

SICAP Guide: Overview of Monitoring Framework



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

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An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

Guidance on the Monitoring Framework

The Monitoring framework is set out in Section 5 of the SICAP Programme Requirements.

LDCs select Outcomes from the Thematic areas for each of the Action in their Annual Plan. The monitoring framework shows the beneficiary type (if relevant) and the information/data collection tool used for demonstrating achievement of the Outcome. Some information/data is collected (Source) by Pobal via surveys/research but most are collected and reported by the LDC.

The LDC must use the relevant indicators to demonstrate achievement of the selected Action outcomes for each Action as set out in the Annual Plan. If the SICAP work carried out relates to other outcomes then the LDC can update the Action Outcomes.

This guides sets out two examples of how to demonstrate achievement of Action outcomes using the monitoring framework.

Goal 1 Example

Thematic Area	Outcomes	Outcome Indicator	Beneficiary Type	Information / data collection tool	Source
Goal 1 G1:1 - Promote community engagement and stronger communities	G1-1:1 Needs of local communities and groups are identified, represented and integrated through local planning and service delivery.	G1 - 1:1.1 Level of SICAP engagement with communities and LCGs to support participation in community planning and service delivery.	Non-caseload / LCG	IRIS (QN: Output / LCG Intervention)	PI
		G1 - 1:1.2 Level of LCG involvement in community planning and service delivery.	LCG	IRIS (QL: LCG Support Plan)	PI
		G1 - 1:1.3 SICAP's role to support groups to participate in local networks, planning and service delivery affecting their communities.	--	Annual Progress Report (QL)	PI

Action: Community Engagement

__ACTION: INFORMATION
01. Community Engagement

AP - Action Outcomes

Name ↑	Goal	SICAP Outcome	SICAP Theme
Community Engagement	1	G1 - 1:1 Needs of local communities and groups are identified, represented and integrated through local planning and service delivery.	G1:1 - Promote community engagement and stronger...

The LDC has selected outcome G1-1:1 for this Action. Therefore to demonstrate achievement of this outcome, the LDC can record their work against any of the three indicators for this outcome. Information/data for each of the indicators is collected as follows.

Action Outcome: G1: 1:1 Needs of local communities and identified and represented and integrated through local planning and service delivery

Outcome: G1: 1:1 Needs of local communities and identified and represented and integrated through local planning and service delivery

Indicator G1 – 1:1.1:

- a non-caseload output if the LDC has engaged with individuals from the community via an event/activity ; or

_NON-CASELOAD OUTPUT : INFORMATION

New __Non-Caseload Output

General



Action*	01. Community Engagement
Indicator*	G1 - 1:1.1 Level of SICAP engagement with local communities to support participation in community planning
Name of Non-caseload Event*	-- 

- an LCG intervention if the LDC provided a direct support to an LCG (registered with SICAP)

_LCG INTERVENTION & OUTPUT : INFORMATION

New __LCG Intervention & Output

General

Intervention or Output*	Intervention
Action*	01. Community Engagement
Indicator*	G1 - 1:2.1 Level of SICAP engagement with LCGs to support social inclusion and equality issues
Short Text	 Social inclusion and equality issues 
LDC Staff Member*	Ci
Intervention Type*	1-to-1 (in person)

Indicator G1 – 1:1.2: one of the questions on the LCG annual support plan (for LCGs registered with SICAP) determines the LCGs level of involvement. The LDC will review annual support plans annually and change/progression for each LCG will be monitored over the period of the programme.

_LCG ANNUAL SUPPORT PLAN : INFORMATION

Community Youth Project

General

LCG*	 Community Youth Project
LCG ID*	 C0000
Support Plan Year*	2018
Staff Member*	N..

Baseline and Review Details

Select the levels of involvement/participation as required:

Level of involvement in community planning and service delivery (G1-1:1)* 

Somewhat involved

Indicator G1 – 1:1.3: the LDC can provide a qualitative information on their work under SICAP to demonstrate achievement of the outcome. This narrative is recorded in the Update on Progress section of the Action record.

