

Session Plan Five

Underlying Principles of Participatory Planning, Monitoring and Evaluation

1. **Time:** 2 hrs

2. **Session Outline**

- Understanding the principles of the participatory approach to planning, monitoring and evaluation
- Process of participatory planning
- Key elements and modes of the participatory approach, monitoring and evaluation
- Indicators of Participatory Monitoring and Evaluation (PME)
- Designing PME charts & formats

Assumptions

- Participants understand concepts of planning, monitoring, and evaluation
- Participants have adequate field experience in participatory approaches to rural development
- Participatory Planning, Monitoring, and Evaluation are not fully exercised in community programmes
- Local communities are not empowered to carry out participatory planning, monitoring, and evaluation.
- Non-participatory approaches to planning, monitoring, and evaluation have led to discordant attitudes in local communities
- Sustainability of a programme lost due to non-participatory approaches to planning, monitoring, and evaluation

Objectives

- To stress the importance and necessity of Participatory Planning, Monitoring, and Evaluation
- To enable the participants to understand and develop Participatory Planning, Monitoring, and Evaluation formats and methodologies
- To increase the skill and knowledge of participants to strengthen the capacity of farmers or participatory groups to carry out Participatory Planning, Monitoring, and Evaluation of small-scale community development programmes

Session Design

- Explaining the concept and underlying principles of the topic by using overhead transparencies followed by discussion
- Presenting examples of Participatory Planning, Monitoring, and Evaluation formats and tables
- Dividing participants into several groups and organizing group work for development PME formats and charts

Session Background

Participatory Planning (PAP)

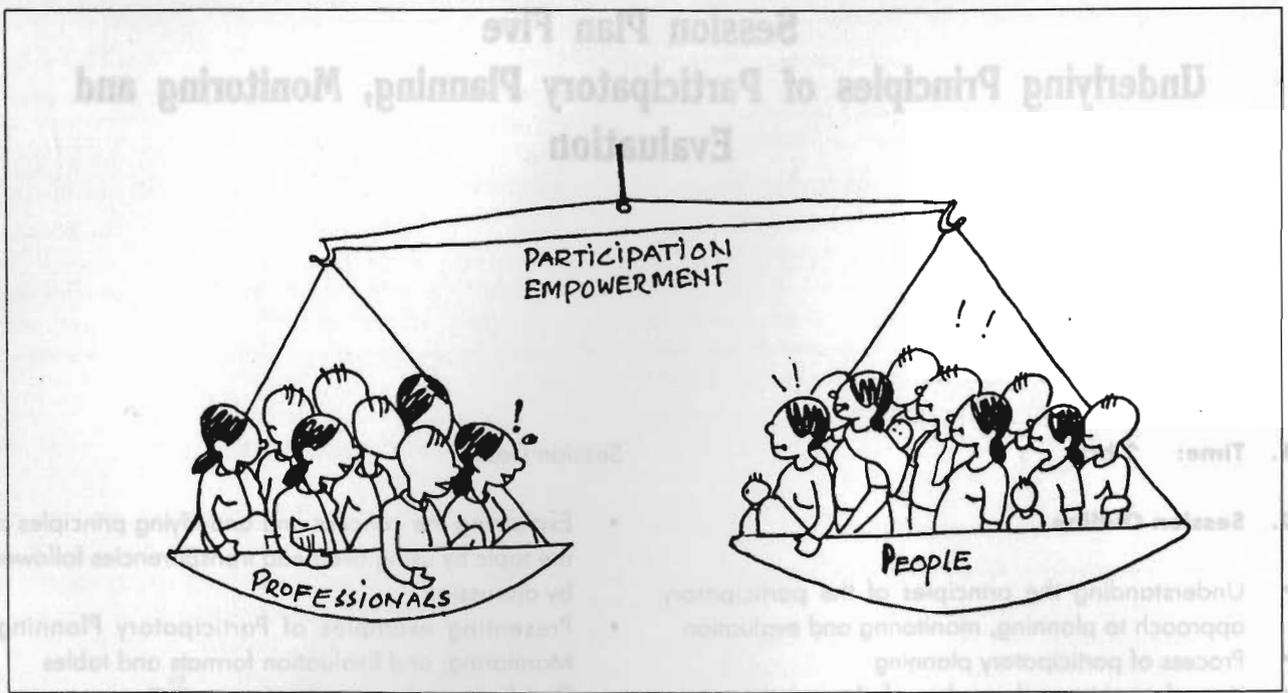
PAP is a process in which participatory groups act as decision-makers for planning country-level development initiatives. Decisions will be made on the basis of interaction among the men, women, old and young farmers, disadvantaged, and minority groups.

Empowering and organizing participatory groups and facilitating their contributions are the key elements for active Participatory Planning.

Different modes of participation such as Initiated, Facilitated, Co-opted, and Induced are used in different programmes for community development. However, true participatory action in planning, monitoring, evaluation, and maintenance is still lacking.

