

Participatory Monitoring and Evaluation Guidelines for Field Teams

Improved market engagement for sustainable upland production systems in the
North West Highlands of Vietnam (AGB/2008/002)



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1. Introduction

Monitoring, evaluation and impact assessment of a project's activities are done to review the process, outcomes and impacts of that project, in order to conclude on its success.

Why do we need to do monitoring and evaluation?

- Know to what extent project implementation is “on track” in relation to expected outputs.
- Know outputs, outcomes, effects, shortfalls.
- Evaluate our performance.
- Identify how to improve activities and make resource allocation more efficient.
- Collect, document and share information to learn from.
- Identify needs and opportunities for follow-up activities or future project.

Why should we do monitoring and evaluation in a participatory manner?

- To be unbiased, hear all views, and allow for more input.
- To increase participation in and ownership of stakeholder over activities.
- To increase relationships and sharing among stakeholders.
- To empower participants and increase decision-making power, leading to increased benefits.

What is monitoring?

- Observation of and reporting on project activities from beginning to end, at timely intervals.
- The review of the process of ongoing activities to provide guidance to implementation.
- To be implemented by people on the ground, so as to provide input to adjustment of project activities.
- Is supportive to evaluation as it helps explain evaluation results.

What is evaluation?

- Process of assessing the final results and immediate effects of an activity.
- Involves collecting and analysing of data related to objectives and expected outputs of the project.
- Involves the weighing of outputs, outcomes and effects of project in relation to inputs.
- Is time-bound and often occurs at the end of an activity.

What is impact assessment?

- The identification of the consequences or long-lasting effects of activities.
- Results that are measured against predetermined indicators and baseline data in relation to the project's goals.

- It is conducted after reasonable amount of time after activities took place.
- It implies the review of the application of project outcomes and benefits on a larger scale.

2. Framework for PM&E of the North West Vietnam Project

2.1. PM&E activities

Monitoring, evaluation and impact assessment of the North West Vietnam project will relate to both achievement of project objectives and changes in research for development (R4D) approaches and capacities. PM&E is partly led by the Field Teams that are in charge of the field trials, value chain and pilot-roll-out activities, and partly by a special Practice Change Study Team. The following set of PM&E activities is proposed:

	Relating to project objectives for: <ul style="list-style-type: none"> ➤ Erosion trials ➤ Maize ICM trials ➤ Temperate fruit ICM trials ➤ Value chain activities ➤ Pilot roll-out activities 	Relating to R4D approaches/capacities of: <ul style="list-style-type: none"> ➤ Researchers ➤ Farmer communities ➤ District/province staff ➤ Local government officials
Field Teams		
Monitoring	1. Planning meeting (at the start of an activity to agree on activity design and workplan and set indicators for success) 2. Regular progress review meetings (throughout implementation of an activity) 3. Photo reports (at regular intervals during activity implementation)	N/A
Evaluation	4. Community feedback session (towards the end of an activity) 5. Evaluation meeting (at the end of an activity to analyse outputs, outcomes and process)	N/A
Practice Change Study Team		
Monitoring	1. Monitoring of stakeholder engagement (through observations and semi-structured interviews at the start, halfway and at the end of an activity)	4. Monitoring of perceptions and behaviours relating to R4D practice (through observations and semi-structured interviews at the start, halfway and at the end of an activity)
Evaluation	2. Evaluation of stakeholder practice change (through interviews with farmers at the end of an activity - farmer researchers in field trial activities, value chain actors in value chain activities, farmer participants in pilot roll-out activities)	5. Evaluation of R4D perceptions and behaviours (once a year through questionnaires with researchers and extension officers and interviews with farmer researchers)
Impact assessment	3. Mental models study (baseline and end-of-project, with field researchers, farmer researchers and extension officers, as per sustainable livelihood framework, i.e. human, social, financial, natural and physical capital)	6. Assessment of institutional change in R4D practice (through semi-structured interviews with research team leaders, field researchers and farmer researchers)

2.2. Roles of project team members in PM&E

The following composition of and tasks for the PM&E teams are proposed:

