

Approved for tabling.

REPUBLIC OF KENYA



THE NATIONAL ASSEMBLY

TWELFTH PARLIAMENT-SECOND SESSION

COMMITTEE ON IMPLEMENTATION

A REPORT ON TRAINING ON MONITORING & EVALUATION OF
THE COMMITTEE ON IMPLEMENTATION HELD ON 24TH - 28TH
APRIL, 2018 AT TAMARIND HOTEL IN MOMBASA COUNTY.

Directorate of Committee Services
Clerk's Chambers
National Assembly
Parliament Buildings
Nairobi

August, 2018

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23/8/18
Paper hand
By Hon. M. Ole Keats, MP
Chair-Committee on
Implementation
on Thurs 23.08.18
(PM)
MM

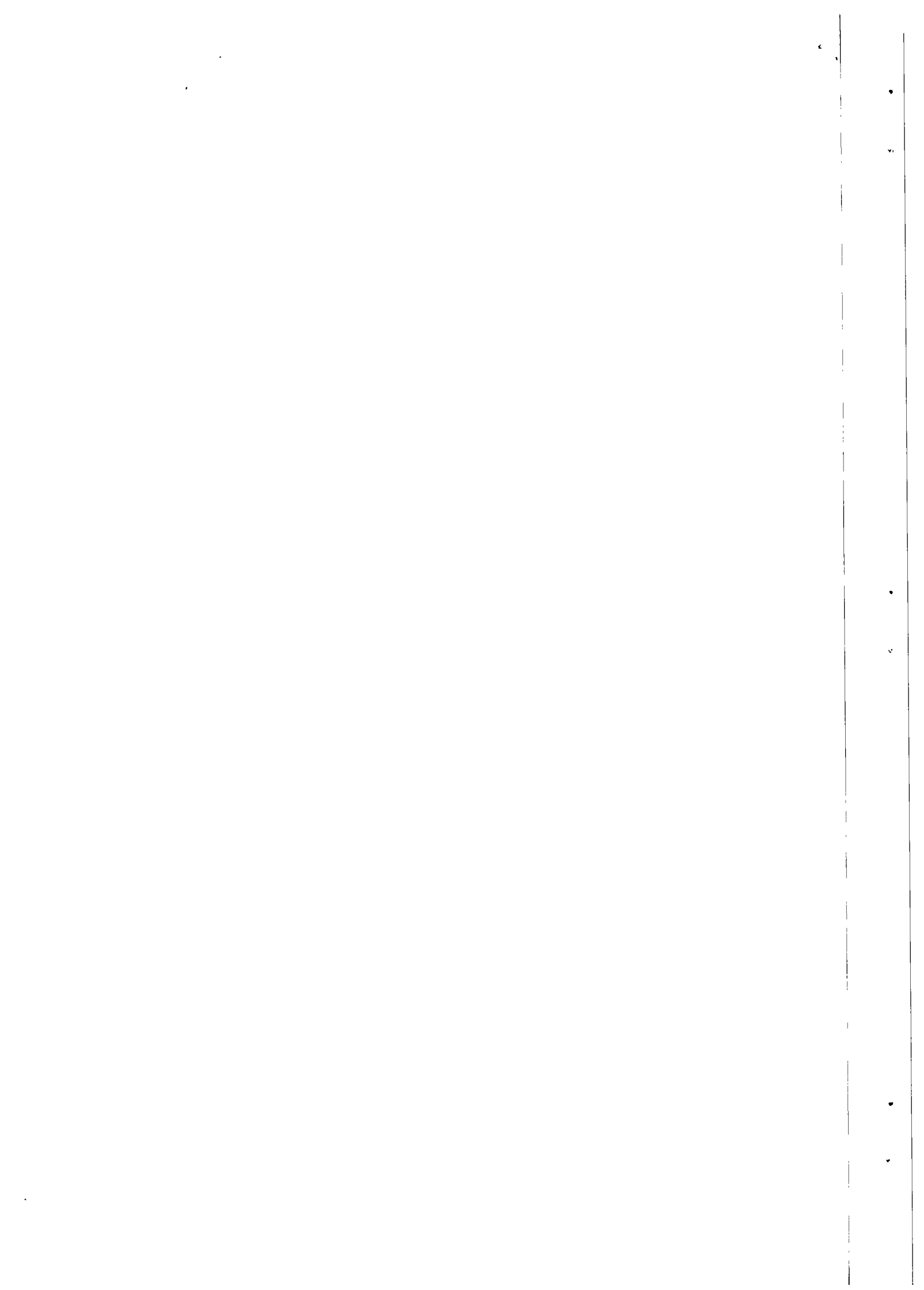


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ADOPTION LIST

MINUTES

ABBREVIATIONS AND ACRONYMS

| | |
|---------|--|
| CPST | Centre for Parliamentary Studies |
| CSO | Civil Society Organizations |
| Dr | Doctor |
| M& E | Monitoring & Evaluation |
| M.P | Member of Parliament |
| NDI | National Democratic Institute |
| Prof. | Professor |
| RBM | Results-Based Management |
| S.O | Standing Orders |
| S.W.O.T | Strengths, Weaknesses, Opportunities & Threats |

CHAIRPERSON'S FOREWORD

The Committee on Implementation in its continuous endeavours to enhance the capacity of its members in discharging their mandate resolved to undergo training in monitoring & evaluation to be conducted by the Center for Parliamentary Studies (CPST) in collaboration with development partners.

The objectives of the training were to explain the importance of monitoring & evaluation (M & E) to the Committee on Implementation; design M & E tools for use in discharging the mandate of the Committee; and propose the best practices that the Committee on Implementation can borrow from to facilitate the achievement of its mandate.

The expected outcomes of the Workshop included achievement of a better understanding of the mandate of the Committee and an in-depth understanding of Monitoring and evaluation and how to apply the same to the achievement of the mandate of Committee on Implementation. The training was held from 24th- 28th April 2018 at Tamarind Hotel in Mombasa County.

The Committee registers its appreciation to the Office of the Speaker and the Clerk of the National Assembly for facilitation of the training. Special gratitude goes to the staff of CPST that made the training a success.

Pursuant to Standing Order 199(6), it is, therefore, my pleasant duty and privilege, on behalf of the Committee on Implementation, to lay this report on the Table of the House.

Hon. Moitalel Ole Kenta, MP.

EXECUTIVE SUMMARY

The Committee on Implementation is a select Committee of the House established pursuant to Standing Order (S.O) 209 of the National Assembly Standing Orders. It is mandated to scrutinize resolutions of the House (including adopted committee reports), petitions and the undertakings given by the National Executive and examines whether such decisions and undertakings have been implemented and whether such implementation has taken place within the minimum time necessary and satisfactory explanation for the delay in full implementation.

The Committee on Implementation cognizant of its mandate and to build the capacity of its members so that they effectively and efficiently execute their mandate resolved to undertake training in Monitoring and Evaluation.

The main objective of the training was to equip Hon. Members and staff attached to the Committee with knowledge and skills on improving oversight through effective use of monitoring and evaluation strategies.

The Committee was informed that monitoring and evaluation helps to determine what is or is not working. It measures and assesses so as to improve performance and achieve results. This will assist in improved decision making, enhanced accountability and learning which ultimately improves the work of the Committee. The Committee learned of best practices from other jurisdictions like India, Romania and Scotland.

The Committee observed that there is need for pro-active linkages with departmental committees and clarification on their mandate and that of the Committee. Committees need to make SMART recommendations. One means to do so is to build the capacity of members and staff on drafting motions and resolutions. The Committee observed that Committee table precise and accurate reports to the House which are evidence-based. The Committee observed that it by developing indicators, this will guide the committee in assessing the progress of implementation of resolutions and legislation.

