MIGIP
Mekong Inclusive Growth
& Innovation Programme

eMON
Monitoring & Results
Measurement

EMON USER MANUAL

MIGIP TOOL SERIES: T1/MIGIP

JULY 2019

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swisscontact

CONTENTS

1 Tools in MIGIP

As part of the capitalization efforts in the Mekong Inclusive Growth and Innovation Program (MIGIP), the teams strive to capture their work in the interventions that they implement or other tools that they find interesting to share with other fellow practitioners within Swisscontact and beyond. The teams follow the templates provided by the South East Asia Learning Unit team of Swisscontact. These tools are developed with the intention of improving the quality of project implementation in Swisscontact projects. These tools can be customized to different projects and countries where applicable.

Each tool is envisaged to be accompanied by the Tool Description (also on the MIGIP website), the User Manual or Handbook, Training Materials (where applicable). These tools are intended to help other practitioners in their daily work. Right from the start, the teams capture all the steps that they undertake in implementing the interventions or the supporting tools for project management.

EMON is one of the tools of the *MIGIP Tool Series*. EMON falls under the category of project management tools. This e-monitoring tool developed in the MIGIP project is the result of the hard work of the full MIGIP team. The aspiration while developing EMON was that the tool would be used beyond MIGIP. In line with that aspiration, the tool is being tested in P-MIAP project in Benin and Sustour project in Indonesia. We would like to thank the management of those projects for agreeing to try out EMON.

In its initial form, EMON was based on the elements of the Intervention Steering Document, which consists of the intervention description, business model, results chain and the measurement plan. Key Performance Indicators needed to be identified to be able to aggregate the key results. The AAER framework and its observation were later added to the EMON tool. What we have today is the tool that the MIGIP team uses to enter the data and discuss the results on a quarterly basis during the 'Deep Dive' meetings. EMON is also evolving and we will keep on adding new elements to help the project intervention teams to better monitor the progress of their interventions.

MIGIP is a project under the Development Program (DP) in Swisscontact, which is co-funded by the Swiss Agency for Development and Cooperation (SDC). MIGIP focuses on the tourism and agriculture technology sectors in Cambodia and Laos.

Rajiv Pradhan
Project Manager, MIGIP
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2 From the Development Team

2.1 Introduction to EMON

Why?

Traditionally, the MRM system is based on excel spreadsheets, and displaying results requires some extra steps in order to illustrate the professional and eye-catching graphs for reporting purposes. Moreover, once the graphs are created, it is difficult to adapt with the new results that constantly come in as interventions progress. What is needed is dynamic and adaptable system. Another challenging aspect is the management of the excel spreadsheets Managing excel sheet, with multiple versions, can be a painstaking process to monitor and find the desired data which is also not visually easy to understand. Therefore, MIGIP put together the EMON product that aims to harmonize the results in one place. This makes it easy to find and report the consolidated results. As a result, data collection, data entry and results have an interactive and seamless process, and the presentation of the data is professional

Who?

EMON is designed for the intervention teams to utilize the platform to collect and enter the data, monitor the progress and measure the results. With technical assistance from the MRM team, the intervention teams are given support on how to operate EMON on a daily basis in conjunction with and complementing their intervention task.

What?

EMON uses the Microsoft Office 365 features that combine the program software called PowerApps as data entry point (front-end), and Microsoft Power BI as dashboard system to show results in an interactive and dynamic fashion. EMON system is also customizable tailored to project's needs and provides an easy solution method for mobile data collection on the field (although it requires internet).

Authors of the Manual

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Sorphorn Souk, Communications Manager, Cambodia (Design Support)

Versions of the Manual

Date	No.	Name	Content/updates	Used by	Document Location
November 2017	1	User Note	Step by step instruction for PowerApps	MIGIP	MIGIP Sharepoint
March 2019	2	EMON PowerApps User Manual	+ improved& new functions of PowerApps	MIGIP	MIGIP Sharepoint
July 2019	3	EMON User Manual	+ review and report +PowerBI	• MIGIP • DP Benin • SUSTOUR	• MIGIP Sharepoint • Mentor Support DP Benin Sharepoint

3 Getting Started

3.1 Opening PowerApps

PowerApps is a software of Microsoft used as the 'Front end' to many different types of data storage, this could be an SQL database, SharePoint lists, excel spreadsheets and other web-based applications. It is a program used to view, add and edit data in a user-friendly way.

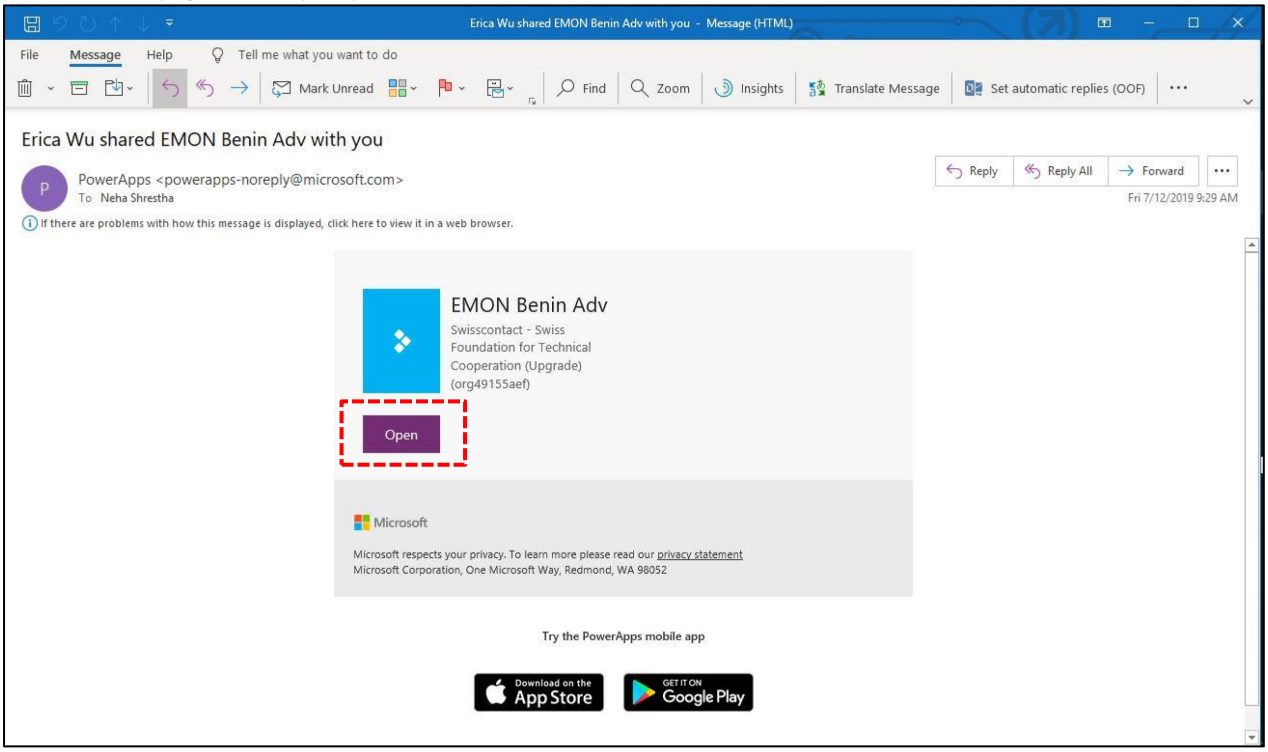
EMON's "**Intervention Tablet**" is built on PowerApps on which project teams register intervention details and record results/observations. **Internet access required.

There are many ways to open PowerApps – but the recommended ones are below:

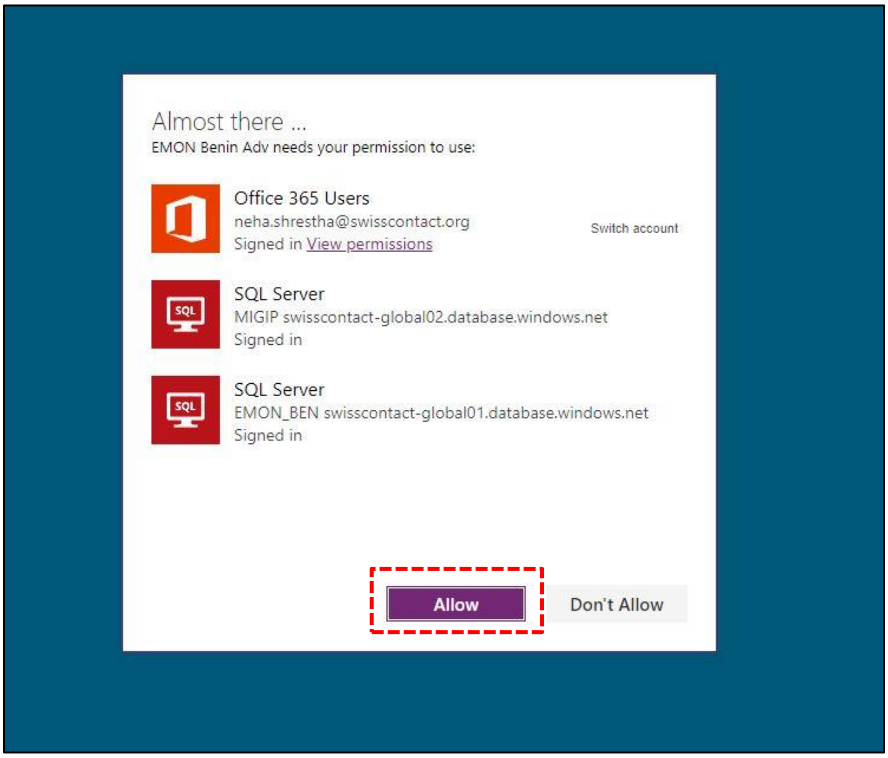
- Invitation email
- Project SharePoint site
- PowerApps website

Invitation email

1. You will receive email notification from someone shared the tablet with you. Click "Open" and it will take you to a webpage and ask your permission to use.

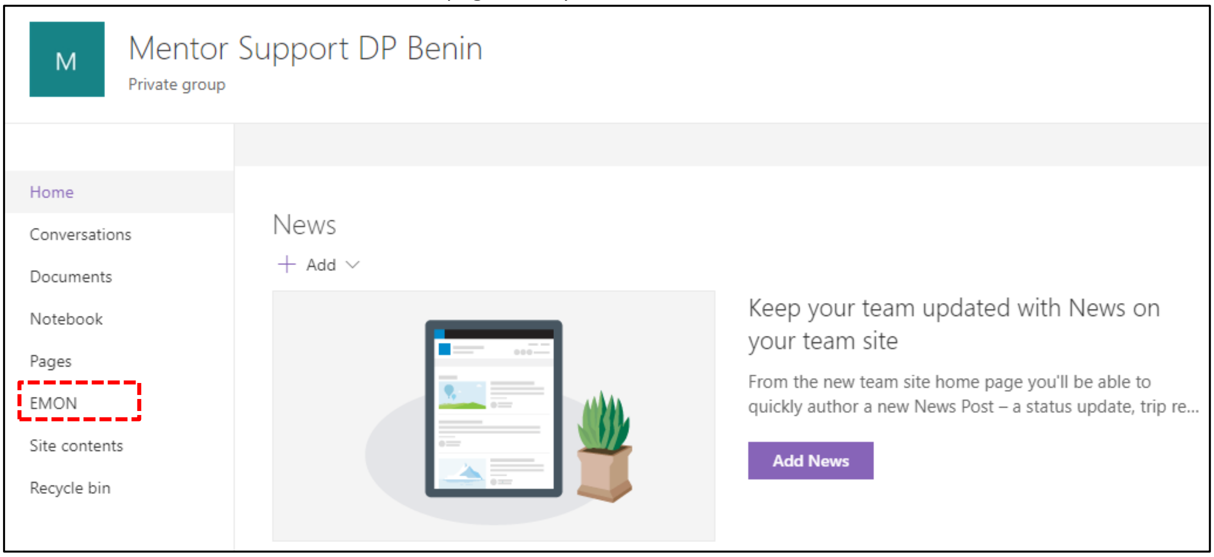


2. Click “Allow” and then the intervention tablet will show up.



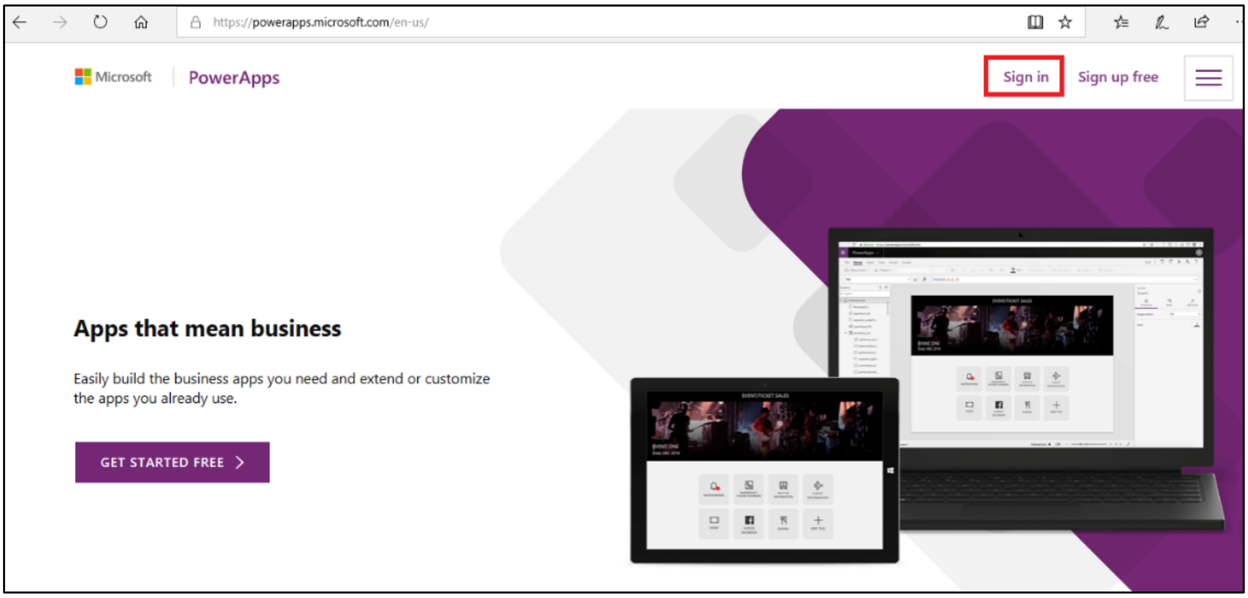
Using project’s SharePoint site

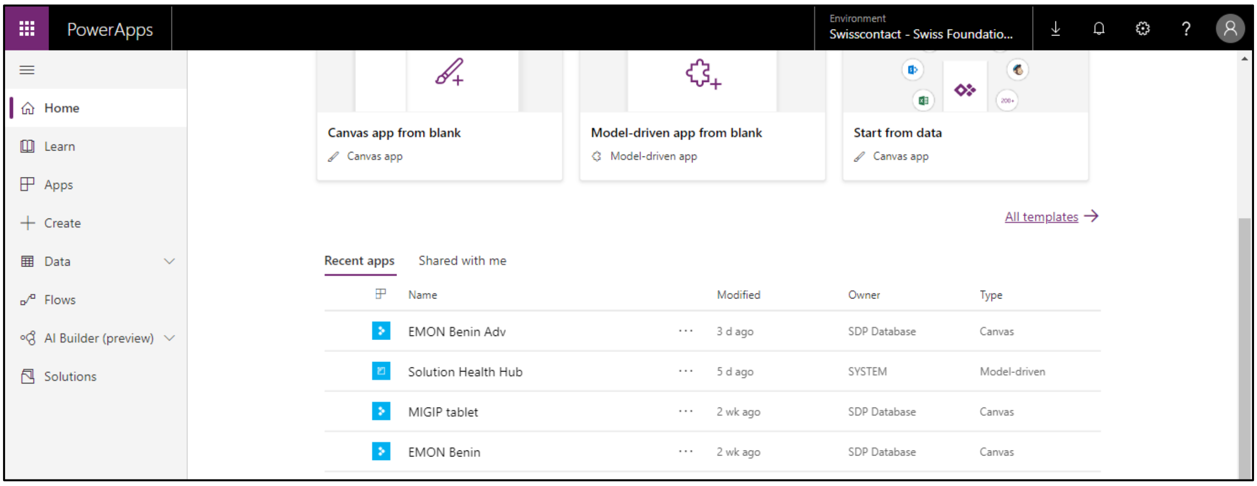
1. Go to your project’s SharePoint site
2. Select “EMON” on the left side of page, then you can see the intervention tablet



