

# Enterprise Support Development Project Monitoring Plan for 2020

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January 2020



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## Introduction

The Government of the Gambia development blueprint, the National Development Plan, emphasized the significance of the private sector as an engine of growth for the National economy. The Revised Medium Term Plan 2016-2021 of the Ministry of Trade, Industry, Regional Integration, and Employment recognized that unemployment, poverty, inequality and exclusion continue to be significant challenges hindering private sector growth. With these in mind, the Ministry of Trade, Industry, Regional Integration and Employment, seek funding from the United Nations Development Programme, UNDP to fund activities aimed to support private sector development and growth.

The support to Entrepreneurship and Private Sector Growth Project 2017-2021 funded at a total cost of \$3000, 000 UNDP, and \$200,000 by the Government of the Gambia. For 2020, the project is allocated \$700,000 by UNDP and the Government of the Gambia counterpart contribution of D5000,000.00

## Overview of Project

The Government of the Gambia Policy Orientation is anchored on a liberal agenda. At the heart of this policy path, is the private sector, recognized as an engine of growth and employment creation through the capacity of SMEs. These commitments are highlighted in the National Development Plan 2018-2021. The project design is informed by several SMEs mapping services conducted before the development of the project, which indicated the limited capacity of the SMEs and access to finance. The project formulation was equally informed by the successes registered in the EMPRETEC Project and Gambia Songhai Initiative (GSI).

As a result, this project was designed to provide support to national and sub-national institutions to enable the achievement of structural transformation of the productive capacities and support employment creation and livelihood intensive activities. The project harness linkages between skills development and exports, strengthen the linkages between the microfinance institutions and local communities. The project also supports upstream and down policy and regulation updates, skills, and capacity development.

The expectant results of these interventions are to contribute towards addressing the problems of poverty, exclusion of women, youth, and vulnerable in deprived areas of the country by empowering MSMEs to create sustainable employment opportunities.

The project seeks to achieve three outcomes:

1. Support the creation of an enabling environment for private sector development by supporting employment and, livelihood creation and entrepreneurship
2. Develop the capacity of the local entrepreneurs and enterprises for better productivity and competitiveness through training and skills development by building on the development of existing interventions like EMPRETEC and Songhai

3. Support dialogue and sharing of knowledge and information between the public, private sectors, and CSOs, including women and youth groups, as well as linkages with the finance and the export sector.

The project Goal;

To improve the business environment, strengthen the business environment, strengthening national capacities for employment creation and sustainable growth.

**Project Goal Indicator:** The project supports several public institutions, private sector, CSO groups of youth, and women. The project intends to create 4000 jobs /livelihoods and indirectly impacting positively to over 16,000 people, the majority of whom are women and youths.

The project outcomes: areas, namely

**Outcome 1:** Creating an enabling environment for inclusive and sustainable private sector development by supporting effective policy programming, especially with regards to employment and entrepreneurship

**Outcome 2:** Developing the capacity of the local entrepreneurs and enterprises for improved productivity and competitiveness through training, coaching, advisory, mentoring and skills development by building on the developments of existing interventions including EMPRETEC and Songhai

**Project Priority Areas/ Activities**

To attain the stated outcomes and inputs, the project, many activities during its implementation are as follows:

- Support the formulation of sectoral policies to guide private sector development and promote Public, Private Partnership
- Support Gambia Songhai Initiative (GSI) and EMPRETIC Programme to train youths and women on gainful skills and entrepreneurship
- Conduct a series of studies to guide evidence-based policy formulation and decision making
- Conduct training for youths on gainful employment skills that are demand by the labor market at GTTI, MDI, Sterling Consortium, etc
- Strengthen the capacity of Key MOTIE directorates responsible for employment, Entrepreneurship and Private sector development

**Goal and objectives of the M&E Plan**

The Support to Entrepreneurship and Private Sector Development for Inclusive Growth, Employment Generation, and Poverty desires to own a functional and sustainable system of reporting and feedback for coordination. The goal of the M&E plan is to provide an effective system that provides accurate and timely information on project activities (2017-2021). The M&E plan provides strategic information for a better knowledge of private sector development. It shall guide the stakeholders and contribute to improved programming through the utilization of

evidence-based strategies and interventions. It is a tool for accountability of the efforts of the project and its stakeholders.

The main objective of M&E is to strengthen the capacity of the MOTIE to design and implement an effective evidence-based M&E, research, and surveillance system that ensures 100% implementation of the Project activities and, by extension the National Development Plan 2018-2021, Pillar 8 and the Medium Term Plan 2017-2021.

