UNITED REPUBLIC OF TANZANIA

MINISTRY OF WATER

INTEGRATED WATER SECTOR MONITORING AND EVALUATION SYSTEM

JULY, 2021

INTEGRATED WATER SECTOR MONITORING AND EVALUATION SYSTEM

Abbreviations and Acronyms

BWBs	Basin Water Boards
CBWSOs	Community Based Water Supply Organizations
EWURA	Energy and Water Utilities Regulatory Authority
FYDP	Five Year Development Plan
IAs	Implementing Agencies
IMTC	Inter-Ministerial Technical Committee
IWSMES	Integrated Water Sector Monitoring and Evaluation System
LIMS	Laboratory Information Management System
MajIs	Maji Information System
M&E	Monitoring and Evaluation
MIS	Management Information System
MoW	Ministry of Water
NB-DSS	Nile Basin Decision Support System
NWB	National Water Board
NWF	National Water Fund
PO–RALG	Presidents' Office – Regional Administration and Local Government
RUWASA	Rural Water Supply and Sanitation Agency
SDGs	Sustainable Development Goals
SWAp	Sector Wide Approach
WI	Water Institute
WPDM	Water Point Data Manager

WSDP	Water Sector Development Programme
WSSAs	Water Supply and sanitation Authority
WUAs	Water User Associations

Definition of Key Terms and Terminologies

Accountability	Obligation to demonstrate that work has been conducted in compliance with agreed standards or to report fairly and accurately on performance results vis a vis mandated role and/or plans. This may require a careful, even legally defensible, demonstration that the work is consistent with the contract terms.
Activity	Actions taken or work performed through which inputs, such as funds, technical assistance and other types of resources are mobilized to produce specific outputs.
Analytical tools	Methods used to process and interpret information during an evaluation.
Appraisal	An overall assessment of the relevance, feasibility and potential sustainability of a development intervention prior to a decision of funding.
Base-line study	An analysis describing the situation prior to a development intervention, against which progress can be assessed or comparisons made.
Benchmark	Reference point or standard against which performance or achievements can be assessed.
Data Collection Tools	Methodologies used to identify information sources and collect information during an evaluation.

Effectiveness	The extent to which the development intervention's objectives were achieved, or will be achieved, taking into account their relative importance.
Efficiency	A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results.
Evaluation	The systematic and objective assessment of an on-going or completed project, programme or policy, its design, implementation and results. The aim is to determine the relevance and fulfillment of objectives, development efficiency, effectiveness, impact and sustainability.
External evaluation	The evaluation of a development intervention conducted by entities and/or individuals outside implementing organizations.
Impacts	Positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended.
Indicator	Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement, to reflect the changes connected to an intervention, or to help assess the performance of a development actor.
Inputs	The financial, human, time and material resources used for the development intervention.

Logical framework (Log-frame)	Management tool used to improve the design of interventions, most often at the project level. It involves identifying strategic elements (inputs, outputs, outcomes, impact) and their causal relationships, indicators, and the assumptions or risks that may influence success and failure. It thus facilitates planning, execution and evaluation of a development intervention.
Mid-term evaluation	Evaluation performed towards the middle of the period of implementation of the intervention.
Monitoring	A continuing function that uses systematic collection of data on specified indicators to provide management and the main stakeholders of an ongoing development intervention with indications of the extent of progress and achievement of objectives and progress in the use of allocated funds.
Outcome	The likely or achieved short-term and medium-term effects of an intervention's outputs.
Outputs	The products, capital goods and services which result from a development intervention; may also include changes resulting from the intervention which are relevant to the achievement of outcomes.
Performance	The degree to which a development intervention or a development partner operates according to specific

	criteria/standards/ guidelines or achieves results in accordance with stated goals or plans.
Performance indicator	A variable that allows the verification of changes in the development intervention or shows results relative to what was planned.
Performance monitoring	A continuous process of collecting and analyzing data to compare how well a project, programme, or policy is being implemented against expected results.
Program evaluation	Evaluation of a set of interventions, marshalled to attain specific global, regional, country, or sector development objectives.
Project or program objective	The intended physical, financial, institutional, social, environmental, or other development results to which a project or program is expected to contribute.
Recommendations	Proposals aimed at enhancing the effectiveness, quality, or efficiency of a development intervention; at redesigning the objectives; and/or at the reallocation of resources. Recommendations should be linked to conclusions.
Results	The output, outcome or impact (intended or unintended, positive and/or negative) of a development intervention.
Results framework	The program logic that explains how the development objective is to be achieved,

	including causal relationships and underlying assumptions.
Review	An assessment of the performance of an intervention, periodically or on an ad hoc basis.
Stakeholders	Agencies, organisations, groups or individuals who have a direct or indirect interest in the development intervention or its evaluation.
Sustainability	The continuation of benefits from a development intervention after major development assistance has been completed. The probability of continued long-term benefits. The resilience to risk of the net benefit flows over time.
Systems	A set of detailed methods, procedures and routines established or formulated to carry out a specific activity, perform a duty, or solve a problem.
Target group	The specific individuals or organizations for whose benefit the development intervention is undertaken.

PREFACE

The Water Sector in Tanzania has undergone a number of reforms in the last two decades, which consequently, among other things, changed the conduct and direction of the sector monitoring and evaluation in achieving sustainable management and development of Water Resources, Water Supply and Sanitation Services.

In recognition of the importance of monitoring and evaluation practices in providing continuous flow of information and performance feedback to sector stakeholders, the Ministry of Water has developed an Integrated Water Sector Monitoring and Evaluation (M&E) System. The System addresses current shortfalls which include, among others, absence of a common understanding within Sector Institutions on what constitutes M&E Systems; non-integrated M&E sub-systems and processes; and non-institutionalization of M&E concepts and practices in water sector institutions.

The objective of thisIntegrated Water Sector M&E System is to track performance of the water sector interventions and assist all key players in improving performance for achieving desired sector results and substantiates the value for money. The System will also help to track progress and demonstrate the impact of projects, programmesand policyfor social economic development.

The effectiveness of this Integrated Water Sector M&E System depends on efficiency of M&E Systems to be developed by institutions falling under the water sector. It is paramount to take note that, development of M&E Systems shalldepend on Medium Term Strategic Plans of individual institutions. I therefore, call upon all institutions under water sector, to

develop M&E Systems in line with the Integrated Water Sector M&E System based on their respective Strategic Plansfor a better linkage to enable a smooth flow of data and information to the sector level and ultimately to the National level.

I trust that, this Integrated Water Sector M&E System will be a useful tool to all players for enhanced monitoring and evaluation in the water sectortoensure regular feedback on performance of water sector programmes and projects by different implementers; and be a benchmark for making informed decisions in the sector. I therefore anticipate that this Integrated Water Sector Monitoring and Evaluation System came into effect from 1st July, 2021.

Eng. Anthony Sanga
PERMANENT SECRETARY

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF TABLES

CHAPTER ONE

1 INTRODUCTION

1.1 Background

The Ministry of Water has a role of ensuring sustainable management and development of water resources, and provision of water supply and sanitation services in the country for social, economic and environmental needs. This role is implemented by the Ministry in collaboration with Implementing Agencies (IAs), Sector Ministries, Development Partners, Private Sector, Civil Society Organizations and Parliamentary Committees. Various activities are undertaken at different sector levels from water basins to water supply whereas, at basin level main activities conducted are water resources management and allocation; and at water supply level, activities include construction and management of water supply and sanitation infrastructure and provision of the service to different users. The Government, Development Partners and the Private Sector have major role of financing the sector. To ensure proper sector performance and coordination of all the affore mentioned activities, the Ministry prepares policies, guidelines and regulations; and monitor the overall sector implementation.

The implementing agencies under the Ministry include the National Water Board (NWB); Basin Water Boards (BWBs); Water User Associations (WUAs); National Water Fund (NWF); Water Institute (WI); Water Supply and Sanitation Authorities (WSSAs); Rural Water Supply and Sanitation Agency (RUWASA); and Community Based Water Supply Organizations (CBWSOs). Sectoral Ministries include Ministries

responsible for Finance, Local Government, Health, Education and Environment. As mentioned, implementation of water sector activities also involvesDevelopment Partners, Private Sector, Civil Society Organizations, and Parliamentary Committees. Roles and responsibilities of each party are defined by mode of collaboration and purpose of formation as detailed in **Annex 1**.

Given the large number of players in the sector, the multiple roles and various activities conducted ranging from sector financing, project implementation, supervision and service provision, the need arise, of having a robust monitoring and evaluation (M&E) system which will enable tracking accountability, progresses of sector interventions and outcomes. Good sector performance will lead to good quality water and sanitation services, development of economic activities and improved peoples' livelihoods.

Monitoring and evaluation practices in water sector have been guided by the Integrated Water Sector M&E Framework developed by the Ministry in 2014; and other fragmented M&E systems in departments, units, and institutions under the Ministry. There are also M&E activities based on programmes and inspecific projects. Using the Framework, implementation of various projects and activities were monitored at different level from national level down to the community level. At national level there are Ministry leaders and other National leaders, and technical teams monitoring implementation of projects; and down level is the rural and urban community monitoring activities conducted by service providers (consultants, contractors and other stakeholdrs), functionality of facilities, and level and quality of services.

