

#### **Background**

The Outcome Mapping methodology developed by IDRC was selected by the CARISNET 2 Project team to help with the monitoring and evaluation of the project. In March 2008, Beatrice Briggs conducted a training workshop during which the concepts of Outcome Mapping were shared. During this workshop, the project team started to work on some of the documentation which is part of the methodology.

The project team recognised that the project as designed did not easily translate into the tools used as part of the methodology. The behaviour change paradigm resulted in some interesting discussions about what the project was seeking to achieve and presented an opportunity to be innovative in terms of some of the strategies which the project would undertake to achieve its objectives. The team member who was responsible for documenting the methodology is Vidyaratha Kissoon from DevNet.

## **Stage 1 : Intentional Design**

The first stage of the methodology develops the Programme Framework which examines the who? What? Why and how of the project. The project team devised a Vision Statement and a Mission statement for the project.

The project team recognised that in order to achieve its vision, there were four boundary partners which the project was going to influence. These are

- 1. Thematic Facilitators (or Channel Managers) the people in CIVIC who would be responsible for facilitating the discussions and animating the different thematic interest groups or channels.
- 2. ICT4D Managers the people in the Caribbean who are responsible for implementing ICT4D initiatives
- 3. French and Spanish speaking members of the network
- 4. Regional ICT Steering Committee (CISC)- convened by the CARICOM Secretariat to be an advisor on ICT4D policy issues

This document shows the compilation of the worksheets associated with the outcome mapping methodology and which reflects the implementation process.

## **Stage 2: Outcome and Performance Monitoring**

The self assessment tools were used to develop the framework for the outcome monitoring. This work started at the training workshop.

#### **Stage 3: Evaluation Planning**

The project team did not get to this stage since there were so many delays in the implementation of the web platform which resulted in dissatisfaction in the CIVIC community about the unavailability of the platform to influence their work.

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## 1. Programme Framework CARISNET 2 Project

**Vision:** Caribbean citizens and government are collaborating across borders and boundaries to find creative, sustainable solutions to the issues they face. Citizens have a direct voice in government planning and decision-making. Governments provide full access to information about their processes, decisions, data, etc. Citizens are talking to each other. Organizations work efficiently, making excellent use of resources and human creativity for sustainable economic development in the region.

**Mission:** Over the next 12 months CARISNET 2 will contribute to unleashing the social transformation potential of ICT for development by strengthening the CIVIC network, providing training, supporting online thematic discussion and the participative development of a two-year work plan, with the members of the Caribbean ICT Virtual Stakeholders' Community (CIVIC).

<b>Boundary Partner 1: : Thematic</b>	Outcome Challenge 1:	
facilitators	• The thematic facilitators will be using the CIVIC platform to manage discussions between	
	CIVIC members about the themes. They will be familiar with the tools and will be able to	
	motivate the thematic groups to produce outputs such as position papers, responses, project	
	proposals etc	
Davidaria Davidaria 2. ICT 4 D		
Boundary Partner 2: ICT 4 D	Outcome Challenge 2:	
managers	• The ICT4D managers will use the information they get from CIVIC to learn how to integrate	
	the use of ICTs to achieve their sectoral objectives within their countries. Examples of	
	sectors are health, education, governance, disaster management etc	
<b>Boundary Partner 3: French and</b>	Outcome Challenge 3:	
Spanish speaking members of	The French and Spanish speakers will be participating in CIVIC at the same level of English	
CIVIC network		
I C.IVIC. HPIWOCK	l sneaking memhers	
CIVIC network	speaking members.	
CIVIC Hetwork	speaking members.	
Boundary Partner 4: Regional		
	Outcome Challenge 4:	
Boundary Partner 4: Regional	Outcome Challenge 4:  • The CARICOM Regional ICT Steering Committee (CISC) will use CIVIC as a resource for	
Boundary Partner 4: Regional	<ul> <li>Outcome Challenge 4:</li> <li>The CARICOM Regional ICT Steering Committee (CISC) will use CIVIC as a resource for consultation on documents and positions on the CARICOM ICT Agenda. The members of</li> </ul>	
Boundary Partner 4: Regional	Outcome Challenge 4:  • The CARICOM Regional ICT Steering Committee (CISC) will use CIVIC as a resource for	

