

Proposal:
**Pilot Monitoring and evaluation of large-scaled loan projects in
the water resources sector**

Background

- The Ministry of Agriculture and Rural Development (MARD) issued the decision no. 45/2004/QĐ-BNN dated 30 September 2004 “Regulation on Management and Utilization of External Assistance for the Sector of Agriculture and Rural Development”, which define relatively complete management process. The International Cooperation Department (ICD) of MARD is the focal agency to manage and coordinate these external sources for the sector.
- Lack of organization (evaluation office) and capacity to operate monitoring and evaluation in a systematic and regular manner.
- Monitoring and evaluation information are only collected by the means of official correspondence when required.
- Collected information is insufficient, inconsistent, unsystematic archived. . As a result, they are not really supportive to the analysis, synthesize and decision making process.
- MARD was selected to be one of the ministries which are piloted within the framework of Vietnam-Australia Monitoring and Evaluation Strengthening Project - Phase II (VAMESP II)

Rationale

- Piloting a regularly-operated system to monitor and evaluate projects, particularly and in the short-term irrigational projects, which use ADB and WB loans;
- Information on projects is regularly gathered and those who have the responsibility in monitoring and evaluation process at all management levels will be defined;
- Information and data will be presented completely, consistently in terms of structure and systematically stored to serve analysis, synthesis and decision-making process;
- Information, data, analysis and synthesis reports are always available to all partners.

Objectives

- Clarify the focal points to be responsible for providing information in service of management, monitoring and evaluation.
- Standardize at the sectoral level targeted information and data needed to be regularly monitored and gathered;
- Establish a web-based compatible database with proactive (and compulsory) participation of M&E officers of all concerned parties.

System description

The database and web-based compatible reports:

- There will be a separate page for each project on ICD website;
- Project information will be updated by the Project Management Unit monthly and whenever new information is produced;
- Comments and evaluation of concerned state management agencies (ministries, provincial administrations);
- Comments and evaluation of donors;
- Comments and evaluation of partners and beneficiaries.

Report interface description

Reports by Project Management Units (PMUs):

Basic information concerning progress, disbursement, issues/problems, self-evaluation and recommendations by PMUs as well as on each component will be available. A standard format of reports which is agreed upon by donors and Vietnam Government on project progress will be used in the pilot phase (this format of reports will be provided by VAMESP).

Evaluation of MARD:

Opinions of the Ministry Leaders (ICD monitoring staff will fill – in his/her evaluation comments as well as his/her identification, contact address and date of report).

Evaluation of donors:

Opinions of donors (Monitoring staff will fill – in his/her evaluation comments as well as his/her identification, contact address and date of report).

Evaluation of state management ministries (MPI/MoF):

(Monitoring staff will fill – in his/her evaluation comments as well as his/her identification, contact address and date of report).

Evaluation of project beneficiaries:

(Monitoring staff will fill – in his/her evaluation comments as well as his/her identification, contact address and date of report).

Evaluation of local administrations:

(Monitoring staff will fill – in his/her evaluation comments as well as his/her identification, contact address and date of report).

Operation description

- Concerned agencies assign monitoring and evaluation staff.
- Monitoring and evaluation staff will be provided with a password to update information in his/her monitoring scope.

Benefits

- Transparency and publicity (readable to everyone). *Staff of concerned agencies can access all contents of the report but are only able to update and modify information within his/her responsibility.*
- Timeliness (can replace correspondence-based periodical reports). *Reports can be produced at request since the above-mentioned contents are always available on the website).*
- Harmonization (consistent format and structure of reports).
- Clear assignment of responsibilities.
- Beneficial to comparison (direct information from defined sources are put in the same place)
- Useful for developing sectoral synthesis reports and macro analysis reports.
- Helpful for cooperation between management agencies.
- Helpful for experience sharing between projects.

Proposed short-term works

- ICD will submit the pilot proposal to the Ministry Leaders - February 2005
- ICD will preside over discussion with central PMUs, concerned units, MPI and MoF to agree upon contents and structure of information and data to be collected and monitored - March 2005.

Long-term works

- ICD will preside over implementation and technical design of the database with technical support from ISG in cooperation with the two concerned donors (ADB and WB) - from March to June 2005.
- Collecting comments and opinions on the pilot phase to apply to all projects of the sector. Concerned agencies will assign monitoring staff and send the list of those to ICD for provision of passwords.

