

Attachment A

QUARTER PROGRESS REPORT¹ PERIOD APRIL-JUNE 2018



Empowered lives.
Resilient nations.

A. BASIC INFORMATION

Project ID / Output ID	00103908 / 00105719	Reporting Date:	10/12/2018
Full Title:	STRATEGIC M&E PROJECT: Using Strategic Monitoring and Evaluation to Accelerate the Implementation of the Philippine Development Plan 2017-2022		
Start Date	12/8/2017	Completion date, approved extension (if any)	12/31/2019
Total Project Fund: (and fund revisions, if any)	PHP 190,000,000.00 US\$ 3,806,166.00	AWP Budget (2018 Approved)	PHP 158,241,990.00 US\$ 3,169,975.16
Implementing Partner:	National Economic and Development Authority with Full UNDP Country Office Support		
Donor/s	Government of the Philippines		
Responsible Partner/s:	National Economic and Development Authority and UNDP		

B. INDICATIVE/EMERGING RESULTS OF THE PROJECT

After the approval of the new work plan during 3 July 2018 project board meeting, the project team tried to accelerate the design of the eight (8) evaluations to be commissioned within the year while ensuring quality. While financial delivery remains low as of end-September, nearly \$1 million in requisitions have already been submitted, which could bump up delivery vs. budget to more than 50% once these are turned into contracts. The amount requisitioned corresponds to, among others, three (3) evaluation studies whose design, consultation, and TOR development phases have already been completed. UNDP and NEDA deliberately took a meticulous approach to developing the TORs to ensure quality of the evaluations (in terms of the availability of data and robust results frameworks, as well as buy-in of stakeholders), learning from the past NEDA experience where ongoing evaluations were either delayed or marred by poor quality due to lack of data or support from stakeholders. Delays were due mostly to frequent rescheduling of activities due to unavailability of key stakeholders, although the contracting process will be longer than planned due to management preference to pursuing competitive procurement processes, as opposed to collaborative advantage responsible party agreements (RPAs). Still, all eight (8) evaluations are expected to be contracted out before the year ends.

On the capacity development for evaluation, the project has so far submitted the first complete draft of the proposed National Evaluation Guidelines to NEDA for review. A NEDA-DBM workshop on the guidelines—and on evaluation policy and capacity in general—is slated for November 5-6 after multiple postponements. Key consultants to help enhance evaluation capacity—the Community of Practice adviser and coordinator, and the communication consultant—have been hired, and the Evaluation Portal will soon be tendered. The capacity assessment, however, has not yet been tendered pending the result of the ongoing UNICEF-UNDP capacity assessment.

¹ UNDP CO Template for Quarterly Progress Reporting for projects without donor-prescribed templates for quarterly reporting; simplified form from POPP; Updated: June 2016

C. TECHNICAL ACCOMPLISHMENTS

- Evidence-based reporting. Include relevant reports/publications and/or photo-documentation (description, date, location) as an annex.
- Quarterly financial performance is reported in the FACE Form. Please ensure consistency of technical accomplishments with the submitted Quarter FACE form and the AWP.
- Interim annual financial performance data is reported in the APR.

EXPECTED OUTPUTS				
Output 1. Management of the NEDA M&E Fund – Commissioning of Evaluation Studies				
Project Output Indicator/s of Output No.1		Baseline	Quarter Milestone ²	Annual Target
1.1 Percent of planned evaluation studies (national & regional) commissioned & completed* to assess the performance of selected development plans, programs, policies & projects [Modified]		2016	0%	Commissioned: 100% (8 of 8) Completed: 38% (3 of 8)
*Assumes final draft report pending consideration of management response				
1.2 Extent to which a pipeline of evaluation studies aligned to the PDP are developed and approved by the M&E Fund Steering Committee [Originally 1.3 in Project Document]		2016	Pipeline not yet developed	Pipeline developed & approved
1.3 Number of evaluation studies which have accompanying information, education, and communication actions [New]		2016	0	3
1.4 Extent to which a roster of potential evaluators is developed [New]		2016	None	Roster developed
Activity/Sub-activity Description	Activity/Sub-activity Deliverables	Physical Performance		REMARKS Challenges / Bottlenecks and plans to address them / Lessons Learned
		Status of Activity ³	Status Update/ Accomplishment for the Quarter	
1.1 [New] Technical services, procurement, and coordination for the Evaluation Studies	Evaluation Consultants for development of evaluation design and terms of Reference (TOR) Advertisement of Expression of Interest Supplier briefings and evaluation reference group meetings, etc.	Ongoing	An initial pipeline of eight (8) evaluation studies was approved during the Project Board meeting. To fast track the pipeline development and contracting process, three (3) evaluation consultants have been hired. The Expression of Interest process has been concluded; however, procurement team has noted technical issues on the submissions. Parallely, the project team pursued direct “courting” of potential academic and non-profit research institutions as partners.	Project team spent a lot of time exploring alternative contracting modalities (e.g., development of a roster, pursuit of collaborative advantage responsible parties), including weeding through unclear policy guidance and often-conflicting advice depending on who in the country office is asked. While project team is tempted to just log “just pursue conventional competitive procurement” as a lesson learned, it will still try to pursue the alternatives – at least two (2) of the studies will be via RPAs.

