

ROLE OF THE FOCAL POINT FOR THE PILOT IMPLEMENTATION

1. Act as the main channel of communication between the SWIM-SM staff and the irrigation agency and the pilot WUA(s).
2. Coordinate and monitor the actions that may be required **at the national and local levels** for testing the M&E System within the scope of the pilot experience. The Focal Point may be assisted in his/her duties by local focal points designated by the President of the selected WUA(s).
3. Ensure that the agreed Work Plan is implemented according to the time schedule.
4. Specifically the Focal point will:
 - a. Facilitate for SWIM-SM experts, the organisation of the focused meetings with the relevant government partners/stakeholders. The focused meeting are planned in order to (a) select the indicators that will be actually used from the M&E system according to the national context and local specificity (based on data availability) and (b) to delineate data flows needed to plan the monitoring and evaluation arrangements for the M&E system (i.e. identification of responsibilities for data collection , data validation, processing and analysis, and evaluation, reporting, etc.)
 - b. Provide feedback on the monitoring plan to be **developed by SWIM-SM**
 - c. Ensure that the M&E system is installed in the related departments and in the selected WUA(s) with the assistance/facilitation of the relevant computer experts, and that the M&E system is properly maintained.
 - d. Organize the training sessions for the use of the M&E system planned to be implemented by SWIM-SM and targeting
 - i. The national and regional staff concerned with modules A and B
 - ii. The staff and leaders of the selected WUA(s) for modules C and D.
5. Organize and ensure the timely collection and entry of data and information needed for the M&E system by:
 - i. The national and regional staff for modules A and B
 - ii. The staff and leaders of the selected WUA(s) for modules C and D.
6. Distribute any technical material (user's manual, M&E system etc.) related to the training or collection of information as mentioned above.
7. Ensure that any technical problem with the M&E system application is communicated to the system developer as necessary and resolved.
8. Ensure that all problems and difficulties arising during the pilot implementation (e.g. problems related to data collection, technical problems related to the system installation, etc.) are documented and reported to SWIM-SM, with a view to identify lessons learnt.
9. Jointly work with SWIM-SM designated experts to organize a 3 days self-evaluation workshop of the results of the application of the M&E system
10. Collaborate as required with the SWIM-SM designated experts and the system developer in the implementation of the Work Plan.