This plan serves as

- To act as a productivity tool for effectiveness and efficiency towards achieving project goals, outcomes, outputs, and objectives.
- To act as a communication tool that outlines various roles and responsibilities regarding monitoring and evaluation for all stakeholders.
- To guide data collection, analysis, use, and data quality processes.
- To guide the numerous M&E activities necessary for tracking results and the role of partnership in its success

## FRAMEWORK FOR MONITORING PLAN

Outcome 1	Activity	Indicators	Methodologies/Instrument	Reporting Frequency	Person(s) R
creating an enabling environment for inclusive and sustainable private sector development by supporting better policy programming especially with regards to employment	Consultancy for developing a 5 Year Strategic Plan	Validated 5 Year Strategic Plan 2021-2026	Consultancies report stakeholder interviews	Third and Fourth Quarter	MOTIE and Manufacturing Association
	Establishment of a Technology Park	Functional Technology Park Number of equipment procured Number of Individual using the tech park	Site Visit Review of reports	Quarterly	MOTIE
	Conduct Public Sensitization of Afcfta	Number of sensitizations sessions Number of participants sensitized	Review of Reports	Quarterly	MOTIE
	Recruit a Consultancy to review and Update the	Revised GEIPA Act	Availability of a Revised GEIPA Act	Quarterly	GEIPA



ent and entrepreneurship	GIEPA Act 2015				
	Feasibility Study for the Establishment of Industrial parks	Validated Feasibility Study Report of Industrial Parks	Hard and Soft copies of validated Report	Quarterly	MOTIE
	Consultancy on the Impact Assessment on SIC and other Tax Incentives	Validated Impact Assessment Report of SIC	Hard and Soft copies of validated Report	Quarterly	MOTIE
	Injury compensation and Factor's Act E-Commerce Platform Feasibility Study	Revised Injuries Compensation and Factor's Act 2020	Hard and Soft copies of validated Report		MOTIE
<b>Outcome 2</b>	<b>Activity</b>	<b>Indicators</b>	<b>Methodologies /Instrument</b>	<b>Reporting Frequency</b>	<b>Person(s) R</b>
Developing the capacity of the local entrepreneurs for improved productivity and competitiveness through training and skills development by	Conduct ETW training	Number of participants	Site Visit of Participants	Quarterly	GEIPA /MOTIE
	Provide BDS services for ETW participants	Number of BDS services recruited and paid Quality of services provided	Site Visit Review reports submitted by the BDS	Quarterly	GEIPA/MOTIE
	Conduct an Impact Assessment ETW & BDS	Validated Impact Assessment Report	Physical report of Consultant	Quarterly	GEIPA
	Conduct an Empretec Women in Business Forum	Number of women participants Workshop Report	Review of Workshop Report		GEIPA
	Empretec Directors forum	Number of participants at the Forum	Review of workshop Report		GEIPA



building on the developments of the existing interventions Like EMPRET IC and Songhai	Support to Songhai Agricultural Training Center	Type of Institutional Support Provided Quantity of animal feeds and seeds provided  Number of students recruited and trained  Renewed Institutional Contract with SRC Benin	Site Visit and Physical verification  Quarterly Report	Quarterly	GSI/MOTIE
	Support the Participate in International Conferences or workshop by MOTIE and UNDP	Number of Staff supported to participate in International conference	Workshop Report	Quarterly	UNDP/MOTIE
	Consultancy on minimum wages	Validated Minimum Wage Study	Workshop Report	Quarterly	MOTIE
	Setting up of Job Center	Functional Job Center Types of services provided	Site Visit Review of Reports	Quarterly	MOTIE
	Penda Platform	Number of Penda Meeting	Minutes of Meeting	Quarterly	MOTIE
<b>Outcome 3</b>	<b>Activity</b>	<b>Indicators</b>	<b>Methodologies /Instrument</b>	<b>Reporting Frequency</b>	<b>Person(s) R</b>
Support greater dialogue sharing of knowledge between the public and private sector	consultancy on the developing Standards Operation procedures	Validated SOP for the Women Enterprise Fund	Submit soft and hard copies of the SOP	Quarterly	MOTIE
	Support entrepreneurs Participation of Koalack International Trade Fair	Number participants supported	Review activity report	Quarterly	MOTIE
	Youth to be trained on diverse	Number of Youths Trained Number of new jobs	Site Visits Training Reports	Quarterly	MOTIE

	marketable skills	created List of Institutions contracted	reviewed		
	Effective Project management Support	Number of staff trained Number of the Monitoring mission Number of PSC meeting	Review reports	Quarterly	MOTIE

### Data Flow and Responsibilities and Collection Plan

Levels	Frequency of reporting	Deadlines for reporting	Reports submitted to who	Deadline for Feedback on reports
PMU Staff at MOTIE	Monthly	5 days after the end of the month	Project Manager and M&E Officer	5 days after submission
Implementing Partners Focal Points	Monthly	3 days after the end of the Month	PMU project Component Heads	End of first week of the Month
PSC	Quarterly	Two weeks after the end of the quarter	MOTIE Conference Room	15 days after the close of the quarter
Quarterly Trekking	Quarterly	7 days after the PSC meeting	PMU	One week after the completion of the trek
Joint PSC annual Trek and Work Plan development	Annually	End of October , just before the annual work plans development starts	UNDP/ PMU and IPS	30th October each Year

In the table below are the roles and responsibilities of stakeholders in the M&E plan.

