

Memorandum Reference No. 62

Revised Guidelines on the Institutionalization of the Agriculture and Fisheries Extension (AFE) Results-Based Monitoring and Evaluation (RBME) System

February 13, 2019

The memorandum provides a guideline on the institutionalization of the Agriculture and Fisheries Extension (AFE) Results-Based Monitoring and Evaluation (RBME) system revised based on the experiences gained and lessons learned during the initial run of the system in FY 2018.

Salient Extension Provisions

C. Data Collection Process

The data collection for the AFE RBME system will be done once a year (annually). It will require the collection and organization of primary and secondary data. The secondary data are based on previous reports and documents assumed to be on record and properly kept by each training center. However, based on the experience and lessons learned from the previous run of the system, secondary data needs are often deemed missing and not available. Thus, it is encouraged that each training center develops the necessary databases to ensure that this secondary information is well kept and can be generated when needed.

On the other hand, the primary data will be gathered through the client survey questionnaire (Annex B). The primary respondents for the survey will still be the farmer clients and AEW clients. The clients to be assessed for a given fiscal year (FY) would be those that received its interventions three (3) years before (For FY 2019, the respondents of the survey will be ATI's clients in 2016).

Although it was suggested that a separate questionnaire for AEWs be made, the creation of identified results for AEWs must still undergo various workshops and consultations. Until a theory of change model and results indicators are formulated to measure the desired changes in the AEW clients live, the current process shall be followed.

Determining the Sample Size

The previous sample size used was determined to be too large and hard to comply with given the difficulty in locating respondents as well as the existing workload of the planning, monitoring, and evaluation officers of the training centers. To ensure the compliance with the number of respondents needed, the assumptions and computation for the sampling size are revised as follows:

Population (N): Farmers trained is assumed on average to be at 25,000 per year
Sample size (n): 996 farmers trained
Margin of Error: $\pm 4\%$
Confidence level: 99%
Distribution: 50%

The sample size computation is based on the assumption that there are on average 25,000 farmers trained by the ATI yearly. The sample size of 996 farmers will be equally divided among each training center in which 63 farmers served as their respondents for the report. For the AEW clients, each training center is required to interview 17 AEWs in which the gathered information will serve as reference and validation to the responses of farmers. Thus, a total of 80 individuals will be interviewed by each training center.

It is assumed that each training center has a consolidated database of trained farmers and AEWs. In the event that no client database is present at their office, a list of trained clients may be requested to the Policy and Planning Division.

Determining Respondents for the Survey

The selection of respondents to be interviewed will be equally distributed per province in each region. The respondents per province will be randomly selected using any random number generator. It must be ensured that each client in the database has an assigned sequential number. This is to also ensure that the proper number of clients trained are accounted for.

The sample computation for the number of respondents per province is as follows:

Computation:	
$\frac{63 \text{ farmers} / 17 \text{ AEWs}}{\text{No. of province}}$	= No. of respondent per province

For instance, where the rounded off number does not equal 63 and 17 respectively, the training center has the discretion to remove or add target respondents in a given province. Further, in the case where the randomly selected respondents were not able to participate in the interview, their replacement must be randomly selected as well.

Survey Method to be Used

The selected respondents will be interviewed either face-to-face, through phone interviews, or online survey. Each training center will have the discretion to decide on their preferred type of survey method as long as the required number of respondents are met.

D. Data Analysis and Interpretation

To ensure the consistency and uniformity of the information reflected in the reports for easy summations and comparisons and that all reports for each training center are similar and includes appropriate information, the standard parts, and format of the AFE RBME Report and the dummy tables are provided in Annex C and Annex D, respectively.

E. Budgetary Requirements

The funding for the system shall be included in the 3% M&E fund allotment of the GAA. It is the discretion of the training center to allot appropriate funds needed for specific activities such as data collection and data analysis, among others. It is also the center's discretion to hire enumerators, encoders, and statisticians deemed necessary and appropriate to ensure the smooth conduct of the system.

F. Deliverables

The expected deliverable for the system is the packaged National AFE RBME Report. This will be developed in aid of the submissions of the consolidated AFE RBME information gathered (using the AFE RBME CSQ excel template) and the filled-up and answered dummy tables (with some narrative) by each training center.

The training centers that will not be able to comply and submit based on the agreed timeline set for the system will not be included in the national report. Further, each training center has the discretion of developing a packaged AFE RBME report based on their gathered information.

G. Roles and Responsibilities

The AFE RBME system is an initiative led by the Policy and Planning Division through the National Extension System Planning, Monitoring, and Evaluation Section (NESPMEs) and the Planning, Monitoring, and Evaluation Unit (PMEU) of each training center. The following are the specific role of each.

National Extension System Planning, Monitoring and Evaluation Section

- responsible for consolidating the reports submitted by each training center
- develops the National AFE RBME Report
- in charge of reporting and disseminating the report
- coordinates with each training center regarding concerns with the AFE RBME system
- in charge of maintaining the AFE RBME system

Training Center Planning, Monitoring and Evaluation Unit

- in charge of data collection at the regional level
- submits the consolidated Regional AFE RBME Report anti the raw data of the data
- collected

- coordinates with the ATI Central Office National Extension System Planning Monitoring
- and Evaluation Section regarding concerns with the AFE RBME system

Source:

Retrieved from ATI Quality Management Systems Documents (Guidelines)