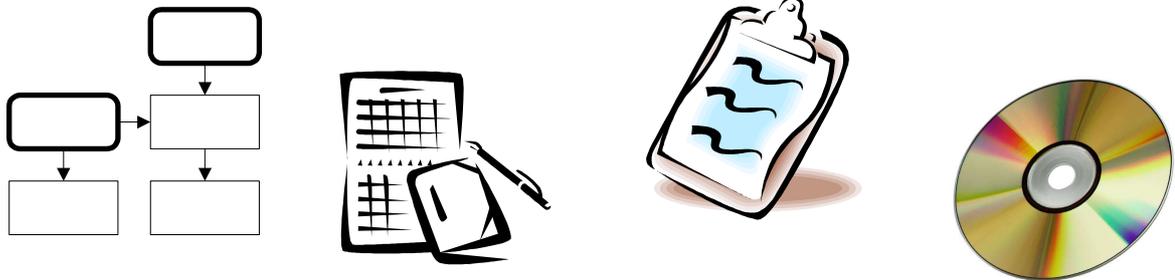




EMERGENCY OPERATIONS AND REHABILITATION DIVISION (TCE)

M&E Toolkit



Small Stock

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(RIACSO)
JOHANNESBURG, SOUTH AFRICA**

The FAO M&E Activity Toolkit Series

This M&E toolkit is one of a series that has been developed by the FAO Regional Interagency Coordination Support Office (RIACSO) in Johannesburg, South Africa. The goal of these toolkits is to strengthen and harmonize monitoring and evaluation of supported emergency activities throughout the southern Africa region. To achieve this goal, these toolkits provide a core set of indicators and data collection templates that enable common data collection and the aggregation of results across multiple project sites within countries and the region.

Other M&E Toolkits Developed by FAO/TCEO

- ⇒ Conservation Agriculture
 - ⇒ Input Trade Fairs
 - ⇒ Gardens
 - ⇒ Transboundary Animal Diseases
 - ⇒ Small Scale Irrigation
-

The audience for this M&E toolkit is anyone who is involved in implementing small stock projects, including FAO staff at country and regional levels, implementing partners, community-based facilitators, extension officers, NGO staff, and consultants. “Small stock” encompasses all projects supporting the production of small animals, including poultry, goats, pigs, and sheep.

These toolkits are a work in progress. To be successful they must address cross-cutting regional information needs on project impact, while also accommodating a diverse set of working conditions, operational resources, and information requirements of numerous national and local users. This is not an easy task, hence feedback from users is essential. Please channel all feedback through your local FAO Emergency Coordination Unit (ECU). Comments should be sent to the Regional Information Officer at RIACSO, Phil Fong <phillip.fong@fao.org>.

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How to use this Toolkit

1. Review the core output and outcome indicators (page 2)
2. Review the sample data collection forms in [Annex V](#) (page 21)
3. Develop a M&E workplan for data collection, processing, and analysis that will work for your specific context (page 11)
4. Implement the workplan.

Small Stock M&E Data collection at a Glance

1. **Beneficiary selection:** after agreeing upon the criteria that will be used for inclusion in the project, the group(s) involved in beneficiary selection may use the [Beneficiary Selection Worksheet](#) (page 22) to record the specific criteria for each beneficiary.
2. **Baseline survey:** give a 3-page survey (page 25) on 5% of the beneficiaries. This survey asks questions about household socioeconomic characteristics and their existing small stock. The Baseline Survey should ideally be given during a household visit, but can also be given at the initial training.
3. **Training:** trainers maintain a simple Training Log recording topics covered, numbers of people trained, and instruction hours (page 23).
4. **Distribution of animals and other inputs:** project staff maintain a record of any inputs or implements distributed.
5. **Post-distribution survey(s):** at least one [Post-Distribution Survey](#) (page 28) should be conducted, preferably to the same households that were given the Baseline Survey. The Post-Distribution Survey should be given after the new animals have reached maturity and have started producing (approximately three months after distribution for poultry, and one month after distribution for goats). The survey can optionally be given a second time, 9-12 months later, to capture longer term impacts.
6. **Project Implementation Summary:** at the end of the project cycle or reporting period, each Implementing Partner should submit a summary of the training and distribution activities (page 24).
7. **Terminal evaluation:** to supplement the household surveys and training records, conduct focus group discussions and interviews with key stakeholders

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1.0 AN INTRODUCTION TO SMALL STOCK PROJECTS

Raising small animals is an important livelihood activity for many rural households in many parts of the world. People keep chickens, goats, sheep, and other small animals for a variety of reasons. Small stock provide milk, eggs, meat, and other products that can be used for consumption, sale, or social functions. Small stock are very useful when income is needed at short notice, for example for health care, school fees, visitors, or when other food sources are in short supply (FAO 1977). Small stock often diversify a household's livelihood strategies, providing a bit of a buffer against problems like drought or unemployment that can reduce other sources of food and income. And compared to gardening and cropping, keeping small animals requires very little land and a lot less work that can be shared among family members.

It therefore isn't surprising that small stock projects are also popular with governments, NGOs, and funding agencies that are trying to increase food security and reduce poverty. The extra income provided by small stock can help a struggling family break out of the "cycle of poverty" by generating enough income to send a child to school, start a small business, help a sick person get medical treatment, or get through a period of hardship without having to sell more valuable assets. Development organizations also like small stock projects because they are not a "hard sell" to people who are already familiar with raising small animals.

Small stock projects are also a good way to reach women, the elderly, and people living with AIDS, due to the relatively low requirements for land and labor, and the potential to generate a steady supply of protein and/or income. However designing a small stock project that addresses the needs of women and people living with AIDS can not just be taken for granted; this requires a good understanding of how the epidemic has affected families, and deliberate strategies to ensure that views and needs of AIDS affected households have been met (FAO 2006).

Finally, small stock projects are popular interventions because there is usually a lot of room for improvement in the way small animals are traditionally raised (Ngategize 1989, Otte and Chilonda 2002). For a relatively small investment, one can greatly increase the efficiency of small stock production systems. This is mostly done through generally non-controversial "easy" technical improvements in husbandry, feed, housing, breeding, hygiene, veterinary care, and management of movement.

There are a number of strategies that can be used to support small stock. In a post-emergency context where a lot of people are recovering from a flood, drought, or disease outbreak, small stock projects are likely to involve some sort of **restocking**. But restocking is nearly always combined with some combination of the following sets of strategies:

Table 1. Common strategies in small stock projects

improved husbandry	introducing higher yielding breeds into the production system and providing support for breeding such as a rotating supply of cocks or bucks
extension and training	training on feeding, housing, disease prevention, food processing and storage, marketing, financial management, etc.
treatment campaigns	reducing disease outbreaks through vaccinations, spraying, deworming, etc.
"passing the gift"	a practice where other vulnerable families receive the first new animal produced by beneficiaries, thereby creating a "self-help" mechanism at the community level
improved feeding	subsidies or bulk-purchasing of commercial feed supplements, better management of agricultural wastes

growing forage crops	supporting crop production specifically for animal forage
improved watering	making water more accessible, hygienic, and better controlled to reduce disease transmission
strengthening village level veterinary services	training community based extension workers, establishing village pharmacies
capacity building for gov't extension services	training, logistical support, and funding
crop-livestock integration	promoting practices in which small stock and agricultural production mutually benefit each other
slaughtering	providing training or facilities to make slaughtering more hygienic and profitable
live fencing	providing training and seedlings for live fencing to reduce conflicts between small stock and agricultural areas
access to credit	providing micro-credit to individuals or small groups to buy new animals or inputs
marketing	providing training, transport subsidies, cold facilities, or new market facilities
policy advocacy	helping small stock owners speak with a louder voice in important policy decisions at the national and international levels (see Pica-Ciamarra 2005)

Small stock projects have a long history in the southern Africa region, and are expected to play an even greater role in future food security programming. The increasing volatility in agricultural production yields, due in part to climate instability, and the growing number of households that suffer from a shortage of labor and/or land, due in large part to the AIDS epidemic, make small stock projects a good complement to agricultural projects. Governments have also embraced small stock as an important poverty reduction strategy, and are working to improve veterinary, husbandry, and marketing services in many areas.