After the training, the Committee recommends that the business pending before it can be categorized into resolutions and legislation. The Committee also recommends that resources for implementation both monetary and human resources should be adequately allocated for the implementation of House resolutions during the Budget-making process. The Committee should be more proactive by writing to relevant stakeholders to obtain the correct information to assist in confirming the status of implementation

1.0 PREFACE

1.1 Mandate of the Committee

The Committee on Implementation is a select committee of the House established pursuant to the provisions of Standing Order 209 of the National Assembly Standing Orders, with the following terms of reference:-

1. The Committee shall scrutinize the resolutions of the House (including adopted committee reports), petitions and the undertakings given by the National Executive and examine-
 - a) whether or not such decisions and undertakings have been implemented and where implemented, the extent to which they have been implemented; and whether such implementation has taken place within the minimum time necessary; and
 - b) whether or not legislation passed by the House has been operationalized and where operationalized, the extent to which such operationalization has taken place within the minimum time necessary.
2. Standing Order 201 further provides that within sixty days of a resolution of the House or adoption of a report of a select committee, the relevant Cabinet Secretary under whose portfolio the implementation of the resolution falls shall provide a report to the relevant committee of the House in accordance with Article 153(4) (b) of the Constitution.
3. The Committee may, therefore, propose to the House, sanctions against any Cabinet Secretary who fails to report to the relevant select Committee on implementation status without justifiable reasons.

1.2 Committee Membership

| | |
|-------------------------|---|
| Chairperson | The Hon. Moitalel Ole Kenta, MP |
| Vice Chairperson | The Hon. Godfrey Osotsi, MP |
| | The Hon. Richard Onyonka, MP |
| | The Hon. Alois Musa Lentoimaga, MP |
| | The Hon. Paul Simba Arati, MP |
| | The Hon. Onesmas Kimani Ngunjiri, MP |
| | The Hon. George Theuri, MP |
| | The Hon. (Dr.) James Kipkosgei Murgor, MP |
| | The Hon. Maj. (Rtd) John Waluke Koyi, MP |
| | The Hon. Francis Munyua Waititu, MP |
| | The Hon. Johnson Many Naicca, MP |
| | The Hon. Joseph Wathigo Manje, MP |
| | The Hon. (Dr.) Daniel Kamuren Tuitoek, MP |
| | The Hon. Hassan Oda Hulufu, MP |
| | The Hon. Nelson Koech, MP |
| | The Hon. Generali Nixon Kiprotich Korir, MP |
| | The Hon. Owen Yaa Baya, MP |
| | The Hon. Paul Odalo Mak'Ojuando Abuor, MP |
| | The Hon. Silvanus Osoro, MP |
| | The Hon. Michael Thoya Kingi, MP |
| | The Hon. Jared Okelo, MP |
| | The Hon. Joshua Mbithi Mwalyo, MP |
| | The Hon. Charles Ngusya Nguna, MP |

1.3 Committee Secretariat

- | | | |
|--------------------------|---|----------------------------------|
| 1. Ms. Rose M. Wanjohi | - | First Clerk Assistant/Lead Clerk |
| 2. Mr. Abdirahman Hassan | - | Clerk Assistant III |
| 3. Mr. Denis Abisai | - | Principal Legal Counsel |
| 4. Mr. Joseph Okongo | - | Media Relations Officer I |
| 5. Ms. Doreen Karani | - | Legal Counsel II |
| 6. Mr. Eugene Apaa | - | Research Officer III |
| 7. Mr. James Muguna | - | Research Officer III |
| 8. Mr. Moses Kariuki | - | Serjeant-at-arms |

2.0 INTRODUCTION

Once the National Assembly has adopted resolutions, the Committee on Implementation after 60 days is mandated to receive reports from the relevant implementing agencies on the implementation status of the adopted resolutions. This training was conducted with an aim of enhancing the capacity of Committee members in monitoring and effective follow-up on the implementation status of the House resolutions and recommendations contained therein.

Objectives

The objectives of the training were;

1. Demonstrate an understanding of the mandate and operations of the Committee
2. Differentiate the roles of the Committee on Implementation from those of Departmental Committees
3. Explain the importance of monitoring & evaluation (M & E) to the Committee on Implementation
4. Design M & E tools for use in discharging the mandate of the Committee
5. The best practices that the Committee on Implementation can borrow from to facilitate the achievement of its mandate

Expected outcomes

The expected outcomes of the Workshop included;

1. Achievement of a better understanding of the mandate of the Committee;
2. In-depth understanding of Monitoring and evaluation and how to apply the same to the achievement of the mandate of Committee on Implementation.

2.1 PRESENTATIONS

2.1.1 Welcoming Remarks

The Chairperson, Committee of Implementation, Hon. Moitalel Ole Kenta, MP, welcomed the Members of the Committee and thanked them for making time to attend the training. He also appreciated the staff of the CPST who in collaboration with the National Democratic Institute (NDI) had organized the training.

He reiterated the fact that the Committee implements all Reports, Petitions, resolutions, and legislation passed by the House and therefore members need to be up to the task through continuous training to ensure that Parliament does not act in vain.

2.1.2 Needs Assessment, Data Collection and Framework for M and E

The Executive Director, CPST, Prof. Nyokabi Kamau informed the Committee that the objectives of the session were to; define M & E, Needs assessment and Data Collection; describe the process and methods used to conduct needs assessment as well as data collection for M and E.

and for the participants to propose a framework for the Implementation committee to use in its work.

She defined Monitoring and Evaluation as observing and checking systematically and objectively – whether something has been done, be it a project, programme or policy. In observing and check, the following activities are carried out:-

Needs assessment

It is defined as a deliberate, evidence-based process used to identify and prioritize gaps between current results and desired results. It can also be defined as a critical enquiry or a critical examination of a given fact, phenomenon. An investigation which follows some logical sequence search for new knowledge and understanding of the world around us. It is a process of arriving at effective solutions to societal problems through collection, analysis and interpretation of data

The process of carrying out an investigation can be conducted through a methodology. This is a set of rules that specify how research should be approached. There are different types of methodology the mains ones being Qualitative and Quantitative.

1. Qualitative, which focuses on quality. It does not produce numerical data but rather data which is in the form of words, narratives, opinions etc.
2. Quantitative which is mainly numerical – figures, quantities – what can be counted, measured and written down in numbers. It's about width. Examples of quantitative methods that the committee on implementation can use include observation, interviewing, focus groups discussions, documents analysis, photographs, surveys, polls and questionnaires

How to identify areas for monitor

For the Committee on implementation, this is informed by the House resolutions. The Committee may consider conducting a site visit and/or inviting the accounting officers of the implementing agencies to appraise the level of implementation for various resolutions passed by the House.

The Committee may choose to work with objectives which are clear and specific or with statements of what the goal(s) or aim(s) of the inquiry are i.e. “By the end of the investigation we shall have identified the state of cancer care and support in Kenya.

2.1.3 Overview of monitoring and evaluation

A trainer with CPST, Dr. Collins Odote, informed the Committee that monitoring and evaluation helps to determine what is or is not working. It measures and assesses so as to improve performance and achieve results. This will assist in improved decision making, enhanced accountability and learning which ultimately improves the work of the Committee.

Results based management

Dr. Odote defined Results-based Management (RBM) simply as managing for results. That the starting point of an RBM system is performance/results (outputs & outcomes) – which is the focus of all management decisions and activities. The purpose is to improve management effectiveness and accountability by “defining realistic expected results, monitoring progress toward the achievement of those results, integrating lessons learned into management decisions and reporting on performance. Specification of expected results which contribute to these goals and align programmes, processes and resources behind them.

