

MONITORING AND EVALUATION PLATFORM

User's Guide

SUSTAINABLE
CACAO
ROADMAP FOR
DAVAO DE ORO
2025-2030,
VISION TO 2050



MARS



cacaomustahan.com

Contents

- Background.....3
- Purpose of the platform.....3
- Definition of terms.....3
- Intended users of the platform5
- How does the platform work?.....6
- Reporting progress through the M&E platform6
 - Requirements to report through the platform.....7
 - Step-by-step process of using the platform7
- Monitoring roadmap progress through the M&E platform.....17
 - Accessing the monitoring end of the platform?.....17
 - Viewing the results and summary of progress inputs17
 - Accessing files uploaded as means of verification21
 - Using the progress inputs.....21

Background

The Provincial Government of Davao de Oro, in cooperation with World Agroforestry (ICRAF) through the Sustainable Farming in Tropical Asian Landscapes (SFITAL) Project, launched the [Roadmap of Sustainable Cacao Development for Davao de Oro 2025-2030, Vision to 2050](#), on 15 January 2025. After the launch, the Provincial Agriculture Office also presented the roadmap to the Provincial Development Council and was approved by the Governor for adoption.

Integrating existing national, regional and provincial plans, this roadmap was developed to boost the province's cacao industry, providing a blueprint to guide its sustainable development and synergizing all development initiatives on cacao. It is also part of the realization and commitment of the province's authorities, particularly for sustainable and climate-resilient and food security.

To ensure its effective implementation, the Sustainable Farming in Tropical Asian Landscapes (SFITAL) Project, with inputs from provincial stakeholders in Davao de Oro, created an online monitoring and evaluation (M&E) platform for the roadmap. M&E of the roadmap provides a mechanism to troubleshoot and adjust the activities set out in the plan. It likewise promotes accountability and the prudent use of resources, clearly defining the responsibilities, roles and performance expectations, and financial requirements of each activity.

Purpose of the platform

This platform will enable the Provincial Government of Davao de Oro, through its Provincial Agriculture Office, to monitor the progress of the roadmap implementation. This will also allow all stakeholders to report on their activities contributing to the targets of the roadmap.

Definition of terms

This section provides the operational definition of the terms repeatedly used in this user's guide.

- ◆ Activity. In the context of this platform, “activity” refers to the actual activities laid out in the roadmap document, particularly in Appendices 6 and 7 of the [roadmap document](#) (pp. 34-64).
- ◆ Evaluation. “The periodic review of the results of a plan towards its outcomes, development goals and impact.” (FAO, n.d.)”
- ◆ Google account. A free account created via Google.com (usually ends with @gmail.com) which is required in order to input data in the platform.
- ◆ Intervention. Within this platform, “intervention” refers to the specific interventions under each strategy presented in pages 19-20 of the roadmap document.
- ◆ Lead implementing agency. In the context of the roadmap, this refers to the PAGRO. Their primary role in the M&E of the roadmap is to track and monitor the progress of activities in relation to the targets laid out.
- ◆ Means of verification. Documents proving that an activity contributing to the targets of the roadmap has been implemented.
- ◆ Monitoring. “The continuous process by which stakeholders obtain regular feedback on progress towards achieving the set milestones and results” (FAO, n.d.)
- ◆ Partner agency. This refers to national government agencies, local government units, non-government organizations, private sector partners, farmer cooperatives and associations, and the Provincial Cacao Council that supports the implementation of roadmap activities by providing resources, expertise, and/or manpower. In terms of the roadmap M&E, their role is to provide data on the implementation of specific roadmap activities which they led.
- ◆ Progress input. This is the collective term for the data supporting the activity that will be reported through the platform. The progress input is composed of:
 - The target to which it contributes
 - The year when the activity was conducted
 - The file type of the means of verification
 - The actual means of verification

- Funding sources
- Collaboration parts
- Challenges encountered in implementation and monitoring
- ◆ Reporting. Submission of activities conducted by concerned institutions aligned with the Sustainable Cacao Roadmap for Davao de Oro, along with other relevant details and documents.
- ◆ Strategy. In the context of this platform, “strategy” refers to the six strategies laid out in the Sustainable Cacao Roadmap for Davao de Oro, namely:
 - Strategy 1: Sustainable land use allocation for cacao production
 - Strategy 2: Improving the access of the cacao farming community to livelihood capitals
 - Strategy 3: Increasing productivity and income diversification of cacao farms
 - Strategy 4: Sustainable improvement of supply and market value chain
 - Strategy 5: Incentivizing ecosystem services generated at farm- and landscape scale
 - Strategy 6: Strengthening institutions and local policy environment
- ◆ Target. This refers to the targets specified in the roadmap document, particularly in Appendices 6 and 7 (pp. 34-64).

