

# Monitoring and Evaluation (M & E)

**M&E are the cornerstones of good project management. They improve impact, quality and accountability of current and future projects.**

## Monitoring

Monitoring is the routine collection and analysis of information to track ongoing progress against plans and check compliance to established standards.



Monitoring requires us to:

- be clear about what to measure and who is responsible
- keep recording systems simple and only collect the information needed
- disaggregate data by gender, age and vulnerable groups
- draw on existing information sources and use shared collection processes
- involve beneficiaries in defining objectives and indicators, as well as data collection
- communicate results back to relevant stakeholders.

It is important that findings from monitoring activities are acted upon promptly.

## Evaluation

Evaluations involve identifying and reflecting upon the effects of what has been completed, and judging their worth.

An evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of both implementing organisations and donors.

It is best to involve key stakeholders as much as possible in the evaluation process.

Evaluation questions:

- Were the project's objectives achieved?
- What changes did the project bring about?
- Are the benefits likely to be maintained?
- Were the project's objectives consistent with beneficiaries' needs?
- Were activities implemented on schedule and within budget?

## Impact Assessment

Impact assessment measures lasting changes in people's lives, including unintended and negative impacts.

Impact Assessment is usually conducted some time after project completion.

In relation to our project:

- What has changed?
- For whom?
- How significant was it?
- Will it last?
- In what ways did our project contribute to these changes?

Reasons to assess impact:

- improve the effectiveness of our interventions
- demonstrate success to our donors, partners, the public and ourselves
- be accountable to those for whom we are working by understanding the impact our efforts have on local communities
- use the findings to advocate for changes in behaviour, attitude, policy and legislation at all levels.

## QUANTITATIVE APPROACHES

### Secondary data

Review existing knowledge such as project documents, information on related projects, government records and publicly available statistics.

### Questionnaires

Particularly useful for quantitative data.

### Surveys

They generally use interview techniques, measurement techniques, or a combination of both.

## QUALITATIVE APPROACHES

### Focus groups

Useful for exploring a range of views. Single sex groups are appropriate in some situations.

### Interviews

Time consuming but provide deeper understanding.

### Complaints and feedback mechanisms

Can address potential problems, increase accountability and credibility.

### Most significant change

Ask, "What was the most significant change for you in this project?"

### Additional resources on All In Diary website

Introduction to M&E using Logical Framework Approach © Umhlabla Development Services 2017  
 Sphere for Monitoring and Evaluation © The Sphere Project 2015  
 Programme/Project Monitoring and Evaluation Guide © IFRC 2011  
 The Good Enough Guide © 2007, ECB Project  
 Monitoring and Evaluating Learning Networks © 2010 INTRAC

### Web links for further information

Better Evaluation [www.betterevaluation.org](http://www.betterevaluation.org)  
 Monitoring and Evaluation NEWS: [www.mande.co.uk](http://www.mande.co.uk)  
 Cluster Coordination Performance Monitoring:  
<https://www.humanitarianresponse.info/en/coordination/clusters/improve-cluster-performance>