Using the PowerApps website

1. Go to www.powerapps.com and sign in with your Swisscontact Office 365 account email and password.





3.2 Opening Power BI

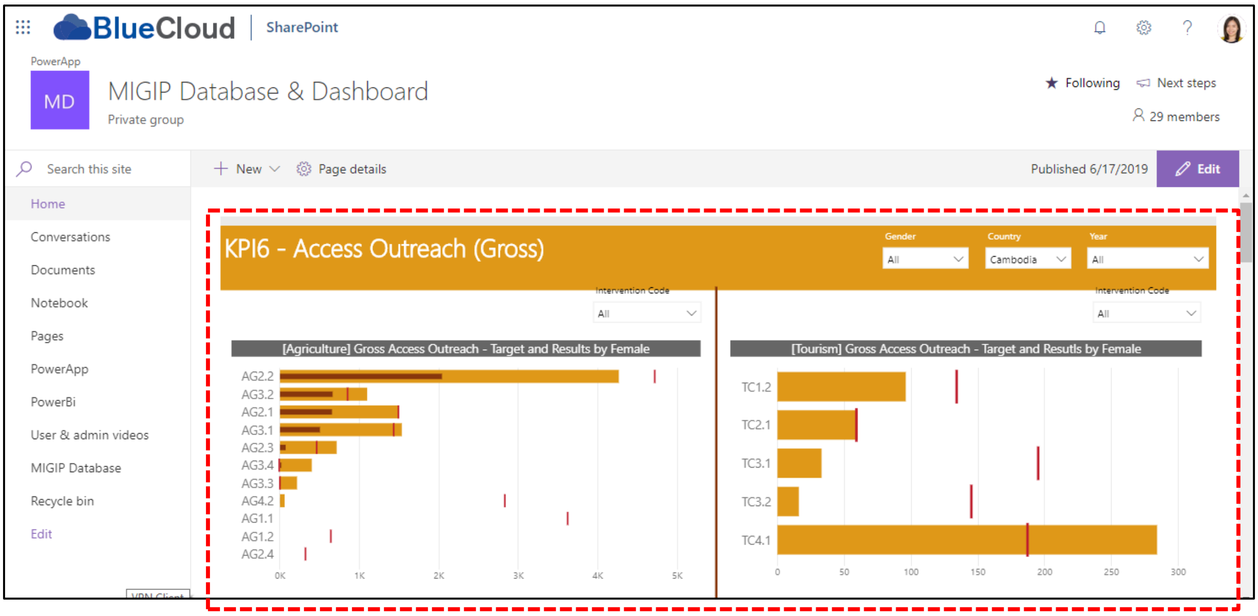
Power BI is a software of Microsoft. EMON's "**Real-Time Report**" is built on Power BI which aggregates and data register and recorded on Intervention Tablet (PowerApps). Project manager, MRM, donor, and each team member will be able to see the most-up-to-date results per KPI anytime and use the interactive user interface to filter by intervention, sector, gender, year, etc.

There are many ways to open Power BI – but the recommended ones are below:

- Project SharePoint site
- Power BI online through website (Pro License User only)

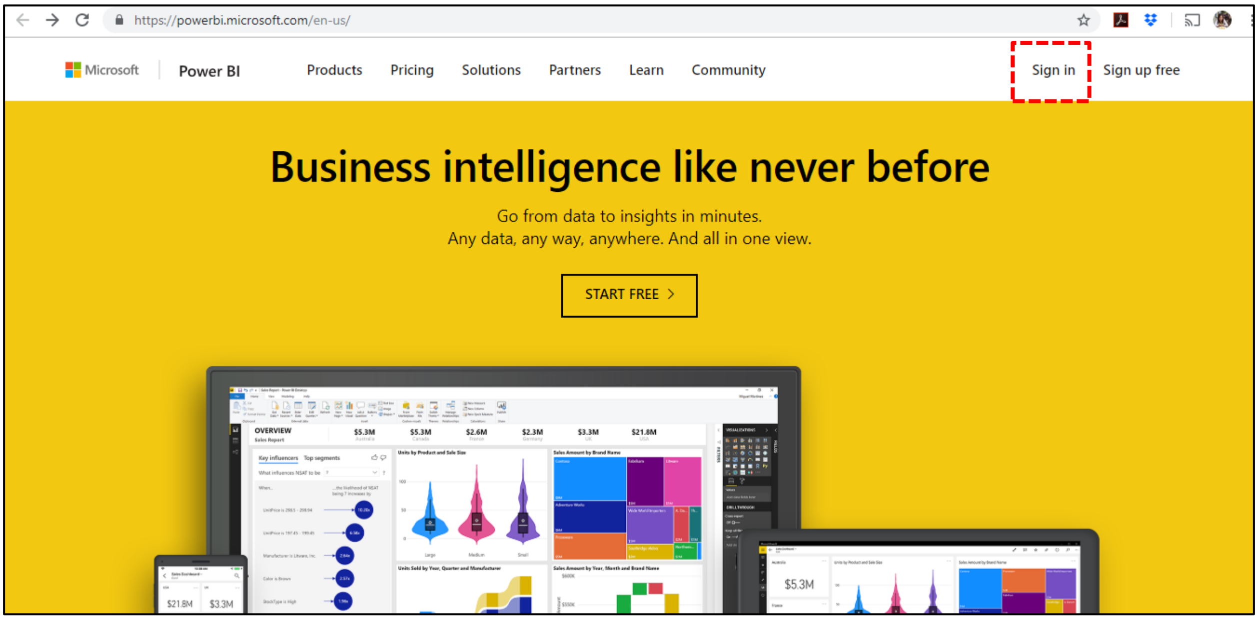
Using project's SharePoint site

1 Go to your project's SharePoint site
2 On the home page, you can see the Real-Time report and start navigating it

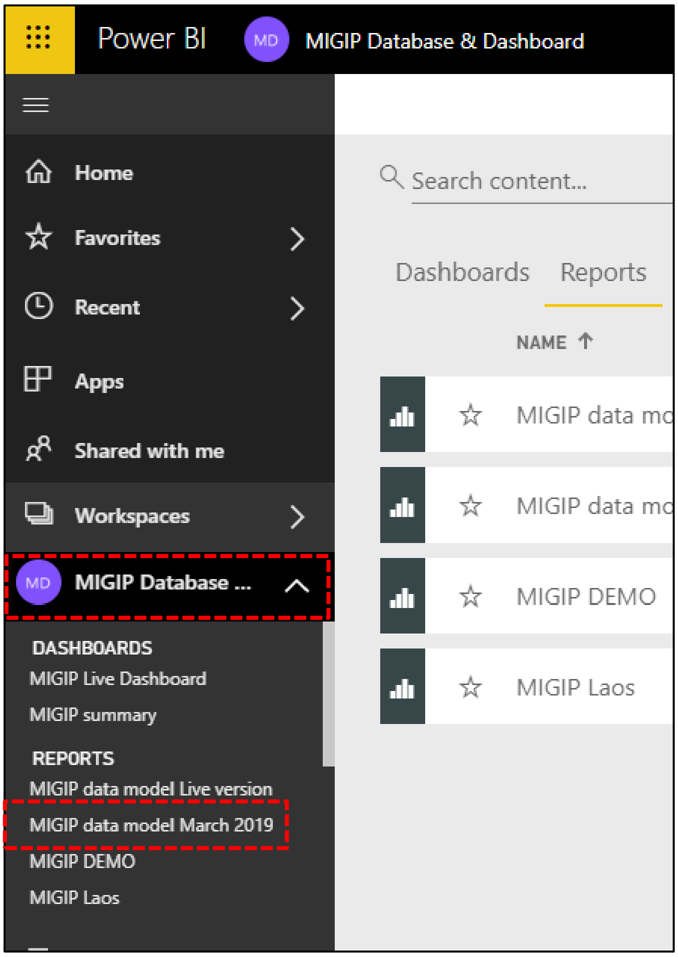


Using the Power BI website (Pro License user only)

1. Go to powerbi.microsoft.com and sign in with your Swisscontact Office 365 account email and password.



2. Select a workspace which is your SharePoint site. Then go to report.



4 The 4Rs and Guidelines

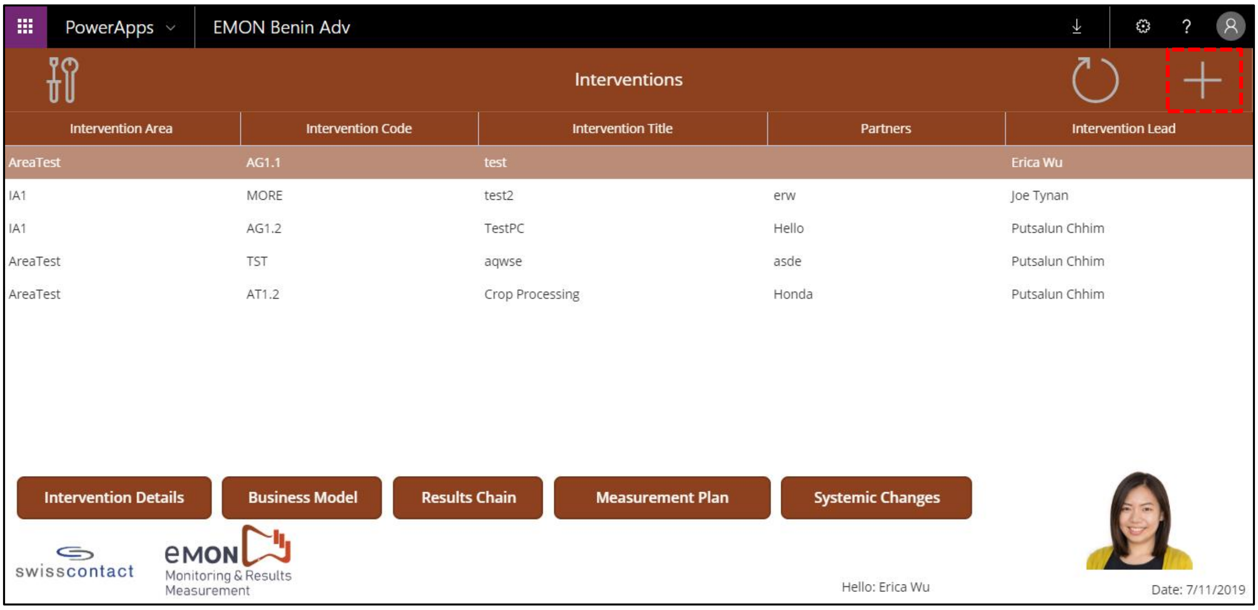
4.1 Stage 1: R1 – Register

Stage 1: R1-Register

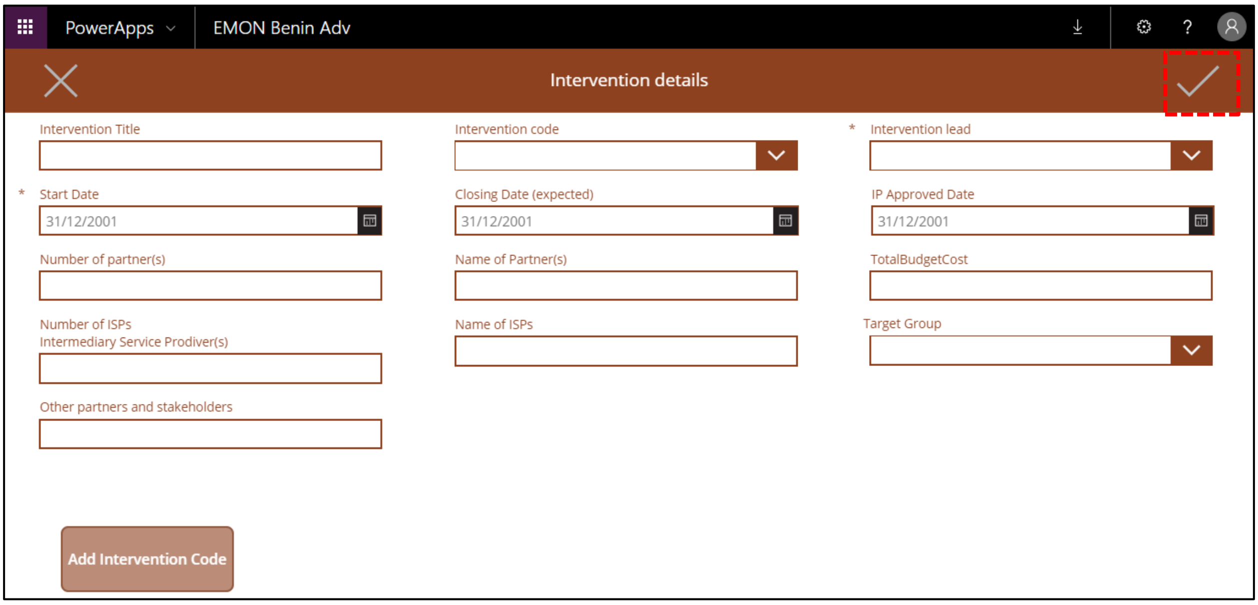
4.1.1 Guideline 1: Add Intervention Details

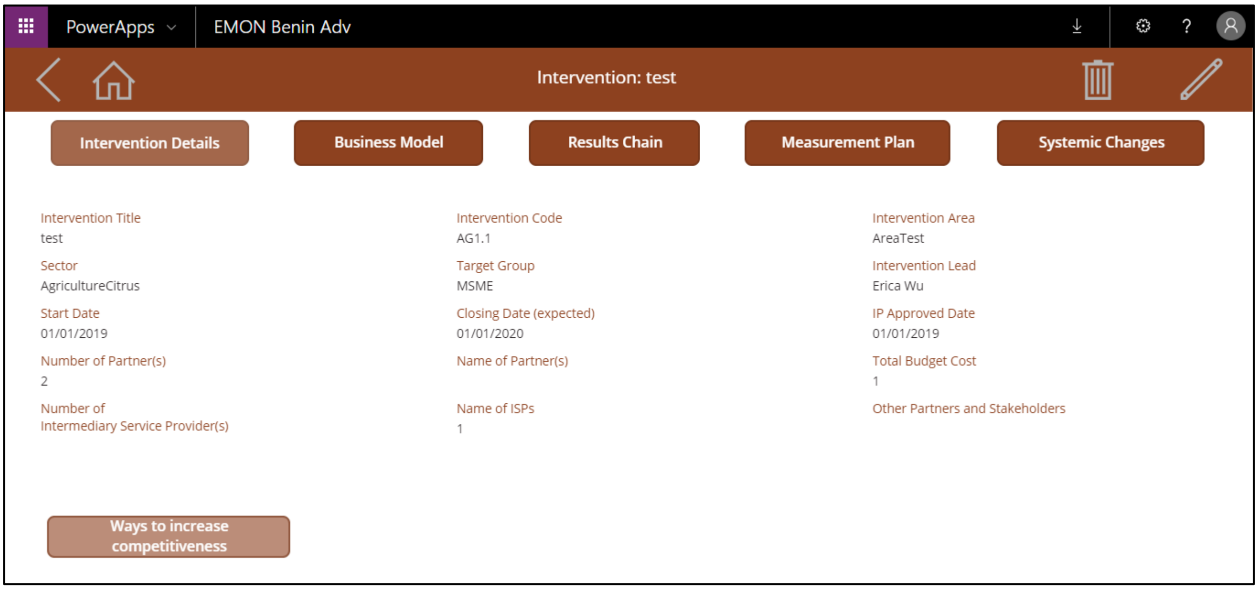
Steps

1. The app will always open on the home screen (see below). Click on the **+** sign at the top right-hand side corner



2. This will take you to a new edit screen (below). Enter all the information and once complete press the ✓ at the top right-hand corner. This will save the page and take you to the view screen.



