



AJPRODHO JIJUKIRWA

Youth Employability in the Informal Sector Project Monitoring, Evaluation & Learning Plan



August 2015

Introduction

In order to be able to ensure the quality of the implementation of YEIS Project and also to check if the project achieved the planned indicators and expected changes on beneficiaries, a comprehensive M&E plan has been developed by implementing partners: AJPRODHO, YWCA and CARE International.

Key elements of YEIS M&E plan:

1. **Project Design Summary**—this component illustrates project details, a project design diagram, and a development hypothesis, i.e. theory of change.
2. **Logical Framework**—it reproduces the logical framework approved by the donor during the evaluation of applications.
3. **Learning Questions**— a list of learning questions specific to YEIS project
4. **Indicator Matrix**— A template used to describe project indicators and how data will be collected, analyzed, and reported.
5. **Data Collection & Analysis Plan**— this section details YEIS plan for responding to the project’s learning questions.

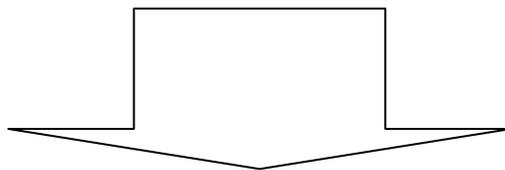
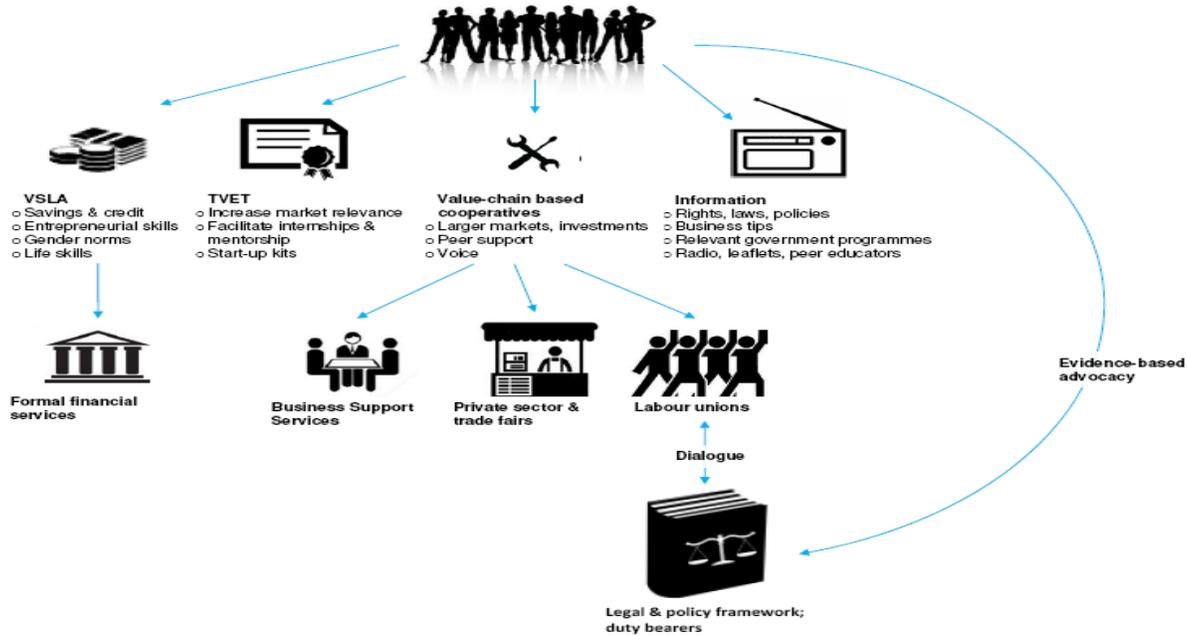
1. Project Design Summary

This component consists of three parts: a) Project Details, b) Project Design Diagram, and c) Development Hypothesis.

a) *Project Details.*

Title	Youth Employability in the Informal Sector (YEIS)
Duration	48 months: Feb 2015-Jan 2019
Partners	AJPRODHO, YWCA, CARE
Target Area(s)	KICUKIRO, NYARUGENGE, RULINDO, GAKENKE, NGORORERO, NYABIHU and RUBAVU
Beneficiaries	8000 youth between 16-30 years who in the informal sector
Budget	EUR 2 114 023
Goal	To contribute to the elimination of poverty of youth (16-30 years) dependent on the informal sector in Rwanda

b) The *Project Design Diagram*



- 8000 youth will be members of VSLAs, able to save and accessing small loan
- Improved financial and entrepreneurial skills;
- Increased understanding of the negative impact of restrictive gender norms on women and wider society;
- Increased access financial services such as micro-finance institutions and/or mobile money services;
- Increased technical skills and access to the private sector

