

Monitoring and Evaluation Plan

for

The Orphans and Vulnerable Children (OVC) Response in Nigeria

September 2009

FOREWARD

The transformation of Orphans and Vulnerable Children Unit of Federal Ministry of Women Affairs and Social Development to a Division, in September 2004 is a remarkable achievement in Nigeria's drive to lay a solid foundation based on the 'three ones' principle for quality service provision for children. Close on the heels of this, is the development of the costed National Plan of Action (2005 – 2010), an OVC response plan of action agreed to by all implementing partners and stakeholders and the Guidelines and Standards of Practice which provide minimum standards in quality of services and activities related to all areas of care and support of orphans and vulnerable children in a socially and culturally acceptable form in Nigeria.

A well articulated monitoring and evaluation plan with the input of all stakeholders for Nigeria's response through the National Strategic Framework of Action became overwhelmingly necessary thereby informing the development of the plan. This document drew largely from the gaps and challenges recorded in the review of past efforts aimed at provision of service for OVC in the country. The document also benefited largely from the contributions of all the stakeholders in OVC response in Nigeria. These include government Ministry, Departments and agencies; multi and bilateral agencies, local and international non-government organizations, faith-based and community-based organizations and groups; public-private partners and children themselves.

The inclusiveness and consultations that resulted in the production of this Nigeria National OVC M&E Plan makes it unique. The contribution of all those that participated in the process is acknowledged. Consequently, I urge all partners to continually monitor and evaluate programmes and interventions for orphans and vulnerable children , so that ineffective efforts can be amended and effective efforts can be scaled up in a timely fashion.

It is my hope and belief that the participatory and inclusive process that generated the National Monitoring and Evaluation Plan for OVC response will spur all stakeholders to an unflinching commitment to adopt and use them as a tool in all care and support interventions for orphans and vulnerable children in Nigeria.

Thank you.

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ACKNOWLEDGEMENT

The Monitoring and Evaluation Plan for OVC response in Nigeria is critical for effective coordination of the OVC programmes in the country. It is significant that the M & E Plan is developed and a functional system put in place in the coordinating Ministry (Federal Ministry of Women Affairs and Social Development) for extensive care and support service for OVC in the country. The development of the M&E plan will enhance provision of qualitative and quantitative service for the estimated 17.5 million OVC in Nigeria.

Many thanks go to UNICEF and USAID through MEASURE Evaluation and ENHANSE Project for their immense technical and financial contributions in the development of the plan. The M&E Task Force on OVC is also highly appreciated for their technical contributions.

We also acknowledge the inputs of many individuals and groups of stakeholders like NACA, Line Ministries, development partners, Association of OVC NGOs (AONN) and orphans and vulnerable children themselves for their input and ensuring the document meet the need and aspiration of the people for effective M&E system for OVC response in Nigeria.

We cannot but give a very special acknowledgement to the support and leadership of the Honourable Minister of Women Affairs and Social Development, Hajia Salamatu Husseini Suleiman, and the Permanent Secretary, Dr. Benjamin Duru Ibe, for ensuring the process is brought to fruitful completion.

Finally, the Officers of OVC Division, Child Development Department, FMWASD are acknowledged for their hard-work and tenacity to successfully conclude the process of the development the M & E Plan.

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List of Acronyms

AIDS	Acquired Immune Deficiency Syndrome
AONN	Association of OVC NGOs of Nigeria
ARV	Anti-Retroviral Drugs
CBO	Community-Based Organization
CSI	Child Status Index
CSO	Civil Society Organization
DSW	Department of Social Welfare
FBO	Faith-Based organization
FMH	Federal Ministry of Health
FMWASD	Federal Ministry of Women Affairs and Social Development
GFATM	Global Fund to Fight AIDS, Tuberculosis and Malaria
HIV	Human Immunodeficiency Virus
IP	Implementing Partners
LACA	Local Action Committee on AIDS
LG	Local Government
LGA	Local Government Authority
MDA	Ministries, Departments and Agencies
MDGs	Millennium Development Goals
M&E	Monitoring and Evaluation
SMWASD	Ministry of Women Affairs and Social Development
NA	Not Available
NACA	National Agency for Control of AIDS
NBS	National Bureau of statistics
NDHS	National Demographic and Health Survey
NGO	Non-Governmental Organization
NHMIS	National Health Management Information System
NNRIMS	Nigeria National Response Information Management System
NPA	National Plan of Action on OVC
NPopC	National Population Commission
NTWG	National Technical Working Group
OVC	Orphans and Vulnerable Children
OVI	Orphan Vulnerability Index

PEPFAR	President’s Emergency Plan for AIDS Relief
PP	Priority Plan
SAA	Situation Assessment and Analysis on OVC in Nigeria
SACA	State Action Committee on AIDS
SDP	Service Delivery Point
SI	Strategic Information
SOP	National Guidelines and Standards of Practice on OVC
TBD	To Be Determined
UNAIDS	Joint United Nations Programme for HIV/AIDS
UNICEF	United Nations Children Funds
UNGASS	United Nations General Assembly Special Session
USAID	United State Agency for International Development

SECTION 1: BACKGROUND

1.1 Current Situation of OVC in Nigeria

Nigeria has one of the largest burdens of Orphans and Vulnerable Children (OVC) in the world. The 2008 Situation Assessment and Analysis (SAA) on OVC (FMWASD 2008) revealed that 17.5 million (24.5%) of the Nigerian children are OVC. The survey further showed that 7.3 million were orphaned from various causes. Major causes of orphaning in Nigeria have been identified to include AIDS, road accidents, high rate of maternal mortality and ethno-religious conflicts while large numbers of children are made vulnerable due to poverty, conflict, negative cultural practices and gender inequality.

Evidence exists to show that OVC in Nigeria live in deplorable conditions and are exposed to neglect, exploitation, abuse and deprived of basic human rights and needs. It is estimated that 29% of children aged between 6 – 17 years are engaged in child labour, 20.3% are not regular in school, 15% lack access to health facility, more than 20% are without birth certificates and 17.8% are victims of sexual abuse (FMWASD, 2008). A large proportion (40%) of street children in Nigeria may have been trafficked (ILO-IPEC 2001). The deplorable situation of OVC in Nigeria is further compounded by HIV and AIDS epidemic.

The response to the OVC phenomenon in Nigeria involves multiple stakeholders and players including Ministries, Departments and Agencies (MDA); Civil Society Organizations (CSO); Faith Based Organizations (FBO); Private Sector and Development Partners with the Federal Ministry of Women Affairs and Social Development (FMWASD) as the coordinating agency. In order to have a coordinated programme, a National Plan of Action (NPA) on OVC (2006-2010) was developed to provide a single framework for OVC response in Nigeria.

1.2 The National Plan of Action (NPA) for OVC (2006-2010)

The NPA on OVC is a five-year plan that addresses the survival, protection, participation, development, care and support needs of orphans and vulnerable children in Nigeria. The NPA is a policy framework for all actors working for improved welfare of OVC and facilitating a supportive environment from the national to household level. The Plan underlines a commitment to gender equality and the promotion of the rights of the child. It was developed through consultative and participatory approach involving all stakeholders including children.

The NPA addresses the following thematic areas: protection, psychosocial support, education, health, household care and economic strengthening, advocacy and social mobilization, legal and policy environment. Interventions in these areas are integral to the advancement of child rights and the achievement of the UNGASS goals, MDGs and other national commitments. The NPA also sets out roles and responsibilities of stakeholders and provides institutional framework for implementation; mechanisms for strengthening coordination; partnerships and other implementing structures.

The strategic objectives of the National Plan of Action on OVC are to:

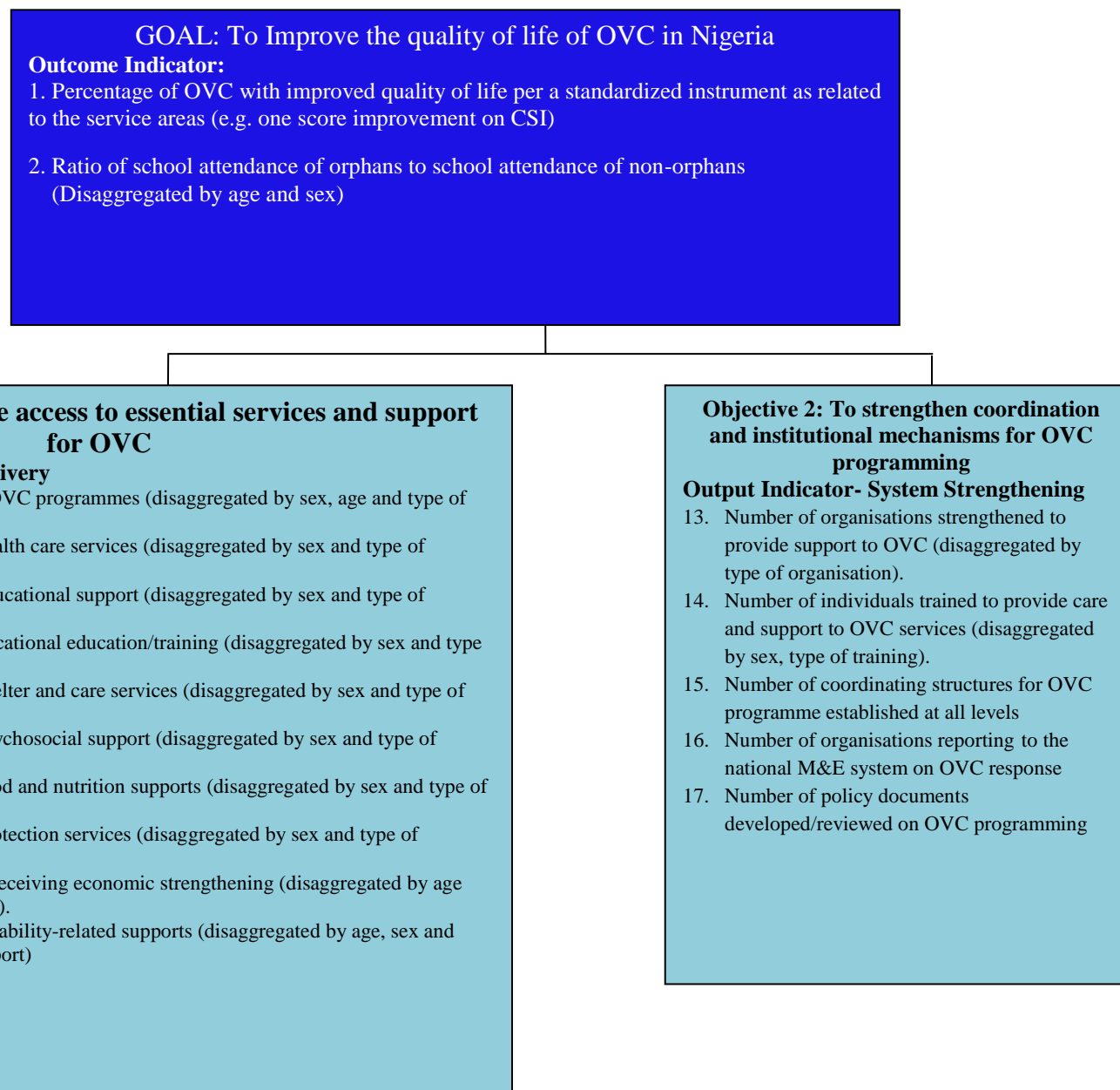
1. Strengthen the capacity of families, including children, to protect and care for themselves and support other orphans and vulnerable children
2. Engender mechanisms that mobilize and support community-based responses to enable at least 25% of the most vulnerable children have access to protection, care and support
3. Ensure that orphans and most vulnerable children have increased access to essential services including health, education, nutrition and birth registration
4. Raise awareness and increase understanding of issues affecting orphans and vulnerable children amongst policy makers and general population through advocacy and social mobilization
5. Ensure that government at all levels protect the most vulnerable children through improved policy and legislation
6. Strengthen coordination and institutional mechanisms for programme implementation, monitoring and evaluation at all levels

The above strategic objectives are classified into two major objectives for the OVC response in Nigeria below:

Objective 1: To increase access to essential services and support for OVC

Objective 2: To strengthen coordination and institutional mechanisms for OVC programming.

Figure 1: Results Framework for OVC Response in Nigeria



SECTION 2: M&E Plan of the National OVC Response

Monitoring is a routine process of data collection for tracking programme inputs, processes and outputs. Evaluation is conducted periodically and is a systematic assessment of the effectiveness of a programme in reaching its aims and objectives. Monitoring and Evaluation (M&E) provide evidence that informs decisions regarding programme implementation, and ensures effective and efficient use of resources. *An M&E Plan is a framework for tracking the implementation and effectiveness of programmes; it describes a system that links strategic information (SI) obtained from various data collection systems to decisions that improve interventions.*

2.1 Objectives of the M&E Plan

The objectives of the M&E Plan for OVC response in Nigeria are to:

- Guide the systematic data collection, analysis, reporting, use and feedback at Federal, State and Local levels.
- Facilitate the standardization of M&E methodologies and tools across multiple actors at various programme levels so that meaningful comparisons can be made over time.
- Define the selected M&E indicators in line with national strategic objectives and targets.
- Identify capacity needs for the full implementation of the M&E Plan
- Provide the platform for partnership, networking and collaboration to enhance the sharing and utilization of information among stakeholders for effective programme implementation.

2.2 Development of the M&E Plan

This M&E Plan is a product of collaborative efforts among stakeholders as a way of consensus building and enhancing ownership and accountability. The initial draft was developed by the technical task team on OVC, through a sub-committee, comprising of OVC implementing partners and other relevant government agencies. The draft plan was finalized by an inaugurated M&E task force (sub-committee of the National Technical Working Group on OVC). Members of the task force were drawn from Line Ministries, Agencies, Development Partners and Non-Governmental Organizations (NGO). The draft plan was presented at a stakeholders' workshop with active participation of children where the plan was finalized and adopted.

In line with the principle of the ‘Three Ones’¹, the NPA on OVC is consistent with the national HIV and AIDS framework while the M&E plan on OVC provides a reporting system that feeds into the Nigeria National Response Information Management System (NNRIMS).

Key elements related to this National M&E Plan are described in the sections below, including the roles and responsibilities of institutional stakeholders in M&E, indicators, data sources and data collection tools, data analysis, dissemination and use.

2.3 Roles and Responsibilities of Stakeholders in Implementation of the M&E Plan

The implementation of the M&E plan is the responsibility of the OVC Division of the FMWASD, SMWASD, Social welfare units of LGA in collaboration with other stakeholders. All parties have important roles to play in ensuring:

- Effective data collection, collation, analysis and reporting.
- Regular M&E training and mentoring of service providers.
- Dissemination of M&E results to all stakeholders, including the communities.
- Data use to inform programme strategies and allocation of funds.
- Sufficient funding for M&E activities.
- Periodic review of the M&E plan in alignment with changes in programme directions.

