

**ASSESSMENT OF THE USE OF PARTICIPATORY MONITORING AND  
EVALUATION APPROACH: A CASE OF CONSTITUENCY DEVELOPMENT  
FUND PROJECTS IN DAGORETTI SOUTH SUB-COUNTY NAIROBI, KENYA**

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## DECLARATION

This project is my original work and has not been presented for a degree in any other University.

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## **DEDICATION**

I dedicate this project to my husband Evanson for his patience and support throughout the study period, my two sons Christian and Joseph. May you follow and overtake your mother's footsteps. Lastly, my deep appreciation goes to the rest of my family for their constant prayers, support and encouragement and especially my mom who had an exception deep passion for education.

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## **ABSTRACT**

Participation development is critical towards enabling communities help themselves and fosters their efforts in their development work. While studies in participatory development have been done both at global and regional levels, most researchers have focused mainly on participation in planning, execution and management of projects. Little has been done regarding the involvement of stakeholder in monitoring and evaluation.

The study assessed the use of Participatory monitoring and evaluation (PM&E) in the management of Constituency Development Fund (CDF) projects in Dagoretti South Sub-county. The specific objectives were to determine the level of stakeholders involvement in planning of the PM&E process, project identification, design and implementation, to determine the extent in which the stakeholders are involved in the selection of indicators, data collection, and analysis. Lastly to establish the extent in which stakeholders are involved in sharing and utilization of monitoring and evaluation results for the CDF projects. Quantitative and qualitative methods of collecting data were applied.

The findings established that the stakeholders were not adequately involved in monitoring and evaluation of the CDF projects and their participation was very low in all the stages of the PM&E process. The documentation of activities related to stakeholders participation in monitoring and evaluation of the projects was inadequate, In addition the M&E capacity of project management committees and awareness of the community in monitoring and evaluation of CDF projects was low.

Based on the findings, the study recommends that the CDF policy be reviewed to clearly capture procedures of engaging the stakeholders in all the stages of the CDF project cycle including monitoring and evaluation, and incorporate M&E staffs at the CDF Sub-County level management who can facilitate the process of monitoring and evaluation.

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# CHAPTER ONE

## INTRODUCTION

### 1.1 Background

Basing development on the perspectives and priorities of ‘the local community’ has been widely accepted over the last decades, this has led to a custom of working ‘*by and with*’ local communities as direct beneficiaries of the development initiatives. At first participatory development was initiated by action research-oriented initiatives and organizations. Guijt, (2000) use of participatory approaches and methods such as Community score cards, stories social mapping, diagrams, wealth ranking, and photos are among a range of participatory methods which have become a routine practice in much development work. The World Bank-supported Community Driven Development (CDD) programs and programs financed by governments have started to include participatory methodologies in guidelines provided to local governments for developing municipal development plans in African countries such as in Benin and Mali (Guijt, 2006).

Monitoring and evaluation of projects initiated by the community should be participatory. Some project management experts prefer to view monitoring as an activity that takes place throughout the project period. Nonetheless, many business schools now utilize the M&E stage as its own dedicated stage (Cornwall and Pratt, 2003). Establishing a monitoring stage into a project cycle resonates with measuring independent benchmarks as well as other scheduling official progress meetings. Unlike the evaluation level of the project cycle, monitoring vests more on individual duties or personnel to make adjustments (Cornwall and Pratt, 2003).

Participatory Monitoring and Evaluation (PM& E) encompasses a wide range of methods used by direct beneficiaries as active participants. They take lead in monitoring as well as making sense of progress towards the success of the activity and drawing actionable conclusions Guijt, (2000). In consultations with the implementers, the community and beneficiaries make a decision on what needs to be monitored and the process to be used.

As such, monitoring is conducted, data analyzed after which they decide if the project will continue in the same direction or whether any modification is needed.(Shah *et al.*, 2006). The PM&E approach offers substantial benefits which include providing logical, timely and pertinent information for management and local decision-making, enhancing performance and ownership of the projects by the beneficiaries Njuki *et al.* (2003). According to Bayer (2002) “PM&E is not an end in itself but a management tool” it can be used for managing resources, social relations within a given region or between local communities and outside agencies. According to Coupal (2001), primarily, the function of PM&E is to give beneficiaries and program managers data to assess if project objectives have materialized and how the relevant authorities utilize resources, enhance project management and make critical decisions.

The constituency development fund is a decentralized fund which was introduced in Kenya through the CDF Act 2003 as an annual budgetary allocation by the national government. According to Wanjiru (2008), CDF is a participatory fund, therefore for it to succeed members of the public and community groups must be active participants in all the stages of the project life-cycle; during initiation, implementation and most importantly monitoring and evaluation. It is the responsibility and right of every Kenyan to ensure CDF funds are well spent by fully participating in CDF meetings in their locations (Wanjiru, 2008). Dagoretti South sub-county has initiated several CDF projects in education, health and road sectors since its inception, the component of community participation in monitoring and evaluation has been highlighted in the preceding Acts of 2008 and 2013 and emphasized in the NG-CDF current Act of 2015 (Republic of Kenya, 2013:2015).

Relatively little information is currently available in the field of PM&E regarding research or projects implemented under the CDF. The current study focuses on the extent to which local authorities operationalize P&ME in the projects with a view to strengthen their management and encourage a shift towards a more participatory form of M&E including documentation of what practices organizations are using and specifically on the use of PM&E in CDF projects.

## **1.2 Problem Statement**

Stakeholders participation in monitoring and evaluation enhances effectiveness and efficiency of government funded projects, improves the exercise of power, increases the equity of outcomes and increase in the stakeholder interactions (Guijt, 1998). A study by Social and Public Accountability Network (SPAN) and Kenya Human Rights Commission (KHRC, 2010) echoes findings of previous studies which have demonstrated that stakeholders participation in local development remains weak owing to absence of an active citizen engagement culture. Currently, there are no known empirical studies on PM&E process in the CDF projects at the sub-county level, regional and global studies have focused on agriculture, livestock, and natural resource management.

According to Behn (2003), most of the government projects in the developing countries (66.7 percent) fail due to inadequate monitoring and evaluation. Traditionally, internal and external experts or consultants have conducted monitoring and evaluation and dictated all aspects of the entire process in policy or management of decisions that emanate from the findings (Danielson, Burgess & Balmford, 2005). However, under the new approach, PM&E increasingly involves local people in monitoring of their resources and projects. The study aims at closing this gap by informing policy makers and CDF committees in creating a participatory environment in monitoring and evaluation of the projects hence increasing ownership and sustainability of the CDF projects.

## **1.3 Research Questions**

- i. To what level are Stakeholders in Dagoretti South Sub-county involved in planning of PM&E, project identification, selection of indicators and data collection tools for CDF projects?
- ii. To what extent are stakeholders in Dagoretti South Sub-county involved in actual data collection and data analysis for the CDF projects?
- iii. To what extent are stakeholders in Dagoretti South Sub-County involved in taking collective action, sharing and utilization of monitoring results for the CDF projects?

## **1.4 Objectives**

The objective of the study was to assess use of PM&E approach in the management of CDF projects in Dagoretti South Sub-County. The specific objectives were:

- i. To determine the level of stakeholders involvement in planning of the PM&E process, project identification, selection of indicators and data collection tools for the CDF projects;
- ii. To determine the extent of interested parties involvement in actual data collection & analysis for the CDF projects; and
- iii. To determine the extent of stakeholders involvement in taking collective action, sharing and utilization of monitoring and evaluation results for the CDF projects.

## **1.5 Justification of the Study**

The CDF funded projects are meant to have immediate social and economic impact on the local community and to uplift their lives by alleviating poverty at the local level. To achieve meaningful development through the CDF projects, community participation in monitoring and evaluation is vital. The study builds on a strong case to the public and private development agents that community involvement in the project life cycle and most notably M&E is a necessary prerequisite for sustainable development.

Conventional approaches to M&E seldom give the stakeholders a formal place in the accountability structure, delegating a role for them in deciding the criteria for success or what information is critical in collecting data. Results are also rarely communicated back to the beneficiaries. PM&E is concerned with totally reevaluating who initiates and manages the process, benefit or learns from its findings and gives stakeholders a platform to carry out monitoring and evaluation of their projects efficiently. Previous studies carried out in Dagoretti CDF project that reviewed community participation in management of CDF projects, found out that there was a low level of community involvement in the general management of the CDF projects, National tax payers association (2008), Kenya Human rights Commission KHRC (2010) among others. However these studies did not review the participation of stakeholders in monitoring and

evaluation. Currently there is no known study in Dagoretti South Sub-county on the use of PM&E approach in CDF projects.

The study provides a foundation which academic researchers can further undertake studies on PM&E of development projects and build on the knowledge base of M&E, inform government policy in coming up with changes to streamline management of CDF projects and enhance effective stakeholders involvement during the M&E stage.

### **1.6 Scope and Limitation**

The study focused on the CDF projects within Dagoretti South Sub-County in Nairobi County, to assess use of PM&E approach. It was limited only to complete projects implemented in FY 2013 to FY 2015. The projects are drawn from the education sector, which is the biggest beneficiary and use over eighty percent of the CDF budget. The PM&E approach involves the use of the eight steps. However, the study reviewed only six steps which are most critical in ensuring PM&E is efficiently carried out and integrated the other two within the eight steps. Although the study highlights stakeholders participation through the project life cycle, it focuses on M&E which is critical in ensuring project sustainability and ownership.

## **CHAPTER TWO**

### **LITERATURE REVIEW**

#### **2.1 Introduction**

The following section reviewed literature that relates with the evolution of PM&E approach, empirical studies on PM&E includes: steps in carrying out a PM&E process, the conceptual and operational frameworks.

#### **2.2 The Evolution of PM&E**

According to Estrella and Gaventa (1998), PM&E Studies originated in agriculture and rural development in mid 1960s and 1970s. The PM&E concept in itself is not new; it draws from many years (over thirty) of traditions participatory research which included farming, participatory action and learning, and participatory rural appraisal (PRA). By 1980s, the PM&E concept had already entered the policy domain of large donor agencies and organizations practising development work. Some of the organisation and agencies that embraced PM&E include the World Bank, the food and agriculture Organization (FAO), United States Agency for International Development (USAID), Danish International Development Agency and UK department for International Development (DFID) among others (Estrella et al., 2000).

According to Jackson & Kassam (1998), PM&E is process of self-assessment, knowledge generation and collective action whereby stakeholders in a program work together to identify monitoring issues, engage in data collection and analysis data and take action as result of what they have learnt throughout the process. In PM&E, stakeholders including primary project beneficiaries are involved in monitoring and evaluation of projects, program or policy, they also share authority in decision making and in taking collective actions (World Bank, 2010).

Criticism on traditional M&E which is oriented wholly to the requirements of funding agencies and policy makers, is frequently practiced by many development practitioners who observe that conventional approaches usually produce information that is objective



and quantifiable creating a need to engage outsiders to carry out M&E for the sake of sustaining that objectivity. The primary beneficiaries who are directly affected by the development activity, usually have little or no ‘‘say’’ in monitoring and evaluation (Rubin, 1995:20).

Alternative approaches of monitoring and evaluating development interventions are being developed every day in addressing the criticism of conventional M&E. The objective of these new approaches is to make sure that M&E of development work and interventions is participatory. This is purposely done by targeting the primary beneficiaries and a wide range of stakeholders in all the stages of PM&E. Estrella & Gaventa (1998) PM&E acknowledges locally and relevant processes for collecting, analyzing and using information, therefore shifting prominence away from externally controlled data seeking evaluation (Abbot & Guijt, 1998).

PM&E is a flexible process and easily adaptable to local contexts and enables participants to contemplate on the experiences by examining present realities, revisiting objectives, and defining future strategies. The PM&E process encourages stakeholders participation beyond project identification and implementation and strengthens people’s capacity to make decisions, solve problems and take action (Chambers, 2007).

According to Lawrence *et al.*, (2000).Communities usually practice monitoring and evaluation of their development activities without labelling it as PM&E, by developing methods for recording and analyzing data and using that knowledge in making decisions. Farmers in Bolivia and Laos used observations and verbal sharing of information with each other as one of the local forms of PM&E that go unrecognized, the community carry out these local initiatives informally in managing their projects which have continually provided rich potential for developing innovative approaches to PM&E (Estrella et al., 2000).

Several factors has led to the growing interests in PM&E most notability is the scarcity of funds which has continued to grow each day, leading to demands for more accountability and substantive impact. Another major factor is the change in management circles towards performance –based accountability with more emphasis placed on producing results beyond financial reporting. Decentralization of the central government responsibilities to local levels of governments has demanded new forms of oversight to ensure transparency, improving support for local level approaches and stronger capacities. Additionally non-governmental organizations and community based organizations have produce experience in decision making and working as implementers which has created the need for PM&E in the development process (Edwards & Hulme, 1996; Estrella & Gaventa, 1998).

According to FH1360 (2013), the participatory approach forms part of the twelve components of a functional M&E system (which forms part of the three rings). They are six strongly linked elements in the outer ring which are related to planning, partnerships and people. Component one measures people who are skilled, component two ,who work together, component three to plan ,component four, budget and cost and component five motivated for and maintain a functional M&E system. The components support participation of the local community in M&E (UNAIDS, World Bank, 2009).

