

## Monitoring and Evaluation

Unit(s)	Service Offering in 2004	Actual Input in '000 US\$	Planned outputs in CY 04	Actual outputs achieved in CY 04	Remarks
CAS-IP	Support/Monitor Center IP Management Capacity	35	Visits to CGIAR Centers for consultations	Visits to 3 Centers, Report dealing with GPGs; Report and feedback to one Center, participation in IPR Workshop for National partners	
CG Sec	<del>Initiate changes to streamline CG evaluation processes</del>	20	CG approved paper on evaluation process	ongoing activity - contribution to the SC M&E paper	
CG Sec	Support the development of a Performance Measurement System for the CGIAR	225	Revised report for the WG on Perf. Measurement; "Prototype" Performance Measurement System	Revised report for the WG on Perf. Measurement; Pilot Performance Measurement System (performance indicators ready for piloting in 2005)	
CG Sec	Support the analysis of Center performance measures	0	Data collection and analysis system for Center performance data	<i>postponed to 2005, as development of indicators was not finalized</i>	
CG Sec	Support/ Monitor compliance to CG financial guidelines	100	externally audited financial statements; CGIAR financial report	Overall compliance report shared with CG community; annual executive summary of results submitted to ExCo	
CG Sec	Coordinate & backstop management component of center external reviews	100	EPMR for IRRI, IFPRI	EPMR for IRRI, IFPRI, CIMMYT	
CG Sec / Cer	Produce CG annual report	110	CGIAR annual report 2004	CGIAR annual report 2004	
CG Sec	Review and advice on GPGA Initiative	35		desk review of progress reports and phase 2 proposals submitted by Centers	
CG Sec	Initiate review of Center governance	35		desk study on Center Boards	
CIO	Organize and implement reviews of ICT-KM investment impact	27	one review of the investment impact at the end of year	<ul style="list-style-type: none"> <li>Organised a workshop to introduce "Outcome Mapping Concepts", which was a key step in the design of the overall program M&amp;E Plan and in helping project coordinators to refine their M&amp;E plans.</li> <li>Currently finalising a comprehensive M&amp;E report for 2004</li> </ul>	
CIO	Support centers to set center-level ICT-KM strategies in line with system-wide strategy	24	Center-level ICT-KM strategies are set	<ul style="list-style-type: none"> <li>Visited 5 centers in coordinating, communicating and promoting ICT-KM activities as well as providing support to CG centers and communities of practice.</li> </ul>	
CIO/ IAU/ CAS-IP	Support and advice to Centers on the implementation and monitoring the GPGA Rehabilitation Initiative	12	Assessment report	<ul style="list-style-type: none"> <li>Actively participated in the review of the GPG-1 Information projects at CIFOR and WorldFish and consolidated the reports of all GPG-1 Information reports</li> <li>Organised a GPG Information Systems Rehabilitation Phase 2 Project Meeting, 29-31 March, Penang</li> </ul>	
		5	Assessment report	Assessment report prepared for one Center	
		5	Assessment report	Reports to WorldFish and CIFOR	
G&D	Support Centers to set their own 1-3-5 years "goals" for G&D	69	16 Centers est. measurable goals for G&D staffing	(a) 3 G&D goal setting tools developed for identifying gaps in policy, practice and staffing; (b) G&D leader visits 5 centers to assist with goal setting; (c) 13 centers produce draft goals; (d) finalization and board approval of goals in process; and (e) G&D goals incorporated into Center Performance Indicators.	
IAU	Undertake CGIAR system-wide audit and advisory services	27	Completed assignments as agreed with the CGIAR Secretariat	Completed activities related to ICT-KM Program, participated annual ICT Manager meeting, moderated Asian Center Finance Professionals meeting, presentations made at CDDC meeting and CGIAR AGM 2004.	
IAU	Undertake scheduled Center internal audits, advisory services, and progress reviews	332	Completed annual work programs for each Center participating in the CGIAR internal audit consortium	Completed annual work programs for each Center participating in the CGIAR internal audit consortium	
SC Sec	Developing Performance Measurement System for the CGIAR	45	Input to SC work to develop performance measurement system for science quality, relevance, outputs and achievements	Facilitation of the preparation on joint SC/CDDC proposal for performance measurement for Centre research performance; input to PM resource persons' and working group meetings	
SC Sec	Organizing and implementing SC-commissioned external evaluations of SWP	20	Appointment of Panel members, briefing and support to panel, preparation and dissemination of report for the external review of ASB SWP; Preparation for the review of the SWP of PRGA.	Facilitation of the planning and implementation of the external review of ASB SWP; assistance in Panel selection and briefing	External review of the SWP on PRGA postponed and pending on SC's revised policy on SWP monitoring
SC Sec	Monitoring and evaluation of CPs	40	Assistance to SC on review of CP workplans, preparation of guidelines for CP MTPs and assessment of the CP process	Facilitation of the review of the SSA CP final full-proposal; preparation of Lessons Learnt paper for ExCo and CGIAR jointly with the CGIAR Secretariat; review of the CP MTPs 2005-2007	