_ACTION : INFORMATION

01. Community Engagement

◀ End of Year Progress Report

Update on Progress



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Goal 2 Example:


Thematic Area	Outcomes	Outcome Indicator	Beneficiary Type	Information / data collection tool	Source
G2:2 - Providing lifelong learning opportunities	G2 – 2:1 SICAP clients receive information about opportunities for lifelong learning.	G2 – 2:1.1 Individuals (caseload) in receipt of information about opportunities for lifelong learning.	Individual	IRIS (QN: <i>Individual Intervention</i>)	PI
		G2 – 2:1.2 Participants (non-caseload) in SICAP lifelong learning information events.	Non-caseload	IRIS (QN: <i>NC Output</i>)	PI
	G2 - 2:2 SICAP clients participate in lifelong learning.	G2 – 2:2.1 Individuals (caseload) participating in lifelong learning activity, including Individuals (caseload) who complete a lifelong learning activity.	Individual	IRIS (QN: <i>Individual Output & follow-up</i>)	PI
		G2 – 2:2.2 Participants' experience of engaging with SICAP LLL activity.	Individual	Research (QL)	Pobal
	G2 - 2:3 SICAP clients achieve higher levels of qualifications as a result of participating in lifelong learning.	G2 – 2:3.1 Individuals (caseload) who have achieved a higher level of qualification ¹ .	Individual	IRIS (QN: <i>Individual Output & follow-up</i>)	PI

Action: Life long learning

_ACTION : INFORMATION

14. Life Long Learning ≡

AP - Action Outcomes

Name ↑	Goal	SICAP Outcome	SICAP Theme
 14. Life Long Learning	2	G2 - 2:2 SICAP clients participate in lifelong learning.	G2:2 - Providing lifelong learning opportunities
14. Life Long Learning	2	G2 - 2:3 SICAP clients achieve higher levels of qualifications as a result of participating in lifelong learning.	G2:2 - Providing lifelong learning opportunities
14. Life Long Learning	2	G2 - 2:1 SICAP clients receive information about opportunities for lifelong learning.	G2:2 - Providing lifelong learning opportunities

The LDC has selected 3 outcomes for this Action. Therefore to demonstrate achievement of these outcome, the LDC can record their work against any of the indicators for each outcome. Information/data for each of the indicators is collected as follows.

Action Outcomes: G2 - 2:1 SICAP clients receive information about opportunities for LLL

G2 - 2:2 SICAP clients participate in LLL

G2 – 2:3 SICAP clients achieve higher levels of qualification.....


Outcome G2 - 2:1 SICAP clients receive information about opportunities for LLL has two indicators:

Indicator G2 – 2:1.1: an Individual intervention if the LDC is providing a direct support to an Individual (registered with SICAP) regarding information on opportunities for LLL

_INDIVIDUAL INTERVENTION & OUTPUT : INFORMATION

G2 - 2:1.1 Individuals (caseload) in receipt of inf... ☰

General


Intervention or Output *	Intervention
Action *	14. Life Long Learning
Indicator *	G2 - 2:1.1 Individuals (caseload) in receipt of information about opportunities for lifelong learning 
LDC Staff Member *	.
Intervention Type *	1-to-1 (in person)
Duration *	0h 30m

Indicator G2 – 2:1.2: a non-caseload output if the LDC has engaged with individuals (not registered with SICAP) from the community via an LLL event/activity.

_NON-CASELOAD OUTPUT : INFORMATION

New __Non-Caseload Output ☰

General

Action *	14. Life Long Learning
Indicator *	G2 - 2:1.2 Participants (non-caseload) in SICAP lifelong learning information events 
Name of Non-caseload Event *	--
Start Date *	--
End Date *	--
Primary target group *	--
Secondary target group	--

Outcome G2 - 2:2 SICAP clients participate in LLL has two Indicators:

Indicator G2 – 2:2.1: an Individual output with details of the LLL activity (Course record). The LDC will follow up with the individual when the course end date has expired and update this output to record the outcome of the LLL activity for the Individual i.e. did the individual complete the course.

New Individual Intervention & Output

General

Intervention or Output *	Output	Individual ID *	-----
Action *	14. Life Long Learning	Full Name *	-----
Indicator *	G2 - 2:2.1 Individuals (caseload) participating in lifelong learning activity 	SICAP Outcome *	G2 - 2:2 SICAP clients participate in lifelong learning.
LDC Staff Member *	 --		
Grant Amount	--	Grant Category	--
LLL activity *	Course	Course *	Higher Certificate in Business Studies
Outcome of LLL activity *	Completed successfully	Course End Date	31/May/2018
Current Educational Attainment Level	Higher Certificate (NFQ 6) ISCED 5		
G2 - 2:2.1 Completed a lifelong learning activity  Yes			
G2 - 2:3.1 Achieved a higher level of qualificatic  Yes			

Indicator G2 2:2.2: this information will be collected by Pobal as part of SICAP research.

Outcome G2 – 2:3 SICAP clients achieve higher levels of qualifications as a result of participating in LLL as one Indicator:

Indicator G2 – 2.3.1: The LDC will follow up with the individual when the course end date has expired and input the current educational attainment level (if it is higher as a result of completing the LLL activity) by updating the output for Indicator G2 2:1.1 (above).

The information recorded against each of the Outcomes based on the selected indicators is presented in the Goal Outcome reports (see User Guide xxx)