### **2.3 Review of Empirical Studies on PM&E Approach**

As the value of PM&E is more broadly recognized, there is a growing need to systematize its practice so that the process itself may be shared, replicated and improved. The following section draws upon literature and surveys related to the steps/stages of the PM&E approach. The study will explore the key stages or steps of a PM&E process, key tools used and how the local communities were involved in the whole process.

One case study that demonstrated use of the PM&E approach was done in Albania where the Albania development fund, (ADF) involved beneficiaries in development initiatives by setting up a citizen consulting and monitoring group. The group promoted dialogue and partnership at the local level and not control, the aim of the initiative was to build a

robust PM&E mechanisms. The CMGs received support from a PM&E group that facilitated in actively participating in all the stages of the PM&E process including indicators identification, data collection and analysis. Marginal groups such as women, the elderly, youths and ethical group were purposively included in the group. The monitoring groups used festivals instead of meetings; they spearheaded the processes and ensured that all the CMGs were fully represented. The activities reflected real needs and enhanced ownership of project intervention, the timely responses and adjustments were informed by the early warnings during the monitoring sessions. Throughout the process the community learnt lessons that led to a more tenable partnership between local community and the governments (Cooley et al., 2004).

In Malawi, Stakeholders participation in PM&E was demonstrated through an education sector program. The program integrated PM&E approaches where parents, pupils, teacher's, local authorities and other government officials who had a stake in improving the education system came on board. More sharing and trusting relationship developed between the beneficiaries (pupils parents and teachers) and the "office bearers" (Government officials and local authorities). The exercise resulted in stakeholders actively participating in defining activities and sharing responsibilities. The process of selecting the stakeholders was participatory and done through a situation analysis and planning exercise.

The social contracts outlined some set of agreed responsibilities which documented everyone's roles. Through this process, stakeholders also increased understanding of their own and other's responsibilities, school improvement process was more transparent and accountable. PM&E methods were embedded in the process and elaborated goals and changes that the beneficiaries wanted, being part of the design. Lastly the process contributed to the evolution of interpersonal relationships among the teachers, parents and officials (Hihorst *et al.*, 2006).

Farming groups in coastal Kenya participated in a Community Driven (CD)-PM&E process implemented by the local administration where three projects were targeted. One was the soil and water management to enhance food security, the Agriculture Technology, and Information Response Initiative (ATIRI), and the cashew management improvement project. The projects followed all the key steps of the PM&E process from capacity building; the farmers learned skills on defining their objectives and indicators for monitoring them, developing the data collection tools using the existing tools for data collection. PRA instruments such as group discussions, PM&E graphics, role plays, and stories were used to engage farmers who also gave local terms for PM&E. Monitoring and evaluation committees comprising of three to five farmers were formed for each group. The groups were also able to agree on which indicators to use whether quantitative or qualitative. Appropriate data collection tools, as well as reporting formats, were discussed and adopted. The groups also held several daily reflection meetings, with the aim of discussing the progress of their projects as well as group member's performance. The team capacity in monitoring was significantly improved, and the process also enhanced the ability of the organizations to work collectively. (Sangole *et. al* 2014)

The Africa RISING project innovation platform (IP) in Ethiopia, integrated PM&E approaches into innovation platforms around sustainable intensification in crop-livestock farming systems in the Ethiopian highlands. The initiative was done in partnership with the International Livestock Research Institute (ILRI), invested in building the M&E capacities of its IP members. The implementers organized a learning event on facilitation, monitoring and evaluation. The stakeholders went through the M&E components, indicators, tools, roles, and responsibilities. M&E champions were also identified to lead and act as contact persons at the site level. More meetings for learning were organized both at local, and centre level but most important were the learning by doing which gave an opportunity to all partners to take practical lessons on how to monitor and evaluate their activities (Damfew *et. al*. 2015).

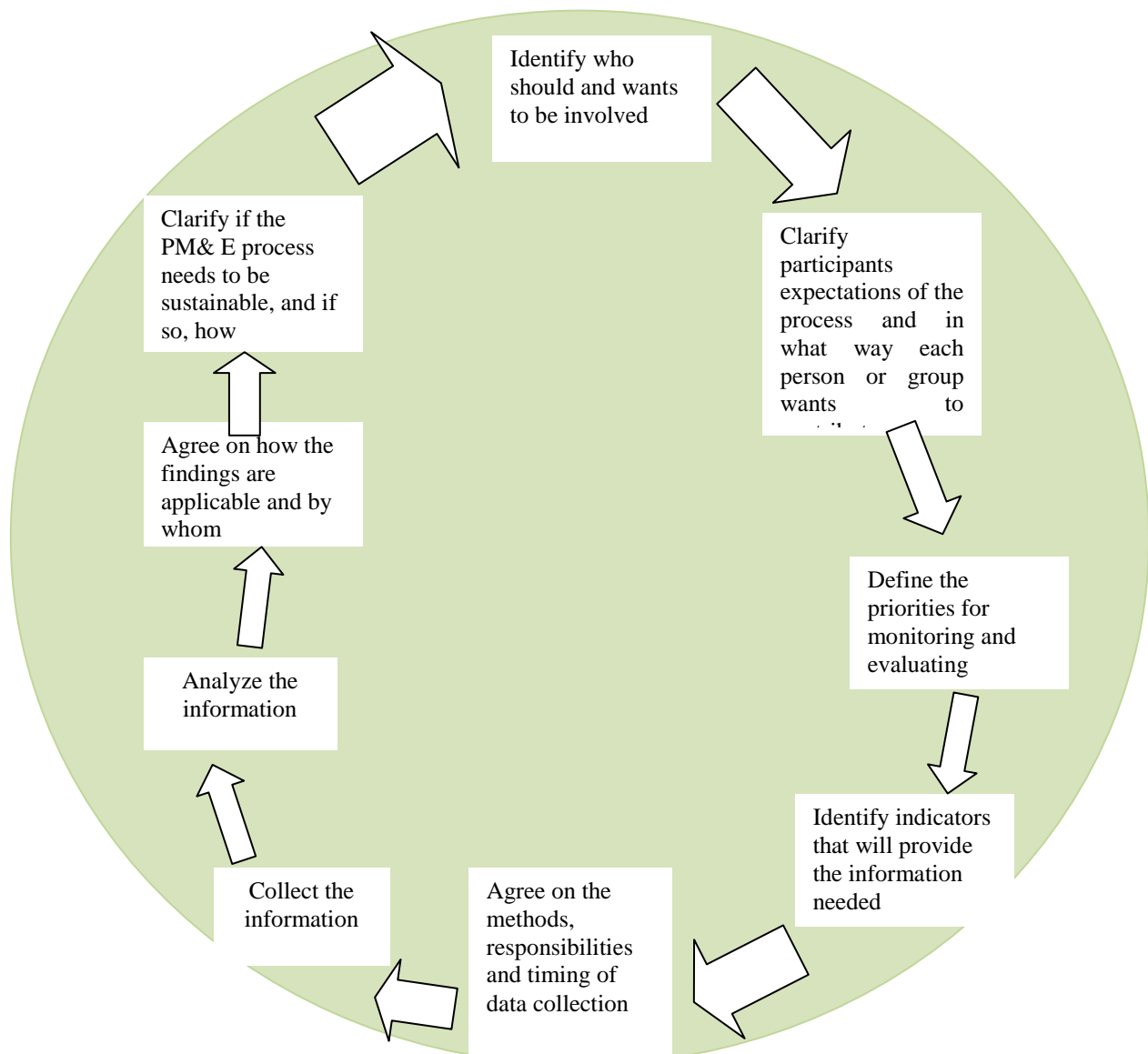
## **2.4 Summary of the Literature Review**

This section has highlighted the evolution of PM&E and its origins from studies in farming systems in 1960s and late 1970s till the concepts of PM&E entered the policy domain in 1980s. Early studies highlighted were done by Edward and Hulme 1996 Estrella 1997, 1998, Guijt and Gaventa 1998. The section has also reviewed empirical studies carried out in PM&E globally, regionally and locally. The review highlighted the six steps of a PM&E process which are; deciding who participates and planning for PM&E, determining indicators, gathering data, analyzing data, sharing the information and defining the action plan. The conceptual framework was adapted from previous studies and operationalized to accommodate the research.

Although studies on participatory monitoring and evaluation have been done, showing how it's various aspects assists in the systematic recording and periodic analysis of information, most of the studies were done in other countries whose strategic approach and financial footing is different from that of Kenya. Studies done locally have focused on farming, environment or natural resource. None of them focused on how PM&E of community Projects such as CDF projects can be done effectively.

## **2.5 The Conceptual Framework**

Most studies in PM&E have provided steps to follow in a PM&E process, but very few have given a comprehensive process of what is required to plan and implement a competent process. Most of them focus narrowly on the use of tools for PM&E, Guijt and Gaventa (2000) provides a more detailed, and set of components which apply to any organization, project level PM&E approach. It is against this cycle of steps that communities and implementing partners use to diagnose stakeholders participation in M&E



**Figure 2.1 Steps of a PM&E process**

**Source: Guijt and Gaventa (2000)**

## **2.6 Steps in PM&E**

A set of general steps or stages, that could apply to a joint-PM&E are used for successful implementation and development of a PM&E strategy. The steps are entirely conventional but their use in PM&E differs notably from their application in traditional M&E since a wider scope of stakeholders are incorporated in the whole process (Aubel 2004).

### **2.6.1 Deciding who Participates and Planning for PM&E**

A community participation processes include an identification of stakeholders; these are people who affect or are affected by a development initiative and have fundamental rights as citizens to express their perspectives on public issues. It is important to establish systems that allow for engagement with the interested parties and development of a wide range of participatory mechanisms (Laura, 2000). A stakeholders analysis is done to identify their interests and roles in the development process. There is great value in engaging stakeholders with regard to greater ownership of public works or development projects (Chambers, 2002). According to Parks et al. (2005), while identifying who should participate, questions to ask will be on how participants will be identified and selected, their backgrounds and interests, who should and wants to be part of the process .Other considerations will be changes of stakeholders behaviors, attitudes, knowledge and skills that are necessary in a PM&E.

### **2.6.2 Determining Indicators**

According to Aubel (2004) identifying monitoring indicators and objectives is the hardest stage of planning for a PM&E process with community members. Many participatory monitoring systems exist with a presumption that stakeholders will be keenly involved in all the processes. Little time is spent on understanding how local or indigenous indicators and local ways of sharing information about the change can be used. The stakeholder can develop community-based monitoring systems and build on what exists to save time, resources, and insights. Skills will also be needed to uncover and come up with local ways of tracking change (Estrella, 2000).

### **2.6.3 Gathering Data**

According to Hagens *et al.* (2008), actively involving the stakeholders in data collection can encourage ownership of the development initiative and produce more reliable monitoring results. Stakeholders can use a range of participatory methods such as visual (observation), interviewing, group instruments and exercises i.e. mapping, ranking, community scorecards and PRA tools and methods for example Community animators (or "catalysts") In San Luis Potosi, Mexico, stakeholders collected baseline data in their

community, the data was then used to define their goals and assess progress over time this further facilitate efficient data collection by the stakeholders for corrective action and learning (Estrella, 1998).

#### **2.6.4 Analyzing Data**

Stakeholders can participate in analyzing the data they have collected. PM&E should be a good chance to rigorously engage various categories of program stakeholders in critical analysis of the achievements, formulation and conclusion of lesson learnt. Convention approaches often employ mechanical and expert-driven tasks, however in PM&E communities can participate in the interpretation of data and results with different groups such as men, women, and more vulnerable households (Hagens et al.,)

#### **2.6.5 Sharing the Information and Defining Actions Plan**

According to Rietbergen-McCracken et al. (1998), in a participatory approach to M&E stakeholders usually make use of local techniques and tools, selected and combined to suit the objectives of the M&E work and the resources available. Some of these techniques include; Participatory Rural Appraisal (PRA), Beneficiary Assessment (BA), and Self-esteem, associative strength, resourcefulness, action planning, and responsibility (SARAR) on the other hand, tools include but not limited to visual methods, often used to analyze "before and after" situations, problem ranking, wealth ranking, community mapping, seasonal and daily time charts. Interactive and visual-based methods are used to facilitate community discussion together with other methods such as pocket charts, three piles sorting, and "story with a gap, conversational interviewing and focus group discussions on changes and impacts.

In addition to using SARAR, BA and PRA techniques, the most important issues at this stage is ownership of the activity and use of information. PM&E often involve development of other technologies that are designed to be used by stakeholders as part of an M&E activity in sharing of information. Some of the tools include testimonials, photographing the evidence, community records and documentaries.



In addition to using PRA, SARAR, and BA techniques, PM&E often entails development of other technologies that are designed to be used by stakeholders and other local-level stakeholders as part of an M&E activity such as visual self-evaluation tools, testimonials, photographing the evidence, community records, and documentaries. One important issue at this stage is ownership and use of information and how the stakeholders can participate at this juncture (Rietbergen-McCracken *et al.* 1998).

Although studies on participatory monitoring and evaluation have been done, showing how its various aspects assist in the systematic recording and periodic analysis of information, most of these studies were done in other countries whose approach and financial footing is not the same as that of Kenya. Studies done locally have focused on farming, environment or natural resource. None of them focused on how PM&E of community Projects such as CDF projects is done. It is evident that a research gap exists on participatory monitoring and evaluation of CDF projects. The study, therefore, sought to bridge this gap by focusing on stakeholders involvement in CDF projects throughout the steps of a PM&E process in Dagoretti South Sub-County Nairobi County, Kenya.