- Experimenting on the system and staff training - from June to September 2005
- Adjusting the system based on collected comments and opinions from concerned parties - from September to December 2005.

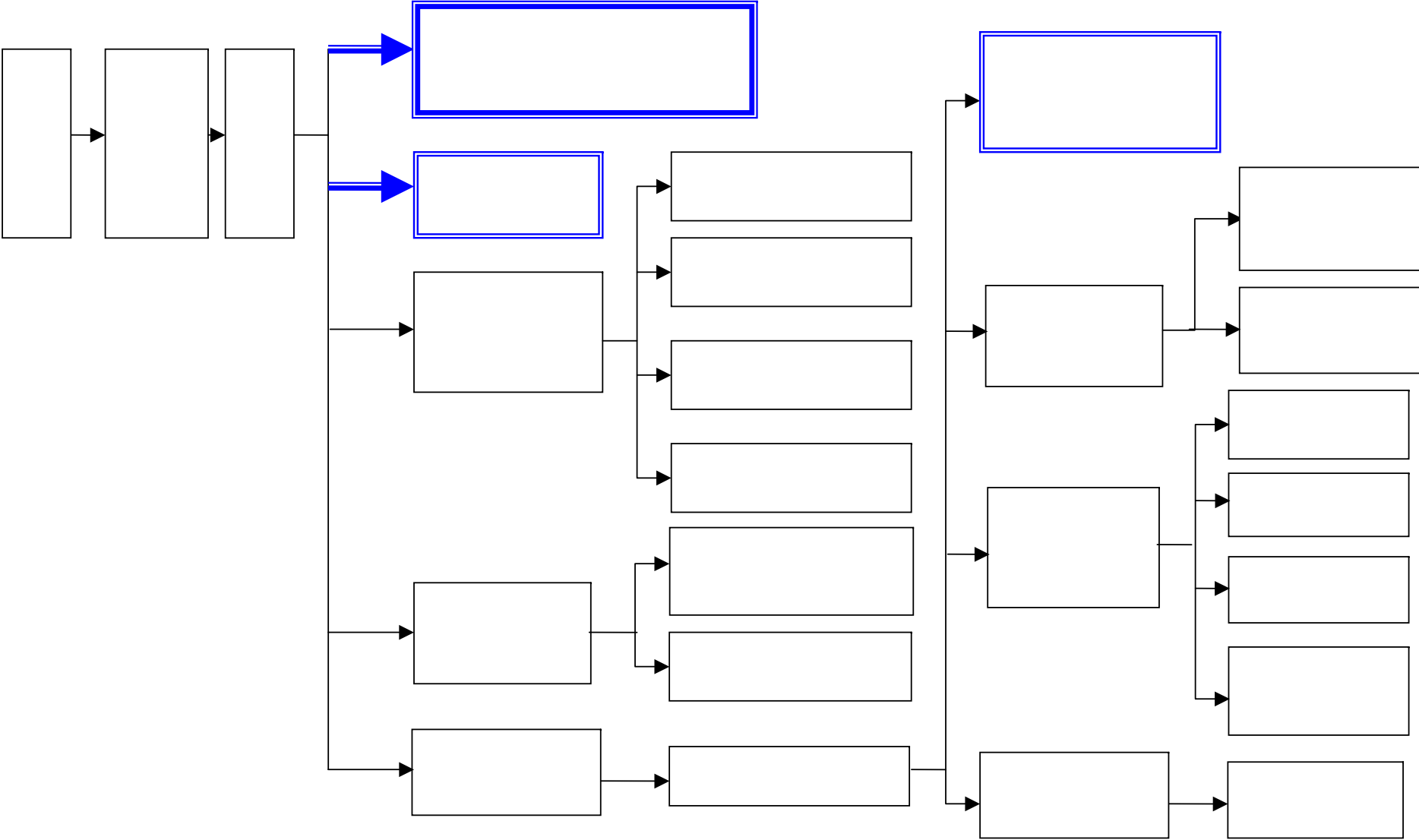
Implementation budget

- Expenditures of technical design and development of ICD website and compatible database will be paid from the budget line for the development of integration database in service of international cooperation of the agriculture and rural development sector, which is proposed by ISG.
- Expenditures of regular communication (to exchange information on project operation) will be taken from the budget line of the agriculture and rural development component (in June) of VAMESP.
- Payment for monitoring and evaluation staff of concerned agencies should be paid from the budget for monitoring and evaluation of the projects which take part in pilot monitoring and evaluation strengthening.

