

I. Project Information

Project Code : QDRTI
Project Title : RAPID IMPACT EVALUATION OF THE KAPATID MENTOR ME PROGRAM (FY 2020-2022)
Project Start : 01 OCTOBER 2023
Project End : 30 APRIL 2024
Project Price : PHP 1,500,000.00 (2023 Accrual: PHP900,000.00; 2024 Accrual: PHP600,000.00)
Client : DEPARTMENT OF TRADE AND INDUSTRY – BUREAU OF SMALL AND MEDIUM ENTERPRISE DEVELOPMENT

II. Project Team

Project Manager : ADELINA D. ALVAREZ
Team Members : RAYMUND MACANAS, FERDINAND DEL ROSARIO, PAULINE MARIE VILLAR, EUNICE M. BOTERO, QUEENIELYN RODAJE
Supervising Fellow : MONICA D. SALIENDRES
Consultants/Resource Persons : I-ENGAGE for data collection

III. Project Details**Project Description**

The Department of Trade and Industry-Bureau of Small and Medium Enterprise Development (DTI-BSMED) endeavors to the need for an Impact Evaluation of the Kapatid Mentor Me (KMME) Program taking into account previously conducted evaluations. As such, the Development Academy of the Philippines (DAP), through the Productivity and Development Center (PDC), in support of an evidence-based performance review and impact assessment necessary for developing risk-based, responsive, and future-ready plans, programs, and projects, proposes the project entitled, Rapid Impact Evaluation of the Kapatid Mentor Me Program (F.Y. 2020-2022).

Project Objective

The main objective of this impact evaluation is to determine the effectiveness of the KMME Program in achieving its goal of productivity improvement among MSMEs as a result of the improvement of technical and management knowledge and skills through mentoring interventions. This impact evaluation likewise assessed the attainment of program targets by reviewing/assessing accomplishments and progress of the mentees after graduation, and more importantly focus on key result areas such as growth in sales volume and revenue, profitability and cash flow, and jobs generation. The results of the evaluation will contribute to better decision-making and will serve as a guide or reference for policymakers in the enhancement of the program.

Specifically, the project aims to:

1. Determine the contribution of the KMME Program interventions from 2020 to 2022 to achieve the overall goals and long-term objectives of the Program;
2. Recognize the relationship between output and outcome, check whether these are attributable to the KMME Program, and identify other unintended outcomes or impacts, if any;
3. Identify comparative conditions with and without the KMME Program interventions, and recommend corrective measures on identified major deviations from the program objectives;
4. Derive initial assessment on the effectiveness of the KMME program in achieving the set goals and outcomes; and,
5. Offer preliminary recommendations on policy reform for future directions and/or for the further improvement of the KMME Program.

Focus Area : Policy reform development, policy review

Project Type : Policy Research

Project Beneficiary : MSMEs

Regional Coverage : Nation-wide

IV. Project Accomplishments

Key Activities Implemented

- 1. Data gathering** (Jan-April 2024). As a research project, bulk of the work is at this stage. This involves engaging a survey firm that will collect data from the target respondents via computer-assisted telephone interview (CATI).
 - a. Training (18-19 March 2024). A two-day training was conducted by the DAP project management team to ensure that the survey enumerators and supervisors have the necessary competence in data collection to include the delivery of questions.
 - b. Data collection (21 March-19 April 2024). Trained enumerators proceeded with data collection via CATI.
 - c. Quality Control (22-25 April 2024). Spot and back-checking was conducted by trained survey supervisors as part of ensuring the quality of data collected.
- 2. Progress report writing and data analysis** (May 2024). Data analysis was done through a collaborative effort of the project team highlighting the results of data collection and data gaps.

3. Results presentation and finalization of report (27 May – 30 June 2024).

Results of the study was presented with the key officers of the DTI-BSMED. DTI-BSMED officers generally agreed on the findings but registered few minor comments like providing details on those were not satisfied with the KMME Program. The project team worked on the comments and incorporated in the submission of the final report.

Major Outputs

The major outputs submitted in 2024 are deliverables 3 and 4, progress and final reports, respectively.

Project Impact

The Rapid Impact Evaluation reveals significant positive impacts on various aspects of MSME business operation one year after KMME Program graduation and at the current point in time. Among the key recommendations to further enhance the impact of the KMME Program are as follows:

1. Enhanced Focus on Practical Application thru hands-on workshops and live case studies
2. Customized Learning Modules to address specific needs of different businesses including knowledge gaps, efficiency and productivity concerns
3. Improved Networking and Collaboration Opportunities
4. Enhanced Marketing and Branding Assistance
5. Productivity Improvement thru technology integration, financial literacy and management addressing sales and profitability issues, and continuous feedback and program improvement
6. Enhanced Supplier and Institutional Buyer Partnerships to ensue stable supply chains and reliable markets
7. Addressing specific challenges on lack of applicability, pre-existing knowledge, and resource constraints to implement learning

As the National Productivity Organization, DAP can purposively target pursuing productivity interventions to address efficiency issues found in the study for the MSME sector.