Role	Name	Tasks
Coordinators	Dr Hung, Elske, Oleg	<ul style="list-style-type: none"> General overview and quality control
Field Teams		
Methodological coordinators	Mr Nhuan, Ms Hien	<ul style="list-style-type: none"> Design methods and materials Train field teams Monitoring visits/workshop for quality control and methodology improvement
Field coordinator	Mr Huan, Oleg	<ul style="list-style-type: none"> Monitor implementation of PM&E activities Collect, store and process all data Feed processed data back to activity leaders
Field teams	<p>Researcher(s), farmer researcher(s), district and provincial staff in each location for each type of activity, i.e.:</p> <ul style="list-style-type: none"> Soil erosion/maize ICM trials Temperate fruit ICM trials Value chain activities Pilot roll-out activities (see table below for names per field team) 	<ul style="list-style-type: none"> Conduct relevant M&E activities Record findings Pass data sheets to Huan <p>District extension officers take the lead in organising monitoring and evaluation activities and collecting the data on the data sheets.</p> <p>The farmer researchers in each location are involved in providing feedback, analysing results and possibly organising group meetings in the villages.</p> <p>Researchers cross check the data sheets and may facilitate some of the evaluation activities. Huan enters data into the database.</p>
Practice Change Study Team		
Practice change study coordinators	Elske, Dr Vuong, Ms Hien	<p>Design methods and materials</p> <p>Train field teams</p> <p>Lead data collection</p> <p>Store and process data</p> <p>Report</p>
Practice change study team	Ms Hien, Mr Nhuan (HUA), Mr Toan (TBU), Mr Huan (NOMAFSI), Amanda	<p>Collect data</p> <p>Pass data sheets to Huan</p> <p>Provide input into reports</p> <p>Distribute reports (communities, research teams) and collect feedback</p>

The composition of a field team is by village and type of activity (maize ICM/soil erosion trials, temperate fruit ICM trials, value chain activities, pilot roll-out activities). Each team consists of the PM&E field coordinator (Mr Huan), the provincial and district staff, and a researcher and farmer researcher involved in a particular activity. For 2010-11, the teams are as follows:

Province	Lai Chau				Son La			
District	Sin Ho		Tam Duong		Mai Son		Moc Chau	
Commune	Ta Ngao	Lang Mo	Giang Ma	Ban Bo	Na Ot	Chieng Chan	Phieng Lung	Muang Sang
Village	Lung Su Phin	Lang Mo	Giang Ma	Hung Phong	Na Ha	Ta Chan	Pieng Sang	La Nga
Cameras	y	n	y	n	y	y	y	y

Field coordinator	Huan							
Provincial staff	Thuc				Ai			
District staff	Giang		Dung		Yeu		Hai, Quang	

Maize ICM and erosion trials	Farmer Researcher		Giang A Menh (erosion only)	Giang A Say	Nguyen Tien Quân (maize only)	Lo Van Pom	(new location)	Changed so much from original	Vu Van Khang?
	Researcher		An (SaPa), Thao	An, Thao		Minh, Nam		Minh Phuong (TBU)	

Temperate fruit ICM trials	Farmer Researcher	Thao A Giao?		Giang A Vang?				Dang Van Chien	TBC
	Researcher	Dat		Chi				Thuy	

Value chain activities	VC actors	TBC		TBC		TBC		TBC	
	Researcher	TBC		TBC		TBC		TBC	

Pilot roll-out activities	Farmer Researcher	TBC		TBC		TBC		TBC	
	Researcher	TBC		TBC		TBC		TBC	

2.3. How to use these guidelines?

These guidelines are a working document that will evolve over time when more activities are added to the PM&E system and activity descriptions are improved based on experiences in the field.

The activities described in the sections below only relate to those that are organised and implemented by the Field Teams, while separate guidelines have been developed for the Practice Change Study Team.

There are three sets of activities that each may have different Field Teams: erosion and maize ICM trials (Year 2-4), temperate fruit ICM trials (Year 2-4), value chain activities (Year 2-4), and pilot roll-out activities (Year 3-4). The current version of guidelines (issued in November 2010) only contains the description of PM&E activities for the teams involved in the erosion/maize ICM and temperate fruit ICM trials. The other sections will be developed once the activities have been designed.