This M&E plan shall be implemented through a structure that permits wide participation of stakeholders from community to national level. The roles and responsibilities of the institutions that are part of the OVC programming in Nigeria are presented in the table below:

Table 1: Roles and Responsibilities of Stakeholders

Stakeholders	Roles and Responsibilities
OVC Division, Federal Ministry of Women Affairs and Social Development	<ul style="list-style-type: none"> • Mobilises resources (financial and human) for the implementation of the NPA and M&E Plan • Oversees capacity development for the implementation of the Plan • Coordinates the process of developing and implementing the M&E Plan • Recommends and facilitates review of indicators and the M&E Plan as need arises • Collaborates with the Federal Ministry of Health (FMH), National

¹ **One** agreed HIV/AIDS Action Framework that provides the basis for coordinating the work of all partners; **One** National AIDS Coordinating Authority, with a broad-based multi-sector mandate; **One** agreed country level Monitoring and Evaluation System

	<p>Population Commission (NPopC) and the National Bureau of Statistics (NBS) for the inclusion of OVC module in national surveys to capture relevant indicators</p> <ul style="list-style-type: none"> • Produces OVC data collection tools • Coordinates the collation of data and reports from stakeholders at all levels • Documents and disseminates information • Coordinates monitoring, supervision and data quality assessment • Coordinates OVC programme evaluation • Compiles and updates directories of CSOs implementing OVC programmes in the country • Use available data for policy and programmatic decisions
State Ministry of Women Affairs and Social Development, (OVC Desk Officer/M&E Focal Person)	<ul style="list-style-type: none"> • Makes available standardized data collection tools to CSOs • Collects and collates data from LGAs/implementing partners/CSOs and reports to OVC Division, FMWASD • Reviews and verifies data collected from LGAs/implementing partners/CSOs • Provides technical assistance to LGA Social Welfare Officer and CSOs on data collection, analysis and management • Coordinates monitoring, supervision and data quality assessment • Coordinates OVC programme evaluation • Compiles and updates directories of CSOs implementing OVC programmes in their State and submit to the FMWASD • Mobilizes resources • Uses available data for policy and programmatic decisions
NACA, SACA and LACA	<ul style="list-style-type: none"> • Mobilises resources (financial and human) for the implementation of the NPA and M&E plan at national, state and LGA levels respectively • Coordinates collection and collation of HIV&AIDS-related OVC data • Facilitates inclusion of OVC module in national and states surveys to capture relevant indicators • Support OVC data sharing among government agencies and stakeholders • Use available data for advocacy, policy and programmatic decisions
Line Ministries, Departments and Agencies at all levels	<ul style="list-style-type: none"> • Mobilises resources (financial and human) for the implementation of the NPA and M&E plan • Coordinates collection and collation of data on services provided to OVC in their area of specialty • Facilitates inclusion of OVC module in national and states surveys to capture relevant indicators • Support OVC data sharing among government agencies and stakeholders • Use available data for policy and programmatic decisions in their areas of service provision
Development Partners	<ul style="list-style-type: none"> • Provides financial and technical support for development, implementation and monitoring of the plan • Ensure that implementing partners comply with the M&E plan • Use available data for advocacy, policy and programmatic decisions
National Technical Working Group on OVC	<ul style="list-style-type: none"> • Ensures that M&E tools are developed in a participatory process • Coordinates the needs assessment to identify gaps at all levels • Reviews periodically the M&E plan for OVC

	<ul style="list-style-type: none"> • Uses available data to inform policy and programmatic decisions
LGA (Social Welfare Officer/Women Development Officer)	<ul style="list-style-type: none"> • Makes available standardized data collection tools to CSOs • Collects and collates data from CSOs and report to OVC Desk Officer at the State Ministry • Reviews and verifies data collected from CSOs • Mobilizes resources to implement the M&E Plan for OVC response • Uses available data for advocacy, policy and programmatic decisions
Implementing Partners, Civil Society Organizations(NGOs, FBOs and CBOs)	<ul style="list-style-type: none"> • Identifies OVC in the community by participatory approach • Collects OVC data using standardized tools • Ensures data quality and integrity • Adhere to the data reporting structure as specified in the plan • Use available data for advocacy, policy and programmatic decisions
Children and caregivers	<ul style="list-style-type: none"> • Provides information for monitoring and evaluation

2.4 Indicators

The selected indicators for M&E of the national OVC response are as stated below:

Table 2: Indicators

Outcome level

1. Percentage of OVC who have improved quality of life per a standardized instrument as related to the service areas (e.g. one score improvement on CSI)
2. Ratio of school attendance of orphans to school attendance of non-orphans (Disaggregated by age and sex)

Output level: Service Delivery & System Strengthening

3. Number of OVC enrolled in OVC programmes (disaggregated by sex, age and type of OVC)
4. Number of OVC receiving health care services (disaggregated by sex and type of services).
5. Number of OVC receiving educational support (disaggregated by sex and type of services).
6. Number of OVC receiving vocational education/training (disaggregated by sex and type of services)
7. Number of OVC receiving shelter and care services (disaggregated by sex and type of services).
8. Number of OVC receiving psychosocial support (disaggregated by sex and type of services).
9. Number of OVC receiving food and nutrition supports (disaggregated by sex and type of services).
10. Number of OVC receiving protection services (disaggregated by sex and type of services).
11. Number of OVC households receiving economic strengthening (disaggregated by age and sex of head of households).
12. Number of OVC receiving disability-related supports (disaggregated by age, sex and type of disability-related support).
13. Number of organisations strengthened to provide support to OVC (disaggregated by type of organisation).
14. Number of individuals trained to provide care and support to OVC services (disaggregated by sex, type of training).
15. Number of coordinating structures for OVC programme established at all levels
16. Number of organisations reporting to the national M&E system on OVC response

The indicators were selected through series of consultations with different stakeholders; and due attention was paid to data/indicator needs of key development partners in order to reduce fragmentation of the system. Indicators, measurement and data collection information is presented in the Indicator Matrix in Appendix 1. The Indicator Matrix is organized into 2 broad objectives that address: (1) Service delivery (2) System strengthening. *See the results framework (figure 1).*

2.5 Data Collection Strategy

The M&E Plan Matrix clearly defines indicators for the specific OVC intervention areas, sources of data to generate the indicators, measurement tool, frequency of data collection, responsible body for data collection, and the method of measurement. Overall, two main data collection procedures have been identified namely: routine and non-routine data.

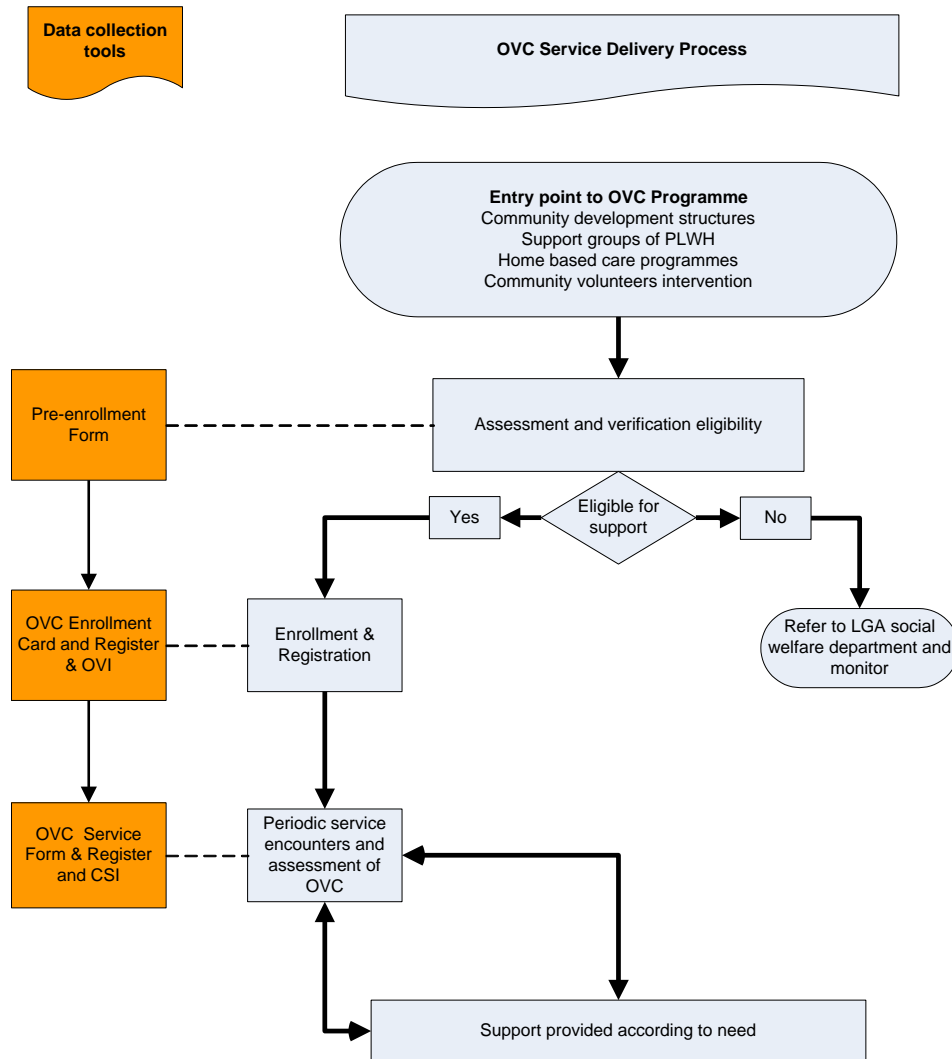
2.6 Data Collection Tools

The following data collection tools are recommended for all OVC service providers within the national response. These tools are used to collect routine data to track programme outputs. *It is fundamental that all tools and data collection procedures are strictly adhered to as indicated in appendix 13.*

The following are the list of data collection tools:

- 1) Pre-enrolment register
- 2) OVC Enrolment Card.
- 3) OVC Vulnerability Index (OVI) Form
- 4) OVC Enrolment Register
- 5) National OVC Service Form.
- 6) OVC Monthly Service Register
- 7) CSO OVC Monthly Service Form
- 8) LGA OVC Monthly Service Form
- 9) State OVC Monthly Summary Form
- 10) National OVC Quarterly Summary Form.
- 11) National OVC Referral Form
- 12) Training Record Form

Figure 2: OVC Assessment and Service Delivery Flow Chart



The diagram above illustrates the OVC assessment and service delivery flow at the service delivery point. Also depicted on the flow chart are the corresponding data collection tools used at every stage of the service delivery process. At the entry point, the pre-enrolment form is used to screen eligible OVC into the program. At enrolment, eligible children are subsequently enrolled using the enrolment card & register. Also filled at the point of enrolment is the Orphan Vulnerability Index (OVI). During periodic service encounters, the service form and register, and CSI checklist are used to record the services provided and periodic child’s status index assessment.

2.7 Reporting System

The data reporting system is structured into four levels (Community, LGA, State and National). The mechanism for reporting revolves centrally around the Ministry of Women Affairs and Social Development at the various levels. The system necessitates a high degree of information sharing and feedback across organizations and stakeholders, as described below:

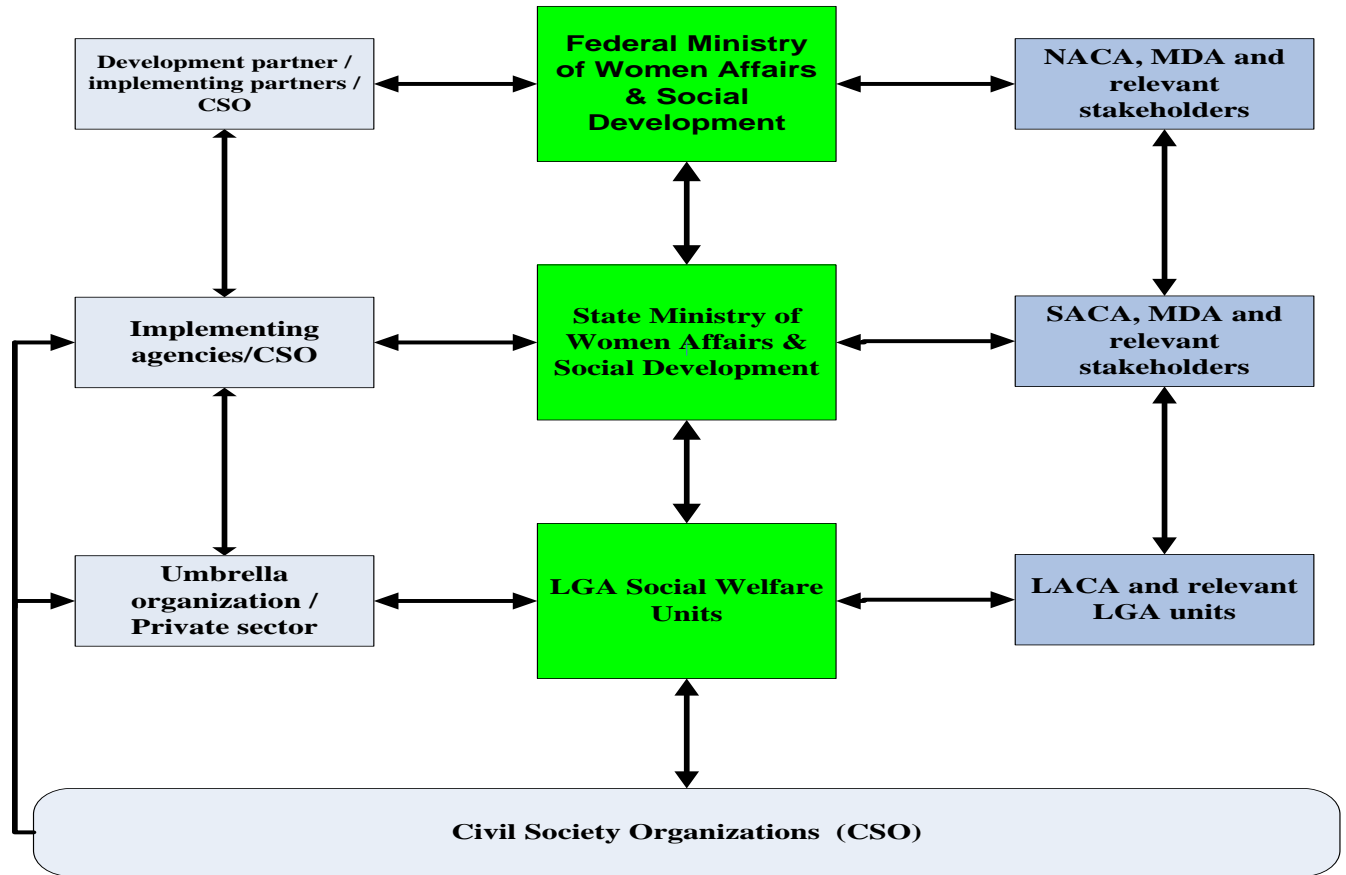
Routine service data is generated by service providers in the community, and reported to the local government Social Welfare Unit, umbrella organizations, private sector partners, implementing agencies, and/or state-level CSOs, as applicable. At the LGA level, the Social Welfare Unit collates the reports from all service providers in the LGA and reports to the State Ministry of Women Affairs and Social Development (SMWASD) through the desk officer or M&E focal person. The report is also shared with stakeholders including LACA in a standardized format.

At the state level, the SMWASD receives reports from LGA and implementing agencies/state-level CSOs working in the state. The reports from the two sources are compared; gaps and discrepancies are identified and resolved. Particular care is taken to identify and resolve double counting issues. Finalized collated reports are sent to the OVC division of FMWASD in the standardized format. The report is also shared with stakeholders including SACA.

The OVC Division of the FMWASD receives reports from the States, IPs, and Development Partners. The reports are synthesized and collated for use at the national level and are shared with stakeholders.

Figure 3 illustrates the data flow of the OVC Reporting System.