² Use traffic light to indicate progress vis-à-vis annual output targets in AWP: **Green** (Completed), **Yellow** (On track/Ongoing), **Red** (Not started/delayed). Data provided can be qualitative or quantitative based on the nature of the output indicator [UNDP PHL CO Data Clean-up Guidelines].

³ Use traffic light to indicate progress vis-à-vis timelines assigned for planned activities.

Activity/Sub-activity Description	Activity/Sub-activity Deliverables	Physical Performance		REMARKS Challenges / Bottlenecks and plans to address them / Lessons Learned
		Status of Activity ³	Status Update/ Accomplishment for the Quarter	
1.2 Communication and dissemination of evaluation studies.	AVPs, infographs, and other communication activities	Ongoing	The three (3) studies targeted for completion this year will have accompanying communication strategies, although UNDP may still support NEDA with communicating its commissioned evaluation studies.	As agreed during July 3 project board meetings, each study will have a communications strategy that must be vetted with NEDA prior to implementation.
1.3 Evaluation studies conducted to assess the performance of selected development plans, programs, policies, and projects*	8 thematic evaluation studies contracted in 2018, of which 3 have been completed by year-end	Delayed	To date, of the eight (8) studies, one (1) has already been contracted out and is ongoing, three (3) are ongoing procurement, two (2) are in TOR drafting stage and two (2) are in evaluation plan preparation stage. At least three (3) additional studies could be designed and at least one (1) of these contracted through UNDP.	Delays have mostly been due to the difficulty of securing schedules of key stakeholders and / or securing their inputs to the evaluation plans and terms of reference, although these plans and TORs could have also been prepared earlier had the evaluation consultants been hired faster.

EXPECTED OUTPUTS					
Output 2. Evaluation Capacity Assessment and Learning					
Project Output Indicator/s of Output No.2		Baseline	Quarter Milestone ⁴	Annual Target	
2.1 Evaluation capacity assessment report produced for 10 pilot agencies, including NEDA central and regional offices and an agreed set of national government agencies, and presented to the M&E Fund Steering Committee		2016	Evaluation capacity assessment report not yet produced	Clearer metrics for capacity & competency being defined	Assessment conducted and presented to SC
2.2 Percent of planned Evaluation Capacity Development activities carried out to further develop the evaluation capacity of NEDA and other government agencies [modified]		2016	0%	0%	CapDev Plan Produced
2.3 Percent of training participants from NEDA and the M&E units of select agencies who have been able to apply their new knowledge to their work [new]		2016	0%	0%	0%
2.4 Extent to which the NEDA is capable of setting policy, planning, managing, and assuring the quality of evaluations vis-à-vis other oversight agencies [new]		2016	Baseline to be set after assessment	Baseline not yet set	Assessment conducted
2.5 Extent to which a competency framework and a certification program on evaluation is developed and implemented in NEDA and the M&E units of select agencies. [new]		2016	NEPF competencies not yet fleshed out	Initial competency framework fleshed out	Developed and presented to SC
Activity/Sub-activity Description	Activity/Sub-activity Deliverables	Physical Performance		REMARKS Challenges / Bottlenecks and plans to address them / Lessons Learned	
		Status of Activity ⁵	Status Update/ Accomplishment for the Quarter		
2.1 Evaluation capacity assessment for NEDA Central and Regional Offices and national government agencies (NGAs)	Capacity assessment report with Capacity Development plan	Ongoing	In line with directives from Usec Tungpalan, the project team has begun conceptualizing the design of the CapDev assessment and plan following available frameworks from UNEG and UNDP, although development of the TOR has not yet been completed and contracting not yet commenced.	The UNDP assessment will initially zero-in on the capacity of NEDA central office and regional office, and eventually expand to 9 other agencies building on the ongoing UNICEF-UNDP capacity assessment. The latter is a dependency as it would be wasteful to just duplicate the effort.	
2.2 Learning activities to develop national evaluation capacity in NEDA and NGAs	Roll-out of NEPF guidelines and training and certification course	Ongoing	Learning activities in 2018 will largely revolve around the NEPF Guidelines. Moreover, an Evaluations 101 and 201 will be developed for NEDA staff (generalists and evaluation managers) respectively.	An institutional arrangement will be pursued with UP and with a potential twinning arrangement with a university abroad.	
2.3 Development of web-based training and certification modules	Online course modules on evaluation	Not started	See remarks above.	See remarks above.	

