



**Monitoring and Evaluation Framework and System of the Private Sector Development Programme (PSDP) in the framework of the Private Sector Development Strategy (PSDS)
Botswana**

For the period: Ending First Quarter 2015

PSDP M&E Team

April 2015



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PREAMBLE

This report has been generated from the Monitoring and Evaluation Framework and System that was designed by Particip. It has taken into account the request from the Management Committee to give a High Level Report and to show periodic progression. This report is a Quarterly Monitoring report as required by the Contribution Agreement and it is for the reporting period ending First Quarter 2015.

1. INTRODUCTION

The Monitoring & Evaluation Framework and System was designed as a practical tool for reviewing performance, and ensuring project objectives are met and achieved. The framework involves a systematic collection and analysis of information on activities executed, to enable performance improvement of projects.

The main function of the Monitoring and Evaluation unit is to:

- Assess results and impacts of the programme;
- Provide constant feedback on the extent to which PSDP is achieving its goals, and disseminate lessons learnt;
- Provide information on the progress made in the implementation of the PSDP within the agreed time frame;
- Provide a basis for decision making on necessary amendments and improvement; and
- To foster accountability on the use of resources.

2. METHODOLOGY

Data is collected from the PSDP Management Unit to enable the **BOCCIM** Monitoring and Evaluation team to input it in the M&E System where it is analyzed and scored accordingly. Various documents amongst which are progress reports, minutes of meetings, weekly reports and other documents, as well as oral interviews, have been used as a source of the required data to facilitate the production of the monitoring report. Regular data collection has enabled the M&E unit to update its system (web portal), which ensures that there is certainty on trends, directions and results, hence minimizing the possibility of estimations and assumptions, in tracking what has happened during intervals. The M&E system has allowed the unit to be able to disseminate lessons learnt and to measure outcomes of the PSDP project, hence enabling the PSDP unit to keep projects done in the stipulated time frame. This has facilitated the improvement of activities that have been lagging behind, and highlighted activities which are doing well to act as the basis of improvement.

3. SUMMARY REPORT

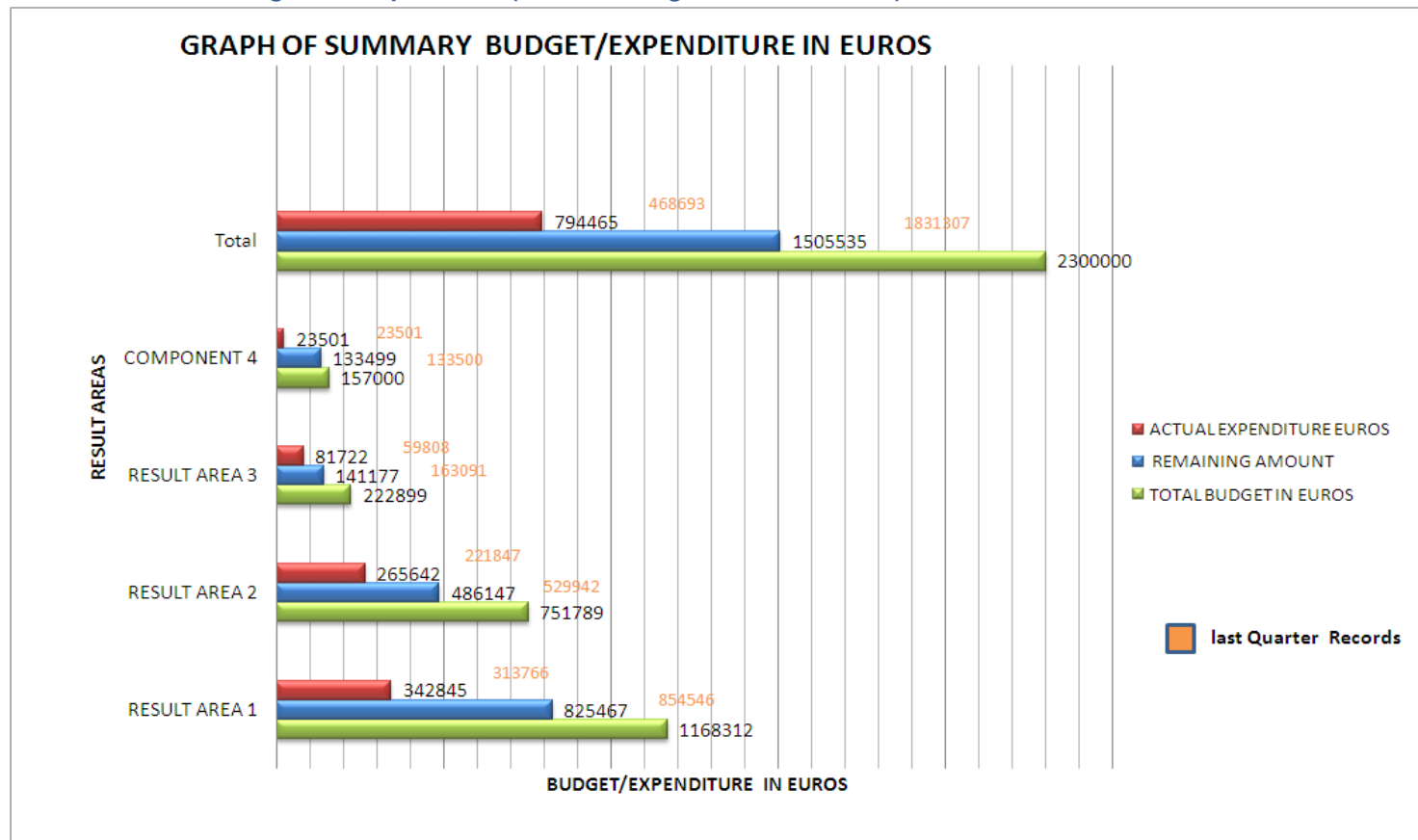
3.1. Overall Summary (Period ending first Quarter 2015)