- increased opportunities for joint investment and access larger markets
- access to business support services such as public guarantee fund, Business Development Centres, Proximity Business Advisory Schemes
- link to relevant private sector actors and trade fair events;
- Youth become members of labour unions who defend their rights and engage on their behalf with duty bearers;
- Access to information on their rights, laws and policies that apply to them, existing social protection programs and how to access them, success stories of small businesses, etc.
- Youth benefit from a more appropriate legal and policy framework

- A sustainable income-increase of minimal 20% for 90% of the direct, final beneficiaries
- A move to the formal sector for 40% of the direct, final beneficiaries.

c) The **Development Hypothesis**

The project overall objective of Youth Employability in Informal Sector (YEIS) Project is to contribute to the elimination of poverty of youth dependent on the informal economy in Rwanda. In order to achieve this goal, the following hypothetical theory was suggested: *if youth in informal economy access opportunities to increase their knowledge and skills in relevant social and economic areas, if available local and national institutions to boost employment are more supportive to them and if legal and policy framework is adapted to accommodate their specific issues, they will transition from informal to the informal economy and they will increase their income and live in decent conditions.*

The Design framework stipulates that through **VSLA methodology**, youth will increase their financial literacy to be able to make informed decisions on the use of money of theirs and the money they may borrow from others. They will also be linked with micro-finance institutions to access services including loans in order to invest in bigger and more productive assets and more remunerating businesses.

In addition to VSLA methodology, Youth will also access hands-on skills through **vocational/technical training** in TVET centers and they will be trained and supported to create **cooperatives** that are known to contribute to economic development of individual people. These three components will help youth increase their income and businesses.

The above mentioned approaches will not be enough if there are not accompanied with change in structures and in policy environment. That is why the Project suggested intense **advocacy and linkages** targeting key institutions at the national and local levels in order to ensure that youth gets support they need to access resources, but also to adapt policies and laws so that they allow beneficiaries to move from informal to formal sector of the economy. Those Institutions include:

- National Youth Council (NYC) – a highly decentralized government institution with the mission to facilitate and encourage youth to participate in socio-economic development. It will be targeted to do advocacy on issues of Youth in informal economy
- Workforce Development Authority (WDA) – the government institution responsible for TVET centres. It will be targeted to develop curriculum based on the market needs
- Rwandan Cooperative Agency (RCA) – the government institution responsible for cooperative registration. It will be targeted in order to make procedures easier
- Labour Union CESTRAR – a strong and relevant confederation of 20 labour unions, among others advocating for the rights of domestic workers. It will be targeted for joint advocacy with regards to ratification of the ILO Convention on Domestic Workers
- Technical and Vocational Education and Training Centres (TVET Centres) in the targeted districts: to provide relevant training to beneficiaries
- Formal Financial Institutions (FFIs), especially the sector-level SACCOs: to develop youth-friendly services
- Ministry of Youth & ICT (MYICT)- for policy change (age of signing a contract)
- Ministry of Public Services and Labour (MIFOTRA)-For policy change (age of signing a contract)

2. Logical Framework

The YEIS Logical Framework as it was approved by the donor is as follows:

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objective	OO - To contribute to the elimination of poverty of youth dependent on the informal economy in Rwanda	<i>Reduction by 10% of the proportion of the population living below poverty line and extreme poverty line in target districts</i>	<i>Integrated Household Living Conditions Survey (EICV –Enquête Intégrale sur les Conditions de Vie des Ménages): EICV3 (2010-2011), 4 (expected 2015), 5 (expected 2019)</i>	
Specific objectives	SO – 8,000 Rwandan youth dependent on the informal economy (16-30 years, 70% women) have enhanced, sustainable livelihoods.	SO.1: “xx% of 8,000 project beneficiaries have increased their income over the project period by 20%.” Target value: 90%	SO.1: Auto-collection of income figures by beneficiaries throughout the project; Questionnaires with project beneficiaries at baseline, midterm and final evaluation.	<ul style="list-style-type: none"> o The 2016/2017 elections will be peaceful and not significantly disturb project activities. o No negative effects of conflict from neighboring Eastern DRC, e.g. a large refugees influx. o The economy of Rwanda continues to grow according to current trends.
		SO.2: “xx% of 8,000 project beneficiaries are part of the formal sector at the end of the project.” Target value: 40%	SO.2: Questionnaires and focus group discussions with project beneficiaries at baseline, midterm and final evaluation.	
		SO.3: “The protection and empowerment of young people in the informal economy is taken into consideration by government institutions, labour unions, employers, TVET centres and private sector actors”.	SO.3: Media reports (newspaper articles, radio broadcasts, etc.); parliamentary discussions, potential new laws/regulations or changes on existing laws/regulations	
Expected Results	R1 – 8,000 youth dependent on the informal sector have increased their productivity, employability and market access.	1.1 “xx% of 8,000 project beneficiaries are members of a VSLA.” Target value: 100%. (R1)	1.1: VSLA Management Information System, collected monthly by project staff	<p>Assumptions:</p> <ul style="list-style-type: none"> o Formal financial institutions are willing to avail their services to youth in the informal sector o TVET centres are able to incorporate increased numbers of students. o All TVET centres are willing to adapt their curriculum to become more market relevant. <p>Risks:</p> <ul style="list-style-type: none"> o Beneficiaries depend on day-today income and might find it difficult
		1.2 “xx project beneficiaries access financial services (including credit, bank account, mobile money)” Target value: 5,600. (R1)	1.2: Quarterly monitoring information (questionnaires with beneficiaries); Questionnaires and focus group discussions with project beneficiaries at baseline, mid-term and final evaluation; FinScope reports; EICV 3, 4, and 5.	