Intended users of the platform

The intended users of the platform are categorized into two:

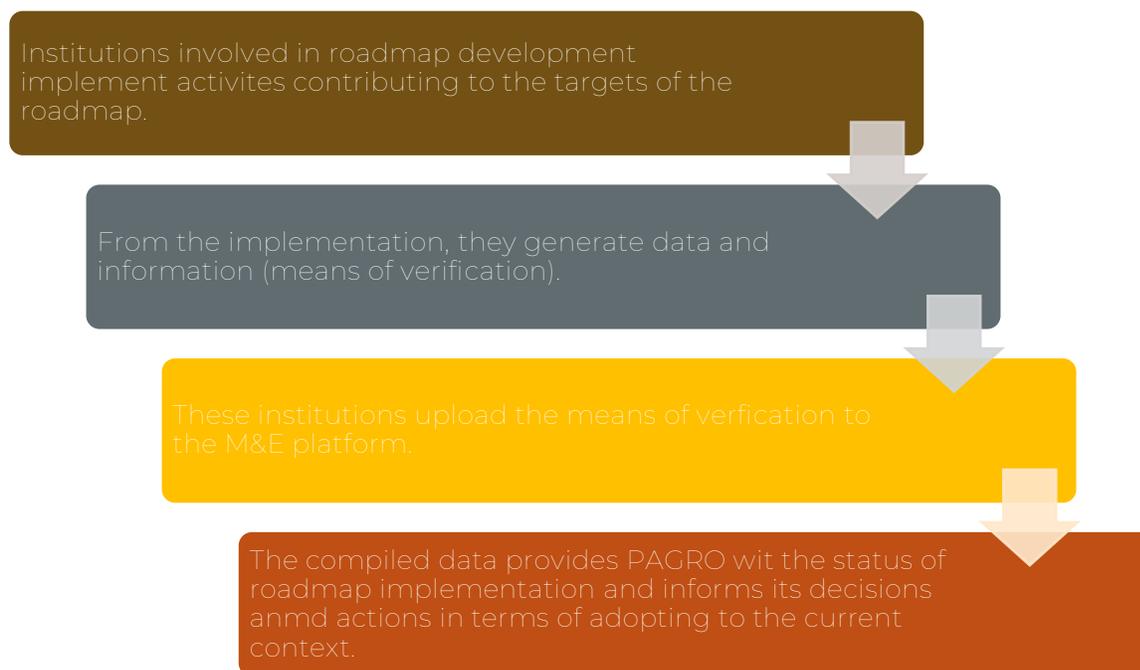
- ◆ Users from the reporting end. These users include personnel from institutions (i.e., government, private, academe) implementing activities aligned to the strategies, interventions, activities, and targets laid out in the roadmap. They will use this platform to report on their cacao-related activities.
- ◆ Users from the monitoring end. These users include assigned personnel from the Provincial Agriculture Office who will track the progress of the roadmap’s targets. They will have access to all the information provided

through the platform, including details of the activities and related files. This will also allow them to verify the reports submitted through the platform.

With this, the user's guide will also provide a section for reporting and another section for monitoring.

How does the platform work?

Through the platform, the progress of achieving the targets of the roadmap will be monitored. The specific process is presented through the figure below.



To access the platform, please go to:

<https://sites.google.com/view/ddocacaoroadmap/home>.

Reporting progress through the M&E platform

All concerned stakeholders from the province should report the activities they conducted that contribute to the achievement of the roadmap's target. This section

of this Guide is intended for personnel from concerned institutions who will be submitting progress inputs.

Requirements to report through the platform

To use the platform, you need the following:



A digital device that can access the Internet (i.e., desktop computer, laptop, tablet, or smartphone)



Internet connection



An accessible¹ Gmail or Google account



Soft copies of the means of verification of the progress inputs



A copy of the [roadmap document](#)

Step-by-step process of using the platform

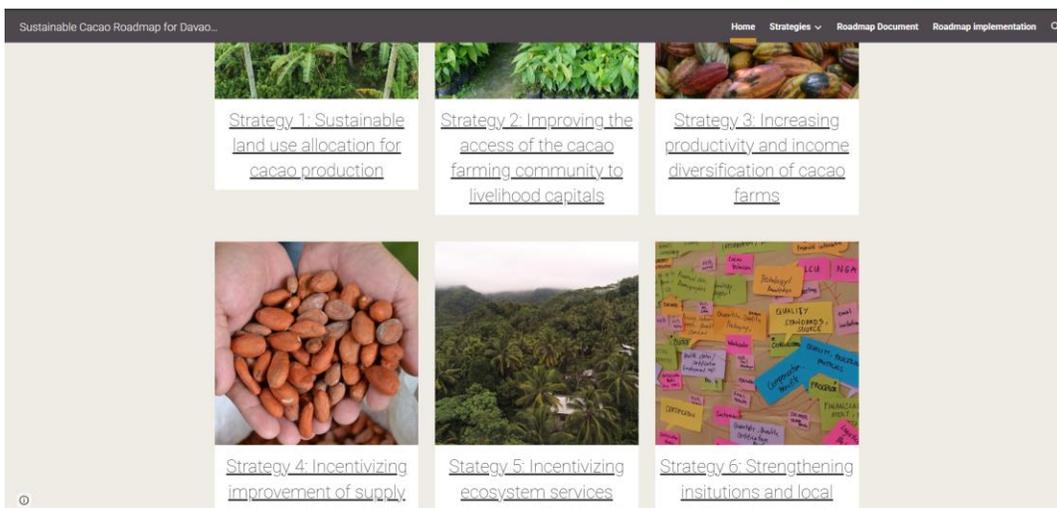
In uploading progress inputs, kindly follow these steps:

1. Open the platform by typing or pasting this link to your device's web browser:
<https://sites.google.com/view/ddocacaoroadmap/home>.