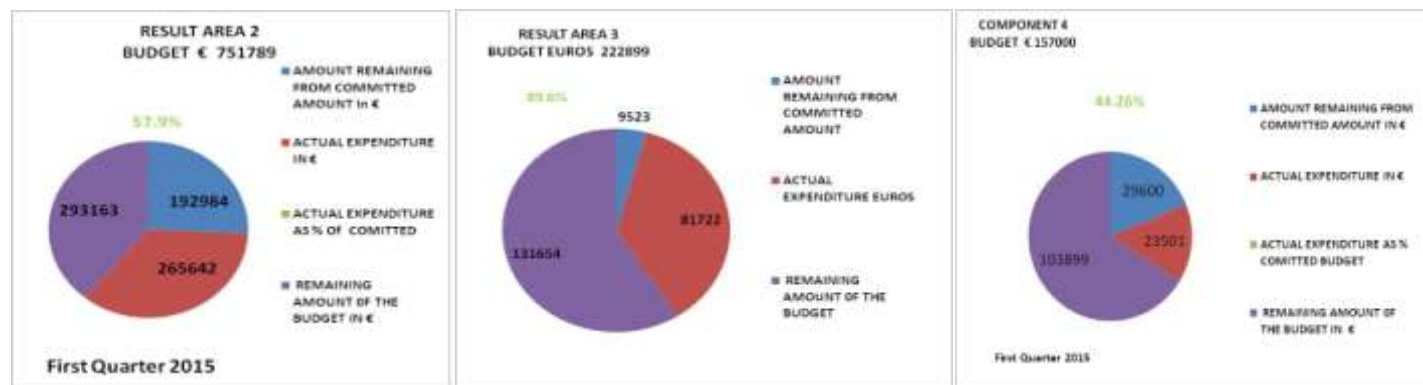
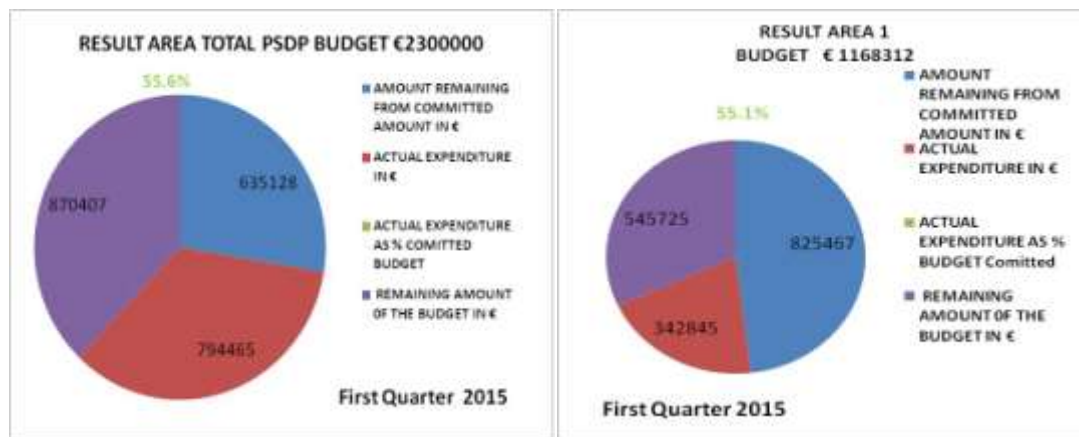
Monitoring and Evaluation Report (Summary) : Quarter One 2015 (31st March 2015)			
Result Area / Component	Rating	Rating Code	Remarks on Significant Achievements
RESULT AREA 1: CAPACITY AND COMPETITIVENESS OF SMME'S AND COMMUNITY BASED ORGANISATION (CBOS) INCLUDING VALUE CHAINS IS STRENGTHENED, IN A SELECTED NUMBER OF SECTORS	1.6	MU	There has not been much change in this result area with reference to the december 2014 report. There are alerts and observations that have been made which if not attended to might affect the rating.
RESULT AREA 2: SERVICE DELIVERY OF TARGETED INTERMEDIARY ORGANISATIONS (IOs) AND BUSINESS DEVELOPMENT SERVICE PROVIDERS (BDSP) IS ENHANCED	2.8	MS	A slight progress has been noted but the score still remains at Moderately Satisfactory.
RESULT AREA 3: BUSINESS ENVIRONMENT FOR ENTERPRISES IS IMPROVED (REDUCTION OF RED TAPE AND PILOT ON IMPROVED ACCESS TO FINANCE BY SMMEs)	2.8	MS	No progress in A 3.2.1 and A 3.2.2 therefore the score has gone down compared to the previous Quarter.
COMPONENT FOUR: PROGRAMME MANAGEMENT AND VISIBILITY	5	HS	No Change from the December 2014 Report