⁴ Use traffic light to indicate progress vis-à-vis annual output targets in AWP: **Green** (Completed), **Yellow** (On track/Ongoing), **Red** (Not started/delayed). Data provided can be qualitative or quantitative based on the nature of the output indicator [UNDP PHL CO Data Clean-up Guidelines].

⁵ Use traffic light to indicate progress vis-à-vis timelines assigned for planned activities.

EXPECTED OUTPUTS				
Output 3. Advisory Services for the National Evaluation Policy Framework – Evaluation Guidelines, Portal Development, and Stakeholder Outreach				
Project Output Indicator/s of Output No.3	Baseline	Quarter Milestone ⁶	Annual Target	
3.1 Extent to which the evaluability criteria is developed for the NEPF and approved by the M&E Fund Steering Committee	2016	Evaluability criteria not yet produced	Draft parameters developed	Developed and approved
3.2 Extent to which a proposed National Evaluation Agenda for 2018-2022 is developed and approved by the M&E Fund Steering Committee	2016	Agenda not yet produced	Draft parameters developed	Developed and approved
3.3 Extent to which draft institutional and operational guidelines for the NEPF are developed and approved by the M&E Fund Steering Committee, including sector-specific evaluation questions, evaluation terms of reference checklist, and other resources [Modified to include indicator 1.4 of Project Document (ProDoc)]	2016	Guidelines not yet produced	Draft submitted to NEDA, for consultation	Developed, approved, and launched
3.4 Extent to which a pilot online knowledge sharing platform for government agency evaluations is developed, including a management dashboard to track and monitor progress on all evaluations	2016	Online platform not yet developed	Terms of Reference for Procurement	Online knowledge platform designed & beta-developed
3.5 No. of M&E Summits organized by the project [Originally 1.2 in ProDoc]	2016	1	Planning ongoing	1
3.6 Percent of other planned outreach activities are carried out to expand the M&E Network and reach more evaluation stakeholders [New]	2016	None	Mapping of stakeholders ongoing	50%
Activity/Sub-activity Description	Activity/Sub-activity Deliverables	Physical Performance		REMARKS Challenges / Bottlenecks and plans to address them / Lessons Learned
		Status of Activity ⁷	Status Update/ Accomplishment for the Quarter	
3.1, [Modified] Development of proposed National Evaluation Agenda for 2018-2022, including pipeline of evaluation studies aligned to the PDP	National Evaluation Agenda 2018-2022	Ongoing	The development of this Agenda began with the identification of a pipeline of evaluation studies under the M&E Fund. Parameters for Agenda formulation and study pipelining have been developed in the NEPF guidelines	To build a robust pipeline of studies, NEDA and UNDP will continue reviewing PDP, RM's, SER, and Budget Priorities Framework as well as consultations with sector staff to identify a new pipeline by September 2018.
3.2 [Modified to include Activity 1.1 of ProDoc] Development of institutional and operational guidelines for the NEPF and M&E Fund	NEPF Guidelines & Tools: - Evaluation plan - Evaluability criteria - Sector-specific questions - TOR template/guidance - Evaluation report outline - Quality assurance	Ongoing	A draft set of guidelines (“mother document”) and tools—Evaluation Plan, TOR Guidance, Quality Assurance Tool—have been submitted to NEDA and will be subjected to consultation	The guidelines will not be approved in time for the M&E Summit. The Summit will instead be used as a platform for public consultations on the guidelines. The guidelines are targeted to be approved and publicly released in January.