		1.3 “xx% of 4,000 self-employed project beneficiaries have invested in productive assets and/or hired staff during the course of the project.” Target value: 60%. (R1)	1.3: Quarterly monitoring information (questionnaires with beneficiaries); Questionnaires and focus group discussions with project beneficiaries at baseline, mid-term and final evaluation.	to take the time to participate in project activities <ul style="list-style-type: none"> o Private sector actors are unwilling to provide internships and mentorships o Economy especially in rural sectors is too small to allow self-employed beneficiaries to expand their business
		1.4 “xx beneficiaries have accessed TVET centre services and considered them of added value to their livelihoods.” Target value: 800. (R1)	1.4: Annual monitoring information (questionnaires with beneficiaries); Questionnaires and focus group discussions with project beneficiaries at baseline, mid-term and final evaluation.	
		1.5 “xx% of 8,000 project beneficiaries are aware of relevant laws, policies and social protection programs.” Target value: 90%. (R1)	1.5: Quarterly monitoring information (questionnaires with beneficiaries); Questionnaires and focus group discussions with project beneficiaries at baseline, mid-term and final evaluation.	
R2 – The legal and policy framework is improved to be more appropriate for and more efficient in reaching youth dependent on the informal economy		2.1 “Adoption of the ILO’s convention on domestic workers is placed on the agenda of the Rwandan government.” Target value: adoption by the end of the project. (R2)	2.1: Minutes of advocacy and lobbying meetings held; minutes of focus groups discussions and lists of participants; potentially signed ILO convention	Assumptions: <ul style="list-style-type: none"> o Space for civil society to conduct advocacy will not diminish. o NYC continues to be interested in participating in supporting the project after change in representatives. Risks: <ul style="list-style-type: none"> o Staff turnover at government institutions limits efficiency of advocacy. o Personal interests of policy makers can make it difficult to advocate for better conditions of domestic workers.
		2.2 “GoR discusses the inclusion of a provision for 16 and 17 year old to sign a contract for work or business purposes”. Target value: adoption by the end of the project. (R2)	2.2: Minutes of advocacy and lobbying meetings held; minutes of focus groups discussions and lists of participants; potentially adopted provision	
		2.3 “Increased capacity and role of the National Youth Council at District level to advocate for youth in the informal sector.” Target value: Recognized increase in active role by NYC and key civil society actors. (R2)	2.3: Capacity self-assessment with NYC, focus group discussions; Focus group discussions with civil society actors on perceived advocacy capacity of NYC; Quarterly monitoring information (staff activity reports, event reports)	
R3 – 4,000 youth dependent on the informal economy are able to successfully engage with duty bearers and private sector actors through cooperatives and other representative organizations.		3.1 “xx project participants are members of newly established functional cooperatives”. Target value: 4,000 project beneficiaries, 200 cooperatives. (R3)	3.1: Quarterly monitoring information (questionnaires with beneficiaries); Questionnaires and focus group discussions with project beneficiaries at baseline, mid-term and final evaluation.	Assumptions: Risks: <ul style="list-style-type: none"> o Beneficiaries depend on day-today income and might find it difficult to take the time to participate in project activities