It includes on-going monitoring and assessment of performance and integrating lessons learnt into future planning; improved accountability based on continuous feedback to improve performance and planning the conscious determination of future courses of action. This involves the why, when and how to take action as well as specification of program/project objectives, setting of policies & strategies, setting rules & procedures and preparing budgets.

RMB should be seen as an ongoing process of developing the committee’s mission and objectives and determining how they will be accomplished. The planning cycle brings together all aspects of planning into a coherent, unified process. It helps to ensure that plans are fully considered, well focused, resilient, practical and cost-effective. It also ensures that lessons are learnt from any mistakes made, and feedback into future planning and decision making.

Stage one: Analysis of opportunities/options

The first thing is to spot what needs to be done. This is crystallized this into a formal aim at the next stage in the process. One approach is to examine the current position and decide how it can be improved. There are a number of techniques that can assist in this which include:-

1. **SWOT Analysis:** it is a formal analysis of strengths, weaknesses, opportunities and threats (SWOT) that the Committee may face. This form of Risk Analysis helps to identify project risks, weaknesses in the organization or operation, the risks the Committee may be exposed to when implementing House resolutions. From this, the Committee can plan to neutralize some of the risks.
2. **Problem Tree Analysis:** It is also called situational analysis. Like any tree, the problem tree has three parts: a trunk, roots, and branches. Like the roots of a tree, the causes of the core problem are not always immediately apparent, but if the causes are not identified and understood, ways chosen to address the problem may prove inadequate. This starts with the broad problem, identifying causes and them breaking down into logical components.

Stage two: Developing a plan

Detailed planning is the process of working out the most efficient and effective way of achieving the defined aim. It is the process of determining who will do what, when, where, how and why,

and at what cost. A good plan will state the current situation; have a clear aim; use the resources available; identify risks and plan for contingencies. This allows for a rapid and effective response to crises, perhaps following setbacks.

Stage Three: Implementing

The stage calls for the process of executing the agreed plan as well as defining what the role of Monitoring & Evaluation will be.

Stage Four: Monitoring & Evaluation

He defined monitoring as the process of continuous assessment so as to provide early indications of progress, or lack thereof, in the achievement of results. Monitoring helps organizations track achievements with a regular collection of information to assist timely decision making, ensure accountability, and provide the basis for evaluation and learning.

Evaluation, on the other hand, is an assessment, as systematic and impartial as possible, of an activity, project, programme, strategy, policy, topic, theme, sector, operational area, or institutional performance. It analyses the level of achievement of both expected and unexpected results by examining the results chain, processes, contextual factors and causality using appropriate criteria such as relevance, effectiveness, efficiency, impact and sustainability.

Indicators in Monitoring & Evaluation (M&E)

An indicator provides evidence that a certain condition exists or certain results have or have not been achieved. Indicators enable decision-makers to assess progress towards the achievement of intended outputs, outcomes, goals, and objectives. As such, indicators are an integral part of a results-based accountability system.

Identifying and developing indicators

Choosing the most appropriate indicators can be difficult. Some questions that may guide the selection of indicators are:

1. Does this indicator enable one to know about the expected result or condition? – Direct versus proxy indicator is or can the indicator be consistently measured over time? – This means that data collected for the indicator must be same and collected in the same manner over time.
2. Will data for the indicator be available? – Inputs, process and output data must be available more frequently for use by decision-makers. Data to measure outcomes can be annual.
3. Does the indicator make sense to most actors involved? Most often, if this is not the case data collection in regard to that indicator may present problems

The nature of the indicator for quantitative/qualitative methodology

The selection and development of an appropriate indicator for use is important for a results-based accountability system. There is need to collect baseline data for each selected indicator at the inception of an intervention to allow an accurate measurement of the change that such an intervention effects. Good indicators,

1. Must be specific enough for the results to be used with confidence. It is clear what is being measured. The indicators are measurable, changes are objectively verifiable and indicators are sensitive to the outcome of project/program activities.
2. Are attainable reflecting the changes that can be achieved as a realistic result of the assistance?
3. Are relevant, essentially meaning that they measure factors that reflect the set objectives and capture the essence of the desired results.
4. Are tractable, data sources are known and data is available at reasonable cost and effort.
5. They have been selected in consultation with relevant stakeholders in order to promote ownership and responsibility for planned results and agreement to their achievement

2.1.4 Committee on Implementation: Bests Practices

The Senior Research Officer, Centre for Parliamentary Studies & Training (CPST) Dr. Martin Mbewa, presented to the Committee that the legislature as a body cannot effectively scrutinize the fulfilment of assurances given by the Executive to the House. Oversight of the fulfilment of assurances is guided by the principle of Parliamentary supremacy as it represents the will of the people, the principal that Ministries shall not infringe upon the dignity and privilege of Parliament and the theory that without sanctions, the law is rendered meaningless. Therefore sanctions are very important. He then presented examples from various jurisdictions as listed.

India: Nature of Government Assurance. The assurances are made on the floor of the House. Fulfilment of the assurances is within the allocated timelines reported, timelines within which a minister must fulfil as specified.

Ghana: there is provision of online public submissions/feedback to the Committee on Government Assurance. With support from Open Society Initiative, the Committee on Government Assurances established a web portal for citizens to send feedback and suggestions for inquiries.

Scotland: A survey conducted among the Public for evidence on an Inquiry before the Committee. The Committee on Government Assurance ordered an inquiry into labour and work in Scotland. As part of the inquiry, a survey of the general public was conducted

Guyana: First-hand Monitoring. The Committee conducts “spot checks” on Government Assurances. A Sub-committee of 2-3 MPs visit the sites where the assurances were promised, to observe the extent of achievement of the promises.

Romania: Civil Society Engagement. The committee maintains a database of Civil Society Organizations (CSOs) who can register to receive calls for submissions and to otherwise be engaged in specific inquiries.

Citizens have the right to speak through their MPs, although public servants take advantage of lack of a law that would compel them to give information, a state of affairs that has shielded Ministers. This situation makes the Committee on Implementation more important as it is really the only means in Kenyan governance by which to hold the Executive to its promises.

3.0 COMMITTEE OBSERVATIONS / WAY FORWARD

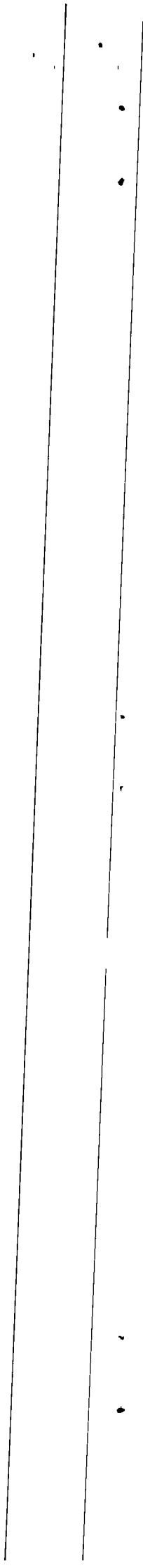
The Committee after the training made observations and proposed way forward which is represented in the table below.