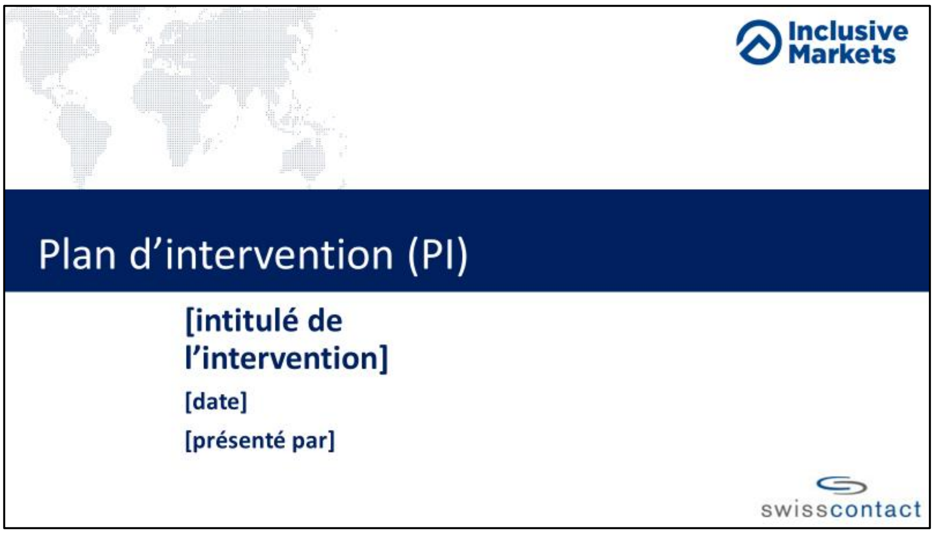


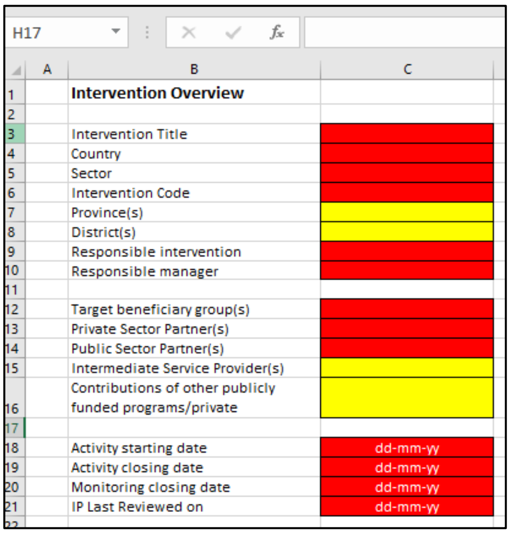
TIPS

a. In the “Start date”, enter the date when the intervention starts (specified in MoU or partnership agreement), not the date when the agreement signed.
b. If need to “unselect” anything in the dropdown list, just click on the selected item again.
c. Keep “Ways to increase competitiveness” **empty** since there is no information on this unless an assessment is conducted.

SOURCE FILES

- Intervention plan (PowerPoint) OR intervention steering document (excel) depending on the project

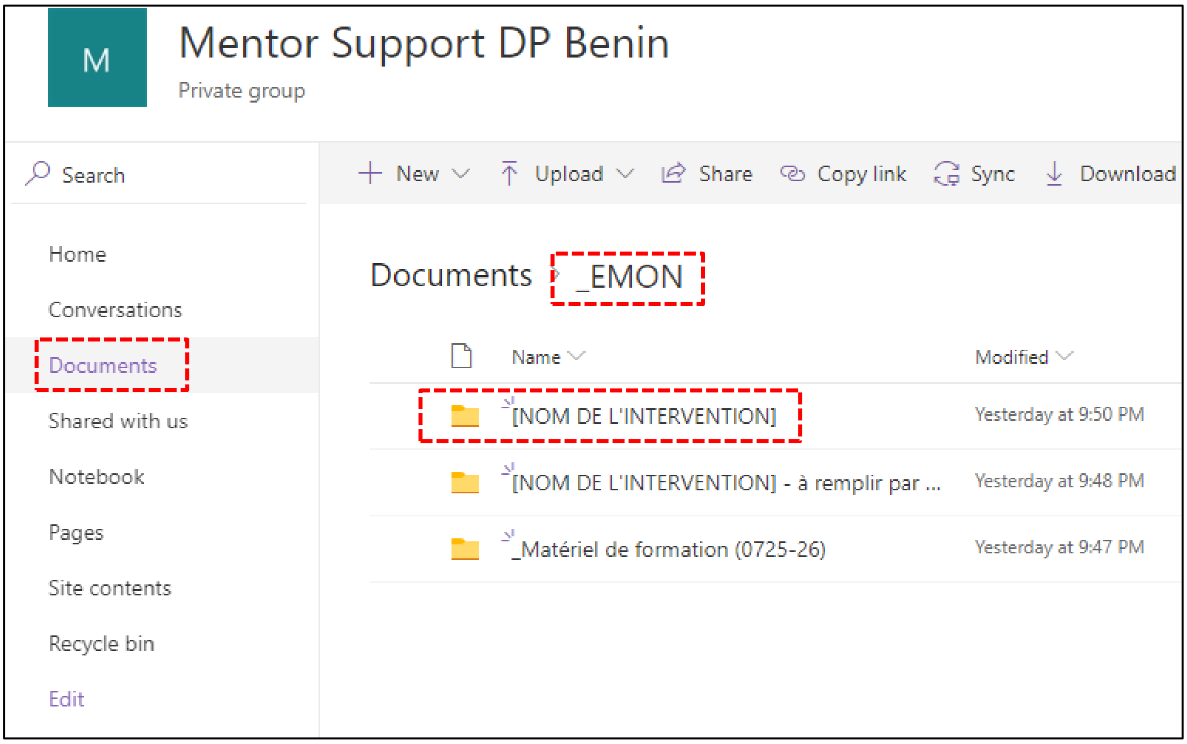


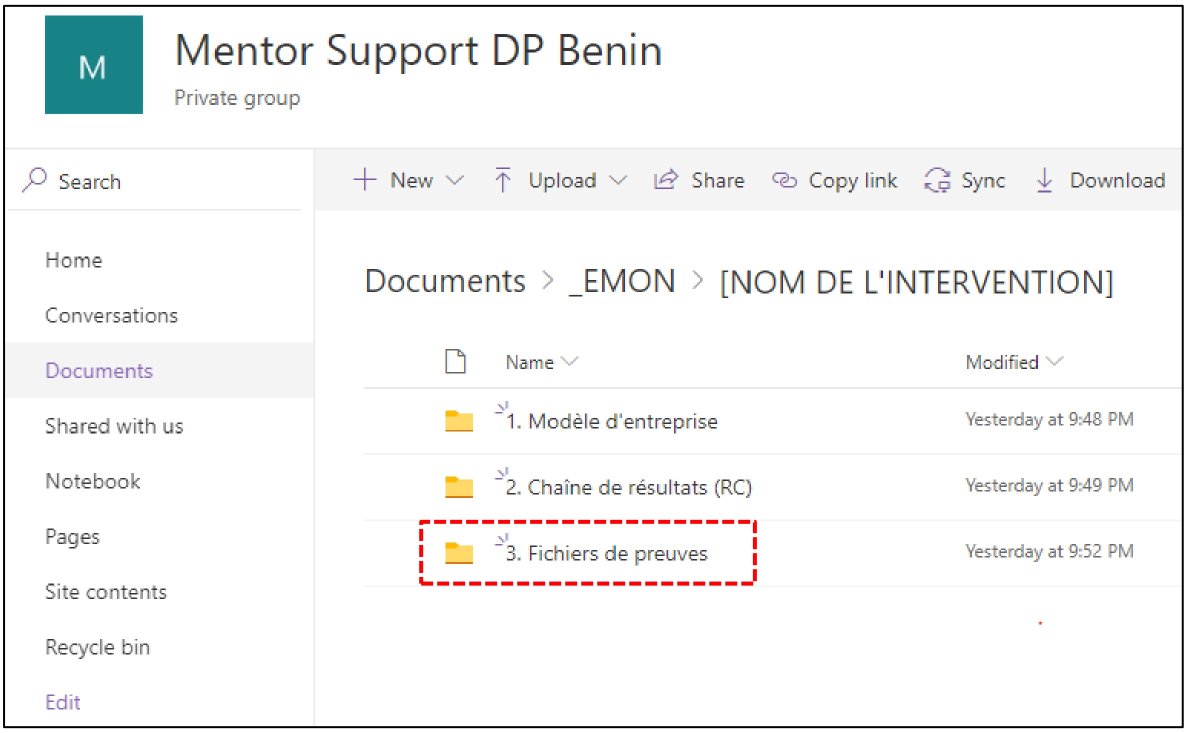


4.1.2 Guideline 2: Upload business model

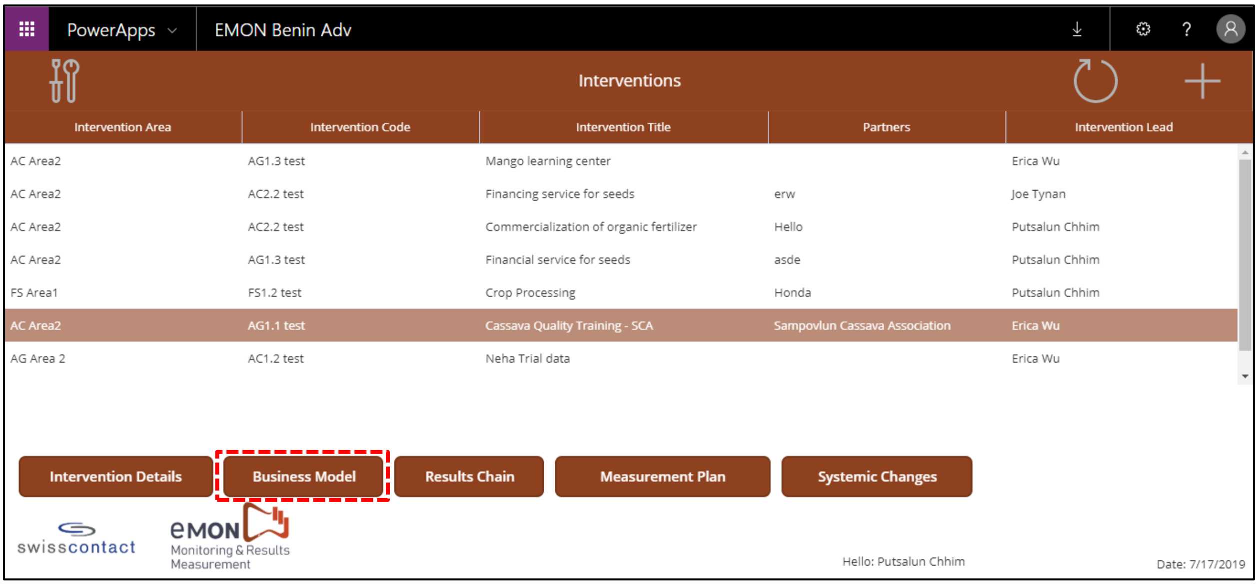
Steps

1. Save the business model slide (in intervention plan) into an image file (JPG) and save
2. Save the business model slide to the project's SharePoint and copy the link (see tips)

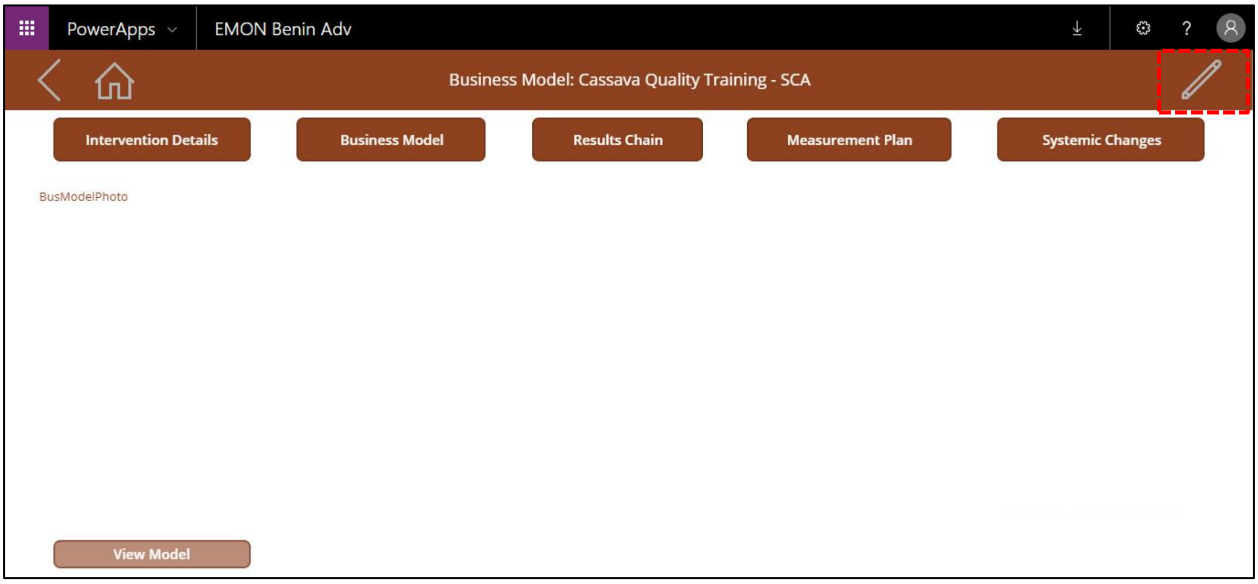




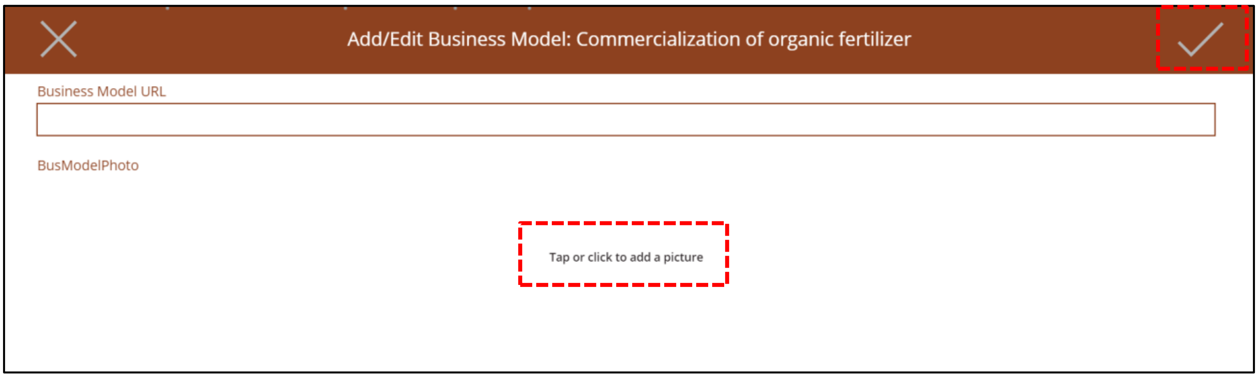
3. In the home screen, select the intervention just added, and click on the "**Business Model**" button. This will take you to the Business model view page