Despite of presence of the respective Framework and existed fragmented M&E systems, implementation of M&E activities in the sector faced some deficits with some emanating from implementation of the M&E Framework itself, and others from the implementers and new emerged issues.The challenges of implementing the 2014 Integrated M&E Framework include inadequate understanding on institutional framework for the M&E function across the sector; It did not define series of M&E structures of monitoring processes as per requirements of Monitoring and Evaluation Systems Framework for Tanzania Public Service Institutions developed by the President's Office, Public Service Management and Good Governance (PO-PSMGG) in 2014. Furthermore, the Framework was not disseminated enough to be adopted by institutions under water sector for M&E activities.

Challenges on the side of implementers include presence of M&E processes that were neither integrated nor communicating within the water sector caused by fragmented M&E systems; there were no common understanding on what should constitute M&E systems; there were less focus on institutionalization of M&E concepts and practices in the sector; and lack of guidance to sector institutions on how to develop M&E sub-systems.

Apart from the mentioned challenges, a number of sector reforms have occurred over the past two decades and were not captured in the Integrated Water Sector M&E Framework of 2014. The reforms formed have changed sector’s motion and manner of implementing its responsibility. For example, the Government enacted new Water Supply and Sanitation Act No. 5 of 2019 which have resulted formation of new structures such as: -

(i) Establishment of RUWASA with a role of implementing water supply and sanitation projects and overseeing the quality of water and sanitation service provision in rural areas,
(ii) Transfers responsibilities of provision of water and sanitation services in rural areas from Presidents' Office – Regional Administration and Local Government (PO – RALG) to the Ministry of Water,
(iii) Repealed the Dar es Salaam Water Supply and Sewerage Authority (DAWASA) Act with new DAWASA operating the same as other water authorities,
(iv) De-establishment of the Drilling and Dam Construction Agency (DDCA),
(v) Merging of Dar es Salaam Water Supply and Sewerage Authority (DAWASA) and Dar es Salaam Water Supply and Sewerage Corporation (DAWASCO)

Other emerged reforms include: -

(i) Commencement of the implementation of Water Sector Development Programme (WSDP II) in 2016 with financing mechanism changing from basket financing to earmarked financing. Under WSDP I all funds were pulled in one basket where money for financing projects were withdrawn under Sector Wide Approach (SWAp) arrangement and monitoring involved all key programme implementers. Under earmarked funding each project has its modality of monitoring enclosed in the financing agreement;
(ii) In 2016 the Government operationalized the National Water Fund, which has a role to mobilize and disburse financial resources for water projects. The Fund has to

following up expenditure of the disbursed funds and the implemented projects to establish value for money; and

(iii) Clustering and extension of service areas of water utilities.

The mentioned challenges and emerged reforms caused M&E activities to fail to maintain the intended pace resulting into unsatisfactory results. This led the sector to generate inferior data and information resulting into their low utilization in making evidence based decisions in planning, prioritization and allocation of resources. The challenges and reforms call for a review of M&E practices in the sector. It is therefore under those circumstances, the Ministry has developed this Integrated Water Sector Monitoring and Evaluation System (IWSMES) which takes on board all those issues.

The preparation of this IWSMES is based on the Monitoring and Evaluation Systems Framework for Tanzania Public Service Institutionsdeveloped by the President's Office, Public Service Management and Good Governance (PO-PSMGG) in 2014. The Framework provides clarity on what constitute M&E system; identifies key players and their roles in strengthening M&E functions across public sector institutions; and guides the design, development and implementation of M&E Systems.

1.2 Purpose of the Integrated Water Sector M&E System

The purpose of the Integrated Water Sector M&E System is to guide water sector monitoring and evaluation activities for performance improvement aiming at achieving sector targets. Specifically, the system intends to:-

(i) Improve management of performance indicators, performance reviews, performance reporting, evaluations and data systems;

(ii) Indicate key players and their roles in developing Monitoring and Evaluation Systems at sector and institutional levels;

(iii) Demonstrate essential steps for systematically carrying out monitoring and evaluation activities within the sector; and

(iv) Take measures to strengthen Monitoring and Evaluation Systems at sector level.

1.3 Scope of the Integrated Water Sector M&E System

The Integrated Water Sector M&E System is designed to ensure relationships between processes, inputs, outputs, outcomes and impacts are periodically measured and reported. The System is cascaded down to water sector departments, divisions, units, as well as institutions falling under the sector and will aggregates data and information from all key players in the sector and links M&E Systems of water sector institutions and interfaces with the National M&E System. This system will ensure regular feedback on performance of policies, plans, programmes and projects to different players.

1.4 Pre-requisites for a Robust Integrated Water Sector M&E System

The Water Sector M&E System is an important tool for evidence–based policy making, budget decisions, policy development, management and accountability. It helps policy makers and decision makers to track progress and demonstrate the impact of a given project, programme, plan or policy. In order for the M&E System to effectively operate in the water sector, it requires a number of pre-conditions, which include:-

1.4.1 Sector Demand and Ownership of M&E System

There must be an in-sector drive for supporting M&E activities so as the expected results can be achieved as planned. This is because implementation of water sector development interventions draws attention of many players including the Government, Parliament, Development Partners and the Public who all demand to know about sector progress and how the provided funds were spent and the impact of those transfers. As such the Ministry must ensure and demonstrate sector performance to all stakeholders and this expresses a strong demand and ownership of M&E system.

1.4.2 Leadership Will and Support of Sector M&E System

Leadership will, and support of the highest level is of vital importance because it is motivation to M&E implementers. As such leaders must demonstrate their support on M&E activities by taking initiatives on building capacities and provide motivativations to all implementers of M&E functions at all levels; and set aside significant resources to enable carrying of M&E undertakings so as to bring about the expected results.

1.4.3 Strong and Influential Champions for Water Sector M&E System

Robust Sector M&E requires strong, visible and influential champions with ability to push institutionalization, prioritization, and support to the Water Sector M&E System. To ensure proper carrying of M&E activities, the Ministry must be satisfied that M&E champions have the required capacity and are properly selected, motivated and their capacity enhanced.

1.4.4 Accountability and Performance Culture

An accountability and result-based performance culture of all practitionals within the water sector is paramount for a functional and robust M&E system. All of them need to exhibit a culture of relying on evidence-based information and data from the M&E systems for making informed decisions, policy briefs and for substantiating policy or programme performance.

1.4.5 In-Sector Capacity Building for Implementing and Use of M&E Results

Building sector capacity at the Ministry and institutional level for carrying M&E activities is essential for proper implementation of monitoring and evaluation system. This facilitates the ability to construct required indicators; the means to collect, aggregate, analyze, and report on the performance data in relation to the respective indicators and their baselines. Also, capacity building helps in designing and building a reporting system that can produce trustworthy, timely, and relevant information on performance of government projects, programs, plans and policies. To ensure water sector institutions including the Ministry have capacity on conducting robust M&E, capacity building initiatives need to be conducted regularly including provision of appropriate tools and trainings.

1.5 Guiding Principles for Integrated Water Sector M&E

Adhering to principles of monitoring and evaluation shall enable the water sector to achieve the planned goals and make M&E a value addition activity in instilling performance culture and improving service delivery in the water sector. To have positive

impact and success of M&E functions in the water sector, the following principles shall be adhered: -

1.5.1 M&E Involve Everyone

Monitoring and Evaluation shall involve everyone from top management to junior officers and shall be undertaken by every unit, section, division or department within sector institutions. To adhere to this principle, the Ministry need to ensure the involvement of all water sector institutions in the M&E processes and having a strong division for coordinating M&E activities within the Ministry and sector institutions.

1.5.2 Honesty

Monitoring and Evaluation in the Water Sector need to be carried out with highest level of honesty in all stages; that is from development of M&E plan or strategy, physical monitoring, evaluation, data collection, analysis and reporting. Since, M&E supports the performance assessment at both individual and institutional levels, honesty ensures the respective results reflect a fair state of performance in water sector. Monitoring and Evaluation will also support and ensure quality management decision making at both strategic and operational levels.

1.5.3 Cost Effectiveness

This principle requires every unit, section, division and department within the water sector institutions to undertake cost efficient M&E by ensuring low costs of the activity while observing high value of M&E results.

1.5.4 Participation of Stakeholders

A good monitoring and evaluation system involves relevant stakeholders during the process of development of M&E interventions, operationalization and dissemination of findings. Stakeholders' engagement increases a sense of ownership, goodwill and commitment towards successfully completion of the interventions and meeting expectations. The Ministry shall ensure all parties with interest and inputs in sector M&E systems are involved in the process of collecting, analysing, interpreting and dissemination of data.

1.5.5 M&E as an Organization Learning Tool

Monitoring and Evaluation is undertaken with a view of enhancing organization learning, reviews and evaluations and focuses on addressing issues. Appropriate utilization of results unfold whether undertaken initiatives are relevant to development needs of beneficiaries, implementation is on track and interventions are reaching targeted beneficiaries and achieving the intended objectives. The Ministry shall oversee that all sector institutions conduct M&E while observing attainment of the desired results and that M&E exercise facilitates acquiring of knowledge and addresses sector issues.