## **2.7 Operational Framework**

Figure 2.7 represent the operational framework adapted from Guijt and Gaventa (2000), the framework represent six steps reflecting on the level of participatory monitoring and evaluation of the constituency development projects. The steps are as follows: stakeholders involvement in the project identification design and implementation, level of stakeholders involvement in selection indicators, tools and methods used by the stakeholders in the data collection, the level of stakeholders involvement in data analysis, forums and the last step meetings organized for information sharing and utility of PM&E results.

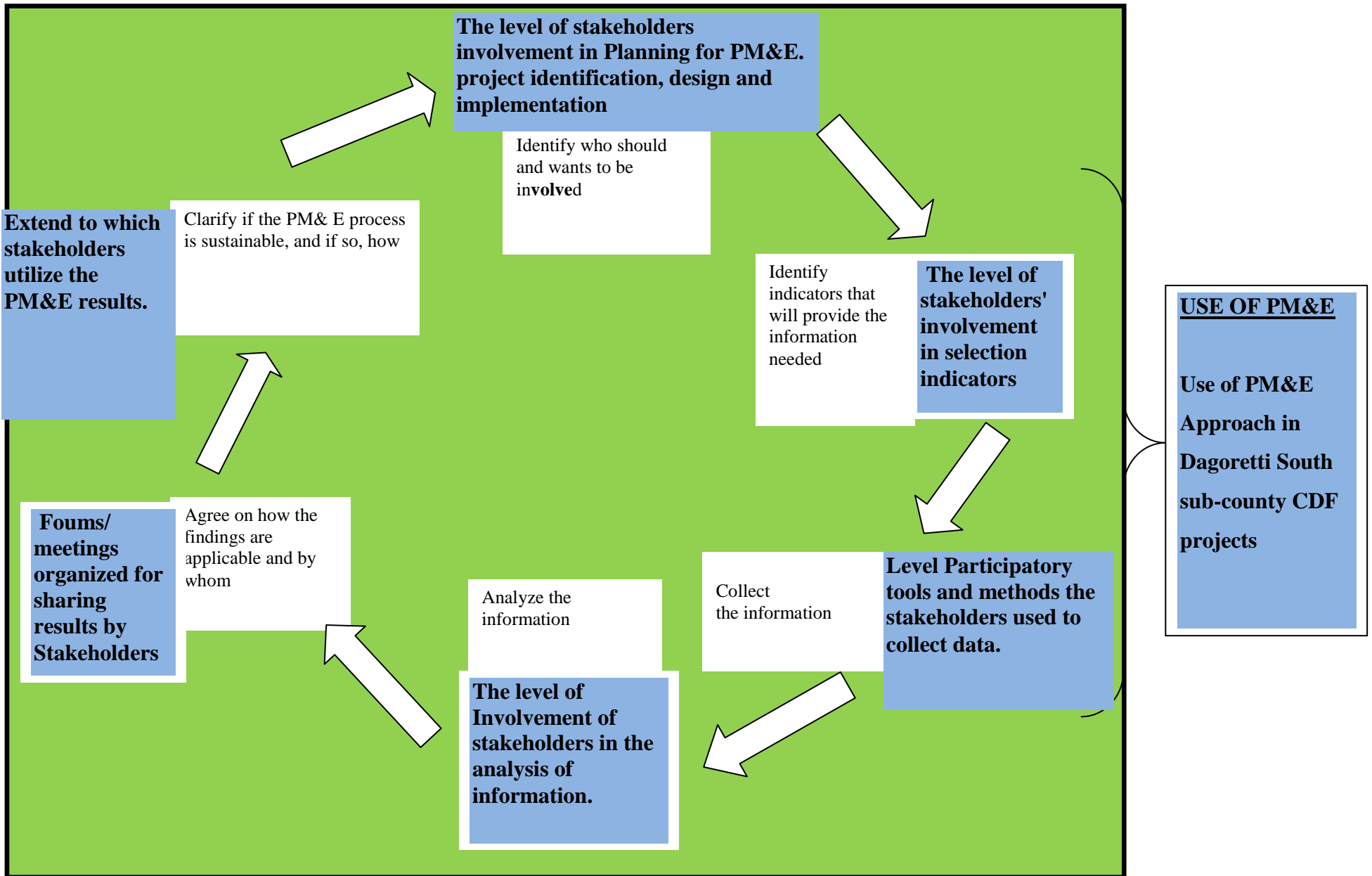


Figure 2.2 Operational Framework adapted from Guijt and Gaventa (2000)

## Variable Description

Table 2.1 below shows the variables that were measured and their description

**Table 2.1 Operationalization of Variables**

Variable	Measurement
Level of stakeholder's involvement in planning for the PM&E process, project identification, design and implementation.	The variable established whether stakeholders were involved in this stage through participation in forums, (presence of minutes, on project designs, monitoring plan/schedules planning and reports). The researcher sought for responses from the CDFC, PMC and project beneficiaries through a self-administered questionnaire with a Yes and No response and a Likert scale.
Extend of stakeholders involvement in development of indicators	The variable established whether respondents (beneficiaries and project management committees) are involved in development of indicators for CDF projects through participation in forums (Minutes/reports of Consultation meetings and forums held to discuss and identify indicators ) A "Yes" or "No" answer was expected followed by a Likert scale measure.
Extend of use of Participatory tools and methods by stakeholders during data collection	The variable established the extent to which respondents; CDFC, beneficiaries and project management committees use participatory tools. (Availability of simple, community based/PRA tools used by stakeholders) A Yes and No answer were expected. The indicator was also rated by a Likert scale

**Table 2.1 Operationalization of variables (Continuation)**

Variable	Measurement
Level of stakeholders involvement in data analysis.	The variable established the extent to which respondents are involved in data analysis. ( Minutes/reports for workshops held to facilitate data analysis) The indicator was rated between 1 and 5. The indicator was also rated by a Likert scale
Extend of stakeholders involvement in sharing of information	The variable established the extent to which respondents are involved in information sharing (Availability of reports, minutes/ photos/delivery books for workshops held for sharing information.) Through self-administered question A Yes and No answer was expected and a Likert scale measure
Extend to which stakeholders participate in utilization of the monitoring results	The variable established the extent to which respondents are involved in utilization of monitoring results (Forums held by stakeholders to discuss on follow-up and sustainability, No of projects where stakeholder’s inputs were incorporated,) Through self-administered question A Yes and No answer was expected and a Likert scale measure.

## **CHAPTER THREE**

### **DATA AND METHODS**

#### **3.1 Introduction**

The chapter discusses the methodology that was followed in collecting and analyzing data, the target population, study site, sampling procedure and sample size, data collection methods and instruments, as well as the procedure that were used when collecting data and the techniques used to organize, analyze and present the results.

#### **3.2 Research Design**

A case study was used in trying to assess the use of PM&E approach in CDF projects in Dagoretti South sub-county. The case study is especially appropriate especially for trying to test theoretical models by using them in real world situation (Mugenda, 2003). Estrella (2000) used case studies in assessing the application of PM&E steps in projects.

#### **3.3 Data Sources**

Data sources used for the assessment included both secondary and primary sources; primary data was collected from Constituency development fund committees (CDFC) and board, project management committees, (PMC) and stakeholders in the CDF management including project beneficiaries. The study used self-administered questionnaires to collect the primary data.

#### **3.4 Target Population and Study Sites**

The study was conducted in Dagoretti South Sub-county which has a population of 178,691 and an area of 25.30Sq km. Republic of Kenya (2009). The target population for the study included the Constituency Development Fund Committee members (CDFC), project management committee members, Constituency Development Fund board members and key informants. It also drew respondents from project beneficiaries, local and government leaders, with a focus on six CDF funded projects within 2013/14 & 2015/16 financial year. The study targeted four wards in Dagoretti South located in Mutuini, Uthiru/Ruthimitu, Waithaka and Kabiria. The six schools that were selected were Kirigu, Mutuini, Kabiria, Riruta satellite, Nembu and Ndurarua primary schools.

### 3.5 Sampling Procedures

The study used a combination of purposive and convenient sampling. The purposive method was employed in selections of the projects and to draw samples from the CDF committees. The study focused on all the completed projects drawn from the education sector. The education sector is under the national government and one of the major projects funded through the CDF. Convenient sampling was used to draw samples from the community (beneficiaries), the CDFC, project management committees, and stakeholders within Dagoretti South sub-county. The beneficiaries were selected from the parent's teachers association (PTA) currently known as BOM (board of school management) in the schools selected. Ten parents from each school took part in the study.

**Table 3.1 Sampling Procedure**

<b>NO</b>	<b>Category of stakeholders</b>	<b>No of stakeholders targeted</b>	<b>No of respondent</b>
1.	Constituency development fund committee	11	3
2.	CDF board	10	3
3.	Project management committees (2 per school)	24	12
4.	District education officer (DEO)	1	1
5.	Sub-county administrator	1	1
6.	Chief/assistance chief	4	1
7.	Civil societies	2	1
8.	Project beneficiary in the 6 schools Kirigu, Mutuini, Kabiria, Riruta satellite, Ndurarua, Nembu, and Gitiba	10 per school	50
	<b>Total</b>	<b>72</b>	

### 3.6 Data Collection Methods and Tools

The study used both quantitative and qualitative methods of data collection. Questionnaires, key informants and document review guide were used to collect the data.

### **3.6.1 Documents/Records Review**

The study reviewed documents/records in evaluating the level of stakeholders involvement in all the stages of PM&E process. These included, project reports, data collection tools, minutes, monitoring plans /schedules and other CDF documents were reviewed. A document/ record review guide (See Appendix V) with guiding questions was used to guide the review process.

### **3.6.2 Discussions with Key Informants**

Discussions were held with the principal informants such as the CDF fund manager, constituency manager, deputy Sub-county commissioner and district development officer. A discussion guide (See Appendix IV) with guiding questions was used to guide discussions with the above key informants. Information from the key informants was used at each of the six stages.

### **3.6.3 Questionnaires**

Primary data was collected using semi-structured questionnaires administered through an interview. Questionnaires were administered to the beneficiaries of the projects, the project management committees and civil organizations as part of the stakeholders. Data on the level of involvement in planning for PM&E process including project identification, how the beneficiaries were involved in the selection of indicators, data collection and analysis, sharing of results, and the actions taken.

### **3.7 Data Analysis and Presentation**

Data analysis was mainly descriptive arising from the proportion of responses indicating use of PM&E approach. Data was then categorized for analysis; the analyzed data included both qualitative and quantitative methods and presented appropriately using tables and percentages.

## **CHAPTER FOUR**

### **USE OF PARTICIPATORY MONITORING AND EVALUATION APPROACH IN CONSTITUENCY DEVELOPMENT FUND PROJECTS**

#### **4.1 Introduction**

The chapter presents the results and discussions on the three research objectives. The first objective was to determine the level of stakeholders involvement in planning for PM&E process, project identification, design and extent stakeholders are involved in the selection of indicators. The second objective was to determine stakeholders involvement in actual data collection & analysis and the third objective was to determine to what extent stakeholders are involved in sharing and utilization of M&E results for the CDF projects. The chapter is divided into eight major sections namely; Demographic characteristics, level of stakeholders involvement in planning of PM&E and project identification, level of stakeholders involvement in the identification of indicators, participatory tools and methods used by stakeholders and stakeholders participation in data collection and analysis, stakeholders involvement in sharing of results/findings, taking collective action and utilization of results.

#### **4.2 Response Rate**

The assessment had targeted a total of 92 respondents but interviewed only 72 respondents, drawn from the Constituency Development Fund Committees (CDFC) project management committees, project beneficiaries, CDF fund manager, Constituency manager, sub-county education officer, district development officers and deputy sub-county commissioner. The results show that out of the 60 beneficiaries targeted, 50 were reached giving a response rate of 90 percent. Out of the ten key informants targeted, six took part giving a response rate of 60 percent. On the other hand, all the 12 project management committee members were all contacted and interviewed, giving an overall response rate of response rate of 78.3 percent.



### **4.3 Demographic Characteristics**

The variables of interest were age, gender, education level and occupation of the respondents. A total of 72 respondents took part in the interview comprising the project beneficiaries for the CDF and all the committees involved in management of the selected projects.

Out of the total respondents interviewed, 56.9 percent were females while 43.1 percent were males. It further shows that 25 percent of the respondents had attained university education while 30.6 percent had not been to school. However, 26.4 percent had achieved secondary education and 18.1 percent attaining primary school. Most of the respondents belonged to ages between 26-35 years (54.2 percent) and very few aged between 46-50 years (4.2 percent). Those aged below 25 years, between 36-40 and 41-45 years were equal in numbers scoring 13.9 percent each. Most of the respondents were in self-employed and unemployed at 30.6 percent each, while those who indicated that they were salaried and in casual laborer were at 25 percent and 13.9 percent respectively. Most of the unemployed and the casual workers were the beneficiaries of the program. However, 40 percent of the CDF members were unemployed, and 20 percent of them were in casual labour. The results are summarized in Table 4.1.