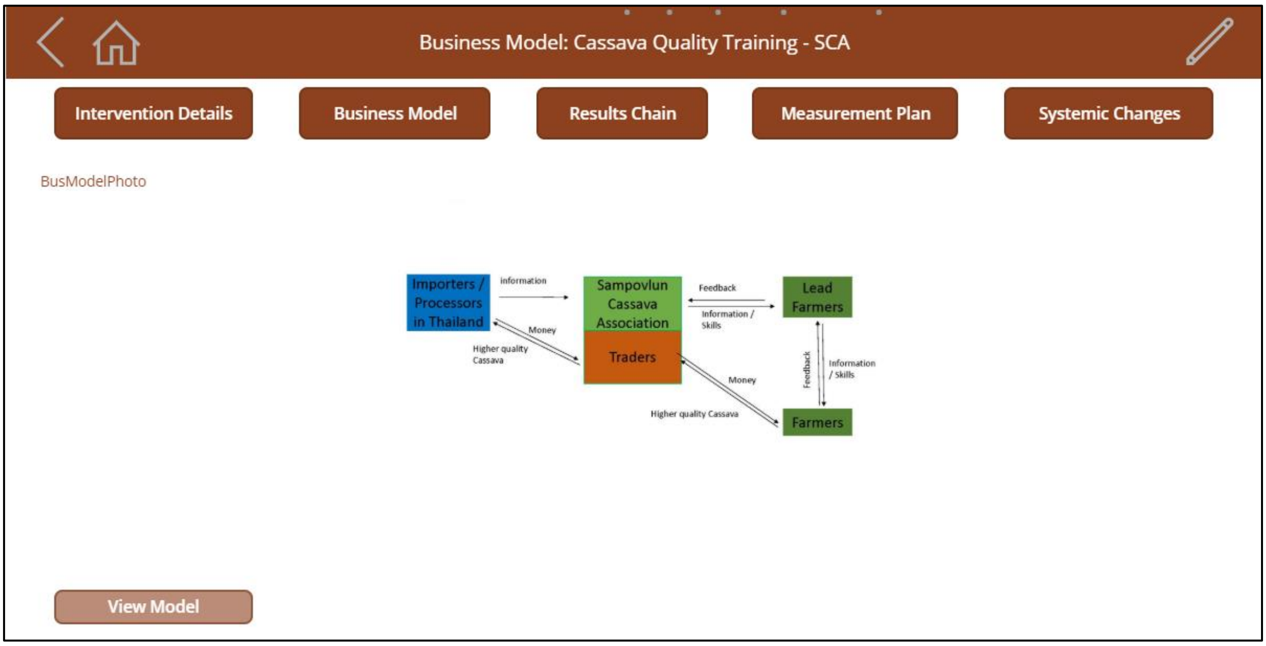


4. Click on the icon found in the top right-hand corner of the screen



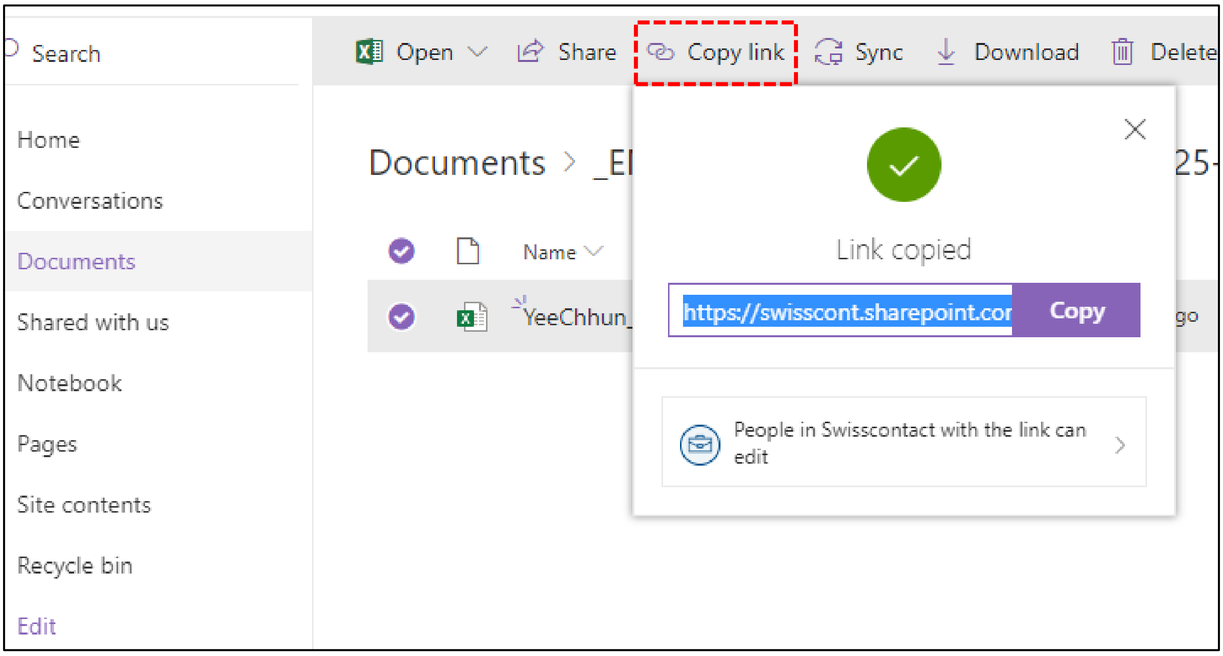
5. Paste the link to the business model file in the "**Business Model URL**" box
6. Click on "**Tap or click to add picture**" and upload the picture file (JPG) directly
7. When complete, press the ✓ at the top right-hand corner. This will save the page and take you to the view screen





TIPS

- Copy link of an uploaded file: select file and click on “Copy link” on the top
- (Only in Chrome), Choose the image and open it in a new tab, right click on the image and click on “copy image address.”



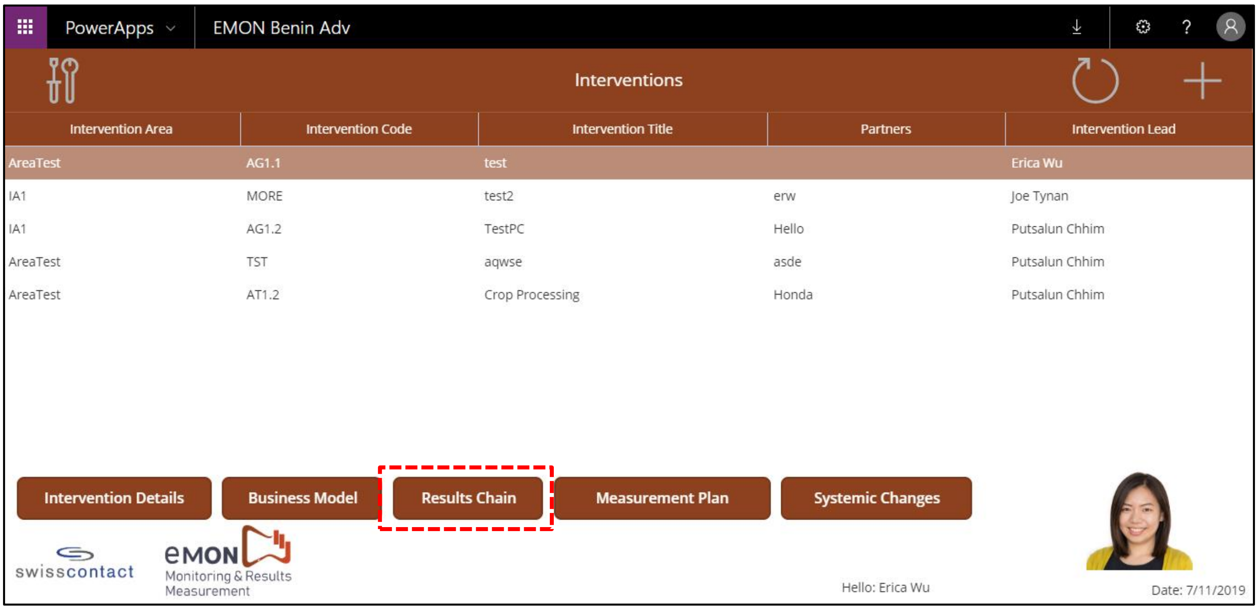
SOURCE FILES

- Intervention plan (PowerPoint)

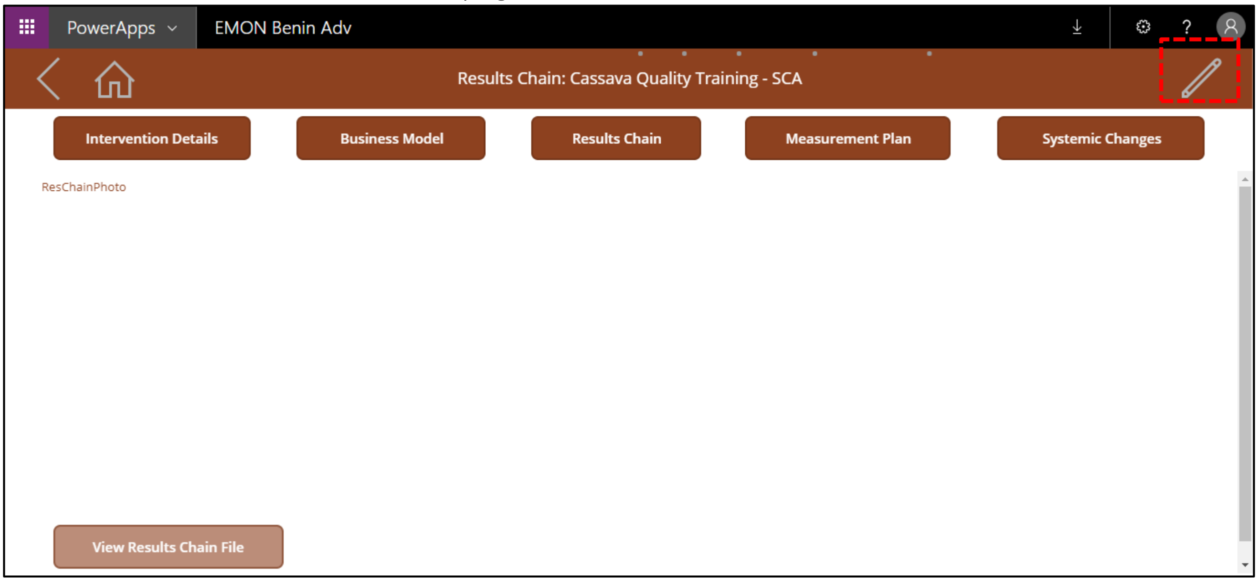
4.1.3 Guideline 3: Upload results chain

Steps

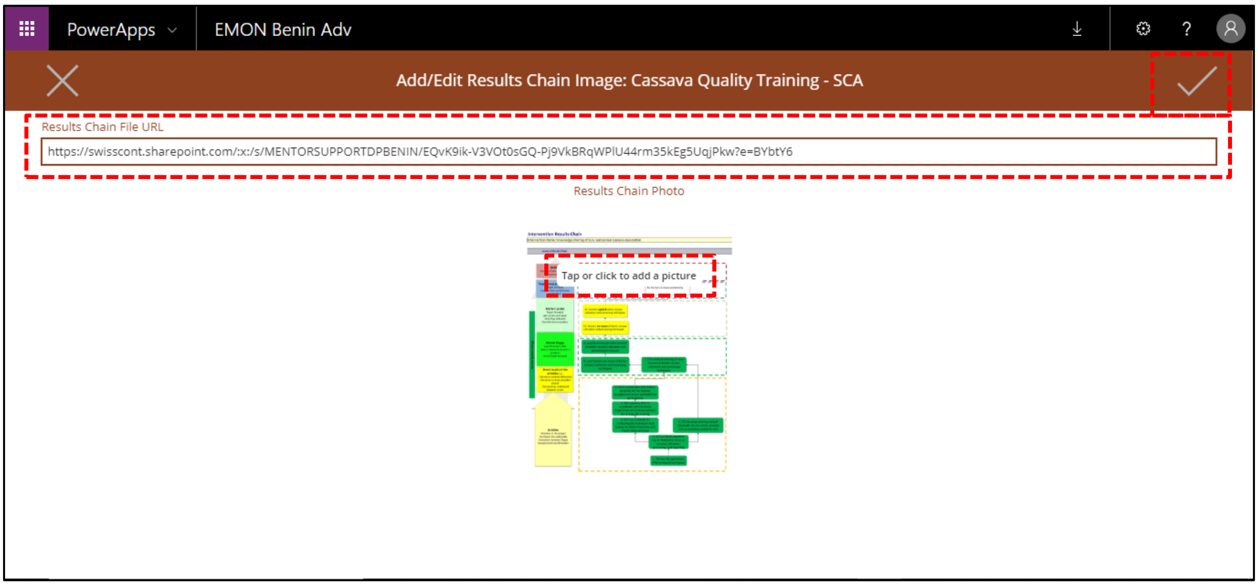
1. Save the results chain graph (usually build on excel) into an image file (JPG)
2. Save the original results chain file to the project’s SharePoint folder, and **copy the link**
3. In the home screen, select the intervention just added, and click on the “Results Chain” button. This will take you to the Results Chain view page.

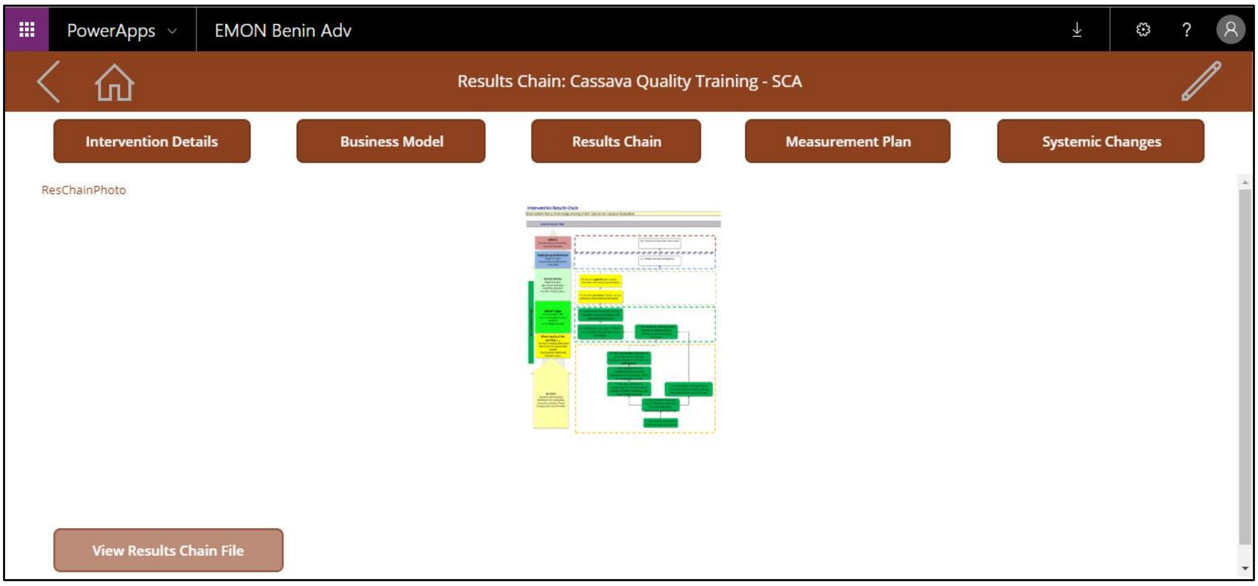


4. Click on the icon found in the top right-hand corner of the screen



5. Paste the link to the results chain file in the "**Results Chain File URL**".
6. Click on "**Tap or click to add picture**" and upload the image file (JPG) directly.
7. When complete, press the ✓ at the top right-hand corner. This will save the page and take you to the view screen.