Annex:

- **Annex 1:** Description of the compatible database
- **Annex 2:** Description of the report interface on the website
- **Annex 3:** List of large-scaled loan projects financed by ADB and WB, which are proposed to be piloted

Annex 1: Description of the compatible database



Annex 2: Description of the report interface on the

Date of report XX month XX year XXXX

[Printing report \(click here\)](#)

Form 01: Project general report

Archived reports (optional): Month XX Year XXXX

The Red River Irrigation Project - Phase 2 (ADB 3)	
Code of MARD: BNN-TL-02-002 Project short-name: ADB 3 _____	Sub-sector: (Agriculture/Forestry/Water resources - Irrigation/General rural development) Time: Signing date: 14/01/2002_ Start: 14/04/2002_____ Completion: 31/12/2007_____ Status: (Preparatory/ being implemented /completed) Type of funds: (Bilateral/ Multilateral /NGO/Others) Type of projects: (Technical assistance/ Investment)
Donors: ADB, AFD, RNE _____ Code of the Donor: VIE 30292-01 _	
Address: 23 Hang Tre, Hanoi _____	
Tel.: 9345296 _____ Fax: 8242372 _____	
Email: XXX@xxx.xx _____ Website: http://xxx.xxx.xx _____	
Implementation location: Thai Binh, Nam Dinh, Hai Duong	
Project record: (Summary record, Project document, Agreements, etc) (detail)	

Report by the Project Management Unit:

(or Project Preparatory Unit/Agency for those which are being prepared)

Outputs of the component/ main activity being implemented	Starting date as plan	Complete date as plan	Status (% completion)
1. Name of Component 1 (or main Activity 1) (detail)			
2. Name of Component 2 (detail)			
3. Name of Component 3 (detail)			

Important reports from project operation:

- Name of report 1, date of issuance [\(detail\)](#)
- Name of report 2, date of issuance [\(detail\)](#)

Disbursement (USD)	Plan			In Practice		
	ODA	Domestic capital	Total	ODA	Domestic capital	Total
From the beginning of the year to the reporting date						
Cumulative (from the Project start to the reporting date)						
Cumulative (from the Project start to the end of reporting year)						

Self-evaluation of the overall project: (Select one) <input type="checkbox"/> Very slow <input type="checkbox"/> Slow <input type="checkbox"/> Average <input type="checkbox"/> Well-implemented	Difficulties/Reasons for slow progress? (Concerned documents or reports - detail) 1. _____ 2. _____ 3. _____ 4. _____
	Proposed Solutions/ Recommendations: (Concerned documents or reports - detail) 1. _____ 2. _____

Monitoring staff:
Bui Van Thuc
Tel: 9345296

Fax: : 8242372
Email: xxx@xxx.vn
(Reporting date:
XX/XX/2004)

3. _____
4. _____

Evaluation by Project Management Agency:

<p>Ministry of Agriculture and Rural Development</p> <p>Monitoring staff: Nguyen Anh Minh Tel: 8436812 Fax: : 7330752 Email: xxx@xxx.vn</p> <p>(Date of evaluation: XX/XX/2004)</p>	<p>Comments/Proposed Solutions: (Concerned monitoring and evaluation documents or reports - detail)</p> <p>1. _____ 2. _____ 3. _____ 4. _____ 5. _____</p>
<p>Donors</p> <p>Monitoring staff: Pieter Smidt Post: XXX Agency: ADB Tel: XXXXXXX Fax: : XXXXXXX Email: xxx@xxx.vn</p> <p>(Date of evaluation: XX/XX/2004)</p>	<p>Comments/Proposed Solutions: (Concerned monitoring and evaluation documents or reports - detail)</p> <p>1. _____ 2. _____ 3. _____ 4. _____ 5. _____</p>
<p>Location: Province X</p> <p>Monitoring staff: Nguyen Van A Tel: XXXXXXX Fax: : XXXXXXX Email: xxx@xxx.vn</p> <p>(Date of evaluation: XX/XX/2004)</p>	<p>Comments/Proposed Solutions: (Concerned monitoring and evaluation documents or reports - detail)</p> <p>1. _____ 2. _____ 3. _____ 4. _____ 5. _____</p>
<p>Location: Province Y</p> <p>Monitoring staff: Nguyen Van B Tel: XXXXXXX Fax: : XXXXXXX Email: xxx@xxx.vn</p>	<p>Comments/Proposed Solutions: (Concerned monitoring and evaluation documents or reports - detail)</p> <p>1. _____ 2. _____ 3. _____ 4. _____ 5. _____</p>