3. PM&E for erosion/ICM field trials

PM&E for the erosion, maize ICM and temperate fruit ICM trials involves five different activities that are implemented for each set of trials throughout a whole growing season, as follows:

What	When and how often	Purpose
Planning meeting	At the start of the season	To agree on the trial design and workplan for the season, and set indicators for success
Regular progress review meetings	Once every 2 weeks throughout the season	To record implementation details of the trials and constraints encountered
Photo reports	Four times across the season	To visualise and document change as a result of the trials as perceived by the farmer researchers
Community feedback session	In the week before the harvest	To consult the wider community on the perceived benefits and constraints of the innovations that are being tested in the trials
Evaluation meeting	At the end of the season after the harvest and initial processing of the data	To analyse outputs, outcomes and process of the trials

The timeline for activities over the season looks approximately as follows, but needs to be adapted to actual field activities and crop duration:

Week	Field and crop stage	PM&E activities
4 weeks before planting	Soil preparation	Planning meeting
3 weeks before planting		
2 weeks before planting		Regular progress review meeting – 1 Photo reports – 1
1 week before planting		
0	Planting	Regular progress review meeting – 2
1 week after planting		
2 weeks after planting		Regular progress review meeting – 3
3 weeks after planting		
4 weeks after planting		Regular progress review meeting – 4 Photo reports – 2
5 weeks after planting		
6 weeks after planting		Regular progress review meeting – 5
7 weeks after planting		
8 weeks after planting		Regular progress review meeting – 6 Photo reports – 3
9 weeks after planting		
10 weeks after planting		Regular progress review meeting – 7
11 weeks after planting		
12 weeks after planting		Regular progress review meeting – 8 Community feedback session
13 weeks after planting	Harvest	
14 weeks after planting	Post-harvest practices	Evaluation meeting Photo reports – 4

3.1. Planning meeting

Objectives

- To agree on the trial design and workplan for the season.
- To set indicators for success of the activity, as a basis for evaluation.

Note that for each trial a separate meeting will need to be organised, although the planning for two trials that include the same people (for instance, an erosion and maize ICM trial in the same village) can be held one after the other. The steps below, however, will need to be repeated for each trial.

Timing

This meeting is organised before the start of the season. Take into consideration how much preparation time is needed between the planning meeting and the initiation of the trial.

Participants

- Field coordinator (convener)
- Farmer researchers involved in the trial
- Field researchers
- Extension officer
- Optional: commune/village official, province/district staff

Materials

- Butcher paper
- Different colours of permanent markers
- Coloured cards (size: one-third of A4)
- Masking tape

Preparation

- Choose a suitable venue for the planning meeting. The venue should have enough space for a small group to sit together and some wall space to hang up several sheets of butcher paper.
- Ensure that all participants are invited for the meeting and are aware of the date, time, venue and purpose of the meeting. A cross check may be needed to confirm the continued participation of the farmer researchers.
- Bring copies of data sheets and reports of the previous trials.
- Prepare materials to bring to the meeting.
- Think about how to facilitate the meeting so that full engagement of all participants (farmers, extension officer and researchers) is made possible. Some things to do and not to do:

DO:

- use your own best judgment at all times
- respect people
- establish a personal relation
- share the marker
- watch, listen, learn
- share your knowledge
- embrace (and admit) error, learn from mistakes
- be self aware, self critical but honest
- innovate and invent
- try new things, get out of your comfort zone
- keep the process on track

DON'T:

- rush
- lecture
- criticise
- interrupt
- dominate
- show off your position
- use scientific language
- blame anyone for things that did not go according to plan