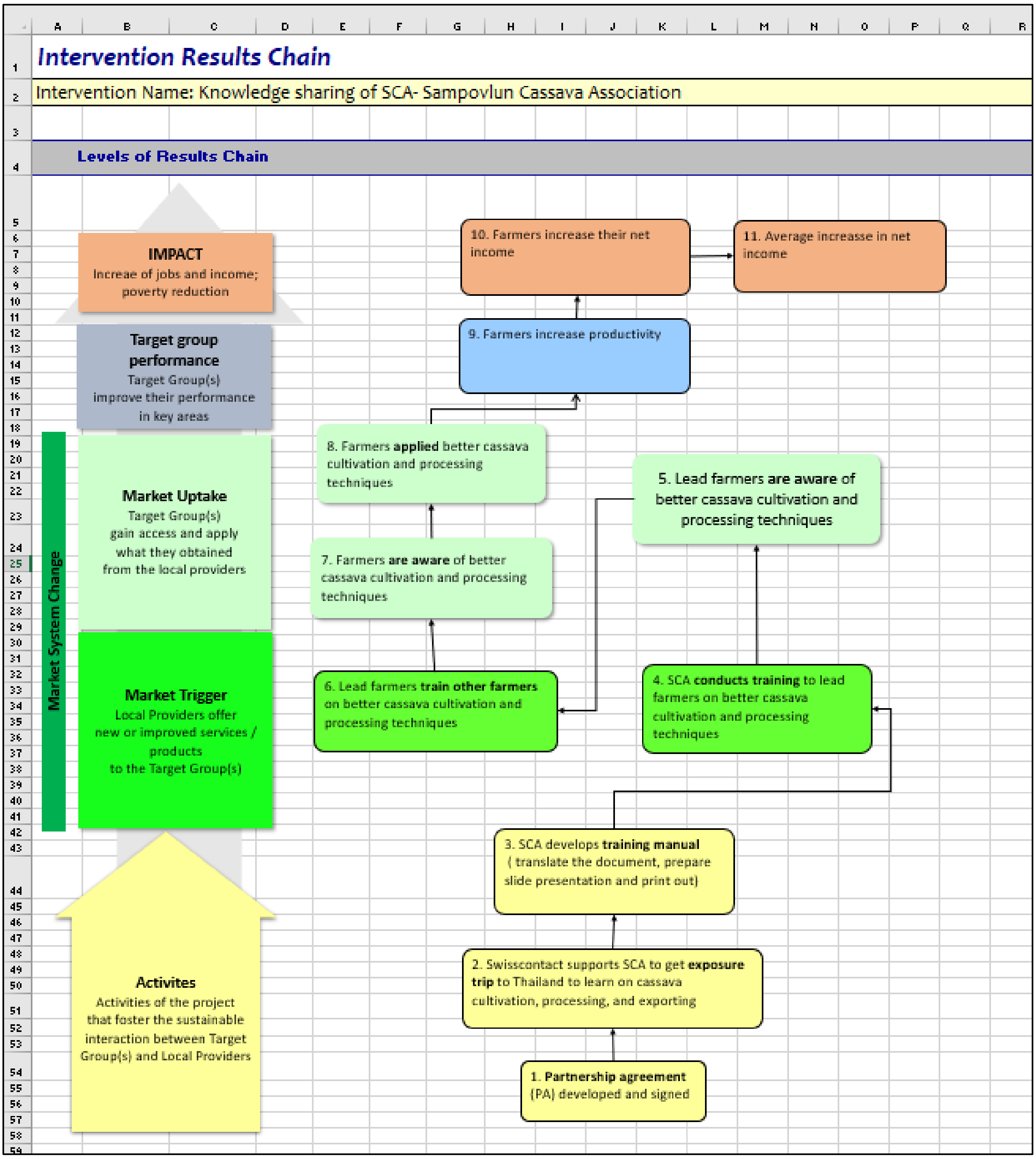


TIPS

- N/A

SOURCE FILES

- Original excel file which results chain is built on (as part of the intervention plan)

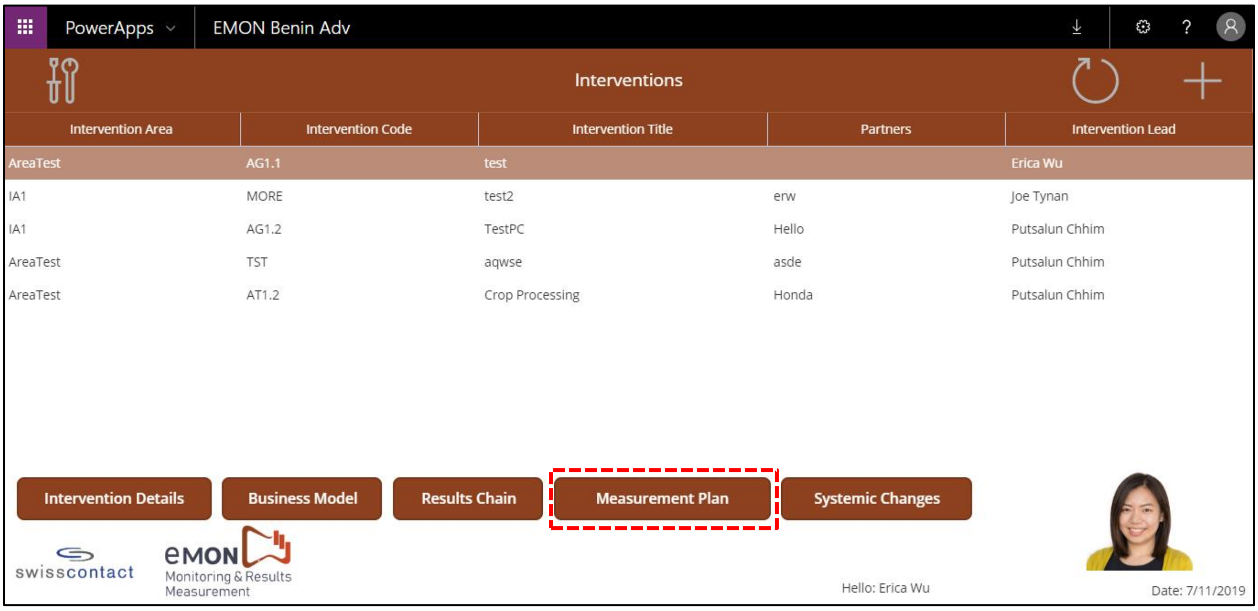


Stage 1: R1-Register

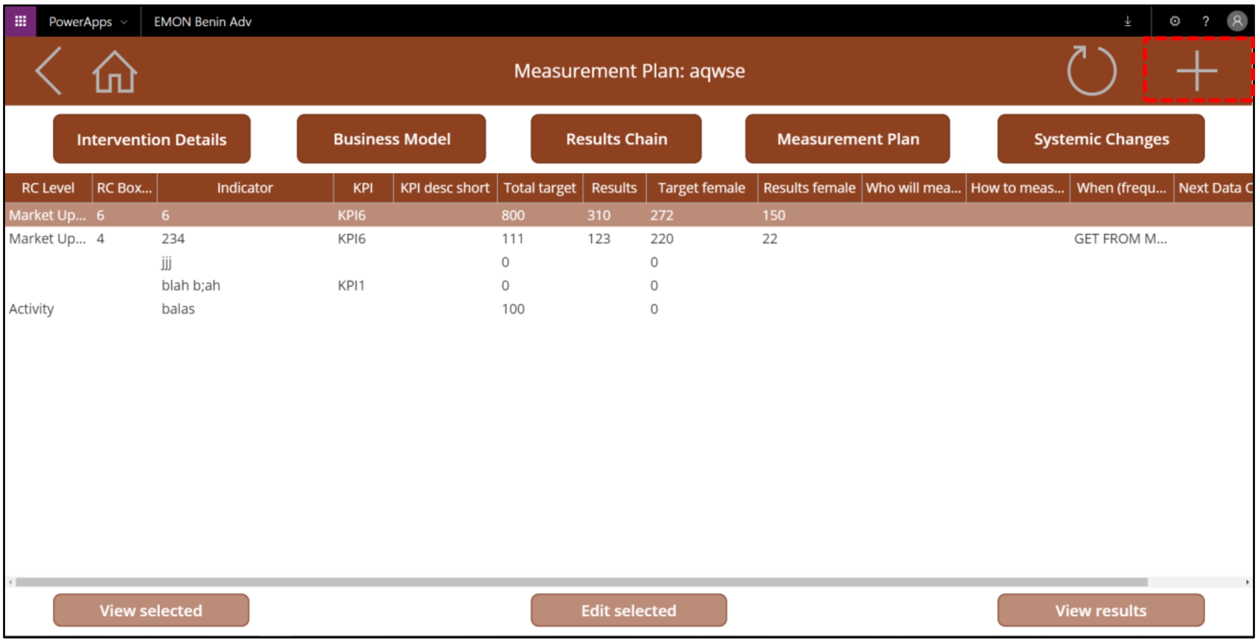
4.1.4 Guideline 4: Add Measurement Plan

Steps

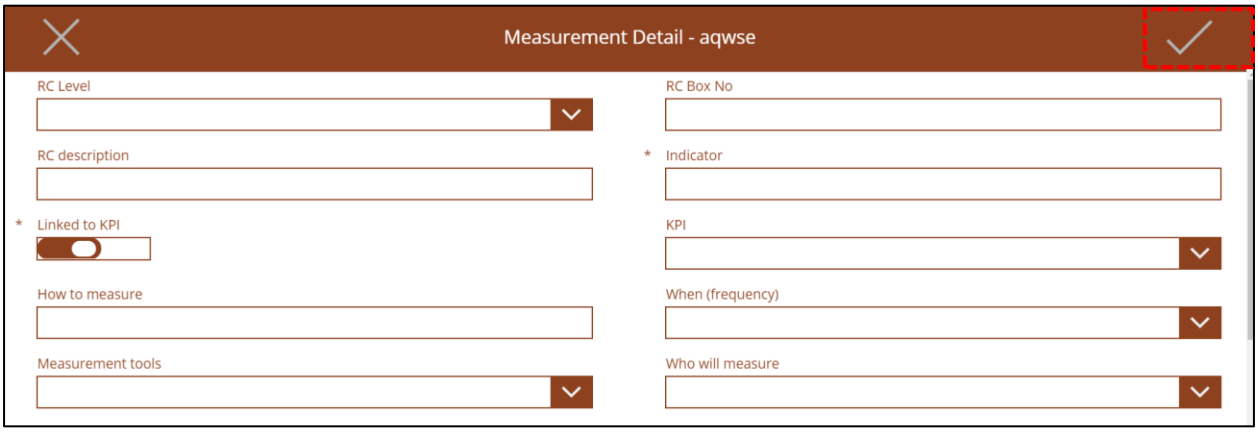
1. Open the measurement plan section of the Intervention Plan (*see source file*)
2. In the home screen, select the intervention just added, and click on the "Measurement Plan" button. This will take you to the Measurement Plan view page - a list of all the measurements for this intervention



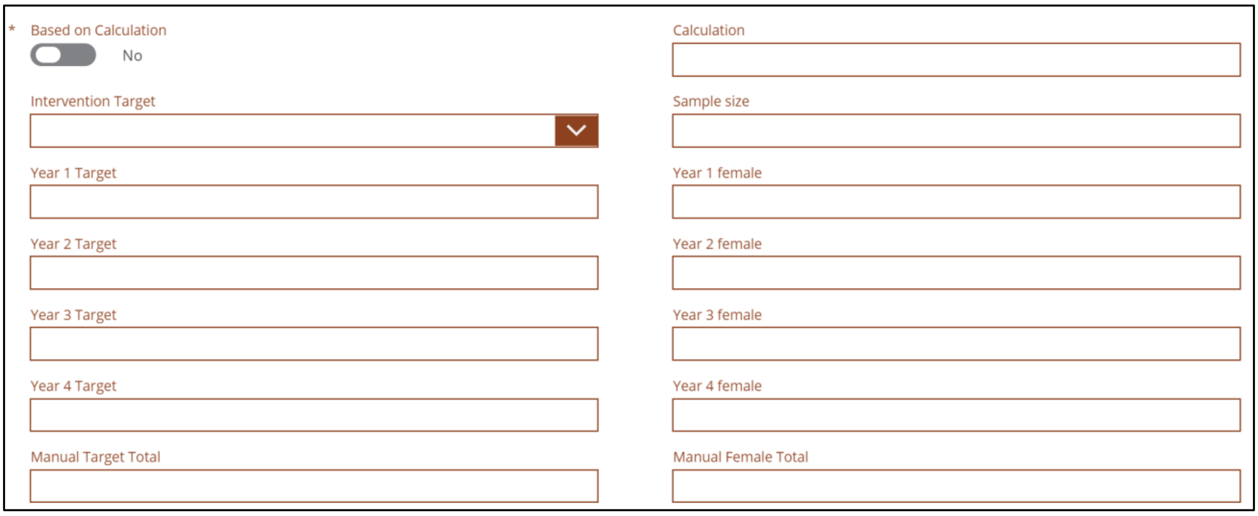
3. Click on the **+** sign to add a new measure



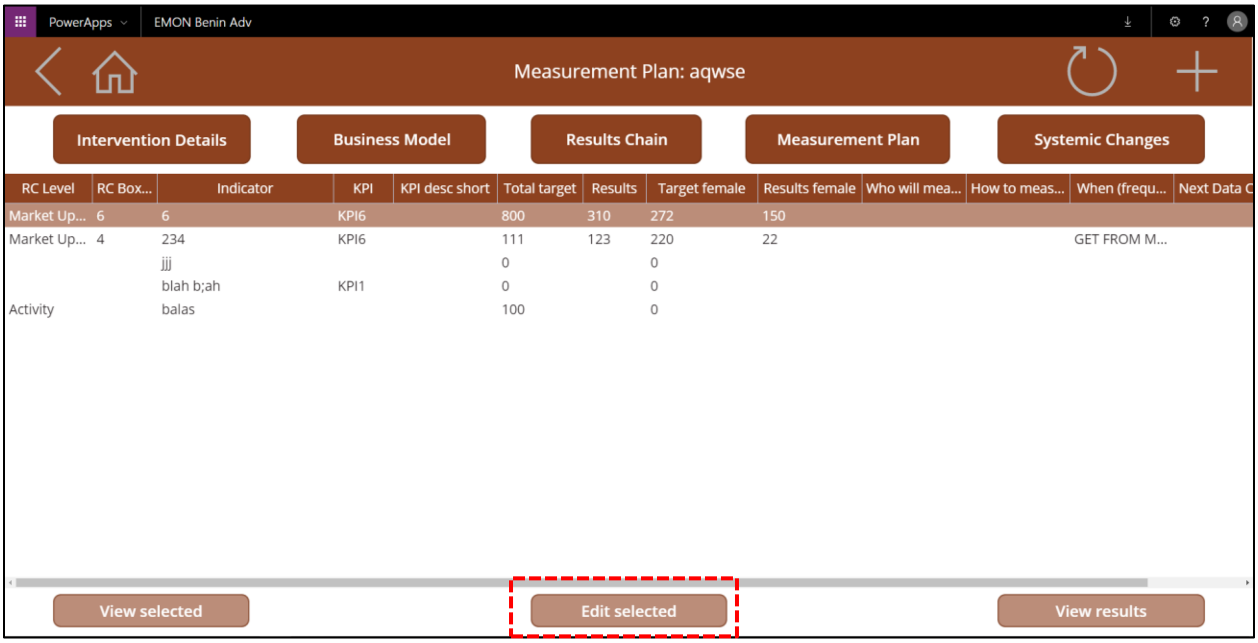
4. Enter the indicator and measurement information
   - If the indicator is a KPI, press the button to slide across, then select the KPI from the dropdown list underneath
   - In "How to measure", explain how information is collected, from whom and sample size if any, or whether there is a third party (e.g. intervention partner) to collect the information and how they do it etc.
   - "Measurement tool" in the dropdown list should describe the tool you use to collect the information



5. Scroll down to add yearly targets
   - Enter the target for each year that the intervention is running for (also enter the female specific target if there is one)
   - If the total target is a sum of all year targets, then leave the last boxes (Manual target total) EMPTY. E.g. total target = Yr1 + Yr2 + Yr3 etc.
   - However, if you would like to set a different target (an average of the years) you need to type this number in the "if total target is not sum enter here box". E.g. if target Yr1=10%, Yr2=10% and the total target=10%, enter "10%" in the last box.



