

Introduction to Monitoring & Evaluation

By

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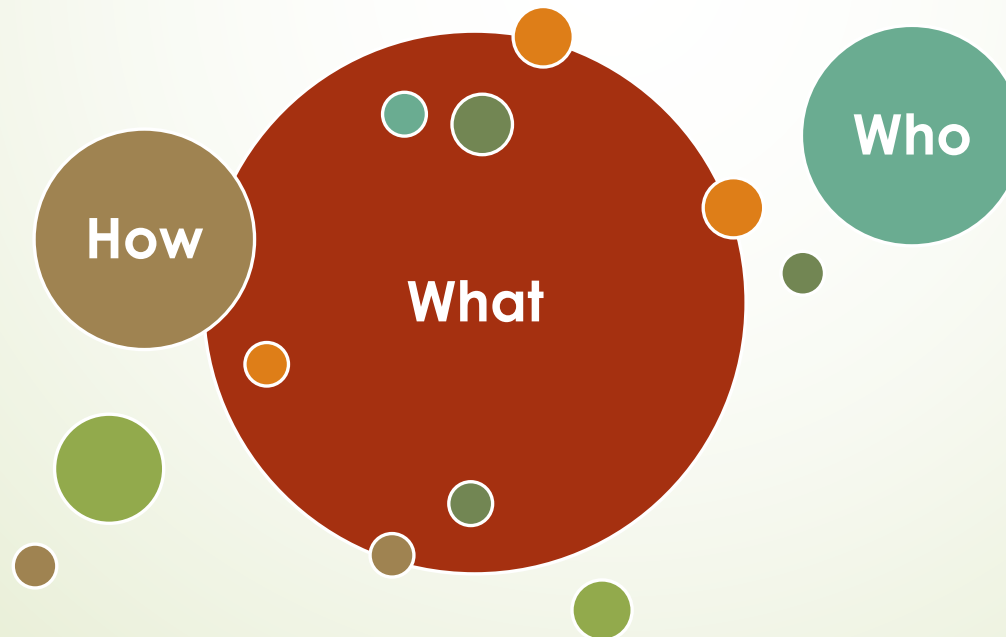


Outline

1. Learning Objective
2. Definitions
3. Purpose
4. Characteristics

Learning objective?

1. *Explain the key concepts of monitoring and evaluation*
2. *To build participants' skills in developing and executing monitoring and evaluation.*



Monitoring



Is our
activity
on track

Monitoring is the
continuous
assessment of a
programme or
project in relation
to the agreed
implementation
schedule

or

Continuous
internal
managemen
t of an
activity/
programme

Evaluation

- Are we doing the right thing?; Right and efficiently? Or
- Are there better ways of doing it?

Evaluation is a systematic assessment of an activity (program, strategy, etc.) that assesses relevance, effectiveness, efficiency, results and sustainability.

Project/Program Evaluations: Mid-term & Terminal

Other forms of evaluation: impact, thematic, performance, country, corporate, comprehensive

Monitoring vs. Evaluation

Monitoring

Continuous: day-to-day, routine, on going activities

Documents progress using selected indicators

Focuses on **inputs, activities** and **outputs**

Provides warning signs to managers

Self-assessment

Evaluation

Periodic: important milestones (mid-term or end of project)

Comprehensive investigation, intensive review of program achievements and other determinants of results

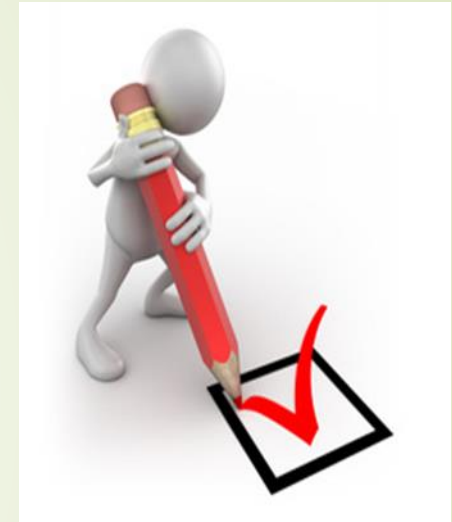
Focuses on **outcomes** and **impacts**

Provides managers with strategy and policy options if corrective action is needed

External analysis

Monitoring & Evaluation

Monitoring and Evaluation is a process of continued gathering of information and its analysis, in order to determine whether progress is being made towards pre-specified goals and objectives, and highlight whether there are any unintended (positive or negative) effects from a project/programme and its activities



why M&E is so important. Why do people conduct M&E? Why do many donors insist on it? What are the benefits?

Purpose/Importance of M & E

- 1) Tracking resources
- 2) Feedback on progress
- 3) Improving project effectiveness
- 4) Informing decisions based on accurate, evidence based information
- 5) Promoting accountability
- 6) Demonstrating impact
- 7) Identifying lessons learned
- 8) preserve institutional memory



Characteristics of M & E

Monitoring – tracks changes in program performance

- a) Conducted continuously
- b) Keeps track and maintains oversight
- c) Documents and analyses progress against planned activities
- d) Focuses on program inputs, activities and outputs
- e) Looks at process at the output level
- f) Reports on program activities that have been implemented
- g) Reports on immediate results that have been achieved

Evaluation – is a systematic approach to attribute changes in specific outcomes

- a) Conducted at specific milestones
- b) Provides in-depth analysis
- c) Compare planned with actual achievements
- d) Considers results at outcome level
- e) Considers overall relevance of program activities
- f) Reports on how and why results were achieved
- g) Contributes to building theories and models for change

Accountability, Effectiveness, Efficiency

