



NAADS M&E Data Collection Tools

Data Collection Tools

- Data collection tools have been categorised across various areas of the NAADS programme implementation activities as summarised in the tables below

Tools of Data Collection

Monitorable Areas	FORMS
PLANNING	FORM PL1: Budget Allocation
	FORM PL2: Allocation From Pre-Planting Season Meeting
	FORM PL3: Priorities identified by Districts
	FORM PL4: Priorities identified by Sub-counties
PROCUREMENT	FORM PR1: Procurement Of Goods And Services
	FORM PR2: Payments
	FORM PR3: Audit
VERIFICATION	FORM FI1: Supplier Field Verification– Planting Materials
	FORM FI2: Supplier Visit - Verification of Planting Materials
	FORM FI3: Beneficiary/Farmer Visit– Verification of Field

Tools of data collection Cont..

REGISTRATION	FORM RE1: Farmer Registration – Crop Production
	FORM RE2: Farmer Registration - Livestock
	FORM RE3: Farmer Registration – Agro-Processing Entrepreneur
	FORM RE4: Registration of Operation Wealth Creation Officials
	FORM RE5: Registration of other Government Officials involved in OWC
DELIVERY	FORM DE1: Delivery Form – Planting Materials
	FORM DE2: Delivery Form – Stocking Materials
	FORM DE3: Delivery Form – Agricultural Inputs
	FORM DE4: Delivery Form – Farm Machinery And Equipment
	FORM DE5: Delivery Form – Value Addition Machinery And Equipment

Tools of data collection Cont..

DISTRIBUTION OF MATERIALS PROCURED BY NAADS	FORM DI1: Distribution List For Planting Materials
	FORM DI2: Distribution List For Stocking Materials
	FORM DI3: Distribution List For Agricultural Inputs
	FORM DI4: Distribution List For Farm Machinery And Equipment
	FORM DI5: Distribution List For Value Addition Machinery And Equipment
STRUCTURES / GARDENS	FORM ET1: Establishment of Structures / Gardens
UTILIZATION OF INPUTS, EQUIPMENT & MACHINERIES	FORM UT1: Crops – Acreage Planted
	FORM UT2: Animals – Livestock
	FORM UT3: Farm Machinery and Equipment
	FORM UT4: Utilization of Warehouses
	FORM UT5: Utilization of Demonstration Gardens
	FORM UT6: Application of Knowledge from Training and Demos

Tools of data collection Cont..

TRAINNING WORKSHOP PARTICIPANTS	FORM TR1: Participants in Planning / Review / Evaluation Meeting / Workshop – Organized by NAADS Secretariat
	FORM TR2: List Of Farmers Trained Attending a Workshop/Meeting – Organized by District, Constituency or Sub-county
FIELD VISIT	FORM FV1: Field Visit Report
GREVIANCES & COMPLAINTS HANDLING	FORM CP1: Complaint Reporting