



**Sustainable Water  
Integrated Management (SWIM) -  
Support Mechanism**



Project funded by  
the European Union

*Water is too precious to waste*

**Procedures and Data Collection Forms  
Modules A and B (Regional level)**

**SWIM-SM TRAINING OF THE USERS INVOLVED IN THE PILOT IMPLEMENTATION OF THE REGIONAL  
M&E SYSTEM FOR THE MONITORING AND EVALUATION OF THE PIM/IMT PROCESS  
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Section 1:  
General description of the  
“Procedures and Data  
Collection Forms “ at the  
Regional and National level

# Institutionalisation of the MONEVA system at the national and regional level (1)

- ▶ This process requires taking a political decision to institutionalise the utilisation of the MONEVA in the country. This could be undertaken through a phased implementation involving pilot areas at the beginning to be expanded gradually into other regions.
- ▶ Main steps of the suggested methodology:

**1. Designate an officer to coordinate the data collection and entry into the MONEVA system at the national level. One could also designate two officers (one for data collection, and another one for data entry and processing).**

**2. Designate an officer in each region to coordinate the data collection as per the forms needed at the regional level (See forms in the Annex)**

# Institutionalisation of the MONEVA system at the national and regional level (2)

- 3. Send a letter (with the forms) to the relevant departments (Human Resources (HR), financial department, O&M departments, information systems department), and donors requesting cooperation with the designated officer**
- 4. Nominate an officer in each region for entry and processing of data related to the MONEVA (if different than the regional coordination officer)**
- 5. Send a letter to the WUAs requesting to utilise the system and fill the information required as per the data collection/entry and processing forms at the local level (related to the MONEVA)**
- 6. Set up a MONEVA steering/evaluation committee**

# Suggested distribution of the data to be collected among the staff of the WUA.

- ▶ The data to be collected is under the responsibility of different officers within the Regional offices and each Regional may have different organizational arrangements.
- ▶ The following table groups together the variables and indicators of similar characteristics and can be used to assign the responsibilities for data collection and filling of information within the Regional offices

# Table 1a . Numerical variables and indicators classified by business categories

No	Technical	Qualitative	Financial and administrative	HR	Water productivity	Environment	PIM/IMT Progress
1	C08041	C07070	A03021R	A03041R	D04021	D05011	B01011
2	C08052	C07070.1	A03021R.1	A05081R	D04021.1.1	D06020	B01012
3	C10011	C07080	A03021R.2	B03021R	D04021.1.2	D09012	B01021
4		C07080.1	A03021R.3	C07031	D04021.1.3		B01022
5		C07080.2	A03031R	C07061	D04021.1.4		B01041
6			A03031R.1	D09012	D04021.1.5		B01042
7			A03031R.2	D09013	D04021.2.1		B01051
8			A03031R.3		D04021.2.2		B01052
9			A03051R		D04021.2.3		B06031
10			A03061		D04021.2.4		B06032
11			A05091R		D04021.2.5		B06041
12			D07010		D04022		B06042
13			D09011		D04022.1.1		B09051

# Table 1b . Numerical variables and indicators classified by business categories

No	Technical	Qualitative	Financial and administrative	HR	Water productivity	Environment	PIM/IMT Progress
14			C06092		D04022.1.2		B09053
15			C06101		D04022.1.3		
16			C06102		D04022.1.4		
17			C06111		D04022.1.5		
18			C06112		D04041		
19			C06121		D04042.1		
20			C06122				
21			C06131				
22			C06151				
23			C08011				
24			C08021				

# Purpose of the “Procedures and Data Collection Forms”

1. The main purpose of the document called “**Procedures and data collection forms**” is to assist the staff of the WUAs to enter the information required by the MONEVA monitoring and evaluation system in a **standard** manner.
2. The use of these procedures will facilitate the comparison between the indicators of different Regions since they are calculated using the same standards.
3. The document is complemented by an Excel Table called '**MONEVA Data Processing Sheet Local Level.xls**' where all the numerical variables to be entered are listed in the spreadsheet called “Input 2MONEVA” and calculations are made in an automatic form. In case that the WUA has no computer facilities the Procedures and data collection forms provide examples of the calculations.
4. The “**Procedures and data collection forms**” document does not cover all the variables and indicators. It is mainly addressed to facilitate the calculation of the more complex variables. For the remaining numerical indicators the '**MONEVA Data Processing Sheet Local Level.xls**' provides simple guidance.



