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EKITI STATE GOVERNMENT

# WATER RESOURCES SECTOR MONITORING AND EVALUATION FRAMEWORK

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*With Support from:*



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Ministry of Infrastructure  
and Public Utilities

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## Foreword

Water, poverty and environment are intrinsically connected. Areas of high biodiversity and richness are usually remote with low human density and, as a result, people living near these areas tend to be impoverished with poor access to improved water sources and sanitation facilities. In the downstream reaches of rivers and lakes, acute water shortages are becoming the norm in some areas as the myriad of stakeholders take up or pollute water to meet their desperate needs e.g. heavy industry, irrigation for agriculture, fisheries, tourism, municipal water and electricity utilities.

Water Resources Sector (WRS) Reform projects are fundamental cornerstones for human development. Access to water can translate into increased economic productivity and healthier communities. Clean, fresh water is also critical for maintaining the hydrology and ecological diversity of a watershed, which determines the quantity, flow and quality of water available. Increasing the well-being of a community through Reform in the Water Resources Sector can aid the development of a sense of stewardship to protect ecosystems and natural resources, particularly when Water Resources Sector Reform programmes increase people's understanding in sustaining the resources on which they depend.

**Abbreviation and Acronyms**

BOQ	Bill of Quantities
CSO	Civil Society Organization
DAC	Development Assistance Committee
DPR&S	Department of Planning , Research and Statistics
EDF	European Development Fund
EHC	Environmental Health Clubs
ESAs	External Support Agencies
EKWC	Ekiti State Water Corporation
EKRUWASSA	Ekiti State Rural Water Supply and Sanitation Agency
EU	European Union
EU WSSSRP II	European Union Supported Water Supply & Sanitation Sector Reform Programme II
EU WSSSRP III	European Union Supported Water Supply & Sanitation Sector Reform Programme III
FMWR	Federal Ministry of Water Resources
GCP	Good Clinical Practice
GIS	Global Information System
IMWG	Inter-Ministerial Working Group
LGA	Local Government Area
LID	Local Implementing Department
MIS	Management Information System
MoBEP	Ministry of Budget and Economic Planning
MDAs	Ministries, Departments and Agencies
MIPU	Ministry of Infrastructure and Public Utilities
MOV	Means of Verification
M & E	Monitoring and Evaluation
NDSP-WC	Niger Delta Support Programme - Water Supply Component
NOC	No Objection Certificate
OECD	Organization of Economic Cooperation and Development
OVI	Objectively Verifiably Indicators
PME	Planning, Monitoring and Evaluation
PMEO	Planning Monitoring and Evaluation Officer
PMU	Project Monitoring Units
RBM	Result-Based Management
SAO	State Authorizing Officer
SIA	State Implementing Agency
SOPs	Standard Operating Procedures
SPIU	State Project Implementing Unit
STWSSA	Small Towns Water Supply and Sanitation Agency
STWSSU	Small Towns Water Supply and Sanitation Unit
TAIC	Technical Inter Agency Committee
TAT	Technical Assistance Team
UNICEF	United Nation International Children's Fund
WASH	Water Supply, Sanitation and Hygiene
WASHCOMs	Water Supply, Sanitation and Hygiene Committees
WASHIMS	Water Supply, Sanitation and Hygiene Information Management System
WCA	Water Consumers Association
WSS	Water Supply and Sanitation
WSSSRP	Water Supply and Sanitation Sector Reform Programme
WB	World Bank
WRS	Water Resources Sector
3NUWSRP	3 <sup>rd</sup> National Urban Water Sector Reform Programme

## 1.0 Introduction

The earlier European Union support in 2004 and 2007 has produced a National M&E Framework (for Water, Sanitation and Hygiene). This is currently viewed as limited in scope and too narrow considering the full mandate of the Federal Ministry of Water Resources and the entire sector. Consequently, as considered by the Ministry, there was the need to review / develop a new National M&E Framework for the Water Resources sector (although using the existing National WASH M&E framework as an entry point). In addition, it envisaged that the M&E Framework will consider the States because there should be an effective linkage between the states and the FMWR in this regard.

The Federal Government of Nigeria in conjunction with the European Union developed the Water Supply and Sanitation Sector Reform Programme Phase III (WSSSRP III) to address issues of water sector governance and poor access to safe water supply and basic sanitation services in three participating States of Adamawa, Ekiti and Plateau.

In Ekiti State, the Water Supply and Sanitation Sector Reform Programme Phase III project commenced precisely on the 23<sup>rd</sup> March, 2014. However, the Memorandum of Understanding (MOU) was signed in April 2014. It is expected to be executed for a period of 4 years between 2014 and 2018. Currently, it is being implemented in two (2) self-selected LGAs of Ekiti West and Gbonyin in the State. The programme is expected to be replicated in other Local Government Areas of the State in due course.

However, as part of Federal Government of Nigeria Development Plan, Policy on Water Supply and Sanitation and the cardinal programme of Ekiti State Government, the State like many other States of Nigeria has resolved to embrace the reform in the sector to provide an increased access to safe, adequate and sustainable water, sanitation and hygiene services to the inhabitants of the State.



In response to the deplorable condition of Water Supply Service in the country, the 3<sup>rd</sup> NUWSRP, was designed and launched to build on the 1<sup>st</sup> and 2<sup>nd</sup> NUWSRP. The 3<sup>rd</sup> NUWSRP became effective on 12<sup>th</sup> February, 2015 with a budget of USD250million. The objectives of the Project are to: (i) to increase access to improved water supply service in selected cities and urban centers in Bauchi, Ekiti and Rivers States of Nigeria; and improve the financial viability of existing water utilities in the three States; as well as (ii) increase the investment planning capacities of the water agencies in Bauchi, Ekiti and Rivers State. The Project include Sector Reforms and Water Supply Investment which is to support the States in continuing their reform process by supporting the States Water Agencies (SWAs) complete the mapping of the users, understanding the basics of water business, help them implement their short and medium-term measures as well as implement the mandates of the recently enacted legislation regarding governance and regulatory improvement.

Ekiti State Government in line with tenets of her guiding programme has focused on rehabilitation of existing dams, in addition to the replacement of old and damaged water pipes to ensure improved water supply and sanitation to all communities. In achieving these aims and objectives, particularly for improved WASH services, the role of Monitoring and Evaluation (M & E) in the Planning, Budgeting and overall institutional development of the sector cannot be over-emphasized.

### **1.1 *Benefits of Monitoring & Evaluation Framework***

There are many benefits of setting up an effective and efficient monitoring and evaluation system for water sector. These include among others:

1. The monitoring and evaluation system would monitor the performance in the water sector in meeting State and National targets;
2. Store, designs, performance and access data for planning purposes;
3. Provide feedback to all stakeholders, especially at community level,

regarding the level and quality of service in their Community, Town, LGA or State;

- \* Information on actual status of services (operation and maintenance) and sustainability;
  - \* Proper basis for decisions on appropriate systems to install;
  - \* Identification of areas of need by environmental, sanitation and hygiene Agencies;
  - \* Reduction in duplication of effort and improvement in water resources management;
4. Improvement in environmental health; and
  5. Improved transparency and accountability.

Above all, there will be improved planning, budgeting and effective tracking and evidence-based analysis of progress made, for informed decision making.

### **1.2. Objectives**

The main goal of Monitoring and Evaluation framework in Water Resources Management is to ensure leadership and guidance in the strengthening of the sector development plan, policies and law. It constitutes a robust, sector wide management tool for tracking progress and demonstrating results of the sector. This guidance and leadership appears inadequate in the sector because of low coordination as revealed by the situation analysis done in the sector.

Evidence-based monitoring and evaluation is part of the programme management cycle and as one of the best ways of measuring progress, detecting problems, suggesting corrections, improving performance and learning at the local and global levels.

Monitoring provides feedback on the implementation progress, while evaluation processes provide feedback for stakeholders on results and lessons learnt, inform stakeholders and other local plans and policies, create improved indicators to track progress and provide strategic directions to policy makers and programme implementers for scaling up.

Feedback and lessons learnt are two key terms frequently used in defining any Monitoring and Evaluation (M&E) framework because for a framework to convey the desired message, it must have a feedback mechanism as well as a strategy to extract lesson learnt from the monitoring and evaluation of a development programme and it will be pertinent that these terms are defined in this framework. The following are the key objectives for domesticating the National M&E Framework for the sector:

- Coordinate and facilitate water sectors ministries and agencies in assessing performance in accordance with the agreed objectives and performance indicators to support evidence based for decision making for policy formulation and evaluation;
- Provide technical back-stopping and training for Monitoring and Evaluation; Strengthen statistical systems and databases, analysis and reporting systems through collation of relevant data for indicators and population of the M&E database;
- Promote continuous learning, collective responsibility, advocacy and awareness on M&E functions and responsibilities across government and key partners;
- Facilitate the process of maintaining a sector-wide monitoring network for water (including sanitation) at the Federal, State, Local Government and community levels;
- Identify and set up adequate institutional arrangements as well as institutional and human capacity essential for successful monitoring and evaluation system for the water and sanitation sub sector;
- Institutionalize monitoring and evaluation across the tiers of government as a tool for an evidence based planning, budgeting and decision making in the sector;
- Promote stakeholders' participation; in monitoring

- Entrench a Water Resources database in the sector thereby maintaining a single source for sector data that can be linked effectively with the national systems; and
- Ensure feedback of information for policy formulation, implementation and adjustment.

### **1.3. Scope**

The scope of Ekiti State WRS Monitoring and Evaluation Framework will cover all aspects of the Ministry of Infrastructure and Public Utilities mandates. However, the established framework of WASH will be used as an entry point for the other key areas of water resources e.g. Irrigation & Drainage, Dams and Reservoir, Integrated Water Resources Management and River Basin Development. While developing the provision of the framework, references would be made to key legal instruments in the sector. These include the State Water Resources Policy and Law.

### **1.4 Summary of the State Monitoring and Evaluation**

The Ekiti State Ministry of Budget and Economic Planning had been the major institution in the State carrying out some level of Monitoring and Evaluation with inputs from other MDAs such as Bureau of Statistic, Bureau of Public Procurement, Ministry of Health, Ministry of Environment, Some external donor support programmes and relevant WASH Department of the Sixteen Local Government Areas of the State.

Efforts geared towards domesticating the National M & E framework in the State has also not yielded the required result due to bureaucracy and usurp of duties by various MDAs.

### **1.5 Overview of the Existing State Monitoring and Evaluation**

The major challenges of the existing State M & E are the data collected from those M & E activities are unrealistic and incoherent due to non uniformity in the template

and approach deployed by these institutions. Hence, there is the need for an effective, efficient and acceptable M & E framework in the State.

Key issues hampering the effective programming in the Water Resources Sector can be categorized into six broad areas which cuts across policies/plans, institutional arrangements at the State level, lack of reliable data, low investments in the sector, poor operation & maintenance (O & M) regime and lack of mechanisms to harness domestic resources and private funding.

### **1.6 State WASH Sector Monitoring and Evaluation**

Monitoring and Evaluation in the State has been done in an uncoordinated manner over time. It has been very specific to Agencies as may be dictated by their mandates and responsibilities. While the Ekiti State Water Corporation and EKR UWASSA have some level of monitoring, the aspect of evaluation has been very elusive and has not been done in any form. The earlier State WASH M & E system activities had been implemented through circulars and memos to secure creation of a Planning, Monitoring and Evaluation unit in the agencies for monitoring of Urban, Small Towns, Rural Water Supply and Sanitation programme.

#### **1.6.1 Development of Water Resources Sector Monitoring and Evaluation**

An M&E Framework is a conceptual structure, which is intended to serve as a support or guide to the building of something that expands over time into a practical, manageable and sustainable M&E system at State, Local Government (LG) and Community levels, therefore, the M&E Framework will enable the performance of Ekiti State Government and other interventions in the Water Resources Sector (policies, plans, programmes and projects) to be meaningfully assessed and improved for the benefit of the people of the State. At the same time the Framework provides link between the Federal, State, Local Governments and Communities within the context of Sector M&E.

