

MONITORING & EVALUATION PLAN – November 2005

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Australian Government
AusAID



Government of the Republic of
VANUATU

VANUATU SECONDARY SCHOOL EXTENSION PROJECT Phase II

SCOPE

This is a review and update document of the Monitoring and Evaluation Plan (M&E). Under the Australian Managing Contractors (AMC) responsibilities there is requirement to prepare a Monitoring and Evaluation (M&E) Plan in consultation with counterparts from the Department of Education. This plan is to define the main monitoring activities and reporting processes, including the nature and proposed timing of all monitoring reports. The project M&E form attached is to be filled in by the Team Leader on a three monthly basis as an accompaniment to the quarterly progress reports. The Project M&E will provide quantitative information for Management to report on project efficiency and effectiveness of project outcomes to the Department of Education and AusAID.

Review dates:

- February 2005
- May 2005
- August 2005
- November 2005
- February 2006
- May 2006
- August 2006

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OUTCOME EVALUATION KEY:

C = Completed, WIP = Work In progress, NA = Not Applicable, NV = Need Verification, NR = Next Review

Sect	Project Description	Key	Means of	Outcome Monitoring	Outcome Verification		
					TL	PD	AusAID
1.	Project Management	1. Co-ordinate activities with stakeholders.	a) VAC meeting; b) Number of Progress Reports; c) Numbers of Task Force Meetings;	a) None b) Aug-Oct Quarterly Report. c) See Site Progress Reports Five (7).	WIP C C	WIP C C	NA NV NV
2.	Counterpart skill development	1. On-the-job skill transfer in procurement management, project delivery and monitoring skills.	a) Develop training needs and skill report; b) A log of on-the-job training in the identified focus skill areas; c) Log increased counterpart responsibility for project operations; d) List project activity related focus areas; e) Report of review of counterpart performance and further training needs;	a) See Oct 05 LA Completed; b) See Oct 05 LA Completed; c) See Oct 05 LA Completed; d) See Oct 05 LA Completed; e) See Oct 05 LA Completed.	C C C C C	C C C C C	NV NV NV NV NV
3.	Project Co-ordination	1. Project Coordinating Committee (PCC) established and operating; 2. Task Force site co-ordination meetings held as scheduled; 3. Provision of secretariat services for all project meetings; 4. Performance of partner government undertakings as per Project Memorandum of Understanding;	a) Number of PCC meetings held with minutes; b) Number of Task Force meetings held with minutes; c) Reports to PCC identifying performance of partner government undertakings and responsibilities;	a) See PCC Meeting Minutes 8/03/05, Tanna; b) Five meetings (7) with minutes; c) See PCC Minutes, 8/03/05.	C C C	C C C	NR NV NV

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4.	Project Monitoring & Adjustments	<ol style="list-style-type: none"> 1. A Project Monitoring and Evaluation Plan; 2. A performance Monitoring and Evaluation (M&E) system; 	<ol style="list-style-type: none"> a) Report on project monitoring activities to PCC; b) Prepare Key indicators to be applied to on the job for Staff; 	<ol style="list-style-type: none"> a) <i>See PCC Minutes, 8/03/05</i> b) <i>See LA of Staff.</i> 	<p>NV C</p>	<p>NV C</p>	<p>NV NV</p>
5.	Measuring performance & Benefits of AusAID Key Result Areas	<ol style="list-style-type: none"> 1. Deliver Australia's aid program with excellence 2. Improve agriculture and rural development 3. Increase access to and quality of education 4. Promote effective governance 5. Improve health 6. Provide essential infrastructure 7. Deliver humanitarian and emergency assistance 8. Maximise environmental sustainability 9. Promote gender equity. 	<ol style="list-style-type: none"> a) Report on project monitoring activities to PCC; b) Confirm indicators 	<ol style="list-style-type: none"> a) <i>See PCC Minutes, 8/03/05;</i> b) <i>Indicators not reported</i> <ul style="list-style-type: none"> ▪ <i>Indicator 2</i> ▪ <i>Indicator 7</i> 	<p>C WIP NV NV</p>	<p>C WIP NV NV</p>	<p>NV NA</p>
6.	AusAIDS Key Results Areas (KRA's)	<ol style="list-style-type: none"> 1. Building effective partnerships with MoE, PWD, Province Gov & Church Groups; 2. Delivering Australians aid program with excellence; 3. Improving agriculture and rural development; 4. Increasing access to, and quality of, education; 5. Promoting effective governance; 6. Maximising environmental sustainability; 7. Promoting gender equity; 	<ol style="list-style-type: none"> a) Report on partnership programmes initiated with MoE, PWD, Province Gov & Church Groups; b) Report on Small Contractors participation in the project; c) Report on counterpart skill development; d) Report to the PCC of improvement of rural livelihood through provision of infrastructure for improved education; e) Report to the PCC the projects support of community projects 	<ol style="list-style-type: none"> a) <i>No response from PWD on partnership programs</i> b) <i>See Quarterly Report component 2;</i> c) <i>See LA of Counterpart;</i> d) <i>See PCC Minutes, 8/03/05;</i> e) <i>See PCC Minutes, 8/03/05.</i> f) <i>Ongoing formulation, also see PCC Minutes, 8/03/05.</i> g) <i>See M&E Plan and LA of PMOs;</i> h) <i>EIA report received, and approved by EIS;</i> i) <i>Construction commenced, septic system being designed;</i> j) <i>Upgrade road at Ranwadi</i> 	<p>NA C C C C WIP C C WIP</p>	<p>NA C C C C WIP C C WIP</p>	<p>NV NV NV NV NV C NV NV</p>

