South Asia Region Development Marketplace 2008
HIV-Related Stigma Reduction Programs
Monitoring and Evaluation Reporting Form

PURPOSE: This form is a tool for documenting the stigma reduction activities of SARDM implementers. You will use this to report on progress: an interim report (February 2009) and a final report (November 2009).

At the end of this SARDM, ICRW will prepare a lessons learned document to showcase your successes and discuss the challenges across all grantee programs. This will be an opportunity for us to highlight your achievements and your creative work, as well as allow others in the global community to benefit from your experiences.

In order to prepare the lessons learned document, we need to understand more about what your program is doing, both in terms of project activities and implementation, as well as monitoring and evaluation. Oftentimes, at the end of a project we have a good result, but because documentation of the process did not occur on an ongoing basis during implementation, we do not have a clear picture of what led to that specific result, and therefore cannot recommend to others what they should, or should not do to replicate that result. As you fill out this form, think about which details about your project, and the implementation process, you would like to share with the global community. Imagine that you are advising another group that is about to start a stigma-reduction program. What are the critical pieces of information that you would share with them, based on your experience of implementing this project?

There are 4 sections to this reporting form:

1) Project information update, including milestones
2) Project narrative: process and lessons learned
3) Monitoring and evaluation data collection
4) Data collection narrative

The Section 1, project information update, will be posted on the Development Marketplace website http://www.worldbank.org/sardm2008.org, as the project progress report, to ensure transparency and accountability. The rest of the report (Sections 2-4) will not be posted on the DM website.

Please fill in <u>all</u> sections of this form twice during project implementation, by February 28, 2009 and by November 15, 2009 and return it to: Mariam Claeson at: mclaeson@worldbank.org, copy to Traci Eckhaus via email at: teckhaus@icrw.org

<u>SECTION ONE</u>: PROJECT INFORMATION UPDATE	
DM project Title and number:	
Team leader (name):	
Organization, including name of any partner organization(s):	
Location of project site(s), including country, state/region, city/town/village:	
Target population(s): (i.e. sex workers; journalists; faith leaders; health workers; general population, etc.)	
Total award (local currency):	
Amount disbursed to date:	
Percentage of total amount disbursed to date:	
MILESTONES (Please copy from the Grant Agreement)	
List milestone activities for *<u>interim report</u>*: (Please add additional numbers, if necessary)	1. 2. 3.
Status for each milestone activity for *<u>interim report</u>* (complete, in progress):	1. 2. 3.
Comment on the status of each milestone activity for *<u>interim report</u>*:	1. 2. 3.
List milestone activities for *<u>final report</u>*:	1. 2. 3.
Status for each milestone activity for *<u>final report</u>* (complete, in progress):	1. 2. 3.
Comment on the status of each milestone activity for *<u>final report</u>*:	1. 2. 3.

PLEASE PROVIDE AN ANNEX WITH SUMMARY OF EXPENSES DURING THE REPORTING PERIOD

Please include a sub-total for each item, such as: personnel, materials and equipment, training, travel, evaluation, information dissemination, general administrative costs etc, and the total expenses

[Reminder: In the grant agreement, each project team is required to submit a statement of account showing the use of funds no later than three months after the end of any fiscal year in which funds are expended.]

SECTION TWO: PROJECT NARRATIVE

Please provide a short narrative in the right hand column for each of the following questions on the left. This information will help us understand better what activities you have implemented and what the process of implementation has been like.

Describe your current (or planned) project activities:	
Have project activities changed in any way, either from what was in the original proposal or after implementation began? If so, how have they changed and what led to that change?	
Describe the process of program implementation , including engagement of key stakeholders (e.g. people living with HIV, community gatekeepers) and any media recognition (attach weblinks/new clips).	
Describe any materials you have developed (e.g. training curriculum, films, leaflets etc.)	
What have been the successes in implementing the project activities so far and what has contributed to this success?	
What have been the challenges in implementing your program activities so far?	

How has your organization addressed these challenges?	
What would you do differently next time? How?	
<u>SECTION THREE</u>: MONITORING AND EVALUATION DATA COLLECTION	
Program goal:	
Program SMART *Objective One*:	
Please describe the activities performed under *Objective One*: (Please add more activities if there are more than three)	<u>Activity 1</u>: <u>Activity 2</u>: <u>Activity 3</u>:
Please list the indicators to be measured to assess *Objective One*: (for example: # of people trained; % increase in access to services, change in attitudes, etc.)	<u>Indicator 1</u>: <u>Indicator 2</u>: <u>Indicator 3</u>:
Program SMART *Objective Two*:	
Please describe the activities performed under *Objective Two*: (Please add more activities if there are more than three)	<u>Activity 1</u>: <u>Activity 2</u>: <u>Activity 3</u>:
Please list the indicators to be measured to assess *Objective Two*: (for example: # of people trained; % increase in access to services, etc.)	<u>Indicator 1</u>: <u>Indicator 2</u>: <u>Indicator 3</u>:
Program SMART *Objective Three*:	
Please describe the activities performed under *Objective Three*: (Please add more activities if there are	<u>Activity 1</u>:

more than three)	Activity 2: Activity 3:
Please list the indicators to be measured to assess *Objective Three*:	Output Indicator for Activity 1: Output Indicator for Activity 2: Output Indicator for Activity 3:
SECTION FOUR: DATA COLLECTION NARRATIVE **QUALTITATIVE DATA COLLECTION RECRUITMENT METHODS** *Please complete this section only if qualitative data was collected*	
Please describe how the respondents were selected: *(For example: were respondents recruited through networks or organizations working with the target population, snowball sampling—where one respondent recommend another to be interviewed, or by going to a particular location—such as a classroom, the waiting room of a health clinic, brother or bar—and selecting respondents from that location)*	
Please describe how the categories of groups to be interviewed and the number of interview/focus groups conducted in each of these groups were decided.	
QUANTITATIVE DATA COLLECTION SAMPLING DESIGN *Please complete this section only if quantitative data was collected*	
Please describe how survey respondents were selected. *(For example: If the sample was selected randomly, please describe the sampling frame used to draw the sample—e.g. census data, village household listing, all students in a school, etc. and the method for selecting respondents—e.g. every Xth individual on the household list; every Xth individual reporting to the waiting room of the health clinic; all students in a give classroom, etc.)*	
Please note if there is a control or comparison group	

Please note how the sample size was determined	

PLEASE COMPLETE THE DATA COLLECTION CHART ON THE FOLLOWING PAGE

	Date(s) of data collection	Population(s) interviewed	Number interviewed (by target population)	Use of data (e.g to help design intervention, overall evaluation of program, evaluation of a specific project activity, e.g. training)	Write 'N/A' if not applicable
Qualitative data					
Focus groups					
Key informant interviews					
Participant observation					
Other methods					
Training evaluation					
Pre- & post- training survey					
Post-training follow-up survey with participants					
Quantitative data					
Baseline survey					
Endline survey					