Table: Responsibilities of Stakeholders

STAKEHOLDER	OUTLINES OF RESPONSIBILITIES
Ministry of Trade, Industry , Regional Integration and Employment	Responsible for the overall coordination and harmonization of efforts including M&E by all stakeholders. Establish appropriate mechanism for coordinating of project activities Established the Project PMU and Coordinates PSC meeting



	<p>Conduct Fiduciary Management for IP that</p> <p>Provide annual Government Counterpart Funding</p>
<p>Implementing Partners ( MOYS, GEIPA, GCCI, Women's Bureau Gambia Songhai Initiative</p>	<p>Implement activities as agreed in the annual Work Plan</p> <p>Provide reports as agreed in M&amp;E Plan</p> <p>Participate in Joint Annual Performance Reviews/treks</p> <p>Ensure all procurement and financial regulations of UNDP and the Government are adhered to</p> <p>Provide leadership in partnership and alliance building</p> <p>Ensures that all reporting obligations are met to reflect compliance with instruments</p>
<p>UNDP</p>	<p>Support human resource planning for the M&amp;E plan</p> <p>Provide financial and technical support for M&amp;E system</p> <p>Use the information products of the plan</p>

#### M& E Coordination

Central to the operations of the Project and PMU as the administrative arm of project is effective monitoring and evaluation framework. It is therefore important that the institutional arrangements should strengthen the coordination of project activities particularly with the change in implementation modalities from direct execution to RDP modalities in second quarter of 2019.

In view of this, the M&E plan includes roles and responsibilities of stakeholders involved in M&E activities and function across the various levels including data collection and reporting, flow of information, staffing, systems development requirements and capacity building. To aid the linkages across stakeholders, this plan has proposed the following

- Summarized report using a set of standard formats to be submitted by stakeholders to the Ministry of Trade , industry, Regional Integration and Employment ( PMU)
- All implementing partners collate their reports two weeks after the end of the quarter according to main outcome of the project and responding to each indicator and submit to the various component manager and the Project Monitoring Office at the PMU.
- Routinely the PMU through the Monitoring Officer provides feedback to all stakeholders quarterly on progress.
- In an effort to ensure proper mainstreaming of project activities into MOTIE work plan and support the implementation of the MTP 2017-2021, the monitoring report of the

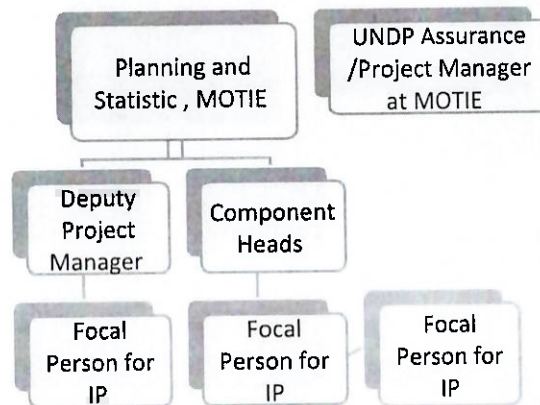
project be shared at the Senior Management Meeting under the Chair of the Honorable Minister.

- Project component heads , focal persons at the implementing agencies and UNDP will offer supportive supervision and technical back-up in joint monitoring and evaluation to partners, LGAs, regions and networks.
- UNDP will offer support supervision and technical back-up in monitoring and evaluation to MOTIE monitoring Officer, LGAs, regions, networks and field project units.
- Quarterly Steering Committee Meetings and Steering Committee Monitoring Treks shall be convened to monitor the implementation of the project activities.
- Quarterly ten days monitoring shall be conducted by the PMU to all project implementing agencies offices and regional activities

## Management of M&E

Previously, the Planning Officer at MOTIE has been delegated the responsibility of monitoring project activities despite the limited capacity at that level , couple with the high staff turnover within that unit, makes the monitoring of the project activities non-functional. It lacks leadership and basic skills needed for effective tracking of result. For efficiency and relevance, particularly in the face of changing implementation arrangements, the M&E functions of the project become extremely vital and coordination and support should be provided to the Planning Unit for effective function.

Figure 10: Proposed Management Structure of M&E Unit



The M&E unit shall be fully furnished and equipped for operations. This includes infrastructure needed to capture data and reporting (paper-based system, computers, internet connections, etc.) This plan shall be disseminated and staff trained to use the plan and its formats across the implementing partners

### Management of the Plan

- Meet regularly with partners to assess progress towards results;



- Conduct joint field monitoring missions to gauge achievements and constraints; Identify any lessons or good practices;
- Reflect on how well results are addressing youth and gender equality concerns;
- Identify capacity development needs among partners, particularly related to data collection, analysis, monitoring and reporting;
- Conduct activities to improve analytical capacity of the system: ability to collect, analyze and interpret data from different sources, ability to provide analytical feedback and to translate the data into recommendations for decision making and action.
- Report regularly to the , PMU, Project Steering Committee , UNDP and other stakeholders on the issues listed above, and help bring lessons and good practices to the attention of policy makers;