Among the reasons for the current review of the M&E Framework in the State are:

- i. Some of the agencies recognized by the existing M&E Framework are no more in existence.
- ii. The Federal Ministry of Water Resources is working toward operationalization of a single sector M&E system that will integrate State into the National M&E Framework based on inclusive participation and collaboration of all stakeholders.
- iii. The recent approval of the National Water and Sanitation policy by Federal Executive Council while the National Water Resources Bill is in the National Assembly for legislative process and subsequent approval.
- iv. The Management Information System (MIS) has not been prioritized in the existing framework
- v. The zonal arrangements for data quality surveillance and training hitherto vested in River Basin Development Authority in the existing framework. However, the new Water Resources Bill recognizes eight (8) hydrological offices where M & E Framework is one of the tools to implement the new policy and Water Resources Bill
- vi. Apart from the above, most of the procedures in the framework are defective and can no longer meet contemporary M&E challenges
- vii. Ekiti State has an existing Water Policy and Law which recognizes the use of Monitoring and Evaluation System for projects implementation

### ***1.7 Key Issues Affecting the Water Resources Sector Monitoring and Evaluation***

There are some key issues hampering the effective implementation of monitoring and evaluation in the Water Resources Sector in Nigeria. They cut

across policies / plans, institutional arrangements among others. These issues can be categorized into six broad areas as illustrated below;

Key Issues	Effect
<b>Weak M&amp;E Structure and System</b>	<ul style="list-style-type: none"> <li>➤ The available Monitoring and Evaluation Framework is mainly focused on Water, Sanitation and Hygiene, therefore it requires a review.</li> <li>➤ There is no framework that captures the entire Water Resources including the absence of a National M&amp;E protocol.</li> <li>➤ There is a deep misconception between project supervision and Monitoring and Evaluation by most M&amp;E personnel in the sector</li> <li>➤ Low demand for data by stakeholders</li> <li>➤ Monitoring and Evaluation has been largely episodic not regular.</li> <li>➤ Monitoring and Evaluation has been on ad-hoc and not carried out systematically.</li> <li>➤ Inadequacy of timely coherent database for projects analysis, policy formulation and Monitoring and Evaluation</li> <li>➤ Monitoring and Evaluation indicators were not factored into some of the projects executed.</li> <li>➤ Poor mechanism for generating data</li> <li>➤ None existence of an institutionalized M&amp;E plan either on the short, medium or long term</li> <li>➤ Weak knowledge / learning management system</li> </ul>
<b>Inadequate Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>➤ Most of the M&amp;E activities done are mere visits to the project sites that are not Result Based oriented which is key in modern Monitoring and Evaluation system</li> <li>➤ There is little exposure to modern training on Monitoring and Evaluation techniques, methods and approaches.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ There is low usage of specific tools, instruments and checklists for data collection.</li> </ul>
<b>Poor Institutional Support</b>	<ul style="list-style-type: none"> <li>➤ The Department of Planning, Research and Statistics has little or no supports from management.</li> <li>➤ Poor collaboration from other departments and units.</li> <li>➤ The Department of Planning, Research and Statistics where Monitoring and Evaluation resides is not recognized and sometimes incapacitated.</li> <li>➤ Poor coordination of existing MDAs</li> <li>➤ Poor personnel management within existing institutions.</li> </ul>

## **1.8 Principles Guiding Water Resources Sector Monitoring and Evaluation Framework**

The principles guiding the Monitoring and Evaluation in the sector are development-oriented. It is to address key development priorities of government and its citizens, undertaken ethically with integrity, utilization-oriented, to advance government's transparency and accountability, to undertake in a way which is inclusive, participatory and promote learning.

The framework has adopted these principles to ensure an effective service delivery in the sector through the design and application of the M&E Framework. Many of the elements included within these principles relate closely to the concept of “good governance”.

Across all levels of the sector, certain role-players are responsible for carrying out delivery, while others are accountable for those that are tasked with the management of Water Resources. Monitoring and Evaluation (M&E) system within the sector seeks to hold individuals and organizations to their commitments, with the ultimate objective of ensuring that development priorities are met.

In addition, in line with the principles listed above and the recognized importance of ensuring delivery on areas of responsibility or accountability, adequate consideration will be given to the needs and interests of all stakeholders (by upholding fairness), while adhering to the principle of open and honest communication (i.e. ensuring transparency).

In addition, in line with the principles listed above and the recognized importance of ensuring

The framework mechanism will be aligned strongly to the principles defined above



to enable the sector to:

1. Effectively gather, analyze, track and use accurate delivery-related information in decision-making, thereby support Government's achievements;
2. Guarantee the quality of information in forming decisions and actions taken by Governments, Managers and Employees, or the quality of commitments made;
3. Hold people responsible, or accountable, for delivery against commitments made;
4. Ensure optimal delivery against plans, with the real risk emerging or stakeholder expectations not being met ultimately, and uphold the requirements for good governance.

From the above, activities relating to monitoring and evaluation therefore serve as a key support for sound governance –as an enabler of effective and responsible leadership. M&E activities also serve to support the objective of 'oversight'–a“key function of good go implementation alone”.

### ***1.9. Processes Involved in the Formulation of the Water Resources Sector Monitoring and Evaluation Framework***

In developing this framework, the following participatory processes were followed. These include:

- a) Consultations through meetings were made at the different levels in the sector. The need to review the existing WASH focused National M&E Framework was agreed. The need for a broader M&E framework that can represent the entire Water Resources Sector was suggested.
- b) The EU / UNICEF has been supporting at least 14 states of the Federation in formulation of the state level M&E Framework

- c) Development of WASH Sector M&E Indicators started in Calabar in October 2014. This was supported by EU-WSSSRP II & UNICEF
- d) In continuation of State level interventions by EU and UNICEF, indicators for Water Supply, Sanitation and Hygiene (WASH), Integrated Water Resources Management (IWRM) were agreed. This led to the full usage of WASHIMS in many of these States and across all the levels (Rural, Small Towns and Urban Water Supply).
- e) A 3-day workshop on the development of Small Towns & Urban Level M&E indicators was held in Osogbo in December 2014. This was supported by EU-WSSSRP II
- f) There was also a follow up workshop on the review and adoption of Small Towns & Urban Level M&E indicators in Abuja in March 2015. This was supported by EU supported Niger Delta Support Programme (NDSP) –WS Component
- g) The EU-WSSSRP III organized a 3-day workshop on the development of M&E Protocols and Instruments for data collection in Jos in June 2015.
- h) This was followed by a 2-day workshop on the review and finalization of M&E Protocols and Instruments for data collection in Ado-Ekiti in October 2015. This was also supported by EU-WSSSRP III.
- i) A 3-day workshop on the development of National M&E Framework for Water Resources Sector was held in Enugu in December 2016. This was sponsored by FMWR and EU-WSSSRP II

- j) A one-day workshop on the review and finalization of National M&E Framework for Water Resources Sector was held in Abuja in May 2017. This was sponsored by FMWR and EU-WSSSRP II.
- k) The Technical Assistance Team facilitated an assessment of WASH Sector M&E Status in 2015.
- l) The TAT EU-WSSSRP III supported the MIPU in the development of Terms of Reference for the establishment of Inter Ministerial Working Group on WASH Sector M&E.
- m) UNICEF and EU - WSSSRP III in Ekiti supported the sensitization Workshop on the domestication of the M&E Framework for the WASH Sector and the Inauguration of the Inter Ministerial/Agency Working Group on WASH Sector M&E in Ado-Ekiti in August 2016. The 2-day workshop was organized by UNICEF.
- n) EU-WSSSRP III and UNICEF supported the Inter Ministerial Working Group on WASH Sector M&E meetings to developed the Zero draft of the Water Resources Sector M&E framework between August and December 2016.
- o) UNICEF supported a 2-day workshop on the presentation of first draft of the Water Resources Sector M&E framework in Ado-Ekiti in March 2017.
- p) A workshop on the development and presentation of the second draft M&E framework was facilitated by EU- WSSSRP III (29th& 30th August 2017).
- q) There were series of meetings of Inter Ministerial Working Group on Water Resources Sector M&E on the development of M&E Framework.
- r) A 2-day workshop for the finalization of Ekiti State Water Resources Sector M&E

Framework by the Inter-Ministerial Working Group on M&E was held in Ilupeju-Ekiti on 29th & 30th August 2017. This was organized by TAT EU-WSSSRP III.

- s) These processes led to the finalization, validation and dissemination of Ekiti State Water Resources Sector Monitoring and Evaluation Framework.

## **2.0. Conceptual Clarification / Definition of Terms**

### **2.1. *Understanding M&E Terms and Concepts***

The Monitoring and Evaluation Framework document is prepared for a wide stakeholders / audience. It contains many technical terms which are often used in different ways by different organizations, so opportunity is taken here to provide definitions of the most commonly used M&E terms and concepts.

Monitoring and Evaluation system is not a pure science, there system but there are some general principles, which best practices suggest should be followed. However, the process can be confusing due to the diverse terminologies used to describe key concepts. Some terms are synonymous, while others are labels for specific conventions within various Departments and Agencies in the sector. Often a programme will reflect the conventions and terminology of the Donor organization (if any). In this instance, the terminology will broadly reflect what is used on the funded programmes, but the processes to be followed will draw on best practice on M&E based in Nigeria and Internationally.

### **2.2. *Definitions of Basic M&E Concepts***

Monitoring and Evaluation is a powerful management tool which the government can use to track progress and performance of the services in the sector as it shows the results and outcomes achieved through evidence.

Monitoring and Evaluation comprised of two closely related, inter-linked

processes, with each having its own specific purpose and meaning:

### **2.2.1. Monitoring**

Monitoring is seen as a key element of quality management. It is the continuous tracking and timely collection of data to determine if activities are being implemented as planned. It is a day-to-day activity, which gives public sector Managers information on progress towards their planned targets using relevant key performance indicators. With this information, management can adjust or re-direct the programme to achieve the desired results. It is thus a standard, good management practice, which aims to provide information and analysis to:

- Spot and measure gaps between actual achievements and what had been planned - to adopt corrective measures;
- Manage the programme more effectively, thus making it adaptable and reactive to its environment.

### **2.2.2. Evaluation**

Evaluation on the other hand takes a longer-term view, often involving a more in-depth assessment of the outcomes in relation to policies behind the programme and impact on the people whose lives are to be improved under the programme. It is “the systematic collection public policies, and programmes, objective projects, functions and organizations to assess issues such as relevance, performance (effectiveness and efficiency), value for money, impact and sustainability, and to recommend ways forward”. From these be assessments learn in terms of what worked, lessons what did can not, and what should be done differently both now and in future programmes.

It is a periodic process of determining the achievement of goals and objectives. Evaluation will allow for the comprehensive assessment and documentation of the effectiveness of activities carried in the sector in order to apply the lessons learned in subsequent designs, programme conceptualization and

implementation. Evaluation is also the process to determine the effectiveness of a project/program whereas monitoring will be part of the established management

structure, evaluation can be carried out more independently at periodic intervals. However, both monitoring and evaluation will be fundamental to the success of the Water Resources Sector.

***Box 1: Evaluation Criteria for measuring performance of programmes***

The measures of relevance, efficiency, effectiveness, impact and sustainability were drawn up by the OECD (DAC) and are the standard criteria for conducting evaluations

***Relevance:*** Are the programmes objectives appropriate to the problem to be addressed?

***Efficiency:*** Have the programme results been achieved at reasonable cost?

***Effectiveness:*** Assessment of whether programme 'results' translated into e

***Impact:*** Contribution to wider project objectives.

***Sustainability:*** Will benefits continue to flow after external funding ended?

**2.2.3. M&E system**

This is a collection of people, procedures, data and technology that interact to provide timely information for authorized decision-makers. The M&E system could mean:

- i. A Log frame (or a similar document) having clearly defined Objectively

### Verifiable Indicators (OVIs) and Means of Verification (MoV)

- ii. Tools for data collection
- iii. Database for data storage and management e.g. relational access-based database
- iv. Guidelines and plan for data collection and data analysis
- v. Reporting system for reflection and learning

#### **2.2.4. M&E Framework**

M&E framework is a prepared and accepted document, which describes how the stakeholders will undertake monitoring and evaluation and the responsibilities assigned to different individuals and Agencies.

