

Annex 2 Schedule of the Evaluation Study

1. Overall schedule

Date				Mr. Otsuka (Leader)	Mr. Sonoyama (Participatory Development/ Evaluation Planning)	Dr. Shuto (Evaluation & Analysis)
Sep	30	Thu				20:45 Arrive in Colombo
Oct	1	Fri	AM PM	Meeting at JICA Sri Lanka Office		
					Interview with Ministry of Local Government & Provincial Councils	
Oct	2	Sat	AM PM			Move to Hambantota Meeting with SouthCAP Experts
Oct	3	Sun				Documentation
Oct	4	Mon	AM PM			Interview with SouthCAP Project Team Meeting with Joint Evaluation Team (JET) Members
Oct	5	Tue				Focus Group Discussion with villagers
Oct	6	Wed				Interview with government officials
Oct	7	Thu			Interview with Ministry of Economic Development	Focus Group Discussion with villagers, PIC meeting
Oct	8	Fri				Focus Group Discussion with villagers, PIC meeting
Oct	9	Sat				Report writing
Oct	10	Sun				Report writing
Oct	11	Mon	AM PM		Move to Hambantota Site Visit/Interview with government officials	PIC meeting, Interview with government officials
Oct	12	Tue			Meeting with JET members on 1st draft JER	
Oct	13	Wed			Site Visit/Interview with government officials	
Oct	14	Thu			Site Visit/Interview with government officials	
Oct	15	Fri	AM PM		Preparation of 2nd draft JER Move to Colombo	Report writing
Oct	16	Sat				Report writing
Oct	17	Sun				Report writing
Oct	18	Mon	AM PM	Move to Hambantota Meeting with Sri Lankan evaluation team members on 2nd draft JER		Preparation for RCC meeting
Oct	19	Tue	AM PM	Preparation for RCC meeting RCC meeting, Move to Colombo		
Oct	20	Wed	AM PM	Meeting with Ministry of Local Government & Provincial Councils Finalising JER, Drafting evaluation report summary		
Oct	21	Thu	AM PM	JCC Meeting Report to JICA Office		
Oct	22	Fri				01:25 Leave Colombo

2. Schedule for the site visits on 5, 7 and 8 October 2010

Date:2010/10/5

Lunugamwehera DS Division

Time	Activities	Sector
9:30	PIC meeting	
11:00	Focus Group Discussions in Padawgama	
	site visit Ruhunu chilli self seed production	agriculture
13:00	Focus Group Discussions in Punchiappu jandura	
	site visit Construction of Causeway, Lift irrigation project for homestead cultivation	institution/agriculture/ infrastructure
	Passion fruit cultivation under micro irrigation facilities	agriculture
15:30	Focus Group Discussions in Bogahawewa	
	site visit Milk cooling house construction & management	institution/agriculture/ infrastructure
	Spine guard cultivation	agriculture
	Food processing	income generation

Date:2010/10/7

Hambantota DS Division

Time	Activities	Sector
9:30	PIC meeting	
11:00	Focus Group Discussions in Koholankala	
	site visit Construction of elephant fence for HEC mitigation	institution/ infrastructure
	Self seed and commercial seed paddy production	agriculture
	Micro-homestead development	agriculture
	Handy craft	income generation
14:00	Focus Group Discussions in Keliyapura	
	site visit Restoration of Kapuwatta tank	institution/ infrastructure
	Cattle shed, vegetable farmer and some cattle producers	agriculture
15:30	Focus Group Discussions in Ketanwewa	
	site visit Self seed paddy production	agriculture

Date:2010/10/8

Sooriyawewa DS Division

Time	Activities	Sector
9:30	Focus Group Discussions in Weeriyagama	
	site visit Lift irrigation project and fruit cultivation	agriculture
	Mushroom production	agriculture
	Commercial seed paddy production	agriculture

		Sewing	income generation
13:30	PIC meeting		
15:30	Focus Group Discussions in Weliwewa		
	site visit	Rehabilitation and improvement of Mailaththa Tank	institution/ infrastructure
		Improvement of Karamatiya road	institution/ infrastructure
		Cattle producer group	agriculture
		Passion fruit and pomegranate cultivation	agriculture
		Food processing	income generation

Annex 3 Evaluation Grid

Lit= Literature review, Q= Questionnaire, Int=Interview, FGD= focus group discussion Ob= Observation

