

Report of a workshop to develop a monitoring, learning and evaluation framework for the 'More Milk in Tanzania' project

Dar-es-Saalam, Tanzania, 9-10 May 2013

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Introduction

A workshop was held 9-10 May 2013 at Kunduchi Beach Hotel & Resort in Dar es Salaam, Tanzania to begin to develop a monitoring, learning and evaluation (MLE) framework for the More Milk in Tanzania (MoreMilkiT) project that is being implemented over the next 3.5 years (2013-16). Representatives of the following organizations involved in project implementation participated: SUA, Heifer, SNV, TNS, TALIRI TDB and ILRI/CIAT. This is a pilot project under *Maziwa Zaidi*, the local term for the CGIAR Livestock and Fish Program in Tanzania. Preceding this workshop was a two-day meeting to develop the impact pathway for “*Maziwa Zaidi*”. The place of MoreMilkiT in the *Maziwa Zaidi* Program is captured in Figure 1.

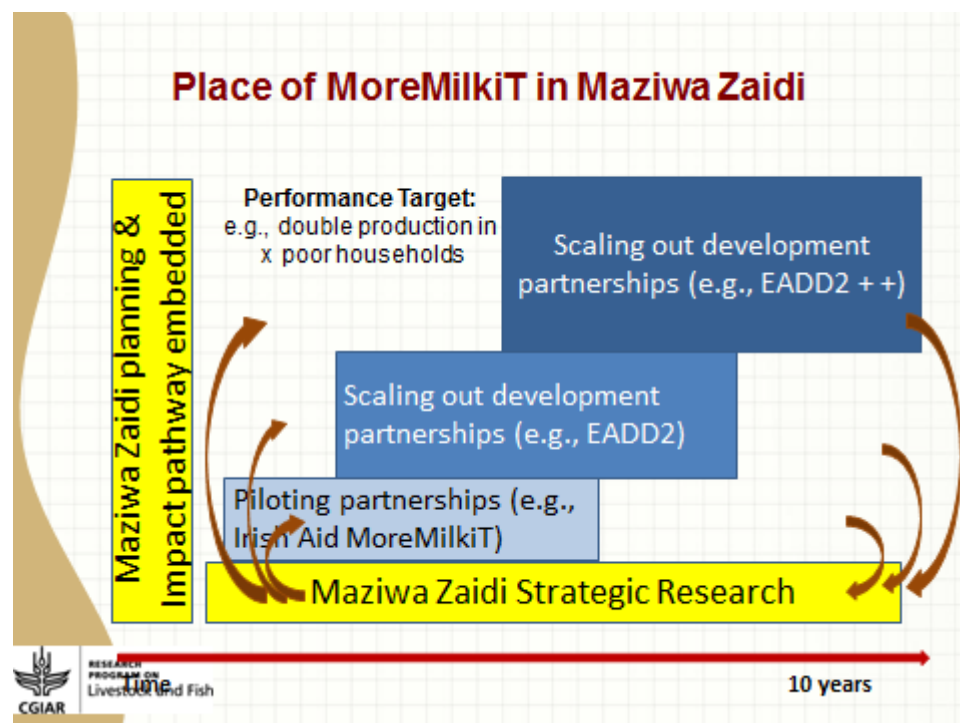


Figure 1. Relationship between *Maziwa Zaidi* and MoreMilkiT

Workshop objectives

The workshop objectives were to:

1. Re-visit MoreMilkiT activities, roles and responsibilities.
2. Draft a Monitoring, Learning and Evaluation (ML&E) framework.
3. Agree on how ML&E will be implemented.

Day 1: May 9th 2013

The workshop opened by self-introduction exercise facilitated by Isabelle Baltenweck. This was followed by a stage setting presentation by Amos and Isabelle, outlining the workshop objectives and establishing participants' expectations. In light of the linkage between impact pathways, theory of change and ML&E, Michael Kidoido led participants through a recap of the just concluded *Maziwa Zaidi* Impact Pathway (IP) workshop that had agreed on a common vision for Tanzania dairy VC and potential indicators of success to be targeted in improving the VC.

Roles and responsibilities of project partners

After the introductory exercises, project partners made presentations on their expected roles and responsibilities, which are outlined below.

1) Roles of Heifer International

- a) Developing scalable VCs through the following activities:
 - i) Awareness creation at the district level
 - ii) Facilitating emergence of common interest groups
 - iii) Conducting training needs assessment
 - iv) Offering training on group dynamics and governance of groups and hubs
 - v) Facilitating formalization of constitutions for new groups
- b) Facilitating operation of dairy marketing hubs (DMHs)
- c) Facilitating knowledge sharing among groups and hubs through exchange visits and exhibitions
- d) Strengthening actors and their organizations

These activities will be undertaken in 30 villages in Morogoro (Kilosa and Mvomero) and Tanga (Handeni and Lushoto) regions targeting 4800 beneficiaries and will involve working directly with 160 farmers.