#### **2.2.5. Protocol**

Agreed procedures, rules, processes guiding the implementation of an M&E system

#### **2.2.6. Supervision**

This relates to ensuring that technical details as contained in the works BOQ are strictly adhered to; this is the role of the Technical Departments of the Ministry. This is different from M&E, which measures routine and progress indicators to determine the contributions of the completed facilities and actions to the lives of the users; the M&E unit of the Ministry will coordinate this.

#### **2.2.7. Management Information System (MIS)**

The term Management Information System (MIS) is used in the context of a Business/Commercial or Government organization, which provides information to manage those organizations effectively. WASHIMS and the National Databank are currently available for use in the sector.

### **2.2.8. Indicators**

An indicator is a quantitative or qualitative factor or variable that provides a simple and reliable basis for assessing achievement, change or performance. A yardstick for measuring progress of programmes / projects.

### **2.2.9. Logical Framework**

It is a tool for planning and managing development projects and aims to present information about the key components of a project in a clear, concise, logical and systematic way. A log frame summarises, in a standard format:

- i. What the project is going to achieve?
- ii. What activities will be carried out to achieve its outputs and purpose?
- iii. What resources (inputs) are required?
- iv. What are the potential problems which could affect the success of the project?
- v. How the progress and ultimate success of the project will be measured and verified?

### **2.2.10. Auditing**

It is a systematic and independent examination of trial-related activities and documents to determine whether the evaluated trial-related activities were conducted, and the data were recorded, analyzed, and accurately reported according to the protocol, sponsor's Standard Operating Procedures (SOPs), Good Clinical Practice (GCP), and the applicable regulatory requirement(s). It is to provide assurance and demonstrate transparency and accountability to stakeholders. It focuses on shortfalls in deliv for improvement of current and future projects.



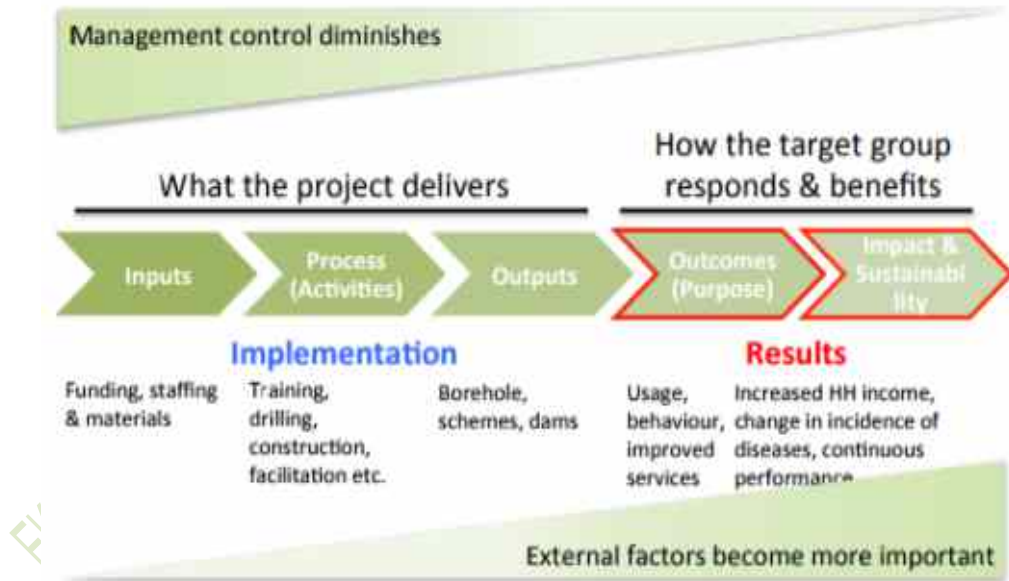
### 3.0 Ekiti State Water Resources Sector Monitoring and Evaluation Framework

#### 3.1. ***Water Resources Sector Monitoring and Evaluation Model***

There has been an increasing call on Governmental institutions to be more accountable. To demonstrate accountability therefore, Government institutions are required to produce evidence-based results. One of these ways is to move away from not only demonstrating outputs but also to report how these outputs have effects on the lives of the citizens. Have policies, programmes and projects led to the desired results and outcomes? How do we know we are on the right track? How do we know if there are problems along the way? How can we correct them at any given point in time? How do we measure progress? How can we tell success from failure? These are the kinds of concerns and questions being raised by internal and external stakeholders and governments everywhere are struggling with ways of addressing and answering them.

The Water Resources Sector M&E Framework will be built on the **Results-Based Management(RBM) Model**. *Results-Based Management is a management strategy by which all actors on the ground are contributing directly or indirectly to achieving a set of development results* (Kusek & Rist, 2004). This is to ensure that M&E processes, products and services in the sector contribute to the achievement of desired results (outputs, outcomes, impact and sustainability). Results-Based Management rests on clearly defined accountability for results and requires monitoring and self-assessment of progress towards results, including reporting on performance.

**Diagram 1: Simple Result Chain**



As shown in the diagram 1 above, the application of resources is expected to translate into outputs. When these outputs are put into use, the users are expected to enjoy improved services, which ultimately have impacts on their livelihoods.

The Water Resources Sector will therefore rely on the operationalization of this model for the implementation of its Monitoring and Evaluation System.

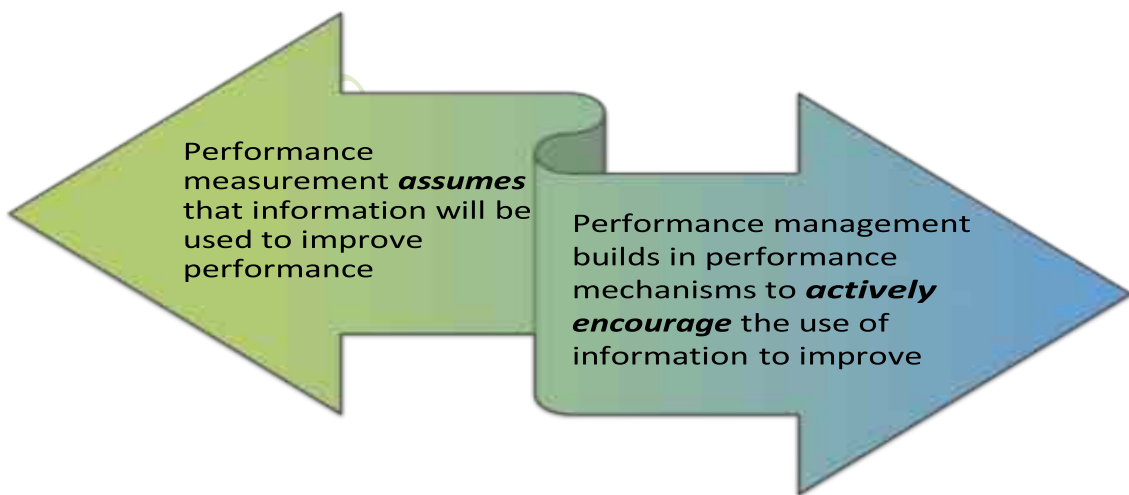
The focus of the Monitoring and Evaluation System of the Sector would be on two major areas – Performance Measurement and Performance Management. The system will ensure that the sector performance is constantly measured in line with the model while the sector performance will also be managed through the system.

**Diagram 2: Monitoring and Evaluation (Performance Measurement)**



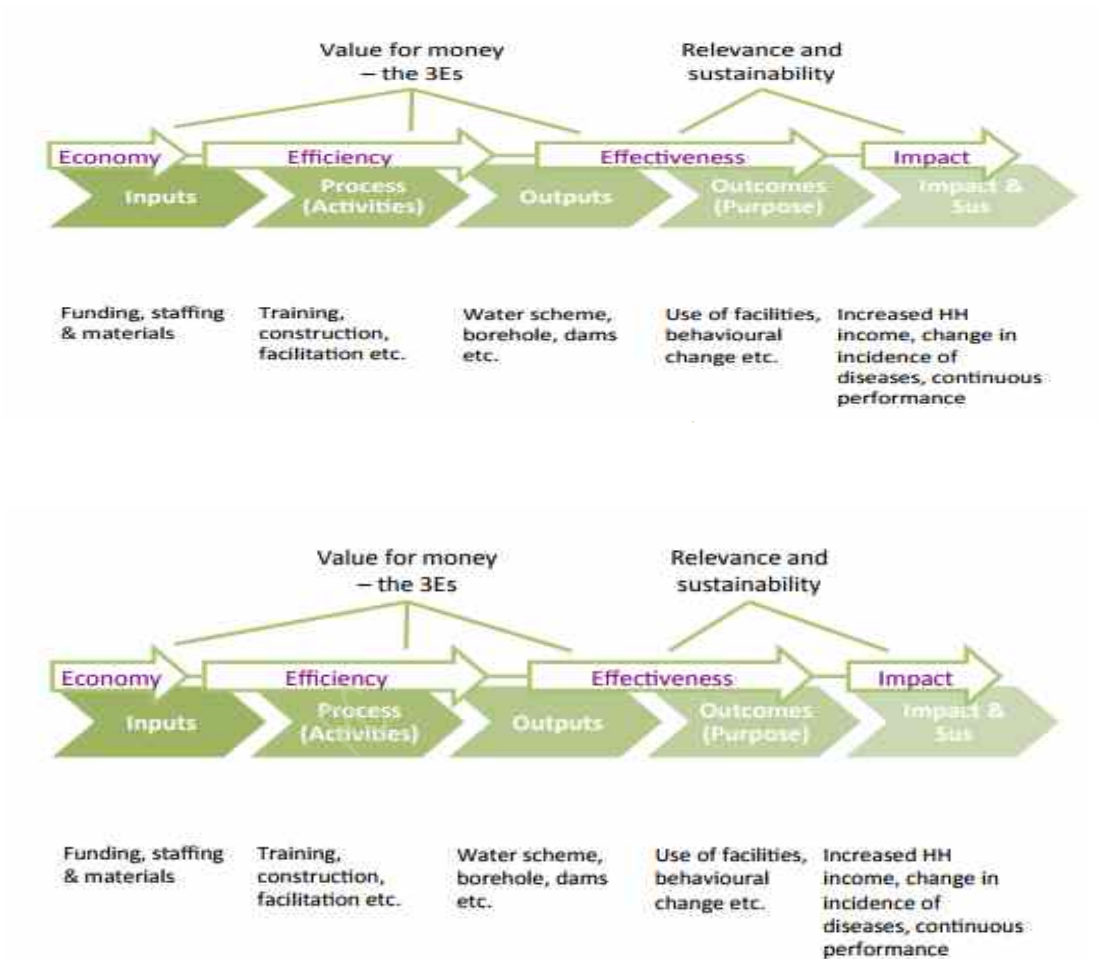
It becomes expedient that all major activities of the Ministry of Infrastructure and Public Utilities (MIPU) are constantly monitored in line with the agreed protocol, frequency and the approved roles and responsibilities as contained in the Framework. This monitoring will be limited to the key technical areas of the Ministry including but not limited to Water Supply, Water Quality and Sanitation, Dams and Reservoir, Irrigation and Drainage. The monitoring of these technical areas will be in line of the agreed model and using the indicators of each of the levels –input, output, outcome, impact and sustainability.

**Diagram 3: Measurement to Performance**



One of the aims of setting up the Monitoring and Evaluation System is to ensure an improved efficiency and effectiveness in running government businesses most especially in the Water Resources Sector. The implementation of this Framework will therefore encourage the system to provide a d e q u a t e i n f o r m a t i o n that would translate into improved performance of the sector.