| S/N | Way forward | Action Point |
|-----|--|--|
| 1 | Linkage with other Committees | <ul style="list-style-type: none"> ➤ Build synergy with Departmental Committees and ensure that the different roles of both committees are complementary rather than competing. |
| 2 | Committees to Make SMART/Implementable recommendations to the House | <ul style="list-style-type: none"> ➤ Propose to the PSC to build capacity of members and staff of Committees on drafting legislations, motions and House resolutions that are SMART and implementable. ➤ The data presented to the committee should be organized, processed and evidence based to aid implementation. |
| 3 | Develop Guidelines on SMART resolutions | <ul style="list-style-type: none"> ➤ The Committee needs to come up with a framework to ensure that all the resolutions made by Committees are realistic & time-bound to aid implementation. ➤ The Committee may borrow best practices in reporting on status of implementation such as red (no implementation), green (completed implementation) and amber (ongoing implementation). ➤ Develop several indicators that will guide the committee in assessing progress of implementation of resolutions and legislations. |
| 4 | Budget process & Resources for implementation | <ul style="list-style-type: none"> ➤ The Committee should build rapport with the Committee of Budget and Appropriations to advise on lack of implementation by some agencies to guide allocation. ➤ Collaborate with the Committee of Budget and Departmental Committees to ensure that resources are adequately allocated for the implementation of House resolutions during the Budget making process. |
| 5 | Committee business | <ul style="list-style-type: none"> ➤ The Committee should develop a matrix or a tool to provide a list of House resolutions and enacted legislations that require implementation. The matrix should categorize the resolutions and legislations into themes and indicate implementation status (organized by age starting with 12th, 11th and 10th Parliament). |
| 6 | Developing a Result Based Management Model (RBM) | <ul style="list-style-type: none"> ➤ The Committee should identify its desired outcomes and expected impact in all resolutions before it (unpacking resolutions). ➤ The Committee should revisit resolutions and determine gaps between its desired and current outcomes, prioritize gaps, crystallize its performance objectives and propose recommendations to address any gaps. |
| 7 | Follow up implementation | <ul style="list-style-type: none"> ➤ The Chairperson to sensitize the Liaison Committee on the need for a SMART resolutions during report writing. ➤ A report on implementation status of House resolutions, |

| | | |
|---|---------------------------------------|---|
| | | <p>legislations and executive actions periodically to the House.</p> <ul style="list-style-type: none"> ➤ The Committee should endeavor to obtain accurate information from relevant stakeholders to aid in effective follow up. |
| 8 | Learn from other Jurisdictions | <ul style="list-style-type: none"> ➤ The Committee will plan study visits to learn from/borrow best practices from other jurisdictions. |

Signed  Date 16/08/2018.

Hon. Moitalel Ole Kenta, MP
Chairperson, Committee on Implementation



The National Assembly



12th Parliament—2nd Session-2018

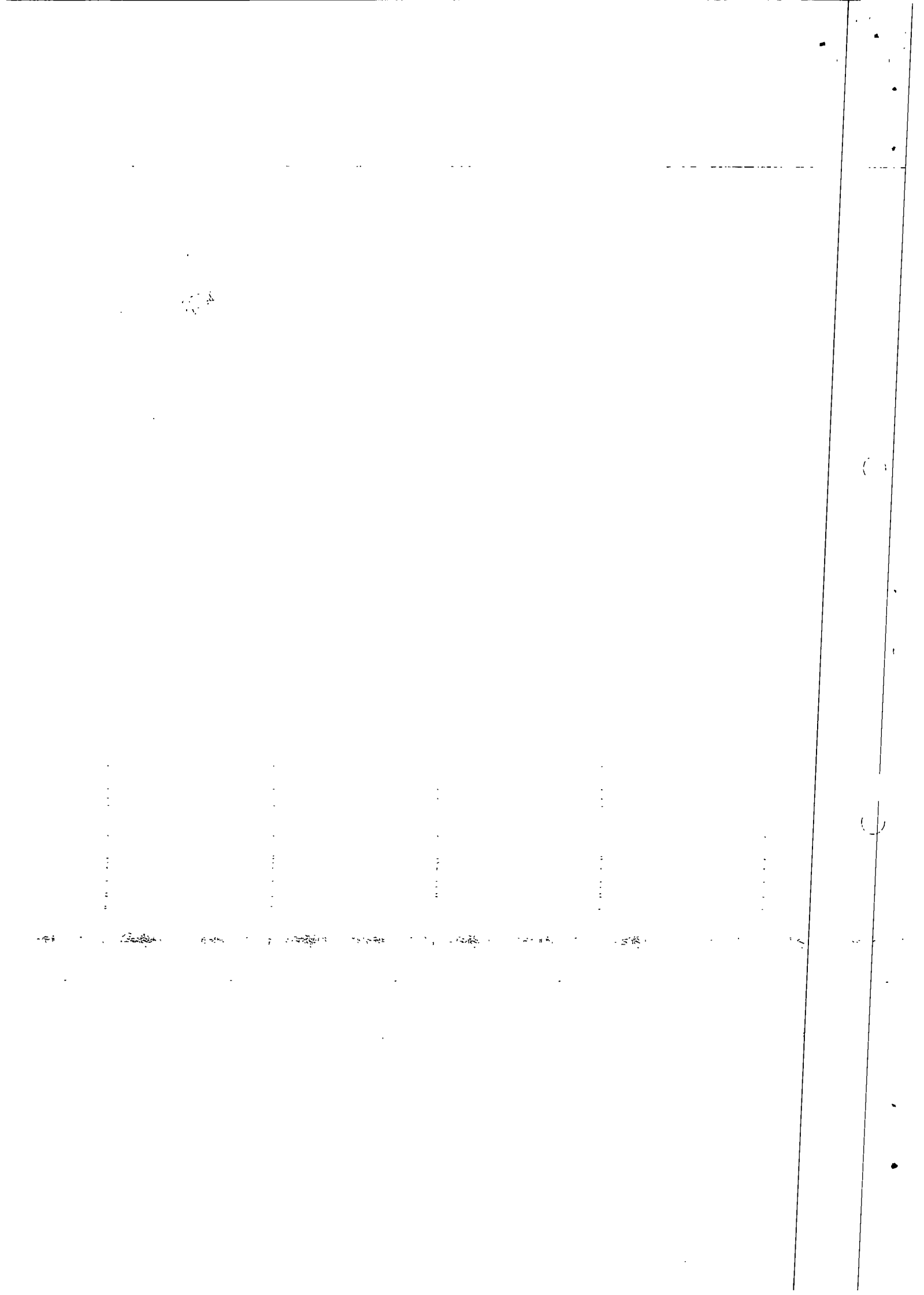
Committee on Implementation

AGENDA: Adoption of the following Reports: -

1. Report on implementation status of the Scrap Metal Act, 2015;
2. Report on implementation status of the Report by the Departmental Committee on Health on the allegations of sexual assault, breakdown of equipment, surgical mix-up and general operations of the Kenyatta National Hospital, the resolution on establishment of a National Health Referral Hospital in Mombasa County and the resolution to declare cancer a national disaster & establishment of a cancer fund to cater for cancer treatment and care;
3. Report on the Executive Seminar on Livestock Insurance Fund, Mombasa;
4. Report on inspection visit regarding land issues in Taita Taveta County;
5. Report on training on monitoring and evaluation of the Committee on Implementation in Mombasa;
6. Report on the 3rd Annual ICPAK Chapter Seminar, Johannesburg, South Africa;
7. Report on training on strengthening oversight using monitoring and evaluation tools at United Nations Institute on Training and Research (UNITAR), Geneva, Switzerland; and
8. The Report on submissions from stakeholders regarding implementation status of House Resolutions, Petitions, Adopted Committee Reports and Acts.