Key to Grading abbreviations

4< HS <=5	3< S <=4	2< MS <=3	1< MU <=2	0< U <=1	HU =0
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3.1.1. Budget and expenditure (Period ending first Quarter 2015)





The figures in % (green) represent the actual expenditure out of the committed expenditure for that area

3.1.2. Justifications for exceptional performance or non performance

Additional Justification For Result Areas Graded Highly Satisfactory or Highly Unsatisfactory			
S. No	Name of Result Areas Awarded HS or HU	Rating	Justification for extreme Score
1	Component 4 (Communication and M&E)	5	The two service providers, Particip and Dialogue Sachi and Sachi, have been in place and delivering as expected. Their presence is being felt and seen even by a number of stakeholders.

3.1.3. Overall Alerts, Observations and Lessons Learnt and Way forward

Name of Result Area	Rating	Alerts / Lessons Learnt and suggestions for way forward
All		The progress of the project is such that the allocated budget will not be spent if the current rate of expenditure continues. A time extension of the project may be required.
All		The actual start and finish dates are long past the dates anticipated in the project plan presented on page 39 onwards of the Inception Report based on the original Log Frame and Contribution Agreement Though the Contribution Agreement has been revised in November 2014, no revised project plan with realistic start and finish dates have been made.
All		TOR are not completed or approved. No basic EU file number. As the performance dates approach and no action has started Not Applicable (N/A) will turn to HU or zero progress bringing the Result Area (RA) score down.

3.1.4. Performance of each Log Frame Indicator Progressive Quarter Wise

Performance of each Log Frame Indicator Progressive Quarter Wise (Summary) Quarter One 2015 (31st March 2015)										
Result Area One :Capacity and Competitiveness of SMME's and Community Based Organisation (CBOs) including value chains is strengthened, in a selected number of sectors)										
Log Frame Indicator Number	Description of the Log frame Indicator	Progressive Rating codes								Remarks
		Q3 2014	Q4 2014	INTERIM 28th Feb 2015	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	
Ind 1.1	Action plans to support SMMEs and IOs are developed for eight value chains and eight sub sectors by February 2015	NA	S	S	S
Ind 1.2	Studies are carried out for development of Honey and Morula Value Chains by September 2014.	HU	MU	MS	MS	Significant progress in this activity relates to the Honey Value Chain
Ind 1.3	At least 70 SMMEs are strengthened on management, operations by December 2015.	MS	MS	MU	MU	Though another quarter has gone past there has been no progress in capacitating the 70 SMMEs.
Ind 1.4	30 CBO's are trained on management, marketing, quality standards and accounting by December 2015	NA	NA	HU	HU	Some activities that are now due to start have not done so well hence the grading has gone down. In this case A 1.4.1 which contributes partly to this Log Frame Indicator has fallen to 0 from NA
Ind 1.5	60 SMMEs and CBOs have participated in environmental awareness activities by December 2015.	NA	NA	HU	HU	Some activities that are now due to start have not done so well hence the grading has gone down. In this case A 1.4.1 which contributes partly to this Log Frame Indicator has fallen to 0 from NA

Result Area Two: Service delivery of targeted Intermediary Organisations (IOs) and Business Development Service Providers (BDSP) is enhanced										
Log Frame Indicator Number	Description of the Log frame Indicator	Progressive Rating codes								Remarks
		Q3 2014	Q4 2014	INTERIM 28th Feb 2015	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	
Ind 2.1	BOCCIM is restructured and established as an apex body representing the entire private sector in Botswana and M&E is Operational by December 2014	MU	S	S	S					
Ind 2.2	A web based market intelligence information system is developed for use by SMMEs - June 2015.	U	MS		S					The activity is due for completion in August 2015 and out of the three parts one is successfully completed and 2 are progressing well.
Ind 2.3	Capacity building of BITC is conducted by December 2015	NA	NA	U	MS					Developments have been recorded in activity A 2.2.1 and A 2.2.2,hence the the upgrading of the score from NA to MS
Ind 2.4	Capacity building of CBO's and IO's is conducted by December 2015	NA	MS	MS	MS					
Ind 2.5	Capacity building of BOBS is conducted by December 2015	NA	NA	NA	NA					

Result Area Three: Business environment for enterprises is improved (reduction of red tape and pilot on improved access to finance by SMMEs)										
Log Frame Indicator Number	Description of the Log frame Indicator	Progressive Rating codes								Remarks
		Q3 2014	Q4 2014	INTERIM 28th Feb 2015	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	
Ind 3.1	Capacity building conducted on trade and specific negotiation skills	NA	S		S					
Ind 3.2	Improved Policy Framework to access finance	NA	HS		MS					No time frame of the contract and no significant development for activity A 3.2.2.
Ind 3.3	Improved Business Environment (Ease of Doing Business)	NA	NA		MU					Activity A 3.3.2 pulled down the score because no progress recorded although the records shows that there has been an expenditure
Component Four: Management and Communications										
Log Frame Indicator Number	Description of the Log frame Indicator	Progressive Rating codes								Remarks
		Q3 2014	Q4 2014	INTERIM 28th Feb 2015	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	
NOTA	Performance Management and Communications	MS	HS		HS					