**Diagram 4: Linking Concepts to Results**



At the level of input, the Ministry will measure the efficient / good economic use of resources. This is expected to translate into value for money in the realization of the outputs. Here, the Procurement, Audit, Finance, Operations and Administration Departments / Units of the Ministry will be closely monitored using the input indicators of the system (indicators of the various technical areas including water supply, dams, irrigation and water quality among others). Closely related to this is the Annual Performance Management Measurement of each of the departments and unit using agreed checklist. At the end of the performance assessment, the M&E Unit, PRS Department, will submit a full report of the performance of the Ministry to the management.

However, effectiveness will be measured at the purpose level in the result chain. The measurement will focus on such issues as the use of the facilities, behavioral change of the targets among others. The relevance and sustainability are measured both at the level of impact and sustainability in the result chain.

### **3.2. Monitoring and Evaluation Indicators**

Indicators are quantitative or qualitative factor or variable that provides a simple and reliable basis for assessing achievement, change or performance. It is a yardstick for measurement of progress of programmes and activities in the sector. Evidently, without indicators, measurement of results becomes challenging.

Indicators for M&E of the sector in the Ministry of Infrastructure and Public Utilities have been developed and they formed annexure to this Framework. The areas for which indicators have been developed include the following:

- i. Water Supply: Rural, Small Towns and Urban
- ii. Water Quality, Sanitation and Hygiene
- iii. Integrated Water Resources Management

- iv. Irrigation and Drainage
- v. Dams and Reservoir

The Sector M&E indicators shall be used in the monitoring of the activities in all the sub-sectors, following the model as described above. The frequency of these monitoring shall be monthly, quarterly or as agreed by the Inter-Ministerial Working Group (IMWG) and the corresponding roles and responsibilities are as contained in section 4.3 of this framework.

Indicators provide critical Monitoring and Evaluation data at every level (and stage) of programme, project and activity implementation. Indicators at the lower level, Community, Local Government and State are linked to National level in two distinct ways. Firstly, indicators collected at the lower level (such as the service delivery level) often capture lower-level results. These will be linked logically to indicators at a higher level that reflect the expected effects of these efforts. Secondly, data will also be collected at lower administrative levels i.e. State and passed up to the National level where they are aggregated in order to track the National response and results.

When evaluating sector activities, projects and programmes, the indicators also become the key yardstick for measuring achievements and all evaluation conclusions will be based on them.

### **3.3. Water Resources Sector M&E Processes**

In the implementation of this Framework as adapted from the National M&E document, the following processes will be involved:

#### **3.3.1. Monitoring**

The Ministry of Infrastructure and Public Utilities Monitoring System will emphasize two types of monitoring:

**I. Performance and Outcomes Monitoring:** The focus of performance monitoring will be the provision of regular performance related information on the mandate areas of the Ministry of Infrastructure and Public Utilities (MIPU). This includes, monitoring percentage completion, actual versus budgeted spending and site visits. The operational monitoring will primarily focus on outputs in order to determine if it complies with specifications. It is expected that quarterly report of the MIPU performance be submitted to the Ministry of Budget and Economic Planning. The MIPU will validate the content of the quarterly report, which is expected to form the bulk of the report card. In validating these data and information, the Water Resources Sector's Inter-Ministerial Working Group (IMWG) on M&E, which includes the representatives of the Bureau of Statistics, Civil Societies among others, will be involved.

Outcome monitoring will generate specific and timely information to policy makers and other decision makers on sector performance. Therefore, outcome monitoring should not be limited to reporting on inputs, activities and outputs, but should include broader developmental results.

Specifically, outcome monitoring in this Framework will report on:

- i. Progress made against planned inputs and outcomes;
- ii. Analysis of baseline and target data;
- iii. Explanation of sector performance levels achieved;
- iv. Proposed measures to improve performance;
- v. The validity of assumed logic by comparing the activities being carried out with the anticipated results; and
- vi. Identifying problems and mistakes and learning from them, and finding solutions to the problems that may emerge.

For implementation (inputs, activities, outputs) monitoring, a unique dataset of indicators collected through administrative data and field visits will be monitored at the different levels as would be determined in the implementation guideline

and reported in a timely manner.

In order to achieve outcomes monitoring, the set of indicators will be aligned to measure progress towards targets reflecting agreed priorities in the Sector M&E Framework.

At an appropriate time, there is the need to articulate and integrate an M&E Information Systems and Development of Knowledge Management Systems gradually and progressively.

**II. Routine Monitoring:** The MIPU is involved in the execution of many key Water Resources Projects / Programmes e.g. construction of dams, irrigation facilities and large water schemes among others. It is expected that the value and relevance of these large projects are continually monitored to achieve its set objectives for the benefit of the citizens. The monitoring of these projects will provide information on the levels of completion and the expected benefit scope among others.

The MIPU M&E Unit will coordinate this monitoring (although in participation with the relevant Technical Department under whose purview the project under review falls). However, it is expected that the frequency of these monitoring visits be planned alongside the budget processes. This will afford the opportunity to make estimates available for these visits. The key tool to be used during these visits will include checklists that will have relevant indicators of measurement. The key output for the monitoring visit will be a full / detailed report submitted to the management for decision-making and probable adjustments.

### **3.3.2. Evaluation**

Evaluation is conceived in this Framework as time bound and periodic in nature, taking place at intervals before (serving as a formative evaluation), during (aiding improvements) or at the end of a project or programme (serving as a summative evaluation).



### **Purpose of Evaluation**

Evaluation will ask questions and / or probe against pre-determined strategic goals and objectives relating to a policy, plan or programme of the sector related activities most especially those as conceived in the Water Resources Law. It will seek to determine whether the plans are achieving their intended impacts, and to assess the causal links between activities carried out under the interventions and observed results. However, if interventions are not clear, then it is difficult to evaluate.

The three primary purposes of evaluation are:

**i). Evaluation for improving performance (evaluation for learning):** this aims to provide feedback to programme managers. Questions could be: was this the right intervention for the stated objective (relevance, fit for purpose)? Was it the right mixes of inputs and outputs? Was it the most efficient and effective way to achieve the objective?

**ii). Evaluation for improving accountability:** Where is public spending going? Is this spending making a difference? Is it providing value for money?

**iii). Evaluation for Impact and Sustainability (Decision-making):** Policy-makers, Planner and Finance team in the sector need to be able to judge the merit or worth of an intervention. Is the intervention (be it a policy, plan, programme, or project) successful. Is it meeting its goals and objectives? Is it impacting on the lives of the intended beneficiaries? Is the intervention impacting differentially on different sectors of the population? Are there unintended consequences? Is it worth scaling-up or replicating?

### **3.3.3. Approaches to Evaluation**

The Management of the State Ministry of Infrastructure and Public Utilities

through the Monitoring and Evaluation Unit, Planning Research and Statistics will coordinate all the evaluation of the Technical Departments including their projects. However, when planning for the evaluation of the Technical Departments' projects (most especially the donor funded projects), the Unit will take into consideration the commitments entered into with the respective donors as part of contractual obligations.

Third party led evaluation shall be the principle that would be adopted for use in all evaluation process in the Ministry and its Agencies. This will promote transparency, openness and adequacy in the outcomes of the process. Different approaches to evaluation shall be adopted by the consultants engaged ranging from the traditional to the new theory of M&E model. As earlier mentioned in the document, the M&E Unit shall coordinate the process. The coordination process will include but not limited to the following:

1. The M&E Unit issues notice for the evaluation through the Director of Planning, Research and Statistics to the concerned Department/Unit/ Agency;
2. A meeting is organized between the said Department / Unit / Agency and the M&E Unit to agree on the key items of the terms of reference, timeliness and outputs;
3. The Terms of Reference are developed, agreed and finalized;
4. The exercise is conducted in line with the agreed process, protocol and timelines with the submission of acceptable reports. The report will include all the necessary attachments and other source documents;
5. The third-party evaluation consultant(s) is hired and briefing conducted. There should be a collaborative effort among the M & E Unit, the Evaluation

Team and the relevant Technical Department;

6. The M&E Unit ensures quality of the evaluation as typified in the key outputs e.g. reports, briefing notes, case studies and other agreed deliverables. Consequent upon the receipt of acceptable reports, the M&E Unit shall make a presentation to the management for subsequent actions which will have a sole purpose of course correction, improvements and transparency; and
7. The implementation of the evaluation recommendations needs monitoring to ensure that the Ministry is constantly learning.

With this approach, some of the potential benefits of evaluation include among others:

- Learning and feedback into policy and implementation.
- Ensuring policy and management decisions are based on evidence.
- Better understanding of which programmes/projects are cost-effective.
- Supporting substantive accountability to government and other stakeholders.
- Provide information for prompt corrective action for improvement.
- Shared learning from experience of what works and does not work.
- Provide information for replication of intervention where necessary.
- Ensuring value for money.
- Improving understanding among sector institutions thereby, overcoming institutional bottlenecks leading to improved impact (adapting policies and programmes).

### **3.3.4. Types of Evaluation**

The emphasis in the implementation of this Framework will be Outcome

Evaluation and Impact Evaluation. The priority for evaluations will be on large, strategic, or innovative intervention particularly those of significant public interest, or if decisions have to be made about continuation of an intervention.

### **Outcome Evaluation**

Outcome Evaluation seeks to assess the intermediate results of an intervention, programmes of the State Ministry of Infrastructure and Public Utilities with her relevant Agencies as recognized by the State Water Supply and Sanitation Law. These outcomes are generally identified in the programme or project results framework. The purpose will be to provide evidence to support accountability of programmes and stakeholder's contribution to outcomes, enhance development effectiveness, assist decision-making and policy-making and to re-direct effective replication of initiatives and systematize innovative approaches to sustainable human development. The frequency of this type of evaluation at the Local Government level will be more when compared to the MIPU and its Agencies.

### **Impact Evaluation**

Impact Evaluation shall seek to measure changes in the socio-economic conditions of the target population that are directly attributable to a specific intervention. Because of the need to prove causality between the changes that occur and the specific intervention, impact evaluation is usually costly and complex to implement but desirable. This shall be conducted on the MIPU programmes and its Agencies at least every five years.

## **4.0. Overview of Monitoring and Evaluation Framework and Protocols**

The Federal Ministry of Water Resources has evolved a National Monitoring and Evaluation Framework aimed at improving the performance of the Water Resources Sector for sound policy adjustment and development of the Sector. The Ekiti State Government has keyed into the National Monitoring and

Evaluation Framework by domesticating it for the Water Resources Sector in the State.

#### ***4.1 Institutional Arrangements for Water Sector Monitoring and Evaluation***

##### **Institutional Arrangement for WRS M&E Framework**

In order to institutionalize Monitoring and Evaluation in the Water Resources Sector in Ekiti State, the 16 LGAs of the State should establish robust institutional structures that can make the system operational. One of the factors that have contributed to the success of Monitoring and Evaluation System in some other States is the political will either by the State or the Local Government Authorities. One of the opportunities that could be exploited in Ekiti, therefore, is the presence of political will both at the State and the LGAs.

The current interest of the State and LGAs in Water Resources Sector M & E activities can be sustained through continuous advocacy.

The advocacy efforts at all levels should be tailored towards:

- i. Implementation of the State Water Resources Sector Monitoring and Evaluation Framework;
- ii. Putting in place legal framework for Agencies in the Water Resources Sector;
- iii. Creation of other Agencies that could facilitate successful implementation of WRS M&E such as EKRUWASSA;
- iv. Re-engineering of Ekiti State Water Corporation ;
- v. Upgrading Small Towns Water Supply and Sanitation Unit to a full fledge Agency;
- vi. Increased budgetary allocation to finance Monitoring and Evaluation Unit

of the Sector MDAs;

- vii. Recruitment and deployment of relevant Monitoring and Evaluation personnel to M&E Unit;
- viii. Establishment of Water Resources Sector database through the development of State/LGA WASHIMS (Internet provision, computers and accessories etc.);
- xi. Sustainable training of M&E personnel in the act of Monitoring and Evaluation;
- x. Creation of DPRS offices at each organ of the relevant MDAs responsible for WRS programme;
- xi. Composition of an Inter- Agency Committee for the domestication of M & E Framework; and
- xii Community Led Monitoring and Evaluation at both Rural and Small Towns level.