VENUE: 2nd Floor Boardroom, Protection House **DATE:** Thursday 9th August, 2018 at 10:00 a.m.

| NO. | NAME | SIGNATURE |
|-----|--|-----------|
| 1. | The Hon. Moitalel Ole Kenta, MP - Chairperson | |
| 2. | The Hon. Godfrey Osotsi, MP - Vice Chairperson | |
| 3. | The Hon. Alois Musa Lentoimaga, MP | |
| 4. | The Hon. Maj. (Rtd) John Waluke Koyi, MP | |
| 5. | The Hon. Paul Simba Arati, MP | |
| 6. | The Hon. (Dr.) James Kipkosgei Murgor, MP | |
| 7. | The Hon. Onesmas Kimani Ngunjiri, MP | |



| | | |
|-----|---|-----------------------------|
| 8. | The Hon. Francis Munyua Waititu, MP | <i>F. Munyua</i> |
| 9. | The Hon. Richard Onyonka, MP | |
| 10. | The Hon. Johnson Naicca, MP | <i>Johnson Naicca</i> |
| 11. | The Hon. George Theuri, MP | <i>George Theuri</i> |
| 12. | The Hon. Joseph Wathigo Manje, MP | |
| 13. | The Hon. (Dr.) Daniel Kamuren Tuitoek, MP | <i>D. Tuitoek</i> |
| 14. | The Hon. Hassan Oda Hulufu, MP | <i>H. Oda Hulufu</i> |
| 15. | The Hon. Nelson Koech, MP | <i>N. Koech</i> |
| 16. | The Hon. Generali Nixon Korir, MP | <i>Generali Nixon Korir</i> |
| 17. | The Hon. Owen Yaa Baya, MP | |
| 18. | The Hon. Paul Abuor, MP | <i>Paul Abuor</i> |
| 19. | The Hon. Silvanus Osoro, MP | <i>Silvanus Osoro</i> |
| 20. | The Hon. Michael Thoya Kingi, MP | |
| 21. | The Hon. Jared Okelo, MP | |
| 22. | The Hon. Joshua Mwalyo, MP | |
| 23. | The Hon. Charles Ngusya Nguna, MP | |



MINUTES OF THE 46TH SITTING OF THE COMMITTEE ON IMPLEMENTATION HELD ON THURSDAY 9TH AUGUST, 2018, IN THE BOARDROOM ON 2ND FLOOR, PROTECTION HOUSE, PARLIAMENT BUILDINGS AT 10.00 AM.

PRESENT

1. The Hon. Moitalel Ole Kenta, MP - **Chairperson**
2. The Hon. Godfrey Osotsi, MP - **Vice Chairperson**
3. The Hon. Paul Simba Arati, MP
4. The Hon. Alois Musa Lentoimaga, MP
5. The Hon. George Theuri, MP
6. The Hon. (Dr.) James Kipkosgei Murgor, MP
7. The Hon. Maj. (Rtd) John Waluke Koyi, MP
8. The Hon. Francis Munyua Waititu, MP
9. The Hon. Joseph Wathigo Manje, MP
10. The Hon. Richard Onyonka, MP
11. The Hon. Onesmas Kimani Ngunjiri, MP
12. The Hon. Johnson Many Naicca, MP
13. The Hon. (Dr.) Daniel Kamuren Tuitoek, MP
14. The Hon. Hassan Oda Hulufu, MP
15. The Hon. Nelson Koech, MP
16. The Hon. Silvanus Osoro, MP
17. The Hon. Generali Nixon Kiprotich Korir, MP
18. The Hon. Paul Odalo Mak'Ojuando Abuor, MP

APOLOGIES

1. The Hon. Michael Kingi, MP
2. The Hon. Jared Okelo, MP

ABSENT

1. The Hon. Charles Ngusya Nguna, MP
2. The Hon. Owen Yaa Baya, MP
3. The Hon. Joshua Mbithi Mwalyo, MP

IN-ATTENDANCE

THE NATIONAL ASSEMBLY

1. Mr. Abdirahman Gele Hassan - Clerk Assistant III
2. Mr. Moses Kariuki - Serjeant-at-arms

MIN. NO.COI/244/2018:

PRELIMINARIES

The Chairperson called the meeting to order at twenty-five minutes past ten o'clock followed by a word of prayer from the Hon. (Dr.) Daniel Kamuren Tuitoek, MP. Thereafter, the agenda of the day was adopted having been proposed and seconded by the Hon. (Dr.) Daniel Kamuren Tuitoek, MP, and the Hon. Godfrey Osotsi, MP, respectively, as follows: -

1. **Meeting with the acting Managing Director, Kenya Bureau of Standards to consider implementation status of the Report by the Departmental Committee on Agriculture and Livestock on inquiry into the crisis facing the sugar industry in Kenya;**
2. **Meeting with the acting CEO, Mumias Sugar Company to consider implementation status of the Report by the Departmental Committee on Agriculture and Livestock on inquiry into the crisis facing the sugar industry in Kenya;**
3. **Consideration of a report from the sub-committee on implementation of the National Budget;**
4. **Adoption of Reports; and**
5. **Consideration of pending business.**

MIN. NO.COI/245/2018:

CONFIRMATION OF MINUTES

The agenda was deferred.

MIN. NO.COI/246/2018:

**MEETING WITH THE ACTING MD,
KEBS**

The meeting did not take place since the acting Managing Director, Kenya Bureau of Standards has not appeared before the Committee as scheduled.

The Committee noted with concern that it had not received official communication from KEBS indicating that the acting Managing Director would not attend the meeting. Consequently, the Committee resolved to reschedule the said meeting to Thursday 16th August, 2018.

MIN. NO.COI/247/2018:

**MEETING WITH THE ACTING CEO,
MUMIAS SUGAR COMPANY**

The Chairperson informed the Committee that the acting CEO was not able to come with the management of Mumias Sugar Company as directed earlier. The acting CEO would write to the Committee to explain as to why he was not able to come with the management of the company.

MIN. NO.COI/248/2018:**REPORT ON SUB-COMMITTEE**

The sub-committee on implementation of National Budget informed the main Committee on its Terms of Reference and highlighted key issues that required implementation from the Budget and Appropriations Committee (BAC) Report on the Budget Estimates for the Financial Year 2018/2019.

The Committee was advised not to step on mandate of the BAC and Departmental Committees as it follows up on approved projects for implementation considering that departmental committees play the oversight roles.

MIN. NO.COI/249/2018:**ADOPTION OF REPORTS**

The Committee adopted the following Reports: -

1. The Report on Implementation status of the Scrap Metal Act, 2015;
2. The Report on Implementation status by the Departmental Committee on Health Report on the allegations of sexual assault, breakdown of equipment, surgical mix-up and general operations of the Kenyatta National Hospital, the Resolution on establishment of a national health referral hospital in Mombasa County and the Resolution to declare cancer a national disaster and establishment of a cancer fund to cater for cancer treatment and care;
3. The Report on the Executive Seminar on Livestock Insurance Fund, Mombasa;
4. The Report on inspection visit regarding land issues in Taita Taveta County.
5. The Report on training on monitoring and evaluation of the Committee on Implementation in Mombasa;
6. The Report on the 3rd Annual ICPAK Chapter Seminar, Johannesburg, South Africa;
7. The Report on training on strengthening oversight using monitoring and evaluation tools at United Nations Institute on Training and Research (UNITAR), Geneva, Switzerland; and
8. The Report on submissions from the stakeholders regarding implementation status of House Resolutions, Petitions, Adopted Committee and Acts.

MIN. NO.COI/250/2018:**ANY OTHER BUSINESS**

The following issues were raised: -

1. Consideration of submissions from stakeholders

The Committee noted the need to include the dates responses were received from various stakeholders and categorize the submissions into resolutions/motions, adopted committee reports, petitions and legislations passed by the House.