Steps

1. Welcome the participants and explain the purpose of the meeting. In case not everyone knows each other, let everyone briefly introduce themselves.
2. Briefly review the conclusions and recommendations of the previous trials, which should be the basis for the design of the current trial. Agree on the topic of the trial.
Example: Intercropping of maize and legumes.
3. Discuss with the participant what the objective of the trial is. Facilitate a discussion what people want to learn or find out and why. How do they expect that the trial results contribute to improved practices and outputs of agriculture? Formulate the final objective in a way that it reflects what will be tested and why, and make sure that everyone agrees.
Example: In this trial we want to find out which type of legume provides the best option for intercropping with maize, so that we receive a greater net income from the land while improving the soil.
4. If the location of the trial plot has not yet been decided previously, discuss this and agree on a field.
5. Facilitate a discussion to decide on the treatments of the trial. As an introduction, the farmers should first be invited what their ideas are and what experiences they have. Write these ideas on a sheet of butcher paper on the wall. Then let the researchers give their ideas and explain the rationale behind these ideas. Write those on the butcher paper as well. Come to an agreement on the treatments and formulate them clearly on the paper. Ideally, one trial should have a minimum of 3 and a maximum of 5 treatments.
6. Discuss the design of the experiment. Start with drawing a map of the field on a sheet of butcher paper. Discuss if there will be replications included in the trial (and if needed explain the reasons for having replications). If the group agrees on replications, discuss how many. Discuss how the treatments and replications will be located in the trial plot and draw the design on the map of the trial plot.
7. Discuss and list what variables will be measured in the trial.
8. Discuss the details of establishing the trial and write this all on a sheet of butcher paper:
 - Preparation of inputs: what, how much, who
 - Date and time of trial establishment
 - Task distribution: who does what and when
9. Discuss the implementation of the trial and make a workplan on a sheet of butcher paper:
 - Crop care: what, when and who
 - Measuring of variables: what, when and who (the exact details of how to measure and record the data can be discussed during the progress review meetings)
 - Payments for inputs, labour, compensation for losses: how much, for whom, by whom.
10. Explain that the group will need to meet regularly to review progress and record together what practices have been conducted on the trial plot and what observations were done. Agree on a frequency and venue for those regular progress review meetings. It is suggested that the frequency be once every 2-3 weeks, depending on crop development.
11. Explain what will happen at harvest day and how the yields of each treatment and replication will have to be measured separately in order to compare the treatments and draw valid conclusions. This explanation will need to be repeated a few times throughout the season.

12. To wind up the planning session, the group is invited to think about what they expect from the trial if it is successful. Ask everyone to contribute ideas, group the ideas, discuss them further and reformulate them into indicators for success. Make them quantifiable, if possible.

Example: Yield of maize is increased by 20%.

Example: At least two types of legumes suitable for intercropping with maize have been identified.

13. Collect the sheets of butcher paper but leave a sheet with a drawing of a map of the field and the trial design on the wall in the meeting venue.

Reporting

- Make sure that all notes and drawings are copied from the sheets of butcher paper and digitalised in the template for trial planning meetings (Recording Sheet I below).
- The digital version of the meeting report on Recording Sheet I needs to be translated into English.
- Both Vietnamese and English versions of the report are stored on an external hard drive.

3.2. Regular progress review meetings

Objectives

To record implementation details of the trials and constraints encountered.

Timing

Throughout the cropping season, once every two weeks. It is recommended that the first meeting is held two weeks after the planning meeting and two weeks before planting.

Participants

- Field coordinator (convener)
- Farmer researchers
- Optional: extension officer, commune/village official, province/district staff

Materials

- Butcher paper
- Different colours of permanent markers
- Masking tape

Preparation

- Choose a suitable venue for the regular progress review meetings. This should preferably be the same venue for all meetings throughout the season, so that the seasonal calendar that will be produced can stay on the wall of the meeting place. The venue should have enough space for a small group to sit together and wall space to hang up a few sheets of butcher paper.
- Ensure that all participants are invited for the meeting and are aware of the date, time, venue and purpose of the meeting. A cross check may be needed to confirm the continued participation of the farmer researchers.
- Prepare materials to bring to the meeting.
- Remind yourself of the “Dos and Don’ts” of facilitating a meeting with field partners, as described in Section 3.1.

