

GUIDELINES FOR THE 2005 AIR

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Guidelines for Annual Impact Review of Partnership Programme (AIR) 2005

1. Background

The MS Nepal M&E system mainly evaluates at two levels: the Partnership level and the MS/Nepal level, and relates to the Partnership Agreement/Document and the MS Nepal Policy Paper. MS Nepal M&E of the partnership is basically done jointly by the partner organization and the PO – representing MS/Nepal. The two events are the visits to be made by the POs to each partner organization in relation to conduct the Annual Organizational Review Meeting (AOR) in April/May and the Annual Impact Review of the partnership Programme (AIR) in September/October every year respectively.

The primary purpose of the visits of POs is reviewing, learning and suggesting improvements - and the secondary purpose is to provide input for the MS/Nepal annual and biannual reports.

The POs visits evaluate in relation to partnership objectives, but are open to unexpected effects. The period covered is the past 12 months for each event i.e. AOR and AIR.

A report is produced after each visit by the Programme Officers for each of their respective partnership programmes. The reports are presented and discussed at the respective CO AOR and AIR meetings.

This guideline has been developed to assist better co-ordination, collection, analysis and presentation of the Annual Impact Review (AIR) findings.

The AIR, one of MS Nepal's M & E tools, is a series of processes and events which allows us to:

1. establish accountability to the programme and partners,
2. document activities and the reasons for them,
3. guide new decisions
4. provide a framework for dialogue, and
5. learn

The AIR is important for MS Nepal. Important processes and events require planning, they require co-ordination between the different players, they require a common focus and approach, and they need a common expectation of the outcomes.

2. AIR meeting Methods and Processes:

The key methods of the AIR, also called the Kartik *visit*, are:

- Each partner visit covers approx. 2 days in September/October every year

2.1 AIR Methodology:

The AIR meeting exercise use different ways of soliciting information to assess what are the changes/ impacts of the MSiS programme on the beneficiaries. The following ways are used to solicitate information on the changes in the lives of the people/beneficiaries in the community:

- 2.1.1 Group Interview/Discussion with NGO people
- 2.1.2 Group Interview/Discussion with Beneficiaries
- 2.1.3 Individual Interview/Discussion

2.1.1. Programme Group interview/Discussion:

Participants: (10-12 people)

- Project Management Committee (PMC) members, Exe. Board members, project staff and MS Development Worker

Time duration: 3-4 hrs.

Process:

The first approach involved the PO asking questions to the whole group to identify the changes that has occurred in the last one year period. Individual in the group are free to express themselves on what are the perceived changes on beneficiaries.

PO takes note by asking questions. A checklist attached herewith will support discussion.

2.1.2. Beneficiary/Group interview/Discussion:

Participants (not less than 20 people):

- Among programme beneficiaries/groups), mixed group of men/women, ethnicity, locality and age different

Time duration: 3-4 hrs

Process:

The second approach involved the PO asking questions to the whole group that what activities the beneficiaries were participated in? How they perceived them? What impacts/ changes on beneficiaries' lives have occurred? Individuals in the group are free to express themselves on what are the perceived changes on beneficiaries.

PO takes note by asking questions. A checklist attached herewith will support discussion.

2.1.3. Individual interview/discussion:

*Interview with individual beneficiary man/woman for case stories

*Interview with other stakeholders to get feedback of the programme impact on the beneficiaries and at the surrounding

3. AIR Approach

The impacts on the beneficiaries are linked to the development interventions of MSiS, which records different groups' perceptions of the changes. Before starting the process, the attached AIR Diagram is followed up as guidelines of defined types of changes that are of interest.

The following four domains of change aspects are considered to:

3.1 Poverty Reduction:

1.1.1 Economic and Physical change

Economic change:

- i) Livelihood, ii) land, access to resources- natural and man made, access to knowledge,

Physical change:

- ii) Health, water, food, shelter, clothes and so on.

The question is about negative or positive change in people's general well being; ability to control their own life, their access to decision-making and participation in matters affecting their life.

3.2 Social change:

- i) Gender issues, ethnicity, caste, disability
- ii) Rights; citizen rights/democratic rights – local, national and culture
- iii) Services; access to services -DDC, VDC and HMG line ministries
- iv) Education; formal/none formal education,

3.3 Inter Cultural Cooperation:

- i) Changes due to people getting in a broader outlook, increased contacts /across groups, ethnicity, caste and culture

3.4 Organizational Performance:

- i) Changes in organization's ability to accomplish their goals,
- ii) Sustainability of people's institutions/groups and their activity

Any other type of changes:

- i) Open category for informants to use of changes they find appropriate/notable – self, family, organization, community, district etc.

Each PO will write the Partner AIR reports with case stories of changes (positive/negative) in individual people's life (man/woman) and the report will be presented at the CO/ PAB level meetings.

Checklist of changes/impacts to be recorded for (partner) in group's interviews/discussions by POs:

1. Poverty Reduction:-

Economic change:

-Livelihood, land, access to resources- natural and man made, access to knowledge

Physical change:

-Health, water, food, shelter, clothes and so on.

