

Engendered Orange-Fleshed Sweetpotato Project Planning, Implementation, M&E

Volume 4 - Session Thirteen Developing an M&E Plan/Matrix and Implementing an M&E System: Responsibilities and Processes

Objectives

Volume 4 - Session Thirteen

- Explain the importance of an M&E Plan/Matrix
- Analyze a project's M&E Plan/matrix
- Practice developing an M&E Plan/Matrix
- Demonstrate monitoring and reporting responsibilities as processes of an M&E system

Objectives

Volume 4 - Session Thirteen (cont'd)

- Present a Toolbox to identify day-to-day output and outcome monitoring process
- Discuss the importance of Data Management Flow

The importance of an M&E Plan/Matrix

- It provides a framework for collecting accurate, relevant and timely information to enable the project meet information needs for all stakeholders.
- It articulates performance indicators designed to track performance of results which anticipates to deliver

The importance of an M&E Plan/Matrix (cont´d)

- It outlines the **why, what, when, who** and the **how** of monitoring activities to keep implementers abreast of the progress of implementation as well as the realization of program purpose.

Key elements of the M&E Plan/Matrix

They are:

- *Indicators*
- *Baseline information*
- *Methods for data collection and processing*
- *Measurement tools and sources of data*
- *Definition of responsible parties*

Indicator - definition

- 'A quantitative or qualitative factor or variable that provides a simple and reliable basis for assessing achievement, change or performance. A unit of information measured over time that can help show changes in a specific condition. *Source: Guijt and Woodhill (2002)*
- Making the most of indicators (and seeing their limits) means deciding whether or not to use indicators – or opt for questions – and if so, how to construct and use them to tell the story of change. *Source: Guijt (2007, p. 27)*

Indicators

- Each evaluation question will have a range of indicators or other information needs to answer the question.
- Together they can give a comprehensive answer to the question being evaluated.
- Negotiate indicators with stakeholders, especially primary intended users of the evaluation.

Baseline information

- Information about the initial starting point or situation before any intervention has taken place.
- Can help assess change over time and redefining development initiative at start up
- Some baseline information may already be present, e.g., through the situational assessment for the development initiative, or secondary data like reports, or statistical data from other organisations.
- Some baseline information can be acquired retrospectively such as through storytelling.

Data collection & processing

- Decide whether you need quantitative or qualitative data, or both.
- Data collection methods can be individual (e.g. for sensitive information) or group-based (e.g. to encourage learning).
- Data collection methods need to be participatory (where possible), especially when shared learning is important.
- The methods you select will depend on the kind of information you require and the purpose of the evaluation.