Steps

1. Welcome the participants and explain the purpose of the meeting.
2. During the first progress review meeting, paste three sheets of butcher paper sideways on the wall. Draw a seasonal calendar on them as shown below (adjust the months as needed):

Title of trial:							
February				March			
1	2	3	4	1	2	3	4/5

Location:							
April				May			
1	2	3	4	1	2	3	4

Season:							
June				July			
1	2	3	4/5	1	2	3	4

3. Discuss with the farmer researchers what exactly was done and observed over the period between the current meeting and the previous, and write these down in the appropriate weeks on the seasonal calendar on the wall:
 - In the top row, all practices that were conducted in the trial fields, including inputs (types and amounts) that were provided, number of hours of labour spent in the field.
 - In the middle row, comments from farmers on observations they made in the field (and beyond), problems or benefits they perceive from the treatments in the trial, and their involvement in field activities.
4. Draw conclusions with the farmers on how the trial is advancing and what needs to be done in the next period to keep the trial on track and solve possible problems. Agree on what action needs to be taken during the next 2-3 weeks (who does what) and write this in the bottom row of the seasonal calendar.
5. Make sure that all notes from the seasonal calendar are copied and digitalised in the table in Recording Sheet II below. Leave the original hard copy of the seasonal calendar on the wall in the meeting venue.

Reporting

- Transfer all notes on the seasonal calendar and additional comments made on the form in Recording Sheet II.
- The digital version of the meeting report on Recording Sheet II needs to be translated into English.
- Both Vietnamese and English versions of the report are stored on an external hard drive.

3.3. Photo reports

Objectives

To visualise and document change as a result of the trials as perceived by the farmer researchers.

Timing

Once every 2-3 weeks throughout the season, starting during the first regular progress review meeting (2 weeks after the planning meeting) and finishing during the evaluation meeting at the end of the season.

Participants

- Farmer researchers involved in the trial
- Field coordinator
- Extension officer
- Optional: Field researcher(s), provincial staff

Materials

- Camera and an electronic photo frame that was left with the farmer researcher
- Laptop
- Portable projector
- Portable printer with ink cartridges
- Power point block and extension cord
- Electronic photo report template (3.3 Photo report template.doc)
- A4 paper
- Masking tape

Preparation

- At the start of the season, choose a suitable venue for the regular field team meetings during which the Photo Reports should be prepared. The venue should have electricity, a wall for display of the projected photos and the printed photo reports, and enough space for a small group to sit together and compose the photo reports.
- Prepare a folder on the laptop (or external hard drive) that will be used for the Photo Reports with subfolders, as follows:
 - PM&E Photo Reports
 - PR-Village name (6 sub-folders each with different village name)
 - Period 1 – start date-end date
 - Period 2 – start date-end date
 - Etc.
- Before each meeting, ensure that all participants are aware of the date, time, venue and purpose of the meeting.
- The farmer researchers need to be given clear instructions on the use of the camera when it is handed out, as well as the purpose of the exercise. The task is to make photographs in their villages that show “CHANGE” or “DIFFERENCES” occurring in the village in relation to agricultural and social development. This may be CHANGE be for the good or the bad.

- At the start of each meeting, make sure that the batteries of the laptop used for processing of the photographs and the printer are charged. Also check with the farmer researcher that the battery of the camera has been charged.
- Assign a facilitator and a notetaker.