1.6 Methodology

The development of the Integrated Water Sector M&E System was based on the Monitoring and Evaluation Systems Framework for Tanzania Public Service of September 2014; Approved Functions and Organisation Structure of the Ministry of Water July, 2018; Water Supply and Sanitation Act No. 5 of 2019; Water Resources Management Act No. 11 of 2009;

Medium Term Strategic Plan; Water Sector Development Programme (WSDP); Five Year Development Plan (FYDP); Medium Term Strategic Planning and Budgeting Manual; Ruling Party Manifesto; and Government Policies and Directives. The process involved conducting assessments of the existing systems, while focusing on key challenges that had been confronting M&E practices within the water sector. The methodology involved the following steps:-

a) **Internal Assessments:** Multidisciplinary Team from the Ministry conducted internal assessment in order to assess adequacy of the current M&E system and its relevancy and applicability to cater for Sector needs. Assessments identified gaps and emerging thoughts on improving the system;

b) **Desk Review:** Multidisciplinary Team of the Ministry conducted a literature review of various Frameworks for M&E systems as well as other national and international documents including National Development Vision 2025; Five Year Development Plan; National Water Policy; and the Sustainable Development Agenda; and

c) **Stakeholder Engagement:** The development of this M&E system involved engagement of the Management of the Ministry of Water and other Water Sector Stakeholders through focus group discussions and meetings. Stakeholders were engaged prior and after the development of the M&E system, thus providing inputs to the drafting team before development of the system and reviewing the system after development for improvement and approval.

1.7 Structure of the Integrated Water Sector M&E System

This Integrated Water Sector M&E System comprises of three chapters. The First Chapter provides introduction that includes background, purpose of the water sector M&E System, Scope of the Water Sector Monitoring and Evaluation Systems, prerequisite for a robust Water Sector M&E System, Guiding Principles for Monitoring and Evaluation, and Methodology. The Second Chapter describes the Institutional Framework for Monitoring and Evaluation where, various levels of sector M&E are described from national to institutions level. The Third Chapter covers M&E System components, which comprises of Performance Indicators, Performance Reports, Performance Reviews, Evaluations, Data Systems and the relationship among the components.

CHAPTER TWO

2. INSTITUTIONAL ARRANGEMENT FOR THE INTEGRATED WATER SECTOR M&E SYSTEM

The institutional arrangement for M&E practices in the Government of Tanzania takes place at three levels, namely; national, sector and institutional. The National M&E System consists of high-level Committees, institutions at the Central and Local Government as well as Technical Teams and Professional Networks in Government. With respect to the water sector, the National M&E System receives inputs from Integrated Water Sector M&E System, which as well receives inputs from the Water Sector Institutional M&E Systems. The effectiveness of M&E Systems at all levels in terms of quality of indicators, reviews, reports, data systems, and evaluations provide a sound basis for a robust M&E systems.The linkage between National, Sector and Institutional levels is illustrated in **Figure 1**.

2.1 Water Sector Level

Water Sector institutional arrangement for designing, developing, maintaining and sustaining M&E System consist of Water Sector Committee, Task Force, Technical Team and Water Sector Professional Network. The institutional arrangement for the water sector provides roles and responsibilities of stakeholders; defines their relationships; and how they contribute in building, strengthening, using and sustaining the water sector M&E system.

The main stakeholders in the Integrated Water Sector M&E System are the Chief Executive Officers of all public institutions falling under the water sector. The institutions are BWBs, WUAs, NWF, WI, WSSAs, RUWASA, CBWSOs andEWURA. The lead champion for the Water Sector M&E System is the Permanent Secretary of the Ministry responsible for water and the lead agent is the Director of Policy and Planning with the responsibility of coordinating the M&E work in the sector. The System allows Water Sector programmes, projects and performance data at institutional and sector levels to be linked to national medium and long-term development goals.

The Ministry responsible for water in collaboration with other public institutions falling under the water sector shall provide leadership in:-

(i) Sustaining and maintaining the Water Sector Integrated M&E System in accordance with the Monitoring and Evaluation Systems Framework for Tanzania Public Service and other guiding instruments;
(ii) Developing baselines, indicator target values, monitor and track actual values of National indicators related to the water sector;
(iii) Conducting regular Public Expenditure and other Water Sector Reviews;
(iv) Establishing data systems for the Water Sector in accordance with National guidelines and standards;
(v) Conducting evaluations for the water sector;
(vi) Preparing Performance Reports on the Water Sector for submission to the relevant Authorities; and
(vii) Mobilizing resources and support for building, strengthening and sustaining the Water Sector M&E system.

2.1.1 Water Sector M&E Committee

The Water Sector M&E Committee consists of an intra-sector committee with the responsibility for strengthening and sustaining the Water Sector M&E System. The Committee is responsible for advising the National Task Force on M&E matters related to Water Sector as well as linking the Water Sector M&E System with the National M&E System. Members of the Water Sector M&E Committee are Head of Departments/Units from Ministry of Water; Chief Executive Officers of the institutions falling under Water Sector namely; RUWASA, NWF, WI, EWURA, representatives from Ministries responsible for Health and Education (1 representative from WASH Unit), Ministry responsible for Finance (1) and NEMC (1). WSSAs will channel their reports through the Director of Water Supply and Sanitation who will represent them in the Committee. However, few WSSAs may be presented in the Committee on rotational basisfor experience sharing.The chairperson of the Water Sector M&E Committee is the Permanent Secretary of the Ministry responsible for Water. The Committee will meet quarterly to review quarterly, semiannual and annual M&E reports prepared by the Sector Task Force ready for submission to the National level.

2.1.2 Water Sector M&E Task Force

The Water Sector Task Force has the responsibility for advising Water Sector M&E Committee. Members of the Task Force include Assistant Directors, Directors and Managers responsible for M&E matters from Ministry of Water Departments/Units, institutions falling under Water Sector namely; RUWASA, NWF, WI, EWURA and selected WSSAs attending on rotation basis. The Task Force shall also be the

Secretariat of the Water Sector M&E Committee. The Chairperson of the Task Force is the Director of Policy and Planning of the Ministry responsible for Water. The Task Force will meet quarterly to review quarterly, semiannual and annual M&E reports prepared by the Technical Team ready for submission to Committee.

2.1.3 Water Sector Technical Team

The Water Sector Technical Team has the responsibility of preparing quarterly, semiannual and annual M&E reports, which will be submitted to the Task Force for review and scrutiny. Members of the team shall be drawn from the Technical Officers responsible for M&E matters from Ministry of Water Departments/Units, institutions falling under Water Sector namely; RUWASA, NWF, WI, EWURA and selected WSSAs attending on rotation basis. The Team shall also be the Secretariat of the Water Sector Task Force. The chairperson of the technical team shall be the Assistant Director - Monitoring and Evaluation from the Division of Policy and Planning from the Ministry responsible for Water.

2.1.4 Water Sector Professional Network

Water Sector Professional Network shall have the responsibility for providing technical inputs to the Water Sector M&E Committee, Task Force and Technical Team. Members of the professional network will consist of Directors, Assistant Directors, Managers and Technical Officers dealing with M&E matters from the institutions falling under Water Sector including RUWASA, WSSAs, NWF, WI, EWURA, CBWSOs, NWB, BWBs, WUAs, Development Partners, representatives from Ministry responsible for Health, Ministry responsible for

Education, Ministry responsible for Finance and National Environmental Management Council (NEMC). The chairperson of the professional network shall be the Director of Division of Policy and Planning from Ministry responsible for Water. The Patron of sector professional network shall be the Permanent Secretary of the Ministry responsible for Water. The Professional Network will meet once a year during the second quarter of each Financial Year.

2.1.5 Relationship between the Water Sector and Institutional M&E Systems

In order to sustain the Integrated Water Sector M&E System, the Ministry of Water shall agree with institutions under the Water Sector on the following matters: -

(i) Sector Indicators to be tracked, baseline information, data collection sources, indicator target values, data collection methods, frequency of reporting and the responsible unit, division and department for tracking the indicator(s);
(ii) Reviews to be conducted at sector level, the issues to be addressed by the reviews and the responsible unit, division and department;
(iii) Performance Reports to be prepared including quarterly, annual, and outcome reports at the end of the strategic planning or project orprogramme cycle;
(iv) The type of evaluations, evaluation methodologies, issues to be addressed by the evaluations, frequencies and the responsible coordinating institution/department; and
(v) Data systems to be maintained by the Water Sector, platforms, standards and coding systems for the data systems including MIS and MajIs.

2.2 Institutional Level

Institutions falling under the Water Sector include the Ministry Departments/Units, NWB, BWBs, WUAs, NWF, WI, WSSAs, RUWASA, CBWSOs, and EWURA. The M&E System of the Water Sector Institutions shall comprise of Management Committee, Divisions and Units. These organs shall have a clear understanding about each other's role and how they relate with each other in building, strengthening, using and sustaining the Institutional M&E System and how their Institutional M&E System links and relate with the Water Sector and National M&E Systems.

