International Transformation Foundation

Projects
Monitoring & Evaluation
Plan

2016 – 2020

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TABLE OF CONTENTS

1. INTRODUCTION

1.1 ACRONYMS

Acronym	***Definition***
JTP	Join the pipe
ITF	International transformation foundation
M&E	Monitoring and Evaluation
WASH	Water Sanitation and Hygiene
No.	Number

1.1 Purpose of M&E Plan

The M& E plan is prepared for the below purpose:

- Allow ITF to work more effectively and efficiently towards achieving ITF's projects goals and objectives.
- A communication tool outlining various roles and responsibilities regarding monitoring and evaluation for ITF's projects.
- Organize plans for data collection, analysis, use, and data quality.
- Outline specific strategies and tools to encourage informed decision making.
- Organize the numerous M&E activities that must take place in order for M&E to be truly successful in ITF's work.
- Engage a wider body of people in ITF so that M&E is integrated into part of everyone's' job.

1.2 Organization/Project Overview

Background of ITF

Youths of 30 years and below constitute about 75% of East Africa's population; forming the largest human resource. However, many of them who are productive and energetic remain unemployed and continue to suffer from idleness's social ills. Due to the growing sense of alienation felt by young men and women dropping out of schools to join gangs, violence and drug addiction as part of their everyday life where the future seems dark, Poverty and unemployment being the norm. They have remained on the periphery of countries' affairs and their status has not been accorded due recognition. This unemployment crisis requires a change and transformation to give these youth an environment enabling them to purse self help-Initiative. Consequently in December 2009, International Transformation Foundation (ITF) was established by amalgamated youth across East Africa countries and dully registered in Kenya on 25th August 2010 as an International Youth led nonprofit organization to provide youth educational and self development programs encompassing leadership and entrepreneurship to harness creativity for a Youth system that provide jobs; offering security, opportunities to grow, and contribute to the development of our communities.

Goal:

The ITF's main goal is to reduce youth unemployment and poverty through projects that can enable them enhances their entrepreneurial skills.

Objective:

- To come up with viable and sustainable projects that can help the youth develop their skills and improve their lives and that of the community at large.
- Providing leadership and entrepreneurship training that can help the youth to become self reliant.
- To facilitate participation of the youth in development processes.

Activities:

- Organizing for leadership and entrepreneurship trainings through workshops and seminars.
- Running projects that can help in youth development.
- Carrying out fundraising activities to be able to fund projects.
- Coordinating with development partners globally to assist in making the projects successful.

Sub-activities:

- Organizing meetings with youth groups.
- Meeting with community leaders.

- Meeting with community residents

1.2 ITF Projects Description

With coordination secretariat in Nairobi, Kenya, ITF design and operates Youth educational and self development programs encompassing leadership and entrepreneurship on principles of stimulus and inspiration for change and transformation of youths for individual achievement. Our Current Projects are:

- **1 slum 100 computers**

The 1 Slum 100 Computers project is a self sustainable project providing free computer training and entrepreneurship mentoring to disadvantaged youths in Eastern Nairobi slums and informal settlements, to be familiar enough with computer applications and design a profitable computer based business. At completion of the training and mentorship, loans them computers and other technological devices to help them set up designed business.

- **Join the Pipe**

Join the Pipe is a collaborative project with Join the Pipe Foundation -a non-profit organization established in Amsterdam, Netherlands that produce and provide sustainable public tap water stations and services to all people around the globe by servicing communities, cities, and town with clean tap water. The Join the Pipe project aim is to install specially designed tap water stations near playgrounds, city centres, Parks, schools and bus stations in Kenya for people to drink clean water whenever possible.

- **Jijenge Kijana Fund**

The Jijenge Kijana fund is a youth Livelihood Pathway offering microcredit, micro- saving and training enabling ITF members to engage in productive and stable livelihoods**.**

- **Leadership & Entrepreneurship Training**

The ITF Youth Leadership and entrepreneurship trainings Consist of Debates and Training workshops giving East Africa's youth life didactic principles with rigorous instructions that shoves them to expand their boundaries of knowledge molding them into great leaders and entrepreneurs.

2. Logical Framework

Goals:

- Reducing youth unemployment while refashioning Nairobi Eastland's slums.
- Financing Community Schools to set up water Kiosk at school for people to access clean water whenever possible countrywide.
- Offering micro- credit, saving and training enabling ITF members to engage in productive and stable livelihoods of their choice.
- Providing Youth leadership and entrepreneurship trainings to become self reliant.