2. Study Visits/Proposed Training

- a) The Chairperson informed the meeting that the Committee received an invitation from the State University of New York in conjunction with the Centre for Parliamentary Studies & Training requesting for nomination of Members for training. The training is proposed to be undertaken from 14th to 23rd September, 2018 at Albany, New York.


The Committee had proposed the following seven (7) Members to undertake the training: -

- i. Hon. Godfrey Osotsi, MP – Vice Chairperson/Leader of the Delegation
 - ii. Hon. Onesmas Kimani Ngunjiri, MP
 - iii. Hon. Alois Musa Lentoimaga, MP
 - iv. Hon. Nixon Kiprotich Korir, MP
 - v. Hon. John Waluke Koyi, MP
 - vi. Hon. (Dr.) Daniel Kamuren Tuitoek, MP
 - vii. Hon. Jared Okelo, MP
- b) The Hon. Francis Waititu, MP, to replace the Hon. Jared Okelo, MP, for the proposed study visit to Romania.
- c) The Hon. Paul Abuor, MP, to replace the Hon. Godfrey Osotsi, MP, Vice Chairperson, for the proposed study visit to Zambia.

MIN. NO.COI/251/2018:

ADJOURNMENT

There being no other business, the meeting was adjourned at forty minutes past eleven o'clock.

Sign.......... Date...16/08/2018...
(Chairperson)

MINUTES OF THE 27TH SITTING OF THE COMMITTEE ON
IMPLEMENTATION HELD ON SATURDAY 28TH APRIL, 2018, IN
TAMARIND VILLAGE HOTEL, MOMBASA AT 9.00 AM.

PRESENT

1. The Hon. Moitalel Ole Kenta, MP - **Chairperson**
2. The Hon. Godfrey Osotsi, MP - **Vice Chairperson**
3. The Hon. (Dr.) Daniel Kamuren Tuitoek, MP
4. The Hon. Johnson Many Naicca, MP
5. The Hon. Onesmas Kimani Ngunjiri, MP
6. The Hon. (Dr.) James Kipkosgei Murgor, MP
7. The Hon. George Theuri, MP
8. The Hon. Silvanus Osoro, MP
9. The Hon. Joseph Wathigo Manje, MP
10. The Hon. Charles Ngusya Nguna, MP
11. The Hon. Hassan Oda Hulufu, MP
12. The Hon. Joshua Mbithi Mwalyo, MP
13. The Hon. Michael Thoya Kingi, MP

APOLOGIES

1. The Hon. Francis Munyua Waititu, MP
2. The Hon. Nelson Koech, MP
3. The Hon. Maj. (Rtd) John Waluke Koyi, MP
4. The Hon. Jared Okelo, MP
5. The Hon. Richard Onyonka, MP
6. The Hon. Paul Simba Arati, MP
7. The Hon. Generali Nixon Kiprotich Korir, MP
8. The Hon. Alois Musa Lentoimaga, MP
9. The Hon. Paul Odalo Mak'Ojuando Abuor, MP
10. The Hon. Owen Yaa Baya, MP

IN-ATTENDANCE

CENTRE FOR PARLAMENTARY STUDIES AND TRAINING

1. Prof. Scholastica Agnes Nyokabi Kamau - Executive Director
2. Dr. Martin Mbewa - Senior Research Officer
3. Dr. Collins Odote

NATIONAL ASSEMBLY

1. Ms. Florence Abonyo - Director Committee Services
2. Mr. Abdirahman Gele Hassan - Clerk Assistant III
3. Mr. Salem Lorot - Legal Counsel II
4. Mr. James Muguna - Research Officer III
5. Mr. Eugene Apaa - Research Officer III
6. Mr. Joseph Okong'o - Media Relations Officer
7. Mr. Gideon Etelej - Security Officer
8. Mr. Jillo Yeziel - Serjeant-at-arms
9. Mr. Robert Langat
10. Ms. Purity Nkari

MIN. NO. COI/139/2018:

PRELIMINARIES

The meeting was called to order at twenty minutes past nine o'clock followed by a word of prayer.

MIN. NO. COI/140/2018:

CONFIRMATION OF MINUTES

The agenda was deferred.

MIN. NO. COI/141/2018:

WAY FORWARD

After the presentations and deliberations, the Committee resolved the following as the way forward:-



1. Build synergy with Departmental Committees and ensure that the different roles of both committees are complementary rather than competing.
2. Propose to the PSC to build capacity of members and staff of Committees on drafting legislations, motions and House resolutions that are SMART and implementable.

3. Ensure that the data presented to the committee is organized, processed and evidence based to aid implementation.
4. The Committee needs to come up with a framework to ensure that all the resolutions made by Committees are realistic & time-bound to aid implementation.
5. The Committee may borrow best practices in reporting on status of implementation such as red (no implementation), green (completed implementation) and amber (ongoing implementation).
6. Develop several indicators that will guide the committee in assessing progress of implementation of resolutions and legislations.
7. The Committee should build rapport with the Committee of Budget and Appropriations to advise on lack of implementation by some agencies to guide allocation.
8. Collaborate with the Committee of Budget and Departmental Committees to ensure that resources are adequately allocated for the implementation of House resolutions during the Budget making process.
9. The Committee should develop a matrix or a tool to provide a list of House resolutions and enacted legislations that require implementation. The matrix should categorize the resolutions and legislations into themes and indicate implementation status.
10. The Committee should identify its desired outcomes and expected impact in all resolutions before it (unpacking resolutions).
11. The Committee should revisit resolutions and determine gaps between its desired and current outcomes, prioritize gaps, crystallize its performance objectives and propose recommendations to address any gaps.
12. The Chairperson to sensitize the Liaison Committee on the need for a SMART resolution during report writing.
13. A report on implementation status of House resolutions, legislations and executive actions periodically to the House.
14. The Committee should endeavor to obtain accurate information from relevant stakeholders to aid in effective follow up.
15. The Committee should plan study visits to learn from/borrow best practices from other jurisdictions.

MIN. NO. COI/142/2018:

ADJOURNMENT

The meeting was adjourned at ten minutes past eleven o'clock.

Sign.  Date 05.06.2018 

(Chairperson)

MINUTES OF THE 26TH SITTING OF THE COMMITTEE ON
IMPLEMENTATION HELD ON FRIDAY 27TH APRIL, 2018, IN TAMARIND
VILLAGE HOTEL, MOMBASA AT 2.30 P.M.

PRESENT

1. The Hon. Moitalel Ole Kenta, MP - Chairperson
2. The Hon. Godfrey Osotsi, MP - Vice Chairperson
3. The Hon. (Dr.) Daniel Kamuren Tuitoek, MP
4. The Hon. Johnson Manya Naicca, MP
5. The Hon. Onesmas Kimani Ngunjiri, MP
6. The Hon. George Theuri, MP
7. The Hon. (Dr.) James Kipkosgei Murgor, MP
8. The Hon. Silvanus Osoro, MP
9. The Hon. Joseph Wathigo Manje, MP
10. The Hon. Charles Ngusya Nguna, MP
11. The Hon. Hassan Oda Hulufo, MP
12. The Hon. Michael Thoya Kingi, MP
13. The Hon. Joshua Mbithi Mbithi, MP

APOLOGIES

1. The Hon. Francis Munyua Waititu, MP
2. The Hon. Nelson Koech, MP
3. The Hon. Maj. (Rtd) John Waluke Koyi, MP
4. The Hon. Jared Okelo, MP
5. The Hon. Richard Onyonka, MP
6. The Hon. Paul Simba Arati, MP
7. The Hon. Generali Nixon Kiprotich Korir, MP
8. The Hon. Alois Musa Lentoimaga, MP
9. The Hon. Paul Odalo Mak'Ojuando Abuor, MP
10. The Hon. Owen Yaa Baya, MP