⁶ Use traffic light to indicate progress vis-à-vis annual output targets in AWP: **Green** (Completed), **Yellow** (On track/Ongoing), **Red** (Not started/delayed). Data provided can be qualitative or quantitative based on the nature of the output indicator [UNDP PHL CO Data Clean-up Guidelines].

⁷ Use traffic light to indicate progress vis-à-vis timelines assigned for planned activities.

Activity/Sub-activity Description	Activity/Sub-activity Deliverables	Physical Performance		REMARKS Challenges / Bottlenecks and plans to address them / Lessons Learned
		Status of Activity ⁷	Status Update/ Accomplishment for the Quarter	
3.4. Workshops and meetings for the National Evaluation Policy Framework	Workshops or meetings on the NEPF	Ongoing	The long-delayed NEPF “retreat” has finally been scheduled for November 5-6. The proposed convening of a technical panel to review the NEPF guidelines has not yet been approved.	In a meeting, Usec Tungpalan instructed the need to come up with alternative modes of collaboration and collective work, away from the usual meetings and workshops.
3.3 [Revised] Development of online knowledge sharing platform for NEDA evaluations	User Interface Design KM/ Database Structure Technical Specifications Portal Development Firm	Ongoing	The terms of reference for the portal has already been finalized and is for procurement	A foreseen challenge is the fragmentation of ICT systems on project management even within NEDA. Thus, the project has been seeking the advice of NEDA ICTS
3.4 [Revised] Technical & coordination support to revitalizing the M&E Network as a vehicle for engagement with stakeholders and as a community of practice on National Evaluation Policy	Community of Practice (COP) Coordinator, Communication & Digital Marketing Consultant, Forum Documenters, Knowledge Product Editors/ Designers, Other ICs as needed Engagement Activities Promotion and Communication of the M&E Network	Ongoing	All the consultants have already been hired but engagement activities will not be done until after the M&E Summit.	See note on 3.4 above
3.5. Conduct of 2018 M&E Summit	M&E summit documentation Travel of Regional Participants	Ongoing	The Summit is scheduled for November 20-21	

EXPECTED OUTPUTS					
Output 4. Project Management					
Project Output Indicator/s of Output No.4		Baseline		Quarter Milestone ⁸	Annual Target
4.1 Extent to which a functional project management team is established		2016	PMT not yet established	Largely – all PMT members engaged	Largely – all PMT members engaged
4.2 Percentage of required progress, financial, and monitoring reports are completed and delivered in a timely manner		2016	N.A.	Q3 QPR Submitted	100%
Activity/Sub-activity Description	Activity/Sub-activity Deliverables	Physical Performance		REMARKS Challenges / Bottlenecks and plans to address them / Lessons Learned	
		Status of Activity ⁹	Status Update/ Accomplishment for the Quarter		
4.1 UNDP advisory services to NEDA	Senior Advisor M&E Analyst	Ongoing			
4.2 & 4.3 Project management team	Project Coordinator Procurement Associate Finance & Admin Asst [NEW] Project Assistant	Completed	Project management team—particularly procurement associate, finance and administrative assistant, and project assistant—have been hired and will soon to be on-boarded	There must be a way to hire staff faster for quick-moving projects. The SC hiring process took more than 2 months.	
4.4 & 4.5 Direct Project Costing for overall guidance, procurement support, and oversight services	Programme Specialist Programme Associate Finance Associate HR Associate	Ongoing	Charging of some of these staff has been initiated.		
4.6 & 4.7 Communication, equipment, supplies, & miscellaneous expenses	Communication Laptop Computers Supplies & Miscellaneous	Ongoing			
4.8 Audit exercise	Audit report	Not Started			
4.9 Meetings with M&E fund steering committee and NEPF evaluation board	Annual Work Plans Progress Reports	Ongoing	An M&E Fund SC Meeting was held on 3 July 2018, where the revised work plan was discussed and finally approved.	The next meeting is expected in November.	