Key to Grading abbreviations

NOTA	Not Applicable									NA	Not Due to Start
HS	4 < HS ≤ 5	S			3 < S ≤ 4		MS	2 < MS ≤ 3	MU	1 < MU ≤ 2	
U	0 < U ≤ 1	HU			HU = 0						

3.2. Result Area 1

Result Area Activity Monitoring Report (Summary) : 31st March 2015								
RESULT AREA 1:							Score	Rating Code
CAPACITY AND COMPETITIVENESS OF SMMEs AND COMMUNITY BASED ORGANISATION (CBO'S) INCLUDING VALUE CHAINS IS STRENGTHENED, IN A SELECTED NUMBER OF SECTORS							1.6	MU
Log Frame Indicator Number	Score	Rating Code	Description of Indicator	Contributing Activity Number	Description of Activity	Remarks on Significant Achievements	Score	Rating Code
IND 1.1	3.5	S	Eight (8) Value Chains in eight (8) sub sectors are identified and action plans to support SMMEs and IOs developed and validated by February 2015	A 1.1	Value Chains Analysis and Development			
				A 1.1.1	Structured value chains analysis and preparation of capacity building Action plans (BWP 1310/01)	Projects on Beef Completed. Three action items are being implemented. (1) Management for Commercial Farmers (2) Upgrading capacity of Farmers Association. (3) Technical Tools of graduating communal Farmers. Horticulture and tourism in progress. No report submitted yet	4	S
				A1.1.2	Emerging value chains analysis and preparation of capacity building Action plans (BWP1314/01)	All Five Final reports submitted by the consultant and have been and reviewed by CDE as of 25 February 2015. Contract extended to 30th April 2015. To enable the consultants to make necessary improvements. There is some clarity needed in file reference numbers of the original order and the second amendment	4	S
IND 1.2	3	MS	Two value added wild / natural product opportunity studies are carried out with respective development and action plans for honey and morula CBOs and SMMEs by September 2014.	A 1.2	Value Added wild / Natural Product Opportunity Study			
				A 1.2.1	Development of action plans for honey and morula CBOs and SMMEs (BWP 1414/01)	Action plan for Honey Submitted and Morula being finalised, contract extended till 28 February 2015. . . Reports recieved and approved. Final Payment being processed. Honey Technical Guide under evaluation. Secondary actions based on recommendations to be elaborated. Recruitment of Honey Expert to assist SMMEs and CBOs under review.No progress on Morula	3	MS

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IND 1.3	1.5	MU		A 1.3	SME's Diagnostics (Baseline studies)			
				A 1.3.1	Diagnostics of SMMEs (BNPC, BIH, Local consultants)			
			At least 70 SMMEs are strengthened on management, operations (including quality, standards and certification) in order to be more competitive in the local, regional and international market through grouped assistance (training workshops) and individual coaching by December 2015.		Team for the Diagnosis of SMMEs (BWP 1414/01)	Team Leader preparing final report not yet complete		
					SMME Diagnostics by Local Consultants (BWP 1412/01)	Local Consultants completed 22 SMMEs out of a total of ____ SMME's		
					SME Diagnosis by BNPC (BWP/1411/01 and 02)	BNPC completed 28 out of ____ SMMEs		
					SMME Diagnosis by BIH (BWP/1417/01))	BIH Completed 14 out of 15 SMME's		
					SMME Diagnostics by LEA (BWP/1430/01)	LEA completed 9 SMME's including 2 CBO's		
					SMME Diagnostics by CEDA (BWP/1430/01)	CEDA should have completed 10 SMMEs by 31st January 2015		
					Monitoring the SMME Audit Process (BWP/1439/01)	Capacity Building of local staff on SMME Diagnostics File completed and closed		
					PSDP Mission Logistics (BWP/1404/01)	No Data		
					SMME Diagnostics for Micros (File Number Requested)	Yet to start		

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Capacity Building of SMME's and CBO's for upgrading their Competiveness													
IND 1.3 Cont...	1.5 Cont..	MU Cont...	Cont...										
				A 1.4	A 1.4.1	Group training and individual coaching of SMMEs/CBOs in agro-industries, manufacturing, tourism, ICT, Public works including energy efficiency	Support to poultry sector (BWP 1444/01)	(1)funds committed and contract to be signed by 30 January 2015 (2)Consultant first mission begins 2 February 2015	0	HU			
							Technical Support to SMEs by Senior Expert in Service (BWP/1445/01)	file at commitment level- commitment of funds by 20th February 2015					
							Technical support to SMMEs by Managers Without boarders (BWP 1448/01)	file at commitment level- commitment of funds by 20th February 2015					
							SMEs trade missions-Result Area1 (BWP 1313/01)	Three SMEs from the Dairy sector participated at the 9th African Dairy Conference and Exhibition held in Harare, Zimbabwe from the 24 to 26 September, 2013.					
							Group training in management Finance (BWP 1446/01)	TOR and budget finalized. Follow up PA. To be contracted.					
							Management training for Micros and CBOs	(1) Selection of service provider done. Follow up Commitment. (2) Budget to be corrected. (3) Contract to be finalized, following approval of selection by HQ.					
							Group training in Business Planning for SMEs	TOR and budget finalized. Follow up PA. To be contracted.					
							Participation of SMMEs to trade missions & trainings	TOR and budget to be prepared. Request file number					
							Individual Coaching of SMMEs	Activity under preparation. Request file number					
IND 1.4	0	HU	At least 30 micro-enterprises and Community Based Organisations (CBO's) are trained on management, marketing, quality standards and accounting through grouped assistance by December 2015										
IND 1.5	0	HU	60 SMMEs and CBOs have participated in environmental awareness activities by December 2015.										
HS	4< HS <=5	S	3< S <=4	MS	2< M S<=3	MU	1< MU <=2	U	0< U <=1	HU	HU=0	NA	Not Due to Start
Progress otr change since last report													