Participatory Monitoring (PAM)

PAM is a self-monitoring system. PAM should be designed by participatory groups for their own use. Participatory Evaluation (PAE) is an evaluation of a development programme which is carried out by local participatory groups. The Participatory Monitoring and Evaluation (PME) groups should be responsible for measuring, recording, collecting, processing, communicating, decision-making, and analysing the information.



PME should be designed to answer the following issues of a development programme.

- Effectiveness
- Efficiency
- Relevance
- Impact

A PME system primarily consists of the following

- Indicators
- Data collection system
- Tabulation & analysis of data
- Reporting

PME is:

- demonstrative, not instructive,
- collaborative, not individualist,
- explanatory, not persuasive,
- listening, not lecturing,
- discussing, not dominating, and
- farmer-oriented, not project-oriented.

PME's attributes

- Belongs to the people
- Self-help oriented/self-reliance
- People's control over programme/project
- Hands over the measuring stick to the community

Purpose of PME

- To assess information or generate data at the grassroots' level

- To facilitate the participation of grassroots' beneficiaries in project or programme monitoring/evaluation tasks
- To increase beneficiaries' commitment and understanding in designing, planning, and implementing a community-based project or programme

Steps in PME

- Understand the project's goal and objectives
- Identify activities to achieve the objectives
- Develop indicators by which each activity can be measured
- Develop tools to measure the indicator
- Present the information in simple formats
- Develop charts for each activity of the action plan, target, and achievement

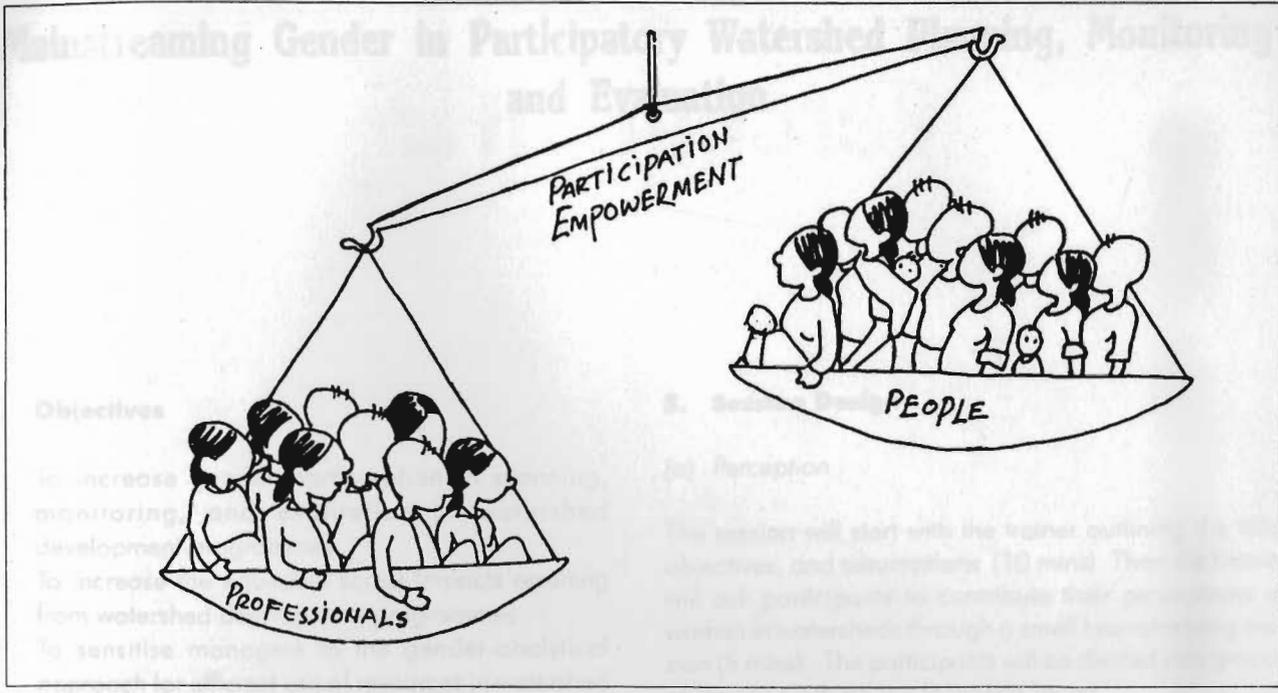
Indicators

Indicators are the factors identified to measure changes or assess results or to show the extent of progress achieved by the activities. Many different kinds of measurements are possible, depending upon the objectives.

Indicators should be **SMART**

- S = Specific
- M = Measurable
- A = Attainable
- R = Realistic
- T = Time-bound

Indicators should reflect the following.



- Target group
- Quantity
- Quality
- Place, site or location
- Time

PME is generally applied for:

- maintaining records of progress;
- assessing inputs, outputs, and impacts;

- creating a visible image of achievements;
- indicating the timeliness of inputs;
- providing a data-base for discussion, review, planning and decision-making;
- developing the basis for constructive changes in policy and planning project activities; and
- justifying the evidence and visible image of achievements.