

**MINUTES OF THE JSPME TRIPARTITE REVIEW MEETING HELD ON 15TH NOVEMBER 2010 IN
THE MINISTRY OF DEVELOPMENT PLANNING AND COOPERATION'S CONFERENCE ROOM**

1.0 Basic Programme/Project Information

Programme or project number and title: 00060404(Joint Programme Support for Monitoring and Evaluation System)

Designation Institution: Ministry of Development Planning and Cooperation

Implementing Agency: Ministry Development Planning and Cooperation

Project starting date:

Originally planned: 1 July 2008

Actual: 1 July 2008

Project completion date:

Originally planned: 30th June, 2012

New: N/A

2010 Annual budget (\$):

Original: 5,000,000

Latest signed revision: N/A

Delivery rate (%) 91% (2010)

2.0 Members Present:

NAME	INSTITUTION
Mr. Ted Sitimawina	MDPC (Chairperson)
Mr. Richard Dictus	UNDP (Co-Chairperson)
Mr. Stuart Ligomeka	Ministry of Local Government and Rural Development
Mr. Charles Machinjiri	NSO
Mr. Chancy Simwaka	MDPC
Mr. Macleod Muyepa	MDPC
Mr. Moses Kachale	MDPC
Mr. Jimmy Kawaye	PM –JSPME
Mr. Peter Kulemeka	UNDP
Mr. Ernest Misomali	UNDP
Mr. Ram Shankar	UNDP
Mr. Moses Chirwa	Ministry of Finance

3.0 Opening Remarks

The chairperson called the meeting to order at 11:01 am and pointed out that JPSME is one of the most important projects in the Ministry of Development Planning and Cooperation (MoDPC). During the previous Programme Tripartite Review meeting, a number of decisions were made and the chairperson indicated that the meeting would review whether the decisions were acted upon. He also stressed the importance of the meeting coming at a time when government was in the process of coming up with MGDS II and as such there was need to look at indicators to be included in the new strategy at sectoral and national levels.

3.1 Remarks from the co-chairperson

The co-chairperson started by observing that we should be looking at the period beyond 2012 for the programme because development partners are showing interest in supporting M&E work in the country. He then outlined key points that had to be considered:

- The need for institutionalizing M&E at the district level. This should be followed by making the districts become formal units for data collection that is vetted by the central level.
- The importance of finding measures to integrate programme sector economists recruited under the Programme into the government.
- The need for measures to consistently review and update data for efficacy in evidence-based policy making. He emphasized the centrality of data in this regard and also the need to come up with a strategy to promote evidence-based policy making.
- The need to develop a new indicator framework for the MGDS II.
- The need to look at the relationship between support for development assistance coordination, monitoring and evaluation and results-based management (RBM) initiatives and assess how these influence planning, the MTEF. In this connection, he expressed the need for the formulation process of the next JPSME to be done in tandem with MGDSII and the new Development Assistance Strategy (DAS).
- He was pleased with the launch of the web-based MASEDA but at the same time highlighted the need to have a mini-launch in Lilongwe to target administrators, technicians and politicians who were not present at the main launch in Blantyre.

The meeting agreed that there should be two types of Maseda functions: 1) awareness session for senior administrators and politicians and 2) awareness and training in navigation for technicians and academicians at district, sectoral and national levels.

4.0 Review of Implementation of 2009 TPR Decisions

- **SWGs Operationalization:** In the last meeting it was agreed that PS (MDPC) should take this up with OPC and lead the coordination to ensure that SWGs were being operationalized. The meeting was informed that this was done and that through the Chief Secretary it was directed that all SWGs should be operational. Follow up consultations were also made to ensure that this was followed.
- **Finalization of the 2010 Annual Work Plan by Acting Director (M&E) and Assistant Program Manager (JPSME) by December 2009:** The meeting was informed that this was done and duly signed in January 2010.
- **OPC and MDPC to coordinate and ensure that M&E activities are visible in sector work programs.** It was reported that M&E Division (MDPC) is working with various ministries to develop M&E frameworks.
- **MLG&RD to ensure that Data entry clerks are absorbed into the district system by June 2011:** It was reported that MLG&RD has made an assurance that this will be done by the agreed date.
- **UNDP to follow up and finalize recruitment of Fund Manager:** This was done in February and the manager was in place.
- **Delays in funding/procurement of projects inputs:** Under this item, UNDP assured the meeting that they are committed to process funding and procurement of project inputs in time. But they requested that work plans and procurement requests should be done in good time. One member wanted to know what would be the cut-off point in terms of what should be procured by UNDP and by the project and whether or not we should encourage local procurement to benefit the local economy. In response, it was indicated that UNDP buys commodities in bulks and hence benefits from economies of scale. However, other small requirements are normally bought locally by the project. For 2011 procurement, it was concluded that MoDPC and UNDP should review the procurement plan and agreed at the outset the items to be procured with UNDP's assistance and those by the Project.