		3.2 “xx% of cooperatives formed are in regular contact with labour unions.” Target value: 50%. (R3)	3.2: Quarterly monitoring information (questionnaires with beneficiaries); Questionnaires and focus group discussions with project beneficiaries and labour unions at baseline, mid-term and final evaluation; documentation on the establishment of cooperatives (registration inventory)	
		3.3 “xx% of cooperative members are accessing government-provided business services, such as Business Development Centres.” Target value: 50%. (R3)	3.3: Quarterly monitoring information (questionnaires with beneficiaries); Questionnaires and focus group discussions with project beneficiaries at baseline, mid-term and final evaluation.	
	R4 – 8,000 youth dependent on the informal sector have been enabled to take steps towards the Regularization or formalization of their enterprise or working relationship.	4.1 “xx project beneficiaries and xx employers have increased awareness of relevant policies, the advantages and the importance of the formalization/regularization of informal activities, and the process to formalize.” Target values: 7,200 project beneficiaries and 250 employers. (R4)	4.1: Quarterly monitoring information (questionnaires with beneficiaries); Questionnaires and focus group discussions with project beneficiaries and employers at baseline, mid-term and final evaluation.	<p>Assumptions:</p> <ul style="list-style-type: none"> o Space for civil society to conduct advocacy will not diminish, also after elections. <p>Risks:</p> <ul style="list-style-type: none"> o Staff turnover at government institutions limits efficiency of advocacy. o Employers of informal workers are unwilling to participate in project activities
		4.2 Tangible steps have been made to make registration of businesses and cooperatives easier. (R4)	4.2 Minutes of advocacy and lobbying meetings held; minutes of focus groups discussions and lists of participants; Focus group discussions with project beneficiaries at baseline, midterm and final evaluation.	
		4.3 “xx% of project beneficiaries has undertaken steps towards formalization of their activities. Target value: 70% (R4)	4.3: Quarterly monitoring information (questionnaires with beneficiaries); Questionnaires and focus group discussions with project beneficiaries at baseline, mid-term and final evaluation; registration inventory.	
Activities/Inputs	A1.1 Facilitate the formation and functioning of 320 VSLAs A1.2 Through a peer educator approach, train 8,000 VSLA members on	<p>Means:</p> <ol style="list-style-type: none"> 1. Human resources 2. Travel 3. Equipment and supplies 4. Local office 5. Other costs, services 6. Other 	<p>Costs</p> <ol style="list-style-type: none"> 1. EUR 884,817 2. EUR 8,309 3. EUR 100,848 4. EUR 152,207 5. EUR 66,887 6. EUR 762,655 7. EUR 138,301 	

	<p>financial literacy; life skills; entrepreneurship skills; relevant laws, policies, social protection programs and rights of informal workers; gender equality & restrictive gender norms A1.3 Support 6,000 VSLA members' access to financial services (micro-finance institutions, mobile financial services)</p>	<p>7. Indirect cost recovery Total:</p>	<p>EUR 2,114,023</p>	
	<p>A1.4 Support 7 TVET centres (one per district) to provide more relevant services. A1.5 Support 910 VSLA members in benefiting from TVET services A1.6 Raise awareness on laws, policies, and social protection programs, and share success stories of successful youth entrepreneurs, through radio talk shows, booklets</p>			
	<p>A2.1 Based on evidence on the effectiveness of policy implementation for youth in the informal sector and challenges that these youth face, advocate for more appropriate laws and policies governing youth in the informal sector A2.2 Build the capacity of and work with the National Youth Council to advocate for youth in the informal sector</p>			
	<p>A3.1 Facilitate the formation of 200 cooperatives of TVET graduates and/or VSLA members engaged in similar business or value chains A3.2 Raise awareness among 4,000 cooperative members on existing labour unions and facilitate linkage between 150 cooperatives and labour unions A.3.3 Facilitate linkage of 150 cooperatives with existing support services like BDS (Business Development Services) based in the districts A3.4 Link 80 cooperatives to private sector actors relevant to their value chain and trade fair</p>			

	events			
	<p>A4.1. Advocate for and support easier requirements/ access for small businesses and cooperatives to become and remain registered as formal businesses</p> <p>A4.2 Awareness raising among youth and employers in the informal sector on the advantages & process of moving towards formalization (through booklets, radio shows and direct targeting of TVET centres, VSLAs and cooperatives).</p>			

3. Learning Questions

These are the key questions that will be answered throughout the project:

1. To which extent have the project approaches increased youth productivity, employability and access to markets?
2. How did the project contribute to facilitate youth to transform from informal to formal businesses?
3. Have youth in VSL groups had more access to bank loans as opposed to youth non VSL group members in the target areas?
4. To which extent has the advocacy component of the Project influenced policy change?
5. To which extent has the project contributed to institutional capacity building to support more to move from informal to formal economy
6. How did the integration of VSL methodology with other social components (gender equality norms) improve the performance of VSL groups compared to the performance of the traditional VSL methodology with adults?
7. Is socio-economic change self-sustaining or does it require continued intervention?

4. Indicator Matrix

The Indicator Matrix below expands upon the concept of the logical framework by detailing how information will be captured, analyzed, and reported against each of the project's key indicators.