Steps

1. Transfer all photographs made during the latest period from the camera to the designated sub-folder on the laptop.
2. Ask the farmers to sort all photographs, while projecting them on the wall, into two categories:
 - Private photographs, which are then transferred to the digital photo frame and deleted from the laptop.
 - Project related photographs showing “CHANGE” occurring in the village in relation to agricultural and social development, which are kept in the sub-folder on the laptop.
3. Ask the farmers to sort the remaining photographs again into two categories and store them into two new sub-folders (with “x” being the sequence number of the period under review):
 - PS x.1-project: Photographs showing pictures that relate to the project’s erosion and/or ICM trial plots and activities.
 - PS x.2-non: Photographs showing pictures that show “CHANGE” in the village outside the trial activities.
4. Show all pictures in the sub-folder “PS x.1-project” in a photo viewer, projected on the wall. Ask the farmers to sort these pictures into two categories, and store them into two new sub-folders:
 - PS x.1.1-pos: Photographs showing change for the better or differences that are perceived positive by the farmers.
 - PS x.1.2-neg: Photographs showing change for the worse or differences that are perceived negative by the farmers.
5. Repeat Steps 4 for sub-folder “PS x.2-non” and move pictures to two new sub-folders PS x.2.1-pos and PS x.2.2-neg.
6. Show all pictures in the sub-folder “PS x.1.1-pos” in a photo viewer, projected on the wall.
 - Ask the farmers to group these pictures into clusters of 4-6 pictures that together tell a story of some change that occurred. Give them some time to discuss this. They don’t have to use all pictures. The 4-6 pictures of each cluster are moved to a new sub-folder that is given a sequence number and brief descriptor, e.g. PS x.1.1.1-variety; PS x.1.1.2-soil.
 - The pictures of one cluster are then inserted into a new document of the Photo Report Template. Through discussion ask the farmers to put the pictures in a sequence that illustrates the story. For each picture, a caption of maximum two lines should be formulated, and finally a title to the story. Write these on the template, as well as the location and the time period during which the photographs were taken.
 - Save the document with the same name as the folder, e.g. PS x.1.1.1-variety.doc.
 - Repeat the process for each cluster of pictures in the sub-folder. Make sure the various stories are not repetitive, and if they are try to have the farmers combine pictures to make on story.
7. Repeat the process for sub-folders PS x.1.2-neg, PS x.2.1-pos and PS x.2.2-neg. Not all the sub-folders need to necessarily contain pictures or produce a story.

8. Once all Photo Reports are ready, review them with the group, and revise or combine if necessary. When everyone is happy with the set of Photo Reports, print one copy of each report (only print the first page) and hang it on the wall under the appropriate heading of the four categories: Project – positive; Non-project – positive; Project – negative; Non-project - negative. These print-outs remain on the wall in the village as a source for discussion in the community.
9. The notetaker should make detailed notes of relevant comments made by the farmers, researchers and facilitator, preferably by cluster and in bullet points.

Processing and Reporting

- The written notes should be transferred to the second page of the Photo Report Template and consolidated by the facilitator and notetaker.
- Indicate which livelihood capital(s) is/are addressed in the Photo Report and provide a brief explanation of the intention.
- The digital version of the Photo Reports should be translated into English.
- Both Vietnamese and English versions of the reports are stored on an external hard drive.

3.4. Community feedback session

Objectives

To consult the wider community on the perceived benefits and constraints of the innovations that are being tested in the trials.

Timing

This meeting is organised during the week before harvest time.

Participants

- Farmer researchers involved in the trial (conveners)
- Field coordinator
- Extension officer
- Field researchers
- Invitees: farmers in the village, village/commune officials, provincial/district staff

Materials

- Sheets of butcher paper with trial map/design and seasonal calendar
- Butcher paper
- Different colours of permanent markers
- Masking tape

Preparation

- In consultation with the farmer researchers, select a date that is close enough to the harvest of the trial plot but does not interfere with major events happening in the village.
- Select a venue at or close to the trial field(s). The place should accommodate the group of invitees in such a way that everyone can engage in a discussion. It should also have a place where the butcher papers with the trial design and seasonal calendar can be put up on a wall, a board or a line, for everyone to see. Note that this can be in the field, at the village centre or someone's house, depending on what the farmer researcher deem most suitable.
- In consultation with the farmer researchers and village/commune leader, agree on a strategy to invite villagers to the feedback session (number of invitees, who should be invited, how invitees will be informed of the event, time and venue).
- Agree with the farmer researchers on the facilitation process for the feedback session. Encourage them to take on an active role in running the event, but support them where needed. Develop a roadmap for the meeting with the farmer researchers that describes who does what. The steps described below will give some suggestions but can be adapted flexibly.
- Assign a notetaker for the meeting (preferably one of the field researchers or extension officer).
- Ensure that invitations are conveyed and the venue is prepared.

Steps

1. Welcome everyone to the meeting, discuss the objectives of the meeting and emphasise the importance of getting the community's perspective on the trials as we are still learning what works and what doesn't work under the local conditions.
2. Describe the objectives and design of the trial(s).