⁸ Use traffic light to indicate progress vis-à-vis annual output targets in AWP: **Green** (Completed), **Yellow** (On track/Ongoing), **Red** (Not started/delayed). Data provided can be qualitative or quantitative based on the nature of the output indicator [UNDP PHL CO Data Clean-up Guidelines].

⁹ Use traffic light to indicate progress vis-à-vis timelines assigned for planned activities.

D. PARTNERSHIPS FORGED

Name of partner	Type	Description of partnership and how it has contributed to project results or sustainability
None Yet		

E. IEC AND KNOWLEDGE MANAGEMENT

IEC/Knowledge Product	Type	Date published/ produced	Target audience	Link (If available)
Draft NEPF Guidelines	<i>Select type.</i>	<i>Click here to enter date.</i>		
	<i>Select type.</i>	<i>Click here to enter date.</i>		

F. ACTIONS TAKEN REGARDING AUDIT AND/OR SPOT CHECK FINDINGS

Describe actions taken to address the findings from the audit / spot check as applicable

Audit/Spot check recommendation/s	Action taken	Responsible person	Implementation date
N/A			<i>Click here to enter date.</i>
			<i>Click here to enter date.</i>

G. RISK LOG UPDATE

No.	Description	Date Identified	Type	Status	Countermeasures / Management response
1	Due to the high number of studies to be conducted simultaneously, the project may encounter a shortage in the number of available evaluators, causing procurement delays or even failure.	12/8/2017	Strategic	High-level (P = 4, I = 5) risk being actively mitigated	The project continues to establish connections academic and other research institutions that can provide evaluation services
2	Procurement may suffer from the lack of available or interested bidders. Apart from the possibility of a thin supply market, bidders might be disinterested due to unclear specifications and costing.	3/12/2018	Strategic	High-level (P = 3, I = 5) risk being actively mitigated	In addition to the above, much attention will be given to developing quality and procurement-ready terms of reference (TORs) and to conducting market research, in consultation with relevant stakeholders.
3	The budget for evaluation studies may be over/underutilized due to an increase/ decrease in the targeted number of evaluation studies.	12/8/2017	Financial	Medium-level (P = 3, I = 4) risk being actively mitigated	To manage expectations, the number of thematic evaluation studies to be conducted has been set to 8. Savings will go to additional studies.
4	Similarly, the budget set for the evaluation studies may be significantly lower than market rates and the actual contract cost.	3/12/2018	Financial	Medium-level (P = 3, I = 4) risk being actively mitigated	The project will provide much attention to market research, TOR development, and consultations to determine competitive yet economical costs.
5	The outputs of the evaluators (contractors) may be delayed or be of poor quality due to exogenous (e.g., lack of robust data, uncooperative agencies or other informants) and endogenous (e.g. delays due to the contractor's fault) factors	3/12/2018	Operational	High-level (P = 4, I = 5) risk to be actively mitigated	The strategy to give much attention to TOR development, including a rigorous assessment of evaluability and availability of data, intends to curb delays and ensure quality at the point of design.
6	The review of the evaluation outputs by government and UNDP, including the subject-agencies' management responses, may be delayed, delaying the whole project and creating unnecessary costs for the project and its contractors.	3/12/2018	Operational	Medium-level (P = 4, I = 3) risk to be actively mitigated	Sufficient time will be provided for the review of outputs and management response. This will be built into the evaluators' timetable as part of the TOR.
7	Implementing agencies may resist the conduct of evaluations due to the possibility that findings may confirm the negative results of programmes and projects, which in turn may lead to poor quality evaluations or no evaluations at all. Moreover, if evaluations publish negative results there might be difficulty in acquiring the buy in of stakeholders.	12/8/2017	Political	Medium-level (P = 3, I = 3) risk being actively mitigated	The project will use its capacity development activities to serve as a platform to emphasize that evaluations are not for fault finding but rather for improving the impact, conduct, and management of programmes and projects. Moreover, each evaluation project will have a built-in stakeholder engagement strategy.
8	Similarly, other government agencies may not cooperate with the evaluation readiness assessment due to a host of factors: from the lack of time/inability to make key persons available, to lack of interest or resistance to policy.	12/8/2017	Political	Medium-level (P = 3, I = 3) risk being actively mitigated	The project will communicate that the assessment is not a "name and shame" exercise but one which should support capacity development on evaluations and, ultimately, improved service delivery. Non-government stakeholders will also be tapped to help advocate for the project.