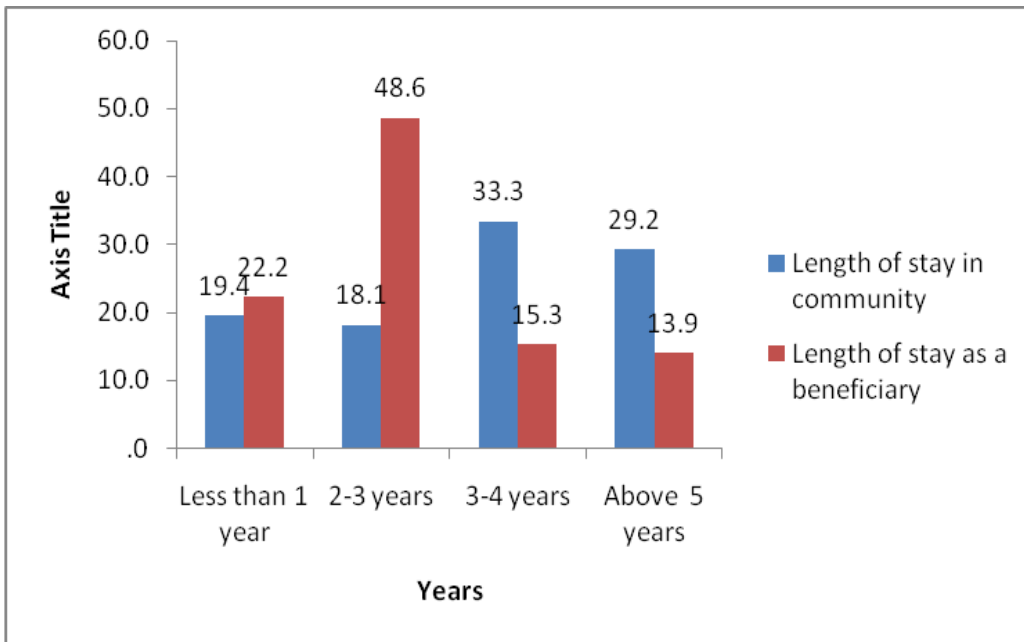
**Table 4:1 Demographic Characteristics**

<b>Demographic characteristics</b>	<b>N =72</b>	<b>Percent</b>
<b>Age</b>		
Below 25 years	10	13.9
26-30 years	21	29.2
31-35 years	18	25
36-40 years	10	13.9
41-45 years	10	13.9
46-50 years	3	4.2
<b>Gender</b>		
Male		
Female	31	43.1
Education level		
Not been to school	22	30.6
Primary education	13	18.1
Secondary Education	19	26.4
University education	18	25
<b>Occupation</b>		
Unemployed	22	30.6
Salaried	18	25
Self employed	22	30.6
Casual laborer	10	13.9

#### **4.4 Background Characteristics of the Respondents.**

##### **4.4.1 Length of Stay in the Community and length of stay as a Beneficiary.**

On the length of time the respondents had stayed in the community, 29.2 percent indicated having stayed for over five years, 33.3 percent indicated three to four years, 18.1 percent indicated two to three years and 19.4 percent indicated having stayed in the community for less than one year. Regarding the length of stay as a beneficiary, 48.6 percent had stayed for two to three years, 22.2 percent for less than a year, and 15.3 percent for duration of 3-4 years and 13.9 percent for over five years as summarized in Figure 4.1



**Figure 4.1 Length of Stay in the Community and as a Beneficiary**

The findings reveal that 48.6 of the respondents had stayed for 2-3 years in the community as beneficiaries, these respondents fall within the study period which is between 2013 and 2015 and are therefore appropriate for the study. Of interest are also 33.3 percent whose length of stay is three to four years but only 15.3 percent were beneficiaries of the CDF projects, the findings can be interpreted to show low level of community awareness of the CDF Projects in their area.

#### **4.5 Level of Stakeholders Involvement in Planning of the PM&E ,Project Identification, Design and Implementation.**

The study assessed the level of stakeholder involvement in the initial planning for PM&E process, project identification, design and implementation. The respondents were subjected to a scale of 1-5 on the levels of their agreement or disagreement on the various aspects. As indicated in Table 4.2.

**Table 4.2 Stakeholders Involvement in PM&E**

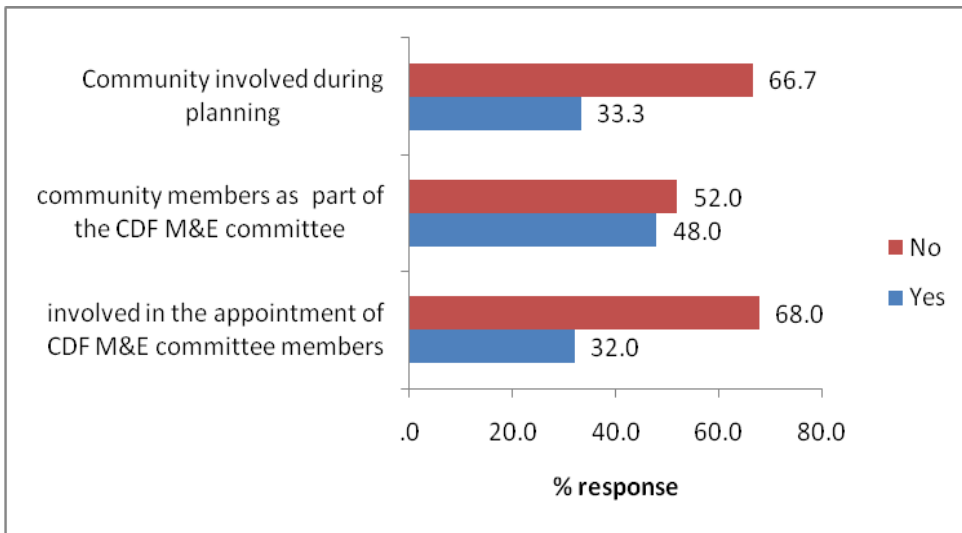
Statements		YES		No		
		N	Percent	N	Percent	N
<b>Overall</b>	Involvement in the initial project identification, design, implementation	46	63.9	26	31.6	<b>72</b>
	Planning for PM&E process.	29	40.3	43	59.7	<b>72</b>
<b>Beneficiaries</b>	Involvement in the initial Project identification, design, implementation	32	64	18	36	<b>50</b>
	Planning for PM&E process.	22	44	33	66	<b>50</b>
<b>CDF committee</b>	Involvement of community in the initial project identification, design implementation	7	70	3	30	<b>10</b>
	Planning for PM&E process.	4	40	6	60	<b>10</b>
<b>Project Management committee</b>	Involvement in the initial project identification	7	58.3	5	41.7	<b>12</b>
	Planning for the PM&E process	3	25	9	75	<b>12</b>

Overall the findings indicate that the stakeholders were fairly involved in the project identification, design and implementation as 63.9 percent were in agreement that they were involved, but on the same they were not adequately involved in planning of the PM&E process as 59.7 disagreed that they were involved. Seventy percent (70) of PMC agreed that the community participated in the initial planning and identification of CDF projects, only 30 percent indicated that they were involved. Sixty four (64) percent of the beneficiaries indicated they were actually involved in project identification, but only 44 percent were involved in planning of the PM&E for the CDF projects in their community, 53.7 percent of the project management committee members agreed they were involved in the initial project identification, design and implementation of the CDF projects in the community, while 41.7 percent indicated that they were not involved in planning for PM&E process. The majority 75 percent indicated non-involvement and only 25 percent indicated to having being involved. Seventy percent (70) of the CDFC agreed that the community was involved in project identification but only 40 percent agreed that they were involved in planning for PM&E.

In terms of projects identification, design and implementation, the findings agrees with a study of the constituency development fund projects in Makueni and Machakos constituencies, Mungai (2009), the study found out that the stakeholders participated well in the planning and identification of projects as they were actively involved by the CDF committees from the initial stages of the process. The findings also correlate with Marrie and Andrew (2009) in their journal project initiation for corporate world which states that stakeholders participation is paramount to success of the development imitative.

#### **4.5.1 Community Involvement in Planning of M&E**

The study also probed project management committee on whether the CDF projects undertaken in their locality involved the community in planning of the M&E. The findings are summarized in Figure 4.2.



**Figure 4.2 Community Involvement in Planning of PM&E**

The findings indicate that the community was not adequately involved in planning of the PM&E process. Since only 33.3 percent of the respondents agreed that the stakeholders participated in the process, while the remaining 66.7 percent disagreed. The study also assessed the involvement of the community in the appointment of CDF M&E committee members. Only 32 percent agreed that they were involved and 68 percent indicated that they were not involved. The findings revealed that the community did not adequately participate in the appointment of the CDF committees, who are actually their representatives. Forty eight (48) percent of the beneficiaries further agreed that there were communities members who were part of the CDF M&E committee while 52 percent disagreed.

The findings reveal that more than half of the community did not participate in appointment of the CDF M&E committee members and therefore were not aware whether there are any community representatives in the committee. The findings contradicts with that of chambers (2002) who found out that the value of engagement with stakeholders in monitoring and evaluation creates greater local ownership of public actions or development projects. The findings agrees with a study carried out in Garissa County that revealed a majority of the beneficiaries (78.3) percent did not participate in planning of M&E. (Shurie, 2013).

#### 4.5.2 Respondents View of Level of Stakeholders Involvement

This sub section discusses the findings on the assessment of stakeholders involvement in planning for PM&E project identification, design and implementation. The assessment was based on the responses of five statements on a scale of 1-5 on their level of agreement in their participation in the above aspects. The results are summarised in Table 4.3.

**Table 4. 3 Respondents View of Stakeholders Involvement**

	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
	N=72	Percent			
Information about CDF meetings was adequately passed to all members of my community.	32	24	15	10	19
I was given adequate notice to prepare for CDF meetings in my community.	31	14	32	8	10
The CDF meetings were organized on convenient days	32	15	33	14	6
The frequency of CDF meetings in my community was sufficient enough to help tackle the issues at hand.	32	18	31	10	10
All members of the community including beneficiaries were sufficiently represented in CDF meetings in my community.	40	15	28	12	4

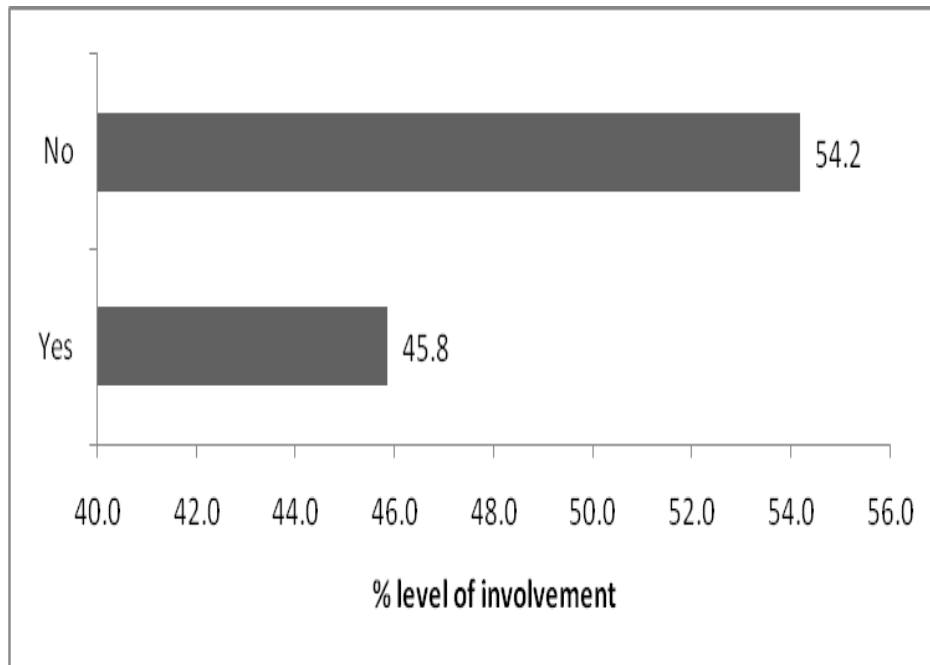
The findings in the table 4.3 indicate that the community participated to some degree in project identification, design, implementation including planning for PM&E with 56 percent agreeing that information on CDF meetings was adequately passed to the members of the community and 45 percent in agreement that the community were given adequate notice to prepare for CDF meetings. Forty seven (47) percent agreed that local authority organized CDF meetings on convenient days and 50 percent agreed that the frequency of CDF meetings were sufficient enough to help tackle the issues at hand. Fifty five (55) percent agreed that all members of the community including beneficiaries were sufficiently represented in CDF meetings.

The findings reveal that almost half of the stakeholders interviewed agreed to the above statements on their level of involvement in project identification, design, and implementation and planning for the PM&E process. The findings are similar to a study carried out in CDF projects in Kikuyu constituency for Kingeero police post which found out that the stakeholders were directly involved in project identification and implementation (Kimani et al., 2009). Analysis from the study also concurs with a study carried out in Kirinyaga CDF projects that indicated that the community were directly involved in CDF projects identification and implementation. (Ngondo, 2014)

#### **4.6 Level of Stakeholders Involvement in Choosing of M&E Indicators**

On indicators identification, the study assessed the level of stakeholders involvement in choosing indicators for M&E. Out of the 72 respondents, including beneficiaries and stakeholders more than half (54.2) percent indicated having not participated while 45.8 percent indicated that they participated in indicators identification as shown in Figure 4.3.





**Figure 4.3 Participation in Choosing Indicators of M&E**

The respondents were further asked five statements to measure their levels of agreement or disagreement on their involvement in choosing indicators as indicated in Table 4.4.