Project	Activity	Output	Outcome	Impact
Join the pipe	Building water kiosks/ stations with water saving tap stations. Providing environmental friendly refillable water bottles.	Kiosks/stations construction completed in schools. Water bottles distributed to schools.	Clean tap water provided to communities. Children able to carry clean water to school improving health/ hygiene.	Communities provided with clean and easily accessible tap water at a low cost. School children provided with water bottles for carrying drinking water.
1 slum 100 computers	Computer training. Entrepreneurship mentorship. Financing the trained youth groups to start computer based businesses.	Equipped training & mentorship room prepared. Computer training, Mentorship handbooks and tools published. Beneficiaries and Mentors selected. Funds available.	Improved employability of 30 disadvantaged youth in Eastlands Nairobi by providing them with Free Computer Training, entrepreneurial mentorship and loan to start a computer based business.	More youth are self employed and their computer based businesses up and running improving their livelihood and that of the community.
Jijenge Kijana Fund	Supporting existing business youth ventures. Loan disbursement to help the business grow.	Business venture funded/supported.	Business becomes profitable and expanding.	Youth provided with funding to support their ventures and improve their livelihood and the community at large.
Leadership & Entrepreneurship Training	Hosting Debates Conducting Training Workshops	Hosted Debates Conducted Training workshops	Youth imparted with didactic leadership and entrepreneurship skills and principles	Youth expanded their boundaries of knowledge molding them into great leaders and entrepreneurs.

3. Indicators

- ### Join the pipe Project

No. of water kiosks/Stations constructed.

No. of water bottles distributed.

No. of schools visited.

No. of students that have benefited.

No. of community residents benefited.

Returns gained from water kiosks.

- ### 1 slum 100 computers

No. of participants trained/mentored.

No. of businesses funded.

No. of sessions (Class) conducted

No. of beneficiaries from funded businesses.

Returns from funded businesses.

- ### Jijenge Kijana Fund

No of self employed youth supported in running their ventures.

Interest earned from the money loaned out to the beneficiaries.

- ### Leadership & Entrepreneurship Training

No. of Training workshops and Debates conducted.

No. of Participants.

4. Data Flow and Use

4.1 Data Flow

Source	Collection	Collation and Storage	Analysis	Reporting	Use
Information on the challenges being faced by the youth and the community at large.	Data is collected by the field operations assistants from the members of communities in communities across the country.	Data is summarised into tables showing percentages and frequencies. Cloud storage is used.	It follows a cycle where inputs (raw data) are fed to a process (computer systems, software, etc.) to produce output (information and insights).	The ITF management and project team members, Partners and all relevant stakeholders.	The information can be used in making following decisions: what can be done to improve the situation, What should be the starting point, Who should be involved?

4.2 Data Use Plan

Indicator	Uses	Stakeholders	Mechanism	Format	Next Steps
No. Of unemployed youth interviewed. Challenges being faced in the community.	What can be done to help? What kind of project(s) can be useful? Who else can be involved? Inability to secure jobs leading to idleness and sometimes crime to survive. Lack of sufficient WASH facilities. Inability to raise capital despite having viable business ideas. What are the multiple uses for the information generated from this indicator?	The community leaders The partners The project team	Organizing for meetings with some of the available community leaders such as chiefs, school heads etc Sending communication to the partners. Meeting with the project team to discuss.	The information should be presented in a clear and easy to understand method for the intended user.	Once the information is communicated to the relevant stakeholders follow up should be done after an agreed period of time so as to get their feedback.

4.3 Stakeholder Analysis

Stakeholder Analysis

Stakeholder	Stakeholder Background (knowledge, experience, etc.)	Stakeholder Demographic Characteristics	What information is required? (Stakeholder needs and interests)	Why is the information required?	When is the information required?	How will the information be communicated? (format)
External Stakeholder:						
Community leaders		Gender , age, education, occupation marital status	Has there been a similar project in the market? If so, to what extent did it succeed? Who was in charge and how did local stakeholders respond? Are there major events/trends/activities currently affecting the stakeholders? Is any government department to be involved in this project? Who will be affected by the project? Who will promote/support the project, provided that they are involved?	The information is required so as to clearly define key stakeholders fo r a project or other activity, understanding where stakeholders stand, and developing cooperation between the stakeholders and the project team. The main objective is to ensure successful outcomes for the project or the changes to come.	The information is required before the project is initiated.	The information is summarised in a matrix for presentation
Partners Community Residents			Are the stakeholders and their interests stable across the globe or is there any identifiable pattern exists? Is this project replaceable by other project(s)? Do you think the project will be of benefit to the community and how?			

Internal Stakeholder:						
Project manager			Who is directly responsible for decisions on issues important to the project? • Who holds positions of responsibility in interested organizations? • Who is influential in the project area (both thematic and geographic areas)? • Who will be affected by the project? • Who will promote/support the project, provided that they are involved?			
Project team The Board			Who will obstruct/hinder the project if they are not involved? • Who has been involved in the area (thematic or geographic) in the past? • Who has not been involved up to now but should have been?			

5. Data Quality

5.1 Data Quality Management Plan

Name of Indicator	Data Quality Issues	Actions Taken or Planned to Address this Limitation	Additional Comments
No. Of unemployed youth interviewed Challenges being faced in the community	Possible risks centred around the following questions Is the information true? Is the information accurate? Is the information consistent? Is the information precise and clear? Is the information timely?	Assurance of confidentiality Clearly explaining the reason for the analysis Maintaining professionalism	

6. Evaluation

Evaluation will help ITF learn additional information from programmes such as activity outcomes and quality of services provided that cannot be gained from a routine monitoring system.