# 2. Progress Markers

## Outcome Challenge 1:

The thematic facilitators will be using the CIVIC platform to manage discussions between CIVIC members about the themes. They will be familiar with the tools and will be able to motivate the thematic groups to produce outputs such as position papers, responses, project proposals etc

Expect to	see thematic facilitators :		
1	Attend and participate actively in training session		
2	Participate in review and modification of these progress markers		
3	Thematic facilitators reply to enquiries from subscribers to their channels, suggest new discussions and present issues of importance to		
	the region to their group		
4	Thematic facilitators create their channels		
Like to so	ee thematic facilitators :		
5	Introduce new sources of information to enrich their thematic area (eg, conduct web searches, bring in experts, etc.)		
6	Suggest improvements to website		
7	Participate in monitoring process (especially in of use of online translation tool and of their own progress)		
8	Participate in meetings/teleconferences of the thematic facilitators		
9	Promote CIVIC in their region or networks		
10	Encourage development of joint projects among members of the thematic group		
11	Request additional training to improve their effectiveness as facilitators		
12	Train a successor		
Love to s	ee Thematic facilitators :		
13	Take a leadership role in CIVIC		
14	Advocate for ICT issues at regional and international level		
15	Thematic facilitators lead collaborative project proposal development and		
	theme group members participate in collaborative project implementation		

## Outcome Challenge 2:

• The ICT4D managers will use the information they get from CIVIC to learn how to integrate the use of ICTs to achieve their sectoral objectives within their countries. Examples of sectors are health, education, governance, disaster management.. etc

## **Expect to see ICT4D managers:**

1 ICT4D Managers quote or reference resources and discussions from the CIVIC network in their work

## **Like to see ICT4D managers:**

ICT4D Managers regularly request, from the CIVIC membership, information needed for their work

## Love to see ICT4D managers :

ICT4d managers, are collaborating with technicians, policy makers and development practitioners are collaborating on initiatives through CIVIC

# **Progress Markers**

Outc	Outcome Challenge:				
The 1	The French and Spanish speakers will be participating in CIVIC at the same level of English speaking members.				
Expe	ect to see French and Spanish speakers :				
1	French and Spanish speaking members subscribe to CIVIC at a higher rate than historically				
Like	to see French and Spanish speakers :				
2	Exchanges are being made in other languages than English inside the network – on the platform or using the other tools				
Love	e to see French and Spanish speakers :				
3	French and Spanish speaking members subscribe to CIVIC at a higher rate than English speaking members				
4	Exchanges in French and Spanish increase in rate compared to exchanges in English				

#### PROGRESS MARKERS

## Outcome Challenge:

• The CARICOM Regional ICT Steering Committee (CISC) will use CIVIC as a resource for consultation on documents and positions on the CARICOM ICT Agenda. The members of the CISC will be members of CIVIC.

## **Expect to see the Regional ICT Steering Committee:**

1 ICT steering committee request inputs to CIVIC for policy making and integrates them into its documents

## Like to see the Regional ICT Steering Committee:

There is a formal agreement in which ICT steering committee links organically with CIVIC as its the multistakeholder think thank

## **Love to see Regional ICT Steering Committee:**

3 CIVIC becomes the "think tank" behind the ICT steering committee

## 3. Strategy Maps

#### OUTCOME CHALLENGE 1:

• The thematic facilitators will be using the CIVIC platform to manage discussions between CIVIC members about the themes. They will be familiar with the tools and will be able to motivate the thematic groups to produce outputs such as position papers, responses, project proposals etc

Strategy	Causal	Persuasive	Supportive
Strategies and Activities		Train channel managers at CIVI	Develop channel managers charter in
AIMED AT A SPECIFIC		2.0 event	mailing list
Individual or Group			
Strategies and Activities	CIVIC platform developed		
AIMED AT INDIVIDUAL OR			
GROUP'S ENVIRONMENT			

## **Outcome Challenge 2:**

• The ICT4D managers will use the information they get from CIVIC to learn how to integrate the use of ICTs to achieve their sectoral objectives within their countries. Examples of sectors are health, education, governance, disaster management.. etc