At this level the lead champion is the Chief Executive Officer who shall provide leadership in developing, strengthening and sustaining a robust institution M&E System. The lead agent is the Unit, Division or Department responsible for coordinating or undertaking the M&E function within the institution. The role of these key players at institutional level is elaborated in the following sub-sections.

2.2.1 The Chief Executive Officer

The Chief Executive Officer shall have the following roles:

(i) Provide leadership in developing and sustaining the Institutional M&E System;
(ii) Allocate adequate resources in terms of finances, human resources, other material resources and time for M&E work;
(iii) Link Institutional M&E System with the Water Sector M&E System;
(iv) Collaborate with other Water Sector institutions in strengthening M&E function in the public service; and

(v) A representative of the institution in the Water Sector M&E Committee.

2.2.2 M&E Coordination Unit, Division or Department

The Monitoring and Evaluation Coordination Unit, Division or Department at the level of institution shall have the following roles:

(i) Assist the Chief Executive Officer in building, strengthening and sustaining the Institutional M&E System;
(ii) Provide technical support in building the Institutional M&E System;
(iii) Build the capacity of Units, Divisions or Departments within the Institution on M&E matters;
(iv) Undertake quality control and assurance of the Institutional M&E System;
(v) Secretariat on institutional M&E matters; and
(vi) Provide inputs to the Task Force/Technical Committees of the Water Sector.

2.2.3 Other Units, Divisions or Departments

Other Units, Divisions or Departments not responsible for coordinating M&E System of the institution shall have the following roles:

(i) Assist the Chief Executive Officer in building, strengthening and sustaining the institutional M&E System;
(ii) Building the capacity of Staff to facilitate M&E of Unit, Division or Department Action or Work plan; and
(iii) Link the Units, Divisions or Departments M&E work in line with the requirements of the institutional M&E System.

2.2.4 Relationship Between Units and Departments at Institutional Level

In order to sustain the Water Sector institutional M&E System, the Units, Divisions or Departments shall adhere to common issues below:-

(i) Institutional Indicators to be tracked, baseline information, data collection sources, indicator target values, data collection methods, frequency of reporting and the responsible Unit, Division or Department for tracking the indicator(s);

(ii) Reviews to be conducted at Institutional level, the issues to be addressed by the reviews and the responsible Unit, Division or Department;

(iii) Performance Reports prepared by the Institution quarterly, annually and after every five years. The reporting formats, issues to be addressed in the reports, reports timings and place of submission;

(iv) The type of evaluations to be conducted by the Institution, evaluation methodologies, issues to be addressed by the evaluations, frequencies and the responsible Unit, Division or Department;

(v) Data systems to be maintained by the Institution, platforms, standards and coding systems for the data systems including MIS and MajIs; and

(vi) System for sharing monitoring information and results among Units, Divisions or Departments.

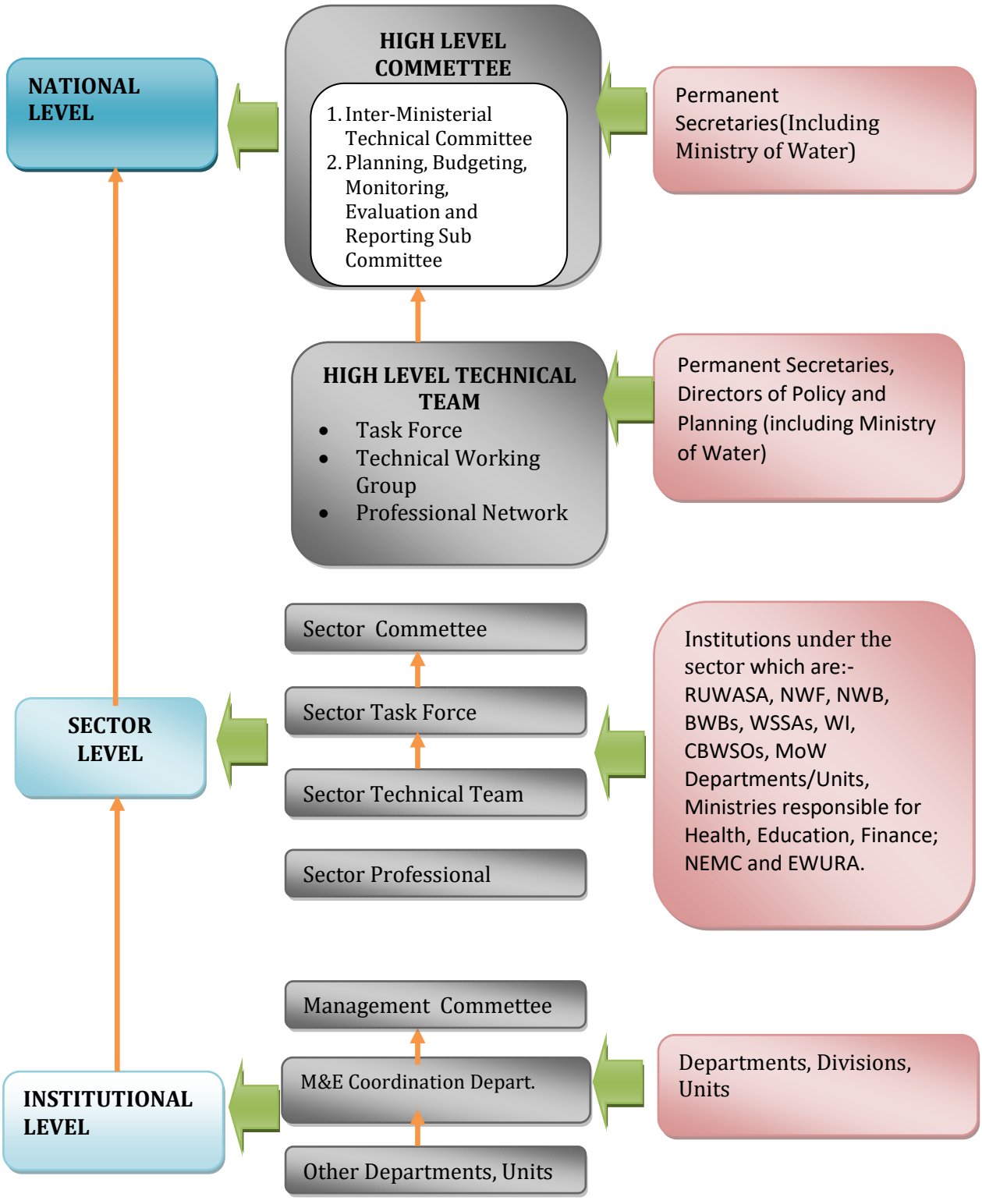

Figure 1. M&E Systems: Linkage between National, Water Sector and Institutional Levels

CHAPTER THREE

3. WATER SECTOR M&E SYSTEM COMPONENTS

The Integrated Water Sector Monitoring and Evaluation System comprises of five key components, namely: Performance Indicators, Performance Reports, Performance Reviews, Evaluations and Data Systems. The components form the M&E System for tracking implementation of strategic plans, programmes and projects in the water sector. The Water Sector M&E System aggregates data and information and links all M&E sub Systems of individual water sector institutions. In order to have an effective Water Sector M&E System, institutions shall develop their sub systems in line with the five components.

3.1 Performance Indicators

Performance Indicators comprise of outcome, output, process and input indicators. The objectives and targets in the Strategic Plans as well as activities in the Medium Term Expenditure Frameworks form the basis for developing performance indicators. In order to improve the quality and management of indicators, the Water Sector M&E System contains the following: -

(i) Objectives and outcome indicators, which are linked to the Strategic Plan as shown in Table 3.1. The output, process and input indicators are contained in the Strategic Plan of the Ministry of Water. Indicators developed are Specific, Measurable, Attainable, Realistic and Time bound (SMART); and

(ii) Monitoring Plan (Annex 1) for each indicator which contains baseline value; target value; and Unit/Division that is responsible for collection of actual values. It also contains measuring indicator, achievement against target values and data collection instruments.

Table 3.1 Integrated Water Sector M&E System Performance Indicators

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
1	HIV/AIDS new infections reduced and supportive services improved	HIV and AIDS situation analysis conducted by June 2024.	Percentage of staff living with HIV/AIDS and receiving care and support. Percentage reduction in HIV/AIDS cases
		HIV and AIDS Programme implemented at work place by June 2024	
2	Implementation of the National Anti-Corruption Strategy enhanced	Action Plan for preventing and combating corruption at the work place implemented by June 2021.	**Reduction in percentage of corruption related complaints:** This indicator measures number of corruption related complains in the complaints handling register. The number of corruption related complaints divided by number of complaints in the register times 100. **Improved decision making and the efficient use of resources.** Good governance means promoting values for the whole organization and demonstrating the values of good governance through behaviour. The governing body should establish a set of fundamental values by
		MoW Good Governance Plan implemented by June 2024.	