6. Once complete, press ✓ to save
7. To edit, select the indicator then click “edit selected”

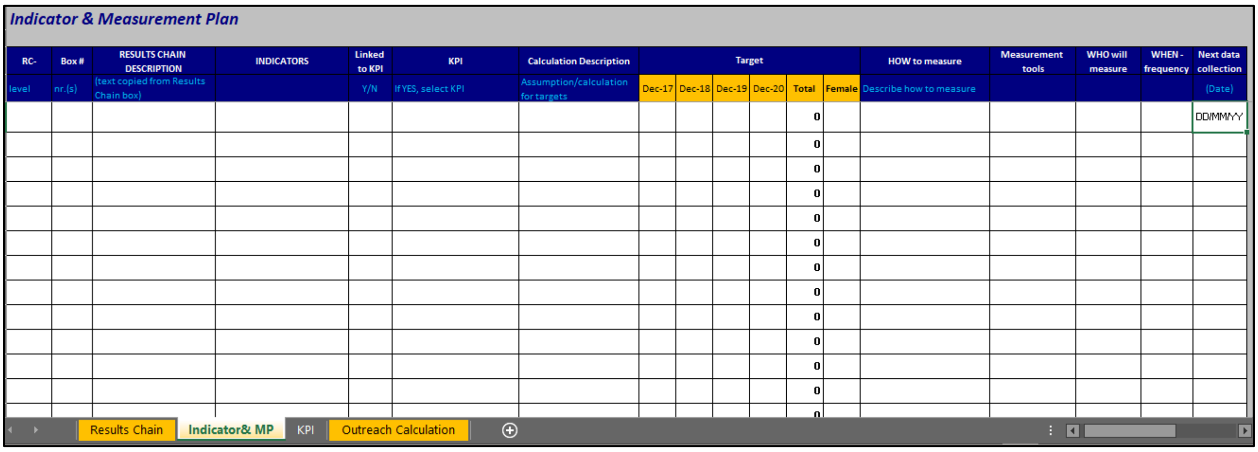


TIPS

1. An indicator should only have one set of targets

SOURCE FILES

- Original excel file which measurement plan is built on (as part of the intervention plan)

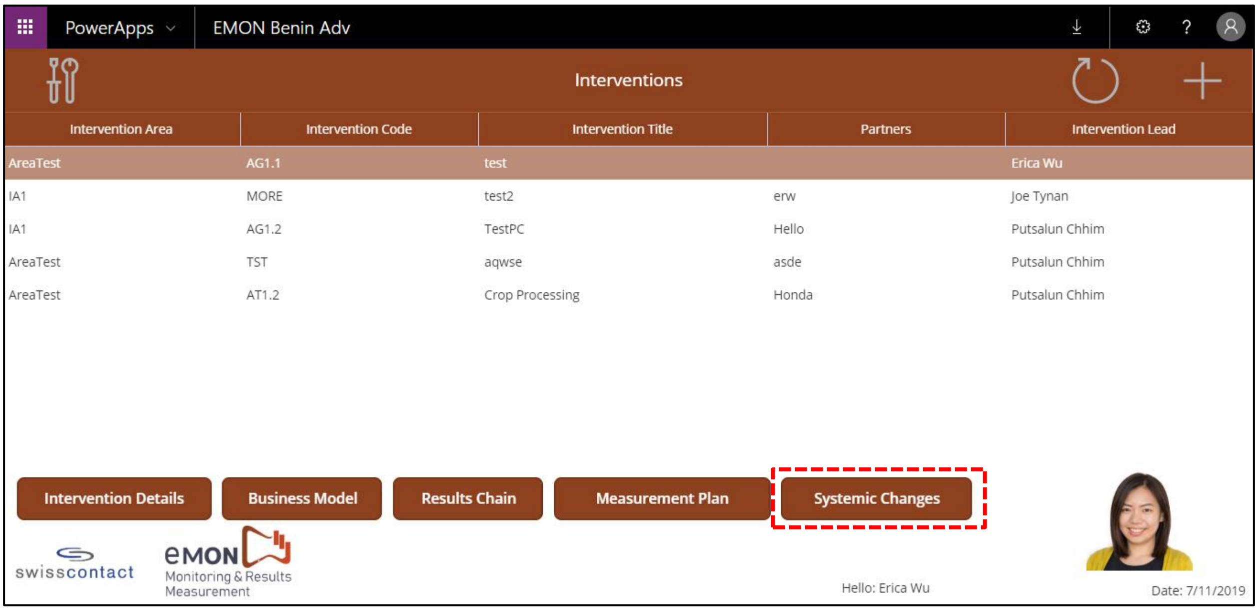


Stage 1: R1-Register

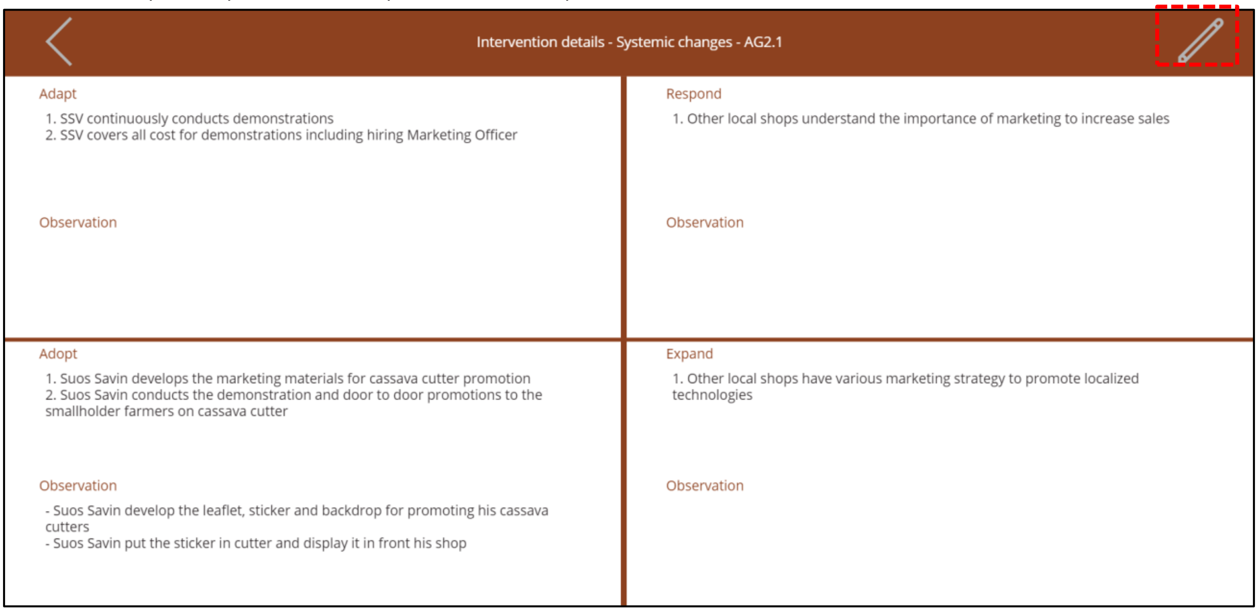
4.1.5 Guideline 5: Add Systemic Changes

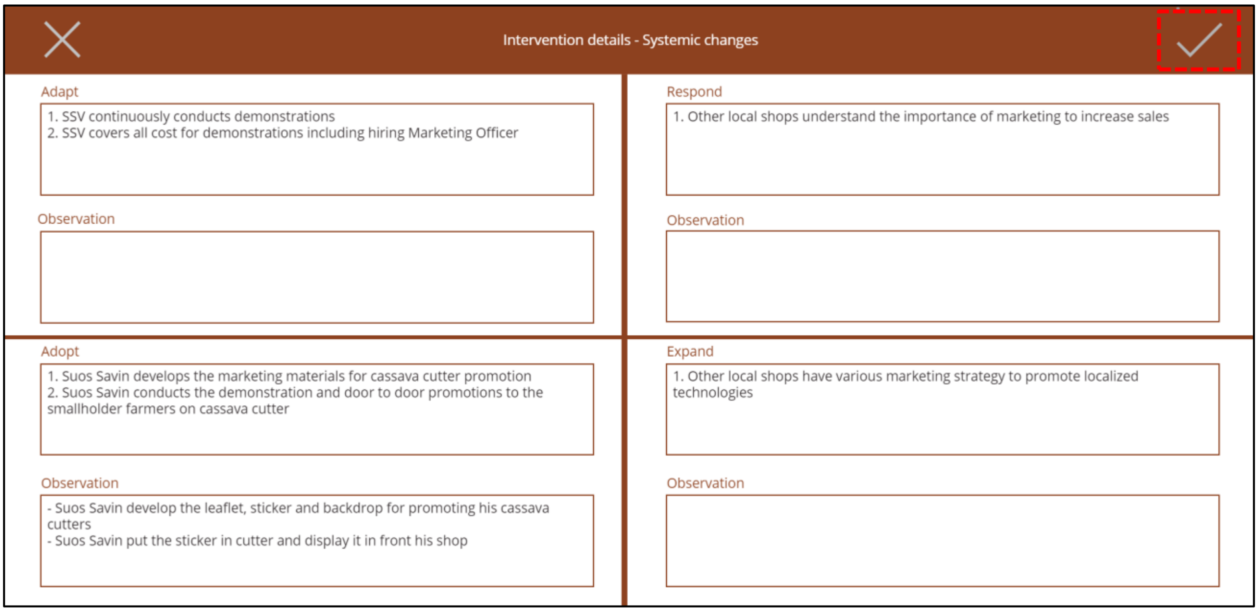
Steps

1. Open the AAER table in the Intervention Plan (IP) which has the planned systemic change (*see source file*)
2. In the home screen of Intervention Tablet, select the intervention and click on the "Systemic Changes" button.



3. In the Systemic Changes view page, click on and enter the information from AAER table under "Adopt", "Adapt", "Expand" and "Respond". After complete, click to save.



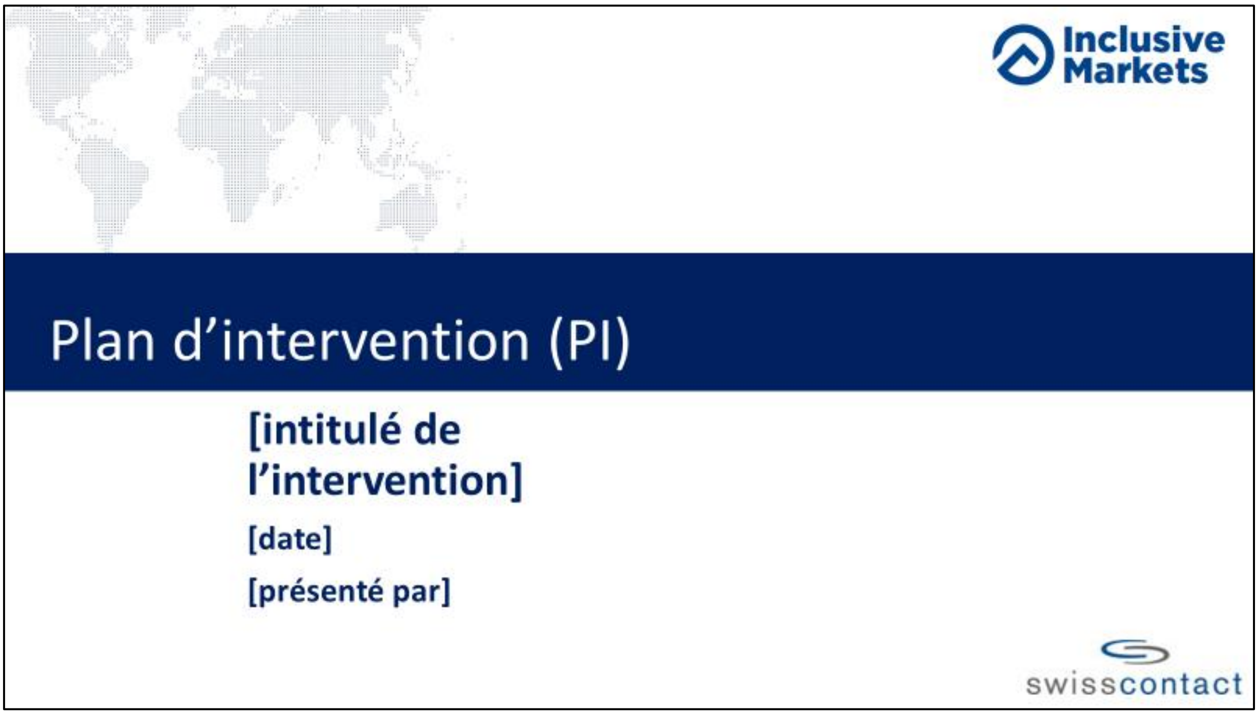


TIPS

- N/A

SOURCE FILES

- Intervention plan (presentation)