3.2.1. Justification for Activities Graded Highly Satisfactory or Highly Unsatisfactory In Result Area One

Justification For Activities Graded Highly Satisfactory or Highly Unsatisfactory			
S. No	Name of Activity Awarded HS or HU	Rating	Justification for Extreme Score
1			
2	A 1.4.1 Capacity Building of SMME's and CBO's for upgrading their Competitiveness	0	As of 31st March all these sub activities should have started but the latest weekly report indicated no progress or action in hand

3.2.2. Alerts / Observations and lessons learnt and way forward for Result Area One

S. No	Name of Activity	Rating	Alert / Lessons Learnt abd Suggestions for way forward
1	A 1.1.1 Structured value chains analysis and preparation of capacity building Action plans	4	Though the contract ends in August 2015 as shown in the weekly report, the contract stipulates that all deliverables must be complete two months before that date or in June 2015. Further, no progress is reported after 31st December 2014 and if this continues the rating may need to be down graded.
2	A1.1.2 Emerging value chains analysis and preparation of capacity building Action plans (BWP1314/01)	4	The contract has been extended to 30th April 2015 (The report does not specify if the MC has been taken in confidence or approval of the competent authority has been taken for this extension. The Grading has been raised to 4 that is Satisfactory as all five reports have been submitted and reviewed by the CDE and returned to the consultants for improvements.
3	A1.2.1 Development of action plans for honey and morula CBOs and SMMEs (BWP 1414/01)	3	The contract is over on 28th Feb and no intimation of extension has been given. The completion dates are overdue now and if there is no progress on completion, the rating will fall in the next quarterly report. The grading is maintained as of now as there has been some progress.
4	A 1.3.1 Diagnostics of SMMEs (BNPC, BIH, Local consultants)	3	This subactivity had been graded HS in the last report as of 31st December 2014, the number of SMME audits completed were more than 70, when 70 was the target. The progress up to 31st March 2015 has been below expectations and major tasks like the Team Leader's report and outstanding Audits have not been completed even though the ccontract ends by 30th April 2015.
5	A 1.4.1 Capacity Building of SMME's and CBO's for upgrading their Competitiveness	0	As of 31st March all these sub activities should have started but the latest weekly report indicated no progress or action in hand. The pending actions need to be done and if necessary approval of the competent authority needs to be taken and completion dates revised

3.3. Result Area 2

Result Area Activity Monitoring Report (Summary) : 31st March 2015										
RESULT AREA 2:								Score	Rating Code	
Service delivery of targeted Intermediary Organisations (IOs) and Business Development Service Providers (BDSPs) is enhanced.								3.0	MS	
Log Frame Indicator Number	Score	Rating Code	Description of Indicator	Contributing Activity Number	Description of Activity	Remarks on Significant Achievements		Score	Rating Code	
IND 2.1	3.25	S	BOCCIM is restructured and established as an apex body representing the entire private sector in Botswana; and contributing to policy dialogue, and membership has increased by 10% by December 2015. • PSDP Web based M&E system is operational by December 2014.	A 2.1	Capiciyty Building of BOCCIM					
				A 2.1.1	Internal Monitoring and Evaluation of PSDP	The final M&E report has been formally accepted by PSDP. Training has been done and completed as planned. Evaluation of the Workshop has been done and the report has been submitted.		4	S	
				A 2.1.2	Review of the mandates and establish BOCCIM as an Apex body	Review of the mandates and establish BOCCIM as an Apex body (BOT/1402/01)	The final report ith recommendations to establish BOCCIM as an apex body has been submitted.	5	HS	
						Review of BOCCIM Constitution (BWP/1401/01)	reports of the work done received for uploading by M&E team but Progress not given in weekly report			
						BOCCIM Membership Model (BWP/1402/01)	reports of the work done received for uploading by M&E team but Progress not given in weekly report			
						Consultative Workshops for BOCCIM (BWP/1416/01)	reports of the work done received for uploading by M&E team but Progress not given in weekly report			
						BOCCIM NBC (BWP/1436/01)	reports of the work done received for uploading by M&E team but Progress not given in weekly report			
				A 2.1.3	BOCCIM capacity building to render better services to its members (BWP/1437/01)	Inception Report Submitted		3	MS	
A 2.1.5	Training BOCCIM and other IOs in policy research, lobbying & advocacy	TOR and Budget and budget to be prepared and start by March 2015		1	U					