2.0 CORE M&E INDICATORS FOR SMALL STOCK PROJECTS

As part of larger regional effort to strengthen project M&E in southern Africa (see [Annex I](#), page 14), FAO Emergency Coordinators developed a set of core indicators for small stock projects during an M&E workshop in December 2007. The results of these discussions are presented in [Table 2](#) below.

The difference between output and outcome indicators

Monitoring is often divided into looking at the *process* of conducting an activity, and its ultimate *impact*. Process is measured by describing the immediate *outputs*, such as the number of inputs distributed or people trained. Impact is evaluated by defining and measuring the medium and long-term *outcomes* of an activity. In order to claim that an activity made a difference, we need evidence of both the process and the final impact. Hence most M&E systems simultaneously keep track of both by defining separate indicators for outputs and outcomes.

Table 2. Core Indicators for Small Stock Projects

	Indicator	Interpretation
Output Indicators		
Basic	1. Number of households receiving small stock	This indicator captures the overall scope of the activity in terms of number of beneficiaries. This information can also be presented in map form.
	2. Number of animals distributed (by breed and gender of beneficiary)	This indicator captures the scope of the distribution of animals which, although not an end in itself, reflects the size of the project.
	3. Quantity of other inputs distributed (by type of input and gender)	Many small stock projects provide additional items such as starter feed, veterinary medicines, fencing or housing material, notebooks, etc. Capturing the amount of items distribution is an important measure of how project resources are being used.
	4. Number of beneficiaries trained (by type of training and gender)	Training is a key element of many small stock projects. This indicator will capture both the types of training offered, as well as number of beneficiaries by gender.
Preferred	5. Survival rate of small stock (by breed and length of time)	Survival of small stock is an important output indicator to track because it serves as a flag for a variety of problems.
Outcome Indicators		
Basic	6. Increase in the number of animals per household (by type/breed, condition score, and how they were used)	The number of new animals produced during the project cycle is an important measure of whether the activity is sustainable. Condition scoring (good-fair-poor) is an important variable to record because it reflects whether there may be unforeseen problems with the intervention. COI*.
	7. Income generated from small stock (by source and gender)	Increased income is one of the primary objectives of small stock projects. Income can be generated by the sales of animals or their products (e.g., eggs, milk). COI*.
	8. Quality of dietary intake (Food Consumption Score)	The Food Consumption Score is an index of the consumption of major food groups in the past week, weighted by their nutritional content. It is a good outcome indicator for access to food and the ability to transform food into a diet. COI*.

	Indicator	Interpretation
	9. Adoption of new skills	Many small stock projects teach new skills or practices, but unless people actually practice them there will be no positive impact. Adoption of new skills is not easily quantified, but can be measured as the average percentage of new animals that a promoted management practice is applied to (e.g., the average proportion of new chickens that receive supplemental feeding from a stall).
Preferred	10. Community level biosecurity of small stock	Experience has shown that 1) small stock can be very susceptible to disease and predation, and 2) that animal security is best tackled at a community level. This indicator will combine an assessment of a mixture of safety measures, including housing conditions, management of animal movement, vaccinations and other treatments, access to drugs and testing services, etc. (see Annex IV , page 20).
	11. Crop-livestock integration	Additional benefits are possible when crop and livestock production systems are integrated. Many rural households depend upon both crops and livestock, so promoting their integration is a good way to increase overall livelihood security.
	12. Multiplier effects	The average number of animals per original beneficiary household that are given to secondary beneficiaries. Applies only in projects that have a 'pass the gift' component.

* COI = Core Outcome Indicator (see [Annex I](#), page 14)

3.0 PLANNING DATA COLLECTION FOR SMALL STOCK M&E

3.1. Data Collection Steps

[Table 3](#) below describes the main steps in implementing a small stock project, and the accompanying data collection tasks at each phase. The sections that follow describe the data collection tasks in greater detail. This table can serve as a guide for a M&E workplan, but is incomplete because it doesn't specify the personnel who will be assigned for each task, the geographic areas, transport requirements, amount of time needed, budget requirements, etc.

Table 3. Data collection tasks for each phase of project implementation

Implementation Phase	Data Collection Tasks	
	Basic	Preferred (in addition to basic)
1) pre-activity planning	<ul style="list-style-type: none"> discussions with stakeholders 	<ul style="list-style-type: none"> focus group discussions with potential participants
2) selection of beneficiaries	<ul style="list-style-type: none"> groups responsible for targeting record the selection process on the Beneficiary Selection Worksheet (page 22) 	<ul style="list-style-type: none"> 2% (maximum 50) of the Beneficiary Selection records are randomly selected for entry into the M&E database for analysis of the selection process
3) baseline survey	<ul style="list-style-type: none"> administer Baseline Survey (page 25) sample random selection of beneficiaries sample size ~5% (minimum 30, maximum 200) if resources are limited, the baseline survey may be conducted during the initial training 	<ul style="list-style-type: none"> sample size 10% (minimum 30, maximum 400) 25-30% of sampled households should be non-beneficiaries conduct a Community Level Biosecurity Assessment (page 20)
4) training	<ul style="list-style-type: none"> training log maintained by trainers (page 23) 	<ul style="list-style-type: none"> additional knowledge assessments and evaluations
5) distribution of animals and other inputs	<ul style="list-style-type: none"> record distribution of inputs 	
6) post-distribution survey	<ul style="list-style-type: none"> administer Post-Distribution Survey (page 28) same sample as baseline 	<ul style="list-style-type: none"> repeat the Community Level Biosecurity Assessment (page 20)
7) terminal evaluation	<ul style="list-style-type: none"> each implementing partner to complete a Project Implementation Summary (page 24) stakeholder interviews focus group discussions 	<ul style="list-style-type: none"> separate focus groups for men/women external consultant contracted for evaluation
8) post-project evaluation		<ul style="list-style-type: none"> revisit some of the sampled households for semi-structured interviews stakeholder interviews focus group discussions

1) Pre-activity planning

During the pre-activity planning phase, discussions are held in which the details of the project design are finalized, sites identified, and roles and responsibilities of partners defined. The **PREFERRED** M&E standard also calls for some structured focus group discussions with potential beneficiaries to learn more about existing small stock practices, production problems, capacity of extension services, marketing, type of vulnerability, participation criteria, etc. Such discussions normally take place at the beginning of a project anyway, a focus group discussion is merely a more structured format for focusing and recording the discussion.

2) Selection of beneficiaries

The selection of beneficiaries is a large undertaking which is frequently community-based. These factors put limits on the amount of data that can be feasibly collected. The information required at this stage is therefore not detailed information on each and every beneficiary, but general information on the process or criteria by which beneficiaries are selected.

The [Beneficiary Selection Worksheet](#) (page 22) is designed to help the groups doing the selection to be systematic and transparent about the criteria they use. However it usually not necessary to enter the criteria for each person in the M&E database, and data entry and analysis is not expected at the **BASIC** M&E standard. However the **PREFERRED** standard calls for a random sample of Beneficiary Selection Worksheets (2% with a maximum of 50) to be entered in the M&E database so that a profile of the targeting criteria that were actually used can be generated.

3) Baseline survey

The [Baseline Survey](#) (page 25) is the first of two household surveys in which more detailed information is collected on the people in the household and their existing small stock. The Baseline Survey asks questions about the number and condition of existing animals (see [Body Condition Scoring Guidelines](#), page 19), any production problems the beneficiary has been having, and the amount of income or consumption they currently receive from their animals. Data from the baseline survey is also used to determine the level of vulnerability of households, which will reveal something about the effectiveness of the targeting methods.

Community Level Biosecurity Assessment

The **PREFERRED** M&E standard recommends a community-level assessment of biosecurity during the baseline. In other words, how prepared is a community to both prevent small stock diseases / predation, and respond to an outbreak if one should occur. This assessment is done at the community level because protecting animals requires group cooperation to vaccinate animals, control movements, report sick animals, etc. See [Annex IV](#) (page 20) for a sample assessment tool.