Figure 3: Reporting Flow Chart



2.8 Reporting Schedule

Reporting to the appropriate levels should be according to the reporting schedule presented in table 3. The table outlines the frequency of reporting and persons responsible.

Table 3: Reporting Schedule

Report	Frequency	Responsible Person/Organizations
Monthly OVC Service Delivery Report	Monthly	CSOs & Umbrella Organization
Monthly OVC LGA Report	Monthly	Social Welfare Officer
Quarterly OVC State Report	Monthly/Quarterly	OVC Desk Officer/M&E Focal Person at SMWASD
Quarterly National OVC Report	Quarterly	M&E Unit, OVC Division, FMWASD
Annual OVC Programme Report	Annually	M&E Unit, OVC Division, FMWASD

2.9 Data Analysis

The M&E plan for OVC response in Nigeria recommends a number of strategies for data analysis. This would involve the analysis of primary and secondary level data collected to inform the OVC programmes in Nigeria.

2.9.1 Primary Data Analysis

Analysis of data is expected to be carried out at various levels (LG, State and National). The FMWASD, with her coordinating counterparts at States and Local Government (LG), will review data submitted by CSOs and IPs.

2.9.2 Secondary Data Analysis & Triangulation

The OVC M&E team within the FMWASD (OVC Division), in collaboration with Development and Implementing Partners, will carry out secondary data analysis and data triangulation activities, as required.

2.10 Evaluation

This M&E plan of OVC response in Nigeria offers a number of strategies for evaluation. The strategies would be used to assess the effectiveness of the response. Proposed strategies for evaluation are outlined below:

2.10.1 Process Evaluation

The process evaluation will help to determine activities implemented as planned, what resources are used, what services are offered, how many people are reached, and who the programme is reaching. This will be carried out at programme level through routine data at LG, State and coordinated at the national level by OVC Division, FMWASD.

2.10.2 Outcome Evaluation and Population-based Surveys

While the programme level indicators will be obtained within the routine M & E system, outcome and impact level indicators related to OVC programming will be captured through Periodic assessment will be conducted by service providers/CSOs to determine outcome of intervention on the well being of OVC using standardized instrument e.g. Child Status Index (CSI). The report of the assessment will be submitted through the Local Government and SMWASD to the FMWASD. These reports will be

synthesized annually by the FMWASD and achievements / challenges presented in a national forum. It will also be carried out during national surveys and studies. The FMWASD will collaborate with the National Bureau of Statistics (NBS) National Population Commission (NPopC) and other to incorporate OVC modules into the study protocols of routinely conducted surveys.

2.10.3 Special Studies

Special studies and operations research would also be undertaken to meet special OVC Programme and M&E needs. These special studies would be undertaken to explain processes, such as how and why interventions worked or did not work.

2.11 Monitoring the Implementation of M&E Plan

Implementation of the M&E plan shall be closely monitored through joint site monitoring, supportive supervision and data quality assessment visits. These monitoring and supervisory visits will be coordinated by the OVC Division, FMWASD and her State and Local government counterparts. Efforts towards capacity development of local, state and federal levels personnel to manage the M&E portfolio within their catchment areas shall be geared towards sustainability of monitoring the implementation of the M&E plan.

2.12 Implementation Plan

The implementation plan of the M&E system for the OVC response is presented in table 4 below. The proposed activities should be executed by responsible parties as outlined.

Table 4: Implementation Plan for the M&E system for OVC Response

	Activity	Responsible Party	Output	Means of verification	Year 1	Year 2	Year 3
1	Stakeholders Meeting on Draft M&E Plan	FMWASD and UNICEF	Draft M&E Plan	M&E Plan	Achieved	NA	NA
2	Feed back on M&E plan from Stakeholders incorporated	FMWASD and UNICEF	M&E Plan draft	M&E Plan	NA	NA	NA
3	Revised M&E plan based on stakeholders' inputs, if needed	Technical Task Force	M&E Plan finalized	M&E Plan	NA	NA	NA
4	Review implementation of M&E activities, data and reports by Technical Working Group on M&E	FMWASD and NTWG on OVC	Review by M&E Technical Working Group on OVC	Functional TWG on M&E for OVC response	1 st quarter	NA	NA
5	Data collection and reporting tools to stakeholders for use	FMWASD & SMWASD	Tools available with partners	Data collection and reporting tools with available partners	1 st quarter	Ongoing	Ongoing
6	Send the reporting schedules to implementing partners, OVC service organizations (NGOs, CBOs, FBOs and other community based service providers) and sub-national levels	FMWASD & SMWASD	Reporting schedule available with partners	Dispatch Information	1 st quarter	Ongoing	Ongoing
7	Establish baseline/target values for indicators in consultation with service providers	FMWASD and NTWG on OVC	Baseline/target established for OVC indicators	The Baseline	NA	1 st quarter	NA
8	Mapping of CSOs involved in OVC programme Activities – Partners and their project activities	OVC Division, FMWASD and NACA	OVC activities/project of partners mapped	Maps and mapping report of OVC activities and projects	2 nd quarter	NA	NA
9	Develop database for monthly or quarterly reporting at the OVC Division	OVC Division, FMWASD	Database developed	Available database for OVC reporting	2 nd quarter	NA	NA
10	Train service providers on data collection and reporting	OVC Division, MEASURE Evaluation, IPs, Service Providers	Trained service providers	Training report, attendance register and functional trained officers	2 nd quarter	Ongoing	Ongoing
11	Develop data quality checklist and procedure manual	OVC Division and OVC M&E TWG	Data Quality Checklist and procedure manual	The checklist and Procedure manual	2 nd quarter	Ongoing	Ongoing

	Activity	Responsible Party	Output	Means of verification	Year 1	Year 2	Year 3
12	Adapt CSI for Quality Service and training manual for training of service providers	OVC Division, USG, UNICEF and IPs	CSI adapted	CSI & report adaptation	1st quarter	NA	NA
13	Field test tools manual including CSI	OVC Division and M&E TWG, MEASURE Evaluation, IPs, UNICEF Service Providers	Finalized tools and manual	Process report	2 nd quarter	NA	NA
14	Data quality assessment exercise	OVC Division and partners	DQA conducted	DQA report	Bi-annual	Bi-annual	Bi-annual
15	Conduct supervisory visit to monitor service quality using the checklist	OVC Division, FMWASD, Partners	Supervisory visit conducted	Reports	3 rd quarter	Ongoing	Ongoing
16	Quarterly report from IPs and sub-national levels. (It is expected that sub-national levels would have compiled various SDPs activity report from their various catchment area	OVC Division, FMWASD	Quarterly reports received from partners	Reports	End of 1st quarter	On going	Ongoing to be revised
17	Dissemination of Quarterly reports to stakeholders to IPs, sub-national levels, donors and government agencies	OVC Division	Quarterly report	The reports	quarterly	Quarterly	Quarterly
18	Annual stakeholders meeting to review activities and progress	OVC Division, OVC TWG and Stakeholders	Review of OVC activities	The reports	4 th quarter	4 th quarter	4 th quarter
19	Review of the M&E plan	OVC Division, TWG and partners	M&E plan reviewed	The reports	N/A	4 th quarter	N/A

SECTION 3: Information Product

Information product is a critical component of M & E plan. The information product of the M&E Plan will guide OVC stakeholders on the use of information generated for a functional implementation of OVC response in Nigeria. This plan proposes the following information products which would be coordinated by the OVC Division, FMWASD as outlined below:

3.1 Quarterly Activity Report

The OVC Division, FMWASD and its State level counterparts responsible for the OVC programming activities will produce a **quarterly activity report**. These reports will provide information on programme level and system strengthening indicators. These reports would be based on the routine data and information provided by service providers and implementing partners using the summary reporting forms and programme reports. The production of these reports by the respective Federal and State level Agencies would further strengthen coordination responsibility for OVC programming in Nigeria.

These reports would provide a quick overview of achievements within the reporting period to inform interventions to maximise resources.

3.2 Annual OVC Programme Report

The OVC Division, FMWASD and its State counterpart will produce Annual Report on OVC programmes in Nigeria. This report would provide a comprehensive overview of Nigeria's OVC programming response during the period in review. The report would also provide update on national OVC outcome and output indicators with key observations and recommendations for further implementation. The information in this report is expected to inform the review of the annual OVC Priority Plan (PP).

3.3 Plans for Dissemination and Support for Data Use

Data analysis, dissemination and use will be carried out at all levels. The Local Government will conduct periodic participatory analysis of community level data with service providers/CSOs at quarterly forums. The report of the analysis would be shared among all relevant stakeholders at this level. At the State level, the SMWASD will analyse reports to identify trends, emerging issues and share findings through quarterly reports and fact sheets. Biannual forums will also be organized for information sharing between LG and States level partners.

Dissemination of M&E reports will serve to inform planning of OVC programmes, provide feedback on the resource requirements and increase public commitment to OVC interventions. The FMWASD (OVC Division) will be responsible for the dissemination of quarterly and annual national reports through OVC fact sheets, and periodic stakeholders' meetings. To facilitate information sharing and networking, the FMWASD (OVC Division) will develop and manage national OVC website and electronic resource centre for OVC-related reports and documents. Additional dissemination methods to be used include press briefing, use of print and electronic media, newsletters, community dialogue meetings and conferences at national, regional and global levels.

One of the key responsibilities of the OVC Division of the FMWASD is to ensure that all partners understand the need to generate quality data. Partners should understand that the data generated will help to:

- Inform decisions about the scope of the project
- Document project performance
- Document and disseminate lessons learned
- Determine whether activities are implemented as planned
- Inform decisions on the appropriateness of the resources and strategies being deployed and where necessary, further inform the need to make adjustment
- Provide feedback to all stakeholders on programme performance and challenges encountered
- Conduct advocacy among stakeholders including policy makers to commit further resources and sustain support.

3.4 Data users

Data use is encouraged at all levels of implementation. The data should be presented in the most appropriate format to inform evidence based decision. Information use mechanisms (e.g. meetings) will be facilitated between programme and M&E Units for different stakeholders at different levels to promote integration of data into programme and policy decisions. Stakeholders include FMWASD, SMWASD, LGA Social Welfare Departments, Development Partners, IPs, CSOs and project beneficiaries. Data will be generated at all levels.

3.5 Information Storage

OVC information will be stored using paper-based and electronic systems. The National OVC electronic database will serve as the central depot for all OVC response in Nigeria. The database will facilitate easy and prompt retrieval of data for use at all levels and by different stakeholders. Printed reports will be stored using files and office cabinets at National, State, LGA and community levels.

SECTION 4: Gap Analysis in the Implementation of the M&E Plan

Effective implementation of this M&E plan requires human and material resources. The OVC Division of FMWASD is strengthening her M&E Unit at Federal and States levels. Development partners and implementing partners have also made meaningful contributions in this regard. However, opportunities still exist for further improvement of M&E capacity at various levels. Capacity for community level information collection and reporting by community service organizations also requires strengthening to improve performance.

4.1 M&E Gap Analysis

The following M&E gaps were identified during an M&E capacity assessments conducted in the Ministry. These include:

- Inadequate M&E personnel
- Low M&E skills of personnel
- Inadequate funding for M&E activities
- Absence of electronic database for OVC Programme
- Non functional coordinating structures at States and LG levels

4.2 Recommendations to address the gaps

Recommendations to address capacity gaps for implementation of the Plan are:

- Recruitment of M&E personnel at all levels
- Periodic M&E training of personnel at all levels
- Ensure adequate budgetary allocation for OVC M&E activities
- Provision of equipment necessary for M&E
- Establishment of National electronic database for OVC
- Regular supervisory and mentoring visits

SECTION 5 M&E Plan Update

Review and update of this Plan will be led by the FMWASD (OVC Division). It will formally be reviewed biannually by the OVC M&E Technical Working Group. The review process will be based on emerging issues and lessons learned during implementation. Indicators, data sources and data collection tools will be discussed and updated as necessary to reflect the reality on the ground, national and international commitments for reporting, and international best practice in M&E.

REFERENCES

Federal Ministry of Women Affairs and Social Development 2005. National Plan of Action for Orphans and Vulnerable Children (OVC) 2006-2010 in Nigeria.

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Appendix 1: Nigeria Monitoring and Evaluation Indicator Matrix for OVC Response

S/N	Indicator	Level of Indicator	Definition	How measured/tracked	Data Source/ Methodology/ Data collection tool	Data Reporting tool	Frequency of Reporting	Responsible Party	Baseline	Target	Remarks
Core National Indicators											
Service Delivery											
1.	Percentage of OVC with improved quality of life per a standardized instrument as related to the service areas	Outcome	This is the percentage of enrolled OVC with improved quality of life measured by a standard nationally approved instrument e.g. CSI tool. The Numerator is the total number of OVC that showed at least one score improvement in any OVC service area while the denominator is the total number of OVC receiving services.	This is calculated by dividing the total number of OVC who showed at least one score improvement in any service area by the total number of OVC receiving supports and multiply by 100	Status Index Survey and other appropriate study on quality of life of OVC. CSI tool Survey questionnaire	Results of the analysis	Every two years.	SMWAS D FMWAS D	NA	5% of the target number for OVC served with support	PEPFAR UNGASS GFATM
2.	Ratio of current school attendance among orphans to that among non-orphans aged 10-14	Outcome	This is the proportion of orphans (children who have lost one or both parents) aged 10-14 years currently attending school to non-orphans of the same age group that are currently attending school.	Calculate the percentage of orphans currently attending school over total orphans as a ratio of percentage of non-orphans currently attending school over total non-orphans within age group 10-14	National survey e.g NDHS, MICS.	Survey questionnaire	Every 2 years	FMWAS D in collaboration with NPopC, FMoE.			UNGASS #12
3.	Number of OVC currently enrolled for care and support	Output	This is the total number of OVC who are currently enrolled to receive care and support service disaggregated by sex, age, vulnerability status, residence and new	It is the total number of OVC enrolled for care and support services at the	Routine data collection OVC Enrolment	OVC enrolment Registers OVC	Monthly	CSO LGA SMWAS D and	NA	NA	PEPFAR

S/N	Indicator	Level of Indicator	Definition	How measured/tracked	Data Source/ Methodology/ Data collection tool	Data Reporting tool	Frequency of Reporting	Responsible Party	Baseline	Target	Remarks
				point of service delivery during the reporting period	form	Monthly Summary Forms		FMWAS D			
4.	Number of OVC receiving health care services	Output	This is the total number of OVC receiving health care services disaggregated by sex, age and service type. Health services are grouped into three types: (1) Prevention (immunization, HIV prevention, Home Based Care Kit), (2) Curative (treatment of sicknesses and diseases, including those receiving ARV and palliative care) and, (3) Health education.	Total sum of all OVC who received any component of preventive, curative or health education during the reporting period through OVC Programmes	Routine data collection OVC Service form	OVC service register OVC monthly Summary Forms	Monthly	CSO LGA SMWAS D and FMWAS D	NA	5% OVC population per year	GFATM UNICEF GFATM PEPFAR
5.	Number of OVC receiving educational support	Output	This is the total number of OVC receiving educational support (including school fees, education materials such as books, uniform etc) disaggregated by sex, age and level of education (pre-school, primary, secondary & tertiary) This is required at all levels of reporting and collected monthly	An OVC is counted if he/she received required educational support (holistic) during the reporting period and he/she is currently attending school.	Routine data collection OVC service form	OVC service register Monthly summary forms	Monthly	CBO, LGA SMWAS D and FMWAS D	NA	5% OVC population per year	PEPFAR, UNGASS , GFATM UNICEF #10
6.	Number of OVC receiving vocational education support	Output	This is the total number of OVC receiving vocational education support (such as enrolment fee, training materials etc) disaggregated by sex and age Example of vocational education include tailoring, hair dressing, computer skill etc	Total number of OVC who are enrolled and supported to receive vocational education during the reporting period.	Routine data collection OVC service form	OVC service register Monthly summary forms	Monthly	LGA, SMOE FMOE and FMWAS D, CBOs, SMWAS D,	NA	5% OVC population per year policy,	PEPFAR, UNGASS , GFATM

