Livelihoods and Food Security Trust Fund (LIFT)

Monitoring and Evaluation for Accountability and Learning (MEAL)
Reporting Guidelines for Projects with Significant "Policy Engagement"[1]
Version 4 – January 2018

The FMO has developed the following tools and reporting guidelines to support relevant LIFT-funded projects to be flexible, adaptive and strategic in their approach to policy engagement.

Required:

A. Filling out the **M&E Data Reporting Sheets on the Policy Engagement LIFT Logframe Indicators** - submitted ***twice a year*** on the LIFT electronic M&E Data Reporting Sheets.

B. Maintaining the **Policy Activity Tracking Sheet** – to be ***maintained in real time*** and submitted ***twice a year*** along with the annual and semi-annual narrative reports

C. Completing a **Policy Engagement Contribution Analysis** – to be carried out and reported ***twice a year*** along with the annual and semi-annual narrative reports.

These are in addition to the required annual and semi-annual narrative and financial reports.

Optional:

D. Conducting the **Strategy Testing process** - on an ***as needed*** basis

These various pieces are described on the following pages.

---

[1] The projects concerned were identified by LIFT FMO and work closely with LIFT's Policy Specialist.

A. M&E Data Sheets: Policy Engagement LIFT Logframe Indicators

All policy engaged projects are expected to report on the relevant policy engagement indicators in LIFT's Logical Framework (logframe). The specific indicators are defined as:

PO 4.1 – Number and type of public sector policy and programme changes supported by LIFT
This indicator captures the results of LIFT's work to support policies and the implementation of government programmes. It includes the results of all policy- support activities carried out by LIFT implementation partners with support from LIFT as well as the results of policy-support activities carried out directly by the LIFT FMO. This includes changes in policy and programme formulation processes, the formulation of new policies and programmes, and changes in the content or approach of existing policies and programmes. Given the complexity of attributing causality in policy-support processes, this indicator aims rather to demonstrate instances of contribution where LIFT and LIFT-supported partners have played a significant and documented role in contributing to changes in policy and programming. This indicator intends to measure 1) the name of the policy or programme that has been supported by LIFT and/or through LIFT-supported partners, 2) the pro-poor policy, programme changes that were actually made as a result of LIFT and/or through LIFT-supported partners (e.g. changes in wording of an act, policy, law, introduction of a new clause, deregulation and amendment of an act, policy, law, rules and regulations), and 3) LIFT's role in contributing to these changes (e.g. directly, through LIFT-supported partners, other).

PO 4.2 – Number and type of changes in public sector budget allocation/spending supported by LIFT
This indicator captures LIFT's work on supporting and monitoring public sector budget allocation and/or spending at Union level. Whereas PO4.1 focuses specifically on changes to policies and programmes, this indicator aims to identify whether and to what extent this is leading to increased or better targeted (a) budget allocation and (b) spending. For example, increase/decrease in budget allocation translates into more efficient implementation of existing programmes (Government).

Pr 8.1 – Number of LIFT-supported policy oriented events organised.
Policies can include laws, legal frameworks, regulations, administrative procedures, or institutional arrangements. It might also include the enabling environment for private sector investment, trade, inputs, land and natural resource management, and nutrition. Events can include workshops, campaigns, dissemination events, public meetings, speeches, presentations, formal and informal meetings, discussion forums or advocacy events whose aim is to support policy processes, whether directly or indirectly. Each event of this type organised by LIFT or by LIFT supported IPs and initiatives should be counted.

Pr 8.2 – Number of LIFT policy-oriented publications published and disseminated to stakeholders
This indicator measures the number of publications brought out by the LIFT FMO as well as by LIFT-supported IPs and initiatives that are intended to inform policy-processes. This includes research papers, policy briefs, documentaries, case studies, published articles, messaging through television, newspapers, journals, radio and other media channels, and published evaluation reports that are specifically targeting policy engagement. It does not include internal documents or general project evaluation reports. If more than one policy-oriented publication is produced for the same policy (e.g different types of publication could be English and other local languages, different publications for INGOs, private and government), count each publication.

These indicators are to be reported on an annual and semi-annual basis, on the LIFT Excel M&E Data Reporting Sheets.

Depending on the nature of a project and its Theory of Change, most projects are expected to report on additional LIFT logframe indicators. Please check with the project's LIFT Programme team about the other indicators your project is to report on.

__New__ (added 24 Jan 2018):

In order to eliminate double counting of policy-related indicators, we request IPs to provide a brief narrative explanation for the numbers they report as part of the LIFT annual and semi-annual M&E Data Reporting Sheets, under the LIFT Logframe Indicator Sheet. In that Excel sheet __please add a "Remarks" column__, as shown below, and enter the information requested for each indicator.

↓

LEVEL	Indicator	Total Target	Achievement (enter number)	Method Used to Collect information	Remarks
PO 4: Improved policies and effective public expenditure for pro-poor development	PO 4.1 – Number and type of public sector policy and programme changes supported by LIFT				• Name of policy(ies) or policy area(s) • Change(s) that occurred
	PO 4.2 – Number and type of changes in public sector budget allocation/spending supported by LIFT				• Name of public sector budget(s) • Change(s) that occurred
Pr 8: Generation of policy-relevant evidence regarding pro-poor development	Pr 8.1 – Number of LIFT-supported policy oriented events organised				• Name of event(s) • Date(s) of event(s)
	Pr 8.2 – Number of LIFT policy-oriented publications published and disseminated to stakeholders				• Name of publication(s) • Date(s) of publication(s)

B. LIFT Policy Activity Tracking Sheet

The policy development arena is complex, with numerous actors and interests shifting over time. It is therefore important to keep track of the various policy-related developments, whether they fall under the control of the project or not. LIFT-supported projects that have a significant Policy Engagement component are asked to maintain a Policy Activity Tracking Sheet. These sheets will be used to conduct a Contribution Analysis (see below) and should be submitted twice a year as part of the annual and semi-annual Narrative Report.