Lessons Learned

Data collection was quite a challenge for this project primarily because of the timing. While there were lessons from few recent projects which involved engagement of a survey team which required to undergo a procurement process, it was the time when there was a change in leadership in the Academy. There were some changes in the review process particularly in the contracting instrument which took time to be finalized. Other external factors included the timing of data collection which coincided with the Holy Week, hence, some refusals were recorded. Since the project is time-bounded, the team needed to adjust and catch up with data analysis and report writing.

Some delays were faced but this was addressed by immediately meeting the client, explaining to them the scenario, and internally agreeing to a new deadline of output submission without extending the project duration.

Moving forward, the project team needs to keep track of the changes in the contracting instrument so the next project which will require contracting will run more smoothly.

V. Attachments

- Summary of Evaluation for Course and Resource Person (for training program) – NOT APPLICABLE
- Certificate of Project Closure (for all completed projects) – see attached

Prepared by:**ADELINA D. ALVAREZ**

Project Manager, QDRTI (2024)

Noted / Approved by:**ARNEL D. ABANTO**

Vice President, PDC

Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data

CERTIFICATE OF PROJECT CLOSUREDate: 26 June 2024

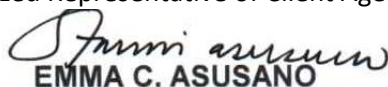
Project Title : Rapid Impact Evaluation of the Kapatid Mentor ME Program (FY 2020-2022)
Project Manager : Adelina D. Alvarez
Center : Productivity and Development Center
Project Duration : 01 October 2023 – 30 April 2024
Project Code : QDRTI
Client : Department of Trade and Industry-Bureau of Small and Medium Enterprise Development

This is to certify that the above-cited project is declared officially closed. It further certifies that all project outputs have been delivered and satisfactorily conform to our agreements and our office's standards.

Overall Satisfaction Not Satisfied 1 2 3 4 5 Very Satisfied

FEEDBACK (please indicate here your comments and/or suggestions for further improving our services.)

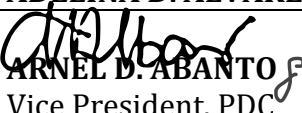
Authorized Representative of Client Agency:


EMMA C. ASUSANO

Signature over printed name

Director, DTI-BSMED
Position/Designation

ONE-POINT LESSON

Project	RAPID IMPACT EVALUATION OF THE KAPATID MENTOR ME PROGRAM (FY 2020-2022)
Prepared by	 ADELINA D. ALVAREZ, Project Manager
Noted by	 ARNEL D. ABANTO Vice President, PDC
Center	Productivity and Development Center
Date Prepared:	20 December 2024
File number	

Subject/Activity: Implementation

Actual Date (if applicable): Jan-April 2024

What happened? (State the problem and what was done)	What should have been done? (Recommended corrective and preventive action)
There was delay in the submission of the submission of the final report due to challenges encountered in the contracting of survey team who conducted data collection via computer-assisted telephone interview (CATI). This delay created a ripple effect in the timely completion of the project.	Correction action measures are as follow: 1. Met with the client, i.e., DTI-BSMED and explained to them the challenges being faced by the project team. 2. Discussed the repercussion of the delay on the part of the DAP and the DTI-BSMED. 3. During the meeting with the DTI-BSMED, both parties agreed that submission of the output can be until June 2024 but no need to change the project duration. 4. The project team documented this agreement through minutes of the meeting. Corrective action measures are as follows: 1. Moving forward, the project team needs to keep track of the changes in the contracting instrument so the next project which will require contracting will run more smoothly. 2. Factor significant events like the Holy Week, as appropriate, as data collection break, so as not create burden on the enumerators. Preventive action measures are as follows: DAP should have a contracting template that is acceptable to all the reviewing authorities.

Instructions:

Fill-out all items briefly and completely. Please refer to guidelines for further information.

Limit to 1 to 5 sentences. Illustrations can be used.

One template = One Lesson

Submit One-Point Lesson to osvpp@dap.edu.ph

Guidelines in filling out the One-Point Lesson Template v3

- **PROJECT** - Input project title or event in this field
Ex. Training on the Formulation of Service Charter
Joint Graduation for MMC 5 and Sec 3
- **PREPARED BY** - Name of staff who documented the one-point lesson. The staff is ideally a team member of the project or has a personal knowledge of the lesson.
- **NOTED BY** - Name and Signature of Center Head
- **CENTER** - Mother Group or Implementing Center of the project
- **DATE** - Date prepared
- **FILE NUMBER** - Tracking number to be issued by OSVPP for archiving and identification purposes
- **SUBJECT/ACTIVITY** - Specific activity/event in the project where the lesson arises or any subject of an improvement/trouble cases.
Ex. Arrival and Registration of Participants
Stage Set-Up for PMDP Joint Graduation
- **WHAT HAPPENED?** - Actual accounts of the opportunity for improvement, technical problem encountered, and/or bad practices observed in the execution of the program or activity mentioned. The immediate action/solution done by the team is documented.
- **WHAT SHOULD HAVE BEEN DONE?** - These are the Work-around solutions, Troubleshooting steps and/or Graphical Illustrations that the project team/employee could have been done, this includes both corrective (band-aid) and preventive action.