IND 2.2	4	S	A web based market intelligence information system/platform for improving information dissemination and networking is developed for use by SMMEs - June 2015.	A 2.1.4	Assistance to the establishment of market intelligence information system/web based platform for networking and information / Public and private dialogue, etc. (BWP/1434/01)	Benchmarking BOCCIM web Portal (BWP/1434/01)	Mission for the market intelligence completed in November 2014.	4	S
						Feasibility study for the market intelligence being done under Value chain analysis for beef, tourism, and horticulture sectors (BWP/1310/01).	Web based platform for networking and information dissemination will be established under Result Area 2. The first mission was undertaken in December 2014. Mission report has been submitted and approved. Second mission completed. A project proposal on setting up of the MIS was presented to BOCCIM and approved on principle.		
						Assistance to the establishment of market intelligence information	Sought for CVs to be Shortlisted for market consultation. Next phase is to launch a market consultation for the implementation of the project proposal.		
Ind 2.3	2.5	MU	Capacity building of BITC is conducted • An export strategy with respective action plan is adopted and implementation of the action plan starts in December 2015. • Three partnerships are established with external trading partners by December 2015. • At least 10 of the PSDP targeted SMMEs are qualified for export by BITC by December 2015.	A 2.2	Capacity Building of BITC			2	MU
				A 2.2.1	Assistance to BITC in Export Development and Promotion (BWP/1406/01)	Comments from BITC on the Inception Report received. The expected project outputs are : (1) Trade portal complementing BITC website. A manual to be produced on the usage of the portal. (2) Training manuals for BITC staff and exporting firms. (3) Networking (database and contacts to be utilized by BITC)			
				A 2.2.2	Assistance to BITC for implementation of its new strategy (sector approach)	Participation of IOs to trade missions & trainings – (BWP/1307/01)	WTO International Trade & Development course, Geneva, Switzerland. Completed	3	MS
						Participation of IOs to trade missions & trainings – (BWP/1308/01)	support for training on Exports and Investment Promotion Programme –report submitted, Dublin Ireland		
						BITC sector association experts- (BWP/1503/01)	Working with BITC staff to profile 10 companies in the respective sector. Inception report to be submitted.		

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Ind 2.4	2.3	MS	Capacity building of Intermediary Organisations and sector associations is conducted. • Number of private firms using TSLs and BDSPs services increased by 10% by December 2015 • At least 70% of SMMEs and CBOs benefiting from PSOP intervention are satisfied with the quality of service provided by IOs and BDSPs • Recommendations developed and submitted to MTI by December 2015 for improving competitiveness and export of Botswana Beef • At least three new products and/or services introduced by IOs by December 2015	A 2.3	Capacity Building of Intermediary Organisations and Sector Associations				
				A 2.3.1	Training and coaching of IOs and services providers on SME Diagnosis BNPC, CEDIA, LEA, HATAB, BEMA, BIDPA (BWP/1420/01)	62 local staff from Intermediary Organisation were trained- the activity has been completed and closed.		3	MS
				A 2.3.2	Assistance to meat sector – beef, piggery, goat, poultry, etc... capacity building of farmers and producers associations, PPD meeting, branding of Botswana beef for export	PPD Meeting on Beef Value Chain (BWP/1428/01)	Successfully Completed	3	MS
						Management Tools for Commercial farmers (BWP/1508/01)	The consultant is in Gaborone for his 1st mission(24 March - 2 April). He is currently in Ghanzi for the needs assessment.		
						Technical Tools for Graduating communal farmers (BWP/1510/01)	PA preparation		
						Upgrading Capacity of farmers Associations (BWP/1511/01)	PA preparation		
				A 2.3.3	Assistance to the tourism sector in partnership with BTO and HATAB	Assistance to the tourism sector in partnership with BTO and HATAB	TOR and Budget to be prepared, to start in March 2015	1	U
HATAB Tourism conference (BWP/1443/01)	Activity to take place in April 2015								
A 2.3.4	Assistance to honey sector associations	TOR and Budget to be prepared to start April 2015.		NA	NA				

IND 2.5	NA	NA	Capacity building conducted for BOBS on Quality Certification • Draft National Quality Policy is developed and submitted to MTI by June 2015. • BOBS staff members are trained in audit and inspection services and ten service providers are capacitated in auditing and certification of agro-industry (horticulture, dairy, beef) and manufacturing by December 2015. • SMME certification system is in place by September 2015.	A 2.4		Capacity Building for BOBS on Quality and Certification							
				A 2.4.1	Support the development of a National Quality Policy	Not Started			NA	NA			
				A 2.4.2	Upgrade the existing capacities of the Botswana Bureau of Standards	Not Started			NA	NA			
				A 2.4.3	Support the process of certification for SMEs	Due to start in April 2015			NA	NA			
HS	4< HS <=5	S	3< S <=4	MS	2< MS <=3	MU	1< MU <=2	U	0< U <=1	HU	HU=0	NA	Not Due to Start
	Progress or change since last report.												