The baseline survey should be conducted near the beginning of the project cycle, ideally before households receive their new animals. Household surveys tend to be most accurate when someone actually goes to the household to ask the questions, but if resources are not available the survey could also be administered as a centralized location, such as a training center or distribution point. Be sure to allocate enough time so the survey isn't rushed, 30 minutes per household is a good rule of thumb.

The same households that are selected for the baseline survey will be revisited during the post-distribution survey. So it is very important that the households on the baseline survey are selected randomly so that they represent the entire population of beneficiaries. One way to randomly select households for the baseline survey is to:

1. Decide the total number of households to be surveyed, based on the information needs, the amount of time available, resources available for fieldwork, time required for data entry, etc.
2. Decide which area(s) will be surveyed, making sure that at least some households are included from each agro-ecological region, proximity to roads or markets, and other important factors that could affect outcomes.
3. Decide how many beneficiaries will be visited in each of the sampled areas (either divide the total desired sample size by the number of areas evenly, or make the sample size in each area proportionate to the total number of beneficiary from that area).
4. Take the beneficiary list from each of the selected areas, and select the every n^{th} name on the list, where:

$$n = \frac{\text{total number of beneficiaries in the area}}{\text{desired number of beneficiaries for the sample}}$$

Baseline Survey Sample Size

The **BASIC** standard of M&E calls for 5% of participants to be selected for the baseline survey, with a **minimum of 30** and a **maximum of 200** (for the entire country). If the **PREFERRED** standard is used, the total sample size should be 10% of beneficiaries up to a **maximum of 400**.

The **PREFERRED** standard also recommends that ¼ to ⅓ of the baseline surveys should be given to non-beneficiary households for comparison purposes. Non-participant households should also be selected as randomly as possible, from the same areas as the participant households. The **PREFERRED** standard also encourages recording GPS coordinates of sampled households in order to facilitate relocating the same household during the post-distribution survey, and visualizing the geographic patterns in vulnerability and project outcomes.

4) Training

Many small stock projects offer training as a key strategy to strengthen production practices, reduce losses, improve nutrition, and strengthen marketing. In practice, training may be provided by Extension Officers at centralized venues or community-based trainers/ facilitators. In recognition of the importance of training, there is a core output indicator for the number of people trained by topic and gender (see [Table 2](#), page 3), and a core outcome indicator on adoption of new skills.

To capture this information, the **BASIC** level of M&E requests training staff to maintain a simple record of training activities, including the dates, topics, numbers of people trained, and hours spent. This can be recorded in a notebook or the [Training Log](#) template in [Annex V](#) (page 23). This template is simple enough to be used by all trainers, including community-based trainers. At the end of each reporting cycle, training records should be compiled by the implementing partner and the total number of people trained summarized on the [Project Implementation Summary](#) (page 24).

The wide array of training topics makes it difficult to come up with a universal assessment tool to measure the effectiveness of training in more depth. However the **PREFERRED** M&E standard recommends the use of training assessments appropriate for the subject material. Training assessments can be designed to measure changes in behavior, knowledge, awareness, or values. A variety of assessment methods are available for evaluating training programmes, including interviews, observation of behavior, site inspections, and focus group discussions.

5) Distribution of animals and other inputs

The flagship activity in most small stock projects is the actual distribution of animals, for example chicks, kids (goats), or lambs. While distributing animals is always a lot of work, in terms of M&E it is one of the easier tasks to record. The main requirement is to record the total amount of animals and other inputs distributed. Capturing the number of animals distributed to each and every beneficiary is generally not necessary for project M&E (although it might be needed for accounting or communication with partners).

Inputs distributed can be recorded in notebooks, invoices, or any other record keeping system in use. But eventually the total amount of animals and other items distributed should be totaled and recorded in the [Project Implementation Summary](#) (page 24) at the end of each reporting period.

6) Post-distribution survey

The [Post-Distribution Survey](#) (page 28) is the second household-level survey, and is normally given a few months after the distribution of animals and training. You want to give the post-distribution survey after the animals have reached maturity and started producing (e.g., eggs, milk, offspring). The Post-Distribution Survey should normally be given to the same sample of beneficiaries who were given the Baseline Survey, so you can compare changes in number of animals, income sources, production problems, dietary intake, etc.

The Post-Distribution Survey should be administered once or twice, to the same households that were given the Baseline Survey

The first time should be after the new animals have started producing milk or eggs (e.g, 3 months after delivery of chicks for layers).

If resources allow, the post-distribution survey can be given a second time 9-12 months after delivery to see the longer term impact and sustainability.

Doing at least one Post-Distribution Survey is essential, but the **PREFERRED** M&E standard recommends repeating the survey several months later to the same sample. So for example a poultry project might do the first post-distribution survey three months after the distribution of chicks, and a second post-distribution survey one year after distribution. The purpose of the second Post-Distribution Survey is to see whether the gains in production and income have continued, and whether any unforeseen problems may be threatening the sustainability of the project. The **PREFERRED** M&E standard also recommends repeating the community level animal security assessment (see [Annex IV](#), page 20), to see if there have been any changes in the level of animal protection at the community or regional level.

7) Terminal evaluation

Terminal evaluations occur at the end of a project. Emergency projects usually encompass only one production season, but in some instances might include two or more. In the case of small stock, production can be year-round but full production may only be reached after the new animals reach maturity.

Terminal evaluations are often a contractual obligation, but should really be seen as an opportunity to share the results achieved with partners, review experiences, document lessons learned, and make recommendations for future small stock projects. If funds are available, an outside consultant **PREFERRED** can be helpful by bringing a wider set of evaluation skills, broader perspective, and greater objectivity. However even when funds are tight, an internal evaluation is highly worthwhile for summarizing, interpreting, and communicating the results of the M&E system.

The elements of a terminal evaluation usually include:

- analysis and interpretation of project M&E data
- interviews with major stakeholders
- focus group discussions with beneficiaries
- assessment of the broader context, such as climate, macro-economy, institutional dynamics, policy environment, etc.

Most terminal evaluations include focus group discussions and interviews with stakeholders including beneficiaries, community leaders, partners from government, other NGOs, and funding agencies. The **PREFERRED** M&E standard calls for separate focus groups for men and women to ensure that gender issues come out clearly and without bias. Separate discussion groups may also be needed if there are other sub-groups among the participants, such as youth or people living with HIV/AIDS.

Questions addressed in a terminal evaluation are usually outlined in a Terms of Reference, and should be based on the issues that emerged during the course of the project. It is generally preferable to articulate 3-5 key issues for a project evaluation, rather than ask every question in the book and risk getting an evaluation that is extremely general or based on scanty evidence. Sample questions for a small stock terminal evaluation are given below, see also FAO (1998) for guidelines on planning a terminal evaluation.

***Sample Evaluation Questions for a
Terminal Evaluation of a Small Stock Project***

- ⇒ Summarize the achievements of the small stock project (output and outcome indicators).
- ⇒ Describe the patterns in vulnerability of the beneficiaries, including impact from HIV/AIDS.
- ⇒ Describe the process of identifying beneficiaries (targeting). Were the targeting criteria appropriate? Were they adhered to? Were the targeted households capable of benefiting from the project?
- ⇒ How did beneficiaries perceive the project? Did they have a genuine sense of buy-in or were they mostly attracted by the incentives?
- ⇒ What impacts did the small stock project have on livelihoods? If income was generated, how was it used?
- ⇒ What were the benefits of the small stock project on AIDS impacted households? Were households affected by AIDS able to benefit as much as non-affected households?
- ⇒ Describe the dynamics of any community level groups that were involved in planning or executing activities.
- ⇒ How did implementing partners and other stakeholders perceive the project? Describe any institutional barriers to implementation.
- ⇒ Describe any gender issues that emerged during the project, including the role of women in project planning and decision making, the beneficiary selection process, allocation of costs and benefits, barriers to participation by women, etc.
- ⇒ Describe the actions taken by the project to increase the security of small stock. Were the actions effective?
- ⇒ Describe any problems with loss of small stock due to disease, nutrition, theft, or other causes.
- ⇒ If there were any occurrences of disease during the project, describe the responses taken and whether they were effective in containing the outbreak
- ⇒ What training was provided, and what are the observable outcomes of this training?
- ⇒ Describe the marketing component of the small stock project, if any. Provide recommendations on how marketing could be strengthened.
- ⇒ How did beneficiaries manage new stock, if any? What strategies were used to handle the additional work involved in keeping more animals?
- ⇒ Discuss the outcomes of the 'pass the gift' component, if any. How many additional households received new animals through the pass the gift? How were these additional households identified? Does the system seem socially accepted?
- ⇒ Describe issues concerning sustainability of the small stock project, such as dependency on technical support, capacity of extension services, private sector linkages for marketing and extension, budget support from government, etc.
- ⇒ What will be needed to maintain any gains achieved in livelihood, and what additional assistance could be needed to sustain the progress made?