¹ A Google account is “accessible” if the owner can open it anytime. This is required to secure the platform and ensure a way to verify the uploaded progress input.



2. Check the roadmap document to identify the Strategy to which your progress input belongs to. If your progress input contributes to multiple strategies, you will have to input it separately for each strategy. This is to make sure that progress is accurately reflected.
3. Once you have identified the strategy, select it in the home screen of the platform.



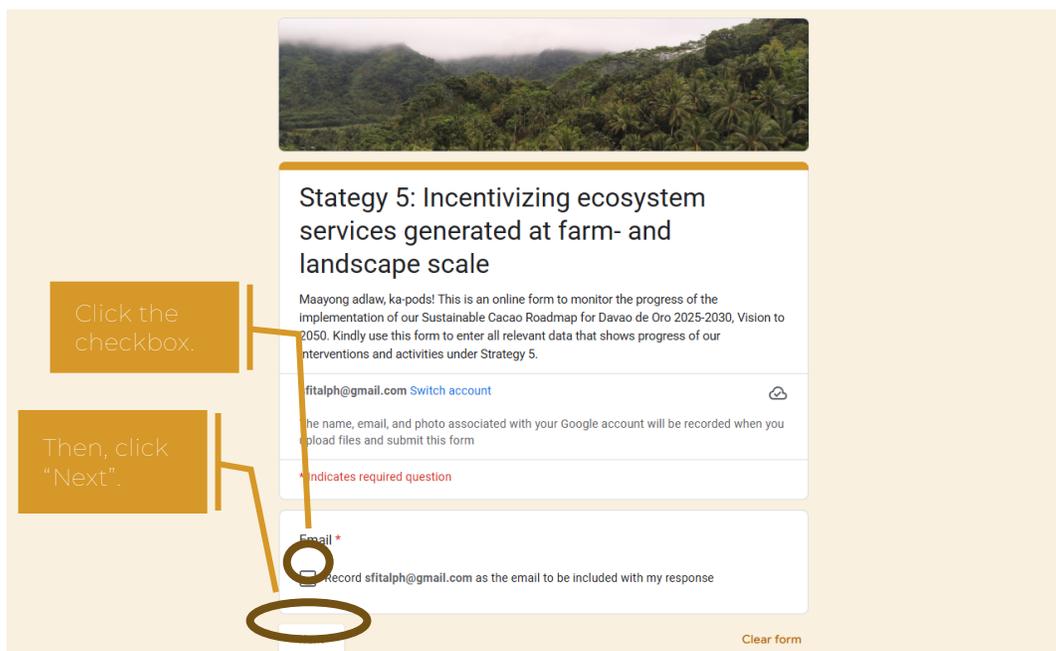
4. Clicking the strategy will lead you to the Google Form and you will see something like the screenshot below:



However, if you are not yet signed in to your Google Account, a screen asking you to log in will appear. Kindly enter your log-in details (i.e., your email address and your password) to access the form.

Then, click the “Fill out form” button.

- Another tab will open in your browser. In that tab, click the checkbox beside “Record <email address> as the email to be included with my response.” Then, click the “Next” button.



6. The first section of the form will require you to input the “Uploader information.” Kindly provide the following information about you, particularly your:

- ◆ Name
- ◆ Sector
- ◆ Institution/Organization
- ◆ Active email address
- ◆ Active mobile number

upload files and submit this form

* Indicates required question

Uploader information

Please indicate the details requested below. Please be ensured that all the personal information requested in this section will be handled with utmost confidentiality and will only be used for verification purposes.

Name of uploader *

First name and surname

Your answer

Sector *

- Local Government Unit
- National Government Agency
- Academe
- Private Sector

Please make sure to indicate your full name. For your institution/ organization, please do not abbreviate, so that your inputs will be summarized properly. Moreover, please ensure that the email address and mobile number you will provide are active or accessible. PAGRO might contact you through these if ever there are clarifications or questions regarding your progress input.

All data entered in this section will be kept confidential and will only be used for verification. After providing all the uploader information requested, click the “Next” button below.

7. In the next section, select the intervention that covers your progress input. Once you have selected the correct intervention, click the “Next” button.

Services generated at farm and landscape scale

sfitalph@gmail.com [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Strategy 5 Interventions

Please select the intervention to which your data belongs.

In which Strategy 5 intervention does your data belong? *

- 5.1: Reward mechanism for farmers adopting sustainable cacao farming practices which contribute to generating ecosystem services such as carbon storage and biodiversity at farm or larger scale
- 5.2: Strengthen collaboration with research institutions for quantifying water regulation, carbon sequestration, and pest control through more sustainable cacao farming practices
- 5.3: Identify opportunities for e.g. carbon or biodiversity credit both from potential investors within and outside the country

[Back](#) [Next](#) [Clear form](#)

Again, if your progress input contributes to multiple interventions, you will have to input its data multiple times, one set for each intervention at a time. You may check the [roadmap document](#) to confirm the correct intervention/s.

8. Then, choose the intervention that covers your progress input. Please feel free to consult the [roadmap document](#) to confirm the correct activity.

Strategy 5: Incentivizing ecosystem services generated at farm- and landscape scale

sfitalph@gmail.com [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Intervention 5.2 Activities

Please select the activity to which your data belongs.