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
			which the organization operates.
3	Integrated water resources management strengthened	• 3 Strategic Dams constructed by June, 2025 • 20 medium dams rehabilitated by June, 2025 • 54 gazetted catchment and sub-catchment with active operational water committees by June, 2025 • 260 WUAs created and operationalized by June, 2025	**Average renewable water per capita improved:** This is the sum of the average annual flows of rivers and recharge of ground water generated from endogenous precipitation and the natural flows originated outside the country. It is calculated by dividing total annual renewable water to the population. It measures the amount of naturally replenished water on the surface and ground water in the country divided by number of population. This indicator will help to determine country's level of water security and data can be disaggregated to BWBs. The country is considered to be in water stress if the average Renewable water per capita is less than 1700m^3/Capita/Year. Construction of Dams will increase access to water and enhance socioeconomic activities such as agriculture, fishing and industrial development.

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
		• Ambient water quality monitoring and assessment in 50 strategic water bodies conducted annually	**Proportional of bodies of water with good ambient water quality (WBGQ):** The indicator is defined as the proportion of strategic water bodies in the country that have good ambient water quality. Ambient water quality refers to natural, untreated water in rivers, lakes, dams and ground water and represents a combination of natural influences together with the impacts of all anthropogenic activities. It is calculated by taking the number of classified water bodies classified as having a good water quality status (Ng) to the total number of classified water bodies (Nt) expressed in percentage; WBGQ=(Ng/Nt) x100. Where WBGQ is the percentage of water bodies classified as having a good quality status. A body of water is classified as having a good quality status if at least 80% of all monitoring data from all monitoring stations within the water body are in compliance with the respective target.

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
		2,320 water use permits granted by June, 2025	**Proportion of freshwater withdraw:** This indicator is defined as the ratio between total freshwater withdrawn (based on water use permit granted) divided by available freshwater resources times 100. This indicator can be disaggregated by water use permit granted based on socio economic activities (Agriculture, manufacturing, water supply, electricity etc.). Purpose of this indicator is to ensure sustainable withdrawals and supply of fresh water.
		158 water sources and recharge areas demarcated and gazzetted by June, 2025	**Proportion of water sources and recharge areas demarcated and gazzeted**: This indicator is calculated by total number of water sources and recharge areas demarcated and gazzeted divided by total number of identified water sources times 100. The purpose of this indicator is to track progress on protection and conservation of water resources and can be disaggregated into basins.

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
		14 transboundary water bodies (i.e. Rivers[1] and Lakes[2]) in Tanzania with operational arrangements for water cooperation by 2025	**Proportion of trans-boundary water bodies with an operational arrangement for water cooperation**: This indicator is percentage of transboundary water bodies within a country that has an operational agreement or other arrangement for water cooperation. An arrangement for water cooperation is a bilateral or multilateral treaty, convention, agreement or other formal arrangement among riparian countries that provides a framework for cooperation on transboundary water management. It is calculated by number of trans boundary water bodies with an operational arrangement for water cooperation divided by total number of trans-boundary water bodies times 100. The purpose of this indicator is to monitor management and utilization of transboundary water resources.

[1]Songwe River, Kagera River, MaraRiver, Malagalasi River, Momba River, Mwiruzi River, Umba River and Ruvuma River

[2]Lake Nyasa, Lake Victoria, Lake Chala, Lake Jipe, Lake Tanganyika and Lake Natron

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
		9 Water Basins IWRMD Plans operational by June, 2025	**Degree of Implementation of approved Basin Water Resources Management Plans:** The Basin Water Resources Management Plan refers to the Basin IWRMD Plan prepared once and revised every five years, which will include the Plan itself, implementation strategy and action plan. This KPI is measured by the degree of its implementation (D) in percentage D=(NPI/NPP) x 100. NPI means Number of Projects Implemented and NPP means Number of Projects Planned.
		• Water related disaster early warning system developed by June, 2025 • Strategic Action Plan for Climate Change adaptation implemented by June, 2025	**Degree of implementation of a Sound Climate Change Adaptation and Disaster Management System**: This refers to a documented program prepared to address climate sensitive issues including floods, drought, and adaptation to climate change and disaster response systems. The system will be updated after five (5) years. This KPI is measured by the degree of its implementation (D) in percentage D= (NCIA/NCII)

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
			x100. Where: NCIA is the number of cumulative climate change issues addressed, and NCII is the total number of climate change issues identified.
		• Environmental social compliance frameworks, guidelines and sector environmental reports prepared and implemented by June, 2025	**Degree of environmental socialcompliance in the sector:** This is measured by looking at mainstreamed environmental and social concerns in water sector plans in IAs
		• Water qualitypolicies, standards, guidelines and strategies for water quality management prepared and implemented by June,2025	**Number of water sources qualified for development of water projects for the intended uses.** **Degree of Sound Water Quality Management Guiding Documents Developed and Implementated**: This indicator refers to sound guiding documents prepared to address smoothimplementation of water quality management.The indicator is measured by the degree of Developed and implanted Water Quality Guiding Documents (WQGDs) in percentage= (NtWQGDI/NtGDsIp) x100. Where: NtWQGD is the number of cumulative water

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
			quality management guiding documentsbeing implemented, and NtGDsIp is the total number of water quality management guiding documents identified for preparation.
4	Universal access to adequate, safe and clean water improved	• 65,329 water points in rural areas constructed by June, 2025 • 11,534 CBWSOs created and operationalised by June, 2025	**Percentage of rural population with access to safe and clean water:** This indicator measures the rural population that is supplied with water from an improved water source. The rural population supplied with water includes household connections and population living within 400m from public domestic points. It is calculated as follows: The total rural population served divided by the total rural population times 100. Regionals, districts and LGAs can disaggregate the indicators.
		• 500,000 new piped water supply connections installed and 10 additional operational water kiosks constructed in DAWASA service area by June, 2025 • 200,000 new piped	**Percentage of urban population with access to safe and clean water**: This indicator measures the urban population supplied with clean and safe water. The urban population supplied with water includes household connections and public stand posts. It is calculated

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
		water supply connections constructed and 1,250 additional operational water kiosks constructed for Utilities in Regional Centers by June, 2025 • 110,000 new piped water supply connections constructed and 272 additional operational water kiosks constructed in Small Towns and National Projects by June, 2025	as follows: adding the following arrives at The urban population served: (i) Number of domestic connections multiplied by average members using the connection. (ii) The number of public stand posts and/or kiosks multiplied by average number of population served by public stand posts and/or kiosks (iii) Number of population living in residential institutions, industrial and commercial complexes. It is arrived by taking total urban population served divided by the total urban population times 100. The indicators can be disaggregated by WSSAs.
		Non-Revenue Water reduced from the National average of 36% in July 2014 to 25% by June, 2025	**Percentage of Non-Revenue Wate**r: This indicator measures water that has been produced but it is not billed. It is calculated as follows: The total amount of water produced minus the total amount sold to consumers divided by the total amount of water produced times 100. The indicators can be disaggregated by WSSA
		Water Safety Plans in Urban and Rural	**Number of Water Supply Schemes in Urban and**

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
		Water Supply Schemes implemented by June, 2025	**Rural areas implementing water safety plans:** This indicator is defined by the number of water supply schemes implementing the Water Safety Plans in Urban and Rural areas
5	Universal access to sanitation services improved	National Sanitation Campaign in rural communities facilitated in villages by June, 2024	**Proportion of population using safely managed sanitation services:** This indicator measures the use of improved sanitation facilities that is not shared with other households and where the excreta are safely disposed insitu or transported and treated offsite. Improved sanitation facilities include Septic Tanks or pit latrines, Improved pit Latrines (Pit Latrines with a slab or Ventilated pit latrines) and composting toilets. Rural and urban areas can disaggregate this indicator. Flush or pour flush toilet to sewerage systems are not included in this indicator. It is calculated as follows: The total households with improved sanitation facilities divided by the total households times 100.
		15,000 new house connections to public sewer systems by	**Proportion of household connected to conventional public sewerage systems in**

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
		June, 2025	**urban area.** This indicator measures the urban population with access to sewer connections. It is calculated as follows: The total urban households connected to public sewer divide by the total number of households times 100.
		60 waste water treatment ponds for on/off-grid sanitation constructed by June, 2025	**Proportion of wastewater safely treated.** Proportion of wastewater generated both by households (sewage and faecal sludge) as well as economic activities safely treated compared to total wastewater generated both through households and economic activities. It is calculated by taking the total wastewater safely treated divide by total wastewater produced times 100.
		Investigations and inspection on safety of waste water returned to the environment implemented by June, 2025	**Proportional of effluent complied with the standard to be discharged into the environment.** This is defined with the amount of effluent complied with the standard divided by the amount of wastewater produced.

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
6	Institutional capacity to carry out operation improved	• Performance reports developed annually • Procurement plan developed by June, 2024	**Level of Staff integrity.** This indicator measures the level of professionalism, honest, trust, fairness, consistence and ethical practices demonstrated by staff in their dealings with clients and other stakeholders. It is calculated as follows: The number of respondent who rated staff integrity as high divided by the total number of respondent times 100
		• Capacity development plans and strategies developed and implemented by June, 2024	**Improved capacity of the institution in undertaking its responsibilities.** This indicator measures capacity of the institution to undertake capacity development plans and strategies.
		Ministry's Agencies facilitated to develop and implement plans,strategies and M&E systems by June, 2024	**Improved working instrument at the Ministry's Agencies.** This indicator measures ability of water sector agencies to undertake their responsibilities
		• Information and Communication Technology infrastructure for sector innovations developed by June, 2024	**Improved Information and Communication Technology (ICT) in the sector:** This indicator measures the ability of the Ministry and agencies to sophisticate its information systems for accurate and timely data.