- ⇒ Describe any significant patterns changes that took place in the broader context, such as climatic patterns, organizational or political changes, trends in the macro economy, etc., and how these changes might have affected the success of the project.
- ⇒ Describe any unanticipated benefits or “spin-offs” that emerged from the small stock project, such as expansion to additional areas, new techniques, market opportunities, etc.
- ⇒ Describe any unexpected problems created by the small stock project, such as conflicts with gardens or between neighbors, inability to pay back loans, elite capture, etc.
- ⇒ What was the project’s strategy for capacity building in government and other implementing partners? What results were achieved in terms of capacity?
- ⇒ Discuss any changes in the level of support for small stock from government.
- ⇒ Describe the policy environment as it relates to small stock production, biosecurity, and marketing. Did any policy issues create barriers for the beneficiaries?
- ⇒ Based on the findings, make recommendations for future small stock projects.

8) Post-Project Evaluation

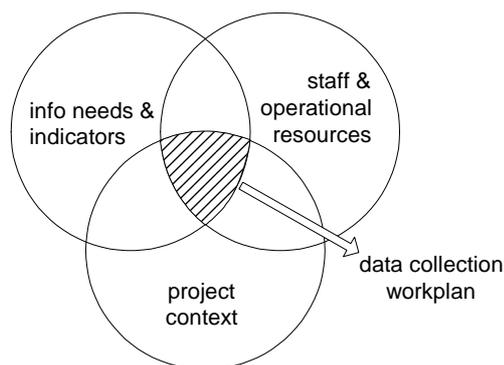
Output and outcome indicators do a reasonably good job in tracking the short and medium term impacts of small stock projects, however other anticipated results will only emerge a year or more after the project is officially over. This is particularly true when a small stock project has a “pass the gift” component, which should continue to create benefits long after project funding is ended.

Post-project evaluations are rare in emergency programmes because there are usually no requirements nor funding to carry them out. Nevertheless, the **PREFERRED** M&E standard recommends a post-project evaluation because there is no other way to determine whether the production and income generation from small stock are sustainable, or depend on continued external funding and extension support. Two strategies for conducting a post-project evaluation with limited resources are to make it a joint exercise with other organizations that have also been promoting small stock, or to include evaluations of past projects in the M&E workplan of current small stock projects.

A post-project evaluation is similar in focus and methodology to a terminal evaluation, with particular emphasis on longer term changes and sustainability of project impact. The best way to prepare for a post-project evaluation is to ensure that the terminal evaluation is well-documented, and M&E data are archived in an appropriate format for re-analysis.

4.0 DEVELOPING A SMALL STOCK M&E WORKPLAN

The most challenging aspect of many M&E systems are budgeting and coordinating field activities. A M&E workplan is used to plan the amount of time, staff, transport, and other resources needed to collect, process, and analyze data. A good M&E workplan recognizes the tradeoffs between information needs, resources for fieldwork, and time requirements. Although more data is generally preferable, the most important quality of a M&E workplan is that it is viable, even if that means collecting less data than you would ideally like.



A M&E workplan takes into account the information needs, operational resources, and project context to come up with a plan for data collection, processing, and analysis that is feasible.

Each ECU needs to take the lead on developing its own M&E workplan for small stock as part of its overall country M&E workplan. A good M&E workplan will specify:

- what data is going to be collected, when and by whom
- how and when paper forms will be entered into the database
- who is going to do the analysis and write-up
- estimated costs and time requirements associated with the above tasks

The format for a M&E workplan doesn't have to be complicated, see [Table 4](#) for a sample.

Table 4. Sample format for a M&E workplan

Date	Action	Who's Involved	Where	Resources Needed	Budget	Other Details
Nov. 6	Have meeting with livestock department extension services to discuss training & M&E	Ouma, Tamara, Chengeta	Livestock Dept.	vehicle, flip charts, maps	5 lt fuel	
Nov 7-8	Photocopy baseline survey forms	Chengeta	FAO office	½ ream paper	paper	make sure paper is available
Nov 9-10	Small stock training	Chengeta, driver	southern region	vehicle, flip charts & markers	80 lt fuel 2 nights DSA for 2 people	extension will continue after we leave
Nov 13-18	Baseline surveys – sampling & enumeration	Chengeta, Tamara driver	southern region	vehicle, clipboards	80 lt fuel 2 nights DSA x 3 people	2 teams will survey 1 cluster per day, 8 HHS per cluster.
Nov 21-25	Enter baseline questionnaires into database	Chengeta, data entry clerk	FAO office	15 minutes per survey (est), computer	5 days salary for data entry asst.	hire one data entry person for 5 days piece work
Dec 1-8	Analysis and summary of data, preparation of draft report	Tamara, Chengeta,	FAO office	2 days for making tables, 2 days writing		

Date	Action	Who's Involved	Where	Resources Needed	Budget	Other Details
Dec. 9-10	Meeting with extension services to review baseline data	Tamara, Chengeta, John	Livestock Dept.	vehicle, projector		
Dec. 13-15	Preparation of final draft	Tamara, Chengeta	FAO office			

Steps in Developing an M&E Workplan

1. Read through this toolkit to get an overview of what is needed and ideas for your specific M&E system.
2. In addition to the information needs at the regional level, which have already been defined, make a list of the most important national and local level information needs and questions that you would like to address through M&E.
3. Look at the list of **BASIC** and **PREFERRED** indicators (page 2), and decide which ones will be adopted for your specific project.
4. Think about the specific factors that make households vulnerable to food insecurity in the local context, and come up with an index with three levels of vulnerability, based upon the responses to questions in the baseline household survey (see discussion on page 16).
5. Think about the indicators of HIV/AIDS impact, and how to determine whether a household is classified as impacted by AIDS based on the responses to questions in the [Baseline Survey](#) baseline household survey (page 25).
6. Look at the sample data collection forms in [Annex V](#) (page 18). Decide which ones will be used and whether they need to be modified.
7. Modify the data collection forms as needed (soft copies can be obtained from RIACSO or the small stock M&E database, see page 18). Contact RIACSO and other users of the small stock M&E database if changes to the database are needed.
8. Develop a draft workplan which outlines all of the needed M&E tasks, including the sampling methodology, field work, data entry, analysis, and writing. The workplan should specify the dates and staff involved in each task.
9. Discuss the M&E plan and its implementation with implementing partners, revising it as needed.
10. Integrate M&E responsibilities into job descriptions, individual workplans, and Letters of Agreement.