IN-ATTENDANCE

CENTRE FOR PARLAMENTARY STUDIES AND TRAINING

1. Prof. Scholastica Agnes Nyokabi Kamau - Executive Director
2. Dr. Martin Mbewa - Senior Research Officer
3. Dr. Collins Odote

NATIONAL ASSEMBLY

1. Ms. Florence Abonyo - Director Committee Services
2. Mr. Abdirahman Gele Hassan - Clerk Assistant III
3. Mr. Salem Lorot - Legal Counsel II
4. Mr. James Muguna - Research Officer III
5. Mr. Eugene Apaa - Research Officer III
6. Mr. Joseph Okong'o - Media Relations Officer
7. Mr. Gideon Etelej - Security Officer
8. Mr. Jillo Yeziel - Serjeant-at-arms
9. Mr. Robert Langat
10. Ms. Purity Nkari

MIN. NO.COI/135/2018:

PRELIMINARIES

The meeting was called to order at forty minutes past two o'clock followed by a word of prayer.

MIN. NO.COI/136/2018:

CONFIRMATION OF MINUTES

The agenda was deferred.

MIN. NO.COI/137/2018:

BEST PRACTICES

Dr. Martin Mbewa informed the Committee as follows:- That

1. The legislature as a body cannot effectively scrutinize the fulfillment of assurances given by the Executive to the House.
2. Oversight of the fulfillment of assurances is guided by:
 - i. The principle of Parliamentary supremacy as it represents the will of the people.
 - ii. The principal that ministries shall not infringe upon the dignity and privilege of Parliament.

- iii. The theory that without sanctions, law is rendered meaningless, and so sanctions are very important.

He thereafter made an analysis of various countries as follows:-

INDIA

- i. Nature of Government Assurance.
- ii. Assurances on the floor of the House.
- iii. Fulfillment within the allocated timelines reported.
- iv. Timelines within which a minister must fulfill the assurance is always specified.

GHANA

- i. Online Public Submissions/Feedback to Committee on Government Assurance.
- ii. With support from Open Society Initiative, the Government Assurances Committee established a web portal for citizens to send feedback and suggestions for inquiries.
 - a) 3 million inputs from citizens in 2 years.
 - b) 65 assurances investigated.

SCOTLAND

- i. Survey of Public for Inquiry Evidence.
- ii. Committee on Government Assurance orders an inquiry into labour and work in Scotland. As part of the inquiry, a survey of the general public was conducted.

GUYANA

- i. First-hand Monitoring
- ii. Committee conducts "spot checks" on government Assurances. Subcommittee of 2-3 MPs visit the sites where the assurances are promised to observe the extent of achievement.
- iii. Then calls Minister to explain deficiencies.

ROMANIA

- i. Civil Society Engagement
- ii. Committee maintains a database of CSOs who can register to receive calls for submissions and to otherwise be engaged on specific inquiries.

Conclusion

1. Citizens have the right to speak through their MPs, although public servants take advantage of lack of a law that would compel them to give information; a state of affairs that has shielded ministers.
2. This situation makes the Committee on Implementation more important as it is really the only means in Kenyan governance by which to hold the Executive to its promises.
3. The Committee must exercise its authority to:
 - i. Conduct oversight inquiries
 - ii. Engage the public and media in all its work.
4. Must also wield its powers to gather evidence and investigate matters fully wherever necessary.

WHY Monitoring and Evaluation

1. To be able to assess progress against plans - Helps to determine what is working and what is not working.
2. Measure and assess performance so as to improve performance and achieve results
3. To help improve decision making
4. Enhance accountability
5. Evaluation matters. It matters because, when done well, evaluation supports informed decision-making, accountability and learning.

Results Based Management (RBM)

- i. RBM simply means managing for results. The starting point of an RBM system is performance/results (outputs & outcomes) – which is the focus of all management decisions and activities.
- ii. The purpose is to improve management effectiveness and accountability by defining realistic expected results, monitoring progress toward the achievement of those results, integrating lessons learned into management decisions and reporting on performance.

RBM is anchored on 4 Pillars:-

- i. Definition of strategic goals as focus for action;
- ii. Specification of expected results which contribute to these goals and align programmes, processes and resources behind them;
- iii. On-going monitoring and assessment of performance, integrating lessons learnt into future planning;
- iv. Improved accountability, based on continuous feedback to improve performance.

Management imperatives

- i. Management about creative problem solving.
- ii. The four main functions of management are planning, organizing, leading and controlling.

Planning

- i. The conscious determination of future course of action. This involves the why, when and how to take action – this includes specification of program/project objectives, setting of policies and strategies, setting rules and procedures, and preparing budgets.
- ii. Management should be seen as an on-going process of developing the organization's mission and objectives and determining how they will be accomplished.

Planning cycle

- i. The Planning Cycle brings together all aspects of planning into a coherent, unified process.
- ii. It helps to ensure that plans are fully considered, well focused, resilient, practical and cost-effective. It also ensures that one learns from mistakes made, and feed this back into future planning and decision-making.

Stage one: analysis of opportunities/options

- i. The first thing to do is to spot what needs to be done. You will crystallize this into a formal aim at the next stage in the process.
- ii. One approach to this is to examine your current position, and decide how you can improve it. There are a number of techniques that can help do this:-
 - a) SWOT Analysis: This is a formal analysis of strengths and weaknesses, and of the opportunities and threats one faces.

b) Risk Analysis: This helps you to spot project risks, weaknesses in your organization or operation, and identify the risks to which you are exposed. From this you can plan to neutralize some risks.

c) Problem Tree Analysis:

Stage two: developing plan

1. From Vision, Mission, Objectives to detailed plan on how to achieve desired solution.
2. Detailed planning is the process of working out the most efficient and effective ways of achieving the aim that you have defined. It is the process of determining who will do what, when, where, how and why, and at what cost.
3. A good plan will:
 - i. State the current situation
 - ii. Have a clear aim
 - iii. Use the resources available
 - iv. Detail the tasks to be carried out, whose responsibility they are, and their priorities and deadlines.
 - v. Detail control mechanisms that will alert you to difficulties in achieving the plan.
4. Identify risks, and plan for contingencies. This allows you to make a rapid and effective response to crises, perhaps at a time when you are at low ebb or are confused following a setback.
5. Consider transitional arrangements – e.g. how can one keep things going while implementing the plan.

Stage three: implementing

- i. Process of executing the plan
- ii. Role of M&E

Stage four: monitoring and evaluation

- i. Tracking progress and facilitate decision making
- ii. It's about determining whether the interventions are having the desired results.
- iii. Also about what can be done differently.
- iv. Monitoring: is the process of continuous assessment so as to provide early indications of progress, or lack thereof, in the achievement of results. Monitoring helps organizations track achievements by a regular collection of

information to assist timely decision making, ensure accountability and provide the basis for evaluation and learning.

- v. Evaluation-An assessment, as systematic and impartial as possible, of an activity, project, programme, strategy, policy, topic, theme, sector, operational area, or institutional performance. It analyses the level of achievement of both expected and unexpected results by examining the results chain, processes, contextual factors and causality using appropriate criteria such as relevance, effectiveness, efficiency, impact and sustainability.

Results chain

1. In RBM, the link between inputs to impacts creates the result chain.
2. M& E is about measuring and tracking results.
3. To understand the different levels of results thus critical, hence results chain.