**Table 4:4 Involvement in Indicator Identification**

Statements	Strongly Agree		Neutral	Disagree	Strongly disagree
	N=72				Percent
During the meetings on selection of indicators, every member of the community representative was given an opportunity to come up with a way of measuring how results will be achieved.	6	8	33	44	8
Sufficient time was given to the participants to discuss each measure in detail	7	22	18	25	28
Each group representative (youth, women disabled etc.) was given an opportunity to give their view on which measure to use.	17	6	35	26	17
What was agreed upon was generated by the all stakeholders and not imposed upon us by others.	6	7	25	43	19
The stakeholders were allowed to come up with Simple and local methods of measurement that are locally developed.	11	14	31	22	22

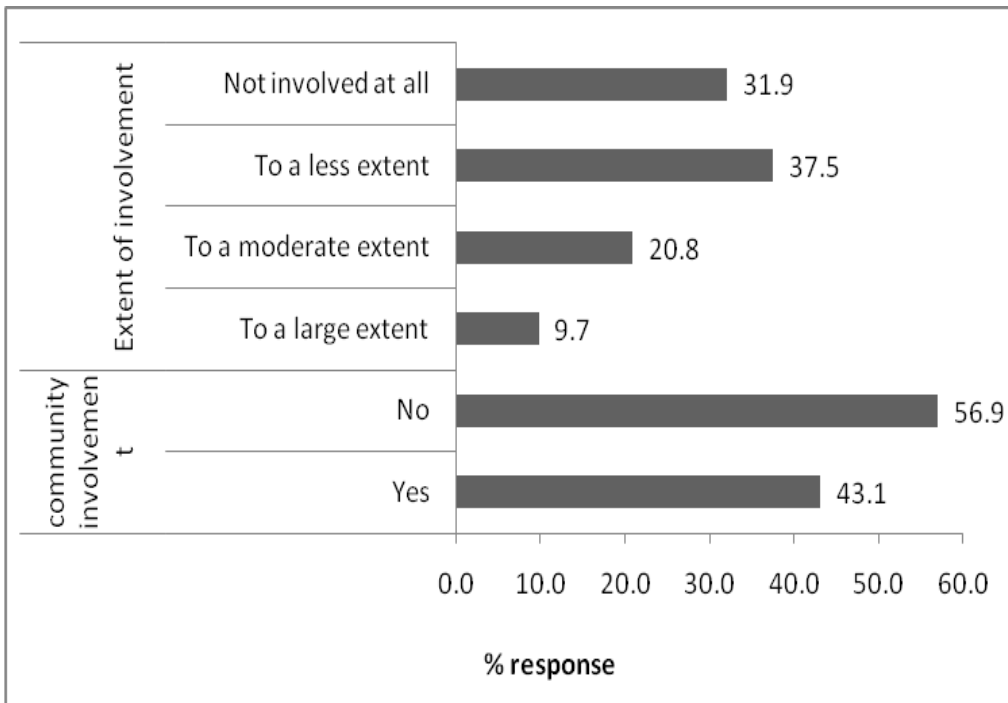
The findings indicate that the community did not adequately participate in choosing M&E indicators, 52 percent of the respondents disagreed that information for the meetings on selection of indicators was adequately passed to all members of the community. Fifty three (53) percent also disagreed that each group representative (youth, women disabled etc.) got an opportunity to come up with a way of measuring the progress of the project and how results would be achieved. Forty three (43) percent strongly disagreed that the beneficiaries were allowed to come up with simple and grassroots indicators that are locally developed. Fifty three (53) percent disagreed that participants had sufficient time to discuss each measure. Only 14 percent were in agreement that during the meetings on selection of indicators, every member of the community representative had an opportunity to come up with a way of measuring the progress of the project and how results would be achieved. Eleven (11) percent agreed that the authority allowed the stakeholders to come up with Simple and local methods of measurement that are locally developed. The findings contradict with a study in Brazil where the local farmers were adequately involved in selections of indicators to monitor farming methods (Guijt, 1999).

*'We don't participate when those indicators are developed it is only the officers at the CDF doing the activity for us, we do not engage in the activity or meetings and we do not really know or get a chance to contribute on what is shared in those meetings.'*

Beneficiary respondent from Mutuini ward.

#### **4.7 Participatory Tools and Methods Developed by Stakeholders**

The study assessed the use of participatory tools in data collection. The respondents were subject to statements concerning their participation on a scale of yes and no and four statements on a scale of 1-4 as shown in Figure 4.4.



**Figure 4.4 Stakeholders Involvement in Development of Participatory Tools in Data Collection**

The findings in Figure 4.4 indicate that the stakeholders were not adequately involved in the development of M&E tools as 56.9 percent of the respondents disagreed that they were involved. In terms of the extent in which the community members were involved in the development of M&E tools, based on a scale of 1-4, 37.5 percent of the stakeholders interviewed, indicated that they were involved to a lesser extent and 31.9 percent agreed that they were not involved at all. Only 9.7 percent agreed they were involved to a larger extent in development of participatory tools for M&E. The respondents were further subjected to five statements on their agreement or disagreement levels as summarized in Table 4.5 below.

**Table 4.5 Participatory Tools and Methods**

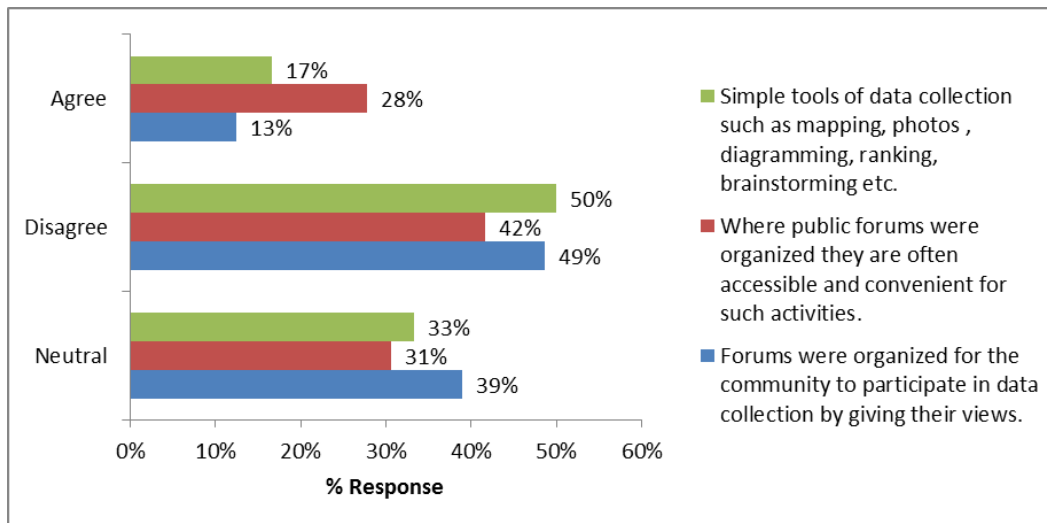
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly disagree</b>
	<b>N=72</b>	<b>Percent</b>			
Forums were organized in the community to participate in selection of tools for gathering information.	14	6	30	36	14
Where public forums were organized they are often accessible and convenient for such activities.	12	8	26	36	18
Simple tools of data collection such as mapping, photos (for before and after), diagramming, ranking, brainstorming etc. (respondent can mention more) were used in data collection.	8	12	40	30	10
Brainstorming was encouraged where everyone is given an equal opportunity in the selection of data collection tools which are best suited for the project and easily used by everyone.	4	8	36	50	2

The findings show that stakeholders were not adequately involved in the development of tools and methods, 50 percent of the respondents disagreed that forums were organized in the community to participate in selection of participatory tools ,while 54 percent also disagreed that public forums were often accessible, organized and convenient for such activities, 52 percent of the respondents also disagreed brainstorming was encouraged and that everyone was given an equal opportunity in the selection of data collection tools, 40 percent also disagreed they were involved in development of simple tools of data collection.

Only 20 percent agreed that forums were organized and were often accessible on convenient days for development of participatory tools. Twelve (12) percent of the respondents agreed that brainstorming was encouraged and that everyone was given an equal opportunity in selection of data collection tools. The findings are inconsistent with Nyamori (2009) who found that it is important to encourage community participation in designing monitoring and evaluation tools.

#### 4.8 Level of Stakeholders Involvement in Data Collection

The study also assessed the level of stakeholders involvement in actual data collection. The respondents were subjected to three statements on a scale of 1-3 on whether they agreed, disagreed, neither agree nor disagree as indicated in Figure 4.5



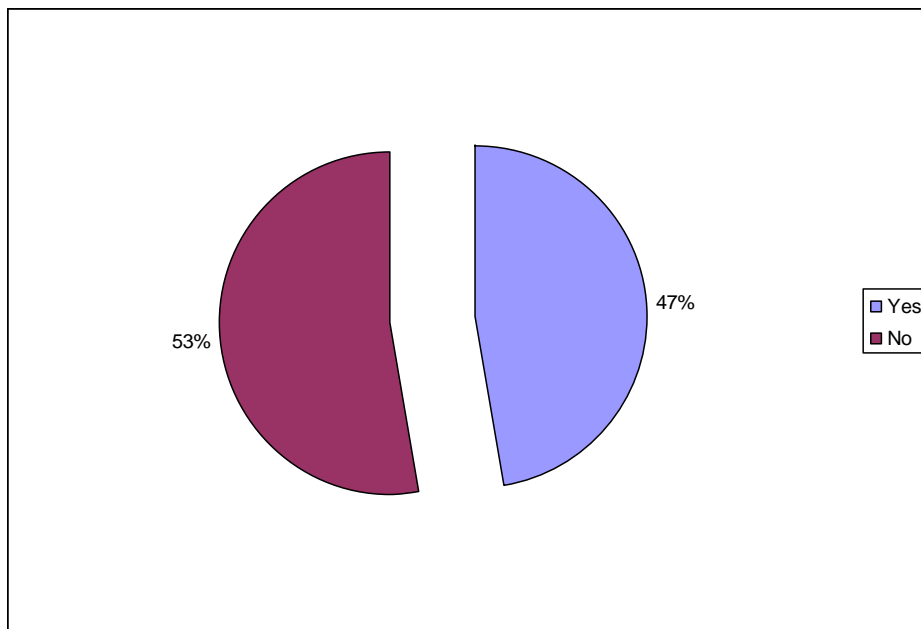
**Figure 4.5 Level of Stakeholders Involvement in Data Collection.**

The study findings as shown in Figure 4.5 reveal that the community was not adequately involved in data collection and the use of participatory tools. Based on their responses from the three statements, 50 percent of the respondents disagreed on the use of simple tools of data collection while 49 percent also disagreed that forums were organized for the community to participate in data collection by giving their view. Forty two (42) percent disagreed that public forums were accessible and convenient for such activities. Only 28 percent were in agreement that forums were organized and that they were often accessible and convenient for such activities.

Seventeen (17) percent of the respondents agreed that simple tools of data collection were used. Only 13 percent agreed that forums were organized for the community to participate in data collection by giving their views. The findings contradict those of Hagens *et al.*, (2008) who found out that stakeholders involvement in data collection contributes to greater ownership and increase positive behavior change among the community members. The findings are also different from those of Uphoff (1991) who found that communities managed well the process of M&E using simple tools of collecting data. ITDG East Africa (1999) found that the Gabra and Turkana pastoralists in Kenya used pictorial and visualisation form of participatory tools such as maps or flow diagrams contrary to the findings in this study.

#### 4.9 Stakeholders Involvement in Data Analysis

The study assessed the participation of stakeholders in data analysis by subjecting them to a yes or no response as indicated in Figure 4.6



**Figure 4.6 Stakeholders and Community Involvement in Data Analysis**

The study reveals that stakeholders involvement in data analysis was also not adequate as 52.8 percent disagreed that they were involved while 47.2 agreed that they were involved.

#### 4.9.1 Ranking Stakeholders Involvement in Data Analysis

The respondents were further probed on their participation in data analysis on their agreement or disagreement levels as shown in Table 4.6

**Table 4.6 Stakeholders Involvement in Data Analysis**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly disagree</b>
	<b>N=72</b>	<b>Percent</b>			
Forums were organized for the community to participate in data analysis by giving their views.	8	7	32	43	10
Where public forums were organized, they are often accessible and convenient for such activities.	14	18	28	33	7
Simple tools which are locally identified were used in data analysis.	7	17	28	24	25

The results in the table reveal that stakeholders were not adequately involved in data analysis. More than half of the respondents (53 percent) disagreed that forums were organized for the community to participate in data analysis with 49 percent disagreeing that simple tools were used in data analysis. Similarly Only 32 percent agreed that public forums were organized, accessible, and convenient for such activities. Twenty four (24) percent agreed that simple tools were used in data collection and only 15 percent agreed that forums were organized for the community to participate in data analysis.