In which activity under Intervention 5.2 does your data belong? *

5.2.1: Establish formal partnerships with research institution through MOUs to outline mutual goals and responsibilities

5.2.2: Strengthen collaboration to apply for grants and funding from national funds and international sources dedicated to cacao and environmental research

[Back](#) [Next](#) [Clear form](#)

Click “Next” once you have selected the correct activity.

9. It is time to upload your actual progress input. To do so:
 - a. Start by selecting the target to which it contributes.
 - b. Then, indicate the year when your progress input was implemented.

Activity 5.2.1 Progress Details

Please enter the details of the progress for this activity.

(5.2.1) Which target does your data address? *

Please upload a copy of the MEMORANDUM OF UNDERSTANDING with the research institution in which partnership was formalized, as well as any DOCUMENTATION of the establishment of the partnership.

At least 2 formal partnerships established

(5.2.1) What year did you obtain the target? *

Please indicate the year.

Your answer

- c. Provide the exact cost or budget for the progress input.
- d. Indicate the name of the institutions that funded the implementation of the progress inputs. In doing this, please remember the following:
 - ◆ Do not abbreviate the name of the institution.

- ◆ If your institution solely funded it, please type in the full name of your institution.
- ◆ If there are multiple funding institutions, type the full name of each institution, separated by comma.

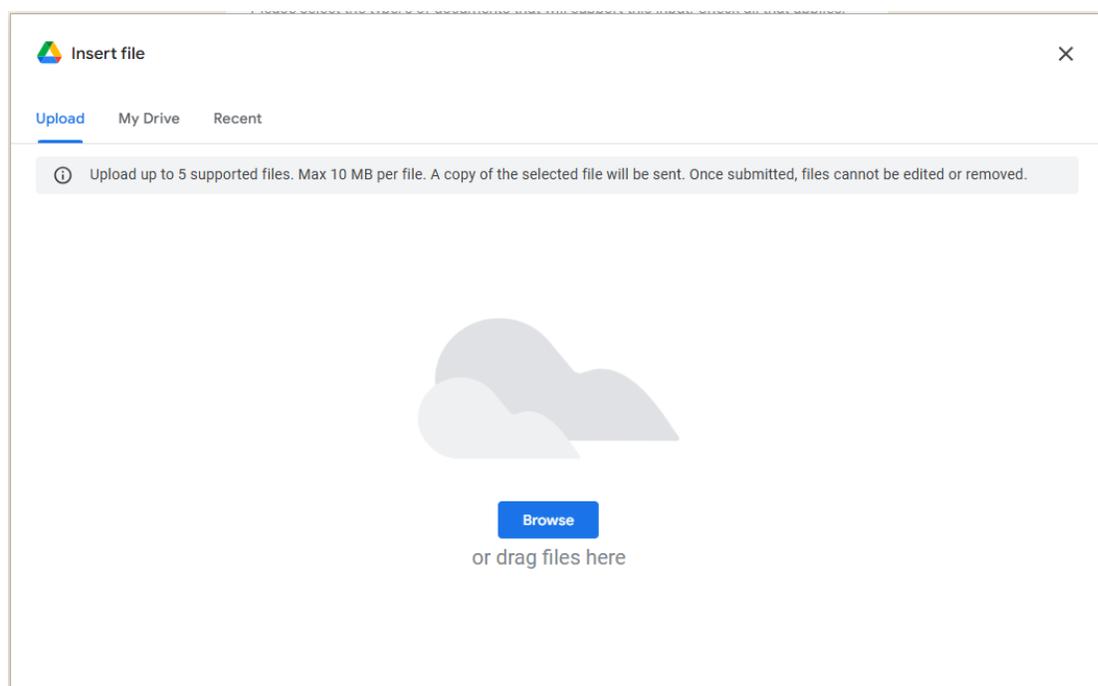
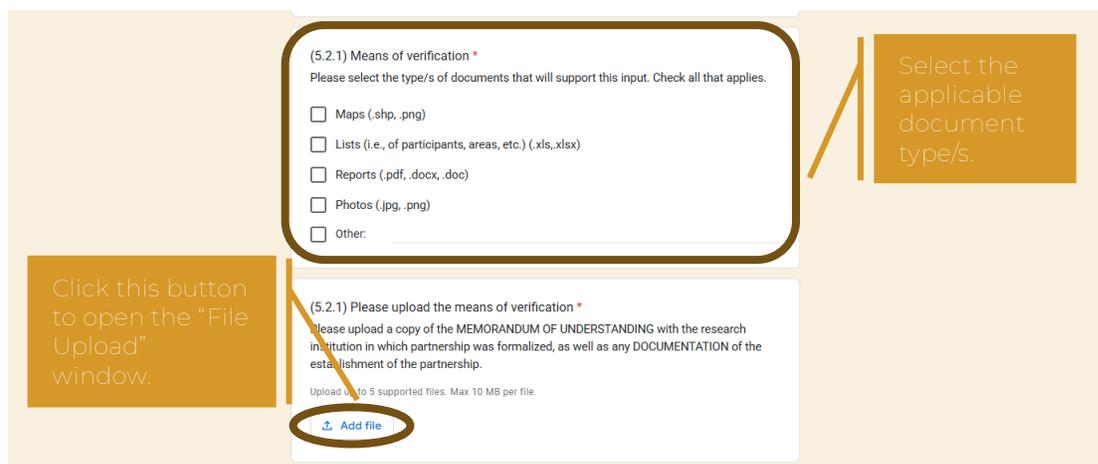
The image shows a screenshot of a survey form with two questions. The first question is: "(5.2.1) How much was the budget for this activity? * Please indicate exact amount. There is NO need to put the currency; this is automatically in Philippine Peso." Below the question is a text input field labeled "Your answer". The second question is: "(5.2.1) What office/s or institution/s funded the activity? * Please provide full name of the office/s or institution/s; do not abbreviate. If there are multiple offices, please separate using a comma (,)." Below the question is a text input field labeled "Your answer". There are two callout boxes: one on the left pointing to the first question with the text "Indicate the exact budget." and one on the right pointing to the second question with the text "Then, click the 'Next' button."