Strategy	Causal	Persuasive	Supportive
Strategies and Activities		Training in ICT4D policy at	Support continued development of
AIMED AT A SPECIFIC		CIVIC 2,0 event	policies highlighted by group at
Individual or Group			CIVIC 2 event
STRATEGIES AND ACTIVITIES		Establishment of channel on	
AIMED AT INDIVIDUAL OR		regional ICT policy	
Group's Environment			

Outcome Challenge 3:				
• THE FRENCH AND SPANISH SPEAKERS WILL BE PARTICIPATING IN CIVIC AT THE SAME LEVEL OF ENGLISH SPEAKING MEMBERS.				
Strategy Causal Persuasive Supportive				

STRATEGIES AND ACTIVITIES UNIBE event in DR, civic 2	0Civic platform	Develop Translation systems for
Aimed at a Specificevent	Meetings in Haiti	mails
Individual or Group		
STRATEGIES AND ACTIVITIES		Multilingual web site. platform
AIMED AT INDIVIDUAL OR		
Group's Environment		

## OUTCOME CHALLENGE 4:

• THE CARICOM REGIONAL ICT STEERING COMMITTEE (CISC) WILL USE CIVIC AS A RESOURCE FOR CONSULTATION ON DOCUMENTS AND POSITIONS ON THE CARICOM ICT AGENDA. THE MEMBERS OF THE CISC WILL BE MEMBERS OF CIVIC.

Strategy	Causal	Persuasive	Supportive
STRATEGIES AND ACTIVITIES AIMED AT A SPECIFIC INDIVIDUAL OR GROUP		Invite CISC members to CIVIC 2.0 event Invite CARIB IS Project Staff to event	Develop a signed agreement with CISC for CIVIC to provide inputs
STRATEGIES AND ACTIVITIES AIMED AT INDIVIDUAL OR GROUP'S ENVIRONMENT			

# 4. Monitoring Plan

Monitoring Priority	Who will use the info?	Purpose of the info?	When is the info needed?	Who will collect the info?	How often will it be collected?	How will it be collected?	Proposed Monitorin g Tool
Program		Project management	Every 3 months at team meetings	Diversity coordinator (Stephan)	Monthly	Software	
Strategy: Online translation tool	Project team	Final IDRC report	March 09			Survey and/ or interviews to gauge user satisfaction	Adaptation of strategy journal
		Preparation of new of 2-yr proposal	Jan-Mar 2009				
	Thematic facilitators	Reports to project team on use in their sectors	Monthly	Thematic facilitators			
	Donor?	Compare results with strategies used in other projects					
Program's Organizati onal Practices: monthly posting on CIVIC lists	Project team	Monitor responses to postings and changing perceptions of CARISNET	Every 2-3 months at team meetings; At year end - measure perceptions	DevNet/Vidyarat ha Kissoon	Monthly	Tracking responses; Content analysis; Year-end survey?	Adaptation of performanc e journal
Boundary Partner's Achieveme		Project management  IDRC final report			Valerie Gordon		
nt of Outcomes:	Project team	Preparation of new of 2-yr proposal					
Thematic facilitators		Future case study, publications					Outcome Journal

		Purpose of the info?		Who will collect			1 - 1
Priority	the info?		info needed?	the info?	it be collected?	collected?	Monitorin   g Tool
							g 1001
	Thematic facilitators	Self assessment and periodic reports to project management team					

## **5. Outcome Journals**

Work Dating from/to: march 2008 to July 2009

*Contributors to Monitoring update:* 

## **Outcome Challenge:**

• The thematic facilitators will be using the CIVIC platform to manage discussions between CIVIC members about the themes. They will be familiar with the tools and will be able to motivate the thematic groups to produce outputs such as position papers, responses, project proposals etc