2. Social change:

- Gender issues, ethnicity, caste, disability
- Rights; citizen rights/democratic rights – local, national and culture
- Services; access to services -DDC, VDC and HMG line ministries
- Education; formal/none formal education,

3. Inter cultural Cooperation:

-Changes due to people getting in a broader outlook, increased contacts /across groups, ethnicity, caste and culture

4. Institutional Performance:

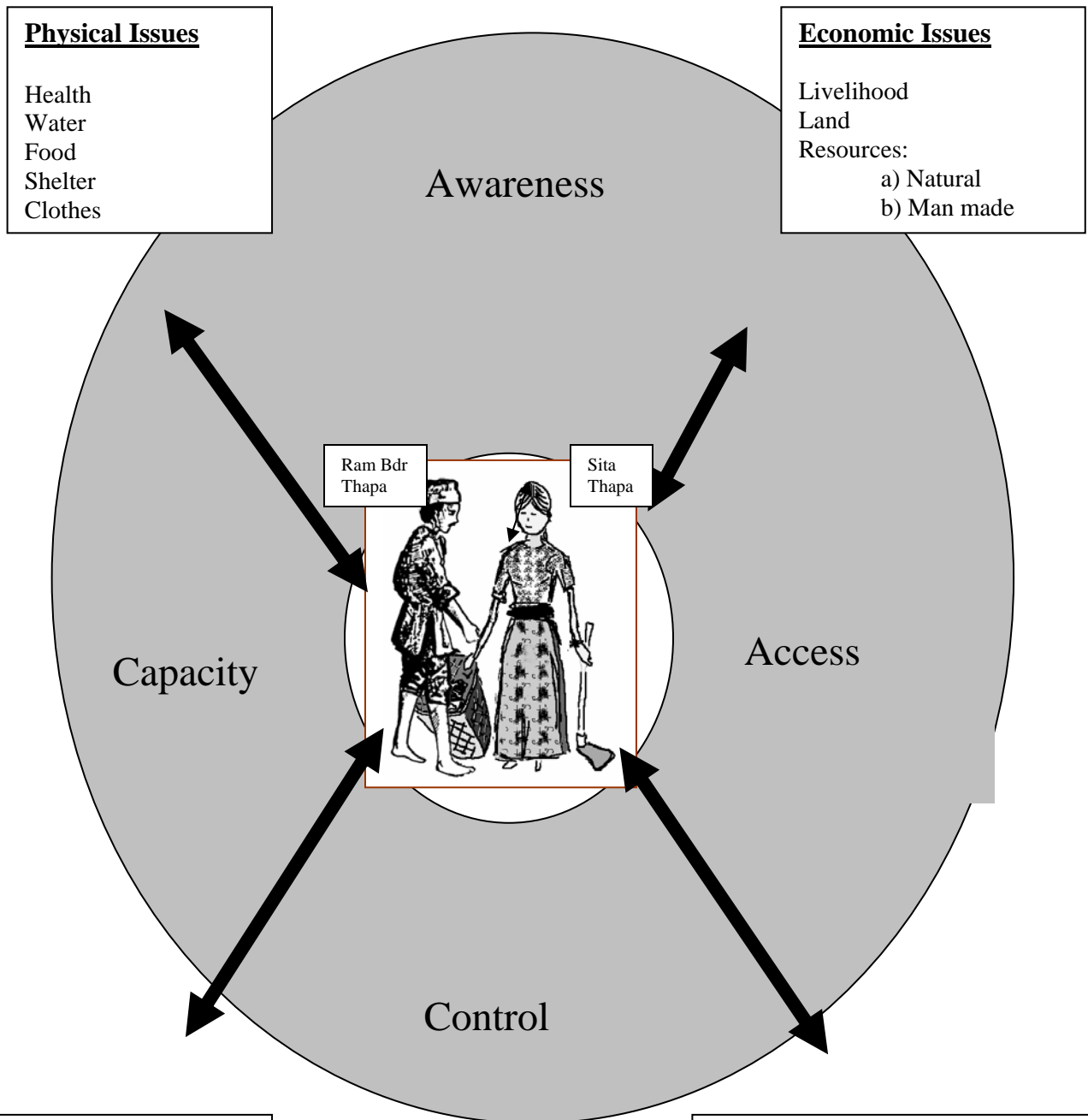
- Changes in organizations (democratization, change in leadership and memberships and Programme management capability to accomplish the organizational goals,
- Sustainability of people's institutions/groups and their activity

5. Any other type of changes noted at individual/ community level:

Note:

POs record information of interview/discussion on their own note book referring to the checklist mentioned and analyze the information and then put in the AIR Partner Report Format 2005 attached.

AIR Diagram (MR and MRS THAPA) Revised Oct 2004



Social Issues

1) Equality:

- Gender
- Ethnicity
- Caste
- Disability

2) Rights:

Citizen rights/Democratic rights:

- a) Local / National
- b) Culture

Individual/Organizational Issues

Related to: Self, Family, Organization

Community and Nation:

- Awareness
- Understanding
- Knowledge
- Skills
- Self-Confidence:
 - a) Change of Attitude
 - b) Practice

AIR Partner Report Format 2005

Name of the Partner Organization:

AIR Reporting Period:

- 1. Mention main MS supported activities** that has been carried out during the reporting period:
- 2. Mention other activities** i.e. trainings /seminars /workshops or study tours that has been organized by MS or MS support organizations for partners and beneficiaries:
- 3. Describe main achievements** as per the partnership programme activities, relating on how did these achievements/changes come about (the process):
- 4. Assess the reality of Effects/Changes** as noted at the individual level/community level and how these Effects/Changes have contributed to the achievement of the overall objectives of MSiS and MS Nepal Policy Paper/Partnership Programme Objectives:
- 5. Describe Challenges and Constraints** faced by partner in terms of programme activity implementation and management including financial management:
- 6. Action to be taken into consideration:**

Please put case stories of the programme impact positive or negative changes at the beneficiaries' level (individual, small or big groups).