



Standard Reporting for NAADS

NAADS Standard Reporting

- NAADS secretariat has an obligation to contribute to the various reports, both at sector and national levels.
- NAADS must receive timely and accurate reports from the departments internally, zones, districts and other key actors.
- During NAADS Strategic Plan implementation, key reports shall include:
 - Monthly progress reports;
 - Quarterly progress reports;
 - Bi-Annual Progress Reports; and
 - Annual Reports.
- Ad hoc reports will be prepared as and when required.

Guidelines for Reporting

➤ **Activity/Output Implementation**

- To what extent were activities implemented compared to the Plan?
- What are the explanations for significant variances from the plan?
- What unforeseen positive or negative occurrences were encountered and what were their effects?
- What actions were taken to address the occurrences?
- What other actions are required and from who?
- How much did it cost to implement the activities compared to allocated budget?
- How does the level of outputs achieved compare to the expenditure incurred?
- To what extent were outputs achieved compared to targets?

Guidelines For Reporting (Cont...)

Achievement of Results (Outcomes)

- ❑ What is the likelihood that the results will be achieved?
 - ✓ How does achievement relate to expenditure? (value for money)

- ❑ What changes are taking place in the areas of NAADS implementation with implications to the program Objectives and processes?
 - ✓ Assess whether assumptions made during formulation are holding true and how they have affected achievements.

Guidelines For Reporting (Cont...)

➤ **Lessons**

- What lessons have emerged from implementation experience?

➤ **Recommendations**

- What should be changed or added to ensure that NAADS programme is on track to realize its objectives, results and targets?

➤ **Planned Actions**

- What major activities/actions will be undertaken in the next implementation period?

Reporting Time lines for Key Actors

REPORT LEVEL	INFORAMTION PRODUCT / REPORT	DESCRIPTION	DATA REQUIRED		DUE DATE FOR	
			FROM	TO	DATA	REPORT
National Reports	Annual State of the Nation Report	This is the President's address to the nation highlighting progress made in the different sectors including agriculture in previous financial year and highlighting actions in the following financial year	NAADS	MAAIF	April of every year	June every year.
	Government Annual Performance Report	It is a comprehensive assessment of Government's performance showing how resources were used and results achieved the previous FY for guiding decisions on resource allocation in following FY.	NAADS	MAAIF	October of every year	December of every year
	NDP-II End-term Evaluation Report	Focuses on achievements under NDP-II and also assessment of whether recommendations from the mid-term evaluation have been implemented while giving direction on strategies for the next five-years	NAADS	Office of Prime Minister		2020
	NDP-II Mid-term Review Report	Reports on institutional, systemic and financial capacity of MDAs (including NAADS/OWC) private sector, financial sector and CSO to deliver to NDP-II	NAADS	Office of Prime Minister		2018
	Sector Ministerial Policy Statement	This is a preliminary (budget) estimate presented by Minister to Parliament and discussed by Parliament Sessional Committee of Agriculture	NAADS	MAAIF	February of every year	Annually by 15 th March
	Sector Annual Performance Review Report	Assess performance in previous year by collating input, output and where available, outcome performance data for key results and indicates actions and spending plans for the year ahead (current year+1)	NAADS	MAAIF	Sept of every year	Mid October

Reporting Time lines for Key Actors (Cont...)

REPORT LEVEL	INFORAMTION PRODUCT / REPORT	DESCRIPTION	DATA REQUIRED		DUE DATE FOR	
			FROM	TO	DATA	REPORT
	Statistical Abstracts	A table of figures/statistics on selected indicators	NAADS	MAAIF		Annual
	Quarterly Sector Review Report	It collates input and output performance data against work plans (incorporating projects) for submission to MOFPED and relevant Sector Working Groups.	NAADS	MAAIF		Quarterly
	ASSP End-term Evaluation Report	It will assess achievements, effectiveness, efficiency, impact and sustainability of programme	NAADS	MAAIF		2020
	ASSP Mid-Term Review Report	It will assess the performance of the programme	NAADS	MAAIF		2018
	ASSP Annual Report	It will provide a comprehensive presentation of the achievements made, challenges experienced in ASSP implementation	NAADS	MAAIF		Annual
	ASSP Semi-Annual Report	It will provide a comprehensive presentation of the achievements made, challenges experienced in ASSP implementation on a six month basis	NAADS	MAAIF		Every six months
	ASSP Quarterly Report	It will provide a comprehensive presentation of the achievements made, challenges experienced in ASSP implementation on a quarterly basis	NAADS	MAAIF		Every three months
	ASSP Mid Term Review	It will assess achievements, effectiveness, efficiency, impact and sustainability of programme	NAADS	MAAIF		Mid Term

Reporting Time lines for Key Actors Cont...)