5.0 REFERENCES

5.1. Reports and Manuals

FAO. 1977. *Keeping Chickens*. Better Farming Series No. 13. FAO Economic and Social Development Series. Rome. [<http://www.fao.org/ag/againfo/subjects/documents/bfs13/1.htm>]

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FAO. 2006. *SEAGA Livestock Guide: Planning with a Gender and HIV/AIDS Lens*. Socio-economic and Gender Analysis (SEAGA) Programme, Gender and Development Service, FAO, Rome. [http://www.fao.org/sd/dim_pe1/pe1_050901_en.htm]

(Four page summary at <http://www.fao.org/ag/againfo/subjects/documents/livestockaids0606.pdf>)

Otte, M.J. and Chilonda, P. 2002. *Cattle and small ruminant systems in sub-Saharan Africa: A systematic review*. Livestock Information Sector Analysis and Policy Branch, Agriculture Department, FAO. Rome. [<http://www.fao.org/docrep/005/y4176e/y4176e00.htm>]

Lyons, 2006. *A monitoring and evaluation framework for FAO emergency and rehabilitation activities in southern Africa*. FAO/RIACSO, Johannesburg, South Africa

Ngategize, P.K. 1989. *Constraint identification and analysis in African small ruminant systems*. In: Wilson R T and Azebu M (editors). African Small Ruminant Research and Development. ILCA, Addis Ababa, Ethiopia. Proceedings of African research and development conference held at Bamenda, Cameroon. 18-25 Jan. 1989: 7-22. [<http://www.ilri.org/InfoServ/Webpub/Fulldocs/X5489b/x5489b06.htm>]

Pica-Ciamarra, Ugo. 2005. *Livestock policies for poverty alleviation: Theory and practical evidence from Africa, Asia and Latin America*. PPLPI Working Paper No. 27. Pro-Poor Livestock Policy Initiative. FAO, Rome. [<http://193.43.36.103/AG/AGInfo/projects/en/pplpi/docarc/abst27.html>]

Sonaiya, E.B., and Swan, S.E.J. 2004. *Small Scale Poultry Production Technical Guide*. FAO, Rome. [<http://www.fao.org/docrep/008/y5169e/y5169e00.htm>]

5.2. Web Sites

CGIAR Systemwide Livestock Programme: [<http://www.vslp.org>]

International Livestock Research Institute (ILRI): [<http://www.ilri.org>]

Pro-Poor Livestock Policy Initiative (PPLPI): [<http://www.fao.org/ag/againfo/projects/en/pplpi>]

ANNEX I. FAO'S REGIONAL MONITORING STRATEGY FOR SOUTHERN AFRICA

Monitoring versus Evaluation

- monitoring:** the process of collecting information in a structured manner, based on a specific set of goals and objectives
- evaluation:** the process of summarizing and analyzing information to answer specific questions about a project

This toolkit is one of a series developed by FAO Emergency Operations Division in southern Africa to strengthen and harmonize project monitoring and evaluation throughout the region. Project M&E in general serves three purposes:

- **accountability** – M&E allows funders, partners, and beneficiaries to see whether a project is being managed responsibly, is on course, and achieving the desired impacts.
- **implementation** – M&E facilitates implementation of an activity. For example, project managers need to know the problems faced by farmers raising small stock in order to plan training activities and procure appropriate inputs.
- **improving project design** – M&E allows project staff to make improvements in both the design and implementation of projects, for example targeting, the sequencing and timing of tasks, design of training, complementary services, etc.

FAO TCEO and other humanitarian relief agencies are trying to strengthen M&E for all of the above reasons. To strengthen activity monitoring in seven countries in southern Africa, FAO/TCEO is using a three-pronged approach (Lyons, 2006):

- a conceptual framework outlining a regional M&E system based on the information needs and operational resources of FAO and its partners
- a set of core outcome indicators which cut across multiple activities and project sites, in order to show aggregated impact at national and regional levels
- a series of M&E toolkits like this one providing guidelines and tools for monitoring different types of activities

Why all this new fuss over M&E?

What's wrong with the way we've been reporting?

M&E in emergency interventions is frequently a challenge due to time constraints, limited staff resources, and the short timeframe of most projects. M&E is therefore often delayed until the project is nearly over, or focuses only on the immediate outputs of an activity. A recent review of project terminal reports has shown that most project reporting has not met the basic information needs of project planners and funding agencies, who have a strong interest in project impact, lessons learned, and the linkages between activities. Without evidence to demonstrate that activities are producing results, the credibility of the entire programme is questionable. This toolkit represents one mechanism to fill in some of these gaps by providing guidelines and templates for a more systematic approach toward data collection and analysis.

<i>Good indicators are SMART</i>	
<i>Specific</i>	A good indicator measures one and only one characteristic or quality, clearly and unambiguously. A common mistake is to try to put too many characteristics into one indicator. For example, if we are told the indicator “quantity of diversified crop production” has dropped, we wouldn't know if the indicator fell because production was low, or production was normal but it just wasn't diversified.
<i>Measurable</i>	It is important that an indicator be measurable in a consistent manner in different places and at different times, so that results can be compared over time and across sites. If the indicator is very subjective or not well-defined (e.g., the 'effectiveness' of a training program), then it will be difficult to interpret or compare results.
<i>Attainable</i>	It is important that an indicator be measured easily and reliably. If the measurement is very complicated, requires a lot of resources, or is dependent on many factors falling into place, there is a high risk it will not be measured at all.
<i>Relevant</i>	Indicators are supposed to tell us whether we are reaching our goals and objectives, so a good indicator must clearly relate to the condition being measured.
<i>Time-bound</i>	We need to know the time period of the measurements to be able to interpret an indicator. The time interval and frequency of measurement should be explicit in both the indicator definition and reporting.

Basic vs. Preferred Standards for M&E

One of the challenges of trying to harmonize monitoring in multiple project sites across multiple countries is the tremendous variability in the operational contexts and resources for M&E. To accommodate the varying levels of staff and funding, and not over-burden offices that are poorly resourced, the M&E guidelines in this toolkit are classified as **BASIC** and **PREFERRED**.

The **BASIC** level of monitoring covers all of the key information needs, including the core outcome indicators, using a minimum amount of time and staff resources. The **PREFERRED** standards also capture all of the core information needs, but go slightly beyond to get a better understanding of an activity's impact relative to the baseline conditions, a more thorough understanding of cause and effect, and an assessment of the longer-term impact and sustainability issues. All FAO ECUs and their implementing partners are expected to implement a monitoring system which at a minimum meets the **BASIC** M&E standards, and as many of the **PREFERRED** standards as resources permit. Some ECUs may also wish to borrow from the **PREFERRED** standards to meet reporting obligations under agreements from other funding agencies or joint-programming MOUs.

General Differences Between Basic and Preferred M&E Standards

BASIC	PREFERRED
<ul style="list-style-type: none"> • data collection is mostly incorporated into routine operational tasks, such as beneficiary selection and training, thus minimizing separate stand-alone tasks such as household surveys • sample sizes for surveys are kept as small as possible • comparison data can be gathered at the same time as impact assessment, for example from memory recall or non-supported production from the same household, instead of a control group • only direct beneficiaries are monitored 	<ul style="list-style-type: none"> • in addition to the collection of data during normal operational tasks, additional focused data collection activities are encouraged • larger sample sizes, including some non-beneficiaries, are used when picking samples for more in-depth data collection (e.g., surveys) • participants in focus group discussions should be stratified (e.g., by gender and/or age) to encourage non-biased expression of viewpoints • a post-project assessment is encouraged to determine whether results are sustainable

Measuring Targeting, Household Vulnerability and HIV/AIDS Impact

Like many other food security interventions, one of the primary target groups for small stock projects are households which are vulnerable to food insecurity but are still capable of keeping small animals (i.e., *vulnerable but viable*). There are numerous factors which can cause agricultural households to become food insecure, but one factor which is of particular importance in southern Africa is the HIV/AIDS pandemic. Many of the household level indicators for small stock require results to be disaggregated based on the level of vulnerability in general, and HIV/AIDS in particular, to show whether vulnerable households are being reached and if so whether the intervention is producing benefits appropriate to their needs.

This poses three challenges for monitoring a small stock project, 1) how do we identify appropriate households for participation, 2) how do we measure vulnerability to food insecurity, and 3) how do we determine whether a household has been impacted by HIV/AIDS?