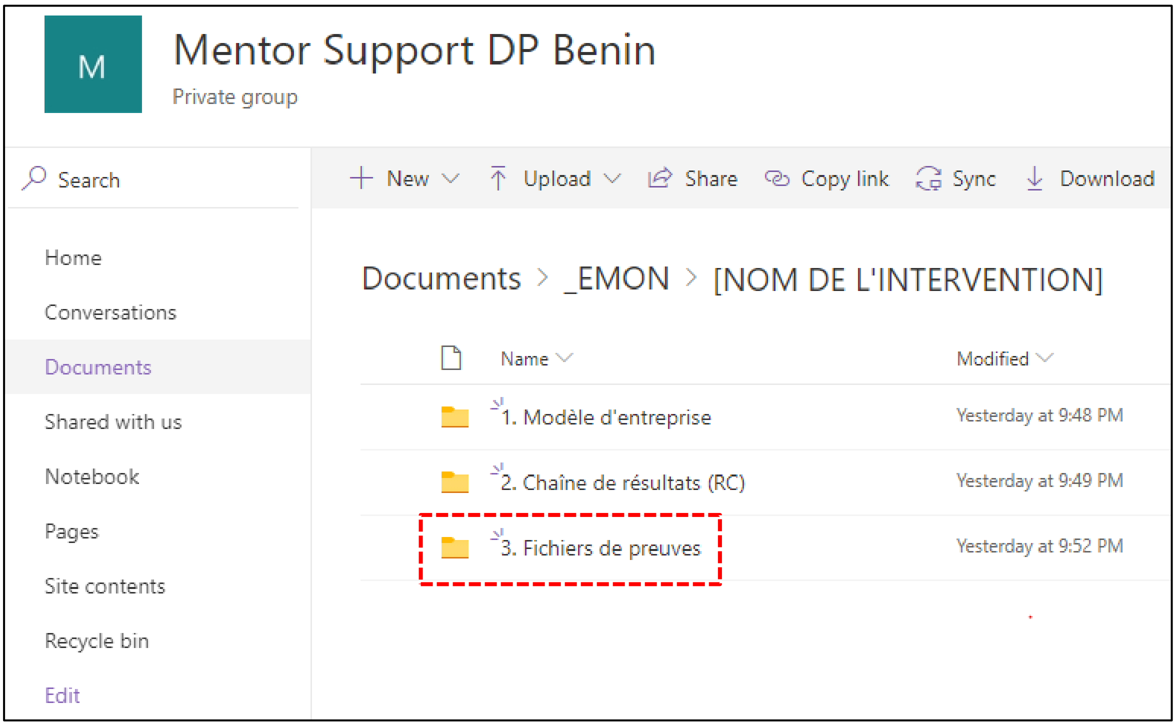
4.2 Stage 2: R2 – Record

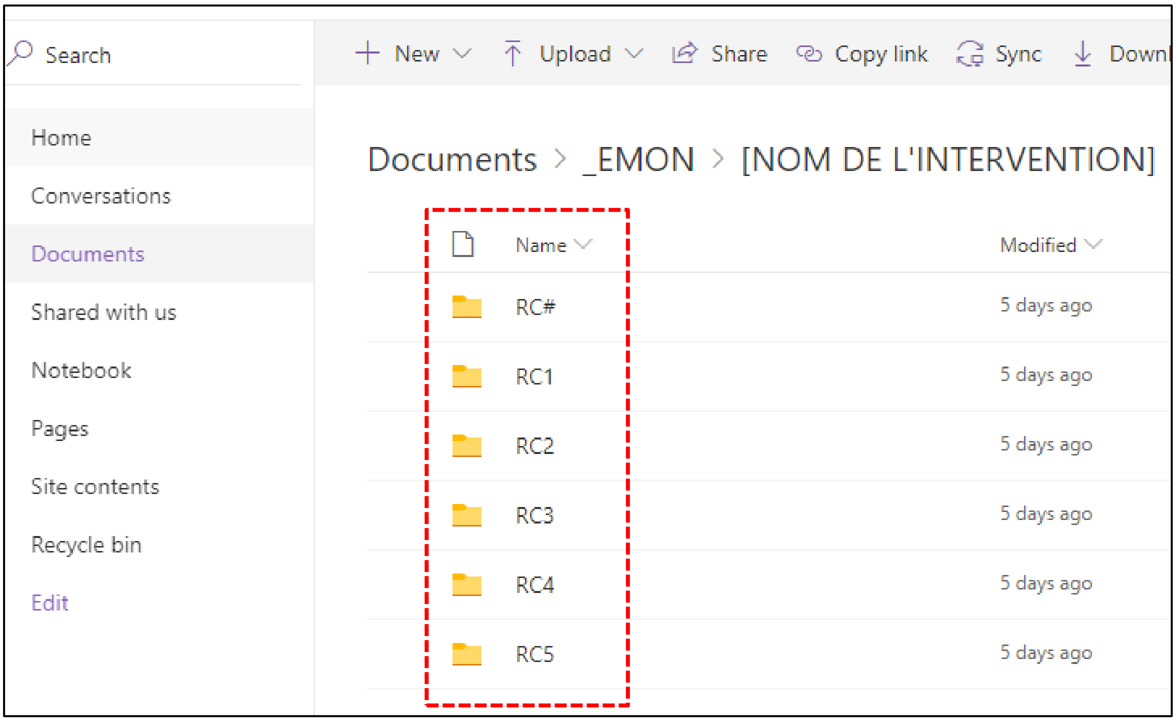
Stage 2: R2 - Record

4.2.1 Guideline 6: Record Results

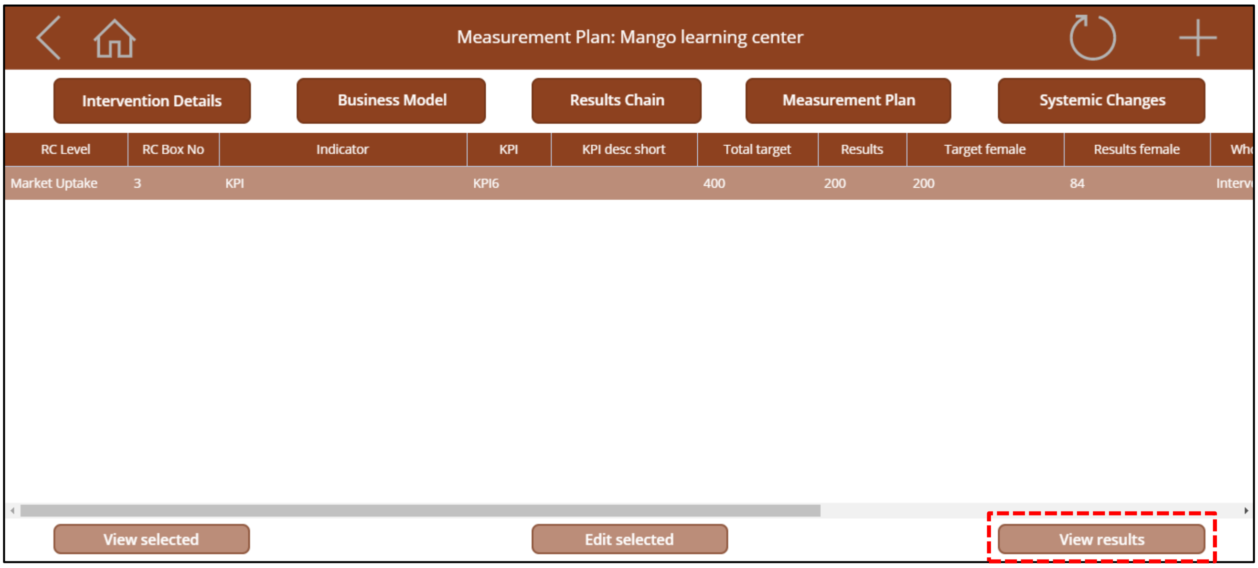
Steps

1. Upload the results to the Project's SharePoint folder called "Evidence file" and organize the evidence by RC#.

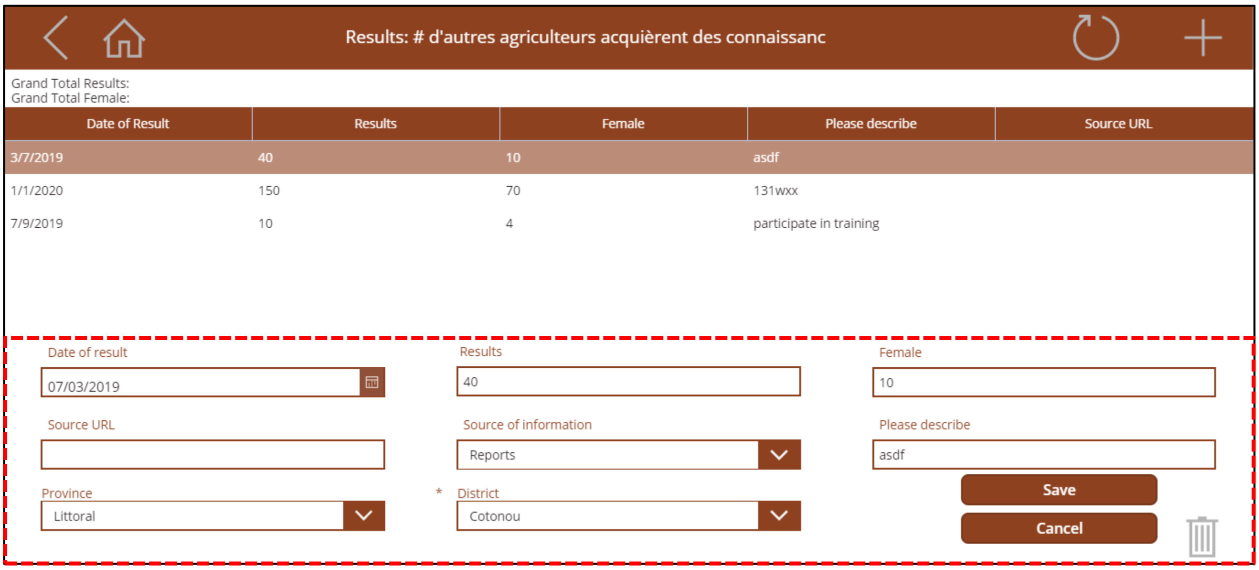



Search
New
Upload
Share
Copy link
Sync
Downl
Home
Conversations
Documents
Shared with us
Notebook
Pages
Site contents
Recycle bin
Edit
Documents > _EMON > [NOM DE L'INTERVENTION]
Name
Modified
RC#
5 days ago
RC1
5 days ago
RC2
5 days ago
RC3
5 days ago
RC4
5 days ago
RC5
5 days ago

2. From the Measurement Plan page, select on the measure/indicator you want to view/add results, click on the "**view results**" button, this will take you to the results browse view.



3. The results browse view lists all the results recorded for that specific measure/indicator (from newest to oldest based on the date of results). To add a new result, click on the **+** sign.



4. Enter the results (and for female if relevant)
    - Date of result is when the results achieved (i.e. date of the activity). ***The date must be in the project period otherwise the filed will show pink and you won't be able to save the entry.***
    - Copy and paste URL link of the evidence files (*see tips*)
    - Describe briefly how the data was collected and/or provide any information you think important for the project to know
    - Select location (province and district) of the activity/target groups. ***You can only choose 1 location at a time, so if your results include beneficiaries from different province& district, you should enter each group separately.***

5. After complete, click "save" and the new results entry will appear in the table.
6. To **edit** the results entry, select the results entry, and update the information directly in the field boxes below. After finish, click "save".

TIPS

- Open a separate tab of the evidence files folder for the convenience of copy paste links if there are many results to enter.

SOURCE FILES

- Evidence files which supports the results collection such as participant list, report, photo from field, etc.

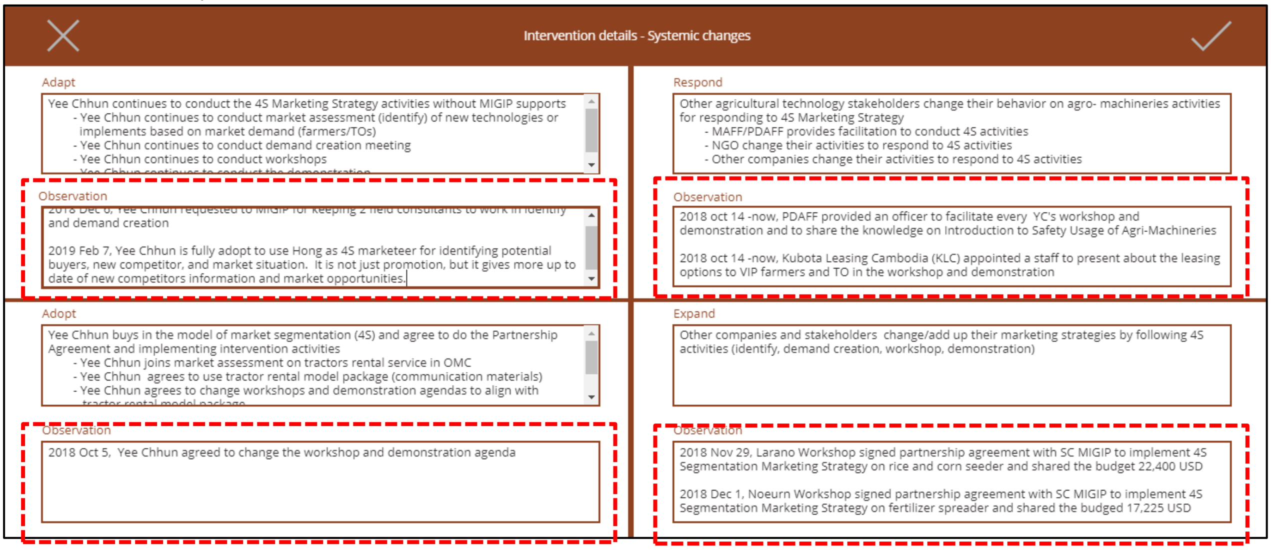
Stage 2: R2 - Record

4.2.2 Guideline 7: Record Observation of Systemic Changes

Steps

Intervention teams observe systemic changes during the implementation, discuss with project manager at the Deep Dive meeting. When systemic changes are agreed upon at the Deep Dive, Intervention Lead should record the observation in Intervention Tablet.

1. Go to "Systemic Changes" from home page. In the Systemic Changes view page, click on ✎ to open edit page.
2. Enter the observations and date of recording under the "observation box" of Adopt, Adapt, Expand, and Respond when applicable.
3. After complete, click ✓ to save.



TIPS

- Make sure to mark the **dates** of the observations.

SOURCE FILES

- Meeting minutes if the observation was discussed and agreed with Project Manager/team member in advance.

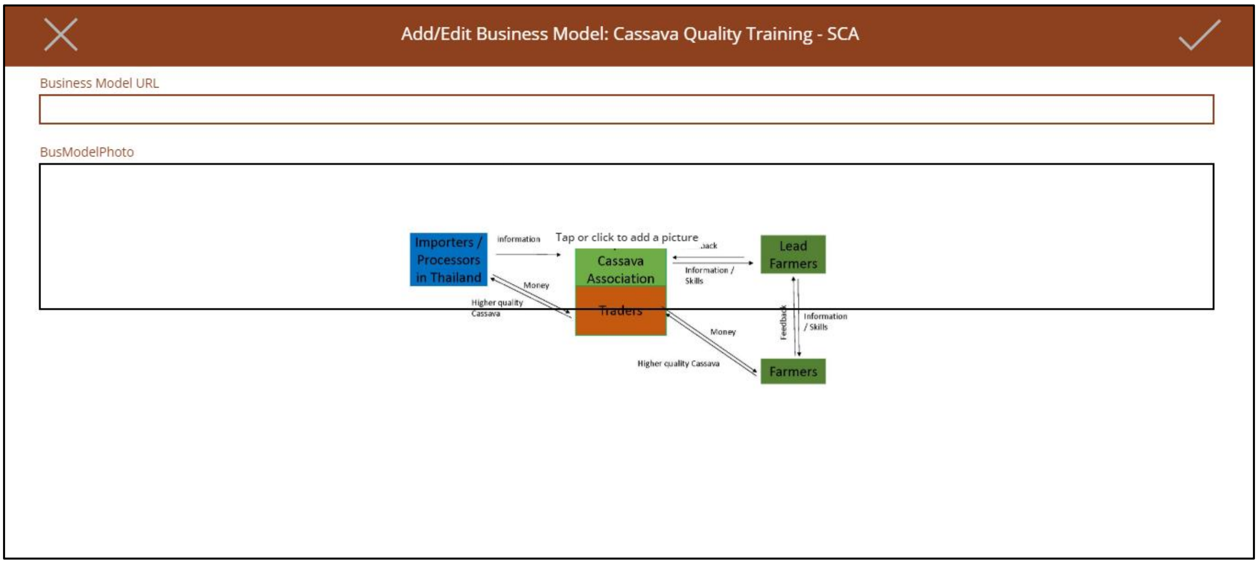
4.3 Stage 3: R3 – Review

Stage 3: R3 - Review

4.3.1 Guideline 8: Review Business Model and Results Chain

Steps

1. Go to the "business model" section in Intervention Tablet, review the business model image, and discuss **if the planned model/solution is working or not**
   - If dynamic changed, open the original business model file (stored in the business model folder in SharePoint) and revise
   - After revise, save the new graph into a JPG file (business model v2) and save in the same folder
2. In the business model section, click on the ✎ icon found in the top right-hand corner of the screen.
3. Click on "Tap or click to add picture" to **REPLACE** the current image file.
4. When complete, press the ✓ to save.