Five components of the results chain:

1. Inputs- resources required for an intervention or program.
2. Activities- Actions undertaken using resources (inputs) to produce results.
3. Outputs- The results of several completed activities. Realized during the programme implementation period,
4. Outcomes- Several outputs will result in an outcome- We just influence it since we are not fully in control of it.
5. Impact- Results of impacts. Much broader.

Place of indicators in M & E

- i. An indicator provides evidence that a certain condition exists or certain results have or have not been achieved.
- ii. Indicators enable decision-makers to assess progress towards the achievement of intended outputs, outcomes, goals and objectives. As such, indicators are an integral part of a results-based accountability system.

Identifying and developing indicators

1. Choosing the most appropriate indicators can be difficult. Some questions that may guide the selection of indicators are:
 - i. Does this indicator enable one to know about the expected result or condition – direct versus proxy indicator
 - ii. Can the indicator be consistently measured over time – this means that data collected for the indicator must be same and collected in the same manner over time.

- iii. Will data for the indicator be available – inputs, process and output data must be available more frequently for use by decision-makers. Data to measure outcomes can be annual.
- iv. Does the indicator make sense to most actors involved – most often, if this is not the case, data collection in regard of that indicator may present problems.
- v. The nature of the indicator. Quantitative/qualitative.

Indicators

- i. Selection and development of appropriate indicator selection for use are important for a results-based accountability system.
- ii. There is need to collect baseline data for each selected indicator at inception of an intervention to allow accurate measure of the change that such an intervention effects.

Good Indicators

1. Must be specific - enough for the results to be used with confidence. It is clear what is being measured.
2. The indicators are measurable- Changes are objectively verifiable and indicators are sensitive to outcome of project/program activities.
3. The indicators are attainable-They reflect the changes that can be achieved as a realistic result of the assistance.
4. The indicators are relevant-They measure factors that reflect the set objectives and capture the essence of the desired results.
5. The indicators are trackable, data sources are known and data is available at reasonable cost and effort.
6. The indicators have been selected in consultation with relevant stakeholders in order to promote ownership and responsibility for planned results and agreement to their achievement.

TOOLS AND APPROACHES

- i. Project Cycle management (programming-identification- formulation-implementation- evaluation and audit.
- ii. Logical Framework Analysis- has 2 stages, analysis and planning. Analysis (Stakeholder, problem, objective and strategy analysis. Stage two is planning, about developing the project plan (logical frame, activity plan and budget).
- iii. Theory of Change.

MIN. NO. COI/138/2018:

ADJOURNMENT

The meeting was adjourned at five o'clock.

Sign. [Signature].....

Date. 05.06.2018.

(Chairperson)



MINUTES OF THE 25TH SITTING OF THE COMMITTEE ON
IMPLEMENTATION HELD ON FRIDAY 27TH APRIL, 2018, IN TAMARIND
VILLAGE HOTEL, MOMBASA AT 9.00 A.M.

PRESENT

1. The Hon. Moitalel Ole Kenta, MP - **Chairperson**
2. The Hon. Godfrey Osotsi, MP - **Vice Chairperson**
3. The Hon. Johnson Many Naicca, MP
4. The Hon. Onesmas Kimani Ngunjiri, MP
5. The Hon. (Dr.) James Kipkosgei Murgor, MP
6. The Hon. George Theuri, MP
7. The Hon. Silvanus Osoro, MP
8. The Hon. Joseph Wathigo Manje, MP
9. The Hon. (Dr.) Daniel Kamuren Tuitoek, MP
10. The Hon. Charles Ngusya Nguna, MP
11. The Hon. Hassan Oda Hulufu, MP
12. The Hon. Michael Thoya Kingi, MP
13. The Hon. Joshua Mbithi Mbithi, MP

APOLOGIES

1. The Hon. Francis Munyua Waititu, MP
2. The Hon. Nelson Koech, MP
3. The Hon. Maj. (Rtd) John Waluke Koyi, MP
4. The Hon. Jared Okelo, MP
5. The Hon. Richard Onyonka, MP
6. The Hon. Paul Simba Arati, MP
7. The Hon. Generali Nixon Kiprotich Korir, MP
8. The Hon. Alois Musa Lentoimaga, MP
9. The Hon. Paul Odalo Mak'Ojuando Abuor, MP
10. The Hon. Owen Yaa Baya, MP

IN-ATTENDANCE

CENTRE FOR PARLAMENTARY STUDIES AND TRAINING

1. Prof. Scholastica Agnes Nyokabi Kamau - Executive Director
2. Dr. Martin Mbewa - Senior Research Officer
3. Dr. Collins Odote

NATIONAL ASSEMBLY

1. Ms. Florence Abonyo - Director Committee Services
2. Mr. Abdirahman Gele Hassan - Clerk Assistant III
3. Mr. Salem Lorot - Legal Counsel II
4. Mr. James Muguna - Research Officer III
5. Mr. Eugene Akaa - Research Officer III
6. Mr. Joseph Okong'o - Media Relations Officer
7. Mr. Gideon Etelej - Security Officer
8. Mr. Jillo Yeziel - Serjeant-at-arms
9. Mr. Robert Langat
10. Ms. Purity Nkari

MIN. NO. COI/131/2018:

PRELIMINARIES

The meeting was called to order at fifteen minutes past nine o'clock followed by a word of prayer. Introductions were made thereafter.

MIN. NO. COI/132/2018:

CONFIRMATION OF MINUTES

The agenda was deferred.

MIN. NO. COI/133/2018:

MONITORING AND EVALUATION

Professor Nyokabi Kamau, the Executive Director, Centre for Parliamentary Studies and Training informed the Committee that:-

1. Monitoring and Evaluation is observing and checking systematically and objectively where something has been done.
2. Through monitoring and evaluation one can check the progress at the end – what went well, what is hindering progress and what can be done to achieve the desired goal.
3. Needs Assessment is a deliberate, evidence-based process used to identify and prioritize gaps between current results and desired results.

Research/Investigation/Fact Finding /Enquiry

- i. A critical enquiry or a critical examination of a given fact, phenomenon.
- ii. An investigation that follows some logical sequence.
- iii. Search for new knowledge and understanding of the world around us.
- iv. It is a process of arriving at effective solutions to societal problems through collection, analysis and interpretation of data.

How to carry an Investigation

- i. Methodology is a set of rules that specify how research should be approached.
- ii. There are different types of methodology the main ones being Qualitative and Quantitative.
- iii. None of these are superior to the other—it all depends on the research questions and objectives.
- iv. For purposes of the Committee on Implementation, the area of research should be informed by the House resolutions. The Committee needs a well-informed investigation to see the status of the implementation.

Research questions/objectives

- i. This is stating exactly the questions that the research hopes to have answered at the very end.
- ii. If one chooses to work with objectives, then this is very clear and specific statement of what the goal or aim of the study is.
- iii. A well-stated and measurable question/objective helps the investigation to be focused.

Steps in Reliability and Credibility

- i. Stakeholders inputs on the tool
- ii. Review of relevant documents
- iii. Piloting
- iv. De - briefing with peers
- v. Data Collection
- vi. Analysis
- vii. Write up
- viii. Presentations
- ix. Editing and proofreading
- x. Review of final document

Communication and Reporting

1. Monitoring and evaluation is only useful if its results are communicated, reported and becomes a basis for learning.
2. Elements of a Good report
 - i. Should be clear and easily understood.
 - ii. Have the right content, right language and right style.
 - iii. Be specific.
 - iv. Accurate e.g. including all data and statistics.
 - v. Communicate intended message.

MIN. NO.COI/134/2018:

ADJOURNMENT

The meeting was adjourned at five minutes to one o'clock.

Sign.....



Date.....

05.06.2018.

(Chairperson)