SN	Objectives	Outputs indicators	Outcome Indicator and Descriptions
		Capacity of the ministry internal control system built by June, 2024 • Financial and contract management improved by June, 2024. • Risk management framework in the water sector developed and implemented by June, 2023	**Percentage of Unqualified Audit opinion:** This indicator measures the performance of financial management i.e. their compliance to Public Finance Act No. 15 of 2009, Public Procurement Act No. 9 of 2011, and Public Audit Act No. 11 of 2008. This indicator will be determined by the number of Implementing Agencies with Unqualified Audit Opinion divided by the total number of Implementing Agencies times 100.
		• Development and review of water sector plans and strategies coordinated by June, 2024 • Water sector dialogue mechanism reviewed and implemented by June, 2024	P**ercentage of national budget allocated to water supply and sanitation.** Share of the national budget allocated to water supply and sanitation. It is calculated by national budget on water supply and sanitation divided by national budget times 100.

3.2 Performance Reports

Performance Reports are prepared in accordance with the Government of Tanzania reporting requirements as stipulated in Chapter 7 of the Medium Term Strategic Planning and Budgeting Manual. The reports include quarterly, annual and outcome reports of water sector. The reports are essential for

improving decision making and enhancing accountability and transparency. The prepared reports shall be readable and easy to understand; analytical and evidence based; and easily accessible to stakeholders and decision makers.

The Technical Team under Chairmanship of Assistant Director-M&E will prepare the reports. The same, Technical Team shall consolidate performance reports from institutions under the sector. All together, the resulting reports will be submitted to Water Sector M&E Task Force under Chairmanship of Director of Policy and Planning. The reports will then be submitted to Water Sector M&E Committee in a Performance Review Meeting under Chairmanship of the Permanent Secretary.

During the preparation of the reports, the Technical Committee and or the Task Force may undertake sample monitoring field visits to verify submitted information with a purpose of data verification and finding complimentary information. Director of Policy and Planning will coordinate verification visits.

3.2.1 Quarterly Reports

The Ministry of Water and institutions falling under the water sector shall prepare quarterly reports. The Technical Team of the Water Sector M&E System shall review and consolidate the quarterly reports. Sector quarterly reports shall cover overview of the implementation of the milestones, activities, targets, objectives, expenditures, issues, challenges, constraints and remedial actions. The reports will be used to generate other reports including Parliamentary Committee Reports; WSDP Physical Progress Reports; and WSDP Interim Financial Report.

Quarterly reports of the Water Sector M&E system shall, as a minimum, have the following contents: -

(i) Reporting period
(ii) Budget coverage – Development or Recurrent
(iii) Objective and its linkage to FYDP and Ruling Party Manifesto
(iv) Annual physical target
(v) Planned activities
(vi) Status on implementation of activities that include actual progress, estimated percent of completion, if the activity is on track, off track or at risk
(vii) Expenditure status which covers cummulative budget and actual cumulative expenditure
(viii) Remarks on implementation

A sample quarterly reporting form is provided in **Annex 2** of this document.

3.2.2 Annual Reports

The Ministry of Water and institutions falling under the water sector shall prepare annual reports. The Technical Team of the Water Sector M&E System shall review and consolidate annual reports. Annual reports plays a vital role in providing information towards achieving institutional targets, ruling party manifesto targets, Five Year Development Plan and contributions of the water sector in national development priorities. The reports shall provide overall annual sector performance that include progress towards achieving the objectives or outcomes. Annual reports shall also cover management letter, financial performance, procurement and human resource issues of water sector. The reports form the basis for outcome reports. These annual reports include Water

Sector Status Reports; Performance Assessment Framework; Review Report; Financial Statements and Annual Progress Reports.

3.2.3 Outcome Reports

The Water Sector Outcome Reports are critical in providing strategic direction of the sector and play a key role in decision-making. These reports are prepared at the end of the strategic planning, project or programme cycle and will provide an assessment in meeting each objective which will include performance against specific indicators; outcomes of the service delivery surveys, level of compliance with policies, acts, standards, rules, regulations; results of thematic, outcome and impact evaluations; summaries of overall results focusing on improvements and finally documenting on why some objectives have not been met.

The quarterly reports will form the basis for annual reports and annual reports will form basis of outcome reports. The reports will also document results of monitoring, performance reviews and evaluations undertaken during the period. The Ministry shall prepare a five-year outcome report based on sector or specific evidence based studies using national statistics.

3.3 Performance Reviews

Performance Reviews are the missing middle between Monitoring and Evaluation, they are also perception based and should not be confused with evaluations. In terms of efforts they are more than monitoring but are less than evaluations. They look for trends and work through a consensus or agreement on recommendations or findings. Performance

Reviewsof the Integrated Water Sector M&E System consist of review meetings and rapid appraisals. It could be internal, external or joint covering the water sector or institution levels.

3.3.1 Review Meetings

Water Sector review meetings shall focus on tracking implementation milestone of strategic plan, programmes or, projects as well as determining the progress made in achieving institution's objectives. The meetings shall be conducted on weekly, monthly, quarterly, semi- annually or annually basis. These meetings include Department/Division/Unit meetings, Management Meetings, Thematic Working Group Meetings, Steering Committee meetings, Line Ministries Convention, Supervision Missions and Joint Water Sector Review Meeting and may change from time to time depending on the needs. The review meetings will also track any changes in terms of outputs realized over the period as well as assessing issues, challenges and lessons learnt over the period and extent the outputs delivered in contributing objectives achievement. The review findings shall be used to adjust water sector implementation strategies whenever necessary. The water sector review meetings, which may beconsidered, are shown in **Annex 3**.

3.3.2 Rapid Appraisals

These are systematic studies undertaken to collect, analyse, assess and report relevant information to decision-makers within a short time. When a need arise the institutions under the water sector shall undertake rapid appraisal on baseline study, thematic reviews, service delivery surveys, sector self-

assessment, sector expenditure review,programme or project mid-term review, end of programme or project review.

The rapid appraisals shall focus on reviewing key structures, systems, processes and procedures that facilitate delivery of services to water sector stakeholders. The rapid appraisals will also assess whether the interventions are bringing expected outputs, outcomes and impacts.

3.4 Evaluations

Evaluations of the Water Sector M&E System consist of feasibility studies, process, project or programme evaluations, thematic evaluations, performance audits, outcome evaluations and impact evaluations.

The evaluations shall be conducted through survey, desk review, field visit, and focus group discussions based on the evaluation plan provided in the Strategic Plan. The Water Sector Evaluation Plan includes evaluations to be conducted, evaluation questions, methodology, timeframe and the Institution, Department, Section or Unit responsible for the evaluation.

3.5 Data Systems

The MoW in collaboration with other partners has continued to gather, store, analyze and use data in various level of implementation of water sector. However, there are still some setbacks in development and management of M&E data. Data systems capture all routine and non-routine data generated from activities in the sector. The Sector has two types of data systems namely function data system and data tasks to manage its operation. The water sector data systems shall be

closely related, interconnected, interactive, dependent and mutually supportive. At some stage, each of the data system should be able to provide inputs and feedback to each other.

The ultimate need to have reliable data for Water Sector M&E System is to help decision makers in reaching to informed decisions. It should be noted that data gathered in water sector are derived from various sources hence they have to be sieved, analyzed, interpreted and well presented to decision makers. At some stage, each of the data system should be able to provide inputs and feedback to each other. The process of engaging with decision makers to use/consume M&E data is not a simple one but this Water Sector M&E System intends to change the business as usual situation in involving them for effective water sector development.

3.5.1 Function Data System

This system classifies water sector data systems in accordance with institution organization structure. Water sector function data system utilizes various systems including:-

3.5.1.1 Government Electronic Payment Gateway (GePG)

Government Electronic Payment Gateway is a centralized system, connected to all available electronic revenue collection for process of facilitating electronic money transactions from the public to government and vice versa. Ministry of Finance and Planning hosts the respective system. The water sector utilizes the system in revenue collection. The GePG system operations are based in statutory requirements under the Public Finance Act of 2001 as amended by Finance act of 2017, which

specifically provides that all public money shall be collected electronically through GePG system.

3.5.1.2 Tanzanian National E-Procurement System (TANePS)

Tanzanian National e-Procurement System (TANePS) is a web-based, collaborative system, developed in accordance with the requirement of public procurement laws, to facilitate public procurement processes in Tanzania. It offers a secure, interactive, dynamic environment for carrying out procurement of all categories, complexity or value. TANePS supports processes of procuring Goods, Works, Consultancy, Non-Consultancy and Disposal of assets.