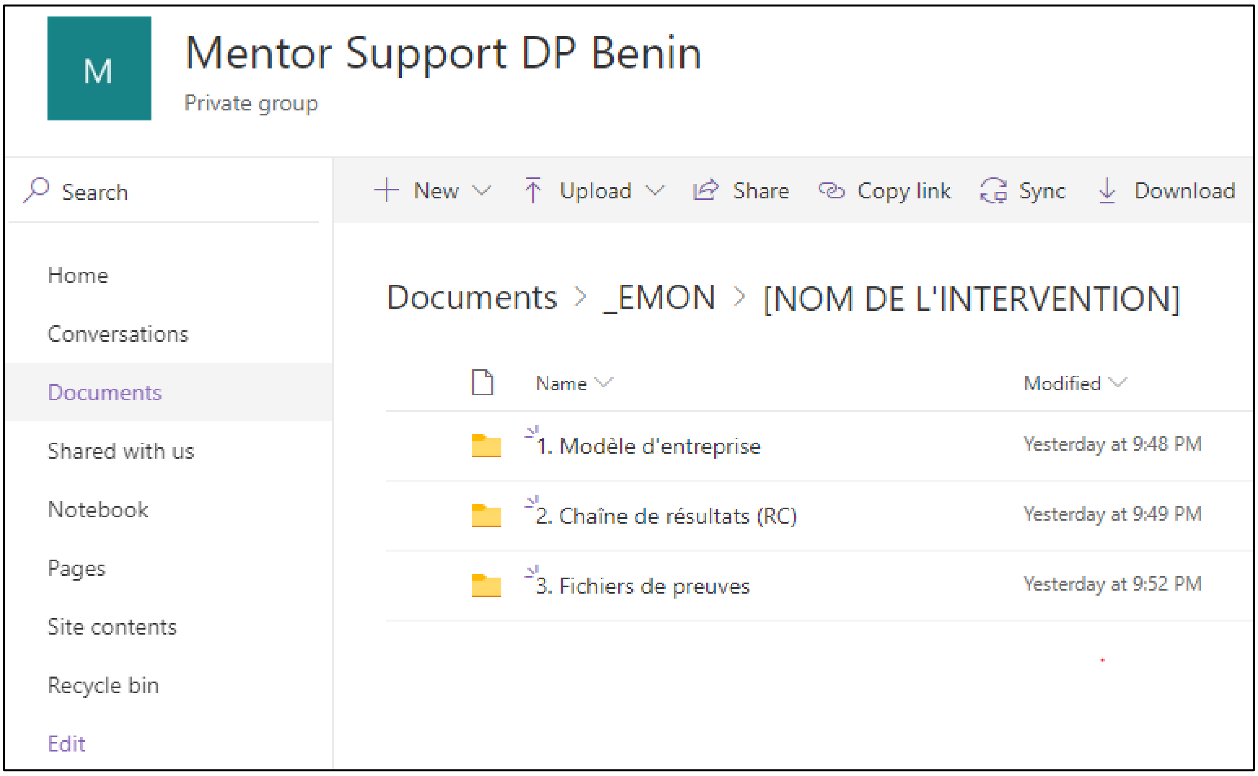
5. To review the Results Chain, go to the "results chain" section in Intervention Tablet. Proceed with the same as above steps.

TIPS

- Identify if course correction needs to be made because of bottleneck or change of dynamics during implementation. With the course correction, most likely results chain (sometimes business model) will needs to be adjusted.

SOURCE FILES

- The original business model file in PowerPoint or Word stored in the SharePoint folder
- The original Results Chain file in Excel stored in the SharePoint folder


M
Mentor Support DP Benin
Private group
Search
New
Upload
Share
Copy link
Sync
Download
Home
Conversations
Documents
Shared with us
Notebook
Pages
Site contents
Recycle bin
Edit
Documents > _EMON > [NOM DE L'INTERVENTION]
Name
Modified
1. Modèle d'entreprise
Yesterday at 9:48 PM
2. Chaîne de résultats (RC)
Yesterday at 9:49 PM
3. Fichiers de preuves
Yesterday at 9:52 PM

Stage 3: R3 - Review

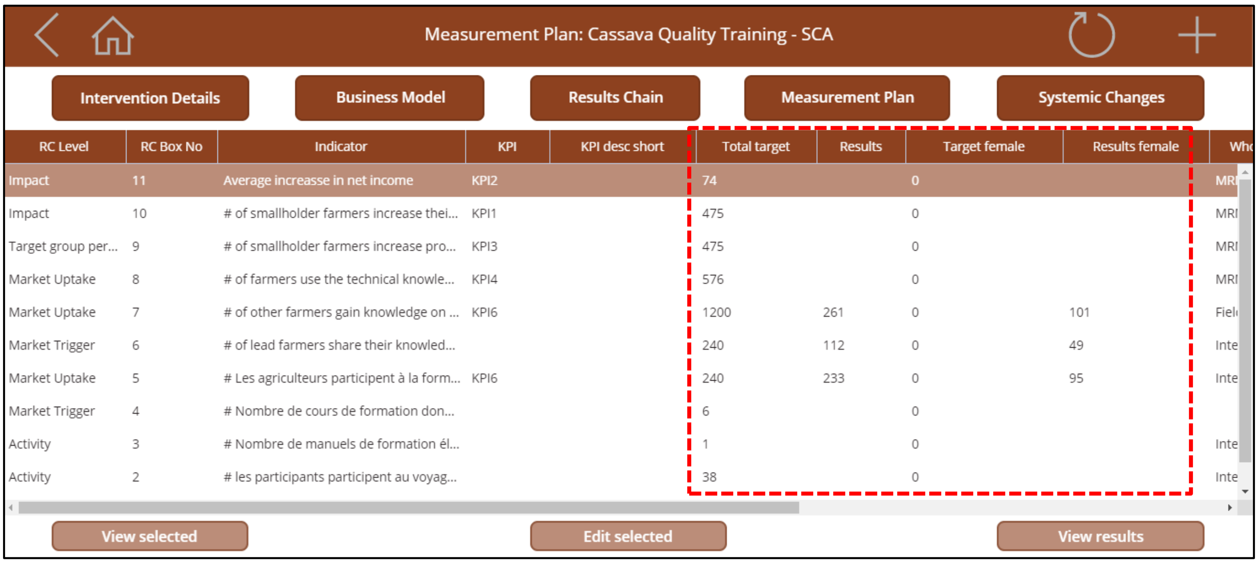
4.3.2

4.3.3 Guideline 9: Review Results vs Targets

Steps

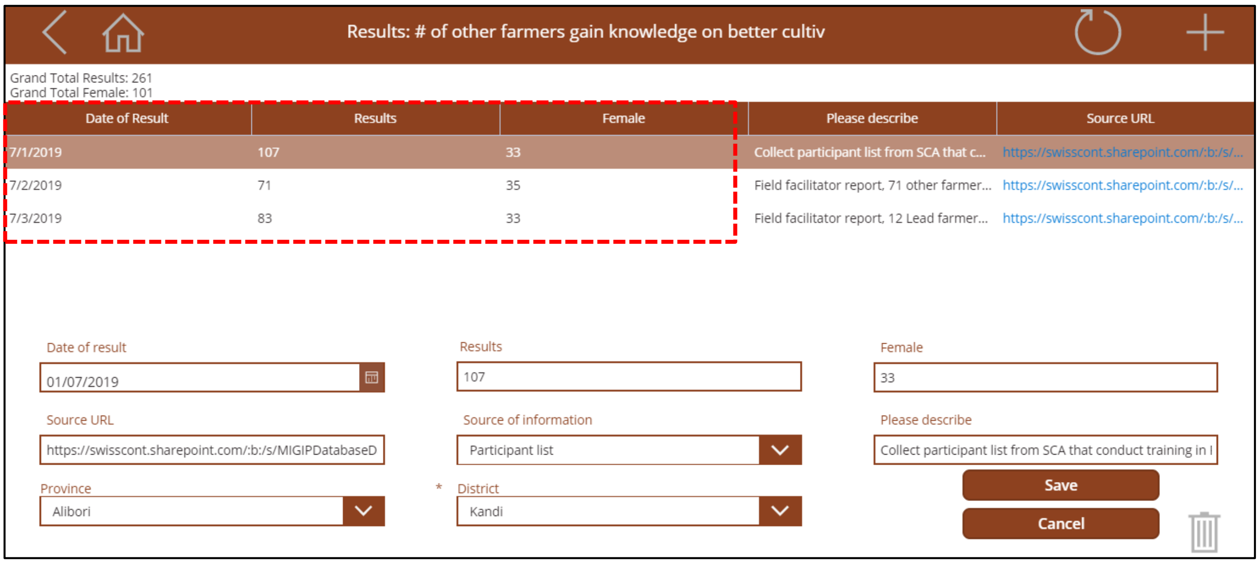
After reviewing the results chain and identify which results chain box we are, the intervention team will review if we are on track to achieve the targets especially on the key indicators (i.e. access outreach)

1. Go to "measurement plan" section in Intervention Tablet, identify the results chain box and indicator which team has completed the activity/market trigger/uptake has happened
2. Review the numbers of "**Total target**", "**Results**", "**Target female**" and "**Results female**" columns, and discuss if the results are achieved or not, and why.



RC Level	RC Box No	Indicator	KPI	KPI desc short	Total target	Results	Target female	Results female	Wh
Impact	11	Average increasse in net income	KPI2		74		0		MR
Impact	10	# of smallholder farmers increase thei...	KPI1		475		0		MRI
Target group per...	9	# of smallholder farmers increase pro...	KPI3		475		0		MRI
Market Uptake	8	# of farmers use the technical knowle...	KPI4		576		0		MRI
Market Uptake	7	# of other farmers gain knowledge on ...	KPI6		1200	261	0	101	Fiel
Market Trigger	6	# of lead farmers share their knowled...			240	112	0	49	Inte
Market Uptake	5	# Les agriculteurs participent à la form...	KPI6		240	233	0	95	Inte
Market Trigger	4	# Nombre de cours de formation don...			6		0		
Activity	3	# Nombre de manuels de formation él...			1		0		Inte
Activity	2	# les participants participent au voyag...			38		0		Inte

3. To look in more details of the results and evidence, click on "**View results**" and you will see all the entries listed. You can click on the URL to see the evidence file as needed for discussion.



Date of Result	Results	Female	Please describe	Source URL
7/1/2019	107	33	Collect participant list from SCA that c...	https://swisscont.sharepoint.com/:b:/s/...
7/2/2019	71	35	Field facilitator report, 71 other farmer...	https://swisscont.sharepoint.com/:b:/s/...
7/3/2019	83	33	Field facilitator report, 12 Lead farmer...	https://swisscont.sharepoint.com/:b:/s/...

TIPS

- For results of Key Performance Indicators, you can also review on the Real-Time Report, which will be explained in guideline 11.

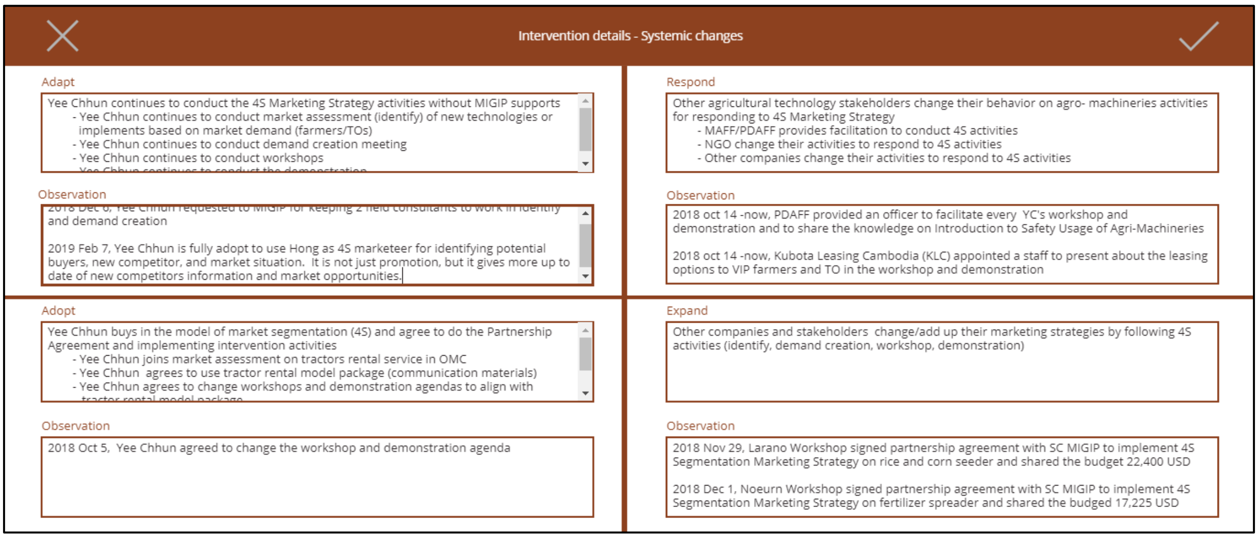
SOURCE FILES

- N/A

4.3.4 Guideline 10: Review Systemic Changes

Steps

1. Go to "Systemic Changes" section in Intervention Tablet, explain the observations of **behavior changes** recorded against planned in AAER framework.
2. Team/manager discuss what triggered the behavior change or why behavior change didn't happen as planned. Summarize lessons learned or/and course correction needs to be made.



TIPS

- Identify if **course correction** needs to be made because no sign of behavior changes of partner/stakeholders.

SOURCE FILES

- N/A

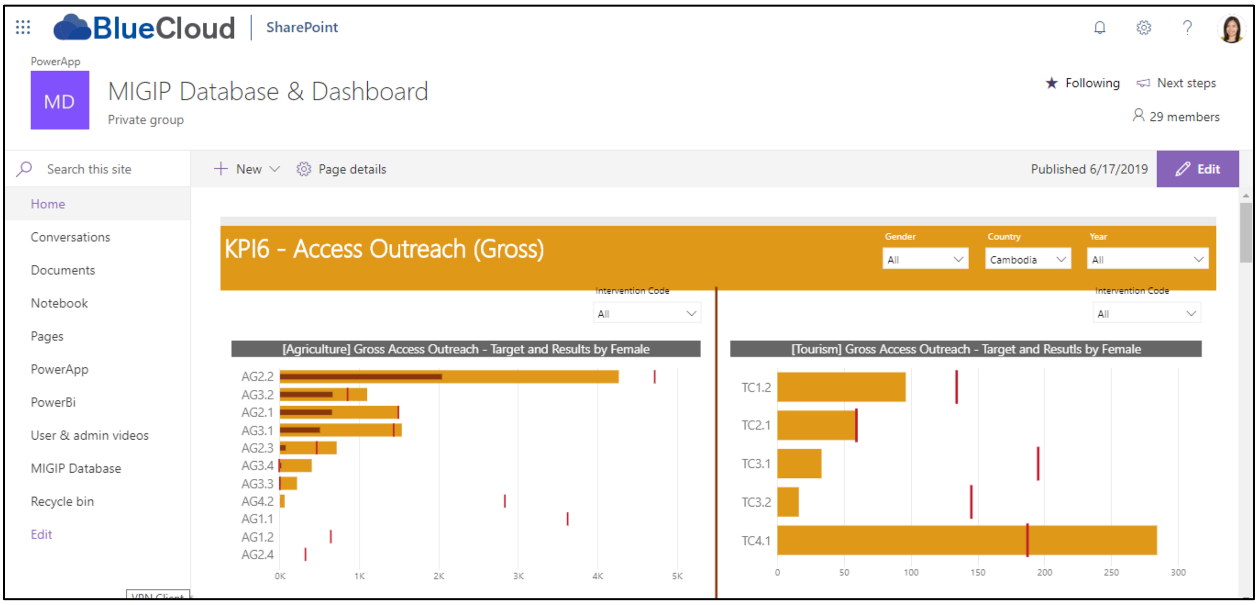
4.4 Stage 4: R4 – Report

Stage 4: R4 - Report

4.4.1 Guideline 11: Interpret Real-Time Report

Steps

1. Open the Real-Time Report on Power BI.
2. On Power BI, report cards and graphs are dynamic and interactive. Filter can be applied to see in detail, for example, per intervention basis or by dates/months/quarters/years etc.



TIPS

- Mouse over the graphs to see quick tooltips that show useful summary of the same data types.

SOURCE FILES

- N/A

MIGIP
Mekong Inclusive Growth
& Innovation Programme

eMON
Monitoring & Results
Measurement

EMON USER MANUAL

MIGIP TOOL SERIES: T1/MIGIP

JULY 2019

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