S/N	Indicator	Level of Indicator	Definition	How measured/tracked	Data Source/ Methodology/ Data collection tool	Data Reporting tool	Frequency of Reporting	Responsible Party	Baseline	Target	Remarks
7.	Number of OVC receiving psychosocial support	Output	This is the number of OVC receiving psychosocial supports (e.g. counselling, life skills, spiritual support, Support Group, Kids Club, recreational activities etc) disaggregated by sex and age	This is number of OVC who received any component of psychosocial supports during the reporting period.	Routine data collection OVC service form	OVC service register Monthly summary forms	Monthly	CBO, LGA, SM WASD and FMWAS D	NA	All registered OVC	PEPFAR, UNGASS , GFATM
8.	Number of OVC receiving shelter and care services	Output	This is the total number of OVC receiving shelter services disaggregated sex, age, type of services. Shelter and care services are grouped into: (1) Institution– orphanages, rescue centre, refugee camps, transit camps, boarding house, rehabilitation centres, remand home etc and, (2) Non-institution- fostering and adoption, kinship, accommodation etc	Total sum of all OVC who were provided with any form of shelter or linked up with institutional or non-institutional care during the reporting period.	Routine data collection OVC Service form	OVC service register Monthly summary forms	Monthly	CSOs, LGA, SMWAS D, FMWAS D	NA	5% OVC population per year	PEPFAR, UNGASS , GFATM UNICEF
9.	Number of OVC receiving food and nutritional support	Output	This is the total number of OVC receiving food and nutrition supports disaggregated by sex and age. Food and nutrition support include: nutritional assessment and counselling, nutritional supplementation, therapeutic feeding for malnourished children, infant formula for less than 1 year, nutritional education, growth monitoring for less than 5 years, training on household food security, school feeding Programme, provision of food items, community gardening, linkages and referral to health and nutrition intervention.	Total number of OVC who received any component of food and nutrition support in the reporting period.	Routine data collection OVC service form	OVC service register Monthly summary form	Monthly	CBO/ FBO/ NGO/ CSO/ LGA Agric Dept, SMOA FMOA and FMWAS D	TBD	5% OVC population per year (20,7 09 for under 5 years per year)	The target is based on the 2010 national OVC target according to NPA on OVC. PEPFAR UNGASS GFATM

S/N	Indicator	Level of Indicator	Definition	How measured/tracked	Data Source/ Methodology/ Data collection tool	Data Reporting tool	Frequency of Reporting	Responsible Party	Baseline	Target	Remarks
10.	Number of OVC receiving protection services	Output	This is the total number of OVC that are provided with rights and protection services disaggregated by sex and age. Protection services include will writing, death registration, birth registration, inheritance/succession planning, payment of fees for legal services, guardianship and adoption, legal services for children in conflict with the law, transfer of abuse children to temporary/permanent safe house placement, report and litigation on abuse cases, etc.	Total number of OVC who received any of the components of protection services during the reporting period.	Routine data collection. OVC service form	OVC service register Monthly summary forms	Monthly	FMWAS D, SMWAS D	NA	5% OVC population per year	PEPFAR UNGASS GFATM
11.	Number of OVC households receiving economic strengthening support	Output	This is the total number of OVC household receiving economic strengthening. Economic strengthening supports include training on income generating activities (IGA), Grants, Cash transfer, start up kits, micro credit etc	Total number of OVC households who benefited from economic strengthening support during the reporting period.	Routine data collection. OVC service form	OVC service form, Monthly summary forms	Monthly	CSO, LGAs and SMWAS D FMWAS D	NA	TBD	PEPFAR UNGASS GFATM
12.	Number of OVC receiving disability-related support	Output	This is the total number of OVC receiving disability related support disaggregated by age, sex and type of support. Disability related supports include: Mobility, visual, hearing and learning aids	Total number of children with disabilities who were supported with the relevant aid(s) during the reporting period	Routine data collection OVC service form	OVC service register Monthly summary forms	Monthly	CBOs, LGA, SMWAS D and FMWAS D	NA	80% of children with disability enrolled into	UNICEF

S/N	Indicator	Level of Indicator	Definition	How measured/tracked	Data Source/ Methodology/ Data collection tool	Data Reporting tool	Frequency of Reporting	Responsible Party	Baseline	Target	Remarks
										care	
System Strengthening											
13.	Number of organisations strengthened to provide services to OVC	Output	This is the number of organisations strengthened to provide services to OVC disaggregated by type of organisation and services. Type of organisation include government agencies, organized private sector, CSOs Strengthening includes: Technical assistance ,grants, material support, etc	Total number of organizations who received technical assistance, grant or material support etc during the reporting	Routine data collection Support summary form	Monthly summary form	Monthly	Donor Agencies Development Partners SMWAS D and FMWAS D	NA	TBD	PEPFAR UNGASS GFATM
14.	Number of individuals trained to provide OVC services	Output	This is the number of individuals (staff of CBO, volunteers, health workers, teachers etc) who received training on any aspect of OVC Programme according to national and international standards disaggregated by sex and age.	An individual will only be counted once irrespective of the # of trainings received during the reporting period.	Routine data collection Training Attendance register.	Monthly summary form	Monthly	CBOs, LGA, SMWAS D and FMWAS D	NA	TBD	PEPFAR UNGASS GFATM
15.	Number of coordinating structures established	Output	This is the number of coordinating structures established at various levels. Coordinating structure include stakeholders forum, steering committee, technical working groups, Child protection committee, etc.	This is the total number of committees established at community, LGA, state and national levels during the reporting period	Routine data collection	Monthly summary form	Monthly	LGA, SMWAS D, FMWAS D	NA	TBD	National
16.	Number of organisations reporting to the national M&E system on OVC	Output	These is the number of organisation (s) actively involved in OVC response and are reporting to the national M&E system using standard reporting tools.	This is the number of organizations that are involved in	Routine data collection Database	OVC summary forms	Monthly and quarterly	SMWAS D & FMWAS D	NA	TBD	

S/N	Indicator	Level of Indicator	Definition	How measured/tracked	Data Source/ Methodology/ Data collection tool	Data Reporting tool	Frequency of Reporting	Responsible Party	Baseline	Target	Remarks
	response			OVC response and reporting to the national M&E system.							
17.	Number of policy documents developed/reviewed on OVC programming	Output	This is the number of policy document developed/reviewed on OVC programming. This includes, review of NPA, SOP, PP on OVC, and advocacy tools.	This is the number of policy document developed/reviewed	Periodic data collection Database	Report of develop	Annually	SMWAS D FMWAS D	NA	TBD	National level indicator

Appendix 2 INDICATOR REFERENCE SHEET	
Service Delivery Indicators	
Indicator #1	Percentage of OVC with improved quality of life per a standardized instrument as related to the service areas
Type of Indicator	Outcome
Numerator Essential/reported	The total number of OVC that showed at least one score improvement in any OVC service area
Denominator	The total number of OVC receiving services.
Disaggregation:	Service areas: Health, education, food and nutrition, shelter and care, protection, psychosocial and household economic strengthening.
Purpose	This indicator measures the outcome of various support services for OVC. It is to help track the changes (growth, development, well being etc) that have been achieved in the life of the OVC through provision of services in various service area. It will also inform need and strategy for scale up of service provision in all the service delivery areas. The indicator will be used to report the improvement in the well being of OVC receiving support services in Nigeria.
Applicability	Reporting this indicator applies to all support services provided to OVC by all partners in Nigeria. It is reported at all levels (Community, LGA, State and Federal)
Data collection frequency	Data is collected at the Community, LGA and State level biannually and collected at the national level annually.
Measurement tool	OVC Enrolment Card that incorporates Child Status Index is used as baseline; it is repeated biannually and could incorporate any other tool to measure quality of life of OVC.
Method of measurement	This is calculated by dividing the total number of OVC who showed at least one score improvement in any service area by the total number of OVC receiving supports and multiply by 100.
Interpretation	It reports improvement in all areas of support services provided to OVC by all the partners of OVC response in Nigeria. This indicator does not correlate the result in the service areas. However, this can be calculated in other studies.
Additional information	The indicator is to measure the outcome/quality of OVC service provision
Indicator # 2	Ratio of current school attendance among orphans to that among non-orphans aged 10-14
Type of Indicator	Outcome
Numerator Essential/reported	The proportion of orphans (children who have lost one or both parents) aged 10-14 years currently attending school
Denominator	The proportion of non-orphans aged 10-14 years that are currently attending school
Disaggregation:	Sex: Male, female Age: represents the child's age at the end of the reporting period (0-5; 6-12 and 13-17years)
Purpose	This indicator measures the difference in school enrolment rate between orphans and non-orphans in the country. It can be used to track the interventions

	aimed at ensuring that orphans have access to education like non-orphans of same age. It will also inform need and strategy for scale up of educational service provision for orphans.
Applicability	Reporting this indicator applies to all children (orphans and non-orphans) aged 10-14 who are currently attending school in the country.
Data collection frequency	Data is collected through national surveys such as NDHS every two years.
Measurement tool	Orphan and non-orphans education module to be incorporated into NDHS survey questionnaire
Method of measurement	This is calculated as the percentage of orphans currently attending school over total orphans as a ratio of percentage of non-orphans currently attending school over total non-orphans within age group 10-14
Interpretation	This indicator reflects how orphans are fairing compared with their non-orphan counter parts in terms of school attendance.
Additional information	This indicator is an UNGASS recommended UNAID adopted outcome indicator
Indicator # 3	Number of OVC currently enrolled for care and support
Type of Indicator	Output
Numerator Essential/reported	NA
Denominator	NA
Disaggregation:	Sex: Male, female Age: represents the child's age at the end of the reporting period (0-5; 6-12 and 13-17years) Vulnerability status: Maternal orphans, Maternal orphans, double orphans, with disabilities and others Residence: Rural and urban Type: New and continuing
Purpose	The indicator tracks the number of OVC currently enrolled on OVC program in Nigeria
Applicability	The indicator is applicable to all OVC receiving care and supports through all partners working on OVC program in Nigeria
Data collection frequency	The data is updated at service delivery points monthly
Measurement tool	OVC enrolment form
Method of measurement	Routine data collection
Interpretation	It shows the total number of OVC been supported through OVC intervention in Nigeria.
Additional information	This does not include OVC identified but not yet receiving services.
Indicator # 4	Number of OVC receiving health care services
Type of Indicator	Output

Numerator Essential/reported	NA
Denominator	N/A
Disaggregation:	Sex: Male, Female Age: represents the child's age at the end of the reporting period (0-5, 6-12 and 13-17) Service type: # preventive care # Health education # curative care
Purpose	This indicator measures the number of OVC receiving health care services. Data collected through this indicator will inform programmatic and policy level decisions on the health status of OVC in Nigeria. It will also inform need and strategy for scale up of health service, programme planning, budget allocation and disbursement for OVC health response. The indicator will be used to report against the health status of OVC in Nigeria.
Applicability	Reporting this indicator applies to all health related services provided to OVC in terms of prevention (immunization, HIV prevention, Home Based Care Kit etc), curative (treatment of OIs and other diseases) and Health education. The indicator will also apply to both facility and non-facility based health services. It is reported at all levels (Community, LGA, State and Federal)
Data collection frequency	Data is collected at the Community and LGA monthly and collated at the state and national level quarterly.
Measurement tool	OVC service registers and OVC monthly summary forms at Community, LGA, and State levels and National OVC Quarterly Summary Form.
Method of measurement	This is the total number of OVC receiving health care services disaggregated by sex, age and service type.. Health services are grouped into three types: (1) Prevention (immunization, HIV prevention, Home Based Care Kit), (2) Curative (treatment of sicknesses and diseases, including those receiving ARV and palliative care) and, (3) Health education. This is required at all levels of reporting and collected monthly. The indicator is calculated by adding all OVC who received any component of preventive, curative or health education during the reporting period through OVC programs
Interpretation & limitations	This is an indicator that is captured at the facility and community levels and is aggregated at all other levels of reporting. It reports all types of health services provided to OVC by all the partners of OVC response in Nigeria. This indicator does not calculate the progression of health related services over a period. However, this can be calculated at a specific interval e.g. annually or biennially
Indicator # 5	Number of OVC receiving educational support
Type of Indicator	Output
Numerator Essential/reported	NA
Denominator	N/A

Disaggregation:	Sex: Male, Female Age: represents the child's age at the end of the reporting period (0-5, 6-12 and 13-17) Level of education: Pres-school, primary, secondary and tertiary
Purpose	This indicator measures the number of children 0-17 years receiving educational support. This is the total number of OVC receiving educational support (including school fees, education materials such as books, uniform etc) disaggregated by sex, age and level (pre-school, primary, secondary & tertiary) Data collected through this indicator will inform programmatic and policy level decisions on the educational status of OVC in Nigeria. It will also inform need and strategy for scale up of educational service, programme planning, budget allocation and disbursement for OVC educational response. The indicator will be used to report against the education status of OVC in Nigeria.
Applicability	Reporting this indicator applies to all educational related services provided to OVC by all partners in Nigeria. It is reported at all levels (Community, LGA, State and Federal)
Data collection frequency	This is required at all levels of reporting and collected monthly
Measurement tool	OVC service form
Method of measurement	An OVC is counted if he/she received required educational support (holistic) during the reporting period and he/she is currently attending school.
Interpretation	This is an indicator that is captured at institutional and community intervention levels and is aggregated at all other levels of reporting. It reports all types of educational services provided to OVC by all the partners of OVC response in Nigeria. This indicator does not calculate the progression of education related services over a period. However, this can be calculated at a specific interval e.g. annually or biennially
Additional information	The indicator harmonized all OVC partners' educational-related indicators by development partners in Nigeria.
Indicator # 6	Number of OVC receiving vocational educational support
Type of Indicator	Output
Numerator Essential/reported	NA
Denominator	N/A
Disaggregation:	Sex: Male, Female Age: represents the child's age at the end of the reporting period (6-12 and 13-17)
Purpose	This is the total number of OVC receiving vocational education support (such as enrolment fee, training materials etc) disaggregated by sex and age Example of vocational skill include tailoring, hair dressing, computer skill etc This indicator measures the number of older OVC receiving vocational