There are many methods for selecting beneficiaries for small stock projects. Some targeting methods involve household-level surveys followed by quantitative analysis to determine thresholds of vulnerability. Other methods draw on local knowledge through community-based discussions to identify households which are vulnerable but still have a capacity for raising small animals. Other methods involve self-selection mechanisms (e.g., requiring in-kind contributions of work) to weed out all but the targeted households. Sometimes methods are mixed, for example combining community-based targeting with an objective validation process that randomly selects names from a community-generated list and validates whether they meet the stated criteria. All methods have their strengths and weaknesses, and no single method is appropriate for all contexts. In many emergency situations, community-based targeting methods approaches are used due to constraints of time and data.

It may not be very practical to record detailed information for every beneficiary selected for a small stock project, however it *is* feasible to ask the groups involved in targeting to at least record the criteria they use in selecting beneficiaries. This has generally not been done in the past, leaving the targeting process a "black box" open to criticism. The [Beneficiary Selection Worksheet](#) (page 22) has been designed to make the targeting process more systematic and record the criteria used in targeting. This worksheet is designed to be used at the community level and is not meant to be entered into the M&E database. The **PREFERRED** M&E standard however recommends entering a sample of randomly selected worksheets for analysis of the targeting process.

Secondly, we need to validate the effectiveness of our targeting method and determine whether targeted households are benefiting from the activity. While it isn't possible to assess the vulnerability of all participants, if we randomly select households for the baseline and post-distribution surveys, our results should be approximately correct for all participants.

Measuring the vulnerability of dozens of households is certainly easier than trying to measure hundreds, but this still leaves us with a big methodological challenge: how does one measure vulnerability to food insecurity? The short answer is that it varies from place to place, depending on the type of farming system, soils, access to employment and social services, and so on. The characteristics of a vulnerable household living on rocky soils in the highlands of Lesotho will be quite different than the characteristics of a vulnerable family in the Zambezi valley. The amount of land needed for food production, dependence on draft power, labour requirements, accessibility to fertilizer, opportunities for alternative employment, and many other factors will vary enormously from country to country and even within countries. For any one context, multiple criteria will probably be needed to measure vulnerability to food insecurity. The methodology and results of the national VAC survey may be of some assistance in developing an index of vulnerability.

The same is true for determining whether a household has been impacted by AIDS. In some countries, there are village-based AIDS support groups and one can ask direct questions to assess whether a household has been affected by AIDS. In other places, the stigma of AIDS is still quite strong and indirect methods or proxies must be used to avoid offending people or worsening the stigmatization.

Each country office will therefore need to select criteria for determining how to measure household level vulnerability to food insecurity. The end result should be a vulnerability index that ranges from 1 to 3, where 1 = low vulnerability, 2 = moderately vulnerable, and 3 = highly vulnerable. The vulnerability score should be based on the responses to a series of simple yes/no questions on the [Baseline Survey](#) (page 25). For example, the ECU in Malawi may decide that a highly vulnerable household is one that has only one working-age adult with five or more children, or has less than 1 ha of land. The Zambia ECU may decide that a highly vulnerable household in Southern Province is one that has no cattle or draught power, regardless of the family size or land holdings.

Similarly each household visited during the baseline and subsequent surveys must be assigned a value of “yes” or “no” as to whether the household has been impacted by AIDS. This could be based on whether an adult member of the household has died, someone in the household is chronically ill, or the presence of orphans and vulnerable children (OVCs). Like vulnerability, it will be up to each national ECU to determine how to use the responses on the baseline household survey to identify households impacted by AIDS, with RIACSO providing assistance when needed.

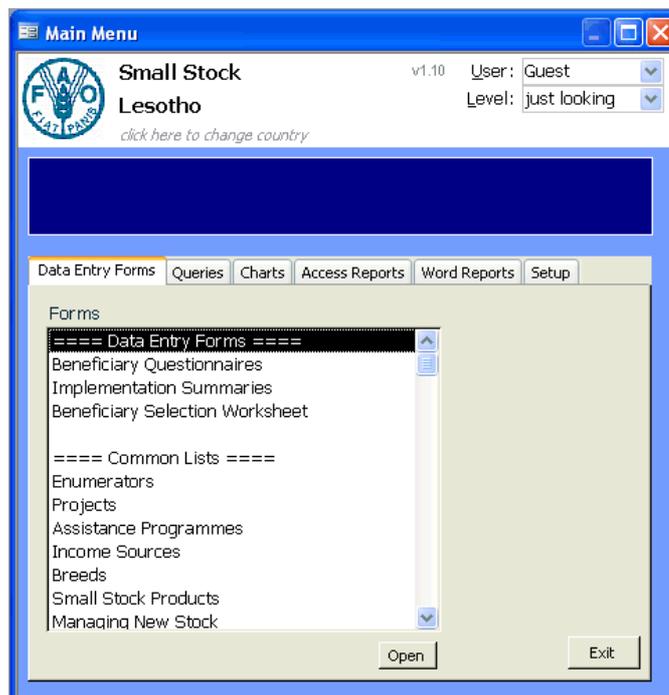
Each Emergency Coordination Unit needs to decide how to interpret the responses on the baseline household survey to determine the thresholds for high, moderate, and low levels of vulnerability appropriate for the local farming systems, and how to determine whether a household has been impacted by AIDS.

ANNEX II. LIMES DATABASE FOR ENTERING AND ANALYZING M&E DATA

Livelihood Impact Monitoring and Evaluation System (LIMES)

The LIMES series of databases have been developed by FAO/TCEO to accompany the M&E toolkits. These databases simplify the process of entering and analyzing data from the questionnaires and reporting templates. Although other programs, including spreadsheets and statistical packages, can be used to achieve the same purpose, the LIMES databases have been tailored to match the data collection instruments in each toolkit and generate the core output and outcome indicators developed for the activity

The LIMES database for small stock is in Microsoft Access format, and features a custom menu system with user-friendly data entry screens for each of the main data collection templates. Database features include:



- ability to enter M&E data on multiple computers and then merge them into a single master database
- numerous drop-down lists which can be customized for each country to streamline data entry
- ready-to-go tabular summaries (queries) and charts for data analysis
- customizable reports of output and outcome indicators that are generated in MS Word for further editing
- soft copies of the data collection templates available from data entry screens (so you can never lose the latest copy of the questionnaire)
- ability to export some or all of the raw data to Excel or SPSS for additional analysis and presentation
- ability to create and apply updates or 'patches', facilitating long-distance tech support
- a robust relational data structure with several types of data integrity rules and user groups that eliminate most types of data entry errors
- incorporation of standard geocoding labels and optional GPS coordinates to produce tabular summaries that can be used to make maps of M&E data in an external GIS application such as Dynamic Atlas or ArcView.

The LIMES small stock M&E database will not interpret data nor write a report, but the statistical summaries and charts produced will greatly facilitate the process of analyzing impacts and lessons learned. Copies of the database can be obtained from the Regional Information Officer at RIACSO.

Reporting Database Problems and Desired Features

Users of the small stock M&E database are requested to report problems or confusing error messages so that an update can be prepared and sent out. Problems that affect one user are likely causing trouble for other users as well. In addition, please forward any requests for additional summaries (tabular queries or charts) for data analysis. In this way, the database will gradually become much more useful over time. All feedback on the database should be forwarded through the national Emergency Coordination Unit to the Regional Information Officer at RIACSO (Phil Fong <phillip.fong@fao.org>).

ANNEX III. ANIMAL BODY CONDITION SCORING GUIDELINES

Instructions

When we record the number of animals at a household for the baseline or post-distribution surveys, we also want to know the condition of those animals. This is known as 'body condition scoring' or grading.

A simple way to score body condition is "good", "fair", or "poor". The following table provides some guidelines on what to look for when deciding whether an animal is good, fair, or poor condition. These guidelines are very general; there may be better guidelines that are specific to a certain type of animal, or guidelines that are already known and accepted locally. The important thing is that enumerators should be trained how to assess body condition so they all do it in a similar manner.