- e. Then, select the document type/s of the means of verification that you are planning to submit to support your progress input. You may submit:
- ◆ Maps
 - ◆ Lists (in document or spreadsheet form)
 - ◆ Reports (in document form)
 - ◆ Photos
 - ◆ Others

Please use the "Others" option if the document type is not indicated in the choices. Also, if you select this option, please do not forget to specify the type.

Kindly note that this question can have multiple answers so, please select all that applies. Also remember to follow the file types specified in the options.

- f. Upload the means of verification by clicking the "Add file" button.



In doing so, please remember the following:

- ◆ One document should be in one file only (not one file per page, particularly for PDFs/scanned documents)
- ◆ One progress input can only accommodate a maximum of five files each, with a maximum file size of 10 MB per file.
- ◆ For multiple photos, you may compress them into a .zip file or in a document.

- ◆ For photos and documents more than 10 MB, please compress the file or reduce the file size.
- g. If you have collaborating partners in the implementation of the progress input, please specify these institutions. Again, please do not abbreviate the name of the institutions. If you have multiple partner institutions, type the full name of each institution, separated by comma.
- h. Lastly, indicate the challenges that you have encountered in the implementation and monitoring of the activity.

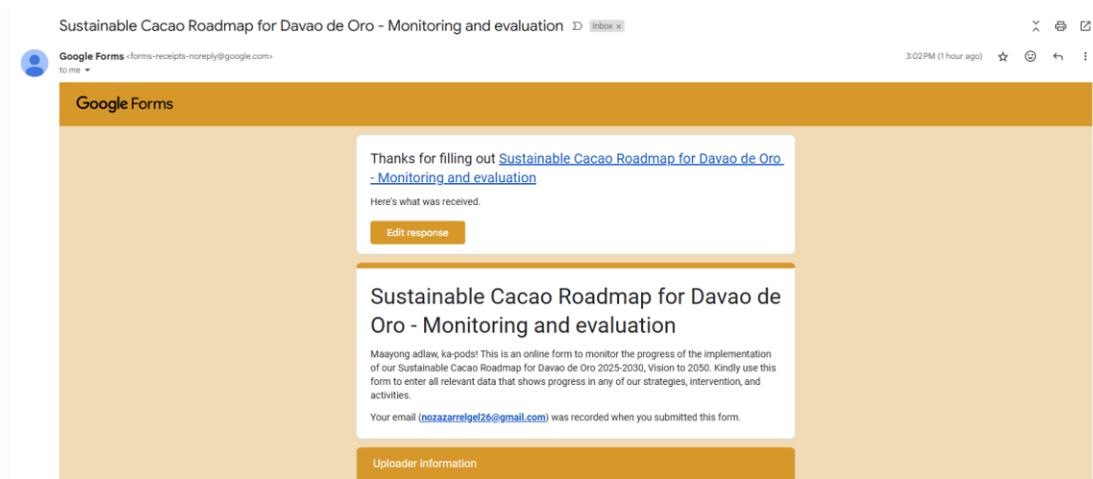
The screenshot shows a form with two main input areas. The first area is titled '(5.2.1) Did you have collaborating partners for this activity? If you did, please list down your partner-institution/s. If you did not, just write "No". Please provide full name of the office/s or institution/s; do not abbreviate. If there are multiple offices, please separate using a comma (.).'. Below this is a text input field labeled 'Your answer'. The second area is titled '(5.2.1) What are the challenges you encountered in implementing and/or monitoring this activity?'. Below this is another text input field labeled 'Your answer'. At the bottom of the form, there are three buttons: 'Back', 'Submit', and 'Clear form'. A note below the buttons states 'A copy of your responses will be emailed to sfitalph@gmail.com.'.

Callout boxes provide the following instructions:

- For the first input field: "List down the partner institution/s, if any."
- For the second input field: "Indicate the challenges you have encountered."
- For the 'Submit' button: "Once you have entered all details, you can submit the form."
- For the 'Back' button: "You may also edit your previous inputs using this button."

After you provide all these information, click “Submit.” If you want to go back to the other sections of the form to edit your inputs, you may click the “Back” button.

Once you have submitted your progress input, the platform will send a summary of your answers to the email address you have provided.



There is also an option to edit your response after submitting it, by clicking the “Edit your response” link in the Conclusion page. However, this option will no longer be available if you have already closed the window where you entered the progress input.