REPORT LEVEL	INFORAMTION PRODUCT / REPORT	DESCRIPTION	DATA REQUIRED		DUE DATE FOR	
NAADS Secretariat	NAADS Annual Report	Presents the progress made by NAADS Secretariat departments on a quarterly basis	All NAADS Departments	PME NAADS	April of every year	Annual Report
	NAADS Quarterly Report	Presents the progress made by NAADS Secretariat on a quarterly basis	All NAADS Departments	PME NAADS	15th day of the first month of the next quarter	Quarterly
	NAADS Back to Office Reports	These are required whenever a field visit is undertaken by NAADS and MAAIF officials after a field visit.	All NAADS Staff	PME Department	A week after the field activity.	As and when Field Visits Undertaken
District Reports	District progress reports	These include monthly and quarterly reports required by NAADS programme implemented in the district and its sub-counties	CAO	NAADS		Quarterly
	Sub-county progress reports	These include monthly reports required by CAO for NAADS programme implemented in the sub-county	Sub-County Chiefs	CAO		Monthly
	Parish progress reports	These includes monthly reports required by the Sub-County chiefs for NAADS programme implemented in the Parish	Parish Chiefs	Sub-County Chiefs		Monthly

Summary Report on Agricultural Inputs Delivered and Distributed

Period: FY Season:

Commodity/Enterprise	Planned Quantities (Kgs /tons/ Number)	Actual Quantities Delivered by supplier (s)	Number of Beneficiary farmers	Number of Beneficiary Sub-Counties	Number of beneficiary Parishes	Estimated Acreage per commodity (where applicable)
Seeds						
Beans (Kg)	23,490	8,635	864	9	51	431 acres
Maize (Kg)	14,885		1,131	9	51	4,658 acres
Seedlings/Planting materials						
Mangoes (Seedlings)	45,400		1,603	9	51	1,587 acres
Oranges (Seedlings)		0	0	0	0	0
Cassava (Bags)		800	161	9	51	114 acres
Coffee (Seedlings)		7,785	35	6	41	17 acres
Pineapples			217	9	51	50 acres
Livestock						
Heifers	19	0	0		0	
Poultry (layers)		0	0	0	0	
Maize mill		0	0		0	
etc.						

Results Performance Report Format

Commodity/Enterprise	Estimated Acreage per commodity	Actual acreage per commodity	Estimated yield	Actual Yield	Variance	Reasons for Variance
Seeds						
Beans (Kg)						
Maize (Kg)	4,658	4,000	93,160 MT {4,658*(50%*40MT)}			The district was hit by harsh weather condition during planting period
Seedlings/Planting materials						
Mangoes (Seedlings)						
Oranges (Seedlings)						
Cassava (Bags)						
Coffee (Seedlings)						
Pineapples						
Livestock	Estimated Number	Actual Number	Estimated Production	Actual Production		
Dairy Cows	28	28	350 Litres {28*(50%*25)}			Farmers did not give adequate supplementary feeding to the cows due to high cost.
Poultry (layers)						
Value Addition Equipment						

Assumptions: According to ASSP for FY2015/16 – 2019/20, the target is to increase productivity of commodities on farms to at least 50% of productivity on research stations. Example:

1. Maize productivity on research stations is 40MT per acre.
2. Dairy cow productivity on research stations is (Friesian) is 25 Litres per day (average)



IMPORTANT NOTE

SHARING OF REPORTS

These reports should be shared with the political /policy leaders at the various levels for purpose of coordination, harmonization, ownership and dissemination