Criteria	Evaluation questions		Criteria and method for judgment	Required data	Information source	Data collection
	Question	Sub-question				
Relevance	Consistency with development policies of Sri Lanka	Are the overall goal and project purpose aligned with the national and/or regional development policies? Are the national and/or regional policies prioritizing rural livelihood promotion?	Development plans, priority areas	National and regional development policies	Sri Lanka's development policies including "The Economic Policy Framework", "Regaining Sri Lanka", "New Development Strategy", JICA Sri Lanka Office, experts, CP	Lit, Int
	Consistency with Japan's foreign aid policy for Sri Lanka	Is the project consistent with Japan's aid policy?	Japan's aid policy at present and at the time of project inception	Japan's aid policies for Sri Lanka	Japan's aid policies (Country Assistance Program, Rolling Plan, etc.), JICA, Japanese Embassy, experts	Lit, Int
	Appropriateness of the target group setting	Is the selection of the target groups (Villagers or Local CBO members and field level officers of various governmental organisations) appropriate?	Target groups' size and characteristics	Ex-ante evaluation, mid-term review, JCC minutes, opinions of the target groups, experts and CP	Ex-ante evaluation, mid-term review, JCC minutes, reports by experts, target groups, experts and CP	Lit, Int, FGD
	Congruency with the needs of the target group	Is the Project catering the needs of the target groups?	The extent of the project's matching needs	Existing study results such as questionnaires, needs analysis, opinions of the target groups, experts and CP	Project documents, reports by experts, JCC minutes, target groups, experts, CP	Lit, Q, Int, FGD
	Japan's technological advantage	Is Japan's technological advantage well	Comparison with similar services in Sri Lanka	Training materials, questionnaire study results (on target groups), opinions	Project documents, reports by experts, JCC minutes, target groups,	Lit, Q, Int, FGD

Criteria	Evaluation questions		Criteria and method for judgment	Required data	Information source	Data collection
	Question	Sub-question				
		reflected in the services provided by the Project?		of the experts and CP	experts, CP	
Effectiveness	Appropriateness of setting the project purpose, objectively verifiable indicators, numerical targets, means of verification	Are the project purpose, indicators, and means of verification appropriate?	Logical relations between the project activities and outputs, quality of data obtained from the means of verification	PDM, PO, indicators, opinions of the experts and CP	PDM, PO, indicators, experts, CP	Lit, Q, Int
	Progress of the Project	Is the Project implemented as scheduled?	Comparison between PO and actual project activities	Project documents, opinions of the experts, CP and target groups	R/D, Project documents, reports by experts, JCC minutes, indicators, target groups, experts, CP, site visit	Lit, Q, Int, FGD, Ob
	Achievement of the project purpose	More than 50% of the suggested activities in the formulated CAPs are implemented by the project or other development agencies (GOs and NGOs)	Comparison with the indicator	Indicators, opinions of the target groups, experts and CP	R/D, Project documents, reports by experts, JCC minutes, indicators, target groups, experts, CP	Lit, Int,
		More than 50% of PIC and CBOs members recognise the usefulness of CAPs, as comprehensive development plans	Comparison with the indicator	Indicators, opinions of the target groups, experts and CP	R/D, Project documents, reports by experts, JCC minutes, indicators, target groups, experts, CP	Lit, Int, FGD
		More than 5 target GN Divisions receive external supports to implement identified individual projects	comparison with the indicator	Indicators, opinions of the target groups, experts and CP	R/D, Project documents, reports by experts, JCC minutes, indicators, target groups, experts, CP	Lit, Int

Criteria	Evaluation questions		Criteria and method for judgment	Required data	Information source	Data collection
	Question	Sub-question				
		25% of households income is increased in 8 target GN divisions	comparison with the indicator	Indicators, opinions of the target groups, experts and CP	R/D, Project documents, reports by experts, JCC minutes, indicators, target groups, experts, CP	Lit, Int, FGD
	Project management system	Are the systems of project monitoring, decision-making, communication within the project members appropriate?	Confirmation of project monitoring activities	Project documents, JCC minutes, opinions of the experts and CP	R/D, Project documents, reports by experts, JCC minutes, indicators, experts, CP	Lit, Int
	Promoting and hindering factors to the achievement of the project purpose	What are the promoting factors to the achievement of the project purpose?	Influence of the promoting factors on the achievement of the project purpose	Data on project activities (CP's policy directions, project's operation, decision-making), opinions of the experts and CP	R/D, Project documents, reports by experts, JCC minutes, indicators, target groups, experts, CP	Lit, Q, Int, FGD
		What are the hindering factors to the achievement of the project purpose?	Influence of the hindering factors on the achievement of the project purpose	Data on project activities (CP's policy directions, staff turnover rates, project's finances), opinions of the experts and CP	R/D, Project documents, reports by experts, JCC minutes, indicators, target groups, experts, CP	Lit, Q, Int, FGD
	The influence of external factors (important assumptions) on the achievement of the project purpose	How are the external factors influencing the achievement of the project purpose? How is the project coping with the factors?	The project's reaction to the external factors	Information on external factors (Davao industry cluster plans, SME promotion policies), pinions of the experts and CP	R/D, Project documents, reports by experts, JCC minutes, indicators, target groups, experts, CP	Lit, Q, Int
Efficiency	Appropriateness of inputs	Inputs from Japan: Japanese experts	Quantity, quality, and timing of the inputs in comparison with the plan	Expertise, numbers of experts, dispatch duration, capacity	R/D, Project documents, reports by experts, JCC minutes, records of inputs, indicators, target groups, experts, CP	Lit, Q, Int, FGD