# Description of the lay out of the Procedures and Data Collection Forms

- ▶ The document is structured in a consistent manner for all the variables analysed. Basically it covers the following 4 steps for each variable analysed:
  1. **Data process table.** It describes the main characteristics of the process and provides guidance with respect to the methodology to be used for the data collection, the data to be collected and some other descriptive aspects of the process.
  2. **Tasks table.** It provides the sequence of the tasks to be undertaken, when and by whom. The last 2/3 rows of the table provide guidance regarding the forms to be used and their location.
  3. **Examples of the forms to be used.** In the most general case 3 forms are needed, namely:
    - a) **Data collection forms**, which are necessary to collect the information in the field. A typical example of such forms is the questionnaires to be used in the field to collect the views of the farmers regarding their degree of satisfaction with respect to some activities of the WUA (maintenance, operation, etc.). Examples of such a form are presented with sample information to clarify how they must be filled by the users
    - b) **Data processing forms:** The information collected in the data collection forms needs generally to be processed.
    - c) **Data Input forms.** Sometimes the information resulted of the data processing forms needs to be grouped together in different ways.
  4. **Annex 1 with the complete collection of data collection forms.**

## Section 2: Calculation examples of selected numerical and qualitative indicators

Example 1. Variable A03021R: Annual amount of money allocated by the irrigation agency and cooperating institutions (including donors) for the planning and implementation of the PIM/IMT during last year in your region.

Process table 1a

Process Name	Estimating the annual amount of money allocated by the irrigation agency and cooperating institutions (including donors) for the planning and implementation of the PIM/IMT during last year in your region.
Process Description /purpose	<p>This variable tries to assess the total amount of money that is allocated to the PIM/IMT program including contributions from donors. The analysis of the yearly values will permit to analyse the trend of the expenditures. In general one expects <b>a growing trend during the initial years</b> of the program to make a reasonable progress, but <b>after most of the WUAs has been established, the government cost should show a decreasing trend</b>. The length of the growing and decreasing periods is different in each country and can only be determined locally as a function of the development plans for PIM/IMT. Another important use of this variable is for determining the cost per ha of the total areas of the WUAs that were established.</p>

# Example 1. Variable A03021R: Annual amount of money allocated by the irrigation agency and cooperating institutions (including donors) for the planning and implementation of the PIM/IMT during last year in your region

## Process table 1.b

- ▶ The methodology is made of 4 basic steps.
- 1. **Determining the annual cost of the Irrigation agency staff dedicated to implement the PIM/IMT (variable A03021R.1) in the region.** This cost is made of two components:
  - a) **One** that corresponds to the time dedicated for the designated region, by the staff working in the **central office** and
  - b) **another one** corresponding to the time of the staff working in the **Regional office** under consideration.

Both components will be made of staff that is dedicated **fully** to PIM/IMT and others that are only partially dedicated to the mentioned program. **Determining the part of time dedicated to PIM has to be done in collaboration with the concerned person and, in any case, is only a reasonable estimation.** Table No 2.1 provides an illustration of how the costs of these components can be determined.