Pointers on filling out the activity tracking sheet:

- Filling in the tracking sheet is an **art, not a science.** It requires **your judgement** to decide on a **level of detail that enables the activity sheet to be helpful** for your planning. There is no right or wrong way.

- These sheets should be **completed in real time** or as events occur.

- However, it may not be possible to fill in the accomplishments and results column at the time of recording the activity as these **may only become clear over time**. It is therefore good to review the tracking sheet and past activities periodically and **complete that column over time**. Doing this will help you to understand the impact of your project and the significance of the recorded events for your project and policy objectives.

- Please read the **footnotes** on each column for further guidance.

B. POLICY ACTIVITY TRACKING SHEET

Name of Implementing Partner: _____   Date of submission of form to LIFT: _____

Policy Area: _____   Policy Level (i.e, national, regional, etc.): _____

Date	Name of Activity/ Development [2]	Key Stakeholder Group(s) Involved [3]	Activity Description (include how the project was involved or if the activity was external to the project)	Was Activity LIFT-supported? [4]	Accomplishments/Results/ Insights [5]
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	

_____

[2] Activities or developments may include events, meetings, consultations, public hearings, formal or informal communications, publications, etc. These may be activities that the project was or was not involved in or developments external to the project.

[3] A stakeholder is anyone, or any institution, that may be impacted by the activity and relevant to your policy aims or project. Use your judgment to decide on the level of detail you provide.

[4] The activity (meeting/event/workshop/publication…) can be considered LIFT supported if the activity was driven by the LIFT project, largely funded by LIFT or involved staff largely funded by LIFT. Not all activities will fit neatly into one box or the other and filling out this column is not an exact science, it requires a judgment call. Here are some guiding examples: for example, an impromptu meeting between project staff and government representatives could be considered LIFT funded; a member of project staff speaking at an event about the project or policy area concerned could be considered LIFT funded; However attending an external workshop as a passive observer would NOT be considered LIFT funded.

[5] Examples include: raising awareness on X with stakeholders Y; relationship building with X; Important information gained from the event that informs your planning; decisions made relating to your project or policy area ….

C. Policy Engagement Contribution Analysis

The contribution analysis is required as part of implementing partner 2017 annual reports due on 28 February 2018.

LIFT-supported policy engagement projects are expected to conduct and document a Contribution Analysis on a bi-annual basis, in addition to their Narrative Report. Because of multiple forces influencing any one policy, it is often not feasible or accurate to attribute policy changes to any one effort. Instead, it is usually more meaningful to look at the various factors influencing policy development and examine the role the project has had in, and the value it has added to, those processes. To do this, project staff and relevant stakeholders are expected to discuss and document:

1. According to the project's latest strategy to support a particular policy, what are the expected outcomes?

2. Since the project began, what has changed in relation to each expected outcome? What progress has the project made in achieving each expected outcome?

3. What unexpected outcomes (if any) has the project resulted in or contributed to?

4. How do you know that these changes, both expected and unexpected, have occurred? What evidence do you have to support your claims?

5. What were the major contributions the project made toward achieving each of the outcomes? (Refer to the project's Activity Tracking Sheet)

6. What other influencing factors (aside from your project) contributed to these changes? (Refer to the project's Activity Tracking Sheet)

7. Based either on changing circumstances or what you have learned within the project, what parts of the project's strategy to support policy should be adjusted? How should these parts of the strategy be changed and why?

Feel free to adapt these questions, as needed. For a full description of Contribution Analysis, see:
http://betterevaluation.org/sites/default/files/ILAC_Brief16_Contribution_Analysis.pdf.

New (added 24 Jan 2018):

*In addition to the **Contribution Analysis**, IP's also are welcome to submit any **"Success Stories"** that they feel the Contribution Analysis may not convey fully. Please submit these stories at the end of the Contribution Analysis.*

OPTIONAL

D. Strategy Testing

To help policy engagement efforts become more focused and strategic over time, and adaptive to changing circumstances, we encourage project teams and relevant stakeholders to discuss and document how their strategies to support policies are or are not working and how they may need to be adjusted, by using the following key questions. This could be done on a semi-annual basis or more frequently if circumstances warrant, and submitted as part of the annual and semi-annual Narrative Reports.

1. What significant changes, if any, have occurred in the policy-related context? This may be in relation to the policy itself or in the relationships between or interests among key stakeholders.

2. Since last working with our strategy, what more have we learned about the policy or about the policy context that we are trying to support?

3. Given the changes in the context and/or in our understanding of the policy issues, do we need to adjust any of our strategy's expected outcomes? If yes, how and why?

4. Given the changes in the context or our understanding of the context, do we need to change any of our activities in order to better achieve our outcomes? In other words, do we need to drop, adapt and/or add any activities?

Based on these discussions, please revise the project's strategy to support a particular policy accordingly.

For a full explanation of the Strategy Testing process, as developed by The Asia Foundation, see http://asiafoundation.org/publications/pdf/1546. Please note that LIFT has adapted and simplified The Asia Foundation's approach. LIFT-supported projects are, however, encouraged to further adapt the approach, as needed.