3.5.1.3 Human Capital Management Information System (HCMIS)

HCMIS is an information system used in the Water sector with the main objective of improving accuracy and timely provision of human resource information for managerial decision-making. The system is hosted at President's Office Public Service Management and Good Governance.

3.5.1.4 Central Budget Management System (CBMS)

Central Budget Management System (CBMS) is the web-based system used for budget preparation, allocation, implementation (execution) and performance reporting. The system is under the custody of Ministry of Finance and Planning. It is used by water sector in the preparation, allocation, implementation and performance reporting. The system reduces time spent on budget preparation as well as performance reporting.

3.5.1.5 Government Payment System

The Water Sector uses Government Payment System- *Mfumo wa Ulipaji Serikalini (MUSE)* which was developed to integrate other payment systems in the country with the aim of reducing costs and facilitating access to financial information. The Ministry of Finance and Planning is the custodian of the system.

3.5.1.6 Development Project Database

The development project database is a web-based designed to register project information from start to the end encompassing progress (project cycle) made in the whole process of implementation. It will be one of the key instruments in linking water projects with the MoFP in terms of approval and smoothen implementation.

3.5.2 Data Tasks System

The unified Water Sector data task system is an integrated arrangement that performs; data collection, analysis, storage, dissemination, communication, and strategic linkage with institutions monitoring systems falling under the water sector. Data systems regardless of their classification aim at improvement of the management of data to facilitate decision making at all levels in the Water Sector. They will also influence the quality of information generated by the Integrated Water Sector M&E System. All sector data task systems shall be hosted by e-GA and DPP shall have the access to consolidated reports from all data systems on monthly bases.

In determining the maturity level of data systems the institutions falling under Water Sector will have to observe the following: -

(i) Data system in place;
(ii) Institutions understand its data requirements;
(i) Provided by stakeholders;
(ii) Data systems centralized or decentralized;
(iii) Data systems manual or ICT based;
(iv) Data collection instruments and methods;
(v) Data accessible;
(vi) Level of data integrity and consistency in the system;
(vii) Mechanisms for quality assurance and validation;
(viii) Information generated by the data systems relevant, timely and useful; and
(ix) Adequate capacity to manage data systems.

Some of the data task systems, which exist under water sector, includes:-

(i) Maji Information System (MajIs): This system enables the Ministry of Water and EWURA to track performance of water supply and sanitation authorities. It provides information on in house water connections, sewerage systems, non revenue water and other operations of the authorities. Information is updated by the authorities on monthly basis hence it is an effective tool for acquiring status on water supply and sanitation services in urban areas.

(ii) Water Point Mapping (WPM):- Helps in monitoring the distribution and status of water points and can be used to inform the planning of investments to improve coverage. In rural areas in Tanzania, WPM is used to highlight issues of equity and functionality at district level. Furthermore, WPM supports the establishment of a baseline of water supply coverage and for regular reporting (sector performance monitoring).

(iii) Water Sector Management Information System (MIS): Is the electronic tool (web based system), which was developed to support the collection, processing, and reporting data on various issues concerning water sector. Data covered by the system comes from the planning/budgeting, procurement, contracts and finance of water supply and sanitation projects and development of water resources. The system also covers different stages of project implementation from the concept note preparation proposal, pre-feasibility and feasibility study, design stage up to the stages of contract management and rising of interim payment certificate. The system also supports the monitoring and evaluation of different water projects.

(iv) Nile Basin Decision Support System (NB-DSS): Is a comprehensive analytic framework designed to meet the requirements of complex water resources planning. It provides diverse tool sets for data processing, modeling, scenario management, benefit-cost analysis, optimization and multi-criteria decision making. It also offers tools for integrating environmental, social and economic objectives, thus facilitating multi-sector water resources planning at river basin level. The system provides data on quantities of water of different water sources available in Nile Basin that enables decision-making regarding the use and exploitation of water sources among countries in the Nile Basin.

(v) Unified Billing System: Is the system used to capture revenues and expenditures of government utilities.

(vi) Laboratory Information Management System (LIMS): This information system is a reporting system on the performance of water laboratories in the country. It collects information on water and wastewater samples to be analyzed from the moment it is submitted to laboratory, the time it is being analyzed to the time the analysis is complete. It also records the location of where the samples were extracted or records of the person who submitted the samples for analysis.

(vii) Water Projects Information System: This is the dashboard, which shows status of different water supply, and sanitation projects implemented by different Implementing Agency under the Ministry of water. The developed system is a web-based where by data will be collected are available for monitoring and evaluation (M&E), planning, budgeting, control and facilitating decision making.

3.6 Relationship between Components of Water Sector M&E System

The water sector M&E System components are closely related interconnected, interactive, dependent and mutually supportive as shown in **Figure 3.1** and illustrated in Section 3.1 to 3.5. Each of the components provides inputs and feedback to other components. Generally, the usefulness of the Water Sector M&E System components depends on how the individual components are designed to work in uniform and in an integrated manner to facilitate effective monitoring and evaluation work in the sector.

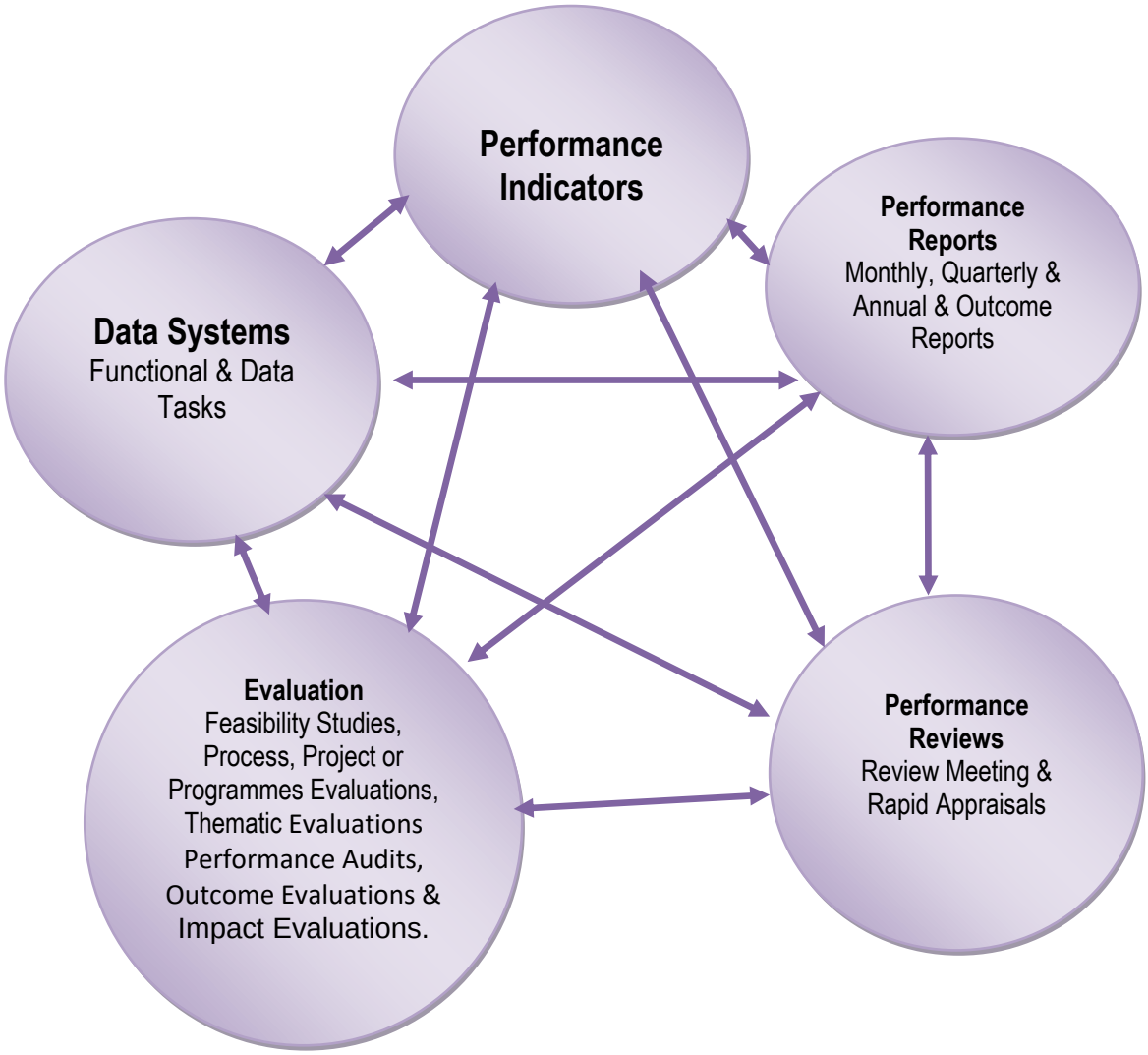

Figure 3.1: Relationship between Components of the Water Sector M&E System

ANNEXES

ANNEX 1: MONITORING PLAN

SN	Outcome Indicator	Baseline Data		Indicator Target Value (2020/21 – 2024/25)					Data Collection and Method of Analysis				Frequency of reporting	Responsible
		Baseline Date	Baseline Value	Y1	Y2	Y3	Y4	Y5	Sources of Data	Data collection instrument/ Method	Frequency of Collection	Means of verification		
Objective 1: Integrated water resources management strengthened														
1	Average renewable water per capita	30 June, 2019	2,250	2,330	2,330	2,330	2,330	2,330	Hydrological year Book	Water Resources Monitoring station	daily	Physical Observations of the database	Annually	DWR(BWBs)
2	Proportional bodies of water with good ambient water quality.	30 June, 2019	62	70	na	na	na	100	Annual Water Quality Reports, LIMS	water quality monitoring programs,	monthly	Quality Assurance/ Quality Control System	Annually	DWQ (water Quality Labs)
3	Proportional of freshwater withdraw	30th June, 2020	10%[3]	<15%	<15%	<15%	<15%	<15%	Water use permit Register. Hydrological year Book, water use Survey Report	Survey	monthly	Survey Reports	Quarterly	DWR(BWBs)
4	Proportional of water sources and	30th June, 2020	11% (18/158)	29%	47%	65%	82%	100 %	Water sources Database	NA	NA	Government Notices	Quarterly	DWR (BWBs)