The RAC M&E Plan/Framework

**Double click the
Microsoft Excel File (Handout 4.13.2)**

Monitoring Responsibilities

Monitoring responsibilities

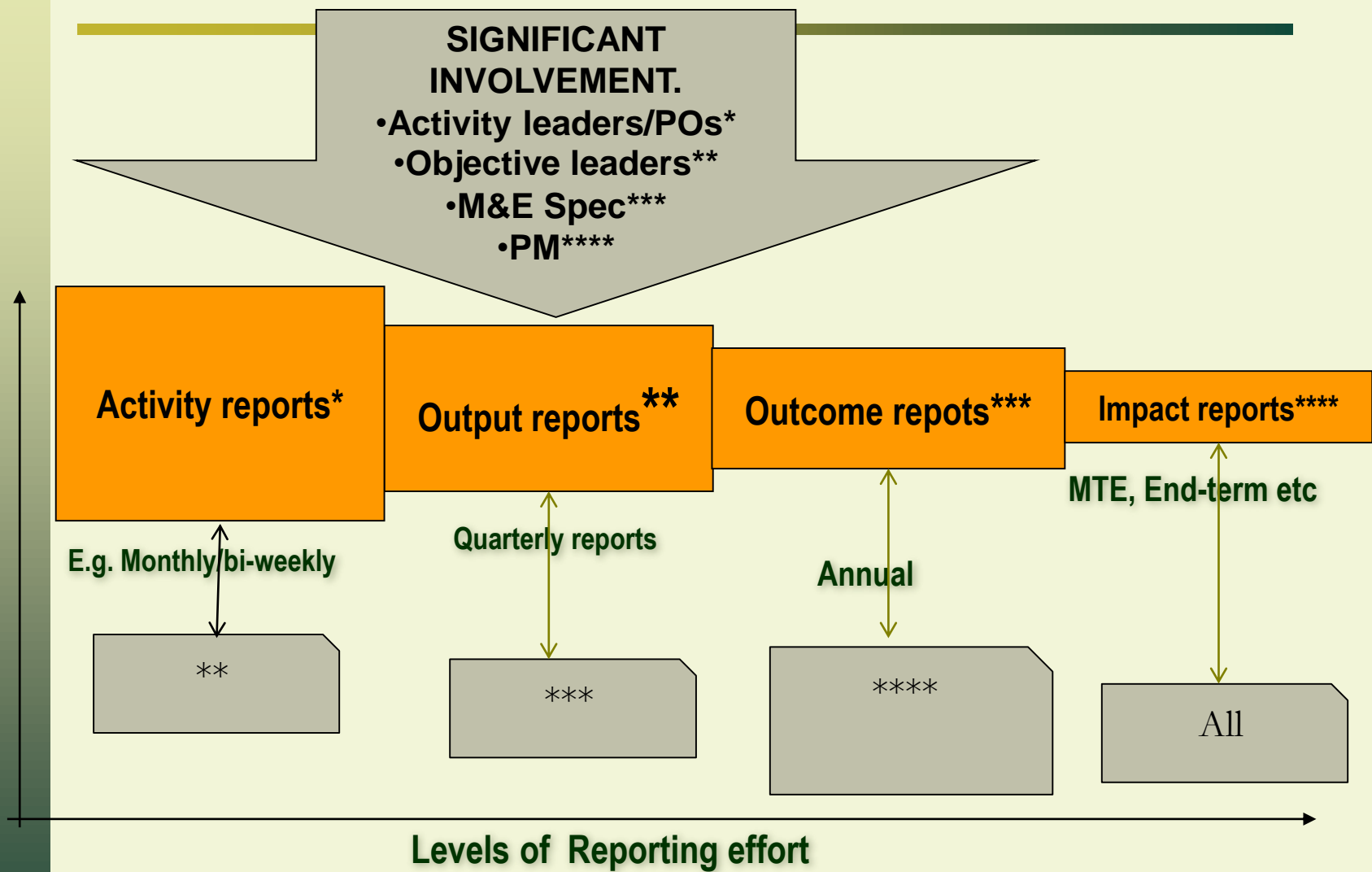
- **Day to day monitoring/process**
 - POs (implementers)
- **Output Monitoring (Quarterly)**
 - POs, FDs, Thematic leaders, M&E,
- **Outcome monitoring (Annually)**
 - FDs, Thematic leaders, M&E , PM, Donor, Partners & Beneficiaries

Toolbox

- Day to day monitoring/process
 - Attendance registers
 - Activity reports
 - Field reports
- Output Monitoring (Quarterly)
 - Quarterly narrative reports,
 - Case studies
 - Factsheets (Monitoring of targets & achievements)
- Outcome monitoring (Annually)
 - Factsheets
 - Financial report
 - Annual report
 - Survey reports

Reporting and Reporting Responsibilities

Reporting Responsibilities



Thematic Reports

- Checklist based
 - Progress on implementation
 - Highlight significant planned and unplanned activities implemented and outputs produced
 - Highlight on significant planned activities not done and outputs not produced
 - Intermediate results
 - Quick assessment of significance of rate of implementation
 - Assessment of budget expenditure
 - Status of collaboration with partners

Thank You!