



Monitoring, Evaluation and Learning (MEL) Plan

Promoting Sustainable Cage Aquaculture in West Africa (ProSCAWA) Project

28th February 2021



About WorldFish

WorldFish is an international, nonprofit research and innovation institution that creates, advances and translates aquatic food systems science into scalable solutions for healthy people and planet. For over 45-years, WorldFish's data, evidence and insights have shaped practices, policies and investments to end hunger and advance sustainable development in low- and middle-income countries.

WorldFish makes part of One CGIAR, the world's largest agricultural innovation network. Embedded in local, national and international partnerships WorldFish sets agendas, builds capacities and supports decision-making for climate action, food and nutrition security, sustainable fisheries and aquaculture, blue economy, OneHealth and AgriTech, integrating gender, youth and social inclusion.

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Acronyms

B2B	Business-to-Business
BMP	Best Management Practices
CGIAR	Consortium of International Agricultural Research Centres
ICLARM	International Center for Living Aquatic Resources Management
IEC	Information, Education and Communication
IFAD	The International Fund for Agricultural Development
INGO	International non-governmental organization
MEL	Monitoring, Evaluation and Learning
NGO	Non-governmental Organization
ProSCAWA	Promoting Sustainable Cage Aquaculture in West Africa
SSTC	South-South and triangular cooperation

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Version History

Version	Date	Originator(s)	Reviewer(s)	Description
1.0	28 February 2021	Innocent Bikara	Salah Ibrahim Elsira Ahmed Nasr-Allah	Structure, content

1. Project Background

ProSCAWA is a 2-year project funded by China-IFAD SSTC Facility and WorldFish is the recipient and implementing partner, with two private sector companies as input service providers. The project is implemented in Nigeria and Ghana, with one private sector company in each of the countries.

The main objective of the ProSCAWA project is to empower and transform livelihoods of smallholder farms in West Africa through enhanced Sino-Afro application of knowledge, sustainable technologies and expertise in cage aquaculture. The envisioned outcomes are

1. Developed capacity of farmers, policy makers, and businesses for sustainable cage culture farming systems in Nigeria and Ghana
2. Enhanced employment, incomes and nutritional status of rural households through productive and sustainable cage farming in water bodies
3. Linkages established between Chinese and West African aquaculture entrepreneurs for transfer of knowledge and development of viable business partnerships

The project is worth \$500,000 of which WorldFish contributes \$89,400. The project is recorded on the MEL Platform and its public web page: <https://mel.cgiar.org/projects/ProSCAWA>

2. Why a Monitoring, Evaluation & Learning Plan

The WorldFish Monitoring and Evaluation Unit will ensure that quality data that meets IFAD reporting requirements, and can be relied upon for scientific writing, is generated in a timely manner. To this end, a detailed M&E plan will be developed at project inception stage. The MEL Plan outlines what performance indicators will be measured, how the data will be collected and how the [MEL Platform](#) will be utilized to facilitate and streamline project implementation, monitoring and evaluation. The MEL plan will be used as a guiding tool for the project and implementation partners to conduct project MEL. This is a living document that will be subjected to periodic review so as to keep it relevant and responsive to project management and reporting needs.

3. The Project Results measurement framework

The project results measurement framework was designed through the identification of the connection between **Objectives, Outcomes, Outputs and activities**. Appropriate indicators, targets, and means of verification were developed for each of the linked results (*Table 1*).