Condition	Observations
Good	<ul style="list-style-type: none"> ⇒ Good body build ⇒ Shiny coat ⇒ No body lacerations ⇒ No unusual discharges from the eyes, nose, mouth ⇒ Active ⇒ Alert, responsive ⇒ Eating normally ⇒ Drinking normally ⇒ Defaecating normally
Fair *	
Poor **	<ul style="list-style-type: none"> ⇒ Thin, emaciated, obvious muscle wasting ⇒ Bony appearance ⇒ Dull, sleepy, depressed ⇒ Abnormal posture, e.g. droopy, stiffness or exaggerated gait, etc ⇒ Standing hair, matted hair ⇒ Body areas denuded of hair ⇒ Difficult breathing (including rapid breathing, whizzing) ⇒ Pale mucous membranes (i.e. eyes and mouth) ⇒ Discharges: eyes, nose, mouth ⇒ Diarrhea ⇒ Bloated appearance

* any animal which can neither fully satisfy neither the "poor" nor the "good" category can be considered "fair"

** an animal with three or more of characteristics noted under the poor category should be characterized as poor.

Source: Dr. Fred Musisi, FAO/RIACSO, 2008

ANNEX IV. COMMUNITY-LEVEL ANIMAL SECURITY ASSESSMENT

Instructions

Many small stock projects try to reduce the number of animal deaths, however the threats that face animals depend on a number of factors. Making animals safe from disease, predation, and theft requires actions taken at a community or regional level. There is no magic formula to predict animal mortality in a specific area, but we have ways to assess how prepared a community is to protect their small stock from known threats, and ready to respond if animals should start to get sick.

The following worksheet is a guide to measuring how prepared a community is for preventing or responding to animal mortality. The best people to complete this review are the people who live and work in the area. The important thing is to think about the strengths and weaknesses of animal protection at the community level, so that we can tell if projects are making a difference, and where more work is still needed.

Village or Area: _____ Date: _____ Small Stock: chicken goat sheep pig

Criteria	Description	Score (circle one)				
Animal housing	Do the animals in this community have sanitary housing? Does the housing provide enough physical security?	<i>excellent</i>	<i>good</i>	<i>fair</i>	<i>poor</i>	<i>very poor</i>
		Comments:				
Animal movements	Are there effective controls to control animal movements and prevent the spread of disease?	<i>excellent</i>	<i>good</i>	<i>fair</i>	<i>poor</i>	<i>very poor</i>
		Comments:				
Knowledge on disease recognition	Can people in this community recognize the symptoms of the most common diseases? Does everyone know what to do if they see an animal which might be sick?	<i>excellent</i>	<i>good</i>	<i>fair</i>	<i>poor</i>	<i>very poor</i>
		Comments:				
Small stock treatments	Have the animals in this community been given protection against disease through treatments such as vaccination, dipping, deworming, spraying, etc.	<i>excellent</i>	<i>good</i>	<i>fair</i>	<i>poor</i>	<i>very poor</i>
		Comments:				
Access to vet services	If animals are sick, are veterinary services readily available?	<i>excellent</i>	<i>good</i>	<i>fair</i>	<i>poor</i>	<i>very poor</i>
		Comments:				
Access to drugs	Are drugs readily available?	<i>excellent</i>	<i>good</i>	<i>fair</i>	<i>poor</i>	<i>very poor</i>
		Comments:				
Other:		<i>excellent</i>	<i>good</i>	<i>fair</i>	<i>poor</i>	<i>very poor</i>
		Comments:				
Overall score:		<i>excellent</i>	<i>good</i>	<i>fair</i>	<i>poor</i>	<i>very poor</i>
		Comments:				

ANNEX V. SAMPLE DATA COLLECTION FORMS

The sample data collection forms in this annex include:

Data Collection Template	Data Processing	
	Basic	Preferred
1. Beneficiary Selection Worksheet	none	2% sample entered into M&E database
2. Training Log	summarized at end of season	summarized at end of reporting cycle
3. Project Implementation Summary	entered into M&E database	entered into M&E database
4. Baseline Survey	entered into M&E database	entered into M&E database
5. Post-Distribution Survey	entered into M&E database	entered into M&E database

Adapting the forms

The sample data collection templates below have been designed to be as generic as possible, however some adaptation may be needed to suit the local context. To modify the forms, soft copies in MS Word format can be obtained from RIACSO, or by clicking the ‘Related Files’ button on the data entry screens in the small stock M&E database (page 18).

Minor design changes that won't affect data entry can be made fairly easily, such as the addition of a logo, signature lines, labels, explanatory text, etc. Adding new fields, columns or sections is also possible, however this could also require modification of the accompanying database if the additional information needs to be captured. If new fields, columns, or questions are needed, it is recommended that you consult with the RIACSO office and other ECUs using the small stock M&E database to see if other users would also like to adopt the new fields.

Another adaptation needed are the labels for the geographic references. Most countries have administrative areas called “provinces” and “districts”, but in some countries administrative areas are known by other names. Likewise extension centers might be called Camps, Resource Centers, or RDAs. These labels can be modified on the paper versions of the data collection forms as needed. The M&E database has a setup feature to customize the labels and drop-down boxes on data entry screens to ensure the drop-down boxes contain the appropriate lists.

We already have a monitoring system for our small stock project, why do we need to start using these new forms?

The short answer is you don't, provided that your current monitoring tools can produce the required numeric summaries for the core outcome indicators outlined in [Table 2](#) (page 3).

The data collection forms in this toolkit are provided as sample templates that can be adopted when nothing comparable is currently available. These templates have been designed to be as generic as possible, but can be adapted at the country level to capture additional information as needed. Another advantage of adopting the sample templates is that the accompanying database software can be used to simplify data entry and analysis.

Small Stock Project Implementation Summary

Instructions: This template is designed to capture key indicators about the implementation of a small stock project at a specific project site. (A project site is defined as the area of operation of a single implementing partner, for example the area covered by an agricultural camp, a district, etc.). This template should be filled out at least once per project cycle so it can be entered into the M&E database for the report for the whole project. This template represents the minimum amount of information an implementing partner should provide about a small stock project, and should be attached to other sections as needed. This template does not need to be used if another reporting format that captures the same information is already in use.

Site Name or Location: _____

Implementing Partner: _____

Time Period: _____

Extension Center / Camp(s): _____

A. Training Activities

Date(s)	Training Topic(s)	Instructor(s)	Males	Females	Time (hrs)	Comments

continue on back if needed

Comments on training: _____

B. Distribution of Animals and Other Inputs

Instructions: Fill in this form to record the distribution of animals and other materials such as starter feed, veterinary drugs, supplemental feed packs, housing and fencing materials, etc.

Date(s)	Location(s)	Item	Quantity Distributed	
			women	men

continue on back if needed

Comments on distribution: _____

Small Stock Household Baseline Survey

Introduction. *The purpose of this survey is to learn how people raise small stock around here, including chicken, goats, and pigs, and about the problems they face. There are no right or wrong answers. Your responses will be used to prepare a report, but neither your, nor any other names, will be mentioned in the report and all the responses will be mixed together so there will be no way to identify that you gave this information. We appreciate your participation in this survey, but participation is completely voluntary and optional. Do you have time to participate?*

Name: _____ m / f

project beneficiary non-beneficiary

Monitoring officer: _____

Date of visit: _____

Project: _____

GPS coordinates: E: _____

S: _____

[District]: _____

[Village]: _____

[Extension camp / centre]: _____

Homestead Details

1. Are you the head of household? yes no

2. People living in homestead for the last three months:

Children (0-17)		Adults (18-59)		Elderly (60+)	
M	F	M	F	M	F

3. Is the head of the household: elderly widow female orphan¹ chronically ill² none of these

An orphan is defined as a child less than 18 years with at least one parent deceased

A chronically ill person is someone who is : 'sick and unable to work for a total of 3 months over the last 12 months

4. Number of orphans living in household (aged 0-17): _____

5. How do you prepare your fields? by hand animal power tractor

6. Does anyone in this household generate income? yes no

If yes, how:

7. Have any of the adult members of the household been sick and unable to work for a total of 3 months over the last 12 months? yes no