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			<p>through the provision of building materials and supervision for repair-work at schools;</p> <p>f) Implement the DoE's School Maintenance Policy by the linkage of project work programs;</p> <p>g) Skill development logs of PMO's to design and project manage educational infrastructure;</p> <p>h) Provide a report of the environmental impacts including positive construction designs to reduce environmental degradation;</p> <p>i) Verify the upgrading of the sewage disposal system at Epi High School;</p> <p>j) Verify the upgrading of access road at Ranwadi High School;</p> <p>k) Verify the installation of solar photo-volta-electric systems at several schools for computer and communications facilities;</p> <p>l) Report to the PCC the participation by women where appropriate;</p>	<p><i>programmed for 2006;</i></p> <p><i>k) Design for photo-volta-electric ongoing;</i></p> <p><i>l) Promotion of women painting at Ranwadi and Tafea. (See Site Reports)</i></p>	<p>WIP</p> <p>WIP</p> <p>C</p> <p>WIP</p>	<p>WIP</p> <p>WIP</p> <p>C</p> <p>WIP</p>	<p>NV</p> <p>NV</p> <p>NV</p> <p>NV</p>
7.	Measurement of Performance	<p>1. A performance Monitoring and Evaluation (M&E) system;</p> <p>2. External Monitoring Assistance;</p> <p>3. Managing Contractor Performance</p>	<p>a. Prepare Key indicators to be applied to on the job staff training;</p> <p>b. AusAID carry out a project monitoring visit after construction works at the first two schools are well</p>	<p><i>a) See LA of Staff;</i></p> <p><i>b) Regular visits have been completed;</i></p> <p><i>c) M&E forms part of this function and see quarterly reports.</i></p>	<p>C</p> <p>C</p> <p>WIP</p>	<p>C</p> <p>C</p> <p>WIP</p>	<p>NV</p> <p>C</p> <p>NV</p>

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		2. School Liaison Officer; 3. Draftsperson; 4. Procurement Officer; 5. Provincial Maintenance Officer;	b) School Liaison Officer: Report on Progress; c) Provincial Maintenance Officer performance review;				
10	Australian Managing Contractor	1. Australian Managing Contractor (AMC); 2. Project Directors (Part-time); 3. Finance Management; 4. Site Supervisors; 5. Education Materials Manager; 6. Procurement Manager; 7. AVI Supervisors; 8. Project Completion Report; 9. Regular Site Visits, 10. Procedures Manual;	a) The AMC monitors this Monitoring & Evaluation Report; b) Number of meetings where AMC acted as Secretariat for the PCC meetings, VAC and Task Force Meetings; c) Produce Quarterly finance Reports by way of rolling procurement plan; d) Produce a quarterly personnel report of Site Supervisors; e) Produce a Project Completion Report at the end of the project; f) Produce Site Visit Reports during visits to sites; g) Produce a Procedures Manual;	a) <i>This Document;</i> b) <i>One meeting at PCC, and 2 at Task Force Meetings;</i> c) <i>See 2005-06 Annual Report;</i> d) <i>WIP;</i> e) <i>WIP;</i> f) <i>Done by each site PMO;</i> g) <i>Procurement Manual completed.</i>	C C WIP C WIP WIP WIP C	C C WIP C WIP WIP WIP C	NV NV NV NV NV NV NV NV
11	Public Works Department	1. Correspondence;	a) Report on involvement of the PWD on the project;	a) <i>Very little involvement at Ranwadi, no involvement at Epi and lots of involvement at Tafea College.</i>	WIP	WIP	NV
12	Long-term and Short-term International Specialists	1. Team-Leader Project Manager; 2. Education Materials Consultant;	a) Produce a performance review report on Team-Leader Project Manager; b) Produce a performance review on Education Materials Consultant;	a) <i>Project Director to Produce;</i> b) <i>Project Director and TL to produce, at end of assignment.</i>	WIP WIP	WIP WIP	NV NV
13	Project Implementation Unit staff (both AMC recruited and GOV staff)	1. GOV Staff; 2. AMC recruited Staff;	a) Training Needs Analysis for GOV Staff; b) Training Needs Analysis for AMC recruited staff; c) Report on capacity building and on the job training	a) <i>See LA of Staff;</i> b) <i>See LA of Staff;</i> c) <i>See LA of staff and Aug-Oct 2005 Quarterly Report;</i>	C C C	C C C	NV NV NV