Expected Result 1: 8,000 youth dependent on the informal sector have increased their productivity, employability and market access								
Indicator Profile		Data Collection			Analysis, Reporting, and Use			
What are your key indicators?	How do you define key indicator terms?	What is the data collection method for this indicator?	Who is responsible for collecting the data?	How frequently will data be collected?	How frequently will data be analyzed and reported?	Who will analyze the data?	How will the data be used?	What is the target for this indicator?
SO.1: % of 8,000 project beneficiaries who have increased their income over the project period by 20%.	<i>Beneficiaries:</i> Participants who are between 16-30 yrs dependent on the informal sector selected in community meetings. These include: street vendor, bicyclist, tea plantation workers, workers in mines, domestic workers, workers in hair saloon and restaurants)	Use Questionnaire with beneficiaries to conduct interviews	Project staff; Consultant	At the baseline, midterm and end line	At the baseline, midterm and end line	Project staff; Consultant	To assess if the project achieved expected changes and make recommendations	90%
SO.2: % of 8,000 project beneficiaries are part of the formal sector at the end of the project."	Be in formal sector: if employed, have signed a contract; If self-employed, have your business registered; if in a cooperative, this should be registered	Use Questionnaire with beneficiaries to conduct interviews	Project staff; Consultant	At the baseline, midterm and end line	At the baseline, midterm and end line	Project staff; Consultant	To assess if the project achieved expected changes and make recommendations	40%

SO,3: "The protection and empowerment of young people in the informal economy is taken into consideration by government institutions, labour unions, employers, TVET centres and private sector actors (through new actions and decisions made)".	<u>Be Informal economy:</u> Be involved in economic activities that are not legally supported: a business that is not registered at Rwanda Development Board, an employee without a contract and a cooperative not registered at Rwanda Cooperative Agency.	Use Questionnaire with beneficiaries to conduct interviews Interviews with key informants from Institutions	Project staff; Consultant	At the baseline, midterm and end line	At the baseline, midterm and end line	Project staff; Consultant	To assess if the project achieved expected changes and make recommendations	6 Actions/d ecisions taken by different institutions thanks to the project interventions
1.1 % of project beneficiaries are members of a VSLA.	<u>VSLA (voluntary saving and loan association):</u> A self-managed group providing its members an opportunity to save money and access loans. <u>Beneficiaries:</u> Participants who are between 16-30 yrs dependent on the informal sector selected in community meetings. These include: street vendor, bicyclist, tea plantation workers, workers in mines, domestic workers, workers in hair saloon and restaurants)	Regular collection of data on performance indicators of VSLAs to feed into the Management Information System (IMS), Questionnaire with beneficiaries at the baseline, midterm and end line	Field officers and M&E officers; Consultant	Monthly, Quarterly. At the beginning, mid-term and at the end	Quarterly, annually, At the beginning, mid-term and at the end	Field Supervisors, Project coordinators; Consultant	Track progress against targets establishing trends and decision making.	100% (8,000)
1.2. # of project beneficiaries who access formal financial services	<u>Access financial services:</u> having bank account, accessing loan, being registered in MTN mobile money, TIGO cash and/or AIRTEL money	Use the pre-developed form to collect data on the VSL performance indicators to fill in the IMS Questionnaires Focus group discussion with beneficiaries and key informants (e.g. bank staff) At the baseline,	Field officers, M&E officers, Consultant	Monthly, Quarterly and Annually At the baseline, midterm and end line.	Quarterly and Annually, At the baseline, midterm and end line.	Supervisors, Project coordinators; Consultant	Track progress against target establishing trends and decision making	5,600 or 70%

		midterm and end line.						
1.3. % of self-employed project beneficiaries have invested in productive assets and/or hired staff during the course of the Project.	<p><u>Self-employed</u>: youth who run own businesses or work in the farm for own benefit</p> <p><u>Productive assets</u>: animals for husbandry (small or cattle), house to generate income/for rent, a bicycle, motorbike, a sewing machine, etc.</p>	Questionnaires focus group discussion, With beneficiaries At the baseline, Mid-term and final evaluation.	Consultant	At the beginning and end of the project	At the beginning and end of the project	M&Consultant	Track progress against target establishing trends and decision making	60%
1.4# beneficiaries who have accessed TVET center services and considered them of added Value to their livelihoods	TVET (Technical and Vocational Education and Training): these are centers to provide short or long courses on hand-on skills, in the case of youth in informal economy, any other place where youth can access the skills is considered as TVET. E.g. a workshop or garage.	Focus group discussions with project beneficiaries who accessed TVET, questionnaire with project beneficiaries at baseline, mid-term and final evaluation Form to collect data on the TVET activity	Field officers M&E and consultants	Monthly, Quarterly and Annually, At the baseline, Mid-term and final evaluation.	Quarterly and Annually ; At the baseline, Mid-term and final evaluation.	M Supervisors, Project coordinators; Consultant	Track progress against target establishing trends and decision making	800or 11%
1.5. % of project Beneficiaries who are aware of relevant laws, policies and social protection programs.	Relevant laws, policies and social protection programs: these include but not limited to the Rwandan labor code, GBV law and policy, Penal code (its provision related to violence and illegal businesses), social protection policy, Law governing cooperatives in Rwanda, Financial inclusion strategy	Questionnaires and focus group discussions at baseline, mid-term and final evaluation	Field officers M&E/ consultant	Monthly, Quarterly and Annually	Quarterly and Annually basis	M&E/Project coordinator/ Program coordinator	Track progress against target establishing trends and decision making	90%
Expected Result 2: The legal and policy framework is improved to be more appropriate for and more efficient in reaching youth dependent on the informal economy								
Indicator Profile		Data Collection			Analysis, Reporting, and Use			