	educational support. Data collected through this indicator will inform programmatic and policy level decisions on the vocational training needs of older OVC in Nigeria. It will also inform need and strategy for scale up of trainings, programme planning, budget allocation and disbursement for vocational education or training response. The indicator will be used to report against vocational education for older OVC in Nigeria. The indicator will also help to track the number of older OVC that are head of household and their vocational education need and support received
Applicability	Reporting this indicator applies to all vocational education support provided to older OVC by all partners in Nigeria. It is reported at all levels (Community, LGA, State and Federal)
Data collection frequency	Data is collected at the Community, LGA and State level monthly, collated at state and national level quarterly.
Measurement tool	OVC service form, OVC service register
Method of measurement	Total number of OVC who are enrolled and supported to receive vocational skill during the reporting period.
Interpretation	This is an indicator that is captured at institutional and community intervention levels and is aggregated at all other levels of reporting. It reports all types of vocational education services provided to OVC by all the partners of OVC response in Nigeria. This indicator does not calculate the outcome of related services over a period. However, this can be calculated at a specific interval e.g. annually or biennially
Additional information	The indicator harmonized all OVC partners' vocational educational-related indicators by development partners in Nigeria.
Indicator # 7	Number of OVC receiving psychosocial support
Type of Indicator	Output
Numerator / number Essential/reported	NA
Denominator	N/A
Disaggregation:	Sex: Male, Female Age: represents the child's age group at the end of the reporting period (0-5, 6-12, 13-17)
Purpose	This is the number of OVC receiving psychosocial supports (e.g. counseling, life skills, spiritual support, support group, Kids club, recreational activities etc) disaggregated by sex and age Data collected through this indicator will inform programmatic and policy level decisions on the psychosocial status of OVC in Nigeria. It will also inform need and strategy for scale up of service provision in this area. The indicator will be used to report against the psychosocial status of OVC in Nigeria.
Applicability	Reporting this indicator applies to all psychosocial related services provided to OVC by all partners in Nigeria. It is reported at all levels (Community, LGA, State and Federal)
Data collection	Data is collected at the Community, LGA and State level monthly and collected

frequency	at the national level quarterly.
Measurement tool	OVC service form, OVC registers, OVC monthly summary forms at Community, LGA, and State levels and National OVC Quarterly Summary Form
Method of measurement	The number is by counting the number of all OVC receiving psychosocial support from institutions, CBO, NGO and FBO. This is number of OVC who received any component of psychosocial supports during the reporting period.
Interpretation	This is an indicator that is captured at institutional and community intervention levels and is aggregated at all other levels of reporting. It reports all types of psychosocial support services provided to OVC by all the partners of OVC response in Nigeria. This indicator does not calculate the psychosocial well being over OVC. However, this can be calculated at a specific interval e.g. annually or biennially
Additional information	The indicator aggregates and harmonizes all OVC partners' psychosocial related indicators by development partners in Nigeria.
Indicator # 8	Number of OVC receiving shelter and Care services
Type of Indicator	Output
Numerator Essential/reported	NA
Denominator	N/A
Disaggregation:	Sex: Male, Female Age: represents the child's age at the end of the reporting period (0-5, 6-12, 13-17) Type of services: (1) Institution– orphanages, rescue centre, refugee camps, transit camps, boarding house, rehabilitation centres, remand home etc and, (2) Non-institution- fostering and adoption, kinship, accommodation etc
Purpose	This indicator measures the number of children 0-17 years receiving shelter and Care services. Data collected through this indicator will inform programmatic and policy level decisions on the Shelter and Care status of OVC in Nigeria. The indicator will be used to report against shelter for OVC in Nigeria.
Applicability	Reporting this indicator applies to all forms of shelter and Care related services provided to OVC by all partners in Nigeria. It is reported at all levels (Community, LGA, State and Federal)
Data collection frequency	Data is collected at the Community and LGA level monthly and collected at the state and national level quarterly.
Measurement tool	OVC service form and OVC service registers
Method of measurement	Total sum of all OVC who were provided with any form of shelter or linked up with institutional or non-institutional care during the reporting period. All OVC in need of shelter are eligible for shelter service. Specifically, shelter services to children in child headed household, children living on the street, children living on commercial and workplaces, children living in prison and detention centres, internally displaced children, children with disabilities,

	teenage mothers and their children are tracked with this indicator.
Interpretation and Limitation	This is an indicator that is captured at institutional and community intervention levels and is aggregated at all other levels of reporting. It reports all types of shelter services provided to OVC by all the partners of OVC response in Nigeria. This indicator does not calculate the functionality of the shelter. However, this can be assessed at a specific interval e.g. biannually and annually.
Additional information	The indicator harmonized all OVC partners' shelter-related indicators by development partners in Nigeria.
Indicator # 9	Number of OVC receiving food and nutrition services
Type of Indicator	Output
Numerator Essential/reported	NA
Denominator	N/A
Disaggregation:	Sex: Male, Female Age: represents the child's age at the end of the reporting period (0-5; 6-12; 13-17)
Purpose	<p>This indicator measures the number of children 0-17 years food and nutritional support. Data collected through this indicator will inform programmatic and policy level decisions on nutritional status of OVC in Nigeria. It will also inform need and strategy for scale up of service provision in this area. The indicator will be used to report against the nutritional status OVC in Nigeria.</p> <p>This is the total number of OVC receiving food and nutrition supports disaggregated by sex and age. Food and nutrition support include: nutritional assessment and counselling, nutritional supplementation, therapeutic feeding for malnourished children, infant formula for less than 1 year, nutritional education, growth monitoring for less than 5 years, training on household food security, school feeding program, provision of food items, community gardening, linkages and referral to health and nutrition intervention.</p>
Applicability	Reporting this indicator applies to all food and nutrition related services provided to OVC by all partners in Nigeria. It is reported at all levels (Community, LGA, State and Federal)
Data collection frequency	Data is collected at the Community, LGA and collated at State and national levels quarterly.
Measurement tool	OVC service form and OVC service registers
Method of measurement	<p>It is calculated by counting the number of all OVC receiving food and nutritional support from institutions, CBO, NGO and FBO.</p> <p>It is the total number of OVC who received any component of food and nutrition support in the reporting period.</p>
Interpretation	This is an indicator that is captured at institutional and community intervention levels and is aggregated at all other levels of reporting. It reports all types of food and nutritional support services provided to OVC by all the partners of OVC response in Nigeria. This indicator does not calculate the outcome or

	effect of food and nutritional support for OVC on their wellbeing. However, this can be calculated in other studies or national surveys at a specific interval e.g. annually or biennially
Additional information	The indicator harmonized all OVC partners' food and nutrition-related indicators by development partners in Nigeria.
Indicator # 10	Number of OVC receiving protection services
Type of Indicator	Output
Numerator Essential/reported	NA
Denominator	N/A
Disaggregation:	Sex: Male, Female Age range: represents the child's age at the end of the reporting period (0-5; 6-12; 13-17)
Purpose	<p>This indicator measures the number of children 0-17 years receiving psychosocial support. Data collected through this indicator will inform programmatic and policy level decisions on the rights and protection status of OVC in Nigeria. It will also inform need and strategy for scale up of service provision in this area. The indicator will be used to report against the rights and protection of OVC in Nigeria.</p> <p>Protection services include will writing, death registration, birth registration, inheritance/succession planning, payment of fees for legal services, guardianship and adoption, legal services for children in conflict with the law, transfer of abuse children to temporary/permanent safe house placement, report and litigation on abuse cases, etc.</p>
Applicability	Reporting this indicator applies to all rights and protection- related services provided to OVC by all partners in Nigeria. It is reported at all levels (Community, LGA, State and Federal)
Data collection frequency	Data is collected at the Community, LGA and State level monthly and collected at the national level quarterly.
Measurement tool	OVC service form, OVC service registers,
Method of measurement	<p>This is calculated by counting the number of all OVC receiving rights and protection services from institutions, CBO, NGO and FBO. It covers all services that provide rights and protection to OVC This includes: Will writing, death registration, birth registration, clothing support, inheritance/succession planning, payment of fees for legal services, guardianship and adoption, legal services for children in conflict with the law, transfer of abuse children to temporary/permanent safe house placement, report and litigation on abuse cases.</p> <p>All categories of OVC identified in NPA on OVC (2006-2010) are eligible for protection services.</p>
Interpretation	This is an indicator that is captured at institutional and community intervention levels and is aggregated at all other levels of reporting. It reports all types of protection services provided to OVC by all the partners of OVC response in

	Nigeria. This indicator does not calculate the social well being over OVC. However, this can be calculated at a specific interval e.g. annually or biennially
Additional information	The indicator harmonized all OVC partners' protection-related indicators by development partners in Nigeria.
Indicator # 11	Number of OVC households receiving economic strengthening
Type of Indicator	Output
Numerator Essential/reported	NA
Denominator	N/A
Disaggregation:	NA
Purpose	<p>This is the total number of OVC household receiving economic strengthening. Economic strengthening supports include training on income generating activities (IGA), Grants, Cash transfer, start up kits, microcredit etc</p> <p>This indicator measures the number of OVC household receiving economic strengthening services. Data collected through this indicator will inform programmatic and policy level decisions on the economic status of OVC household in Nigeria. It will also inform need and strategy for scale up of service provision in this area. The indicator will be used to report against the economic status of OVC household in Nigeria.</p>
Applicability	Reporting this indicator applies to all economic strengthening -related services provided to OVC households by all partners in Nigeria. It is reported at all levels (Community, LGA, State and Federal)
Data collection frequency	Data is collected at the Community, LGA and State level monthly and collected at the national level quarterly.
Measurement tool	OVC registers, OVC monthly summary forms at Community, LGA, and State levels and National OVC Quarterly Summary Form
Method of measurement	<p>The numerator is calculated by counting the number of all OVC household receiving economic strengthening services from institutions, CBO, NGO and FBO. It covers all services that provide economic strengthening to OVC household. This includes: training on income generating activities (IGA), Grants, Cash transfer, start-up kits and microcredit. It reports all forms of household economic strengthening services provided to OVC household in the community</p> <p>All identified OVC household in need of economic strengthening are eligible for this service.</p>
Interpretation	This is an indicator that is captured at community level and is aggregated at all other levels of reporting. It reports all types of household economic strengthening services provided to OVC households by all the partners of OVC response in Nigeria. This indicator does not calculate the economic status of OVC household. However, However, this can be calculated in other studies or national surveys at a specific interval e.g. annually or biennially
Additional information	The indicator harmonized all OVC partners' household economic strengthening -related indicators by development partners in Nigeria.

Indicator # 12	Number of OVC receiving disability-related support
Type of Indicator	National/Output
Numerator Essential/reported	The total number of OVC receiving disability-related support
Denominator	N/A
Disaggregation:	Sex: Male, Female Age: represents the child's age at the end of the reporting period(0-5,6-17) Type of disability: Physical, sight, hearing and learning Type of support: mobility aid, visual aid, hearing aid, and learning aid
Purpose	This indicator measures the number of children 0-17 years receiving disability-related support. Data collected through this indicator will inform programmatic and policy level decisions on support given to children with disability in Nigeria. It will also inform need and strategy for scale up of service provision in this area. The indicator will be used to report against the status of the children with disability in Nigeria. The age disaggregation 0-5, 6-17years, sex (male, female) and type of disability will be used to report the indicator.
Applicability	Reporting this indicator applies to all disability-related services provided to children with disabilities by all partners in Nigeria. It is reported at all levels (Community, LGA, State and Federal)
Data collection frequency	Data is collected at the Community, LGA and State level monthly and collected at the national level quarterly.
Measurement tool	OVC registers, OVC monthly summary forms at Community and LGA levels and state and National OVC Quarterly Summary Form
Method of measurement	The indicator is measured by counting the number of all children with disability receiving disability-related support from institutions, CBO, NGO and FBO. It covers all disability related support (provision of mobility, sight, hearing, and learning aids) All categories of children with disabilities in need of support are eligible for disability-related support services.
Interpretation and Limitations	This is an indicator that is captured at institutional and community intervention levels and is aggregated at all other levels of reporting. It reports all types of disability-related support services provided for children with disabilities by all the partners of OVC response in Nigeria. This indicator does not measure the outcome of such support to the well being of children with disabilities. It also does not correlate the support with other supports to OVC. However, this can be measured in other studies or national surveys at a specific interval e.g. annually or biennially
Additional information	The indicator harmonized all OVC partners' disability-related indicators by development partners in Nigeria. UNICEF and Save the Children Indicators.
System Strengthening Indicators	
Indicator #13	Number of organizations strengthened to provide services to OVC
Type of Indicator	National Output
Numerator	Total number of organizations strengthened to provide services to OVC

Essential/reported	
Denominator	NA
Disaggregation:	Type of organization: , Organized private sector, CBO, NGO,FBO Type of support service
Purpose	This indicator measures the number of organizations supported to provide OVC services. Data collected through this indicator will inform programmatic and policy level decisions on support services for organisation providing care and support services for OVC in Nigeria. It will also inform need and strategy for scale up of service, programme planning, budget allocation and disbursement for support services for organizations caring for OVC in Nigeria. The type of organisation and type of support will be used to report the indicator.
Applicability	Reporting this indicator applies to all organizations receiving support from all partners to provide care and support for OVC by in Nigeria. The indicator will also track efforts of organised private sector in OVC response in the country. It is reported at all levels (Community, LGA, State and Federal)
Data collection frequency	Data is collected at the Community, LGA and State level monthly and collected at the national level quarterly.
Measurement tool	Support Summary Form; Training Record Form
Method of measurement	The numerator is calculated by counting the number of organisations that provide care and support service for OVC that received various types of support. It covers all types of support services at CBO, NGO, FBO and organized private levels. This includes: Training, Technical assistance, grants, and material support. All organizations providing various services for any of the categories of OVC identified in NPA on OVC (2006-2010) are eligible for the support services.
Interpretation	This is an indicator that is captured at institutional and community intervention levels and is aggregated at all other levels of reporting. It reports all types of support services by all the partners for organisations providing OVC-related services in Nigeria. This indicator does not calculate the outcome of the support on the organisation or the wellbeing of OVC being cared for. However, this can be calculated in other studies.
Additional information	The indicator is a system strengthening indicator to measure the number of capacity building activities at organizational level
Indicator #14	Number of individuals supported to provide OVC services
Type of Indicator	National Output
Numerator	Total number of individuals trained to provide OVC services
Essential/reported	
Denominator	NA
Disaggregation:	Sex: Male, Female
Purpose	This indicator measures the number of individuals trained to provide OVC services. Data collected through this indicator will inform programmatic and policy level decisions on support services for individuals caring for OVC in Nigeria.
Applicability	Reporting this indicator applies to all trainings service for individuals caring for OVC by all partners in Nigeria. It is reported at all levels (Community, LGA,