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			reports of both GOV and AMC recruited staff;				
14	Long term Volunteer Site Supervisors (Australian Volunteers International)	<ol style="list-style-type: none"> 1. Site Supervisor at project school site; 2. Roving Supervisor Role; 	<ol style="list-style-type: none"> a) Provide Progress Reports at each site; b) Provide a report of on the job training and skill transfer of community and or small scale contractors; c) Provide a report procurement, quality control and distribution of building materials procured under the 'free issue' scheme for contracted works or, alternatively, when being supplied to schools for repair works by community labor; d) Report on Roving role integration into site supervisor; 	<ol style="list-style-type: none"> a) <i>See monthly progress report produced at sites;</i> b) <i>See progress report produced at sites and Aug-Oct 2005 quarterly report;</i> c) <i>See Aug-Oct 2005 quarterly report;</i> d) <i>NA.</i> 	<p><i>C</i> <i>WIP</i></p> <p><i>C</i> <i>WIP</i></p> <p><i>C</i></p> <p><i>NA</i></p>	<p><i>C</i> <i>WIP</i></p> <p><i>C</i> <i>WIP</i></p> <p><i>C</i></p> <p><i>NA</i></p>	<p><i>NV</i> <i>NV</i> <i>NV</i> <i>NV</i> <i>NA</i></p>
15	Engineering / Architectural Design Services – part time CAD Drafting Services	<ol style="list-style-type: none"> 1. Design Architect; 2. Civil, Environmental & Services Engineering; 3. Renewable Energy Specialist; 4. PIU Draftsperson; 	<ol style="list-style-type: none"> a) Provide documentation of architectural design of infrastructure works at each school site; b) Provide documentation of Civil, Environmental & Services design and documentation of infrastructure works at each school site; c) Provide documentation of renewable energy designs and documentation for infrastructure works at each school site; d) Provide tender documents for all specialist services under Engineering and Architectural Design; 	<ol style="list-style-type: none"> a) <i>Architectural Design completed for Ranwadi, Tafea and Epi, Aore & Rensarie is WIP;</i> b) <i>Design documentation for Ranwadi, Tafea and Epi completed and Aore & Rensarie is WIP;</i> c) <i>WIP;</i> d) <i>Tender documentation for Ranwadi, Tafea and Epi completed and Aore & Rensarie is WIP;</i> e) <i>Documentation of design modifications for Ranwadi, Tafea and Epi completed and Aore & Rensarie is WIP;</i> 	<p><i>C</i> <i>WIP</i></p> <p><i>C</i> <i>WIP</i></p> <p><i>WIP</i> <i>C</i> <i>WIP</i></p> <p><i>C</i> <i>WIP</i></p>	<p><i>C</i> <i>WIP</i></p> <p><i>C</i> <i>WIP</i></p> <p><i>WIP</i> <i>C</i> <i>WIP</i></p> <p><i>C</i> <i>WIP</i></p>	<p><i>NV</i> <i>NV</i></p> <p><i>NV</i> <i>NV</i></p> <p><i>NV</i> <i>NV</i> <i>NV</i> <i>NV</i></p>