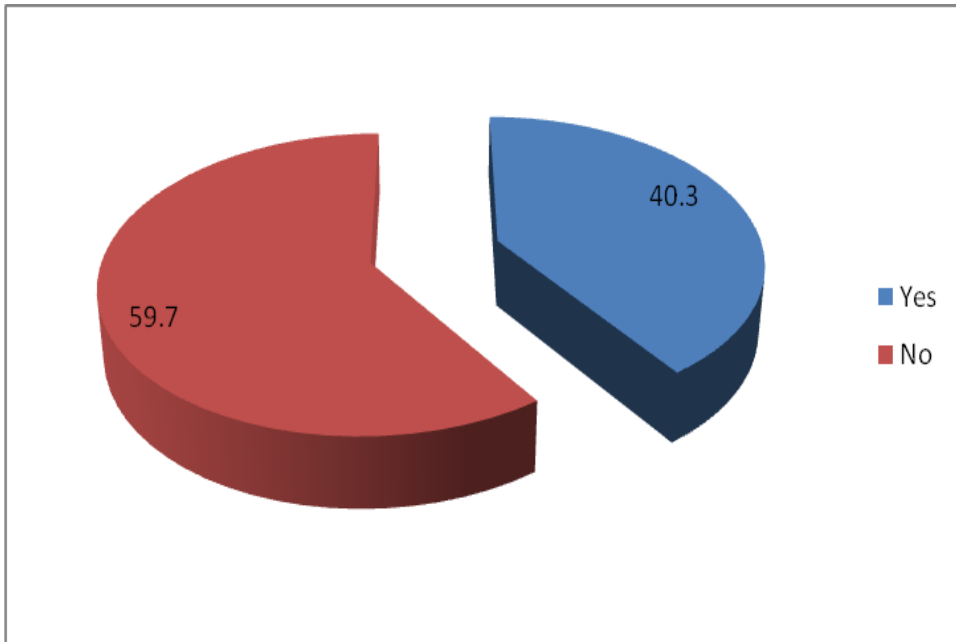
*“Inviting everybody into these review meetings is not possible, but we intent to invite in the near future representatives of beneficiary participants to increase their participation in the project’s decision making”*

Representative from ward administrator



#### 4.10 Stakeholders Involvement in Sharing of Results.

The third objective was to determine to what extent the stakeholders were involved in sharing and utilization of monitoring results for the CDF projects. The study first sought to find out whether the monitoring results were shared with the community. The respondents were subjected to statements of either Yes or No response as displayed in Figure 4.7.



**Figure 4.7 Sharing M&E Findings with Community**

The findings in Table 4.7 shows that the stakeholders were not adequately involved in sharing the results with 59.7 disagreeing that the monitoring results were shared to the community and only 40.3 were in agreement.

##### 4.10.1 Stakeholders Involvement in Sharing of Results /Findings

The respondents were further subjected to five statements to measure the agreement or disagreement levels on their involvements in sharing of findings/results, results are summarized in Table 4.7.

**Table 4.7 Involvement of Stakeholders in Sharing of Results**

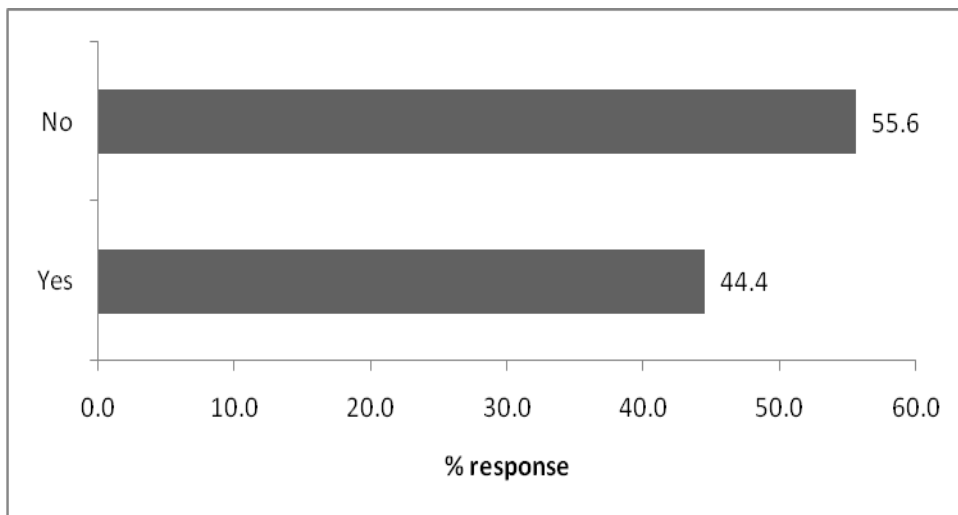
	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
	N=72	Percent			
All members participated in planning on how the results were to be shared to the concerned groups and the larger community.	8	8	28	26	29
Places where public forum were organized they were convenient for community and were agreed upon by all members.	4	7	38	40	11
Sharing of results was openly done where all stakeholders were involved.	14	10	39	29	8
Always the results were shared through ways which can reach all the community members e.g. market place, chief barazas, posters, social media, booklets women meetings/men gatherings, and special meetings organized by the CDF.	14	21	25	29	11

The findings in Table 4.7 show that the stakeholders were not adequately involved in sharing of monitoring results. This is confirmed by 55 percent of the respondents who disagreed that they were involved in planning on how results will be shared. Only 16 percent agreed being involved. Furthermore 51 percent disagreed that where public forums were organized, they were convenient for the community to participate. Only 16 percent agreed to having participated in planning on how the results will be shared and 11 percent agreed that the venues for sharing the results were convenient and were agreed upon by all members. On whether results were shared through channels that reached all the community members, 40 percent of respondents did not agree while 35 percent agreed on the same.

The findings agrees with a study in the Markwet West Constituency CDF projects, the results identified poor information and knowledge transfer in the management of CDF projects as reasons why stakeholders did not participate effectively in sharing of the M&E findings ( Katamei et al., 2015).

#### **4.11 Stakeholders Involvement in Utilization of Results**

The study also assessed the level of involvement of stakeholders in taking collective in utilization of results. The respondents were subjected to yes and no questions and gave their responses as shown in Figure 4.8.



**Figure 4.8 Stakeholders Involvement in Utilization of Results.**

As indicated in Figure 4.8, the findings reveal that the level of stakeholders involvement in utilization of results was not adequate at 55.6 percent, the respondents indicated that they were not involved while 44.4percent indicated that were involved.

##### **4.11.1 Stakeholders Involvement in Defining Aactions to be taken and Utilization of the Results**

The respondents were further probed with five statements on a scale of 1-5 to measure their level of involvement in defining action to be taken on M&E findings of the CDF projects and how the results will be utilized as shown in Table 4.9.

**Table 4.8 Stakeholders Involvement In Action Taking**

N=72	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
	N=72		Percent		
Follow-up Forums were organized in the community to take collection action on feedback given.	8	11	36	21	24
Where public forums were organized they are often accessible and convenient for such activities.	15	6	32	25	22
Community suggestions were always taken into consideration during utilization of results.	12	10	31	25	22

The findings in Table 4.8 indicate that the stakeholder were not adequately involved in taking collective actions. Only 11 percent of the respondents agreed that follow-up forums were organized in the community to take collection action while 21 percent of the respondents agreed that public forums were organized for them to participate in taking corrective action. 22 percent of the respondents agreed that community suggestions were always taken into consideration during utilization of results while 47 percent disagreed on the same. The finding agrees with a study by Bingham (1986) who noted that there exists a gap between consensus among mediating groups of mediated environmental issues, and the implementation of those consensuses where the utilization of results was not participatory.

#### **4.12 Summary**

According to the above findings, it is clearly evident that the stakeholders were not adequately involved in monitoring and evaluation of the Constituency Development Funds project. The findings reveal that 66.7 percent of respondents were not adequately involved in planning for the PM&E process, project identification, design and implementation; only 33.3 of the respondents were involved. Involvement in other levels was also very low in selection of indicators only 45.8 were involved; consecutively only 28 percent agreed that forums were organized to participate in data collection. In data analysis 53 percent of the respondents were not adequately involved in the activity. Fifty nine (59) of the respondents were also not involved in sharing of results and 55.6 percent did not participate in the utilization of results.

## **CHAPTER FIVE**

### **SUMMARY CONCLUSIONS AND RECOMMENDATIONS**

#### **5.1 Introduction**

The chapter summarizes the findings, obtained from the study, conclusions drawn from them and recommendation.

#### **5.2 Summary of Findings**

The objective of the study was to assess the use of PM&E approach in the management of CDF projects in Dagoretti Sub-county; Nairobi County. Data for the assessment was collected from beneficiaries, key informants, Constituency Development Funds Committee Members (CDFCM), projects documents. The study also targeted all the six public primary schools in Dagoretti South Sub-county.

Overall, the study established that stakeholders were partially involved during project identification, design and implementation with 63.9 percent in agreement of being involved. However, the stakeholders were not adequately involved in the subsequent stages of the PM&E approach which include planning whereby 59.7 of the respondent disagreed that they were involved in planning for PM&E.

Involvement in other aspects seems to be also low for example Community members were also not adequately involved in the process of choosing tools for data collection where only 9.7 percent agreed that they were involved to larger extent in selection of participatory tools. In addition the findings also showed that the community members were also not adequately involved in the data analysis process with 47.2 percent agreeing being involved. Finally study results showed that monitoring results were not adequately shared with the community nearly 60 percent indicating not to have been involved.

### **5.3 Conclusions**

The key conclusion from the findings summarized above is the low involvement of the community in various aspects of PM&E. From the studies discussed, no planning was done for monitoring and evaluation. This situation can be contributed to several observations during the study first due to the fact that there was no monitoring of projects schedule and expenditure. There was no record on dissemination of information or documentation of lessons learnt. On the other hand there was no clear institutional framework for doing monitoring and evaluation. Furthermore the Primary beneficiaries of the projects partially participated only during projects conceptualization and identification but at monitoring stage the projects are largely under CDF staffs.

The CDF committees in the Sub-County have not been planning and carrying out the activity as required. The committee members also lack capacity to effect all these phases. This situation is made worse by the fact that there is no resource person like an M&E officer to offer guidance. The study also revealed that primary stakeholders had very low education levels. Lack of adequate education comprised their capacity to participate optimally in the CDF meetings, besides they were mainly business people or farmers making it difficult to monitor the projects.

### **5.4 Recommendation**

From the above conclusion the following recommendations are made.

#### **5.4.1 Policy Recommendations**

There is need to create a conducive environment for participation in projects meant for the socio-economic development of the community. As such, the CDF policy need be evaluated to clearly capture procedures of stakeholder involvement in all the stages of the CDF project cycle management including monitoring and evaluation. The process should include budget provisions for funding of the exercises right from the project preliminary stages.

The National Government Constituency Development Fund (NG-CDF) should put place capacity building strategy for stakeholder, the project management committees and the beneficiaries in order to enhance skills. Such a move would enable stakeholders create the right environment for participation ,not only in Dagoretti South Sub-county CDF project's but make it a culture for the development initiatives in the county.The NG-CDF should also adapt tools that can be used by local and an M&E skilled officer at the Sub-county level.

The NG-CDF should put in place a communication system that enables information to be shared between the stakeholders and interpreted to form a basis for taking the necessary decisions. The Constituency Development Fund Committee (CDFC) and Project Management Committees (PMC) should incorporate other channels of community mobilization such as churches, schools, community based organizations, and local media to ensure all the project beneficiaries received the information.

The Constituency Development Fund Committee (CDFC) should develop a feedback mechanism where the community members can give feedback on monitoring results of the project and give their contribution. The documentations should include reports and data collected through participatory approaches.

#### **5.4.2 Recommendations for Further Research**

The study was restricted to Dagoretti Sub-County, the researcher recommend that similar studies should be carried in the neighboring Sub-Counties in Nairobi County and be replicated in other Sub-Counties so as to ascertain the use of PM&E in CDF projects in Kenya and given the low level of participation of community in the CDF projects, it is necessary to undertake other case studies to have more empirical evidence. Factors which can explain the above were not adequately analyzed in this study this may be necessary for future assessments to incorporate this aspect.



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**APPENDIX I: QUESTIONNAIRE FOR PROJECT BENEFICIARY FOR THE  
CDF PROJECTS**

This questionnaire is designed to gather data on participatory monitoring and evaluation of Constituency Development Fund Projects in Dagoretti South Sub-county, You are kindly requested to tick (✓) the appropriate place or respond as indicated. Do not put your name or any other form of identification. The information you give will be confidential and will only be used for academic purpose. Please respond to all items.

**SECTION A  
DEMOGRAPHIC DATA**

1. Gender                      Male [  ]    Female [  ]
2. Age
- |                |                              |             |                              |
|----------------|------------------------------|-------------|------------------------------|
| Below 25 years | [ <input type="checkbox"/> ] | 26-30 years | [ <input type="checkbox"/> ] |
| 31-35 years    | [ <input type="checkbox"/> ] | 36-40 years | [ <input type="checkbox"/> ] |
| 41-45 years    | [ <input type="checkbox"/> ] | 46-50 years | [ <input type="checkbox"/> ] |
| Over 51 years  | [ <input type="checkbox"/> ] |             |                              |
3. What is your level of education?
- |                      |                              |               |                              |
|----------------------|------------------------------|---------------|------------------------------|
| Never been to school | [ <input type="checkbox"/> ] | Primary level | [ <input type="checkbox"/> ] |
| Secondary level      | [ <input type="checkbox"/> ] | Tertiary      | [ <input type="checkbox"/> ] |
4. What is your occupation?
- |                 |                              |                     |                              |
|-----------------|------------------------------|---------------------|------------------------------|
| Unemployed      | [ <input type="checkbox"/> ] | Salaried employment | [ <input type="checkbox"/> ] |
| Self-employed   | [ <input type="checkbox"/> ] | casual labourer     | [ <input type="checkbox"/> ] |
| Other (specify) | _____                        |                     |                              |
5. How long have you stayed in this community
- |                   |                              |
|-------------------|------------------------------|
| Less than 1 years | [ <input type="checkbox"/> ] |
| 2 – 3 years       | [ <input type="checkbox"/> ] |
| 4 -5 years        | [ <input type="checkbox"/> ] |
| Above 5 years     | [ <input type="checkbox"/> ] |

6. For how long have you been a beneficiary of CDF projects?

- Less than 1 year            between 2-3 years        
Between 3-5 years            Over 5 years

**SECTION B**

**LEVEL OF STAKEHOLDER'S INVOLVEMENT IN IDENTIFICATION,  
DESIGN, IMPLEMENTATION AND PLANNING FOR PM&E PROCESS  
INCLUDING OF PROJECTS**

7. Were you involved in the initial project identification, design, and implementation and planning for PM&E process in the CDF projects in your community?