What are your key indicators?	How do you define key indicator terms?	What is the data collection method for this indicator?	Who is responsible for collecting the data?	How frequently will data be collected?	How frequently will data be analyzed and reported?	Who will analyze the data?	How will the data be used?	What is the target for this indicator?
2.1 Adoption of the ILO's convention on domestic workers is placed on the agenda of the Rwandan government.	<u>Adoption of the ILO convention</u> : here adoption means the ratification of the convention by the government of Rwanda	Documenting discussions and resolutions of all discussions with duty bears	AJPRODHO project Coordinator	Annually	Annually	Steering committee of the Project	Track progress against target establishing trends and decision making	Adoption by the end of the project
2.2 GoR discusses the inclusion of a provision for 16 and 17 year old to sign a contract for work or business purposes	GoR discusses the inclusion: the issues are discussed with relevant Ministries and or Commissions of the Parliament, and a bill for law revision has been submitted to analysis and adoption	Documenting discussions and resolutions of all discussions with relevant GoR units	AJPRODHO project Coordinator	Annually	Annually	Steering committee of the Project	Track progress against target establishing trends and decision making	Adoption by the end of the project.
2.3 Increased capacity and role of the National Youth Council at District level to advocate for youth in the informal sector.	<u>Capacity to advocate for youth in informal sector</u> : ability and commitment to generate evidence, to suggest actions for presenting issues and to identify right audience for advocacy.	Capacity self-assessment by NYC, focus group discussions; Focus group discussions with civil society actors on perceived advocacy capacity of NYC; Quarterly monitoring information (staff activity reports, event reports) baseline midterm and Final evaluation Check the action plans and reports of the	Field Supervisors; Consultant	Monthly, Quarterly and Annually At the baseline, Mid-term and end line	Quarterly and Annually basis; At the baseline, Mid-term and end line	Program Coordinator	Track progress against target establishing trends and decision making	Recognized increase in active role by NYC and key civil Society actors.

NYC at the District level.

Expected Result 3: 4,000 youth dependent on the informal economy are able to successfully engage with duty bearers and private sector actors through cooperatives and other representative organizations

Indicator Profile		Data collection			Analysis, Reporting, and Use			
What are your key indicators?	How do you define key indicator terms?	What is the data collection method for this indicator?	Who is responsible for collecting the data?	How frequently will data be collected?	How frequently will data be analyzed and reported?	Who will analyze the data?	How will the data be used?	What is the target for this indicator?
3.1. # project participants are members of newly established functional cooperatives	Functional cooperatives meaning cooperatives registered at least at district level(with provisional authorization by the District).	Checking the records of Cooperatives (list of members, certificates and statutes)	Field Officers, M&E officers consultant	Monthly and Quarterly basis.	Quarterly and annual basis.	M&E officers, Project coordinator & Program Coordinator	The data will be used to measure the project progress against targets	4,000 project beneficiaries, 200 cooperatives
3.2. % of cooperatives formed that are in regular contact with labour unions.	Labour union: An organization intended to represent the collective interests of workers in negotiations with employers over wages, hours and working conditions. There are 36 registered labor unions in Rwanda and most of them are affiliated to three National labor unions: CESTRAR, COTRAF and COSYLI.	Check the records of Cooperatives, Field visit and interviews with cooperatives	Field Officers, M&E officer	Monthly and Quarterly basis	Quarterly and annual basis.	M&E officers, Project coordinator & Program Coordinator	The data will be used to measure the project progress against targets	50%
3.3 % of cooperative members who are accessing government-provided business services, such as Business Development Centres.	<u>Government-provided business services</u> : guarantee fund, advices on business plans, grants fund	Check the records of Cooperatives, Field visit and interviews with cooperatives interviews with BDF staff	Field officers and Supervisors, M&E officers consultant	Monthly and Quarterly basis, mid-term	Quarterly and annual basis	M&E officers, Project coordinator & Program Coordinator & consultant	The data will be used to assess the project progress against targets	50%