## Annex 1

Table 1b

SC Sec	Organization and implementing SC-commissioned System-level impact assessments	100	Facilitate selection and hiring of consultants/panels; briefings and correspondence with panels and CGIAR centres involved; technical and logistic backstopping; publication of completed reports; oversight to the study	Facilitated SPIA studies and activities: Consultants hired and completed assignments; major workshop held and case studies significantly advanced (NRM impact study); hosted AGM lunch session discussion and drafted preliminary report (donor demands study); impact PM paper completed; finalized study workplan and identified major consultant (impact in Africa follow-up)	
SC Sec	SC contribution to CGIAR Task Force activities	10	Assistance of SC in the Africa Task Force	Assistance to the SC Chair in the Africa Task Force work	
SC Sec	Standing Panel on Monitoring and Evaluation (SPME) Chair and Members	35	Prepare documentation for SPME meetings; facilitate SPME communication and information sharing; Prepare minutes of SPME meetings and sections to SC reports to AGM	Facilitation of planning, organization and conduct of 2 SPME meetings, including documentation preparation and minutes drafting	
SC Sec	Standing Panel on Impact Assessment (SPIA) Chair and Members	40	Facilitate planning, organizing and conduct of SPIA studies; prepare briefings and documentation for SPIA meetings; draft minutes of SPIA meetings and SPIA Reports to the AGM	Facilitation of planning, organization and conduct of 3 SPIA meetings, including documentation preparation and minutes drafting	
SC Sec	Strengthening capacity of Centres to assess impacts on poverty	20	Coordination/facilitation between SPIA members and IFPRI staff on implementing the outreach and dissemination strategy of the project	Organization and coordination of 2 external peer reviews for the full-length manuscript	Focus shifted from dissemination to implementing a more rigorous peer review
SC Sec	Developing a 'CGIAR Impacts' information web-page in collaboration with CGIAR Centres	30	Site content designed and developed; comprehensive bibliography of CGIAR ex-post IA studies; site launched	CGIAR Impact website designed, developed and launched; bibliography developed; moderate use thus far	
SC Sec	Organizing and implementing SC-commissioned external evaluation of Centres	155	6th IRRI EPMR: Assist EPMR Panel during Main Phase, assist SC in commentary preparation, printing and dissemination of report; 4th IFPRI EPMR: Assist in Panel selection, appointment and briefing; support Panel during study; assist SC in commentary prepara	Assistance in finalizing of IRRI EPMR, initiation of IFPRI and CIMMYT EPMRs and planning of CIFOR, ICRAF and WorldFish EPMRs	
SC Sec	Planning and organizing evaluation of the CGIAR research agenda	51	Input to SC's work on preparing MTP assessment framework and guidelines, appointment of consultant, preparation and dissemination of final documents	Facilitation of the preparation of MTP Guidelines and assessment of 15 Centre and 3 CP MTPs, including preparation and dissemination of assessment document	
SC Sec	Developing processes to evaluate science relevance, quality & impact of all programs	20	Dissemination of document on Changing Monitoring and Evaluation in the CGIAR	Assistance in finalising the document: "New Monitoring and Evaluation System for the CGIAR Centres"	
SO	Support SO units external reviews - Quality assurance review of IAU in 2004	0	review report	QAG review available; cost is accounted for under 'Develop audit standards within the CGIAR system'	
FHAO	Support Centers submission of recommends on WB funding for Systemwide and Ecoregional Programs	6	New Activity for FHAO: Helping Centers with SW/EP submissions	Managed the submission of Systemwide and ecoregional program bids and their external assessment prior to CDC consideration and submission to the WB. Drafted the CDC assessment of the achievements of the previous 2 years of WB funding under the program.	
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