[3]Current yearly consumptive water abstraction according to WUPs (12,000 MCM) divide by available annual renewable water resources (126,262 MCM)

SN	Outcome Indicator	Baseline Data		Indicator Target Value (2020/21 – 2024/25)					Data Collection and Method of Analysis				Frequency of reporting	Responsible
		Baseline Date	Baseline Value	Y1	Y2	Y3	Y4	Y5	Sources of Data	Data collection instrument/ Method	Frequency of Collection	Means of verification		
	recharge areas demarcated and gazzetted													
5	Proportion of trans-boundary water bodies with an operational arrangement for water cooperation	30th June, 2020	57% (8/14)	64%	71%	86%	93%	100%	minutes of transboundary water bodies meeting	NA	NA	minutes of transboundary water bodies meeting	Quarterly	DWR
6	Degree of Implementation of the approved Basin Water Resources Management Plan	30th June, 2020	0.1	0.1	0.2	0.2	0.3	0.3	Progress Report of BWBs	Performance Assessment and Progress Reports	Quarterly	Performance assessment	Quarterly	DWR (BWBs)
7	Degree of implementation of a Sound Climate Change Adaptation and Disaster Management System	30th June, 2020	50%	65%	70%	75%	80%	85%	Quarterly and Annual Progress Report.	Performance Assessment	Quarterly	Progress Report	Quarterly	DWR

SN	Outcome Indicator	Baseline Data		Indicator Target Value (2020/21 – 2024/25)					Data Collection and Method of Analysis				Frequency of reporting	Responsible
		Baseline Date	Baseline Value	Y1	Y2	Y3	Y4	Y5	Sources of Data	Data collection instrument/ Method	Frequency of Collection	Means of verification		
Objective 2: Universal access to adequate, safe and clean water improved														
8	Percentage of rural population with access to safe and clean water	30th June, 2019	70.1%	85%	85%	87%	89%	90%	Progress Reports, Census, Household Budget Survey	Reporting system, Field Questionnaire	Monthly	Monitoring Field visit	Quarterly	RUWASA (RM)
9	Percentage of urban population with access to safe and clean water	30th June, 2019	ND	85%	90%	95%	96%	98%	Water Utility Performance Review Report	MajIS	Monthly	Monitoring Field visit	Quarterly, Annually	EWURA (WSSAs)
10	Percentage of Non-Revenue Water	30th June, 2019	ND	32%	30%	28%	26%	25%	Water Utility Performance Review Report	MajIS	Monthly	Monitoring Field visit	Quarterly, Annually	EWURA (WSSAs)
11	Number of Water Supply Schemes in Urban and Rural areas implementing water safety plans	30th June 2020	3	5	8	15	25	50	Annual Water Quality Reports, LIMS	water quality monitoring programs,	monthly	Quality Assurance/ Quality Control System	Annually	DWQ (water Quality Labs)

SN	Outcome Indicator	Baseline Data		Indicator Target Value (2020/21 – 2024/25)					Data Collection and Method of Analysis				Frequency of reporting	Responsible
		Baseline Date	Baseline Value	Y1	Y2	Y3	Y4	Y5	Sources of Data	Data collection instrument/ Method	Frequency of Collection	Means of verification		
Objective 3: Universal access to sanitation services improved														
11	Proportion of Urban population using safely managed sanitation services	30th June, 2019	ND	21%	25%	30%	35%	40%	Water Utility Performance Review Report	MajIS,NSMISS	Monthly	Monitoring Field visit	Quarterly, Annually	EWURA (WSSAs, MoH)
12	Proportion of Rural population using safely managed sanitation services	30th June, 2019	70.1%	85%	85%	87%	89%	90%	RUWASA Progress Reports	Field Questionnaire,NSMISS	Monthly	Monitoring Field visit	Quarterly, Annually	RUWASA(RM, MoH)
13	Proportion of household connected to conventional public sewerage systems in urban area	30th June, 2019	ND	Na	na	na	na	na	Water Utility Performance Review Report by EWURA	MajIS	Monthly	Monitoring Field visit	Quarterly, Annually	EWURA (WSSAs)
14	Proportion of wastewater safely treated	30th June, 2019	ND						Water Utility Performance Review Report by EWURA	MajIS	Monthly	Monitoring Field visit	Quarterly, Annually	EWURA (WSSAs)

SN	Outcome Indicator	Baseline Data		Indicator Target Value (2020/21 – 2024/25)					Data Collection and Method of Analysis				Frequency of reporting	Responsible
		Baseline Date	Baseline Value	Y1	Y2	Y3	Y4	Y5	Sources of Data	Data collection instrument/ Method	Frequency of Collection	Means of verification		
Objective 4: Institutional capacity to carry out operation improved														
15	Level of Staff integrity	TBD	na	Na	na	na	na	na	Staff integrity reports	Questionnaires/Interviews /Survey	Annually	Survey Report	Annually	DAHRM
16	Percentage of Unqualified Audit opinion	30th June 2018	na	Na	na	na	na	na	Audited Financial Statements	Statutory Audits	Annually	Audited Opinion	Annually	CA
17	Percentage of national budget allocated to water supply and sanitation.	30th June 2020	na	Na	na	na	na	na	Government Budget books (Estimate of Public consolidated Fund service and supply vote) and Financial Statement and revenue Estimates	Budget Analysis	Annually	Government Budget books	Annually	DPP

ANNEX 2: QUARTERLY/ANNUALLY BUDGET PERFORMANCE REPORTING FORMAT

Reporting Period: Quarter Ending - DD/MM/YY										**In the Financial Year XX**		
Budget Coverage: Development/Recurrent												
Objective Code, Name and Linkages			**Annual Physical Target**	**Planned Activities**	**Status on implementation of Activity**					**Expenditure Status**		**Remarks on Implementation**
Target Code	**FYDP**	**R**	**Target Description**		**Actual Progress**	**Estimated % Completed**	**On track**	**At Risk**	**Off track**	**Cumulative Budget**	**Cumulative Actual Expenditure**	**% Spent**
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**
Sub Vote Code and Name:												
Objective:												

ANNEX 3. WATER SECTOR REVIEW MEETINGS

SN	Type of Meeting	Frequency	Designation of the Chairperson	Participants
1.	Weekly review meetings	Weekly	Heads of Sections and Units	All staff in Sections or Units
2.	Management meetings	Weekly	Permanent Secretary	All heads of Sections/ Divisions and Units
3.	Divisions/ Unions Meetings	Monthly	Heads of Divisions/ Units	All staff in Divisions/ Units
4.	Quarterly WSDP-TWG meetings	Quarterly	Permanent Secretary/ Head of components	Members from Government, DPs and CBOs
5	Ministerial Audit Committee Meetings	Quarterly	Chairperson of the committee	Members of committee
6.	Ministerial Committee for Control of Revenues and Expenditures	Quarterly	The Minister for Water	Permanent Secretary, All heads in Divisions/ Units
7.	WSDP Water Sector Working Group meetings	Quarterly	Permanent Secretary	Members from Government, DPs and CBOs
8.	WSDP Steering Committee Meetings	Semi Annual	Permanent Secretary	Permanent Secretaries (from MoW, PO RALG, MoHCDGEC, MoEST), Representative of DPs and CBOs
9.	Joint Supervision Mission	Semi annually	Permanent Secretary	Members from Government, DPs and CBOs
10.	Joint Water Sector Review Meeting	Annually	Minister for Water	Members from Government, DPs CBOs and Private Sector.
11.	Inter-ministerial Consultative meetings	Quarterly	Permanent Secretary	Directors from MoW and PO RALG
12.	Water Resources Management Annual General Meeting	Annually	Minister for Water	BWOs and Directors
13.	Rural Water Supply and Sanitation Annual General Meeting	Annually	Minister for Water	DWSS, RS, DWEs, Representative of Private Sector and CBOs.
14.	Urban Water Supply and Sanitation Annual General Meetings	Annually	Minister for Water	DWSS, MDs and Managers of Utilities, Representative of Private Sector and CBOs.