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			e) Provide a report based on a presumption that modification and amendment of Phase I designs and standards have been incorporated into Phase II.				
16	Finance-Procurement Management	1. Finance Management; 2. Procurement Manager; 3. Project Administration Officer;	a) Produce a performance review report on Finance Management; b) Produce an operation procedure of financial management systems; c) Produce a performance review report on Procurement Management; d) Produce a procurement management manual; e) Produce a performance review report on the Project Administration Officer;	a) <i>WIP</i> ; b) <i>WIP</i> ; c) <i>See audit report produced by Procurement Manager</i> ; d) <i>See procurement Manual</i> ; e) <i>WIP</i> .	<i>WIP</i> <i>WIP</i> <i>C</i> <i>C</i> <i>WIP</i>	<i>WIP</i> <i>WIP</i> <i>C</i> <i>C</i> <i>WIP</i>	<i>NV</i> <i>NV</i> <i>NV</i> <i>NV</i> <i>NV</i>
17	Community Liaison	1. Community Liaison Officer – Part Time;	a) Produce a performance review report for Community Liaison Officer; b) Produce a review report on Community Liaison efforts at each project site.	a) <i>WIP</i> ; b) <i>See Site Progress Reports</i> .	<i>WIP</i> <i>WIP</i>	<i>WIP</i> <i>WIP</i>	<i>NV</i> <i>NV</i>
18	Coordination Arrangements	1. Project-Coordinating Committee (PCC)	a) Coordinate, establish and report on a PCC meeting; b) Progress reporting from the PCC about the Annual Plan and any aspect relating to the project;	a) <i>See PCC Minutes, 8/03/05</i> ; b) <i>See PCC Minutes, 8/03/05 and Annual Report 2005-06</i> .	<i>C</i> <i>C</i>	<i>C</i> <i>C</i>	<i>NV</i> <i>NV</i>
19	Provincial Government Offices	1. Province Level Site Co-ordination Meetings;	a) Report on correspondence with Provincial GOV Officers regarding coordination and any issue relating to project;	a) <i>See Progress Reports from the sites</i> .	<i>WIP</i>	<i>WIP</i>	<i>NV</i>
20	Planning Requirements	1. Project Work-plan; 2. 3-Month Rolling	a) Produce Project Work-plans (to be incorporated	a) <i>See 2005-06 Annual Plan</i> ; b) <i>See Progress Reports and</i>	<i>C</i> <i>C</i>	<i>C</i> <i>C</i>	<i>NV</i> <i>NV</i>

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		<p>Procurement Plan; 3. Project Procedures Manual; 4. Monitoring & Evaluation Plan; 5. Annual Plans;</p>	<p>into the Annual Plan); b) Periodically prepare a 3-month forecast on procurement requirements; c) Produce a Project Procedures Manual; and should comprise: - office management systems - procurement procedures and management systems - PIU Staff duty statements and emergency contact details - financial management systems - construction supervision protocols d) Produce a Monitoring & Evaluation Plan; [This Document]: Ensure to include: Project Component 1 – Infrastructure development Project Component 2 – Support for small contractor development Project Component 3 – Procurement Management Project Component 4 – Capacity Building Project Component 5 – Project Management e) Prepare annual plans each year;</p>	<p><i>Annual Report;</i> c) <i>WIP;</i> d) <i>This Document and Aug-Oct Quarterly Report.</i> e) <i>See Annual Report.</i></p>	<p><i>WIP</i> C C</p>	<p><i>WIP</i> C C</p>	<p><i>NV</i> <i>NV</i> <i>NV</i></p>
21	Project Budget & Costing	<p>1. Budgets/Costings; 2. Approvals and authorization; 3. Providing acquittals AusAID; 4. Bank Accounts; 5. Imprest Account; 6. Payment from Imprest account;</p>	<p>a) Prepare budgets/Costing for each subproject school and category of procurement; b) Receive approval of preliminary budgets/costing activity from AusAID; c) Receive authorization of</p>	<p>a) <i>WIP;</i> b) <i>See Annual Report and 3-monthly rolling procurement report;</i> c) <i>Completed;</i> d) <i>Ongoing;</i> e) <i>Ongoing;</i> f) <i>See Annual Report;</i> g) <i>See Annual Report;</i></p>	<p><i>WIP</i> C C WIP WIP C C</p>	<p><i>WIP</i> C C WIP WIP C C</p>	<p><i>NV</i> <i>NV</i> <i>NV</i> <i>NV</i> <i>NV</i> <i>NV</i> <i>NV</i></p>