Table 1: Results Framework for the ProSCAWA Project

Objectives	Outcomes	Outputs	Activities	Indicators	Targets	Means of verification
Objective 1: Empower rural communities through sustainable cage culture	Developed capacity of farmers, policy makers, and businesses for sustainable cage culture farming systems in Nigeria and Ghana	Multi-stakeholder innovation platforms formed	Policy debate workshops, Radio talk shows	Number of policy debate workshops conducted Number of Radio talk shows	4 policy debate workshops 4 radio talk shows	Activity reports Activity reports
		Knowledge sharing events conducted	Exchange visits	Number of exchange visits Number of people taking part in exchange visits	2 exchange visits to/from China/West Africa	Activity reports/ Back to office reports
					10 West African farmers, 4 Chinese business people with interest in aquaculture	Activity reports/ Back to office reports
		Aquaculture institutions strengthened	Advocacy campaigns and awareness creation	Number of advocacy and awareness creation campaigns conducted Number of people reached through advocacy and awareness creation campaigns	16 advocacy campaigns	Activity reports
					400 people	Attendance lists, activity reports
					2 refresher trainings, one in each country	Activity/training reports
		Laboratory retooling	Number of trainings Number of people trained	20 extension staff, 10 in each country	Training attendance lists	
2 labs, one in each country provided with water quality	Procurement records					

Objectives	Outcomes	Outputs	Activities	Indicators	Targets	Means of verification
					testing sets, and assorted disposables for fish health and growth monitoring	
Objective 2. Enhanced employment, incomes and nutritional status of rural households through productive and sustainable cage farming in water bodies	Enhanced employment, incomes and nutritional status of rural households through productive and sustainable cage farming in water bodies	Cage culture demonstration sites constructed	Procurement of cages Procurement of works Site selection/feasibility studies	Number of cages procured Number of demonstration sites constructed	6 cages procured, 3 for each demonstration site 2 demonstration sites including processing facility, one in each country	Procurement and associated project reports Feasibility study report
		Cage culture experimental trials conducted and climate smart technologies demonstrated	Procurement and testing of genetically improved fish seed Formulation and testing of fish feed from local available sources Water quality and productivity monitoring Fish growth monitoring Fish health monitoring	Quantity of genetically improved fish seed procured No of feed diets formulated and tested Number of water quality growth and health monitoring analyses conducted	20,000 fingerlings 10 formulated diets At least four water quality analyses conducted	Procurement record Activity reports Report by Fish feeds scientist Water quality growth, and health monitoring reports
		West African farmers trained in new cage culture technologies	Best management practices (BMPs) training	Number of BMP trainings conducted Number of people trained	100 BMP training sessions 1,000 farmers trained	Activity reports, training reports Attendance lists

Objectives	Outcomes	Outputs	Activities	Indicators	Targets	Means of verification
Objective 3: Establish linkages and partnerships for improved rural entrepreneurship and livelihoods	Linkages established between Chinese and West African aquaculture entrepreneurs for transfer of knowledge and development of viable business partnerships	Aquaculture entrepreneurs linked to financial institutions	Meetings, seminars and workshops Business plan development Hold networking events	Number of Meetings, seminars and workshops Number of people attending meetings, seminars and workshops Number of Business plans developed Number of networking events	4 meetings, seminars and workshops 100 people 20 business plans 4 networking events	Activity reports/ Meeting minutes/ workshop reports Attendance lists Consultants' reports and procurement records Back to office reports
		Regular fish market information provided	Development of online fish market information portal Develop mobile apps	Number of online market information users	1 online portal shared by the 2 countries	WebSphere Performance Monitoring Infrastructure (PMI) data
		IEC materials on market & regulatory issues such as business registration, licencing, health & safety, employment law, legal structures, taxation, procurement & tendering, patents & copyright, insurance, and quality assurance standards provided	Production of IEC materials	Number of IEC materials Produced/printed Number of IEC materials distributed	1,500 copies of BMP guidelines, flyers, banners, factsheets; 2 videos 1,500 copies of BMP guidelines, flyers, banners, factsheets; 2 videos	Procurement records Activity reports, back to office reports

Objectives	Outcomes	Outputs	Activities	Indicators	Targets	Means of verification
		Business-to-business (B2B) linkages facilitated	Nigeria and Ghana aquaculture farms linked with Chinese cage manufacturers and model aquaculture farms in China	Number of linkages made	At least 5 two-way linkages	Communication trail documents (e.g. emails, air tickets etc)

4. Project Monitoring

Project **Monitoring** includes the collection and the analysis of routinary data and reporting to inform decision-making, communication, evaluation and learning processes. The approaches adopted for monitoring the ProSCAWA project include: Planning deliverables (explained in section 4.1) and measuring results and reporting against pre-determined process and output indicators (explained in section 4.2).