- ▶ **It should be noticed** that the sum of all the time (part time and full time) dedicated to PIM/IMT will be also used to calculate another variable; A03041R – related to the Number of government officers who worked full time for the PIM/IMT programme at the regional office last year. **See section 3 below.**

**Example 1. Variable A03021R: Annual amount of money allocated by the irrigation agency and cooperating institutions (including donors) for the planning and implementation of the PIM/IMT during last year in your region (3).**

### **Process table 1.c**

- 2. Determining the annual operational cost of the Regional office that are allocated for the PIM/IMT program (Variable A03021R.2).** Since no special accounts are normally kept for the current yearly expenditures of the PIM/IMT programs, the most reasonable way of estimating them is to **assume a percentage of the total current expenditures of the Regional office**. Table 2.2 provides an example of how to estimate this component.
- 3. Determining the contribution that the donors have made to the programme at the regional level (Variable A03021R.3).** The financial section of the Regional Office should have this information available.. However, it may be possible that this information is only available at the central office of the irrigation agency for the whole irrigation regions (CRDAs/Directorates). In that case it is assumed that the total amount is allocated to the regional offices on equal basis. Table 2.3 assumes this second hypothesis
- 4. Entering the above 3 values for the corresponding variables to obtain the total for the variable A03021R.**

**Example 1. Variable A03021R: Annual amount of money allocated by the irrigation agency and cooperating institutions (including donors) for the planning and implementation of the PIM/IMT during last year in your region (4).**

### **Process table 1.d**

#### **Important notes:**

1. The above three components of the regional expenditures represent **a reasonable estimation**. Therefore it is not practical to consider the details of other smaller costs such as the software and hardware used in the regions.
2. In addition, **the investments made in buildings and other large machinery are not considered** since these investments were surely made for purposes that were not related to the PIM/IMT and therefore it would not be reasonable to attribute now part of their costs to the program.

**Example 1. Variable A03021R: Annual amount of money allocated by the irrigation agency and cooperating institutions (including donors) for the planning and implementation of the PIM/IMT during last year in your region. **Task table 1.a** .**

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Tasks	Description	Responsibility
<b>Task 1</b>	<p>Initiate the process. This would involve</p> <ol style="list-style-type: none"> <li><b>1) Designating a regional officer to coordinate the data collection</b> into the forms R.2.1, R.2.2 and R.2.3 if it is different from previous years</li> <li><b>2) Sending a letter</b> (with the forms) to the relevant departments (Human Resources (HR), financial department), and donors requesting cooperation with the designated officer</li> </ol>	Director Regional office
<b>Task 2</b>	<b>Discuss with the incumbents the percentage of time dedicated to PIM/IMT</b> (relevant . to form R.2.1)	RO designated officer responsible for the coordination of inputs
<b>Task 3</b>	<b>Enter with the assistance of the financial section the salaries and other related data</b> in the form R.2.1	RO designated officer responsible for the coordination of inputs
<b>Task 4</b>	<b>Enter the required information for forms R.2.2 and R2.3</b> in collaboration with the competent units of the Regional Office or central office and if needed with the donors in order to be able to fill Form R.2.3.	RO designated officer responsible for the coordination of inputs

# Example 1. Variable A03021R: Annual amount of money allocated by the irrigation agency and cooperating institutions (including donors) for the planning and implementation of the PIM/IMT during last year in your region. **Task table 1.b** .

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<b>Task 5</b>	<b>Send the filled forms (R.2.1, R.2.2 and R.2.3 to the designated regional officer</b> responsible for entering and processing the data related to the MONEVA system in the region	<b>RO designated officer responsible for the coordination of inputs</b>
<b>Task 6</b>	<b>Data entry and processing:</b> All data in the three forms will be entered into the corresponding columns in the 'Processing' sheet of the Excel file 'MONEVA Data Processing Regional Level.xls' <u>as follows:</u> <b>Form R.2.1:</b> See Data collection and processing form for Variable A03021R.1: <b>Annual amount of salaries allocated by the irrigation agency and cooperating institutions</b> for the planning and implementation of PIM/IMT during last year in your region <b>Form R.2.2:</b> See Data collection and processing form for Variable A03021R.2: <b>Annual amount of money allocated by the irrigation agency for the operational costs</b> related to the implementation of PIM/IMT during last year in your region <b>Form R.2.3:</b> See Data collection and processing form for Variable A03021R.3: <b>Annual amount of money allocated by the donors for the planning and implementation</b> of PIM/IMT during last year in your region	RO designated officer responsible for the entering and processing the data related to the MONEVA system



