

EFFECTIVELY MONITORING AND EVALUATING YOUR PROJECT'S ACTIVITIES

WHY CONDUCT MONITORING AND EVALUATION?

- To ensure accountability, both upwards to the donor and downwards to beneficiaries;
- To measure the impact of your project.
- To learn from your work and improve the performance of the project.
- To use your conclusions to provide evidence for advocacy.
- Data and information from your monitoring can be useful to use in PR and in communicating your results to the public. It may also help to secure funding in the future if you want to scale your project!

WHAT IS MONITORING?

- A continuous, methodological process of data collection and information throughout the life of the project.
- Monitoring is designed to measure progress throughout the duration of a project cycle. It addresses inputs, activities and outputs.

WHAT IS EVALUATION?

- It assesses initial assumptions, analytical and looks at conclusions. It is concerned with long term outcomes and asks if the project is achieving its objectives
- It includes, measuring, analysis and interpreting change.
- It is a learning and management tool to improve future work.

KEY TERMS

OUTPUT- Product that has been produced as a result of the efforts of your activities (This can be tangible or intangible)

OUTCOME- The effectiveness of your activities.

IMPACT- Change brought about by the successful implementation of outputs and outcomes. Is there a difference from the original situation?

INDICATORS- A piece of information that provides evidence of change. Indicators should be developed according to how you want to measure your outputs, outcomes and impacts.

STEPS TO DEVELOP YOUR M&E FRAMEWORK

1. Define outcomes and outputs.
2. Define and develop indicators.
3. Gather base line data on indicators.
4. Setting SMART targets to measure progress and impacts

QUESTIONS FOR PLANNING EFFECTIVE MONITORING AND EVALUATION

WHO are you doing this for?

- Is it for... donors/senior officials/stakeholders/beneficiaries?

WHAT is going to be monitored and evaluated?

- What are your indicators? How will they be defined?

- Who is responsible for measuring each indicator?
- Where will the results for each indicator be reported? (Internally or public?)
HOW is the M&E activity going to be done?
- Think about your inputs of time, money, humans and power.
- What form will your M&E take? Will it be quantitative? Qualitative? Or both?
- Will you be using pre and post surveys? Questionnaires? A work plan?

UNIVERSAL EVALUATION QUESTIONS

- Are we doing what we said we would do? (Internal validity)
- Are we making a difference? (Impact Assessment)
- Are these the right things to do? (Strategic relevance and learning)

PITFALLS TO AVOID

- Being too ambitious at the outset with project outcomes. Your targets should be realistic and SMART.
- Managing human aspects of projects can be difficult. Think about integrating human delays into your timeline and try to delegate tasks in a way that ensures that deadlines are respected.
- When you are dealing with things that come up during the day to day running of the project, monitoring and evaluation tends to fall behind. You may want to set aside time and resources to ensure that M&E for your project is being conducted.

WHAT DOES SEYCCAT EXPECT?

- SEYCCAT requires monitoring report every six months with a final evaluation at the end of the project.
- SEYCCAT will use outputs from projects to feed into SEYCCAT's own broader M&E.
- SEYCCAT encourages you to embed M&E into all projects from the beginning of the project and map and engage all stakeholders from the outset.
- If your project has done well, a good M&E system can inform SEYCCAT on whether to fund projects like yours in the future.