2) Roles of SNV

- a) Support the development of DMHs through the following activities:
 - i) Training VC actors on business skills so that they develop a business approach in running their dairy enterprises
 - ii) Enhancing actors' timely access to appropriate market information
 - iii) Facilitating linkages to various services such as markets, finance etc. as well as strengthening existing linkages

3) Roles of Tanzania Dairy Board (TDB)

TDB has the responsibility of ensuring quality assurance across the entire VC and facilitating communication in the dairy sector in Tanzania. This will be achieved through:

- i. Awareness creation and mobilization of actors
- ii. Training and certification of trainers
- iii. Developing capacity for accreditation and certification
- iv. Developing guidelines for quality control
- v. Improving communication among stakeholders in the industry
- vi. Certifying trained milk traders

4) Roles of MilkIT Project

Matters arising from partners' presentations

- Selection of farmers should take into account equitable gender representation
- The project does not have a pre-determined number and form of hubs – the hubs can change in form over time and one area can have more than one type of hubs.
- There is need for information sharing among project partners in order to avoid confusing farmers

Monitoring, Learning and Evaluation

After the partners' presentations, the stage was set for the development of an ML&E framework. Isabelle provided a background to the ML&E approach to be applied to the MoreMilkIT project. It was noted that the approach will involve monitoring outcomes, unlike previous approaches that have largely focused on monitoring activities and outputs. Hence the need for a monitoring plan that links process, annual operating plan and budget. It was also noted that learning takes place throughout project implementation stages and should therefore be planned and documented. This background setting was augmented by sharing of ML&E experiences from EADD projects in Kenya and Tanzania. The presentation by Paul of EADD outlined 3 things: *what we need, what we can afford and what we need to avoid.*

Group work:

Participants were separated into two groups based on the two objectives of the project with the task of:

- Reviewing the logic flow of outputs and outcomes from project activities
- Reviewing activities and agreement on assigning tasks to partners
- Identifying the monitoring and learning components

Day 2: May 10th 2013

The second day of the workshop was spent on completion of group work and agreeing on the project coordination mechanism and rules of engagement.

Group work outputs

While the groups were able to pin down the specific activities and assign partners to these activities, it was not possible to come up with a clear ML&E framework from the group discussions.

Coordination mechanism

The following issues were discussed and agreed on as a means to successful implementation of the project:

- There should be one project coordinator charged with overall coordination of project activities while each partner organization will have a focal person (at a lower level than the coordinator). The focal persons must be available to devote time to the project. The coordinator and the focal persons form the project coordinating team
- There should be annual planning and reviewing meetings to review progress towards achievement of objectives and to share findings.
- There is need for an on-line platform for posting documents, sharing calendars etc., maybe a website if possible.
- Each partner should ensure sufficient staffing for successful project implementation
- Partners will work to optimize on resource use e.g., sharing of vehicles when going to the field
- A project logo to be developed and used on all project documents

Principles of engagement

Since project implementation will involve different partners working with the same group of clients, it was felt that there is need for uniform code of engagement to avoid potential conflict that could jeopardize successful implementation of the project. These norms will be adhered to by every project partner.

- Project implementation partners should engage appropriate actors at the regional and district level on a regular basis to ensure continued support at the grassroots and to enhance entry into the project areas.
- If a meeting is convened to gather information and the meeting takes place outside the village then participants should be reimbursed transportation cost and lunch should be provided if the meeting lasts more than 3 hours.
- All participants should be invited for feedback meetings
- Meeting venues: If the meeting involves more than one village, the venue should be at a location that is central to all villages involved
- There is need to partner with the right people who can help in delivering the project outcomes. The project should make use of village extension officers, livestock officer and village executive officer to reach out to members of the project villages.

Wrap-up and next steps

What	Who	When
Workshop report	Amos and James	24/0513
Villages selected for hub establishment	Salim	End of May, 2013
Project coordinator + organizations' focal persons identified	All to discuss and report to Amos	End of May, 2013
Participation in Milk Week in Songea – 29/05	Maziwa zaidi; TDB; DDF; advisory committee	
Gender mainstreaming	Alessandra	Presentation at the RPM
Finalize budget and partnership agreements	Amos, Maria Benedict and Agnes	End of May, 2013
Review and Planning Meeting (RPM)	All with Amos coordinating	3 rd week of September, 2013
Year 1 work plan	Maria (Objective 1) Amos (Objective 2 + 3)	June 2013

Workshop participants

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Annex 1. Project
Work plan for