- **Web Based Version of MASEDA to be launched by June 2010:** The meeting was informed that the web based version of MASEDA was launched the Deputy Minister of Ministry of Development and Cooperation on 27th October 2010 in Blantyre at a ceremony which attracted Senior officers from the district councils, development partners and MDPC. The meeting then agreed to organize a mini-launch and dissemination meetings in Lilongwe to be in December 2010 for politicians and senior administrators. In addition, training workshops should be held for academia and technicians at the district and national levels.
- **Policy Analysis:** On this one, MDPC was asked in the previous meeting to work on a clear strategy to ensure that data collected is analyzed to provide input into the decision making processes. The meeting was informed that the Ministry had sought the services of Bunda College to train officers from various Ministries in policy analysis. Fifteen officers had already been trained and there was plan to train more in December.
- **GTZ's pledge to contribute to closing part of the funding gap via support to Output 1 and 2:** The meeting was informed that GTZ clarified the issue. GTZ would not bring funds into the basket fund but that they would provide TA to the project or fund activities in parallel.
- **Presentation of MGDS Annual Review findings to Cabinet:** It was indicated that this was done through the PS (MDPC). On this point, members wanted to know how the reviews have been feeding into the budgeting process. In response the meeting was informed that government through OPC, Ministry of Finance, MDPC and Department of Human Resource wants to start carrying out quarterly reviews so that corrective measures are done within the course of the financial year.

5.0 Progress Report

5.1 Presentation of 2010 Annual Progress Report

The Program Manager (JPSME) presented the 2010 annual progress report for the project. The report showed the achievements the program has made during the period January to October 2010. Some of the achievements included: provision of support to SWGs in the context of the MGDS annual reviews; training of core staff in MDPC and line Ministries; existence of a functional steering committee to coordinate M&E Road Map implementation; printing and dissemination of 2009 MGDS Annual Review reports to all government institutions; facilitation of the 2010 MGDS Annual Review; production of M&E frameworks for sector ministries; installation of district databanks in all councils;

facilitation of community based M&E in six districts; finalization of the Public Expenditure Tracking Survey (PETS) for the Ministry of Agriculture and Food Security and the launch of Web-Based MASEDA, among others.

The report also highlighted a number of key challenges being faced by the programme which included; the moratorium placed on Programme Implementation Units (PIUs) by government that they should phase out by December 2011, limited dissemination of M&E products, lack of culture of data collection in all sectors, lack of M&E units in some sectors, and data manipulation and delays in updating LAPIS and MASEDA.

The report then made recommendations to address the challenges and for smooth implementation of project activities. These included: treating the Project Management Unit as a technical secretariat to address the issue of phasing out of PIUs; the need to work with the Communications officer (MDPC) to help disseminate M&E products; the need for NSO to authenticate data from all councils and hence reduce involvement of sector ministries; the finalization of the report on the functional review by HR team which should be followed by an action plan on establishment of M&E units where appropriate; and the need for political commitment in demanding evidence based analysis and reporting which would encourage a culture of data generation and analysis.

