ECOWAS Commission
Department of Agriculture, Environment and Natural Resources
Directorate of Agriculture and Rural Development

Concept Note

TRAINING OF NATIONAL STAKEHOLDERS ON THE USE OF THE ECOWAP M&E Web System

I.   Introduction

The Directorate of Agriculture and Rural Development has a Monitoring & Evaluation Unit. This unit has been operational on a skeletal basis since 2015 and has developed several tools including the ECOWAP M&E Mechanism. While the Regional ECOWAP/CAADP M&E Mechanism exists and is operational, this process is somehow fragmented because all the institutions and organizations that currently contribute to the process have their respective instruments of collection, analysis and reporting. To increase the effectiveness of the ECOWAP/CAADP monitoring and evaluation system, it is necessary to strengthen the existing mechanism so that all contributors to the ECOWAP/CAADP M&E mechanism will have a common tool for data collection, analysis and reporting.

The Regional ECOWAP/CAADP M&E Mechanism involves many actors, mainly Governments and other international organizations, and requires the possibility to manage and make available a considerable quantity of data and information that come from a wide variety of sources. This implies having a powerful technology base to be able to contain all the information and be accessible to all the interested parties. Given the wide range of sources to obtain information (Member States, International Intergovernmental Agencies, Regional Stakeholders, NGOs etc.) and to monitor the progress of the activities carried out under the ECOWAP/CAADP, the use of technology is highly recommended and probably the only way to reach as many interested parties as possible in a timely manner. Monitoring progress depends on input, process and output indicators and hence has to rely on routinely collected data from Member States and relevant regional institutions.

The M&E Unit of DARD in collaboration with the regional M&E working group therefore considered developing a web-based platform to be used as a tool to facilitate implementation and to provide information for monitoring and reporting, collecting validated data and linking together various information coming from different sources. The Regional M&E Working group comprises regional stakeholders and representatives of the 15 Member States.

During an internal consultation, the ECOWAP M&E team in collaboration with a consultant were able to develop a Software Requirements Specification document that describe the requirements, the architecture as well as the implementation process of the ECOWAP Web-based M&E system. More specifically, all user profiles, input interface and output results, and a proposals for deployment and management of the system were designed and available.

The web-based M&E system that has been developed is intended to:

• Provide online updates to all stakeholders including the general public of all events occurring within the ECOWAP/CAADP encompassing all activities that are undertaken by individual stakeholders, programs or projects.

• Automate reports on programs and projects implemented under the ECOWAP, various impact analysis and studies carried out in the sector.

• Aid tracking of ECOWAP/CAADP implementation and systematic collection, collation, and analysis.

• Automate reporting of performance information based on agreed indicators in the Result Framework;

• Provide an electronic way of documenting and communicating results (achievements) in a timely and accurate manner;

• Help in knowledge sharing: Share media information, meetings/conferences, success stories, and best practices.

• Provide a governance mechanism to base decisions on evidence and communication instruments in order to permanently reinforce the inclusive and participatory nature of the ECOWAP/CAADP Process.

• Assists in the smooth interaction between different users.

Following these engagements, the online system has been developed in line with the Software Requirements Specification document, its current version has been translated into French; the system has been tested severally; continuous training for the Web Based

Management system, operationalization of the platform. It has been hosted and available at https://ecowap.ecowas.int/.

II.   Justification

The ECOWAP M&E system has been developed, tested and tried. It has also been officially launched at the March 2021 Departmental Steering Committee Meeting.

To ensure the system is up and running so that results are produced and the system meets its intended purpose, training of all users so that they start uploading and using the system effectively and efficiently is very important.

The Web developer has developed a user guide in consultation with the DARD team, which is available in soft and print versions.

Considering the current global pandemic, precautions are often taken while organizing physical meetings. One of such training has been held for Regional Institutions in September 2021.

The next scheduled training is intended to be held in Abidjan, Cote d'Ivoire for National stakeholders from Monday 7 to 9 Wednesday March, 2022.

The training intends to:

1. Teach stakeholders on how to gain access to the web M&E system
2. Teach stakeholders on the various components of the system so that they know where, how and when to upload and or retrieve information
3. Upload documents from their various institutions to ensure outstanding documents required to be on the system are uploaded

III.   Logistics

The Web User guide book (French and English) will be used through the training and this training will be more practical.

IV.   Participants

This national training session will be for maximum 37 participants.

	Organization	Number of participants
1	Countries	30
2	ECOWAS	6
3	Trainer (web developer)	1

V. Trainers – The Web Developer will be the core trainer

VI. Date and place

The training will be done at Rose Blanche Hotel in Abidjan, Cote d'Ivoire from Monday 7 to 9 Wednesday March, 2022.

V11. Activities following country training

1. Each Member State would have provided the key persons that will gain access to the web system for regular updating

2. Country focal points will know how to provide access to other team members within their respective Ministries

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