It is important to plan for programme evaluation prior to implementation when possible since it will typically require additional data collection that may only be done periodically.

Guideline for Using Evaluation to Answer Key Programme Questions

Process Evaluation

What intervention can work in this context (interventions that have proven effective in this context)? Are we doing the right things are we doing it right and on a large enough scale?

Outcome Evaluation

Is the intervention working, is it making the intended difference in outcomes such as changes in knowledge and behaviour?

Impact Evaluation

Are our combined efforts affecting change on a population level?

Additional Information

List any evaluation activities that you are currently implementing and the evaluation questions they are addressing.

How will the data be obtained?

Qualitative data:

- Interviews
- Questionnaire
- Focus groups
- Observation
- Self Study.

7. Reporting Plan

Include a matrix of what you will report, to whom, and when. In addition, describe what information products based on data translated into strategic information (eg, reports, bulletins, graphics, and newsletters) will be fed back to stakeholders who have reported data to you. Correlate this to your Stakeholder analysis and to your reporting requirements.

Data element	Information Product	Recipient	Date
(what you've been collecting)	(specific report(s) based on a data element or grouping of data elements, indicators)	(NAHICO, MOH, MOA, development partner(s), implementing stakeholder(s))	(date each report is due)

8. Appendices

8.1 Indicator Information Sheets Introduction

The purpose of the following sheets is to act as a comprehensive guideline for all things related to our data: collection, quality, and use. This is also a communication tool so that a wider body of people understand some of the critical components of these sheets. Every indicator (information collected) should have some form of indicator information sheet.

Note: Not every indicator requires a complete set of information filled out in the indicator information sheets. You will find that for INPUT and OUTPUT data, the information and detail you will need to manage is much less.

8.1 Indicator Information Sheet Template

Indicator Protocol Reference Sheet Number: I
Name of Indicator: Simply put as possible, insert the name of this indicator
Result to Which Indicator Responds: The specific result that this indicator corresponds to.
Level of Indicator: Does this indicator respond to an INPUT, OUTPUT, OUTCOME, or IMPACT level result?
Description
Definition: Unpack as much as possible the specific definition of this indicator. Spell out nearly every word so that all who come across use of this indicator have the same complete specific understanding of the intention of what this indicator is intended to measure.
Unit of Measurement and Desegregations: In what unit will this indicator be captured and are there any disaggreations (male / female, age, etc.)
Plan for Data Acquisition
Data Collection Method: When was this data collected?
Data Source: Where was the data collected? (Where was the data borne?)
Frequency and Timing of Data Acquisition: How often are the data collected?
Individual Responsible: Who is responsible (what position) for collected data?
Location of Data Storage: Where, specifically (which office, which drawer) are the raw data stored?
Data Quality Issues
Known Data Limitations and Significance: Are there identified threats to the quality of this data? Consider: Validity / Reliability / Integrity / Precision / Timeliness
Actions Taken or Planned to Address this Limitation: What are some steps you have taken to manage the possible threats to data quality.
Internal Data Quality Assessments: Have you performed your own Data Quality Assessment?
Plan for Data Analysis, Review & Reporting
Data Analysis: Do the data from this indicator require a specific plan for analysis? If yes, please describe. If not, please delete this section for this indicator.
Review of Data: Do the data from this indicator require a specific plan for review (internal / external) before dissemination? If not, please delete this section.
Using Data: Where must the data from this indicator go? Funders? Internal / external decision makers. Who needs this information to make decisions?
This sheet was last updated on: **Other notes / comments:**

8.2 Target Setting Worksheet

Indicator:	Year One			Year Two			Year Three			Notes:
	Baseline	Target	Actual	Baseline	Target	Actual	Baseline	Target	Actual	

8.3 Members of M&E Team

Monitoring and evaluation is most successful when everyone in the organization has an established role in M&E. To help initiate this process, setting up a M&E Team will be helpful in integrating key concepts of M&E, such as data use and data quality, into various sectors of ITF.

Who is involved in your M&E team? Identify all individuals involved with various aspects of monitoring and evaluation in ITF: data collectors, information system personnel, programme managers, directors, etc. This team should meet on a regular basis to check in with progress on planned M&E activities and to use information from our monitoring and evaluation systems to inform decision making within ITF.

Team Member	Role / Responsibility

8.4 Costing for M&E

Key M&E Activities (Survey, Focus Group, Data Base Development, M&E Plan Development, Dissemination, Data Quality Assessment)	Salaries	Consultant	Travel	Meetings	Documentation	Dissemination	Other Direct Costs e.g. computers software	Activity Subtotal
M&E Activity 1								
M&E Activity 2								
Total								