To report another progress input or the same progress input for a different strategy or intervention, just go back to Homepage of the platform and repeat the process. This is necessary to make sure that progress is accurately reflected in the summary of inputs.

Monitoring roadmap progress through the M&E platform

To translate the progress inputs into action, it is important for the lead implementing agency to monitor the progress inputs. This can be done through accessing the results and its summary.

Accessing the monitoring end of the platform?

The results and its summary can only be viewed by authorized personnel from the lead implementing agency, PAGRO. To do so, the following are required:

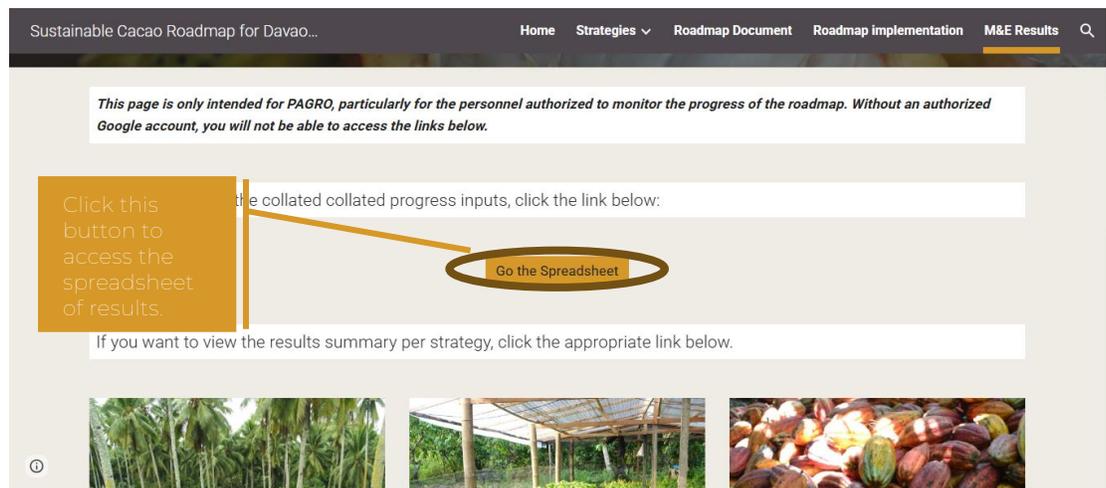
- ◆ An official Google account (preferably pagro@davaodeoro.gov.ph or pagrodavaodeoro@gmail.com)
- ◆ A computer device (preferably owned by PAGRO and not a personal device of the personnel)
- ◆ Internet connection

The official Google account will be given “Edit” access to the M&E platform.

Viewing the results and summary of progress inputs

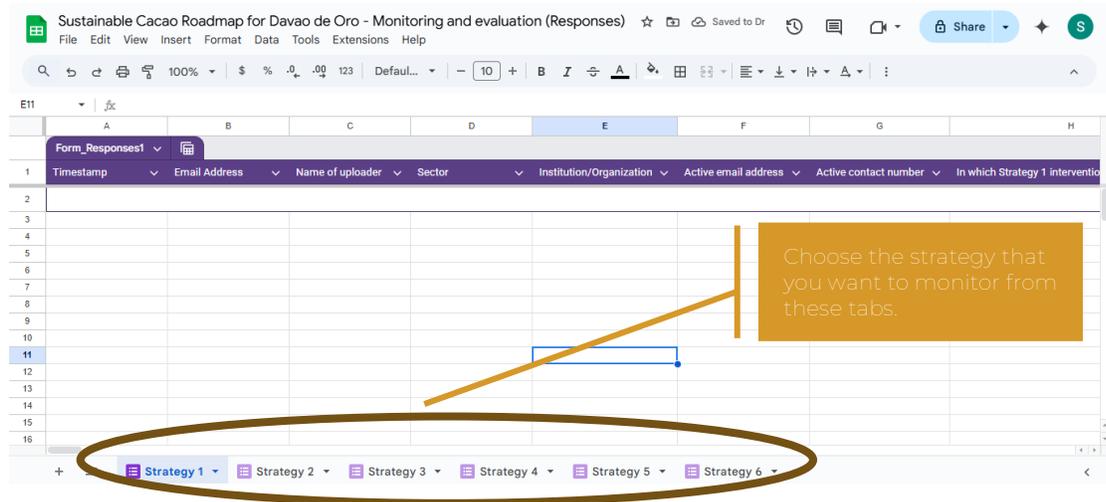
To start viewing the results and summary of the progress inputs, follow the steps below:

1. Go to <https://sites.google.com/view/ddocacaoroadmap/me-results>.
2. There are two ways to view the results: first is through the spreadsheet and the second is through the “Responses” tab of the form.
 - a. To view the results through the spreadsheet,
 - i. Click the “Go to the Spreadsheet” button, it will direct to the sheet.