Example 1. **Table No. 2.1.a :**

Regional office Name							
Regional office No.		03					
Position		No. of people	%Availability for PIM/IMT during the year (Percentage of time dedicated to PIM/IMT)	No. of Regions for which the staff is responsible for /involved with	%Availability Per region during the year	Average Gross Monthly Salary (JDs)	Contribution of Annual Salary to PIM/IMT per region (JDs)
<b>Irrigation Agency Head quarters</b>	Secretary General/General Director	1	5%	4	1.25%	2500	375
	ASG Financial Affairs	1	5%	4	1.25%	1800	270
	ASG Admin Affairs	1	5%	4	1.25%	1800	270
	Assistant Secretary General (ASG) for the regional offices	1	20%	4	5.00%	1800	1080

Example 1. **Table No. 2.1.b** :

Position	No. of people	%Availability for PIM/IMT during the year (Percentage of time dedicated to PIM/IMT)	No. of Regions for which the staff is responsible for /involved with	%Availability Per region during the year	Average Gross Monthly Salary (JDs)	Contribution of Annual Salary to PIM/IMT per region (JDs)	
<b>Regional Office</b>	O&M Director Regional office	1	20%	1	20.00%	1300	3120
	Head of O&M Regional office	1	5%	1	5.00%	700	420
	Distribution/ advisors	1	30%	1	30.00%	600	2160
	Distribution control officer	1	5%	1	5.00%	600	360
	Drivers	3	50%	1	150.00%	300	5400
	Guards	5	20%	1	100.00%	300	3600
	Technicians (Inspection)	1	50%	1	50.00%	500	3000
	Technicians (Maintenance)	1	50%	1	50.00%	500	3000
	Pump operators	5	100%	1	500.00%	550	33000
	Ditch riders	3	100%	1	300.00%	300	10800
	Head of Operation	1	30%	1	30.00%	700	2520
	Head of Maintenance	1	30%	1	30.00%	650	2340

## Example 1. Table No. 2.1.c:

Position		No. of people	%Availability for PIM/IMT during the year (Percentage of time dedicated to PIM/IMT)	No. of Regions for which the staff is responsible for /involved with	%Availability Per region during the year	Average Gross Monthly Salary (JDs)	Contribution of Annual Salary to PIM/IMT per region (JDs)
<b>WUA Support unit</b>	PIM/IMT Director	1	100%	4	25.00%	1600	4800
	WUA unit Director	1	100%	4	25.00%	1300	3900
	WUA unit follow up (Anwar)	1	50%	1	50.00%	680	4080
	Coordination (Sana)	1	100%	4	25.00%	700	2100
	Archive (Bahjat)	1	100%	4	25.00%	350	1050
	Archive (Nohammad Faour)	1	100%	4	25.00%	350	1050
	Typist	1	100%	4	25.00%	350	1050
	Documentation&Contracting	1	100%	4	25.00%	700	2100
<b>Project Coordination</b>	S. Ghors Coordinator (Maymouna)	1	5,00%	4	1.25%	600	90
<b>Project Counterparts</b>	Counterpart 1: Planning Director (Khalil)	1	5,00%	4	1.25%	1500	225
	Counterpart 2: S. Ghors Administration Director	1	100%	4	25.00%	1300	3900
<b>A03021R.1:Total Salaries Per Region</b>							96060
<b>A03041R: Total number of full time officers (expressed in person /year)</b>					15,3125		

**Example 1. Table No .2.2: Example of Data collection and processing form for Variable A03012R.2: Annual amount of money allocated by the irrigation agency for the operational costs related to the implementation of the PIM/IMT during last year in your region.**