3. Invite the audience to ask questions or provide comments. The notetaker should make careful notes of this process.
4. Invite the group to visit the field, if the venue is not already in the field.
5. Explain where each of the treatments is located and ask people to move around and have a look at the crops and the soil.
6. When everyone has had a chance to observe the trial, centralise the discussion again and ask people to sit or stand down around the field. Invite people to ask questions or provide comments. The notetaker should make careful notes of this process.
7. To probe for comments, the following questions could be asked:
 - Did you see anything that will improve your crop?
 - Do you think the practices tested in the field will be easy to implement?
 - Do you think the practices tested in the field will result in a better crop or a higher income?
 - What would you like to test in your own field?
 - What do you think is not feasible to be practised in your own field?
8. Draw conclusions of the benefits and constraints that the community members have observed.
9. Thank everyone for their participation and close the meeting.

Reporting

- Transfer all notes made by the notetaker on the tables in Recording Sheet IV.
- The digital version of the report on Recording Sheet IV needs to be translated into English.
- Both Vietnamese and English versions of the report are stored on an external hard drive.

3.5. Evaluation meeting

Objectives

- To make up the balance of what was done in the trial and compare inputs with outputs.
- To evaluate outputs and outcomes of the field trials by analysing the collected data and conducting an economic analysis.
- To understand farmers' perspectives on the benefits and drawbacks of the various treatments.
- To formulate conclusions on the trial results and applicability in prevailing farmer practice.
- To formulate recommendations for follow-up activities.

Timing

This meeting is organised at the end of the season, soon after the trials have been harvested. The meeting should be planned for approximately 2 hours at a time convenient for all participants.

Participants

- Farmer researchers involved in the trial
- Extension officer
- Field researchers

Preparation

- Select a suitable time and venue (in the village where the trial was conducted) for the meeting allowing both farmer researchers and field team members to attend. Inform all participants of the meeting.
- Prepare a map of the trial lay-out on a large sheet of paper, clearly indicating treatments and replications (if any).
- Make sure all data from the trial have been scrutinised and entered into a spreadsheet.
- Prepare tables with data and, if appropriate, simple graphs showing results of each treatment.
- Prepare a simple economic analysis for each treatment by displaying production cost (seed, fertilisers, pesticides, labour, ...) and gross income (yield multiplied by prevailing price).
- Prepare materials for the meeting: photocopies of processed data sheets/graphs/economic analysis for all participants, flipcharts, markers, coloured cards, tea/snack.
- Decide on a facilitator and a notetaker for the meeting.

Steps

1. Welcome everyone to the meeting, discuss the objectives of the meeting and emphasise the importance of getting everyone's perspective on the results of the trials.
2. Review the lay-out and implementation of the experiment to ensure that everyone recalls what was done throughout the season. Record any deviations from the actual design.
3. List the variables that were measured. Agree on an indicator for success for each variable (e.g. yield – more than 4 t/ha). If this had already been determined in the planning meeting, use those indicators for success.
4. Present the results of the experiment by comparing all variables that were measured across the treatments. Make sure everyone is following what is being discussed by clearly referring to the hand-outs with tables and/or graphs provided.

5. Allow the participants to provide feedback. The following attitudes or actions will help create an open atmosphere and encourage participants to openly share their perspectives and experiences:
 - Show interest in what people have to say. Listen rather than talk, but ask probing questions if needed.
 - Give people time to formulate their thoughts and always respond positively.
 - Relate how people's responses or ideas link (or not) to the results of the trial, to the ideas of others and to what has been experienced in other places.
 - Realise that people's perceptions are formed by their own experiences, and respect everyone's opinion. However, this does not mean that an opinion that contains information that is not totally correct should be accepted as the truth, but deal with the incorrect information in a respectful way.
 - Admit if you do not know an answer to a question or don't have an explanation for a certain result.
6. The following questions can be used to trigger a discussion:
 - Which treatments resulted in the best yields and/or the best quality of produce?
 - What are the advantages and disadvantages of the treatments tested, compared to farmer practice?
7. Facilitate the group to draw conclusions of the trial.
8. Discuss what needs to be done next. Is another experiment needed to further test and adapt the technology? Do the treatments need to be tested on a larger scale? Is the technology ready to be rolled out to more farmers?

Reporting

- Transfer all results and notes to the tables in Recording Sheet V.
- The digital version of the report on Recording Sheet V needs to be translated into English.
- Both Vietnamese and English versions of the report are stored on an external hard drive.