3.3.1. Justification for Activities Graded Highly Satisfactory or Highly Unsatisfactory In Result Area Two

Justification For Activities Graded Highly Satisfactory or Highly Unsatisfactory			
S. No	Name of Activity Awarded HS or	Rating	Justification for Extreme Score
1	A 2.1.2 Review of the mandates and establish BOCCIM as an Apex body	5	PSDP/CDE has completed all their responsibilities and handed over the reports to BOCCIM for further action therefore the score has been upgraded to 5

3.3.2. Alerts / Observations and lessons learnt and way forward for Result Area Two

S. No	Name of Activity	Rating	Alert / Observations, Lessons Learnt and Suggestions for way forward
1	A 2.1.1 Internal Monitoring and Evaluation of PSDP	4	There is an improvement in the alignment of the weekly progress report and the inputs required for the M&E framework. Further efforts required
2	A 2.1.2 Review of the mandates and establish BOCCIM as an Apex body	5	PSDP/CDE has completed all their responsibilities and hand over the reports to BOCCIM for further action therefore the score has been upgraded to 5
3	A 2.1.5 Training BOCCIM and other IOs in policy research, lobbying & advocacy	HU	Its already March but no significant development in this activity.
4	A 2.1.4 Assistance to the establishment of market intelligence information	4	The activity is due for completion in August 2015 and out of the three parts one is successfully completed and 2 are progressing well.
5	A 2.2.1 Assistance to BITC in Export Development and Promotion (BWP/1406/01)	2	Score has been upgraded to 2 because significant work has been done the Inception report has been received, as soon as the inception report is finalised and the concrete result is known the scores will be upgraded.
6	A 2.2.2 Assistance to BITC for implementation of its new strategy (sector approach)	3	out of the three parts two parts are completed and in the last part the Inception report has not been submitted and the end date is not known.
7	A 2.3.1 Training and coaching of IOs and services providers on SME Diagnosis BNPC, CEDA, LEA, HATAB, BEMA, BIDPA) (BWP/1420/01)	3	As soon as the reports are recieved this activity will be upgraded to 4.
8	A 2.3.2 Assistance to meat sector – beef, piggery, goat, poultry, etc...: capacity building of farmers and producers associations, PPD meeting, branding of Botswana beef for export	3	The grading remains the MS as 1 out of 5 parts is successfully completed, The second has just stated in time and 3 are yet to start, out of these 3, 2 are due to start and 1 was supposed to have started in February therefore the score will go down in the
9	A 2.3.3 Assistance to the tourism sector in partnership with BTO and HATAB	1	These are to start in March and April and even the file numbers and approval is not done the score is down graded from NA to U.
10	A 2.4 Capacity Building for BOBS on Quality and Certification and all sub activities	NA	These are supposed to start in May and April 2015 however no progress on preparations have been reported, if this situation continues it will be down graded in the next report.

3.4. Result Area 3 and Component 4

Result Area Activity Monitoring Report (Summary) : 31st March 2015								
RESULT AREA 3:							Score	Rating Code
Business environment (reduction of red tape and pilot on accessing finance) for enterprises is enhanced.							2.8	MS
Log Frame Indicator Number	Score	Rating Code	Description of Indicator	Contributing Activity Number	Description of Activity	Remarks on Significant Achievements	Score	Rating Code
IND 3.1	4	S	Capacity building conducted on trade and specific negotiation skills • Recommendations submitted by PSDP to MTI on the reduction of; the cost of doing business; and the cost and time required for registration and operationalization of SMMEs in Botswana by June 2015. • Members of the Trade Facilitation and Advisory Group (TFAG) and National Committee on Trade Policy and Negotiations (NCTPN) are trained on MTI Trade Capacity Building Strategy by June 2015. • At least 10 IO staff members are trained in EPA implementation by September 2015	A 3.1	Capacity Building on Trade and Specific Negotiation Skills			
				A 3.1.1	Establish trade facilitation group and provide capacity building (BWP/1314/02)	Completed and final report submitted	4	S
				A 3.1.2	Training of TFAG and NCTPN on negotiation and trade facilitation (BWP/1314/02)	Yet to start	NA	NA
				A 3.1.3	Capacity building of MTI on trade issues including the Economic Partnership Agreement (EPA) implementation	Yet to start	NA	NA

Monitoring and Evaluation Framework and System of the PSDP, Botswana

IND 3.2	2.5	MS	Improved Policy Framework to access finance • At least 1 new financial product (post loan support mechanism) targeting SMMEs is introduced by commercial banks and or other financial institutions supporting SMME financing by December 2015 • 30 SMME's under PSDP are assisted to prepare their business plans for submission to commercial banks and other financial institutions by December 2015. • At least 5 PSDP SMMEs assisted are accessing finance by February 2016. • Micro finance policy framework is established and presented to Government for adoption by September 2014. • A microfinance Act is drafted and submitted to government by September 2014.	A 3.2	Policy Framework to Improve Access to Finance				
				A 3.2.1	Draft a microfinance policy framework (BWP/1403/01), (BWP/1418/01), (BWP/1415/01)	Activity completed. Submitted to the Competent Authority in the Government of Botswana	5	HS	
				A 3.2.2	Draft a micro-finance Act for Botswana (BWP/1422/01)	Legal Expert for Micro Finance Act- Activity pending approval of the framework policy	0	HU	
IND 3.3	2	MU	Improved Business Environment (Ease of Doing Business) • A compilation of recommendations submitted to MTI by December 2015 to simplify tax registration with a view to improve tax compliance by SMMEs. • A compilation of labour laws affecting SMMEs with recommendations for reforms submitted to MTI by December 2015.	A 3.3	Improving Business Environment (Ease of Doing Business)				
				A 3.3.1	Review the registration process and tax compliance	contract has been awarded 26 January 2015 to 30 August 2015	4	S	
				A 3.3.2	Review of labour laws and recommend labour productivity improvement (BWP/1433/01)	no progress known although the contract has been awarded and there has been an expenditure.	0	HU	

