Monitoring & Evaluation Plan

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Training in Research Management for UVRI
Definition

A M&E Plan is a document that describes a system which links strategic information obtained from various data collection systems to decisions that will improve programs.

or

A M & E plan is a document that helps to track and assess the results of the interventions throughout the life of a program,

or

A M & E plan is a guide that explains the goals and objectives of an M&E strategy and its key elements.
Rational

- An M&E plan helps to define, implement, track and improve a M & E strategy within a particular project or a group of projects;

- M&E plan is like a roadmap that describes how you will monitor and evaluate your program, as well as how you intend to use evaluation results for project improvement and decision making.

- it includes all the steps, elements and activities that need to happen from the project planning phase until the project reaches its goal and creates the intended impact.
Functions of M & E

- State how the program is going to measure what it has achieved (ensure accountability)
- Document consensus (encourage transparency and responsibility)
- Guide M&E implementation (standardization and coordination)
- Preserve institutional memory

M&E plan is a living document and needs to be adjusted when a program is modified.
Elements of M & E Plan

- Project Outcomes
- Relevant M&E questions to ask at different stages of the project life cycle
- Define Indicators
- Identify data sources and select collection methods
- Consider timing of data collection
- Assign responsibility for data collection
- Identify data collection, usage, storage and analysis
- Put it all together
- Defining how M&E findings would be reported to donors, stakeholders and internal staff members to ensure project improvement, transparency and data-driven decision making
- Other required resources and capacities
Steps in designing an M & E Plan

- Identifying the focal problem and the need for a project
- Planning the project
  - Identify the goal, objectives and inputs/activities
  - The Key players
  - M & E questions
  - Roles and Responsibilities
- Defining a monitoring and evaluation framework - understand the scope of the project and choose one that best fits the purpose. Three types of M&E frameworks
  - Theory of Change which shows a bigger picture of all the underlying processes and possible pathways leading to long term behavioural changes
  - Logical Framework (LogFrame)/Logic Model – which focuses only on one specific pathway that a project deals with and creates a neat and orderly structure
  - A results framework which emphasises on results to provide clarity around the key project objectives
Identifying relevant indicators used to track the progress towards achieving the goals.

Resolve implementation issues:

- After creating monitoring indicators, identifying data collection tools and methodologies, identify and collect relevant data to demonstrate the actual results of the project interventions against our indicators.
- Before collecting data, it’s good to discuss with the team: type of data to be collected (qualitative, quantitative or both), baseline data, relevant methods & tools, how & when will data be analysed, who is responsible.
- Examples of data collection tools: Case studies, Recorded observations, and Diaries
- Methodologies: One-on-one interviews, Focus groups, surveys, document reviews, & observation

Identify Internal and External M & E resource Capacity (financial & human)

**The golden rule to follow here is to collect fewer useful data properly than a lot of data poorly.**

- Develop the M&E Work Plan matrix
- Report the results, disseminate ad use evaluation findings
- Develop the M & E plan which is designed around each goal or objective

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<th>Monitoring and Evaluation plan</th>
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<td>Activities /Resources</td>
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<td>List the indicators you have chosen for each objective – output, outcome, goal – as specified in your project plan</td>
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