Consequently, to ensure the realization of these provisions of the National Policy and the National Water Resources Bill, there is the need to suggest a workable institutional arrangement for the implementation and realization of the objectives of M&E in the sector.

Generally, the sector M&E should be implemented in all the four levels.

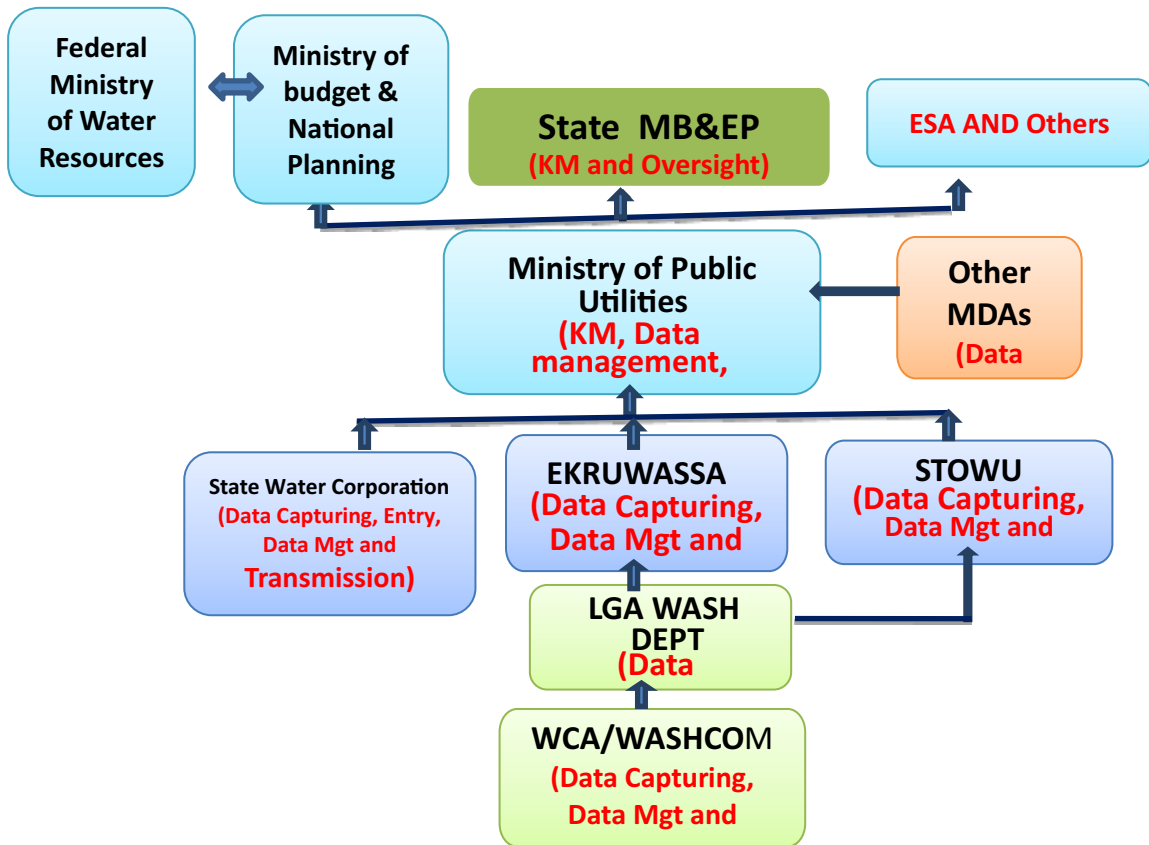
**1. Communities,**

**2. LGAs,**

**3. States and the**

**4. National** (Federal Ministry of Water Resources and its Agencies and Departments and the Federal Ministry of Budget and National Planning). M&E data should also flow based on this. Overall, it is expected that the institutional arrangement for the National Monitoring and Evaluation Framework will be as

indicated in the diagrammatic flow below.



#### 4.2. Institutional Arrangement for the National Monitoring and Evaluation Framework

Consequently, the State Water Resources Sector M&E Framework will indicate many levels in the monitoring and evaluation process:

- i. Participatory community led monitoring and evaluation is adopted in the new M&E structure for the water resources sector. The community led

monitoring is the first stage in the process of data generation. Communities will be trained and empowered to collect data on basic information related to outputs and use of Water Resources Sector facilities;

- ii. At the Community level, data on water, sanitation and hygiene are collected by WASHCOM, WCA and CSOs and forwarded to the Monitoring and Evaluation officer at the LGA WASH Department to validate and thereafter enter them into WASHIMS;
- iii. The LGA WASH Department then collects this data from the Community for synthesis and also carries out further data collection which Community could not have capacity to gather. The LGAs communicate this information to the Water Resources Agency responsible for such data, that is, Rural Water Supply and Sanitation Agency or Small-Town Water Supply and Sanitation Agency or Water Corporation;
- iv. The Water Resources Agency responsible will aggregate the data from different LGAs in their respective State and enter into an appropriate MIS database (WASHIMS). The data is sent to the DPRS office of the State Ministry of Infrastructure and Public Utilities / State Ministry of Budget and Economic Planning (this depends on the choice of each State on the institutional home for M&E); and
- v. The DPRS of MIPU would communicate this information to the regional office for collation and dissemination to the Federal Ministry responsible for Water Resources M&E division through the instrumentality provided by the National Databank of the Federal Ministry of Water Resources.



### 4.3. Designated Officers and assigned Roles

S/N	Position	Description of duties
<b>LGA WASH Department</b>		
1	<b>WASH Director</b>	<ul style="list-style-type: none"> <li>• Have overall responsibility for all M&amp;E related activities within the LGA as prescribed by the DPRS of the Ministry;</li> <li>• Issue direction on data management in line with the State WRS M&amp;E Framework;</li> <li>• Ensure that the M&amp;E reports from the system is prepared and shared in line with the agreed protocols;</li> <li>• Provide direction for all M&amp;E field based related activities; and</li> <li>• Share M&amp;E information from processed data with the LGA authorities for improved LGA planning and decision making processes regarding WASH.</li> </ul>
2	<b>PMEO</b>	<ul style="list-style-type: none"> <li>• Be responsible for all M&amp;E related activities ranging from data management, reporting preparation and analysis;</li> <li>• Support the training of communities as relates to community data management;</li> <li>• Ensure quality assurance through an effective WASHIMS management of all field data; and</li> <li>• Advise the WASH Coordinator on such issues regarding management of data for planning and decision making for WASH.</li> </ul>
3	<b>M&amp;E Assistant (Data Base Management)</b>	<ul style="list-style-type: none"> <li>• Manage all data responsibility in the LGA as directed by the PMEO;</li> <li>• Support field data collection;</li> <li>• Generate reports from the MIS for the use of the department; and</li> <li>• Be responsible for data cleaning before entry.</li> </ul>
4	<b>M&amp;E Assistant (Data Collection and GIS)</b>	<ul style="list-style-type: none"> <li>• Be responsible for all data collection using GPS;</li> <li>• Enter GPS data on agreed Excel Sheet for further processing;</li> <li>• Manage GIS data on behalf of the unit / department; and</li> </ul>

S/N	Position	Description of duties
		<ul style="list-style-type: none"> <li>Join the team in all other field data collection.</li> </ul>
<b>Ekiti State Water Corporation / EKRUWASSA / STWSSA</b>		
1	<b>General Manager</b>	<ul style="list-style-type: none"> <li>Provide strategic direction on all issues regarding M&amp;E in the Agency;</li> <li>Interpret M&amp;E policies for implementation (as it concerns Rural / Small Towns/Urban) in the field by the WASH Departments;</li> <li>Constantly demanding for M&amp;E information for use in decision making and planning; and</li> <li>Develop guidelines from time to time that would support the effective and efficient M&amp;E system in the Agency.</li> </ul>
2	<b>Director, PME</b>	<ul style="list-style-type: none"> <li>Design and deliver training to the LGA on M&amp;E as agreed with the leadership of the Agency and the Ministry DPRS for an effective system administration;</li> <li>Constantly trouble shooting to detect and correct issues in the implementation of M&amp;E system;</li> <li>Carry out M&amp;E visits to LGA in order to support and guide the staff in the implementation of the system. While doing so, carry out scheduled and unscheduled visits to communities to do sample check on data collected and entered;</li> <li>Prepare M&amp;E reports (from the perspective of rural or small towns) and submit same to the General Manager and the Ministry DPRS; and</li> <li>Attend and present M&amp;E issues during the monthly M&amp;E meeting in the Ministry.</li> </ul>
3	<b>PMEO</b>	<ul style="list-style-type: none"> <li>Support the Director, PME to deliver on the M&amp;E objective;</li> <li>Support the LGA in data collection, entry and analysis; and</li> <li>Act for the Director, PME when he is not available.</li> </ul>
4	<b>M&amp;E Database Manager</b>	<ul style="list-style-type: none"> <li>Provide technical support to the MIS management in the LGAs/ Zonal Offices;</li> <li>Provide training and hands-on support to the LGAs/ Zonal Offices in consultation with the Database Manager based in the PRS of the Ministry;</li> <li>Check data from the LGAs/Zonal Offices for quality assurance; and</li> <li>Manage the MIS data at the level of the Agency.</li> </ul>
5	<b>Programme Analyst</b>	<ul style="list-style-type: none"> <li>Be responsible for the compilation of sector based M&amp;E reports – quarterly, mid-year and annually; and</li> <li>Constantly support these reports with evidence from the M&amp;E system.</li> </ul>
6	<b>GIS Assistant</b>	<ul style="list-style-type: none"> <li>Support the use of GIS at the LGA and Agency level by providing hands-on and backstopping ;</li> <li>In conjunction with the GIS Officer in the Ministry, analyze GIS data and produce reports including maps; and</li> <li>Regularly update GIS data in the database</li> </ul>
<b>Ministry of Infrastructure and Public Utilities (MIPU)</b>		
1	<b>Permanent Secretary</b>	Coordinate the M & E activities of the Ministry
2	<b>Director (DPRS)</b>	<ul style="list-style-type: none"> <li>Provide the overall strategic direction on M&amp;E in the sector;</li> <li>Be a member of the IMWG;</li> <li>Produce and regularly review the M&amp;E framework (as required) and guidelines to ensure an effective M&amp;E system in the sector;</li> <li>Advise the leadership of the Ministry on the use of M&amp;E information</li> </ul>

S/N	Position	Description of duties
		<ul style="list-style-type: none"> <li>for planning and decision making in the Ministry; and</li> <li>Convene regular M&amp;E meetings with a view to tracking progress and ensuring stability in the system.</li> </ul>
3	<b>PMEO (depending on the number of the Ministry's focal areas)</b>	<ul style="list-style-type: none"> <li>Support the agencies in the design and deliver training to the LGA on M&amp;E as agreed with the leadership of the Ministry;</li> <li>Produce and share widely the Monthly, Quarterly, Mid- Year and Annual State WRS M&amp;E reports;</li> <li>Carry out M&amp;E visits together with the Agencies to LGA in order to support and guide the staff in the implementation of the system;</li> <li>Attend, present M&amp;E issues during the Monthly M&amp;E meeting in the Ministry; and</li> <li>Act as the Secretary during the M&amp;E meetings convened by the Ministry.</li> </ul>
4	<b>M&amp;E Assistant</b>	<ul style="list-style-type: none"> <li>Support the PMEO to deliver on the M&amp;E objective; and</li> <li>Act for the PMEO when he is not available.</li> </ul>
5	<b>M&amp;E Database Manager</b>	<ul style="list-style-type: none"> <li>Provide regular analysis for the leadership of the PRS for the purpose of decision making in the Sector;</li> <li>Provide quality assurance support to the Agencies and the LGA in the management of the Sector MIS;</li> <li>Support the Programme Analyst by providing data to produce an evidence based reporting for the Sector;</li> <li>Support the hands-on training to the staff of Agencies and LGA while using the MIS; and</li> <li>Regularly updating the users of the MIS on the further development of the MIS.</li> </ul>
6	<b>Programme Analyst</b>	<ul style="list-style-type: none"> <li>Be responsible for the compilation of all Sector based M&amp;E reports – Quarterly, Mid -Year and Annually;</li> <li>Constantly support these reports with evidence from the M&amp;E system; and</li> <li>Provide regular briefing notes most especially on innovations throw up by the M&amp;E system.</li> </ul>
7	<b>GIS Officer</b>	<ul style="list-style-type: none"> <li>Responsible for GIS in the Water Sector – training, data collection, analysis and report generation through GIS system; and</li> <li>Provide support to the GIS Assistants in the Agencies and LGA WASH Departments.</li> </ul>
8	<b>Admin Assistant</b>	Custodian of the WRS M&E reports and correspondences.