8. Have any of the non-elderly adult members of the household died in the last 12 months? yes no

9. Is anyone in this household currently receiving home-based care, ARVs, or active in an HIV support group? yes no

10. List all forms of food or cash assistance received in the last six months, including school feeding programmes and home based care:

Dietary Intake

11. Over the last seven days, on how many days did you consume the following foods?

maize, maize porridge: _____	fruits: _____
other cereal (e.g. rice, sorghum, millet): _____	beef, goat, or other red meat: _____
cassava: _____	poultry: _____
potatoes, sweet potatoes: _____	pork: _____
sugar or sugar products: _____	eggs: _____
beans and peas: _____	fish: _____
groundnuts and cashew nuts: _____	oils/fats/butter: _____
vegetables/ relish /leaves: _____	milk / yogurt / other dairy: _____
bread, pasta: _____	fortified blended food (e.g. CSB, HEPS): _____

Participation in the Small Stock Project (non-beneficiaries can skip this section)

12. Why were you selected for this project? _____

13. What are your expectations of the project? _____

Small Stock Inventory and Production

14. List all small stock currently owned by people in the household.

Animal & Breed	Owner *	Number **		
		Good	Fair	Poor

*owner: 1=beneficiary, 2=husband, 3=wife, 4=son, 5=daughter, 6=brother, 7=sister, 8=other
 ** quantity: use local standards to assess condition

15. List any decreases in your small stock in the last six months.

Species & Breed	Number Decreased						
	eaten	sold	disease	killed by other animals	stolen	unknown	other (specify)

16. List any problems you've had producing your animals.

Species / Breed: _____

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> theft | <input type="checkbox"/> disease | <input type="checkbox"/> housing |
| <input type="checkbox"/> water supply | <input type="checkbox"/> conflicts with gardens | <input type="checkbox"/> wild animals: _____ |
| <input type="checkbox"/> food supply | <input type="checkbox"/> conflicts with neighbors | <input type="checkbox"/> other: _____ |

Species / Breed: _____

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> theft | <input type="checkbox"/> disease | <input type="checkbox"/> housing |
| <input type="checkbox"/> water supply | <input type="checkbox"/> conflicts with gardens | <input type="checkbox"/> wild animals: _____ |
| <input type="checkbox"/> food supply | <input type="checkbox"/> conflicts with neighbors | <input type="checkbox"/> other: _____ |

continue on back if needed

17. How many times have you received advice from an extension officer in the last six months? _____

Income and Consumption from Small Stock

18. How much do you currently produce from your animals on a weekly basis?

Item *	Quantity Produced Per Week	Percentage		
		Consumed	Sold	Given Away

item = eggs; milk; meat; live animals;

19. Please a) list, and then b) rank according to importance, your household sources of income in the last six months.

Income Source	Rank *

** Rank: 1=most important, 2=next important, etc.*

20. If you earned any income from your animals in the last 30 days, what did you do with the money? *check all that apply*

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> buy food | <input type="checkbox"/> clothes | <input type="checkbox"/> pay off debts |
| <input type="checkbox"/> school fees | <input type="checkbox"/> give away | <input type="checkbox"/> buy seed or fertilizer |
| <input type="checkbox"/> household items | <input type="checkbox"/> other: _____ | |

21. How much money did you earn from your animals in the last 30 days? _____

Form reviewed by: _____

Date: _____

Small Stock Post-Distribution Survey

Instructions: In this survey, we want to ask about how your participation in the small stock project, how your animals are doing, and whether you have any questions or suggestions about the project. This is not an exam and the information you share with us will not affect your participation in the project. Your responses will be used to prepare a report, but neither your, nor any other names, will be mentioned in the report and all the responses will be mixed together so there will be no way to identify that you gave this information. We appreciate your participation in this survey, but participation is completely voluntary and optional. Do you have time to participate?

Name: _____ m / f

project beneficiary non-beneficiary

Monitoring officer: _____

Date of visit: _____

Project: _____

GPS coordinates: E: _____

S: _____

[District]: _____

[Village]: _____

[Extension camp / centre]: _____

Training (non-beneficiaries can skip this section)

1. Have you received any training as part of the small stock project? yes no

2. If yes, please specify the topic(s) covered:

Topic	Training provided by	Date(s)	Comments

Animals and other Items Received (non-beneficiaries can skip this section)

3. Which animals or other inputs (e.g., feed, drugs, housing material) have you received from the project?

Animal / Input received	Quantity	Date Received	From Whom *	Terms of Payment **

* from whom: 1 = project, 2 = another beneficiary, 3 = other (specify)

** terms of payment: 1 = grant, 2 = credit, 3 = cash purchase, 4 = must pass the gift, 5 = other (specify)

Small Stock Inventory (all animals)

4. List all small stock currently owned by people in the household (including animals that didn't come from the project).

Animal & Breed	Owner *	Number **		
		Good	Fair	Poor

*owner: 1=beneficiary, 2=husband, 3=wife, 4=son, 5=daughter, 6=brother, 7=sister, 8=other

**number: enter the number of animals in each condition, see guidelines for condition scoring

Production and Management of New Animals

5. Please list any increases and decreases in your new animals since you received them.

Species & Breed	Increases: (animals born*)	Decreases							
		eaten	sold	pass the gift	died from disease	killed by other animals	stolen	unknown cause	other (specify)

* for new animals born, include those that lived at least a week

6. Please indicate your management practices for your new animals. Species/breed: _____

Practice	Percentage of Animals Applied To
separate housing for animals and people	
supplemental feeding	
stall feeding	
controlled movements	
vaccination	
treatments (deworming, spraying, etc.)	
producing manure for fertilizer	
other (specify):	

7. How many times were your new animals vaccinated? _____ By whom? _____

8. If you experienced in an increase in the number of new animals, how did you manage the new stock? _____

9. List any problems you've had producing your new animals. Species / Breed: _____

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> theft | <input type="checkbox"/> disease | <input type="checkbox"/> housing |
| <input type="checkbox"/> water supply | <input type="checkbox"/> conflicts with gardens | <input type="checkbox"/> wild animals: _____ |
| <input type="checkbox"/> food supply | <input type="checkbox"/> conflicts with neighbors | <input type="checkbox"/> other: _____ |

Solutions: _____

10. How many times have you received advice from an extension officer in the last six months? _____

Income and Consumption of Small Stock (all animals)

11. How much do you produce from all your animals on a weekly basis?

Item *	Quantity Produced Per Week	Percentage		
		Consumed	Sold	Given Away

item = eggs; milk; meat; live animals

12. Please a) list, and then b) rank according to importance, your household sources of income in the last six months.

Income Source	Rank

continue on back if needed

13. If you earned any income from your animals in the last 30 days, what did you do with the money? *check all that apply*

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> buy food | <input type="checkbox"/> clothes | <input type="checkbox"/> pay off debts |
| <input type="checkbox"/> school fees | <input type="checkbox"/> give away | <input type="checkbox"/> buy seed or fertilizer |
| <input type="checkbox"/> household items | <input type="checkbox"/> other: _____ | |

14. How much money did you earn from your animals in the last 30 days? _____

Perceptions of the Project

15. What are you perceptions of the small stock project? _____

Dietary Intake

16. Over the last seven days, on how many days did you consume the following foods?

- | | |
|--|--|
| maize, maize porridge: _____ | fruits: _____ |
| other cereal (e.g. rice, sorghum, millet): _____ | beef, goat, or other red meat: _____ |
| cassava: _____ | poultry: _____ |
| potatoes, sweet potatoes: _____ | pork: _____ |
| sugar or sugar products: _____ | eggs: _____ |
| beans and peas: _____ | fish: _____ |
| groundnuts and cashew nuts: _____ | oils/fats/butter: _____ |
| vegetables/ relish /leaves: _____ | milk / yogurt / other dairy: _____ |
| bread, pasta: _____ | fortified blended food (e.g. CSB, HEPS): _____ |

Form reviewed by: _____

Date: _____

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