Introduction to Monitoring & Evaluation

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Outline

1. Learning Objective
2. Definitions
3. Purpose
4. Characteristics
1. **Explain the key concepts of monitoring and evaluation**

2. **To build participants’ skills in developing and executing monitoring and evaluation.**
Monitoring is the continuous assessment of a programme or project in relation to the agreed implementation schedule.
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

<table>
<thead>
<tr>
<th>Monitoring</th>
<th>Evaluation</th>
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<tbody>
<tr>
<td><strong>Continuous:</strong> day-to-day, routine, ongoing activities</td>
<td><strong>Periodic:</strong> important milestones (mid-term or end of project)</td>
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<td>Documents progress using selected indicators</td>
<td>Comprehensive investigation, intensive review of program achievements and other determinants of results</td>
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<td>Focuses on inputs, activities and outputs</td>
<td>Focuses on outcomes and impacts</td>
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<td>Provides warning signs to managers</td>
<td>Provides managers with strategy and policy options if corrective action is needed</td>
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<td>Self-assessment</td>
<td>External analysis</td>
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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