Low =	<40%	
Mediu	m = 41% to $60%$	
High =	= >=61%	
NE-r	not evaluated	
Ехрес	T TO SEE THEMATIC FACILITATORS	Who?
LMH		
Н	1. Attend and participate actively in training session	PROJECT MANAGERS
L	2. Participate in review and modification of these progress markers	Monitor
L	3. Thematic facilitators reply to enquiries from subscribers to their channels, suggest new discussions and present issues of importance to the region to their group	Moderator
NE	4. Thematic facilitators create their channels	Moderator
Like to	D SEE THEMATIC FACILITATORS	
NE	5. Introduce new sources of information to enrich their thematic area (eg, conduct web searches, bring in experts, etc.)	Moderator
NE	6. Suggest improvements to web platform	Not evaluated
NE	7. Participate in monitoring process (especially in of use of online translation tool and of their own progress)	Monitor
NE	8. Participate in meetings/teleconferences of the thematic facilitators	Project manager
M	9. Promote CIVIC in their region or networks	ALL

NE	10. Encourage development of joint projects among members of the thematic group			
NE	11. Request additional training to improve their effectiveness as facilitators			
NE	12. Train a successor	Monitor		
Love 7	Love to see thematic facilitators			
M	13. Take a leadership role in CIVIC			
Н	14. Advocate for ICT issues at regional and international level			
M	15. Thematic facilitators lead collaborative project proposal development and theme group members participate in collaborative project implementation			

**D**ESCRIPTION OF CHANGE: The name "thematic facilitator" was changed to "channel manager". CIVIC members volunteered to become *c*hannel managers and participated in the training in the Dominican Republic for the channel managers. The delay in the platform resulted in delays to their work. Some of the channel managers sought input from the wider CIVIC on matters pertaining to their area of interest, and were able to consolidate positions for advocacy. Some channel managers also continued to take leadership roles on their areas of interest.

#### Contributing factors & actors:

Yacine Khelladi and Stephane Bruno conducted the channel managers training. Yacine Khelladi as part of the moderator of CIVIC shared information which some of the designated channel managers used to stimulate further discussions in the wider mailing list.

#### **Source of evidence:**

CIVIC discussion list and mailing group. The beta platform was established and some of the channel managers edited to put in the description of their channels

#### Lessons & required program changes/reactions:

The Channel Managers who were trained remained eager to work on the new platform.

#### Work Dating from/to: march 2008 to July 2009

#### Contributors to Monitoring update:

## **Outcome Challenge:**

The ICT4D managers will use the information they get from CIVIC to learn how to integrate the use of ICTs to achieve their sectoral objectives within their countries. Examples of sectors are health, education, governance, disaster management.. etc

Low = <40%

 $M_{EDIUM} = 41\% \text{ to } 60\%$ 

 $H_{IGH} = >=61\%$ 

NE - Not evaluated

	to see ICT4D managers	Who?	
LMH			
L	1 ICT4D Managers quote or reference resources and discussions from the CIVIC network in their work		
Like to see ICT4D managers			
L	2 ICT4D Managers regularly request, from the CIVIC membership, information needed for their work		
Love to see ICT4D managers			
NE	3 ICT4d managers, are collaborating with technicians, policy makers and development practitioners are collaborating on initiatives through CIVIC		

#### **D**ESCRIPTION OF CHANGE:

The CIVIC members continue to use the mailing list for asking questions, either to individuals or through the larger discussion and to seek feedback on issues of interest. There were invitations to thematic meetings and conferences during the period under review.

## Contributing factors & actors:

ICT4D managers participated in a training programme during the CIVIC 2.0 event. A survey after the training revealed that some of the trainees used the material in their own policy work or shared with colleagues in different sectors. A policy group was formed in

Belize.

Source of evidence:

Lessons & required program changes/reactions:

"As a spin-off, the College where I teach is currently engaged in extensive policy review. The methodology used for Internet policy is often useful in that field also." feedback from one of the participants in the ICT4D policy training

# Work Dating from/to: march 2008 to July 2009

	utors to Monitoring update:	
Outcor	ne Challenge:	
The Fre	ench and Spanish speakers will be participating in CIVIC at the same level of English speaking members.	
Low =	<40%	
MEDIUN	$_{1} = 41\% \text{ TO } 60\%$	
$H_{IGH} =$	>=61%	
Ехрест	TO SEE FRENCH AND SPANISH SPEAKERS	Who?
LMH		
000	1 French and Spanish speaking members subscribe to CIVIC at a higher rate than historically	Moderat
		OR
Like to	see French and Spanish speakers	
000	<b>2.</b> Exchanges are being made in other languages than English inside the network – on the platform or using	Modera
	the other tools	TOR
Love To	o see French and Spanish speakers	
000	3. French and Spanish speaking members subscribe to CIVIC at a higher rate than English speaking members	Modera
		TOR
000	4. Exchanges in French and Spanish increase in rate compared to exchanges in English	Monitor

#### **D**ESCRIPTION OF CHANGE:

The rate of subscription remained the same. There were subscriptions by French and Spanish speakers, but at the same rate.