Yes  No

8. Were you involved in the design and implementation of CDF projects in your community?

9. Were you involved in the appointment of CDF M&E committee members?

Yes  No

10. Were there community members who were part of the CDF M&E committee?

Yes  No  I don't know

11. In your opinion do you think the PMCs adequately represented you issues?

Yes  No

11. The following are some statements on the level of stakeholder's involvement. Please indicate the level of your agreement with each statement.

**1 – Strongly agree    2 – Agree    3 – Neutral**

**4 – Disagree    5 – Strongly disagree**

<b>Statement</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Information about CDF meetings was adequately passed to all members of my community.					
I was given adequate notice to prepare for CDF meetings in my community.					
The CDF meetings were organized on convenient days					
The frequencies of CDF meetings in my community were sufficient enough to help tackle the issues at hand.					
All members of the community including beneficiaries were sufficiently represented in CDF meetings in my community.					

12. How would you rate the community involvement in appointment of CDF Monitoring and evaluation committee?

To a large extent    [   ]                      To a less extent    [   ]

To a moderate extent    [   ]                      Not involved at all    [   ]

13. What suggestions would you give for effective community involvement in the management of CDF projects including Monitoring and Evaluation committee?

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## SECTION C

### INVOLVEMENT IN INDICATORS IDENTIFICATION BY STAKEHOLDERS

14. Did you participate in choosing indicators of M&E?    Yes [  ] No [  ]

15. Were there community members who participate in selection of M&E indicators?

Yes [  ]    No [  ]    I don't [  ]

16. The following are some statements on indicators identified by stakeholders. Please indicate the level of your agreement with each statement.

**1 – Strongly agree      2 – Agree      3 – Neutral      4 – Disagree**

**5 – Strongly disagree**

Statement	1	2	3	4	5
Information for meetings on selection of indicators was adequately passed to all members of the community.					
Each group representative (youth, women disabled etc.) was given an opportunity to come up with a way of measuring the progress of the project and how results will be achieved.					
What was agreed upon is generated by the community who are the participants and not leaders only.					
The beneficiaries were allowed to come up with Simple and local methods of measurement that are locally developed.					

**SECTION D**

**PARTICIPATORY TOOLS AND METHODS USED BY STAKEHOLDERS**

17. Were you involved in choosing of participatory tool for collecting data?

Yes [ ]      No [ ]

18. Was the community involved in the development of the Participatory M&E tools?

Yes [ ]      No [ ]

19. To what extent were community members involved in the development of M&E tools?

To a large extent      [ ]                                      To a less extent      [ ]  
 To a moderate extent [ ]                                      Not involved at all      [ ]

20. The following are some statements on participatory tools and methods used by stakeholder. Please indicate the level of your agreement with each statement.

**1 – Strongly agree    2 – Agree    3 – Neutral**  
**4 – Disagree        5 – Strongly disagree**

Statement	1	2	3	4	5
Forums were organized in the community to participate in selection of tools for gathering information.					
Where public forums were organized they are often accessible and convenient for such activities.					
Simple tools of data collection such as mapping, photos (for before and after), diagramming, ranking, brainstorming etc. (respondent can mention more) were used in data collection.					
Brainstorming was encouraged where everyone is given an equal opportunity in the selection of data collection tools which are best suited for the project and easily used by everyone.					

21. How do you think the community should be involved in developing of participatory M&E data tools?

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**SECTION E**

**LEVEL OF STAKEHOLDERS INVOLVEMENT IN DATA COLLECTION.**

22. Were you involved in actual data collection for the CDF projects?

Yes [ ] No [ ]

23. Were there community members involved in actual data collection during project implementation?

Yes [ ] No [ ] I don't know [ ]

24. The following are some statements on stakeholder's involvement in data collection. Please indicate the level of your agreement with each statement.

**1 –Strongly agree    2 – Agree    3 – Neutral    4 – Disagree    5 – Strongly disagree**

<b>Statement</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Forums were organized for the community to participate in data collection by giving their views.					
Where public forums were organized they are often accessible and convenient for such activities.					
Simple tools of data collection such as mapping, photos (for before and after), diagramming, ranking, brainstorming etc. (respondent can mention more) were used in data collection.					

**SECTION F**

**STAKEHOLDERS INVOLVEMENT IN DATA ANALYSIS**

25. Were you involved in actual data analysis for the CDF projects?

Yes [ ] No [ ]

26. Were there community members involved in actual data analysis during project implementation? Yes [ ] No [ ] don't know [ ]

27. The following are some statements on stakeholder's involvement in data analysis .Please indicate the level of your agreement with each statement.

**1 –Strongly agree    2 – Agree    3 – Neutral**  
**4 – Disagree        5 – Strongly disagree**

<b>Statement</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Forums were organized for the community to participate in data analysis by giving their views.					
Where public forums were organized, they are often accessible and convenient for such activities.					
Simple tools which are locally identified were used in data analysis.					

**SECTION G**

**STAKEHOLDERS INVOLVEMENT IN SHARING OF RESULTS/FINDINGS**

28. Were the monitoring results on CDF projects implementation and management shared to all community members?                      Yes [ ] No [ ]

29. The following are some statements on involvement of stakeholders in sharing of findings/results. Please indicate the level of your agreement with each statement.

**1 – Strongly agree    2 – Agree    3 – Neutral**  
**4 – Disagree        5 – Strongly disagree**

Statement	1	2	3	4	5
Forums were organized in the community to plan on how the results will be shared to the concerned groups and the larger community.					
Where public forums were organized they are often accessible and convenient for such activities.					
Methods of sharing the results were discussed in depth where all community representatives from each ward are involved.					
Always the results were shared through ways which reach all the community members e.g. market place, chief barazas, posters, social media, booklets women meetings/men gatherings, and special meetings organized by the CDF. (Respondents can give more).					

**SECTION H**  
**STAKEHOLDER’S INVOLVEMENT IN ACTION TAKING AND UTILIZATION**  
**OF RESULTS**

30. Were stakeholders involved in taking collective actions for the CDF projects?  
 Yes [ ]                      No [ ]

31. The following are some statements on involvement of stakeholders in sharing of findings/results of the CDF projects. Please indicate the level of your agreement with each statement.

**1 –Strongly agree      2 – Agree 3 – Neutral**  
**4 – Disagree          5 – Strongly disagree**

<b>Statement</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Follow-up Forums were organized in the community to take collection action on feedback given.					
Where public forums were organized they are often accessible and convenient for such activities.					
Community suggestions were always taken into consideration during utilization of results.					

32. What suggestions would you give for effective community involvement in taking collective action and utilization of results in the monitoring and evaluation of CDF projects?

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Thank you for your participation.

**APPENDIX II: QUESTIONNAIRE FOR CONSTITUENCY DEVELOPMENT  
FUND COMMITTEE (CDFC) AND PROJECT MANGEMENT COMMITEES**

This questionnaire is designed to gather data on participatory monitoring and evaluation of Constituency Development Fund Projects in Dagoretti south sub-county, You are kindly requested to tick (√) the appropriate place or respond as indicated. Do not put your name or any other form of identification. The information you give will be confidential and will only be used for academic purpose. Please respond to all items.

**SECTION A  
DEMOGRAPHIC DATA**

1. What is your gender? Male [ ] Female [ ]

2. What is your age?

Below 25 years	[ ]	26-30 years	[ ]
31-35 years	[ ]	36-40 years	[ ]
41-45 years	[ ]	46-50 years	[ ]
Over 51 years	[ ]		

3. What is your level of education?

Never been to school	[ ]	Primary level	[ ]
Secondary level	[ ]	Tertiary	[ ]

4. What is your occupation?

Unemployed	[ ]	Salaried employment	[ ]
Self-employed	[ ]	Casual laborer	[ ]
Other (specify)	_____		

5. How long have you stayed in this community

Less than 1 years	[ ]
2 – 3 years	[ ]
4 -5 years	[ ]
Above 5 years	[ ]

6. For how long have you been a beneficiary of CDF projects?

Less than 1 year [ ] between 2-3 years [ ] between 3-5 years [ ]  
 Over 5 years [ ]

**SECTION B**

**LEVEL OF STAKEHOLDERS INVOLVEMENT IN PROJECT IDENTIFICATION, DESIGN, IMPLEMENTATION AND PLANNING FOR PM&E**

7. Did the community participate in the initial project identification, design implementation of CDF projects and planning for M&E?

Yes [ ] No [ ]

8. Do you think that the CDF development projects that were undertaken in your locality involved the Community in M&E during project implementation?

Yes [ ] No [ ]

9. The following are some statements on the level of stakeholder’s involvement. Please indicate the level of your agreement with each statement.

**1 –Strongly agree    2 – Agree    3 – Neutral**  
**4 – Disagree        5 – Strongly disagree**

<b>Statement</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Information about CDF meetings was adequately passed to all stakeholders.					
Stakeholders were given adequate notice to prepare for CDF meetings.					
The CDF meetings were organized on convenient days and time for stakeholders to participate.					
As a member of the CDFC, I feel the frequency of CDF meetings were sufficient enough to help tackle the issues at hand.					
All members of the community were sufficiently represented in CDF meetings.					



10. How do you rank the level of participation of community in planning and identification of CDF development projects?

Very high [ ] High [ ]  
Low [ ] Very low [ ]

**SECTION C**

**INVOLVEMENT INDICATORS IDENTIFICATION BY STAKEHOLDERS**

11. Did you participate in choosing of local indicators of M&E?

Yes [ ] No [ ]

12. Were there community members who participated in the selection of M&E indicators Yes [ ] No [ ]

13. The following are some statements on indicators identified by stakeholders.

Please indicate the level of your agreement with each statement.

**1 – Strongly agree    2 – Agree    3 – Neutral**  
**4 – Disagree        5 – Strongly disagree**

<b>Statement</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
During the meetings on selection of indicators, every member of the community representative was given an opportunity to come up with a way of measuring the progress of the project and how results will be achieved					
Sufficient time was given to the participants to discuss each measure in detail					
Each group representative (youth, women disabled etc.) was given an opportunity to give their view on which measure to use.					
What was agreed upon was generated by the all stakeholders and not imposed upon us by others.					
The stakeholders were allowed to come up with Simple and local methods of measurement that are locally developed.					

**SECTION D**

**PARTICIPATORY TOOLS AND METHODS USED BY STAKEHOLDER**

14. Were the community members involved in the development of the M&E tools?

Yes [ ]      No [ ]

15. To what extent were the community members involved in the development of M&E tools?

To a large extent      [ ]                      To a less extent      [ ]  
 To a moderate extent      [ ]                      Not involved at all      [ ]

16. The following are some statements on participatory tools and methods used by stakeholder. Please indicate the level of your agreement with each statement.

**1 – Strongly agree    2 – Agree    3 – Neutral**  
**4 – Disagree        5 – Strongly disagree**

<b>Statement</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Forums were organized for stakeholders to come up with tools for gathering information.					
Where public forums were organized they were often accessible and convenient for such activities.					
All stakeholders were involved in selection of simple tools of data collection.)					
Brainstorming was encouraged where everyone was given an equal opportunity in the selection of data collection tools which were best suited for the project and easily used by everyone.					

17. How do you think the community should be involved in developing M&E tools for data collection?

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**SECTION E**

**LEVEL OF STAKEHOLDERS INVOLVEMENT IN DATA COLLECTION**

18. Were stakeholders involved in actual data collection for the CDF projects?

Yes [ ] No [ ]

19. Were there community members involved in actual data collection during project implementation?

Yes [ ] No [ ]

20. The following are some statements on stakeholder’s involvement in data collection. Please indicate the level of your agreement with each statement.

**1 – Strongly agree    2 – Agree    3 – Neutral**  
**4 – Disagree        5 – Strongly disagree**

Statement	1	2	3	4	5
Forums were organized for the stakeholders to participate in data collection.					
Where forums were organized they were often accessible and convenient for such activities.					
Simple tools of data collection such as mapping, photos (for before and after), diagramming, ranking, brainstorming etc. (respondent can mention more) were used.					

**SECTION F**

**LEVEL OF STAKEHOLDERS INVOLVEMENT IN DATA ANALYSIS**

21. Were stakeholders involved in actual data analysis during project implementation?

Yes [ ]                  No [ ]

22. The following are some statements on stakeholder’s involvement in data analysis please indicate the level of your agreement with each statement.