	State and Federal)
Data collection frequency	Data is collected at the Community, LGA and State level collected at the state and national level quarterly
Measurement tool	Support Summary Form; Training Record Form.
Method of measurement	The indicator is measured by counting the number of individuals that received various types of support to care for OVC. All individuals caring for various categories of OVC identified in NPA on OVC (2006-2010) are eligible for the support services.
Interpretation	This is an indicator that is captured at institutional and community intervention levels and is aggregated at all other levels of reporting. It reports all types of training provided to OVC by all the partners of OVC response in Nigeria. This indicator does not calculate the outcome of the support on the individual recipient or the OVC being cared for. However, However, this can be calculated in other studies.
Additional information	
Indicator #15	Number of coordinating structures established
Type of Indicator	Country Output
Numerator Essential/reported	Total number of coordinating structures established
Denominator	NA
Disaggregation:	Level of governance: LGA, State or National Type of coordinating mechanism: Stakeholders forum, Steering Committee, Technical working groups, child protection committees etc
Purpose	This indicator measures the number of coordinating structure established to ensure coordination of OVC response at various level of governance in Nigeria. Data collected through this indicator will inform policy level decisions on support services for OVC response in the country. It will also help in articulating strategy for scale up of service, programme planning, budget allocation and disbursement for support services the response. The level of governance and type of coordinating structure will be used to report the indicator.
Applicability	Reporting this indicator applies to all coordinating structures established at all levels of governance. It is reported at all levels (LGA, State and Federal)
Data collection frequency	Data is collected at the Community, LGA and State level biannually and collected at the national level annually.
Measurement tool	Training Record Form
Method of measurement	The numerator is calculated by counting the number of coordinating mechanism established within the reporting period to provide leadership for OVC response at different level of governance. It covers all structures established at LGA, State and Federal levels. This include: Stakeholders Forum, Steering Committee, Technical Working Groups, child protection committee and Task Teams.
Interpretation	This is an indicator that is captured at LGA, State and Federal levels. It reports all types mechanisms put in place to ensure coordination of OVC response in Nigeria. This indicator does not calculate the effect of the established structure

	or neither does it link the work of the structure to the well being of OVC, However, this can be calculated in other studies.
Additional information	The indicator is a system strengthening indicator to measure level of coordination support to government structures
Indicator #16	Number of organisations reporting to the national M&E system on OVC response
Type of Indicator	Country Output
Numerator Essential/reported	Total number of organizations reporting to the national M & E system on OVC system
Denominator	NA
Disaggregation:	Type of organization
Purpose	This indicator measures the number and type of organizations reporting to the M & E system for OVC response in Nigeria. It is to help track how effective the M & E system is. It will also be useful in the review of the M & E system and strategizing for scale up, funds allocation and disbursement for maintaining a functional M & E system. The indicator will also be used to report the state/status of OVC response in Nigeria
Applicability	Reporting this indicator applies to component of the M & E plan for OVC response in Nigeria. It is reported at all levels (Community, LGA, State and Federal)
Data collection frequency	Data is collected at the Community, LGA and State level monthly and collected at the national level quarterly.
Measurement tool	M & E for OVC response database
Method of measurement	The numerator is calculated by counting the number of organisations that report to the national M & E system on OVC. It covers all the component of the M & E plan at all levels of reporting All organizations providing various services for any of the categories of OVC identified in NPA on OVC (2006-2010) are eligible to report to the M & E system.
Interpretation	This is an indicator that is captured at institutional and community intervention levels and is aggregated at all other levels of reporting. It reports all types of organisations that receive support services by all the partners for organisations providing OVC-related services in Nigeria that reports to the M & E system. This indicator does not calculate the effect of the services of the reporting organisations or wellbeing of the OVC being cared for. However, this can be calculated in other studies.
Additional information	The indicator is a system strengthening indicator to measure the number of capacity building activities at organizational level
Indicator #17	Number of policy documents developed/reviewed on OVC programming
Type of Indicator	Output
Numerator Essential/reported	Total number of policy document developed/reviewed on OVC programming
Denominator	NA
Disaggregation:	Type of policy document

Purpose	This indicator measures the number and type of policy document developed or reviewed. It is to help track the number of policy documents available to help guide the national OVC response. It will also be useful in knowing the available advocacy tools for mobilizing support for OVC in the country.
Applicability	Reporting this indicator applies to all policy documents on OVC response in Nigeria. It is reported at the State and National levels
Data collection frequency	Data is collected annually at the State and national levels
Measurement tool	Reports of activities on policy document review or development
Method of measurement	The numerator is calculated by counting the number of policy documents reviewed or developed for OVC response at the State and national levels. It covers all the policy documents including advocacy tools used at all levels.
Interpretation	This is an indicator that is captured at the State and national levels. It reports the names of the documents and type of advocacy tool. This indicator does not calculate the use of the documents and the advocacy tools. However, this can be calculated in other studies.
Additional information	The indicator is a system strengthening indicator to measure the available policy documents and advocacy tools to guide and mobilize support for OVC response in the country.



APPENDIX 3

THE ORPHANS AND VULNERABLE CHILDREN (OVC) INDEX

THE ELIGIBILITY CRITERIA FOR ACCESSING OVC FUNDS

A. THE CRITERIA

This adopted OVC criteria from the National Plan of Action on OVC places emphasis on the provision of psychosocial support as an important and integral component of a comprehensive OVC support package not only for the GF Round 5 project, but for all other OVC programming in Nigeria as a whole.

B. VULNERABILITY INDEX

4. The Vulnerability Index defines the level of exposure known as vulnerability to the vagaries of the society. It is therefore an equitable resource for determining those OVC most in need of help based on objectively verifiable criteria.

a. Health (4)

1	2	3	4
Good Health with minimal sickness	Frequently sick with access to health care	Frequently sick without access to health services	HIV + with chronic illness

b. Education (3)

1	2	3
Irregular school attendance	Drop-out from school	Never in school

c. Shelter (3)

1	2	3
Overcrowded Homes	Dilapidated poor shelter	No shelter at all (Living on the street)

d. Protection (3)

1	2	3
At risk of abuse	Requires social protection	Experienced abuse/ exploitation requiring legal protection

e. Nutrition (4)

1	2	3	4
Not growing well compared to other	Malnutrition No illness	Malnutrition plus chronic illness	Household food insecurity

children in the community			
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f. Economic Strengthening

1	2	3	4
Caregiver with low income level	Caregiver with no income generating skills	Child providing income for the household	No source of income for the household

g. Psychosocial

Psychosocial support is compulsory for all categories of OVC and includes:

- i. Providing life skills
- ii. Monitoring
- iii. Counseling, etc.

5. The total score for the “OVC Vulnerability Index (OVI)” is:

a. Health	-	4
b. Education	-	3
c. Shelter	-	3
d. Protection	-	3
e. Nutrition	-	4
f. Economic Strengthening	-	4
Total	-	<u>20</u>

6. The summary of the OVC vulnerability index is as follows:

a. Most vulnerable	-	15 – 20
b. More vulnerable	-	10 – 14
c. Vulnerable	-	1 - 9

7. The above index implies that an OVC with index of 15-20 is most vulnerable and in dire need of support for both education and health services. If on the other hand an OVC is being considered for any of the support services, then each of these services will be considered as per its total score respectively. However, every OVC is entitled to and must receive psychosocial support irrespective of being a recipient of any of the support services.

8. CHALLENGES

- a. Some communities may have peculiarities that might not be captured in the criteria.
- b. Flexibility may be required in such cases but the reasons for such deviation must be clearly documented by the implementing organization.



Appendix 4 OVC VULNERABILITY INDEX FORM

Name of Child				Age	
Date of Registration				Sex	
Date of Assessment				Pre-enrolment No	
Name of Organization				State	
				LGA	
THEMATIC AREA: HEALTH					Score
Rating	1	2	3	4	
Index	Good health with minimal sickness	Frequently sick with access to health care	Frequently sick without access to health care	HIV+ with chronic illness	
THEMATIC AREA: EDUCATION					Score
Rating	1	2	3		
Index	Irregular School Attendance	Drop-out from School	Never in School		
THEMATIC AREA: SHELTER					Score
Rating	1	2	3		
Index	Overcrowded Home	Dilapidated Shelter	No Shelter (Living on the Street)		
THEMATIC AREA: PROTECTION					Score
Rating	1	2	3		
Index	At Risk of Abuse	Requires Social Protection	Has Experienced Abuse or Exploitation		
THEMATIC AREA: NUTRITION					Score
Rating	1	2	3		
Index	Manifest Stunted growth compared with age group in the community	Malnutrition with no illness	Malnutrition with Chronic Illness		
THEMATIC AREA: HOUSEHOLD ECONOMIC STRENGTHENING					Score
Rating	1	2	3	4	
Index	Caregiver with low income level	Caregiver with no income generating skills	Child providing income for the Household	No source of income for the household	
TOTAL SCORE					
Vulnerability Status		Grade	Tick the one applicable to the child		
Most Vulnerable		15-20			
More Vulnerable		10-14			
Vulnerable		1-9			



Affix Child's Passport

**Appendix 5
OVC ENROLMENT CARD**

State: _____ **LGA:** _____ **Ward:** _____

Date of Enrollment _____ **OVC ID No.** _____/_____/_____/_____
 (dd/mm/yyyy) (State/LGA/CSO/Serial No.)

Child's Name: _____ Sex: _____ Age: _____ years _____ months
 (Surname in block letters, first and middle name) (Enter month if the child is below 1 year)

Address: _____
 (Descriptive address should include street name, house number and/or significant landmark)

Residence	Urban <input type="checkbox"/>	Rural <input type="checkbox"/>
------------------	--------------------------------	--------------------------------

VULNERABILITY STATUS

Maternal orphan	Paternal orphan
Double orphan	Other vulnerable types

Check all that applies to the child

Street child	Child labourer
Child living in child headed household	Child with disability
Child is HIV positive	Others Please specify.....

CHILD'S HIV STATUS

HIV status unknown <input type="checkbox"/>	HIV negative <input type="checkbox"/>	HIV positive <input type="checkbox"/>
---	---------------------------------------	---------------------------------------

BIRTH REGISTRATION & EDUCATION

Does the child have a birth registration certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the child in school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------	-------------------------	------------------------------	-----------------------------

Name of School: _____ Class: _____

HOUSEHOLD INFORMATION

Name of Household head: _____ Sex: _____
 (Surname in block letters, first and middle name)

Number of children 0-17 years in the household	Number of OVC in the household
--	--------------------------------

CAREGIVER INFORMATION

Caregiver's Name: _____ Sex: _____ Age: _____ years
 (Surname in block letters, first and middle name)

Address: _____
 (Enter address of care giver if different from child's address above)

Tel: _____ Occupation: _____

Relationship to child (Mark X to the most applicable)	Family Member	Neighbour	
	Social worker	Other relative	
		Please specify.....	

BASELINE/INITIAL CHILD STATUS INDEX ASSESSMENT

DOMAIN	Score (Mark X as necessary)				DOMAIN	Score (Mark X as necessary)			
	1 Very Bad	2 Bad	3 Fair	4 Good		1 Very Bad	2 Bad	3 Fair	4 Good
Food & Nutrition					Health				
Food Security					Wellness				
Nutrition & Growth					Healthcare Services				
Shelter & Care					Psychosocial				
Shelter					Emotional Health				
Care					Social Behaviour				
Protection					Education & Work				
Abuse & Exploitation					Performance				
Legal Protection					School & Work				

Comments/Plan of Action

CHILD INFORMATION UPDATE

Update any dynamic information of the child which has changed during subsequent visit

Date information is updated _____
(dd/mm/yyyy)

Address: _____ Age: _____ years
(Descriptive address should include street name, house number and/or significant landmark)

CHILD'S HIV STATUS

HIV negative

HIV positive

BIRTH REGISTRATION & EDUCATION

Has child received birth registration certificate?

Yes

Is the child in school?

Yes

No

CAREGIVER INFORMATION

Caregiver's Name: _____ Sex: _____ Age: _____ years
(Surname in block letters, first and middle name)

Address: _____
(Enter address of care giver if different from child's address above)

Tel: _____ Occupation: _____

Relationship to child
(Mark X to the most applicable)

Family Member

Social worker

Neighbour

Other relative

Please specify.....

Child withdrawn from the Program

Tick reason child is withdrawn

Known death

Age >18

Migrated

Loss to follow-up

Completed by: Name _____ Designation: _____ Organization: _____



**Appendix 6
NATIONAL OVC SERVICE FORM**

State: _____ **LGA:** _____ **Ward:** _____

Organization Name: _____ OVC ID
No. _____/_____/_____

Child's Name: _____ Age: _____ Sex: _____ Age: _____
(Surname in block letters, first name)

OVC SERVICES

Services <i>Tick if child has accessed service</i>		Date:	Date:	Date:	Date:	Date:
Psychosocial Support	Counseling support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recreational activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Life building skills support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition	Nutrition education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Food & nutritional supplements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Training on household food security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	Treatment of minor illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Health education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insecticides treated bed net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vitamin A, Zinc and Iron supplement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Growth monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Breast milk substitute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Referral for treatment of illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education	Access/Referral for ARV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Payment of school fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provision of school materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provision of school uniform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Protection	School performance assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Legal service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clothing support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Birth registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shelter	Succession planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Re-integration into Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Strengthening	Foster Parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Business grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Micro credit support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Livelihood opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Referred for: Nutritional Support Shelter Educational support Psychosocial support Protection service
Economic strengthening support Health Services

Remarks: _____

Name of Volunteer/Service Provider: _____
Phone No: _____ Signature: _____

APPENDIX 7 National OVC Referral Form

To be filled by organization making the referral (Referring Organization)

Name of Child: _____ Age: ___ Sex ___

Address: _____

Referred From: _____

Referred To: _____

Services

- | | | |
|---------------------------|-------------------------------|---------------------------------|
| 2. STI Treatment () | 10. Financial Support () | 18. Treatment Support () |
| 3. VCT () | 11. Social Support () | 19. PEP Services () |
| 4. ARV () | 12. Peer Counseling () | 20. Micro Finance () |
| 5. PMTCT Services () | 13. Psycho Social Support () | 21. Pharmacy () |
| 6. Home Based Care () | 14. PLHIV Support () | 22. OB/GYN Services () |
| 7. Welfare Assistance () | 15. Youth Support Groups () | 23. Others (please specify) () |
| 8. RH/FP () | 16. Nutrition Support () | |

Name, phone number & Signature of Person Referring: _____

Title/Position: _____

Comment/ remark: _____

Please detach along this lines

To be filled out by organization receiving the referral (Receiving Organization)

Child's name: _____ Age: ___ Sex: ___

Address: _____

Referred From: _____

Name of Receiving Organization: _____ Phone Number: _____

Address: _____

List of Services Provided	Services Completed as Requested Y/N	Follow up Needed Y/N	Follow Up Date

Additional Comments: _____

(To be filled out by person/representative receiving services)

Name of child: _____ Signature/Thumbprint: _____

Services: Completed () Incomplete ()

Comment _____



APPENDIX 8
TRAINING REGISTER FOR OVC CAREGIVERS/ SERVICE PROVIDERS

Name of Organization _____				Location of Organization _____			
Name of Facilitator(s): _____				Date: _____			
Title of training: _____							
S/N	Name	Sex	Age	Name of organization	Type of *Organization	Address/Email	**Type of Trainee

* Type of Organization 1) Faith-Based Organization (FBO) 2) Community-Based Organization (CBO) 3) Non-Governmental Organization (NGO)

**Type of trainee

- 1) Caregiver 2) Teacher 3) Volunteer 4) Social Worker 5) Community Leader 6) Religious Leader 7) Political Leader

Comments and Remarks:

APPENDIX 9



NATIONAL OVC SUMMARY FORM

Reporting Period: Month _____ Year _____

No of LGAs reporting OVC services in the reporting period									
No of States reporting OVC services in the reporting period									
No of CSO reporting OVC services in the reporting period									
Community OVC Services Data Element	Male				Female				Total
	0-5 years	6-12 years	13-17 years	Male Total	0-5 years	6-12 years	13-17 years	Female Total	
Total No. of new OVC enrolled									
Total No. of OVC currently enrolled									
Total No. of OVC accessing Psychosocial Support services									
Total No. of OVC accessing Healthcare services									
Total No. of OVC accessing Nutritional services									
Total No. of OVC accessing Educational services									
Total No. of OVC accessing Shelter services									
Total No. of OVC accessing Protection services									
Total No. of OVC accessing Economic Strengthening services									
Number of Households heads receiving Economic Strengthening	<18yr	18-59yr	>60yr		<18yr	18-59yr	>60yr		
No. of households with OVC receiving support on economic strengthening	X				X				