4.1 Planning, Reporting planned and unplanned deliverables

All deliverables associated with the project work plans were configured/recorded on the [MEL Platform](#). The project manager assigned project outputs and deliverables to the responsible project staff. Output responsible and co-responsible staff and partners assigned deliverables report both planned and unplanned deliverables.

The project deliverables are planned at: <https://mel.cgiar.org/planning/manageactivity/id/2642>³

The planned outputs and deliverables and their reporting status can be viewed at the link: <https://mel.cgiar.org/dashboard/powb2>, by filtering for this project and the respective dates of interest

4.2 Indicators for Routine Monitoring

ProSCAWA project will track and report the indicators listed in the project Results Framework and whose disaggregations are elaborated in *Table 2*. The project utilizes data collection forms and routine reporting forms designed to comprehensively gather data required to track all indicators and the associated disaggregations. Implementing partners may customize the data collection forms to ensure that they suit country/site specific conditions e.g. 1) translation to the official/standard language used; 2) Specify country administrative divisions e.g. sub-national level 1, sub-national level 2...etc; 3) to include additional country specific required data elements; and 4) add rows as required before printing. But while customizations can be made:

- a. All the data elements contained in the generic forms are included in the customized forms;
- b. All printed pages carry the table title row .

³ The link can be assessed by the project manager and co-manager

Table 2: ProSCAWA Indicators and associated disaggregations

S/N	Indicator	Indicator Disaggregations
1	Number of policy debate workshops conducted	Geographic location (country, sub-national level 1, sub-national level 2)
2	Number of Radio talk shows	Radio station name Listership number/Target audience Geographic location (country, sub-national level 1, sub-national level 2)
3	Number of exchange visits	Geographic location (national, sub-national level 1, sub-national level 2)- Note: Both the From & To
4	Number of people taking part in exchange visits	Stakeholder type (private sector, government extension, NGO staff, INGO staff)
5	Number of advocacy and awareness creation campaigns conducted	Geographic location (country, sub-national level 1, sub-national level 2)
6	Number of people reached through advocacy and awareness creation campaigns	Sex (Male, Female) Age group (Youth, non-youth) Geographic location (country, sub-national level 1, sub-national level 2)
7	Number of trainings	Training theme (available new technologies, entrepreneurship, market regulations, business registration, licences, health & safety, employment law, legal structures, taxation, procurement & tendering, patents & copyright, insurance, quality assurance standards) Training type (Refresher training, other) Geographic location (country, sub-national level 1, sub-national level 2)
8	Number of people trained	Stakeholder type (Extension staff, farmers, hatcheries, feed mills and processors) Training theme (available new technologies, entrepreneurship, market regulations, business registration, licences, health & safety, employment law, legal structures, taxation, procurement & tendering, patents & copyright, insurance, quality assurance standards) Training type (Refresher training, other)
9	Number of laboratories retooled	Partner entity name Geographic location (country, sub-national level 1, sub-national level 2)
10	Number of cages procured	Cage capacity Geographic location (country)
11	Number of demonstration sites constructed	Geographic location (country, sub-national level 1, sub-national level 2)
12	Quantity of genetically improved fish seed procured	Fish type and Strain Supplier name
13	No of feed diets formulated and tested	N/A
14	Number of water quality growth and health monitoring analyses conducted	Geographic location (country, sub-national level 1, sub-national level 2)
15	Number of BMP trainings conducted	BMP module (Farm preparation, farm operations, post-harvest management, business) Geographic location (country, sub-national level 1, sub-national level 2)
16	Number of people trained (Number of people attending BMP training)	Stakeholder type (Extension staff, farmers, hatcheries, feed mills and processors)