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	<p>7. Transfer of Funds; 8. Designated Signatories of the Imprest Account; 9. Imprest account operation and management systems; 10. Capital Equipment Budget;</p>	<p>expenditure against AusAID approved preliminary budget; d) Provide acquittals to AusAID on schedule; e) Reconcile Bank Accounts on schedule; f) Monitor & Review of Imprest Account Facility every 6 months in conjunction with PCC; g) Report on operation and management of Imprest account bi-monthly in conjunction with account reconciliation; h) Ensure payments from Imprest Account are against those scheduled in the 3 monthly rolling procurement plan; i) Payment of project management fees, performance milestone payments & reimbursable travel costs are as per Contract basis of payment; j) Document Transfer of funds procedure by AusAID shall include the following steps: - AMC presents a costed 3-month rolling procurement plan with a request for cash; - AusAID deposit funds in Project bank account; - AMC Director authorizes expenditure against procurement plan; - Check procurement protocols against</p>	<p>h) <i>See Monthly Expense and Finance Reports;</i> i) <i>See Monthly Expense and Finance Reports;</i> i) <i>See Monthly Expense and Finance Reports;</i> k) <i>See Monthly Expense and Finance Reports;</i> l) <i>WIP;</i> m) <i>WIP;</i> n) <i>See Monthly Expense and Finance Reports.</i></p>	<p>C C C C WIP WIP C</p>	<p>C C C C WIP WIP C</p>	<p>NV NV NV NV NV NV NV</p>
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			<p>Commonwealth Procurement Guidelines;</p> <ul style="list-style-type: none"> - AusAID releases the next tranche of funds upon receipt of certified acquittal report; <p>k) Designated Signatories of the Imprest Account.</p> <ul style="list-style-type: none"> - Minimum Two signatories on Imprest Account Melbourne - Minimum Two signatories on Imprest Account Vila <p>l) Produce a detailed procedure for the operation and management of the imprest account as part of the Project Procedures Manual;</p> <p>m) Produce and maintain an assets register;</p> <p>n) Operate an RCS account for the financing of all AMC management and operating costs;</p>				
22	Procurement Arrangements	1. Procurement of AVI Site Supervisors;	a) Prepare a quarterly report of Site Supervisor; performance, welfare and other related reporting requirements; e.g.: supervisory skills, aptitude for knowledge transfer in sensitive cultures etc. Report to AVI the above quarterly reports;	a) <i>WIP;</i>	<i>WIP</i>	<i>WIP</i>	<i>NV</i>
	Procurement of Civil Works	1. Contract Works by competitive bidding; 2. Community partnership contracts; 3. Contracted Works &	<p>a) Provide quarterly reports of contract works under competitive bidding;</p> <p>b) Provide quarterly reports of Community</p>	<p>a) <i>See quarterly Reports; Component 2;</i></p> <p>b) <i>See quarterly Reports Component 2;</i></p> <p>c) <i>See quarterly Reports</i></p>	<i>C</i>	<i>C</i>	<i>NV</i>
					<i>C</i>	<i>C</i>	<i>NV</i>

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		Support for Small-Scale Building Contractors; 4. 'Free Issue' of High Value Building Materials; 5. Period Contracts with Suppliers; 6. Community Partnership Contracting & Community Resource Agreements;	partnership contracts; c) Provide a quarterly report on prequalification and contract award of contractors under competitive bidding; d) Provide a briefing session of procurement procedures to SSC at main centres; e) Provide a quarterly report on period contracts and comment on regulation; f) Provide contract copies of Community Partnership Contracting & Community Resource Agreements; g) Produce tender documents for bidding range of procurements;	<i>Component 2;</i> d) <i>See Quarterly Reports;</i> e) <i>See Quarterly Reports;</i> f) <i>See Quarterly Reports;</i> g) <i>See Quarterly Reports.</i>	C C C C	C C C C	NV NV NV NV
23	Procurement of Educational Materials	1. Schedule of Education Materials;	a) Provide a detailed schedule for each school provisions for libraries, classrooms and laboratories adequately to conduct senior secondary subjects;	a) <i>Draft Report 2 Completed and materials for yrs 11 & 12 are being tendered.</i>	C	C	NV

Prepared By:.....(Position)..... **Date:**/...../ 2005

Checked By:.....(Position)..... **Date:**/...../ 2005

Received By:.....(Position)..... **Date:**/...../ 2005