**C**ONTRIBUTING FACTORS & FACTORS: The project team had planned for a translation tool which would be integrated in the mailing list and platform. This was not implemented and may have contributed to the limited subscriptions.

Source of evidence: Mailing list

## Lessons & required program changes/reactions:

The CIVIC events were held in non-English speaking countries . This resulted in some members joining CIVIC after those encounters.

#### Work Dating from/to: march 2008 to July 2009

#### CONTRIBUTORS TO MONITORING UPDATE:

## **Outcome Challenge:**

The CARICOM Regional ICT Steering Committee (CISC) will use CIVIC as a resource for consultation on documents and positions on the CARICOM ICT Agenda. The members of the CISC will be members of CIVIC.

Positions	on the Giver Governor The members of the Giod win be members of Givion			
Low = <	40%			
MEDIUM	= 41% TO 60%			
H <sub>IGH</sub> = >	>=61%			
Ехрест т	Expect to see CISC Who?			
LMH				
L	1 ICT steering committee request inputs to CIVIC for policy making and integrates them into its	Monitor		
	documents			
Like to see CISC				
L	2. There is a formal agreement in which ICT steering committee links organically with CIVIC as the	Monitor		
	multi-stakeholder think thank			

LOVE TO SEE

NE

3. CIVIC becomes the "think tank" behind the ICT steering committee

MONTIOR

**D**ESCRIPTION OF CHANGE: The representation of CIVIC on CISC is through DevNet. The CISC did not meet as often as intended for various reasons. Some of the persons who participated in CISC also attended the CIVIC 2.0 event.

Contributing factors & actors:

Source of evidence: Mailing list

**L**essons & REQUIRED PROGRAM CHANGES/REACTIONS: The management of the CISC is vested in the CARICOM Secretariat. The staff from the secretariat are part of CIVIC . The information exchange could be better between the Steering committee and the Secretariat.

## 5.1 Results of Monitoring of Strategy Maps: Thematic Facilitators

*Outcome Challenge*: The thematic facilitators will be using the CIVIC platform to manage discussions between CIVIC members about the themes. They will be familiar with the tools and will be able to motivate the thematic groups to produce outputs such as position papers, responses, project proposals etc.

position papers, responses, project proposals etc

position papers, responses, project proposais etc			
Strategy	Causal	Persuasive	Supportive
Strategies and Activities Aimed at a Specific Individual or Group	Identify and invite candidates to CIVIC event and training workshops; ; provide support for attendance  Pay stipend for 6 months of	Training in online facilitation techniques;  provide contact information for civic members who can be/should be involved in theme group;	Project team members support for thematic facilitators
Partial  Not Done  Can be done away with	facilitation  I year commitment; collaborative development of ToR and progress markers	assist them in identifying regional/global sources of information/support – e.g. other networks/theme discussions	
Strategies and Activities Aimed at Individual or Group's Environment	Website/platform		

# 5.2 Results of Monitoring of Strategy Maps: ICT4D Managers

*Outcome Challenge:* The ICT4D managers will use the information they get from CIVIC to learn how to integrate the use of ICTs to achieve their sectoral objectives within their countries. Examples of sectors are health, education, governance, disaster management.. etc

Strategy	Causal	Persuasive	Supportive
STRATEGIES AND ACTIVITIES AIMED AT A SPECIFIC INDIVIDUAL OR GROUP	attendance	Conference training in project	
Strategies and Activities Aimed at Individual or Group's Environment		Educate CISC members about the role of the network and the ICT 4 d managers  Post article on website related to collaborative initiatives	