Component 4

Component Activity Monitoring Report Implementation Phase(Summary) : 31st March 2015													
Component 4										Score	Rating		
Common Activities Management and Communications										5	HS		
Log Frame Indicator Number	Score	Rating Code	Description of Indicator			Contributing Activity Number	Description of Activity			Remarks on Significant Achievements		Score	Rating Code
NOTA	NOTA	NOTA	NOTA			A 4.1	Recruitment of a service provider to develop the Monitoring and evaluation System			Activity A 4.1 Completed Service Provider in place since June 2014 and M&E Progress Reporting shifted to Result Area 2 A 2.1.1		5	HS
						A 4.2	Design and Implementation of a PSDP Communication and Visibility Plan			Communication and visibility plan approved; PSDP News letter launched; 4 press releases of major events completed; Radio interview of PSDP team on Gabs FM; 2 Programme Banners produced		5	HS
HS	4< HS <=5	S	3< S <=4	MS	2< MS <=3	MU	1< MU <=2	U	0< U <=1	HU	HU =0	NA	Not Due to Start
	Progress or change since last report		.	.									
NOTA	NOT APPLICABLE	

3.4.1. Justification for Activities graded highly satisfactory or Highly Unsatisfactory in Result Area three and Component Four

Justification For Activities Graded Highly Satisfactory or Highly Unsatisfactory			
S. No	Name of Activity Awarded HS or HU	Rating	Justification for Extreme Score
1	A 3.2.1 Draft a microfinance policy framework	5	The draft Policy completed in time and submitted to the relevant authority.
2	A 3.2.2. Draft a micro-finance Act for Botswana	0	No time frame of the contract and no significant development of this activity since last Quarter.
3	A 3.3.2 Review of labour laws and recommend labour productivity improvement strategies.	0	No progress recorded in the weekly report although the contract has been awarded and there has been an expenditure.
4	A 4.1 Recruitment of a service provider to develop the Monitoring and evaluation System.	5	The task has been successfully completed and it is going according to plan.
5	A 4.2 Communications plan implementation agency in place.	5	The task has been successfully completed and it is going according to plan.

3.4.2. Alerts / Observations and lessons learnt and way forward for Result Area Three and Component Four

S. No	Name of Activity	Rating	Alert / Observations, Lessons Learnt and Suggestions for way forward
1	A 3.1.1. Establish trade facilitation group and provide capacity building.	4	Although the weekly report indicate that the report is completed and final report is submitted, score will remain the same until evidence that the report is accepted by PSDP.
2	A 3.1.2 Training of TFAG and NTCPN on negotiation and trade facilitation	NA	The start date and end date of the contract is not provided, score remains NA in the next quarter will be down graded to HU if no action taken.
3	A 3.1.3 Capacity building of MTI on trade issues including the Economic Partnership Agreement (EPA) implementation	NA	No data available on the start and finish date as well as the EU reference number is not known.
4	A 3.2.1 Draft a microfinance policy framework	5	The draft Policy completed in time and submitted to the relevant authority.
5	A 3.2.2. Draft a micro-finance Act for Botswana	0	No time frame of the contract and significant no development of this activity since last Quarter.
6	A 3.3.1 Review the registration process and tax compliance	4	They has been a significant development noted on this activity so it is upgraded to 4 since the contract ends in August 30
7	A 3.3.2 Review of labour laws and recommend labour productivity improvement strategies.	0	No progress recorded in the weekly report although the contract has been awarded and there has been an expenditure.
8	A 4.1 Recruitment of a service provider to develop the Monitoring and evaluation System.	5	The task has been successfully completed and it is going according to plan.
9	A 4.2 Communicatins plan implementation agency in place.	5	The task has been successfully completed and it is going according to plan.

3.5. Results of Assessment of completed activities

S. No	Result Area	Activity	Feedback/Remarks on quality of results	Recommendations on action to be taken

A number of activities / sub activities are complete and are being evaluated, to be reported in the 2nd Quarter report.

3.6. Result Area and Activity wise Lessons Learnt and suggestions for the way forward

S. No	Result Area	Activity	Lessons Learnt In Execution	Remedial Action Improvements Possible	Remarks

A number of activities / sub activities are complete and are being evaluated, to be reported in the 2nd Quarter report.

3 OVERALL LESSONS LEARNT and RECOMMENDATIONS

- *Weekly Reporting Template to be aligned to M&E Reporting. This has been done to about 75% accuracy but an improvement is necessary.*
- *Minutes of weekly meetings need to be recorded and they would become another reference point for verification. And Uploaded to the “Official Documents section of the Portal.*
- *The actual documentation reports assessment sheets must be classified, security graded and given with the minutes of the weekly meetings.*

4 APPROVALS REQUIRED

- Terms of Usage and Disclaimer **completed**.
- Classification of documents on the Web Portal **Policy approved but the actual classification and Security grading of all the documents collected so far is pending**.
- Training plan approved and training completed. Training report submitted by Particip awaits approval.

5 CONCLUSION

The PSDP is doing well in terms of rolling out the various activities as planned save for those that were identified as unsatisfactory and highly unsatisfactory. Remedial action needs to be taken rapidly considering that there will be more activities being implemented this year.

Comment [TS1]: In the above a time extension is argued for – this is a big ask, so it needs to be highlighted here again.

Comment [K2]: Norman to please address this question.