**1 – Strongly agree    2 – Agree    3 – Neutral    4 – Disagree    5 – Strongly disagree**

Statement	1	2	3	4	5
Forums were organized for the stakeholders to participate in data analysis.					
Where forums are organized they are often accessible and convenient for such activities.					
Simple tools which are locally identified are used in data analysis.					

## SECTION G

### STAKEHOLDERS INVOLVEMENT IN SHARING OF RESULTS/FINDINGS.

23. Were the monitoring and evaluation results on CDF projects implementation and management shared to all community members?      Yes [ ] No [ ]

24. The following are some statements on involvement of stakeholders in sharing of findings/results. Please indicate the level of your agreement with each statement. 1 –

**Strongly agree      2 – Agree      3 – Neutral**

**4 – Disagree      5 – Strongly disagree**

Statement
Forums were organized in the community to plan on how the results were to be shared to the concerned groups and the larger community.
Places where public forum were organized, were also convenient to all for discussions are agreed upon by all stakeholders.
Sharing of results was openly done where all stakeholders were involved.
Always the results were shared through ways which reached all the community members e.g. market place, chief barazas, posters, social media, booklets women meetings/men gatherings, and special meetings organized by the CDF. (Respondents can give more).

**SECTION H**  
**STAKEHOLDER’S INVOLVEMENT IN ACTION TAKING AND UTILIZATION**  
**OF RESULTS**

25. Were stakeholders involved taking collective actions?

Yes [ ] No [ ]

26. The following are some statements on involvement of stakeholders in sharing of findings/results. Please indicate the level of your agreement with each statement.

**1 –Strongly agree    2 – Agree    3 – Neutral**  
**4 – Disagree        5 – Strongly disagree**

Statement	1	2	3	4	5
Follow-up Forums were organized in the community to take collection action on feedback given.					
Where public forums were organized, they were often accessible and convenient for such activities.					
Community suggestions were always taken into consideration during utilization of results.					

27. What suggestions would you give for effective stakeholder’s involvement in taking collective action in the monitoring and evaluation of CDF projects?

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Thank you for your participation.

### **APPENDIX III: KEY INFORMANT INTERVIEW GUIDE**

Hello. My name is Grace Nduta. I am assessing the use of PM&E approach in Dagoretti south sub-county CDF projects which is the focus of my project for M.A. in Monitoring and Evaluation of Population and Development Programmes from the University of Nairobi, Population Studies and Research Institute (PSRI). I would like to have a discussion with you on matters pertaining to the PM&E approach in CDF projects. I would like to assure you that the information you provide will remain confidential and will only be used for analysis and reporting purposes and that your name(s) will not be quoted and/or mentioned. Please note that this assessment will not have any direct benefit to you and that the results will be used to improve the system to make better. You may choose not to answer any of my questions and you may terminate the discussion at any point. The discussion will take approximately 45 minutes.

Expected responses are: Yes, No, and an explanation for yes or No

1. Do you think that the CDF development projects undertaken in your locality have involved the community in project initiation and planning for M&E? Explain your answer
2. Was the community involved in deliberation of CDF projects? Explain your answer
3. Was the community involved in the selection and identification of CDF projects? Explain your answer
4. Did the stakeholders participate in selection of M&E indicators during implementation of CDF projects? Explain your answer
5. Was the community involved in the development of the M&E tools? Explain your answer
6. What was the level of stakeholders' participation in development of PM&E tools? Explain your answer
7. Was there community members who are part of the CDF M&E committee? Explain your answer

8. Were the communities involved in actual data collection and analysis? Explain your answer
9. How was M&E data on CDF project shared? Explain your answer
10. Were there forums or meetings where communities participate in sharing of M&E results. Explain your answer
11. Were the collective actions taken by the CDF involved community contributions? Explain your answer
12. Were the stakeholders involved taking collective actions? Explain your answer
13. How do you think the community should be involved in M&E of CDF Projects? Explain your answer

## **APPENDIX IV: DOCUMENT/ RECORDS REVIEW GUIDE**

### **Introduction**

This is a guide/ checklist that will help the assessor to review available documents and records such as project reports, M&E plan/ minutes, CDF Act, etc. The score should be along 3 possible parameters i.e. presence of the document (fully meets); absence of the document (does not meet); presence of some of the documents (partially meets) Explanation/ comments on the rating is provided in the comments column of the MS Excel tool.

### **(A). level of stakeholders involvement**

1. There is a Monitoring and evaluation framework, monitoring plan and schedule of activities
2. There are minutes /reports during stakeholder's identification process.
3. There are Community mobilizing Letters/announcements for indentation of stakeholders.
4. Names/list of participants during stakeholders involvement processing.

### **(B). Indicators identification by stakeholders**

1. There are minutes/reports of consultation meetings and forums held to discuss and identify indicators
  1. Targets have been set by the CDCF and community for key performance indicators.
  2. Supervision procedures are documented in writing (how often, what to look at, what happens next).
  3. The up-to-date M&E work plan indicates persons responsible for each activity, including any M&E-related roles for the CDFC and PMC.

### **(C). Participatory tools and methods used by stakeholders**

1. Availability of simple participatory tools (reports, diagrams i.e. mapping, ranking, community scorecards, tinny tools ) identified by the stakeholders.
2. Participatory data collection tools include all required project indicators.
3. Documentation (minutes /reports) on training on data collection tools.



**(D). Level of stakeholders involvement in data analysis**

1. Availability of simple participatory data analysis tools (reports, diagrams) identified by the stakeholders.
2. Participatory data analysis tools include all required project indicators.
3. Documentation (minutes /reports) on training on data collection tools.

**(E). Stakeholders involvement in sharing of results/findings**

1. Evaluation results have been disseminated to all stakeholders.
2. There are minutes/reports/participating for forums on sharing of the results.
3. Mobilization letters/posters/announcements to invite stakeholders for results sharing forums.

**(F). Stakeholder's involvement in action taking**

1. Forums are held by stakeholders to discuss on follow-up and sustainability of process.
2. Reports/minutes on projects where stakeholder's inputs were incorporated. /corrective action taken
3. Plan of action on utilization of results and sustainability of the process.

## APPENDIX V: DETAILED ASSESSMENT RESULTS

### A. Level of stakeholder's engagement

N0	Detailed checklist/standard	Rating /score	Rationale for rating Observations, comment and recommendation.
1.	There are Community mobilizing Letters/announcements for planning and identification of projects and stakeholders	Partially meets	Yes, announcement are shared to the chief offices and placed at the notice boards and locational representatives who share through word of mouth with the larger community this is not adequate as not all community members visit the chief's offices there are no feedback mechanism of ensuring the beneficiaries received the information
2.	There are minutes /reports during planning and project identification stakeholder's identification process	Fully meets	Yes, they are minutes where the project management committees are identified.
3.	Names/list of participants during stakeholders involvement process	Fully meets	Yes, there are participant's lists for the meetings.

### B. Indicators identified by stakeholders

N0	Detailed checklist/standard	Rating /score	Rationale for rating, Observations, comment and recommendation
1.	There is a monitoring framework including a monitoring plan and schedule of activities	Does not meet	There were no monitoring plans for projects to be monitored or schedule of activities.
1.	There are minutes/reports of consultation meetings and forums held to discuss and identify indicators	Partially meets	The minutes available doesn't show involvement of stakeholders in identification of indicators held only include the CDFC committee?-use the BQ in ensuring

			projects are implemented as stated
2.	Targets have been set by the CDCF and community for key performance indicators.	Does not meet	Targets are set according to the BQ as most projects are infrastructural. The committee works hand in hand the engineer.
3.	Supervision procedures are documented in writing (how often, what to look at, what happens next).	Does not meet	This procedures are not well documents the committee uses the BQ in carrying out this process

### C. Participatory tools and methods used by stakeholders

<b>N0</b>	<b>Detailed checklist/standard</b>	<b>Rating /score</b>	<b>Rationale for rating ,Observations, rationale for rating, comment and recommendation</b>
1.	Availability of simple participatory data analysis tools (reports, diagrams) identified by the stakeholders.	Does not meet	No simple participatory tools identified
2.	Participatory data analysis tools include all required project indicators	Does not meet	No presence of participatory data analysis tools
3.	Documentation (minutes /reports) on training on data collection tools	Partially meets	Only one minutes for training within the study period.

**D. Level of stakeholder’s involvement in data analysis.**

<b>N0</b>	<b>Detailed checklist/standard</b>	<b>Rating /score</b>	<b>Rationale for rating, Observations, comment and recommendation</b>
1.	Availability of simple participatory tools (reports, diagrams i.e. mapping, ranking, community scorecards, tinny tools) identified by the stakeholders.	Does not meet	No participatory tools identified, the fund manager sighted out lack of funding to actively involve the stakeholders in the process.
2.	Participatory data collection tools include all required project indicators	n/a	n/a
3.	Documentation (minutes /reports) on training on data collection tools	Partially meets	No training on specifically data collection but on general aspect of M&E

**E. Stakeholder’s involvement in sharing of results/findings**

<b>N0</b>	<b>Detailed checklist/standard</b>	<b>Rating /score</b>	<b>Rationale for rating, Observations, comment and recommendation</b>
1.	Evaluation results/reports have been disseminated to all stakeholders.	Does not meet	No, the CDF office mostly do financial reports which are required the general auditor .no single report was found.
2.	There are minutes/reports/participating for forums on sharing of the results.	Partially meets	No reports at the CDF office ,but at the projects level the Schools have minutes held during Annual General meetings where result on progress of the projects are shared to the direct beneficiaries .
3.	Mobilization letters/posters/announcements to invite stakeholders for results sharing forums.	Does not meet	No, no mobilization letters/posters for sharing results. The minutes available are for launching of the projects

### Stakeholder's involvement in Action Taking

N0	Detailed checklist/standard	Rating /score	Rationale for rating, Observations, comment and recommendation
1.	Forums are held by stakeholders to discuss on follow-up and sustainability of process.	Does not meet	No minutes showing whether such forums were held at the CDF offices
2.	Reports/minutes on projects where stakeholder's inputs were incorporated./corrective action taken.	Does not meet	No reports or minutes showing whether
3.	Plan of action on utilization of results and sustainability of the process.	Does not meet.	No plan of action on sustainability of the projects, once the projects are completed they are left to the beneficiaries for any follow-up of the process

## APPENDIX VI: RESEARCH AUTHORIZATION



### NATIONAL COMMISSION FOR SCIENCE, TECHNOLOGY AND INNOVATION

Telephone: +254-20-2213471,  
2241349, 3310571, 2219420  
Fax: +254-20-318245, 318249  
Email: dg@nacosti.go.ke  
Website: www.nacosti.go.ke  
when replying please quote

9<sup>th</sup> Floor, Utalii House  
Uhuru Highway  
P.O. Box 30623-00100  
NAIROBI-KENYA

Ref. No. **NACOSTI/P/16/15970/12879**

Date:  
**3<sup>rd</sup> August, 2016**

Grace Nduta Karanja  
University of Nairobi  
P.O. Box 30197-00100  
NAIROBI.

#### RE: RESEARCH AUTHORIZATION

Following your application for authority to carry out research on "*Assessment of use of participatory Monitoring and Evaluation approach in the Constituency Development Fund projects in Dagoretti South Sub-County,*" I am pleased to inform you that you have been authorized to undertake research in **Nairobi County** for the period ending **2<sup>nd</sup> August, 2017**.

You are advised to report to **the County Commissioner and the County Director of Education, Nairobi County** before embarking on the research project.

On completion of the research, you are expected to submit **two hard copies and one soft copy in pdf** of the research report/thesis to our office.

  
BONIFACE WANYAMA  
FOR: DIRECTOR-GENERAL/CEO

Copy to:

The County Commissioner  
Nairobi County.

The County Director of Education  
Nairobi County.

## APPENDIX VII: RESEARCH CLEARANCE PERMIT

**CONDITIONS**

1. You must report to the County Commissioner and the County Education Officer of the area before embarking on your research. Failure to do that may lead to the cancellation of your permit.
2. Government Officer will not be interviewed without prior appointment.
3. No questionnaire will be used unless it has been approved.
4. Excavation, filming and collection of biological specimens are subject to further permission from the relevant Government Ministries.
5. You are required to submit at least two(2) hard copies and one (1) soft copy of your final report.
6. The Government of Kenya reserves the right to modify the conditions of this permit including its cancellation without notice.

**REPUBLIC OF KENYA**

**NACOSTI**

**National Commission for Science, Technology and Innovation**

**RESEARCH CLEARANCE PERMIT**

Serial No. **10520**

**CONDITIONS: see back page**


**THIS IS TO CERTIFY THAT:**


**MS. GRACE NDUTA KARANJA**  
**of UNIVERSITY OF NAIROBI, 0-502**  
**NAIROBI, has been permitted to conduct**  
**research in Nairobi County**


**on the topic: ASSESSMENT OF USE OF**  
**PARTICIPATORY MONITORING AND**  
**EVALUATION APPROACH IN THE**  
**CONSTITUENCY DEVELOPMENT FUND**  
**PROJECTS IN DAGORETTI SOUTH**  
**SUB-COUNTY**

**for the period ending:**  
**2nd August, 2017**

**Permit No. : NACOSTI/P/16/15970/12879**  
**Date Of Issue : 3rd August, 2016**  
**Fee Received :ksh 1000**



  
**Director General**  
**National Commission for Science,**  
**Technology & Innovation**

  
**Applicant's**  
**Signature**