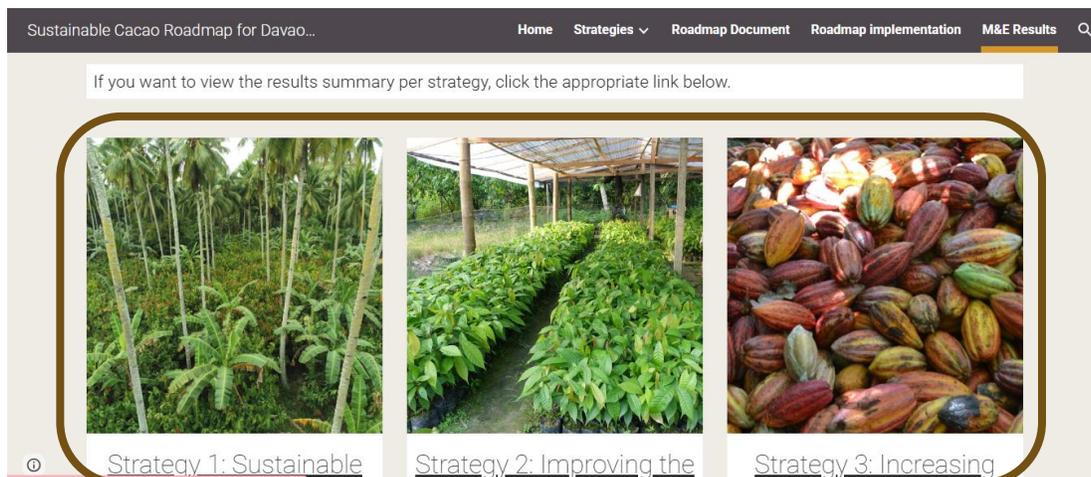


- ii. Once you can view the spreadsheet, you will see every progress input, divided into tabs depending on the strategy. Just click the tab pertaining to the strategy you want to monitor.

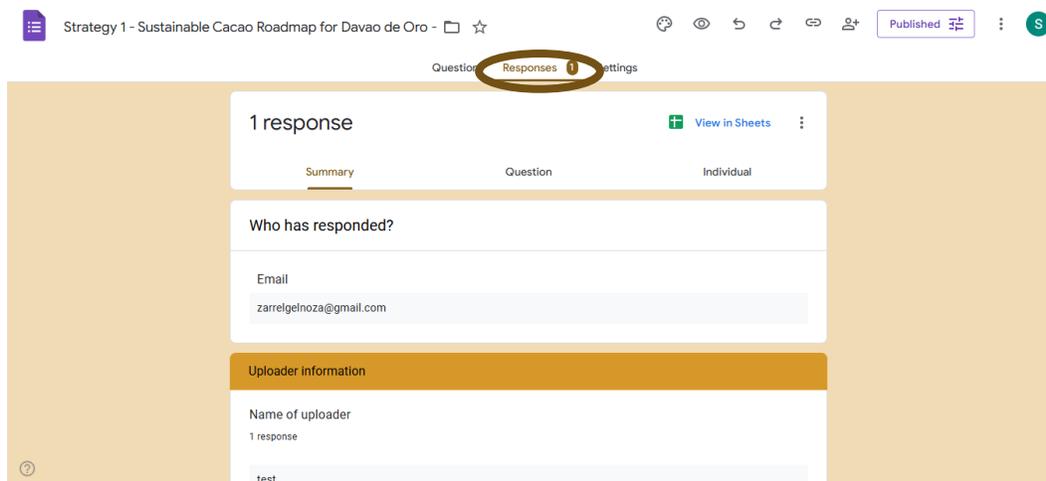
Please note that only an authorized official Google account can view this sheet.



- b. To view the results through the “Responses” tab,
 - i. Click the corresponding strategy that you want to monitor.

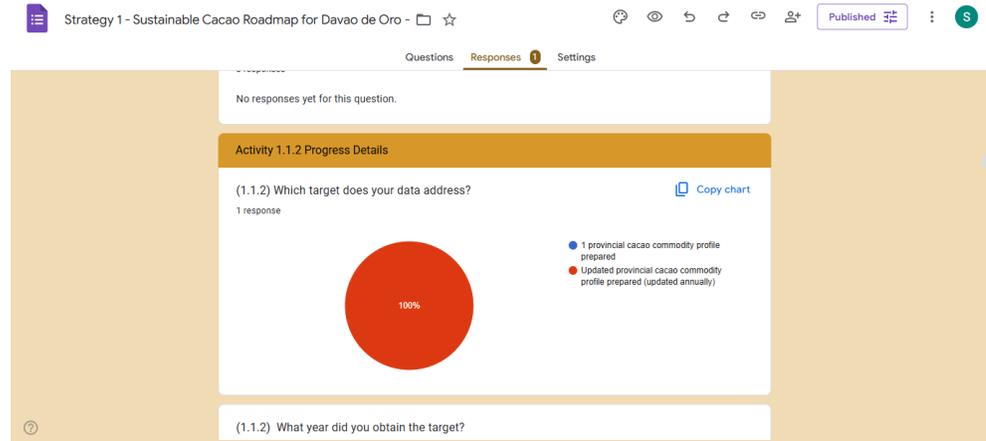


- ii. If you have not yet logged into your authorized official Google account, log in first.
- iii. Once the editable version of the form is open, click the “Responses” tab on top.