Completed by: Name _____ Designation: _____ Sign/Date: _____



APPENDIX 10 STATE OVC MONTHLY SUMMARY FORM

State: _____ Reporting Period: _____
 _____ Year _____

State level Data element									
No of LGAs reporting OVC services in the reporting period									
No of CSO reporting OVC services in the reporting period									
Community OVC Services Data Element	Male				Female				Total
	0-5 years	6-12 years	13-17 years	Male Total	0-5 years	6-12 years	13-17 years	Female Total	
Total No. of new OVC enrolled									
Total No. of OVC currently enrolled									
Total No. of OVC accessing Psychosocial Support services									
Total No. of OVC accessing Healthcare services									
Total No. of OVC accessing Nutritional services									
Total No. of OVC accessing Educational services									
Total No. of OVC accessing Shelter services									
Total No. of OVC accessing Protection services									
Total No. of OVC accessing Economic Strengthening services									
Number of Households heads receiving Economic Strengthening	<18yr	18-59yr	>60yr		<18yr	18-59yr	>60yr		
No. of households with OVC receiving support on economic strengthening	X				X				

Completed by: Name _____ Designation: _____ Sign/Date: _____

Telephone: _____ Email: _____



**APPENDIX 11
LGA OVC MONTHLY SUMMARY FORM**

Reporting Period: Month _____ Year _____

State: _____ LGA: _____

LGA level Data element									Total
No of CSO reporting OVC services in the reporting period									
Community OVC Services Data Element	Male				Female				Total
	0-5 years	6-12 years	13-17 years	Male Total	0-5 years	6-12 years	13-17 years	Female Total	
Total No. of new OVC enrolled									
Total No. of OVC currently enrolled									
Total No. of OVC accessing Psychosocial Support services									
Total No. of OVC accessing Healthcare services									
Total No. of OVC accessing Nutritional services									
Total No. of OVC accessing Educational services									
Total No. of OVC accessing Shelter services									
Total No. of OVC accessing Protection services									
Total No. of OVC accessing Economic Strengthening services									
Number of Households heads receiving Economic Strengthening	<18yr	18-59yr	>60yr		<18yr	18-59yr	>60yr		
No. of households with OVC receiving support on economic strengthening	X				X				

Completed by: Name _____ Designation: _____ Sign/Date: _____

Telephone: _____ Email: _____



**APPENDIX 12
CSO OVC MONTHLY SUMMARY FORM**

Reporting Period: Month _____ Year _____

State: _____ LGA: _____ Organization Name: _____

Community OVC Services Data Element	Male				Female				Total
	0-5 years	6-12 years	13-17 years	Male Total	0-5 years	6-12 years	13-17 years	Female Total	
No. of new OVC enrolled									
No. of OVC currently enrolled									
No. of OVC accessing Psychosocial Support services									
No. of OVC accessing Healthcare services									
No. of OVC accessing Nutritional services									
No. of OVC accessing Educational services									
No. of OVC accessing Shelter services									
No. of OVC accessing Protection services									
No. of OVC accessing Economic Strengthening services									
Number of OVC whose households heads are receiving economic strengthening	<18yr	18-59yr	>60yr		<18yr	18-59yr	>60yr		
No. of households with OVC receiving support on economic strengthening	X				X				

Completed by: Name _____ Designation: _____ Sign/Date: _____

APPENDIX 13

M&E Supportive Supervision Guide

Before the Supervision Visit

- Choose Programme site(s) to visit based on need or schedule
- Review report of the previous visit to the site(s) and identify any open issue
- Develop a travel plan and communicate to the focal person at the sites
- Make copies of the M&E supportive supervision check list

During the Supervision Visit

- Hold a planning meeting with the staff members to discuss the purpose of the visit and action plan
- Check action taken on open issue based on last supervisory visit
- Check previous months/quarters reports for quality
 - Service delivery form
 - Quarterly narrative reports etc
- Check and ask questions on data collation and analysis process
- Randomly select one or two indicators and trace the data from the source(s)
- Discuss any observed discrepancies /mistakes and provide technical assistance
- Select (randomly/purposively) a site/household/caregiver to spot check
- Check data entry process and provide technical assistance
- Hold exit meeting with the staff member to discuss findings/observations and develop plan for remedial action
- Leave behind a copy of the plan for the next period so there is no confusion on the part of the staff about what is expected of them

Follow-up to the Supervision Visit

- If the supportive supervision supervisor is not the staff members' direct supervisor, also send the direct supervisor a copy of the agreed on plan for the next period
- Provide ongoing, indirect supervision such as reviewing reports and addressing data quality or data use questions/issues
- Follow-up on any issues that were discussed such as the need for supplies or equipment, training needs discussed or any corrective action that needed to be taken

Supportive Supervision for M&E Checklist

S/N		Y	N	Remarks
1	Are there enough quantity of all relevant M&E forms and registers at the site?			
2	Are all OVC registered with intake forms and available at the site?			
3	Is there a comprehensive and up to date OVC register?			
4	Are all previous reports (from beginning of the year) properly filled physically and or electronically?			
5	Are previous reports passed quality checks?			
6	Are the source documents available and support all indicators in the reports?			
7	Were the reports submitted on time? Check date that they were sent to the next level.			
8	Randomly select 2-5 children from the register. Are the information on the intake form, register and service delivery form consistent for each of child?			
9	Randomly select one previous report and pick 1-3 indicators. Are the indicators accurate and consistent with the source documents?			
10	Are the data collection forms and reports properly/safely filled (physically and or electronically)?			
11	Is there any evidence of data analysis at this level?			
12	Is there evidence of information use for programmatic decisions?			
13	Have you provided technical support to address gaps/errors identified?			
14	Is there evidence of frequent monitoring visits being conducted with volunteers? (check monitoring reports)			
15	Is monitoring checklist available and been used during supervisory visits?			
16	Is there evidence of feedback to the volunteers about the information they are collecting?			

Issues Identified and Action Plan

	Activity	Person Responsible	Due Date

Comments/Remarks:

APPENDIX 14

Guidelines for National OVC Programme Data Collection and Reporting Tools

1. OVC Enrolment Card

Purpose of the card

This card captures demographic information and vulnerability status of OVC to ascertain her/his eligibility for the Programme. It also captures information about the child's caregiver and baseline information. The form should be filled out once per child during the life of the Programme. If there is any change in the information about the OVC, the information should be updated accordingly in the appropriate section of the card.

Data Source

Information is provided by the OVC or OVC caregiver

Who prepares

This depends on the Programme. The person filling out the enrolment card can be a service provider, Programme officer or M&E officer. Both the OVC and his/her primary caregiver should be present when this card is being completed.

Issue of confidentiality

It is suggested to obtain oral consent from the OVC or OVC caregiver before collecting the information. It is important to ensure that the information provided in the card at the point of enrollment is understood by the OVC or the caregiver.

Instructions –

State, LGA and Ward

Write the state, LGA and ward where the OVC resides.

Date of enrolment

Only if the child is admitted into the Programme, write the date of enrolment.

OVC ID No

The OVC ID No is filled on the form after the information is entered into the register. This number is generated using the following format: *State code/LGA code/CBO code/Serial no.* The OVC is identified by this number in subsequent reporting tools.

Child Name

Write the full name (Surname first in block letters and first name and middle name) of a child being enrolled.

Sex

Mark the appropriate sex of the child being enrolled (either male or female).

Age

Write age of the child being enrolled, enter age of child in years only if the child is 1 year above if not enter months.

Complete Address

Write the full address, including house number, street and community where the child currently resides. In settings where exact address is not available, use descriptive landmarks.

Vulnerability Status

At intake into the Programme the **vulnerability status** must be documented,

Paternal: a child (0-17 years old) who has lost his/her father

Maternal: a child (0-17 years old) who has lost his/her mother

Double: a child who has lost both mother and father

Other vulnerable types: a child meeting the following criteria

If other vulnerable types is checked, check all the criteria that apply (a child meeting multiple criteria should be checked in as many) from the following list.

Child Laborer: A child who is engaged in work that harms or exploits him/her in some way (physically, mentally, morally, or by blocking access to education).

Child Headed: A child (0-17 years old) who is the head of household.

Household with chronically ill parents: A child lives in a household with chronically ill parents.

Disabled: A child whose physical or mental condition keeps him/her from being able to function in an expected manner.

Street Child: A child who lives on the street – in particular, one that is not taken care of by parents or other adults – and who sleeps on the street because he/she does not have a home.

Household that has experienced a recent death from chronic illness

HIV Positive: A child who has been tested as being HIV positive

Household headed by a grandparent: A child who lives in a household headed by a grandparent of the child.

Other (Specify): Please refer to the NPA for guidance on any other type of OVC not described in the list above.

Child's HIV Status

Check appropriate HIV status of child (if unknown check unknown). Please do not leave this section unfilled.

Birth Registration and Education

Indicate whether the child has birth registration certificate and whether in school.

The following information on **Birth registration and education** must be entered:

- Tick if child has birth certificate or not
- Tick if child is in school not
 - If child is in school enter the
 - School Name
 - Class

Household Information

Name of Household head

Write the full name (Surname first in block letters and first name and middle name) of the household head.

Sex of household head

Indicate the sex of the household head.

Age of household head

Write the age of the household head. If the exact age of the caregiver is not available, the approximate age of a household head should be written.

Write name and sex of household head, number of children aged 0 – 17 and number of OVC in the household. This number includes the child being assessed.

Caregiver Information

Name of caregiver

Write the full name (Surname first in block letters and first name and middle name) of the primary caregiver of the child.

Sex of caregiver

Indicate the sex of the primary caregiver of a child.

Age of caregiver

Write the age of the child's primary caregiver. If the exact age of the caregiver is not available, the approximate age of a caregiver should be written.

Telephone number of caregiver

Write the telephone number on which the caregiver can be reached at any time

Occupation of caregiver

Write what the caregiver does to earn a living.

Relationship to child

Choose the type of relationship that the child has with the caregiver from the list

Below:

- ✓ Family member

- ✓ Neighbour
- ✓ Social worker
- ✓ Other relative (please specify)

Baseline/Initial Child Status Index Assessment

This is used to generate baseline information on wellbeing of the child. Refer to CSI checklist for scoring the child, indicate the appropriate score (from 1 – 4) for the child in the following domains:

- ✓ Food Security
- ✓ Nutrition & Growth
- ✓ Shelter
- ✓ Care
- ✓ Abuse & Exploitation
- ✓ Legal Protection
- ✓ Wellness
- ✓ Healthcare Services
- ✓ Emotional Health
- ✓ Social Behaviour
- ✓ Performance
- ✓ School and Work

Child Information Update

Write any change in information for the child observed during subsequent visit. These changes could be in the following aspects:

- ✓ Address of child
- ✓ Age of the child
- ✓ Child's HIV status, if previously unknown
- ✓ Birth registration and education
- ✓ Caregiver information

Child withdrawn from the programme

For any child who is no longer on the programme, indicate the reason from the following options:

- ✓ Known death
- ✓ Age above 18 years
- ✓ Migrated
- ✓ Loss to follow-up

Completed by

Write the name of the individual completing this form, her/his designation and organisation.

2. OVC Enrolment Register

Purpose

The enrolment provides up to date information on all OVC enrolled in the programme for each service organisation. It should be kept at the office of the service organisation. It aggregates all information in the enrolment form for each OVC under the care of a particular CBO.

Data source

All information in the register should be transferred from the OVC Enrolment Form.

Instructions

OVC Serial number

Enter continuous serial number starting from No. 1 on the first page.

OVC ID No.

Write corresponding OVC ID numbers for each child as stated on their OVC Enrolment Forms. This number is generated using the following format: *State code/LGA code/CBO code/Serial no.* The OVC is identified by this number in subsequent reporting tools.

Enrolment Date

Write the date each Child was enrolled into the programme.

Sex

Indicate the sex of the child as stated in the child's OVC Enrolment Form

Age

Indicate age of the child in years or months (if less than 1 year) as stated in the child's OVC Enrolment Form

Child's Personal Information

Transfer the current address of the child from the child's OVC Enrolment Form

Vulnerability Status

Transfer the vulnerability status for the child from the child's OVC Enrolment Form

Caregiver Information

Caregiver's Name

Write in full the name of the caregiver, as stated in the child's OVC Enrolment Form

Caregiver's Address

Write the full address of the caregiver as stated in the child's OVC Enrolment Form

Caregivers Phone Number

Write the telephone number of the caregiver as stated in the child's OVC Enrolment Form

Baseline Child Status Index

Enter corresponding information for the child from the child's OVC Enrolment Form

3. OVC Service form

Purpose of the form

This form is designed to collect information on all the services provided to each OVC during the reporting period. Only those services directly provided by your own Programme during an OVC visit should be recorded on this form. Each page of the form is allocated to one OVC per reporting period. By

monitoring the services given to a child over time, providers will be able to capture a comprehensive overview of each child's status and will be able to provide appropriate services to meet their needs.

Data Sources

Demographic information (Name of child, village or community, Sex and Age) comes from the *OVC Enrolment Form*.

To be filled out based on the type of support provided to an OVC.

Who prepares

The service provider conducting OVC visit

Issue of confidentiality

It is recommended to obtain oral consent from the OVC or OVC caregiver before start collecting information. It is important to explain the purpose of the form and the confidentiality related to the use of such data. It is also recommended that personal identifiable data should be collected only by people who have already signed a confidentiality agreement.

Instructions

Service providers are suggested to review *the OVC Enrolment Form and the Child Vulnerability Index* before the OVC visit to keep in mind the needs of each OVC and to make sure that the services match the needs of each OVC. Service providers are also advised to review the *OVC Service form* from the previous reporting period to remember the type of services provided to the OVC during previous visits.

Name of organization

Write the name of the organization providing care and support

OVC ID Number

Write the unique OVC identification number generated for the OVC. This is transferred from the enrolment card.

Name of Child

Transfer name of the child from the *OVC Enrolment Form* Child Name".

Sex and Age

Transfer sex and age of the child from the *OVC Enrolment Form*.

OVC Services

Date

Write the date when the OVC visit was conducted

OVC Services

These six core services (1: Food and Nutrition, 2: Shelter and Care, 3: Protection, 4: Health Care, 5: Psychosocial, 6: Education) have been identified as essential services for OVC.

Economic strengthening should be evaluated according to its benefit to the six core areas.

Sub-Categories

These six core services are further disaggregated into a number of sub-categories. This list of sub-categories can be adapted depending on the services offered by the Programme.

In this section, all services that are directly provided by your own Programme to an OVC during an OVC visit should be recorded as check mark (✓) in the appropriate box. The number of contacts and the extent of services that need to be provided to an OVC in order to warrant a check mark in this section should be determined by each Programme.

Food and Nutrition Supplementation is defined as:

- ✓ Supplementary feeding to provide additional food to prevent clinical malnutrition or treat mild-to-moderate malnutrition;
- ✓ Therapeutic feeding to provide specialized foods to treat persons with severe malnutrition;
- ✓ Micronutrient supplementation;
- ✓ Replacement feeding for infants.

Child withdrawn from the programme

For any child who is no longer on the programme, indicate the reason from the following options:

- ✓ Known death
- ✓ Age above 18 years
- ✓ Migrated
- ✓ Loss to follow-up

Completed by

Write the name of the individual completing this form, her/his designation and organisation.