Comments made on the report

The following were comments made on the report:

- On the issue the moratorium placed on PIUs, the members agreed that this could not be resolved during the meeting since government appointed a committee to check on the efficacy of that decision.
- The meeting agreed on the need to widely disseminate M&E products for the public to know results of various government interventions. But it was also pointed out that there are other surveys such as PETS and Performance Audit which cannot be put into public domain as they contain sensitive information.
- On lack of M&E units in some sector ministries it was pointed out that the Department of Public Sector Management is carrying out functional review of planning departments in all the ministries with the establishment of M&E units as one of the outputs.
- The meeting stressed on the importance of populating the LAPIS before transferring the data to MASEDA and the need for quality assurance on the data to be fed in LAPIS. The meeting also agreed on the need for the districts to send data simultaneously to the

relevant line ministry and MDPC. Before the line Ministry disseminates the information there is need to cross check with MDPC for consistency with data from the district.

- Members also stressed on the need to build capacity in MDPC for it to ably carry out the coordinating role as not much attention has been paid to this.

5.2 Presentation on the Financial Report

It was reported that the project had spent about US\$956,000 of the US\$1.6 million representing 67 percent as of October 2010. It was indicated that the project should be able to spend over 95 percent by the end of the year.

Strategic Issues

5.1 Preparation of the MGDSII M&E Framework

The Director (M&E) indicated that the division has held two meetings to discuss how to approach the preparation of MGDSII M&E framework. He also indicated that a meeting will be held with UNDP on how to come up with the framework and the timeframe. The chairperson recommended that the meeting should be held as soon as possible and requested for representation of the M&E Division in the consultation meetings being held with SWGs.

5.2 New Risk Log

A new risk log for JPSME was circulated during the meeting highlighting the description of the risk, the type, impact and probability, management response, owner, last update and status of the risk. The meeting agreed that the new risk log should be reviewed in the context of the mid-term review of the JPSME that is about to take place. However, it was advised that certain phrases should be changed to reflect what is happening on the ground. For example risk number one was “**lack of high-level political commitment for evidence-based decision making**” but the meeting agreed that there is high-level commitment but sustaining this high level commitment would be the risk. The meeting agreed that there is need to develop a strategy on how to promote evidence-based planning and decision-making.

6.0 Summary of TPR Recommendations and Decisions

- **MASEDA:** The meeting agreed that there should be a mini-launch of the web-based MASEDA in Lilongwe that will target senior administrators and politicians. This will be followed by awareness and training workshops for technicians at the national and district levels.

- **2011 Procurement Plan:** There is need to come up with 2011 procurement plan and then a decision will be made on which items will be procured using UNDP or government procurement system depending on the volume and prices.
- **Flow of District data/Information:** The meeting also agreed that information from the districts should be sent simultaneously to the relevant sector ministry and MDPC.
- **Quarterly Reviews:** Apart from the MGDS Annual Reviews, the meeting agreed on the need to have quarterly M&E reports based on MGDS activities which would help in identifying corrective measures where there are challenges in implementation of the strategy within the course of the year.
- **Establishment of M&E Units in all Planning Departments:** The meeting agreed that this proposal should be reviewed after the completion of the functional review of Planning Departments which was being conducted by the Department of Human Resources and Management Services. The report had been submitted to MDPC and follow up actions emanating from this report would be shared with UNDP.
- **Review of the new risk log:** The review of the new risk log should be conducted as part of the mid-term evaluation of the project.
- **MGDSII M&E Framework:** It was agreed that a committee should convene to discuss how to go about preparing an M&E framework for the MGDSII under the leadership of the M&E Division (MDPC).
- **M&E Recommendations from the MGDS Comprehensive Review:** The meeting agreed that relevant recommendations should be adopted and folded into the new JPSME proposal which will include RBM.
- **Establishment of a database in M&E Division (MDPC):** The meeting also agreed to the establishment of a database in M&E Division that would track progress in implementation of development projects/programs, among others.
- **Evidenced based decision making:** There is need to develop a strategy on how to integrate evidence based decision making in the policy making process.

7.0 Closing Remarks

In closing, the chairperson thanked all members for the active participation and contributions.

Minutes compiled by Jimmy Kawaye, Programme Manager, MoDPC and Peter Kulemeka, Trust Fund Manager, UNDP.

Approved by:



Mr. Ted Sitimawina:

PS, MoDPC
Chairman

Date:

2/2/2011



Mr. Richard Dictus:

Resident Representative, UNDP
Co-Chairman

Date:

1/2/2011