<b>Regional office No.</b>	<b>03</b>
<b>Total annual operational cost of the Regional office JDs</b>	50,000
<b>Estimated Percentage of the annual operational costs that is allocated to the implementation of the PIM/IMT program in the region</b>	20%
<b>Estimated operational costs of the PIM/IMT programme in the region (A03012R.2)</b>	10,000

**Example 1. Table No.2.3: Example of Data collection and processing form for Variable A03012R.3: Annual amount of money allocated by the donors for the planning and implementation of the PIM/IMT during last year in your region.**

Name of Donor	Donor 1	Donor 2	Donor 3	Donor 4	Donor 5	Donor 6	Add columns as necessary
	GIZ	IOJOV	AFD	SWIM	ISSP	???	
Estimated Annual program/Project Allocations for PIM/IMT (Consultancy, project manager, study tours, technical officers, training, software, hardware, equipment, etc.)	700000				80000		
No. of regions served by the program	4	4	4	4	4	4	4
Estimated Annual Program/Project contribution to PIM/IMT per region (JD)	175000	0	0		20000	0	0
Subtotal Region							195000

## Example 2. Variable A03051R: Annual financial allocation provided last year for the rehabilitation and/or improvement of the irrigation systems to be handed over to the WUAs of your region. **Process table**

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<b>Process Name</b>	<b>Assessing the annual financial allocation provided last year for the rehabilitation and/or improvement of the irrigation systems to be handed over to the WUAs of your region</b>
<b>Process Description /purpose</b>	<p>This variable assess <b>the trend of the financial allocations provided last year for the rehabilitation and/or improvement</b> of the irrigation systems to be handed over to the WUAs in the concerned region.</p> <p><b>The purpose of this variable is to know how much money has been invested in the rehabilitation and improvement of the irrigation systems that are managed by the WUAs in the region.</b> Rehabilitation and improvement works largely condition the efficiency of the irrigation system. It allows also to determine the costs of the Rehabilitation per hectare of total area transferred</p> <p>It is assumed that during the initial years of the PIM/IMT program there will be a growing trend in financial allocations, since most of the WUAs need some rehabilitation. But once most of the WUAs have been rehabilitated, the funds dedicated to this activity should decrease.</p>
<b>Methodology</b>	The methodology is simple since it is sufficient to record the amounts allocated to the region for this purpose during last year from the different sources (including donors).
<b>Data collection</b>	The data will be collected once a year

**Example 2. Variable A03051R: Annual financial allocation provided last year for the rehabilitation and/or improvement of the irrigation systems to be handed over to the WUAs of your region. **Task table****

Tasks	Description
<b>Task 1</b>	Initiate the process of documenting rehabilitation costs per region as per form R.4.1 and assign responsibility to the relevant department (if the process is not already in place)
<b>Task 2</b>	Designate an officer in the region to collect the required information from the relevant department
<b>Task 3</b>	Collect the required information from the financial unit of the Regional office and from donors
<b>Task 3</b>	Input the information in the Form R5 (Annex 1) and in the MONEVA Data Processing Regional Level.xls', Sheet "processing ", rows

**Example 2. Table No. 5: Example of Data collection and processing form for Variable A03051R: annual financial allocation provided last year for the rehabilitation and/or improvement of the irrigation systems to be handed over to the WUAs of your region**

<b>Regional office No.</b>		<b>201005</b>							
<b>Directorate</b>	<b>DAs</b>	<b>Type of rehabilitation</b>	<b>Irrigation Agency (JVA)</b>	<b>GIZ</b>	<b>IOJOV/ AFD</b>	<b>Gulf Fund</b>	<b>Donor 5</b>	<b>Donor 6</b>	<b>Donor 8</b>
			<b>Year (2014)</b>	<b>Year (2014)</b>	<b>Year (2014)</b>	<b>Year (2014)</b>	<b>Year (2014)</b>	<b>Year (2014)</b>	<b>Year (2014)</b>
<b>North Directorate</b>	<b>WUAs in DA 28</b>		20000	15000		10000			
<b>Total For region no. 201015</b>									45000



Thank you for your  
attention !



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