OVC Monthly Service Register

The OVC Monthly Service Register is used to aggregate information on all OVC served and type of services rendered for the month. This register should be kept at the office of the service organisation.

Data Source

All information in this register is transferred from the OVC Service Form.

Who completes the register?

The M&E Officer of the service organisation completes the register.

Instructions

State

Write the state where the service organisation is providing the service

LGA

Write the LGA where the service organisation is providing the service

Month

Write the month during which the services were provided

Year

Write the year during which services were provided

S/No

Write serial number for each row starting from figure 1.

OVC ID Number

Enter corresponding OVC ID Number from the service form

Sex

Indicate the sex of the child served. This must correspond with the OVC ID Number entered earlier from the service form.

Age

Indicate the age of the child served. This must correspond with the OVC ID Number entered earlier from the service form.

Services Child Received

Indicate as appropriate the types of services the child was reached with within the month. These must correspond with the six core services (1: Food and Nutrition, 2: Shelter and Care, 3: Protection, 4: Health Care, 5: Psychosocial, 6: Education) as checked on the OVC Service Form for each child within the month.

5. CBO OVC Monthly Summary Form**Purpose of the form**

This reporting form is designed to consolidate information from the OVC service forms and registers during a specified reporting period. This Summary Form aggregates information submitted by individual service providers, providing a snapshot picture of activities and achievements that enables Programme implementers make evidence based decisions. The report also fulfills the reporting needs of the Programme to the higher level. This form provides a summary of achievements for each of the nationally adopted minimum indicators for OVC programming in Nigeria.

Data Source

Information for the completion of this form is derived from the OVC service register and periodic programme reports.

Who completes this form?

The M&E Officer of the CBO reporting the achievements

Instructions**Month**

Write the month the achievements were recorded

Year

Write year of reporting

State

Write the State where the CBO is providing the service

LGA

Write the LGA where the CBO is providing the service

Name of the CBO reporting the achievements

Write the name of the CBO submitting this report.

Community OVC Service Data Elements

This is the list of indicators being reported on by the CBO within the month, and comprise of the nationally adopted minimum indicators for OVC programming in Nigeria.

Male

Write the corresponding number of male OVC for each indicator across the row for the indicator. The numbers should be written appropriately to reflect the correct age aggregation (0-5 years; 6-10 years; 11 – 17 years).

Female

Write the corresponding number of female OVC for each indicator across the row for the indicator. The numbers should be written appropriately to reflect the correct age aggregation (0-5 years; 6-10 years; 11 – 17 years).

Total

Write sum of figures across each row for each indicator.

Completed by

The person completing the form should write her/his name, designation, signature and date the form is being completed, telephone number and e-mail address

6. LGA OVC Monthly Summary Form**Purpose of the form**

This reporting form is designed to consolidate information from CBO OVC Monthly Summary Forms during a specified reporting period. This Summary Form aggregates information submitted by CBO, providing a snapshot picture of activities and achievements that enables Programme coordinators make evidence based decisions. The report also fulfills the reporting needs of the Programme to the higher level. This form provides a summary of achievements for each of the nationally adopted minimum indicators for OVC programming in Nigeria. This form provides a summary of LGA level achievements for each of the nationally adopted minimum indicators for OVC programming in Nigeria.

Data Source

Information for the completion of this form is derived from the CBO OVC Monthly Summary Form and periodic programme reports.

Who completes this form?

The LGA Social Welfare Officer

Instructions**Month**

Write the month the achievements were recorded

Year

Write the year of reporting

State

Write the State where the LGA is located

LGA

Write the LGA where the report is coming from

Number of CBO reporting OVC services in the reporting period

Write the number of CBO that submitted their Monthly Summary Form for the month.

Community OVC Service Data Elements

This is the list of indicators being reported on by the LGA within the month, and comprise of the nationally adopted minimum indicators for OVC programming in Nigeria.

Male

Write the corresponding number of male OVC for each indicator across the row for the indicator. The numbers should be written appropriately to reflect the correct age aggregation (0-5 years; 6-10 years; 11 – 17 years).

Female

Write the corresponding number of female OVC for each indicator across the row for the indicator. The numbers should be written appropriately to reflect the correct age aggregation (0-5 years; 6-10 years; 11 – 17 years).

Total

Write sum of figures across each row for each indicator.

Completed by

The person completing the form should write her/his name, designation, signature and date the form is being completed, telephone number and e-mail address

7. State OVC Monthly Summary Form**Purpose of the form**

This reporting form is designed to consolidate information from the LGA OVC Monthly Summary Forms during a specified reporting period. This Summary form aggregates information submitted by LGAs, providing a snapshot picture of activities and achievements that enables Programme coordinators make evidence based decisions. The report also fulfills the reporting needs of the Programme to the

higher level. This form provides a summary of state level achievements for each of the nationally adopted minimum indicators for OVC programming in Nigeria.

Data Source

Information for the completion of this form is derived from the LGA OVC Monthly Summary Form and periodic programme reports.

Who completes this form?

The State OVC Desk Officer

Instructions

Month

Write the month the achievements were recorded

Year

Write the year of reporting

State

Write the State submitting this report

State Level Data Element

Number of LGAs reporting OVC services in the reporting period

Write the number of LGAs that submitted their Monthly Summary Form for the month.

Number of CBO reporting OVC services in the reporting period

Write the number of CBO who submitted their Monthly Summary Form for the month.

Community OVC Service Data Elements

This is the list of indicators being reported on by the State within the month, and comprise of the nationally adopted minimum indicators for OVC programming in Nigeria.

Male

Write the corresponding number of male OVC for each indicator across the row for the indicator. The numbers should be written appropriately to reflect the correct age aggregation (0-5 years; 6-10 years; 11 – 17 years).

Female

Write the corresponding number of female OVC for each indicator across the row for the indicator. The numbers should be written appropriately to reflect the correct age aggregation (0-5 years; 6-10 years; 11 – 17 years).

Total

Write sum of figures across each row for each indicator.

Completed by

The person completing the form should write her/his name, designation, signature and date the form is being completed, telephone and e-mail address.

8. National OVC Quarterly Summary Form

Purpose of the form

This reporting form is designed to consolidate information from the State Monthly OVC Summary Forms during a specified reporting period. This Summary Form aggregates information submitted by States, providing a snapshot picture of activities and achievements that enables Programme Coordinators make evidence based decisions. The report also fulfills the reporting needs of the Programme to the higher level. This form provides a summary of achievements for each of the nationally adopted minimum indicators for OVC programming in Nigeria. This form provides a summary of National level achievements for each of the nationally adopted minimum indicators for OVC programming in Nigeria.

Data Source

Information for the completion of this form is derived from the **State OVC Monthly Summary Form** and periodic programme reports.

Who completes this form?

The National M&E Officer

Instructions

Month

Write the month the achievements were recorded

Year

Write the year of reporting

National Level Data Element

Number of States reporting OVC services in the reporting period

Write the number of States that submitted their Monthly Summary Form and programme report for the quarter.

Number of LGAs reporting OVC services in the reporting period

Write the number of LGAs that submitted their Monthly Summary Form for the quarter.

Number of CBO reporting OVC Services in the reporting period

Write number of CBO that submitted their Monthly Summary Form for the quarter.

Community OVC Service Data Elements

This is the list of indicators being reported on by the State within the month, and comprise of the nationally adopted minimum indicators for OVC programming in Nigeria.

Male

Write the corresponding number of male OVC for each indicator across the row for the indicator. The numbers should be written appropriately to reflect the correct age aggregation (0-5 years; 6-10 years; 11 – 17 years).

Female

Write the corresponding number of female OVC for each indicator across the row for the indicator. The numbers should be written appropriately to reflect the correct age aggregation (0-5 years; 6-10 years; 11 – 17 years).

Total

Write sum of figures across each row for each indicator.

Completed by

The person completing the form should write his name, designation, signature and date the form is being completed, telephone and e-mail address.

9. OVC Referral Form

Purpose of the form

This form is designed to support a referral system among different health care providers active in the community. Although referral information for Programme monitoring is already captured through the *OVC Register*, this referral form is designed to facilitate the referral process itself. In other words, clients take the form with them to the site that they are referred to, and the form is used by the site to ensure that the OVC is directed to a service provider to meet his or her needs. The form is filled out based on client needs.

Who prepares

Top part of the form: the service provider who is referring an OVC to another service(s). After completing the form, the referring service provider detaches this part of the form and retains it for his/her record.

Middle part of the form: the same service provider who is referring the OVC to another service(s). After completing the form, the service provider gives this part of the form to the OVC and instructs the him/her to take the form to the site where the referral service is provided together with the bottom part of the form.

Bottom part of the form: this part of the form is filled out by the service provider who received the referred OVC in their Programme. After completing the form, this part of the form needs to be detached and given to the OVC to return it to the original service provider who referred the OVC or retained to be picked by the service provider.

Once the bottom section of the form returns to the original service provider, this will then show if the patient did receive the service from the site where they were referred to. This is an important way of ensuring that the holistic needs of individuals are met and different service providers active in the communities are coordinated to provide continuous care to the OVC

Instructions -

Client's name

Write the full name (first, last and middle name) of the OVC

Age

Write the age of the OVC. If exact age is not available, write an approximate age.

Sex

Indicate the sex of the client

Referred from

Write the name of the organization, Programme, facility or individual that referred the client to the other service(s).

Referred to

Write the name of the organization, Programme or facility that the OVC is referred to.

List of referral case

Check mark the services for which the OVC is being referred. If a child requires referral to several services provided by more than one provider, a referral form will need to be completed for each provider to which the child is being referred.

Name and signature of person referring

Write the full name and signature of the person referring the OVC for services.

Title/Position

Write the title/position of the person who referred (top section) or offered services to (bottom sections) the OVC.

Name of receiving organization

Write the name of the organization, Programme or facility to which the OVC was referred.

Phone number

If available, write the phone number of the receiving organization, Programme or facility.

Address

Write the address of the receiving organization, Programme or facility.

List of services provided

Write the services that were provided to the client by the referral site.

Services completed as requested Y/N

Indicate if the requested service was provided to the client. Check whether the services provided match the services for which the patient was referred.

Follow up needed Y/N

Indicate if follow up is necessary, based on results of the client visit and type of service provided.

Follow up date

If follow up is necessary, write the date of the next follow up visit

Additional comments

Describe any issues and comments encountered during the consultation

10. Register for Service Providers

Purpose of the form

This form is designed to capture demographic information of the individuals who are registered and enrolled in a Programme as service providers. This form should be filled out during the initial registration stage and should be updated if there is any change to the information in this form. This information helps Programme to maintain accurate number of providers active and balance service demand with human resource available.

Data Source

Information provided by service providers

Who prepares

A Programme officer or an M&E officer at the Programme level is responsible for explaining and collecting the information from newly registered service providers.

- Instructions -

Register prepared by

Write name of the Programme officer or an M&E officer who is responsible for collecting this information.

Reporting period

Write the reporting period defined by each Programme

Date of enrolment

Write the date of the enrolment

Name of the service provider

Write the full name of the individual registered as service provider.

Sex and Age

Mark the appropriate gender of an individual registered and write age of an individual registered. If the exact age of an individual is not available, the approximate age should be written.

Address

Write the name of the province, district and village where the individual currently lives.

Lost to follow up

If the service provider is no longer enrolled in a Programme, write the date when s/he left from the Programme. If the service provider is still enrolled in the Programme, leave this section blank.

Date

Write the date when the service provider left from the Programme. If exact date is unknown, write approximate date of the service provider left from the Programme

Reason

If the reason for leaving from the Programme is known, choose one of the reasons is listed below and write the corresponding number in this section. If the reason is unknown, mark “Unknown”.

11. Training Record Form

Purpose of the form

This form is designed to collect information about OVC care givers and service providers who participated in different types of OVC trainings (new or refresher) provided by the Programme during each reporting period. One training record form is allocated per training, and this form should be filled out whenever a training event takes place. The facilitator completes the top part of the form, and each participant fills in their personal information in the table.

Data Sources

The information on this form is based on the facilitator's knowledge and information provided by training participants.

Who prepares

The first part of the form (Topic of the training, title of the training) is completed by the facilitator of the training. The second part (participant information) of the form should be filled out directly by the participants.

- Instructions -

Name of facilitator

Write the name of the facilitator(s) conducting the training course. If multiple facilitators were involved, please list all of them.

Date

Write the date when the training was conducted.

Topic of the training

From the list provided, choose the option that best describes the main topic of the training. This reference list can be adapted to meet Programme needs.

Specific title of the training

Write the specific title of the training.

Objective of the training

The objective(s) of the training is written to justify the purpose or need of the training.

Name

Participants write their full name (first name, last name and middle name).

Male/Female

Participants place a tick mark under the appropriate sex.

Address

Participants write their home location (community/ village and household identification information) which can be used to locate them in the future.

Type of trainee

Participants place a tick mark under the type of trainee that best describes them.

Type of organization

This states the type of organization the trainee represents.

Have you received training on the same topic since ()?

If a participant has already received a training on the same topic during the reporting period, he/she should write Yes in this space provided, otherwise leave this space blank. This is an important way to avoid double count of those individuals who already received a training on the same topic during the reporting period. The facilitator of the training must fill in the date which corresponds to the beginning of the current reporting period before the training starts.

Did you receive any of the listed training since ()?

If a participant has already received any of the listed training since the beginning of this reporting period, he/she should write Yes in this space provided, otherwise leave this space blank. This is an important way to avoid double count of those individuals who already received a training on OVC activity during the same reporting period.

Facilitator of the training must fill the empty space () with the date (Beginning of this reporting period) before the training starts.

Comments and Remarks

Use this space to note problems and issues encountered during the reporting period. This is an important channel of communication between direct service providers and supervisors, allowing for richer information exchange than would be possible from the numbers alone.

12. Support Summary Form

Purpose of the form

This form is designed to record the extent to which a Programme remains in contact with individuals who support to provide care for OVC and attempts to identify and to address issues faces by service providers in their service delivery environment. Support includes monetary, material, mentorship or supervision that assists service providers to carry out their tasks; it is not meant to capture information about materials and supplies that are meant to be distributed to clients such as school supplies, food aid, etc. This form should be completed every time support is provided from the Programme to a service provider. This information allows the Programme to understand the amount of support necessary to assist service providers on a daily basis beyond official trainings or and workshops.

Data Sources

No data source. To be filled out based on the type service provider and the type of support provided to the service provider.

Who prepares

A Programme officer or M&E officer at the Programme management level who provides support to service providers.

- Instructions -***Name of the support provider***

Write the name of the person who is providing support to the service provider.

Reporting Period

Write the reporting period as defined by each Programme.

Date

Write the date of the support provided

Name of support recipient

Write the full name of the support recipient (service provider) who received support from the Programme

A: Type of support provided

Material: e.g., bicycle to visit OVC, bags, notes, pens to record information.

Please write the specific material in this section and write the number of materials provided.

Monetary: e.g., transportation fee,

Mentorship: e.g., supervisory visit, on-the job training, regular communication about work.

Place a check mark (✓) in the appropriate box to indicate the type(s) of support provided.

B: Type of provider

Place a check mark (✓) in the appropriate box to indicate the type of service provider who received support from the Programme.

Signature

If the support is material or monetary, the service recipient needs to sign this section to ensure the accountability of the Programme.

Comments and Remarks

Use this space to note problems and issues encountered during the reporting period. This is an important channel of communication between direct service providers and supervisors, allowing for richer information exchange than would be possible from the numbers alone.