The institutional arrangement as shown above indicates that data management is bottom-up. It also emphasizes the feedback mechanisms required for an effective M&E system. The setup also emphasizes the importance of Community Led Monitoring and Evaluation System; in the case of WASH, where community collects its own data for the purpose of realizing an effective operation and maintenance system for improved efficiency of water supply and sanitation. In other components of Water Resources e.g. irrigation, dams, water quality among

others, the involvement of the community based structures are also very germane. This will improve community relations and thus contribute to the sustainability of any government interventions of projects of these components.

#### ***4.4. Collaborative Relationship between the State and Federal Monitoring and Evaluation System***

The Water Resources Monitoring and Evaluation Framework hopes to key into the existing inter-sectoral and service wide State M&E Framework. The results from the implementation of this Sector framework will contribute to provide adequate information and reliable data to the Framework hosted by the Federal Ministry of Budget and National Planning.

The Water Resources M&E Framework will report to the system on the agreed Key Performance Indicators (KPI) for the Water Resources Sector.

##### **4.4.1. Key Performance Management**

The Ministry of Budget and Economic Planning will use the Performance Management Indicators to measure the functionality of the Sector through the MIPU. The frequency of this collaborative and participatory measurement is captured in the State Water Resources M&E indicators and other associated details.

The performances of the key technical areas of the sector will be assessed through these indicators and reports will be presented and submitted through the MIPU M&E unit. By constantly measuring capacity and performance, it is hoped that the intended results expected from the sector will be realized.

The M&E Office at the Ministry of Budget and Economic Planning, who coordinates the M&E System have the following specific roles in ensuring an

effective Inter-Ministerial Performance Management:

- i. Anchor the overall coordination of the Sector service wide M&E system
  - Prepare Annual State Report and submit same to the Office of the Governor and the State House of Assembly, publish the executive summary of these Annual Reports.

On the other hand, the M&E unit, Planning Research and Statistics Department in the Ministry of Infrastructure and Public Utilities will:

- ii. Coordinate monitoring and evaluation processes within the MIPU and the sector in general
- iii. Prepare and present MIPU quarterly scorecard .
  - Submit the scorecard to the MBEP. Before submission, the Ministry is expected to validate the accuracy of the data. The Honorable Commissioner will sign off the scorecard before submission

**4.5. Roles and Responsibilities of Major Stakeholders in the Sector Institutions Involved in the Water Resources Sector M&E and Their Expected Roles**

Institutions	Expected Roles/Responsibilities
Federal Ministry of Water Resources	<ul style="list-style-type: none"> <li>• Coordination and Policy direction;</li> <li>• Support to State in advocacy and domestication process of the M&amp;E Framework as well as setting up systems for M&amp;E; and</li> <li>• Review meetings.</li> </ul>
Ministry of Budget and Economic Planning	<ul style="list-style-type: none"> <li>• Act as the institutional home for M&amp;E in the State</li> <li>• Ensure coordination of M&amp;E activities of line Ministries and Agencies</li> <li>• Use available M&amp;E information for planning and budgeting.</li> </ul>
Ministry of Infrastructure and Public Utilities	<ul style="list-style-type: none"> <li>• Collate data from EKRUWASSA, Water Corporation and Small Towns Water Supply and Sanitation Agency</li> <li>• Process information and share with policy makers</li> <li>• Organize learning alliances for stakeholders on</li> </ul>

	<p>quarterly basis</p> <ul style="list-style-type: none"> <li>• Keep database for the WRS</li> <li>• Technical support for implementation of the Framework and the development of MDA specific M&amp;E system, plans and activities. This could be achieved jointly with EKRUWASSA</li> </ul>
Inter-Ministerial Working Group on M&E	<ul style="list-style-type: none"> <li>• Support the MIPU through the monitoring of the implementation of the State WRS M&amp;E Framework</li> <li>• Ensure an effective coordination of State WRS M&amp;E activities by deliberating, sharing.</li> <li>• Develop strategies towards mitigating current challenges in the implementation of the State WRS M&amp;E Framework and come up with plans for implementation and scaling up of this process across the States</li> </ul>
Technical Departments e.g. Dams & Reservoir, Irrigation & Drainage, WQC&S, Water Supply, Operations	<ul style="list-style-type: none"> <li>• Each Technical department of the MIPU will ensure that its indicators are constantly monitored and reported on in line with the State M&amp;E Framework</li> <li>• Collaborate with the M&amp;E Unit to ensure a smooth implementation of their evaluation exercises</li> <li>• Prepare annual report of activities. This will be shared with the M&amp;E unit</li> </ul>
IWRM Committee	<ul style="list-style-type: none"> <li>• Monitor the indicators for Water Resources Management</li> <li>• Develop and manage a “State Water Resources Database”</li> <li>• Constantly share information with the custodian of the State WRS M&amp;E Framework</li> </ul>
Small Towns Water Supply and Sanitation Agency (STWSSA)	<ul style="list-style-type: none"> <li>• Aggregate reports / data on Small Towns Water Supply and Sanitation across the state</li> <li>• Process data collated to the State Ministry of Public Utilities</li> </ul>
Ministry of Environment	<ul style="list-style-type: none"> <li>• Collate data on Sanitation and Hygiene from the 16 LGAs of the State</li> <li>• Collate data on Sanitation and Hygiene from the State Monitoring Officers on State Monthly Environmental Sanitation exercise</li> <li>• Collate data on Urban/Small Towns Sanitation and Hygiene</li> <li>• Share data collated with the State Ministry of Public Utilities</li> </ul>
Local Government WASH Departments	<ul style="list-style-type: none"> <li>• Aggregate data collected by WASHCOMs/WCAs for use.</li> <li>• Assist communities in collecting IT-related field data on</li> </ul>

	<p>WASH</p> <ul style="list-style-type: none"> <li>• Carry out first level analysis on the data collected from WASHCOM/WCA and the Communities</li> <li>• Data management (Data entry, storage and retrieval)</li> <li>• Organize quarterly WASHCOM/WCA meetings</li> <li>• Submit reports to Budget Planning Research and Statistics (BPRS) of LGAs and EKRUWASSA</li> <li>• Collect regular data on O&amp;M.</li> <li>• Collect data on Water Supply, Sanitation and Hygiene from all households in the community.</li> <li>• Hold bi-monthly meetings.</li> </ul>
Water, Sanitation and Hygiene Committees (WASHCOMs)	<ul style="list-style-type: none"> <li>• Collect regular data on O&amp;M in the Rural Community most especially at the output level.</li> <li>• Collect data on WASH from all households in the community.</li> <li>• Hold bi-monthly meetings in the community.</li> <li>• Collect and document tariff.</li> </ul>
Water Consumer Association	<ul style="list-style-type: none"> <li>• Collect regular data on O&amp;M, WASH at the Small Towns level</li> <li>• Hold bi-monthly meetings in the community</li> <li>• Document data and send to WASH Department of LGA</li> <li>• Collect and document tariff.</li> </ul>
Ekiti State Bureau of Statistics	<ul style="list-style-type: none"> <li>• Conduct of Socio-Economic Studies on WRS</li> <li>• Maintain wider State data base</li> <li>• Verify and validate administrative and survey data</li> </ul>
Development partners /CSOs/Private Sector	<ul style="list-style-type: none"> <li>• Support the MIPU with technical know-how on M&amp;E</li> <li>• Exposing the MIPU M&amp;E practitioners on new methods, approaches and processes through exchange visits and training</li> <li>• Advocacy, mobilization and support for M &amp; E System</li> </ul>

**Table 2: Specific Task and Assigned Desk Officer**

Level	Task	Agency/Department	Regularity	Responsible Officer
<b>Rural</b>	Data collection on agreed National/State Sanitation and Water Supply indicators Data Quality check and supervision	WASHCOMs LGA, WASH Dept  EKRUWASSA	Monthly	M&E Officers, WASH Department  PRS Department
<b>Small Towns</b>	Data collection on agreed National/State Sanitation and Water Supply indicators	WCA LGA,WASH Dept	Monthly	M&E Officers, WASH Department
<b>Urban</b>	Data collection on agreed National /State Urban Water Supply indicators	WCA Water Corporation Ministry of Environment, DPRS,	Monthly	DPRS
<b>State Ministry DPRS</b>	Data Quality check and supervision Overall Reporting	State Ministry of Public Utilities /DPRS	Monthly, Quarterly, Annually	DPRS
<b>Other relevant WRS Agencies</b>	Data collection and Reporting	DPRS of the Agency	Monthly	M&E Officers,

#### **4.6. Inter Ministerial Working Group (IMWG) on Monitoring and Evaluation**

There will be a Task Group established to guide the process of M&E reform in the water resources sector. The group when inaugurated by the Honourable Commissioner will also support the implementation of the M&E Framework across the various relevant Ministries and Agencies including the Non-State Actors. The purpose of which would be to provide effective coordination for data management and information arising there from.

The objectives of establishing the Inter-Ministerial Working Group on M&E will be as follows:

0 To ensure a coordinated approach to the conception, implementation and reviewing of all Sector M&E processes leading to the required change in the



### Water Resources Sector M&E

- i. To support M&E reform process of the Water Resources Sector by providing the required technical support to the MIPU and the 2 focal LGAs in the first instance with the plan of spreading the support to the other 14 LGAs.
- ii. To popularize and promote wider acceptance of the State Water Resources M&E System and strengthening of the processes, indicators and tools
- ii. Alignment of the State Water Resources M&E indicators with other National Planning and Monitoring Parameters
- iv. To expand processes for data harvesting and improve on Inter- Ministerial ` collaboration in Water Resources Sector monitoring and reporting.

Being an Inter-Ministerial Working Group, it is expected that the membership of the group cuts across the critical Sectors. This is so as the data that the system will generate will be used in other sectors due to the importance of the Water Sector. Consequently, the membership shall include the following:

- Ministry of Infrastructure and Public Utilities (Chair)
- Ministry of Budget and Economic Planning (Co Chair)
- Ministry of Environment
- Ministry of Agriculture
- Ministry of Health
- Ministry of Education
- Ministry of Finance
- Ministry of Women Affairs
- Ministry of Justice
- Bureau of Statistics
- MDGs/SDGs Office
- Ekiti Water and Sewerage Company Limited
- Ekiti State Small Towns Water Supply and Sanitation Agency
- Ekiti State Water and Sanitation Regulatory Agency

- Benin Owena River Basin Development Authority
- Coalition of CSOs
- Media Network
- UNICEF
- EU
- World Bank
- Other Development Partners

Each of the above establishments will nominate one representative preferably senior level officer not below an Assistant Director.