		BMP module (Farm preparation, farm operations, post-harvest management, business) Sex (Male, Female) Age group (Youth, non-youth) Geographic location (country, sub-national level 1, sub-national level 2)
17	Number of Meetings, seminars and workshops	Geographic location (country, sub-national level 1, sub-national level 2)
18	Number of people attending meetings, seminars and workshops	Stakeholder type (Extension staff, farmers, hatcheries, feed mills and processors) Sex (Male, Female) Age group (Youth, non-youth) Geographic location (country, sub-national level 1, sub-national level 2)
19	Number of Business plans developed	Geographic location (country)
20	Number of networking events	Geographic location (country)
21	Number of online market information users	Geographic location (country)
22	Number of IEC materials Produced/printed	IEC material type (Banners, flyers, fact sheets, policy briefs, documented lessons learned, other)
23	Number of IEC materials distributed	IEC material type (Banners, flyers, fact sheets, policy briefs, documented lessons learned, other) Geographic location (country, sub-national level 1, sub-national level 2)
24	Number of linkages made	Stakeholder type (Extension staff, farmers, hatcheries, feed mills and processors)- Note: Will require dual combination (e.g farmer-hatchery linkage)

5. Project Evaluation

The ProSCAWA project evaluation or review is the mandate of IFAD or third parties authorized by IFAD during the project implementation period and for five (5) years thereafter.

6. Lesson learning

The ProSCAWA project documents, shares, and makes use of lessons learned for continuous project improvement. The project criteria for identifying learned is as follows:

- a) Lessons that are relevant/related to the project thematic areas;
- b) Lessons that demonstrate a clear cause-effect relationship between project action and result realized;
- c) Lessons whose recommendations have a bearing on project relevance, effectiveness, efficiency, sustainability and impact;

The following avenues are used to capture lessons learned from project operational processes:

1. **Operational experience-based/ After-Action lessons learned identification:** Project staff, during their regular roles, identify operational experiences that are potential learning experiences.
2. **Staff Meeting and Project Review Workshop Pause-and-Reflect sessions:** The Project Manager ensure that pause-and-reflect sessions are incorporated in regular staff meetings and periodic project review meetings. During this session, the chair of the meeting seeks to determine whether, from the meeting discussions and the associated brainstorming, there arose an experience that is worth documenting as a lesson learned.

In both cases, the identified lesson learned is reported in the template in Annex 1.

7. Data and Knowledge Management

Knowledge and Information gained from this project will be archived in WorldFish's Open repositories, namely:

1. Dataverse: <https://dataverse.harvard.edu/dataverse/worldfish>
2. DSpace: <https://digitalarchive.worldfishcenter.org/>

The two repositories use the CGCore metadata schema⁴ which is closely aligned with Dublin Core⁵, a generic and widely-adopted metadata schema that enables discoverability of the products. Both Dataverse and DSpace comply with standards such as the Open Archives Initiative metadata harvesting protocol (OAI-PMH) to allow content accessibility within other repositories using the same protocols.

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⁴ <https://repo.mel.cgiar.org/handle/20.500.11766/4764>

⁵ <https://dublincore.org/>

Annex 1: Lessons Learned Report Template

Lesson Learned Title	
Location/Country	
Name of reporting staff	
E-mail of reporting staff	
Date reported	
Keywords	

Background

[Brief background information on the challenge faced or the good practice experienced

Potential answers to questions such as;

→ What was the challenge?

→ What caused the challenge/best practice to arise?

What were the available decision options or alternative actions and what were the reasons for taking the decisions/actions taken amongst the other options?]

Description of lesson(s) learned

[Potential answers to questions such as;

→ What went right?

→ What went wrong?

→ What actions were taken?

What the consequences after the best practice?

→ Which stakeholders were involved and how were they involved (partnerships)?

→ In case of impact, was the target met - if not, why? (Utilize quantifiable information on a certain result which is measured against a baseline if possible)

→ Who was affected?]

Recommendation(s)

[Recommendation for others who would face similar situation based on key takeaways from the experience and potential answers to questions such as;

→ What were the most important lessons learned from the experience?

→ What you would do differently/the same way?

with a focus on aspects that are more widely applicable]