(Date of evaluation: XX/XX/2004)	<p>Important reports in project monitoring and evaluation process:</p> <ol style="list-style-type: none"> 1. Name of report 1, date of issuance (detail) 2. Name of report 2, date of issuance (detail)
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Evaluation by Project Beneficiaries:

<p>Name of Unit 1</p> <p>Monitoring staff: Tran Van C Post: XXX Agency: XXX Tel: XXXXXXX Fax: : XXXXXXX Email: xxx@xxx.vn</p> <p>(Date of evaluation: XX/XX/2004)</p>	<p>Comments/Proposed Solutions: (Concerned monitoring and evaluation documents or reports - detail)</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ <hr/> <p>Important reports in project monitoring and evaluation process:</p> <ol style="list-style-type: none"> 1. Name of report 1, date of issuance (detail) 2. Name of report 2, date of issuance (detail) 3. Name of report 3, date of issuance (detail)
<p>Name of Unit 2</p> <p>Monitoring staff: Tran Van D Post: XXX Agency: XXX Tel: XXXXXXX Fax: : XXXXXXX Email: xxx@xxx.vn</p> <p>(Date of evaluation: XX/XX/2004)</p>	<p>Comments/Proposed Solutions: (Concerned monitoring and evaluation documents or reports - detail)</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ <hr/> <p>Important reports in project monitoring and evaluation process:</p> <ol style="list-style-type: none"> 1. Name of report 1, date of issuance (detail) 2. Name of report 2, date of issuance (detail) 3. Name of report 3, date of issuance (detail)

Date of report XX month XX year XXXX

Printing report ([click here](#))

The Red River Irrigational Project - Phase 2 (ADB 3)		Sub-sector: (Agriculture/Forestry/ Water resources - Irrigation /General rural development)
Code of MARD: BNN-TL-02-002	Project short-name: ADB 3 _____	Time: Signing date: 14/01/2002_ Start: 14/04/2002_____ Completion: 31/12/2007__
Donors: ADB, AFD, RNE _____	Code of the Donors: VIE 30292-01	Status: (Preparatory/ being implemented /completed)
Address: 23 Hang Tre, Hanoi _____		Type of funds: (Bilateral/ Multilateral /NGO/Others)
Tel.: 9345296 _____	Fax: 8242372 _____	Type of projects: (Technical assistance/ Investment)
Email: XXX@xxx.xx _____	Website: http://xxx.xxx.xx _____	
Implementation location: Thai Binh, Nam Dinh, Hai Duong		
Project record: (Summary record, Project document, Agreements, etc) (detail)		

Report by the Project Management Unit:

Outputs of the main activities being implemented				Starting date as plan	Complete date as plan	Status (% completion)
1. Name of Main Activity 1 (detail)						
2. Name of Main Activity 2 (detail)						
3. Name of Main Activity 3 (detail)						

Important reports from operation of the project components:

1. Name of report 1, date of issuance ([detail](#))
 2. Name of report 2, date of issuance ([detail](#))

Disbursement (USD)	Plan			In Practice		
	ODA	Domestic capital	Total	ODA	Domestic capital	Total
From the beginning of the year to the reporting date						
Cumulative (from the Project start to the reporting date)						
Cumulative (from the Project start to the end of reporting year)						

Self-evaluation of the component progress: (Select one) <input type="checkbox"/> Very slow <input type="checkbox"/> Slow <input type="checkbox"/> Average <input type="checkbox"/> Well-implemented	Difficulties/Reasons for slow progress? (Concerned documents or reports - detail) 1. _____ 2. _____ 3. _____ 4. _____
	Monitoring staff: 1. _____
	Proposed Solutions/ Recommendations: (Concerned documents or reports - detail) 1. _____

Bui Van Thuc Tel: 9345296 Fax: : 8242372 Email: xxx@xxx.vn (Reporting date: XX/XX/2004)	2. _____ 3. _____ 4. _____
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Annex 3: List of large-scaled loan projects financed by ADB and WB, which are proposed to be piloted