#### **4.7 *Expected Roles and Responsibilities of IMWG***

The working group upon inauguration will be expected to carry out the following tasks:

- I. Develop an implementable Medium-Term Action plan for Water Resources Sector M&E clear timelines. It is advised that this plan is realizable between three and five years.
- ii. Develop a State M&E Framework for the whole Water Resources Sector in line with the National M&E Framework.
- iii. Promote an effective coordination of State M&E activities by deliberating, sharing and publishing key results.
- iv. Ensure the organization of an annual M&E forum / workshop to discuss an evidence-based Sectoral achievement and a nationally acceptable data and results.
- v. Develop processes and procedure for designing and domiciliation of Water Resources Sector database, promote full governance, ownership and build linkage with other national databases.

#### **4.8 *Operational Modalities***

The group will be supported strongly by the Ministry of Infrastructure and Public

Utilities Planning, Research and Statistics Department. The Department is also expected to provide secretarial support to the group to ensure its effectiveness and efficiency.

Specifically, the group will:

- i. Meet regularly as need arises in the early period of its life. A monthly meeting is suggested but this can be increased based on urgency. However, when the key deliverables have been delivered, meetings could be on quarterly basis.
- ii. The meeting venue shall be the Ministry of Infrastructure and Public Utilities (Conference Hall).
- iii. The budget shall be provided by the Ministry of Infrastructure and Public Utilities through the Department of Planning, Research and Statistics (and where possible with the support of Development Partners).

#### **5.0. M&E Tools, Equipment and Management Information System**

The implementation of this Framework will be hinged upon the use of modern and relatively advanced tools, instruments and software for processing and managing data at the various levels in the sector.

Consequently, a robust and effective data management mechanism will be developed. It will involve the collation, processing, analysis and dissemination of information. It also cuts across all the levels of intervention right from the Community up to National level with varying degree of administration in data management at each level.

The Framework shall promote the use of participatory approaches both quantitative and qualitative ranging from questionnaire administration to mere data from end users of Water Resources facilities, the application of

Focus Group Discussion and other qualitative method in data gathering among others.

In the implementation of the framework, greater efforts shall be made to promote the Geographic Information System (GIS) within the instrumentality of the Management Information System (MIS). All water resources facilities will be mapped through the GIS and these data will be stored within the MIS. Other equipment that will aid the delivery of an effective M&E system in the sector will include the use of statistical software e.g. SPSS, STATA and any other relevant software as identified from time to time.

On data analysis, storage and dissemination, the framework shall focus on the following:

- a) National Water Information System (NAWIS)
- b) Water, Sanitation and Hygiene Management Information System (WASHIMS)
- c) Water Utilities Information System
- d) Any other that would be approved in line with the framework

All these Water Information Management Systems are expected to adopt the unified indicators and protocols as described in this framework including the attached coding system for MIS. This is so as it is important for convergence at the level of the NAWIS which is the parent MIS in this regard.

#### **6.0. Dissemination Mechanisms of the Monitoring and Evaluation Results**

It is expedient that the various results generated from the Water Resources Monitoring and Evaluation efforts are disseminated, shared and communicated through the right channels and the most effective ways. These will include but not limited to the following:

- a) Monitoring and Evaluation Clinics /Annual State M&E Workshop:** This will be used by the State to present its WRS related results. It should hold not less

than twice a year. The main objective of the clinic shall be for learning and sharing of WRS ideas and its management. The results being compiled from these meetings and the annual State M&E workshops will be presented at the national level during the annual National M&E Workshop

**b) Annual National M&E Workshop:** The event will provide States and other stakeholders the opportunity to also present their reports with a view to have the necessary feedbacks for improvements of Sectoral management.

**c) Publication of Reports:** The publication of annual State Water Resources sector M&E Reports shall follow the annual State M&E workshops. The reports will be published in print, EKSG website, social media and highlights summarized in briefing notes among others. The printed reports shall also be shared with international organizations, interest groups and other Federal, States, LGAs and Government's Ministries and Agencies.

## **7.0. Conclusion**

The State Water Resources Monitoring, and Evaluation Framework, if implemented, as presented in this document hopes to support the sector in coordination and the provision of evidenced based data and information. These will assist in effective budgeting, allocation of resources and reliable reporting on the activities in the sector.

The documents (framework and protocols) when approved by the leadership of the Government of Ekiti State for implementation hopes to be reviewed on regular basis. The regularity of the review should be systematic at interval of five years.

*Annexure*

**Annex Ia: Rural Indicators**

GENERAL COMMUNITY INFORMATION	S/N		
	COMMUNITY CODE		
	LGA		
	WARD		
	COMMUNITY		
HOUSEHOLD SANITATION AT INTERVENTION	TRIGGERED? (Y or N)		
	DATE TRIGGERED		
	LAST PROGRESS MONITORING DATE		
	(CP) No of Improved HH Latrines		
	(CP) No of Un- Improved HH Latrines		
	(CP) Total No. HH Latrines		
SANITATION STATUS	ODF Claiming (Y or N)		
	ODF Claimed Date		
	ODF Certified? (Y or N)		
	Date Certified		
	Did Community Regress?		
	Date Regressed		
	ODF Validated (Y or N)		
	Month/Year Validated		
	Total Sanitation Attained? (Y or N)		
	Date Total Sanitation attained		
	Total Sanitation Certified (Y or N)		
	Date Total Sanitation Certified		
	WASHCOM STATUS	WASHCOM established (Y or N)	
Total Trained WASHCOM Members			
Male Members			
Female Members			
Total WASHCOM Executive Members			
Male Executive Members			
Female Executive Members			
Did WASHCOM show evidence of holding monthly meetings?			
VHP STATUS		VHPs established? (Y or N)	
	Total Trained VHP Members		
	Male Members		
	Female Members		
	Did VHPs show evidence of conducting HtHHP		
COMMUNITY WATER SUPPLY BASELINE	Total HPBH		
	Total Functional HPBH		
	Total Stand alone MBH		
	Total Functional Stand alone MBH		
	Total Reti-MBH		
	Total Functional Reti- MBH		
	Total IHDW		
	Total Functional IHDW		
	Total other water points (Specify)		
	Total Functional other water points (Specify)		
	Total Number of people with access to improved water supply		
	No. of Males with access to improved water supply		
	No. of Females with access to improved water supply		

**Annex Ib**

WATER SUPPLY INTERVENTION STATUS	(CP) Total HPBH Constructed		
	(CP) Total HPBH Rehabilitated		
	(CP) Total Functional HPBH		
	(CP) Total Stand alone MBH Constructed		
	(CP) Total Stand alone MBH Rehabilitated		
	(CP) Total Functional Stand alone MBH		
	(CP) Total Reti-MBH Constructed		
	(CP) Total Reti-MBH Rehabilitated		
	(CP) Total Functional Reti-MBH		
	(CP) Total IHDW Constructed		
	(CP) Total IHDW Rehabilitated		
	(CP) Total Functional IHDW		
	(CP) Total other water points Constructed		
	(CP) Total other water points Rehabilitated (Specify)		
	(CP) Total Functional other water points (Specify)		
	(CP) Total Number of people with access to improved water supply		
	(CP) No. of Males with access to improved water supply		
	(CP) No. of Females with access to improved water supply		

EHC IN SCHOOLS	EHC established in primary school?		
	Total Trained EHC Members		
	Male Members		
	Female Members		
	Did EHC show evidence of conducting monthly meetings?		
O&M Fund	Is there a contribution arrangement for operation and maintenance? (Y or N)		
	Is there a dedicated bank account for O&M Funds?		
	Is there a service contract between the community and a private operator?		



## Annex 2a: Small Towns &amp; Urban Indicators

	Small Town				Urban			
	Water	Information need	Sanitation	Information need	Hygiene	Information need	Water	Information need
<b>Sustainability</b>	Gender participation in decision making  Institutionalization of water service delivery processes  Popular participation  Increased autonomy of water utilities  Transparency in water service delivery processes  Continuous performance measurement and benchmarking  Repairs and response to customer complaints.	Functionality of WCAs  Operations and maintenance / mgt  Water tariff  Effective fund contribution  Accountability and transparency	Compliance to standards and regulations  ownership of latrines  Awareness on Sanitation uptake	Improved sanitation practice	Compliance to hygiene standards regulations  Awareness on good hygiene practices	Behavioural change	Continuous performance measurement and benchmarking of delivery of urban water sector services  Timely repairs and response time to customer complaints  Increased autonomy of water utilities  Institutionalisation of transparent water service delivery processes  Degree of gender participation in decision making  Effective popular participation in planning, implementation and maintenance of water supplies	Functionality  Funding  O&M  Popular participation

## Annex 2b

	% of WCAs with audited accounts							
<b>Impact</b>	% change in the incidence of water related diseases	Change in HH income	% change in water sanitation diseases	Prevalence of sanitation related diseases	% change in water sanitation disease	Hygiene related diseases	% of urban population with access to safe drinking water	Access
	% change in household income	Change in consumption Enrollment and retention in schools			% change in infant mortality	% change in new private boreholes drilled	% change in new private boreholes drilled	Coverage
							% of satisfied customers	Customers satisfaction
							% change in the incidence of water related diseases	Quality of life and Institutional devt
<b>Outcome</b>	Average distance to water point within the STs	Distance	Number of CSOs and CBOs participating in sanitation.	ODF small towns	Number of VHPs conducting house to house sensitization	Safe water chain	% change in revenue collected	Revenue collection strategy
	Volume of water produced monthly	Quality	No of Household latrines in use	Sustaining ODF status in small towns	Number of people practicing effective hand washing	Usage of hygiene facilities	% of population served	Bills production and distribution
	Number of water schemes that meets minimum water quality standard	PSPInvolvement	Number of institutional latrines in use	Latrine upgrade	Number of households practicing safe water chain		No. of townns served	Customer satisfaction
	Amount generated by WCAs within the month	Water related diseases	Number of people with access to improved excreta disposal facilities	Usage of sanitation facilities	Number of households using HWFs		Nos. of bills issued timely	Metering system

## Annex 2c

	Amount spent by WCAs within the month	Value added time	Number of certified ODF small towns				% change in customers complaints	Survey reports
	Number of standpoints in use	WCA organization and mgt	Number of persons living in ODF certified small towns				% change in customers WTP	Non revenue for water strategy
		Usage					% of metered customers	Capacity on MIS
							% change in non unaccounted for water	WCCF functioning
							% change of pipeline leaks and pipelines bursts	
							Staff ratio per 1000 connections	
<b>Output</b>								
	Number of standpoints constructed	Water supply schemes	Number of persons LGA staff trained on sanitation promotion	Institutional and HH latrines / toilets	Number of persons trained in hygiene promotion	Handwashing practice	No. of schemes running below designed capacity	Designed capacity of the scheme
	Number of standpoints	WCA training / capacity building	Number of small towns triggered	ODF small towns	Number of VHPs established	Handwashing facilities	No. of Planned Preventive Maintenance undertaken	Total population
	Number of water schemes tested for quality quarterly (comprehensive testing)	Supply chain	Number of Household latrine facilities constructed	Training and mentoring	Number of EHCs established in schools	Training	No. of additional schemes constructed	Customers registration and service types
	Number of water scheme rehabilitated	Willingness to pay	Number of intunational sanitation facilities constructed	Facilities upgraded	Number of households with HWFs	School hygiene (EHC)	Volume (M3) of water produced	Institutional capacity and training needs
	Number of WCAs established	Reports	Number of latrines rehabilitated	Triggering	Number of IEC materials distributed	Natural leaders	Nos. of new private boreholes drilled	Customer care services