Criteria	Evaluation questions		Criteria and method for judgment	Required data	Information source	Data collection
	Question	Sub-question				
		Inputs from Japan: Equipment / machinery	Quantity, quality, and timing of the inputs in comparison with the plan	specifications, quantity, units, value, purpose	R/D, Project documents, reports by experts, JCC minutes, records of inputs, indicators, experts, CP	Lit, Q, Int, Ob
		Inputs from Japan: Training in Japan and the third countries	Quantity, quality, and timing of the inputs in comparison with the plan	Trainees' affiliations, number of trainees, training periods, contents of the training	R/D, Project documents, reports by experts, JCC minutes, records of inputs, target groups, trainees, experts, CP	Lit, Q, Int, FGD
		Inputs from Japan: Operational cost	Quantity, quality, and timing of the inputs in comparison with the plan	Budget, expenses	R/D, Project documents, reports by experts, JCC minutes, records of inputs, experts, CP	Lit, Q, Int
		Inputs from Sri Lanka: Assignment of counterpart personnel	Quantity, quality, and timing of the inputs in comparison with the plan	Number of staff, capacity	R/D, Project documents, reports by experts, JCC minutes, records of inputs, target groups, trainees, experts, CP	Lit, Q, Int, FGD
		Inputs from Sri Lanka: Office, work space and relevant facilities	Quantity, quality, and timing of the inputs in comparison with the plan	Conditions of the facility, opinions of the target groups, experts and CP	R/D, Project documents, reports by experts, JCC minutes, records of inputs, target groups, trainees, experts, CP	Lit, Q, Int, Ob, FGD
		Inputs from Sri Lanka: Operational cost	Quantity, quality, and timing of the inputs in comparison with the plan	Budget, expenses	R/D, Project documents, reports by experts, JCC minutes, records of inputs, experts, CP	Lit, Q, Int
	The level of outputs in relation to the inputs	Are the inputs producing sufficient levels of outputs?	Confirmation of inputs and outputs	Achievement of targets, opinions of the experts and CP	R/D, Project documents, reports by experts, JCC minutes, records of inputs, indicators, target groups, experts, CP	Lit, Int, FGD, Ob

Criteria	Evaluation questions		Criteria and method for judgment	Required data	Information source	Data collection
	Question	Sub-question				
	Collaboration with other ODA projects	Is there collaboration with other ODA projects?	Confirmation of collaborations established and/ or collaboration possibilities	Information on other projects	Project documents, reports by experts, JCC minutes, target groups, experts, CP	Lit, Int, FGD
	Promoting and/or hindering factors to efficiency	What are the promoting factors to efficiency?	Influence of the promoting factors on efficiency	Data on project activities, opinions of the experts and CP	R/D, Project documents, reports by experts, JCC minutes, target groups, experts, CP	Lit, Q, Int, FGD
		What are the hindering factors to efficiency?	Influence of the hindering factors on efficiency	Data on project activities, opinions of the experts and CP	R/D, Project documents, reports by experts, JCC minutes, target groups, experts, CP	Lit, Q, Int, FGD
Impact	Prospect of achieving the overall goal	Proportion of households whose income increased in GN divisions formulated CAPs in Hambantota district.	comparison with the indicator	Indicators, opinions of the experts and CP	Project documents, target groups	Lit, Int, FGD
		Number of GN Division who formulate CAP in Hambantota district.	comparison with the indicator	Indicators, opinions of the experts and CP	Project documents, target groups	Lit, Int
		Proportion of CCS projects formulated and implemented from formulated CAPs.	comparison with the indicator	Indicators, opinions of the experts and CP	Project documents, target groups	Lit, Int
	Unintended effects	Are there unintended effects (both positive and negative) the project has brought about?	Confirmation of unintended effects	Opinions of the target groups, experts and CP	R/D, Project documents, reports by experts, JCC minutes, target groups, experts, CP	Lit, Q, Int, FGD