# 5.3 Results of Monitoring of Strategy Maps: French/Spanish speakers

Outcome Challenge: The French and Spanish speakers will be participating in CIVIC at the same level of English speaking members.

members.			
Strategy	Causal	Persuasive	Supportive
	Automatic translation tool for mail		Diversity coordinator (Stephan)
Strategies and	Interpretation at event plenaries		Help desk (human support with/
ACTIVITIES AIMED	interpretation at event picharies		translation on request)
AT A SPECIFIC			•
Individual or			
Group			
	Policy requiring translation of all	Outreach to non CIVIC members	
	official CIVIC documents in all 3	in DR	
STRATEGIES AND	languages		
ACTIVITIES AIMED	Duorido guidelines (miles) for		
AT INDIVIDUAL OR GROUP'S	Provide guidelines (rules) for writing to facilitate translation		
Environment	withing to racintate translation		
	Hold CIVIC meeting in DR		
	Website		
	AA COSTIC.		

# 5.4 Results of Monitoring of Strategy Maps: Regional ICT Steering committee

Outcome Challenge: The CARICOM Regional ICT Steering Committee (CISC) will use CIVIC as a resource for consultation on documents and positions on the CARICOM ICT Agenda. The members of the CISC will be members of CIVIC.

STRATEGY	Causal	Persuasive	SUPPORTIVE
	Invite CISC to join CIVIC		Project team contact: DevNet
STRATEGIES AND ACTIVITIES AIMED AT A SPECIFIC INDIVIDUAL OR GROUP	CIVIC to exercise rights as CISC members (speak out, participate)		
	Engage CARICOM and chair of CISC directly	CARSINET consortium members call on ministers	
STRATEGIES AND			
ACTIVITIES AIMED AT INDIVIDUAL OR	Provide CIVIC members with information packets to help them to		
GROUP'S ENVIRONMENT	lobby national governments to put on topic of ICT steering committee		
LINVIRUMMENI	on HOG agenda		
	Website		

# **6. Monitoring Ourselves : Organizational Practices**

Practice	Key Actions	Results/Lessons learnt
Prospecting for new ideas, opportunities, & resources	<ul> <li>Look for new donors, develop unified approach</li> <li>Search Global Knowledge Partners and other similar sources for new ideas</li> <li>"Veille technologique" (be alert for cutting edge ICT4D) – ideas: create special platform on website, use data mining software, Google service, interactive e-zine, dedicated staff person (perhaps same one that provides support for thematic facilitators)</li> <li>Interact with relevant professional and ICT groups to get them involved</li> </ul>	The project team was focussed on trying to get the platform launched so as to ensure that other actions could be followed.  CIVIC members helped to share information about CIVIC with their colleagues in professional associations.
2. Seeking feedback from key informants	Operational audit	This was not done. However, the CIVIC members kept asking questions about the status of the platform and the other activities and the project team sought to reply to concerns.
3. Obtaining the support of your next highest power	Develop and maintain Ministerial contacts	Some of the project team talked about CIVIC with their Government contacts
4. Assessing and	Use OM for P, M&E Develop "brand" (identity) for CARISNET	The Outcome Mapping tool was not used fully. The Carisnet brand identity has to be developed, the

Pr	actice	Key Actions	Results/Lessons learnt
	(re)designing products, services, systems, and procedures		CARISNET team is involved in another project – the ACTIVATE project
5.	Checking up on those already served to add value	Regular (monthly) posting on CIVIC lists	The delays in the web platform proved to be a contentious point with the members of CIVIC and after a few months, it was difficult to keep posting about the problems without them being fixed.
6.	Sharing your best wisdom with the world	Prepare, publish and present success stories and case studies	There was not enough time to get any success stories. The survey of the persons who attended the ICT4D policy training will be made available on the website
7.	Experimenting to remain innovative	Being able to respond to changes in the ICT4D environment to take up new challenges	There were no opportunities during the project time.
8.	Engaging in Organizational Reflection	Set aside time in regular meetings for reflection, evaluation	This was done, the focus however was on trying to get the web platform implemented so that it could be used and the failure to get the platform in time resulted in a blow to the morale of the project team

Final Submission November, 2009