**Annex 2d**

		Water scheme sanitation	WSP Personal hygiene Water scheme hygiene IEC materials	Billing efficiency Operational efficiency
<p>Number of supportive visits made by States</p> <p>No of Household connections</p> <p>Number of registered WCAs</p> <p>Number of WCAs Executive trained on <b>asset management</b> per year</p> <p>Number of exchanged visits by WCAs <b>within the year</b></p> <p>Number of water facilities constructed by private sector/Non-State Actors</p> <p>Type of water facilities constructed</p> <p>Number of WCA executive (males and females)</p>	<p>Number of CSO rep trained on sanitation promotion</p> <p>Number of HH with traditional latrines constructed</p> <p>Number of HH with improved latrines constructed</p>	<p>Nos. of additional pipelines constructed</p> <p>No. of customers connected</p> <p>No. of customers metered (Vol of water produced metered)</p> <p>No. of illegal connections</p> <p>Regulatory agency established</p> <p>No. of water quality assessments conducted quarterly</p> <p>Procurement policy/Water Law approved and implemented</p> <p>No. of additional connections</p> <p>Frequency of tariff reviews</p> <p>No. of bills paid</p> <p>No. of PSP agreement signed</p> <p>No. of public enlightenment programmes organized</p> <p>No. of WCCF registered</p>		

*Annex 2e*

Input	Amount budgeted in the sector	Staffing	Cost of triggering	Cost of hygiene promotion	Amount budgeted for the sector	Operational costs
	Amount released within the quarter	Funds	Cost of training	Funds	Amount released quarterly	Funds (three tiers of govt: Fed, state and LGA)
	Amount spent within the quarter	Facilities Dd responsive approach	facilities	Funds facilities	Amount utilized quarterly	
		Facilities Dd responsive approach	Advocacy Sensitization CSO / NGO involvement	Advocacy Sensitisation CSOs and CBOs Involvement		

**Annex 3a: Monitoring & Evaluation Indicator Reference Sheet – Small Towns and Urban**

Small town/ Urban	Programme	Expected changes (Indicators)	Level of data capture	Collection instruments	Data source	Frequency of collection		Level of Aggregation	Persons responsible	Where to submit results
		What changes are project activities expected to measure?		What collection and measurement tool will you use?	Where would you get the original information?	When is collection?	How often is collection	Cumulative or Discreet?	Who does Collection, Collation, Analysis, Reporting	
Small town	Water	Average distance to water point within the ST	WASH dept	Community data collection form	WCA report	Last month of the reporting year	Yearly	Discreet	PMEO WASH Dept to HOD	State Agency responsible for ST
		Number of water schemes that meets minimum water quality standard	LGA WASH dept	Comm based water Qlity mont form	Water quality test report	Last month of the quarter	Quarterly	Cumulative	Water supply Officer	State Agency responsible for ST
		Amount generated by WCAs within the month	Small town	Community data collection form	WCA financial report	Monthly meetings	Monthly	Cumulative	WCA Financial Secretary	LGA WASH
		Amount spent by WCAs within the month	Small town	Community data collection form	WCA financial report	Monthly meetings	Monthly	Cumulative	WCA Financial Secretary	LGA WASH
		Number of standpoints in use	Small town	Community data collection form	WCA report	Last month of the quarter	Quarterly	Cumulative	WCA Financial Secretary	LGA WASH

## Annex 3b

Urban	Sanitation	Number of CSOs	LGA	Training form	LGA WASH	Last week	Quarterly	Cumulative	LGA M&E	State ministry	% of population served	Area/District Offices	Questionnaire to state water agencies, if data is unavailable a sample survey; Billing and Connection Form	Area/District Offices	Last quarter every year	Annually	Cumulative	MEO (PRS at state water agencies)	State ministry
											No of towns served	Area/District Offices	checklist; Billing and Connection Form	Area/District Offices	Last quarter every year	Annually	Cumulative	MEO (PRS at state water agencies)	State ministry
											% change in number of customers complaints	Customer Care Unit and Commercial Dept	Questionnaire to state water agencies, if data is unavailable a sample survey; Billing and Connection Form	Customer Care Unit and Commercial Dept	Last quarter every year	Annually	Discret	Customer care unit, MEO (PRS)	State ministry
											% of metered customers	Commercial Dept	Records from the commercial unit at water agency/HH survey, metering checklist; Billing and Connection Form	Commercial Dept	Last quarter every year	Annually	Cumulative	Commercial unit at state water agency & MEO (PRS)	State ministry
Small	Sanitation	Number of CSOs	LGA	Training form	LGA WASH	Last quarter	Annually	Discret	LGA M&E	State ministry	% change in unaccounted water	Operation and Commercial Depts	Records from commercial unit (SWA); Leakages Control and Pipeline Extension Form	Operation and Commercial Depts	Last quarter every year	Annually	Discret	Commercial & operations units at state water agency & MEO (PRS)	State ministry

## Annex 3c

town	and CBOs participating in sanitation	No of Household latrines in use	Number of institutional latrines in use	Number of people with access to improved excreta disposal facilities	Number of VHPS conducting house to house sensitization	Number of people practicing effective hand washing	Number of households practicing safe water chain	Number of households using HWFs	Number of standpoints constructed	Number of standpoints	Dept	of the quarter	Quarterly	Cumulative	Officer	State							
																	Household	Community	Community	Household	Household	Community	Household
Small town	Water	Hygiene	Number of institutional latrines in use	Number of people with access to improved excreta disposal facilities	Number of VHPS conducting house to house sensitization	Number of people practicing effective hand washing	Number of households practicing safe water chain	Number of households using HWFs	Number of standpoints constructed	Number of standpoints	LGA WASH Dept	Last week of the quarter	Quarterly	Cumulative	LGA M&E Officer	LGA and State							
																	CLTS Monthly progress report	LGA WASH Dept	Last week of the quarter	Quarterly	Cumulative	LGA M&E Officer	LGA and State
																	CLTS Monthly progress report	LGA WASH Dept	Last week of the quarter	Quarterly	Cumulative	LGA M&E Officer	LGA and State
																	CLTS Monthly progress report	LGA WASH Dept	Last week of the quarter	Quarterly	Cumulative	LGA M&E Officer	LGA and State
																	CLTS Monthly progress report	LGA WASH Dept	Last week of the quarter	Quarterly	Cumulative	LGA M&E Officer	LGA and State
																	CLTS Monthly progress report	LGA WASH Dept	Last week of the quarter	Quarterly	Cumulative	LGA M&E Officer	LGA and State
																	CLTS Monthly progress report	LGA WASH Dept	Last week of the quarter	Quarterly	Cumulative	LGA M&E Officer	LGA and State
																	CLTS Monthly progress report	LGA WASH Dept	Last week of the quarter	Quarterly	Cumulative	LGA M&E Officer	LGA and State
																	CLTS Monthly progress report	LGA WASH Dept	Last week of the quarter	Quarterly	Cumulative	LGA M&E Officer	LGA and State
																	CLTS Monthly progress report	LGA WASH Dept	Last week of the quarter	Quarterly	Cumulative	LGA M&E Officer	LGA and State



## Annex 3d

Urban	Number of water schemes tested for quality quarterly (comprehensive testing)	LGA WASH Dept	Water quality monitoring form	Water quality analysis report	Last month of the quarter	Quarterly	Cumulative	WCA, WASH units, Partners/ CSOs	LGA WASH Dept
	Number of WCAs established	LGA WASH Dept	LGA Monthly progr report	Reports	At the end of every month	Monthly	Cumulative	WCA, WASH units, Partners/ CSOs	LGA WASH Dept
	Number of supportive visits made by States	Small town Agency	State level data collection form	Reports	Last month of the quarter	Quarterly	Cumulative	LGA and State	LGA WASH Dept
	No of Household connections	LGA WASH Dept	Customer enumeration form	WCA report	Last month of the quarter	Quarterly	Cumulative	WCA, WASH units, Partners/ CSOs	LGA WASH Dept
	Number of registered WCAs	Small town	Small town data collection form	WCA report and proof of consumer registration	Last month of the quarter	Quarterly	Cumulative	WCAs and WASH units	LGA WASH Dept
	Number of WCAs Executive trained on asset management per year	Small town	Small town data collection form	Training report and attendance	Last month of the year	Annually	Cumulative	WCAs and WASH units	LGA WASH Dept
	Number of exchanged visits by WCAs within the year	Small town	Small town data collection form	Reports	Last month of the quarter	Quarterly	Cumulative	WCAs and WASH units	LGA WASH Dept
	Number of WCA executive (males and females)	Small town	Small town data collection form	Reports	Last month of the quarter	Quarterly	Discreet	WCAs and WASH units	LGA WASH Dept
	Nos. of schemes	Department	Scheme	Periodic	1st week of	monthly	Cumulative	SWA	SMWR

## Annex 3e

running below designed capacity		responsible for production in the Utility	Operation Assessment Form	reports from operations unit (SWA)	preceding month			Operations unit & MEO (PRS)	
No. of additional schemes constructed	Volume (M3) of water produced (per scheme, aggregated to state level)	Department responsible for production in the Utility	Departmental Operation Form	Periodic reports from operations unit (SWA)	End of last month of each quarter	quarterly	Cumulative	state water agencies (planning)/SMWR (PRS)	SMWR
		Project /construction Department in the utility	Scheme Operation Assessment Form	Periodic reports from operations unit (SWA)	1st week of preceding month	monthly	Discreet	Plant manager & MEO (PRS)	SMWR
Nos. of new private boreholes completed	State	Records from SMWR, discrete HH survey	Periodic reports from operations unit (SWA)	End of Last month of each quarter	quarterly	Cumulative	MEO (PRS) at SWA & MEO (SMWR)	SMWR	
Nos. of additional pipelines constructed	Operation Dept of the Utility	Leakages Control and Pipeline Extension Form	Periodic reports from operations unit (SWA)	1st week of preceding month	Annually	Cumulative	MEO (PRS) at SWA	SMWR	
No. of customers connected	Commercial Dept in the Utility	Billing and Connection Form	Periodic reports from operations unit (SWA)	1st week of preceding month	quarterly	Cumulative	Commercial unit and MEO (PRS) at SWA	SMWR	
No. of customers metered	Commercial Dept in the Utility	Billing and Connection Form	Periodic reports from operations unit (SWA)	1st week of preceding month	quarterly	Cumulative	Commercial unit and MEO (PRS) at SWA	SMWR	
Volume of water produced metered	Area/District Managers and Commercial Dept	Scheme Operation Assessment Form	Periodic reports from operations unit (SWA)	1st week of preceding month	Monthly	Cumulative	Head of Dept and Area/District managers	SMWR	

## Annex 3f

		No. of water quality assessments conducted quarterly	Quality Control Unit	Scheme Operation Assessment Form	Periodic reports from operations unit (SMA)	End of Last month of each quarter	Quarterly	Discreet	Head of Dept and Area/District managers	SMWR
		Procurement policy/Water Law approved and implemented	State		Periodic reports from operations unit (SMA)	End of Last month of each quarter	Quarterly	Discreet	Head of Dept and Area/District managers	SMWR
		No. of additional connections	Commercial Dept in the Utility	Billing and Connection Form	Periodic reports from operations unit (SMA)	1st week of preceding month	Monthly	Discreet	Head of Dept and Area/District managers	SMWR
		No. of public enlightenment programmes organized	PRO Unit	Checklist	Periodic reports from operations unit (SMA)	2nd week of preceding month	Monthly	Discreet	Head of Dept and Area/District managers	SMWR
		No. of WCCF registered	Customer Care Unit	Checklist	Periodic reports from operations unit (SMA)	4th week of preceding month	Monthly	Discreet	Head of Dept and Area/District managers	SMWR
		Number of persons LGA staff trained on sanitation promotion	LGA	Training form	LGA WASH Dept	Last week of the month	Monthly	Discreet	LGA M&E Officer	LGA and State
		Number of small towns triggered	Wards/com munitics	Triggered community form	LGA WASH Dept	Last week of the month	Monthly	Discreet	LGA M&E Officer	LGA and State
		Number of Household latrine facilities constructed	House hold	CLTS Monthly progress form	LGA WASH Dept	Last week of the month	Monthly	Discreet	LGA M&E Officer	LGA and State
		Number of intunational sanitation	Community	CLTS Monthly progress form	LGA WASH Dept	Last week of the month	Monthly	Discreet	LGA M&E Officer	LGA and State
Small town	Sanitation									