Expected Result 4 – 8,000 youth dependent on the informal sector have been enabled to take steps towards the Regularization or formalization of their enterprise or working relationship

Indicator Profile		Data collection			Analysis, Reporting, and Use			
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What are your key indicators?	How do you define key indicator terms?	What is the data collection method for this indicator?	What are your key indicators?	How do you define key indicator terms?	What is the data collection method for this indicator?	What are your key indicators?	How do you define key indicator terms?	What is the data collection method for this indicator?
4.1 %of project beneficiaries and # of employers who have increased awareness of relevant policies, the advantages and the importance of the formalization/regularization of informal activities, and the process to formalize.	Formalization / regularization of informal activities means registration of business activities at relevant Institutions (RDB, District and National levels or signing a contract with the employee). Informal activities are businesses activities which are not registered or an employment without a contract.	Questionnaire to interview beneficiaries	Field Officers, M&E officers and consultant	Quarterly basis, baseline and mid- term and end year evaluation	Quarterly basis, mid-term and end year evaluation	Field Officers, M&E officers and consultant	The data will be used to measure the project progress against targets and improve performance, inform decisions.	90% project beneficiaries (7,200) and 250 employers
4.2 Tangible steps have been made to make registration of Businesses and cooperatives easier.	Tangible steps are:1) engagement in the discussions by relevant government Institutions, RDB, RCA and MINOCOM; 2) Plan/Roadmap to revise the processes 3) Steps made to implement the road map	Minutes of advocacy and Lobbying meetings with relevant duty bearers, Check the progress on the implementation of the road map	Project Coordinators (from all implementing partner organizations)	Quarterly and annual basis, baseline and mid- term and end year evaluation	Quarterly and annually basis, mid-term and end year evaluation	AJPRODH O Project Coordinator and Steering Committee	The data will be used to measure the project progress against targets and improve performance, inform decisions	1) engagement in the discussions by relevant government Institutions, RDB, RCA and MINICOM; 2) Plan/Roadmap to revise the processes 3) Steps made to implement the road map
4.3 % of project beneficiaries have undertaken steps towards formalization of	Steps towards Formalization means applying for registration of a business or already	Questionnaire to conduct interviews and focus group	Field Officers, Field Supervisors, M&E officers	Monthly and Quarterly basis, baseline and	Quarterly basis, annually, baseline	Field Coordinators	The data will be used to measure the project	70%

their activities.	registered, applying for registering a cooperative or obtaining the provisional certificate from the District, starting negotiations with the employer to sign a contract (verbal and/or with written communications)	discussion, Visit to check the registration documents	and consultant	mid- term and end year evaluation	mid-term and end line evaluations		progress against targets and improve performance, inform decisions	
What are your key indicators?	How do you define key indicator terms?	How frequently will data be analyzed and reported?	Baseline (2014)	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)	Year 4 (2018)	What is the target for this indicator?
Indicator SO1			0		40%		50%	90%
Indicator SO2			0		10%		30%	40%
Indicator SO3			0	0	2	2	2	6 (One action by Institution)
Indicator 1.1			0	100%	0	0	0	100%
Indicator 1.2			TBD	10%	20%	20%	20%	70%
Indicator 1.3			TBD	0%	10%	20%	30%	60%
Indicator 1.4			TBD	0	400	400	0	800 or 11%
Indicator 1.5			TBD	0%	30%	30%	30%	90%
Indicator 2.1			0	-	-	-	Yes	Adoption by the end of the project
Indicator 2.2			0	-	-	-	Yes	Adoption by the end of the project.
Indicator 2.3			TBD	-	-	-	Yes	Recognized increase in active role by NYC and key civil Society actors.
Indicator 3.1			0	0	1000	3000 beneficiari	0	4,000 project beneficiaries

						es		, 200 cooperatives
Indicator 3.2						25%	25%	50%
Indicator 3.3						25%	25%	50%
Indicator 4.1			TBD	20%	30%	30%	10%	90% project beneficiaries and 250 employers
Indicator 4.2			TBD	0	(1)engagement in the discussions by relevant government Institutions, RDB, RCA and MINICOM;	(2) Plan/Road map to revise the processes Steps made to implement		1) engagement in the discussions by relevant government Institutions, RDB, RCA and MINOCOM; 2) Plan/Roadmap to revise the processes Steps made to implement the road map
Indicator 4.3						10%	30%	30%
								70%

5. Data Collection & Analysis Plan

Data related to indicators to measure specific objectives will be collected as follows:

- 1) Collection of Demographic data of VSLAs and members
- 2) Collection of data on the performance indicators of VSL groups
- 3) Baseline survey to collect Data on project indicators
- 4) Mid-term evaluation at the end of the second year of the Project
- 5) Final evaluation of the project at the end of the project
- 6) Ad hoc and regular collection of data related to specific project activities: training, creation of groups and cooperatives, advocacy action/event, etc
- 7) Market survey
- 8) Evidence generation for advocacy

Collection of Demographic data of VSLAs and members

Demographic data will be collected in order to be filled in the project data base that will be created at the beginning of the project. The database will serve to capture all details of beneficiaries and their groups, including names of the group, location, date of creation, names of beneficiaries and their profile, time of meeting and venue, etc. Data will be collected at the beginning of the project (as groups are created) by the project field officers, checked by the project supervisors and the Project coordinators. The database will be important for the sampling for the baseline survey as well.

Collection of data on the performance indicators of VSL groups

In order to measure the performance of VSL groups and therefore the quality of implementation of the VSL methodology, data will be collected every month by field officers in order to capture key indicators of a good VSL group. Appropriate formats will be developed and given to all groups to be filled by peer educators with support from project field officers. The indicators include but are not limited to % of attendance in group meetings, amount saved and average of savings per client, % of loan disbursement, etc.

Data will be analyzed by the field Supervisors with technical support from CARE staff in charge of economic of the quality of the VSLA methodology and they will be posted on web-based database. The analysis and reporting will be done on a quarterly basis. Findings from the analysis will be used to organize on-the-job training or refresher training for staff or for peer educators of groups.

Baseline survey to collect Data on project indicators

As per the log frame and indicator matrix, data on specific project indicators will be collected at the beginning of the project, in order to see the situation of every indicator at the beginning of the project. The baseline survey will be done by a qualified consultant who will be hired through a competitive process to ensure a robust research and quality report. The consultant will be in charge of both data collection and analysis and he/she will be the one to hire and supervise enumerators. The baseline will be done using both qualitative and quantitative research and it will target at least 50% of beneficiaries (i.e: 4000 individuals) as the population for the study because to select the sample that will be part of the study. This will be done in that way because the identification of beneficiaries will take a long time and the baseline findings would be affected by the interventions that will be done along with the process of identification. The baseline will also target key informants through interviews and focus group discussions on some indicators. Those key informants will be identified from institutions that are part of the project target group.

Mid-term evaluation at the end of the second year of the Project

The mid-term evaluation will be conducted at the end of the second year of the project, in order to track the progress made so far on the project indicators. The mid-term evaluation will survey the same participants as in the baseline survey and it will use the same questionnaires. The mid-term evaluation will be conducted by the Project staff with the lead from CARE's Research and Analysis Manager. Data collection, analysis and reporting will be done by the team. Capacity building of the project staff will be part of the scope of work of the consultant during the baseline, in order to allow this mid-term evaluation to be successful.

Final evaluation of the project at the end of the project

The final evaluation of the project will be done by an external consultant at the end of the Project in order to collect data on the indicators of the Project, but also to measure the relevancy, the effectiveness, efficiency and scalability/replicability of the program. Data on indicators will be collected using the questionnaire used during the baseline and the mid-term and on the same sample.

Ad hoc and regular collection of data related to specific project activities

- Data will be collected on a regular basis and ad hoc by the project staff in order to capture the implementation progress on different project activities. Appropriate forms will be developed and distributed to field officers for the use.
- Activities that need regular or ad hoc data collection include:
 - Training workshops: number of participants, dates and venue, topics discussed and perceptions of participants
 - Awareness raising events (e.g: radio talk show): data to be collected include date, panelists, topics discussed, channel, questions raised, issues captured, etc. An appropriate format will be developed.
 - Creation of cooperatives,
 - Technical and vocational training: names and number of enrolled by type of training, their profile, location and TVET(Trainer), progress made, challenges.

Market survey

Before organizing vocational training for targeted beneficiaries, the market survey will be conducted with support from a consultant. The findings will help to recommend the review of the curriculum by WDA (Workforce Development Agency), an Institution in charge of Technical and Vocation Education and Training in Rwanda. Data will also be used to know what kind of training to organize in particular places of the target zone. The survey will be conducted at the beginning of the second year.

Evidence generation for advocacy

In order to conduct an evidence-based advocacy, the project team will need to collect data supporting the issues concerned by the advocacy. Literature review will be mainly used in order to show the magnitude of issues like violence against domestic workers. Primary data collection will be needed to demonstrate issues faced by youth workers who are below 18 years old: how they affected by the regulation preventing them to sign a contract. Interviews will be done with targeted individual youth and also with different stakeholders including duty bearers and service providers.