4. PM&E for value chain activities

4.1. Planning meeting

4.2. Regular progress review meetings

4.3. Photo reports

4.4. Community feedback session

4.5. Evaluation meeting

5. PM&E for pilot roll-out activities

5.1. Planning meeting

5.2. Regular progress review meetings

5.3. Photo reports

5.4. Community feedback session

5.5. Evaluation meeting

Recording Sheet I: Results of Planning Meeting

Village			
Season			
Field location/owner			
Field team	<u>Farmer researcher(s):</u>	<u>Researcher(s):</u>	<u>District/Province staff:</u>
Crop			
Trial topic			
Objective(s)	•		
Treatments	1. 2. 3.		
Variables	1. 2. 3.		
Indicators for success	1. 2. 3.		

Map and lay-out of trial field

Workplan

Week – Dates	What/How	Who
1 –		
2 –		
3 –		
4 –		
5 –		
6 –		
7 –		
8 –		
9 –		
10 –		
11 –		
12 –		
13 –		
14 –		
15 –		
16 –		

**Recording Sheet II:
Results of Regular Progress Review Meetings**

Village	
Season	
Trial topic	

Month	Week	Crop stage	Practices implemented	Comments and observations	Action for next period
	1				
	2				
	3				
	4				
	1				
	2				
	3				
	4				
	5				
	1				
	2				
	3				
	4				
	1				
	2				
	3				
	4				

*Add rows as needed.

Recording Sheet III:

Photo reports

For each individual photo report, use the two templates below:

- Sheet for presenting the selected photographs in sequence, each with a caption to tell the story.
- Sheet to record the notes from the discussion.

Notes from Photo Report discussions

[INSERT STORY TITLE]		
Location: [village, commune, district]		Period: [from date to date]
Capital(s) being addressed	<ul style="list-style-type: none"> • Natural (soil, water, environment, biodiversity) • Financial (income, profitability) • Human (individual, family, wellbeing) • Social (community, services) • Physical (infrastructure) 	[summary of intention]
Project related, positive		Non-project related, positive
<ul style="list-style-type: none"> • • • 		<ul style="list-style-type: none"> • • •
Project related, negative		Non-project related, negative
<ul style="list-style-type: none"> • • • 		<ul style="list-style-type: none"> • • •

[INSERT STORY TITLE]	
Location: [village, commune, district]	Period: [from date to date]
<p>[insert picture, adjust size to width 8.5 cm or height 7 cm]</p>	
1. [insert caption]	2. [insert caption]
3. [insert caption]	4. [insert caption]
5. [insert caption]	6. [insert caption]

Recording Sheet IV: **Results of Community Feedback Session**

Village	
Season	
Trial topic	

Question asked by community members	Answer given by field team
1.	•
2.	•
3.	•
4. Etc. (add rows)	•

Comments made by community members	Response provided by field team
1.	•
2.	•
3.	•
4. Etc. (add rows)	•

Benefits as perceived by the community	Constraints as perceived by the community
•	•
•	•
•	•
• Etc. (add rows)	•

Recording Sheet V: Results of Evaluation Meeting

Village	
Season	
Trial topic	
Treatments	1.
	2.
	3.
	4.
	5.
Variables	1.
	2.
	3.
	4.
	5.
Deviations in trial implementation from original plan and reasons	<ul style="list-style-type: none">

Variable:			Indicator for success:	
Treatment	Measured value	Farmers' estimate	Agreed value	Comments
1.				
2.				
3.				
4.				
5.				

Variable:			Indicator for success:	
Treatment	Measured value	Farmers' estimate	Agreed value	Comments
1.				
2.				
3.				
4.				
5.				

Variable:			Indicator for success:	
Treatment	Measured value	Farmers' estimate	Agreed value	Comments
1.				
2.				
3.				
4.				
5.				

Variable:			Indicator for success:	
Treatment	Measured value	Farmers' estimate	Agreed value	Comments
1.				
2.				
3.				
4.				
5.				

Conclusions about treatments	•
Overall conclusion	•
Recommendations for follow-up trials or action	•