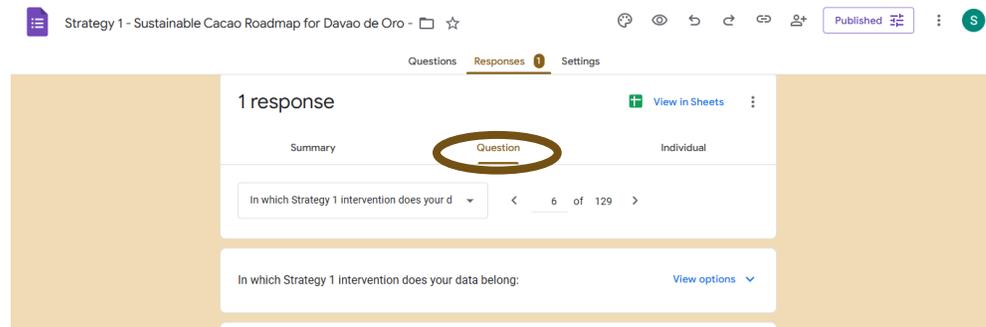


- iv. The “Responses” tab presents result in three forms: 1) Summary, 2) Question, and 3) Individual.

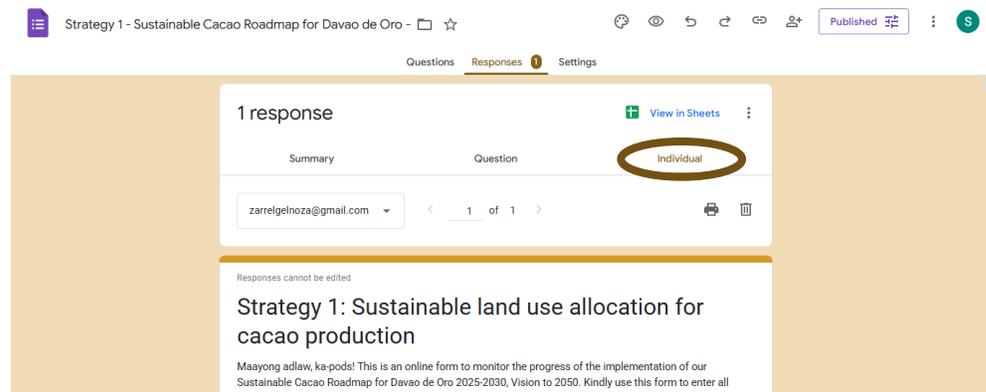
The Summary tab shows the collective progress inputs for the specific strategy.



The “Question” tab allows you to view the results per question in the form.

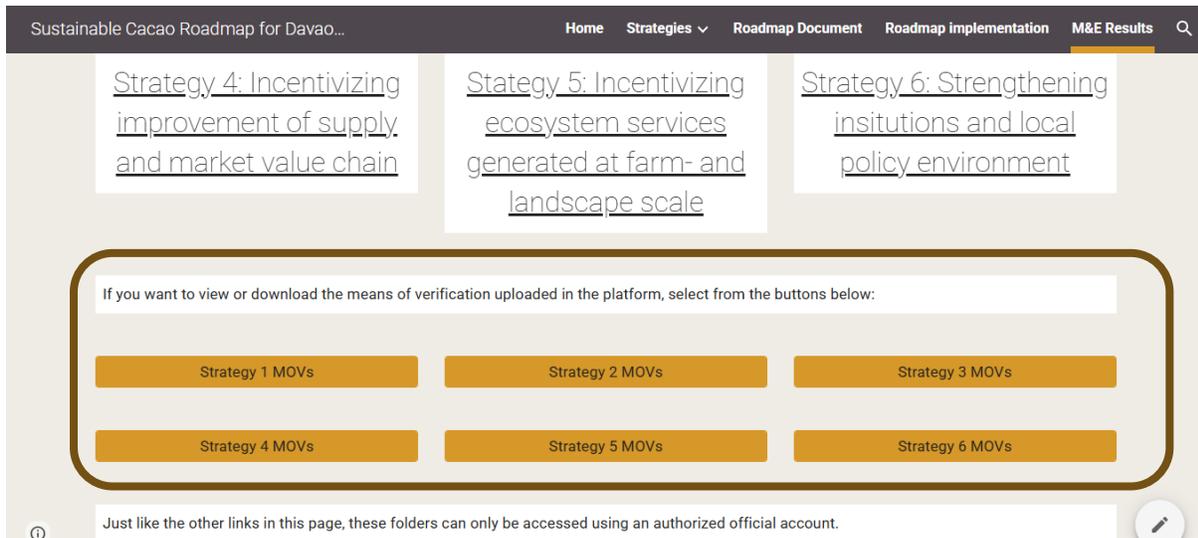


The “Individual” tab presents the results per uploader.



Accessing files uploaded as means of verification

For monitoring and verification, you may access the MOVs uploaded by local stakeholders. Just scroll towards the bottom of the M&E page and click the appropriate strategy.



Using the progress inputs

The progress inputs uploaded in the platform should guide the strategies of local cacao stakeholders, with guidance from PAGRO, on achieving the targets of the roadmap. Summary of these results can be shared via meetings or by circulating a progress report.

If progress inputs, particularly the means of verification, will be used in slide presentations and reports, please remember the following:

- ◆ Do not forget to cite the data to the institution that uploaded the progress input.
- ◆ Always credit the uploader when using geotagged photos uploaded as means of verification.
- ◆ Always follow data privacy rules in handling information uploaded through the portal.