**AIDSPAN MONITORING & EVALUATION PLAN**

**(2016-2018)**

Aidspan

Djesika Amendah



# AIDSPAN

**Vision:** An effective and transparent Global Fund that attains its mission.

**Mission:** To be an effective watchdog of the Global Fund at global and country levels by providing information, critical analysis and commentary on developments at the Fund

**Strategy Goal:** By 2018, have positive effect on the Global Fund’s operations

# Introduction

Aidspan is an independent watchdog of the Global Fund to Fight AIDS TB and Malaria for more than 14 years’ experience. Aidspan catalyzes the Fund’s self-regulating mechanism for aid effectiveness. AIDSPAN is an international non-profit organization registered in the US with offices in Kenya.

Since its inception, Aidspan has bolstered the Fund’s effectiveness by being a dedicated source of information, targeted analyses and independent commentary via its official website ([www.aidspan.org](http://www.aidspan.org)), Global Fund Observer (GFO) newsletter, and other communication channels. The organization is now an indispensable resource for a broad range of Global Fund stakeholders – from policy makers seeking independent critique and guidance on the Fund’s processes, investments and progress; to grass roots organizations in resource-poor settings seeking access to the Fund’s considerable resources.

## Organizational Structure

Figure 1: Aidspan's organization structure

# Aidspan Monitoring and Evaluation (M&E) system

Monitoring and Evaluation (M&E) system aims to collect accurate and timely information to plan, monitor and adjust projects/program for effectiveness, efficiency, and reporting (Kawonga, Blaauw, & Fonn, 2012). Aidspan’s M&E system focuses on both monitoring activity implementation as well as tracking results at outcome and impact level. The purpose of the M&E plan is to:

1. Collect information and monitor the organization’s implementation of its projects and programs;
2. Describe how the organization will assess whether it has achieved its objectives
3. Assess the outcomes and impact of the Aidspan watchdog activities
4. Learn from the process and experiences

The data collected, analyzed and timely reported for each indicator will provide all our donors with detailed information on the progress and achievements of our activities helping to ensure effective and efficient use of resources. Staff will conduct regular quarterly and annual reviews of performance data. If needed, external evaluation will also be conducted to “watch the watchdog”.

Aidspan’s strategic objectives for the years 2016-2018 are:

1. Fund’s policies, processes, structures, and effectiveness improve as a result of Aidspan’s critical assessment
2. Fund becomes more transparent with more accurate and complete data made available
3. Aidspan becomes stronger and more sustainable

## Aidspan results framework

The results framework links the inputs and the activities to the organization strategic objectives and overall goal. This framework helps focus on the measurable objectives, monitor progress towards meeting these objectives, and make necessary changes to the program and management of program implementation.

Figure 2: Aidspan's result framework

Figure 3: Aidspan's schematic reporting framework

Aidspan also uses this schematic reporting framework to assess progress and report in a timely manner

* **\*Note : The quarterly activity and plans reports are issued in April, July, October, January -following year**

## Aidspan’s monitoring

Aidspan monitors indicators of inputs, activities and outputs. Quarterly reviews are held with all the unit leads presenting the status of planned activities according to both quarterly work plan and the Annual plan for each year. The unit leads also present upcoming quarter plans. Documents and discussions are summarized in minutes that later feed the annual report. The Annual Report is published by the 31st of March each year.

**The main resources of the M&E department** are the staff time, the available tools and the support of the staff and the leadership. Aidspan has developed a number of tools to guide the monitoring process:

* A result monitoring framework showing targets, output & outcome indicators including baseline data.
* Annual and quarterly work plans for each department based on the Strategic Plan 2016-2018 with adaptations that include new activities.
* Quarterly staff updated reports on progress towards agreed performance targets based on the results monitoring framework.
* Quarterly report to the Board of Management but with a schedule different from that of the staff

Aidspan holds a quarterly staff monitoring and evaluation meeting the second Wednesday of each quarter; the first Wednesday of the quarter is the deadline for each department to send to the M&E Officer quarterly staff activities updates and plans for the upcoming quarter. The quarterly progress reports and plans are discussed during this meeting.

The result monitoring framework is updated annually to document progress towards agreed upon performance targets. It is completed by 31st March of every year.

The quarterly staff report is the main monitoring tool and contains:

* Comparison of actual achievements/accomplishments with the objectives established for the period.
* A burn rate to link quantitative data to related cost data
* Reasons why established activities were not met, with action plans for adjustments or revised targets.

Table 1: Example of work plan monitoring table for quarterly reviews

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activities | Tasks  (Tasks to meet set activities) | Variance  (Whether activity was completed, ongoing, not started) | Reasons for variance | Measures to address variance (Brief explanation on what will be done about the variance) |
| Assess the Fund’s global-level operations, structures and processes, including assurance mechanisms, and their impact on country level operations |  |  |  |  |

## Evaluation

Aidspan evaluates the outcome of its strategic plan at the end of the period. To ensure no conflict of interest, the evaluation of the organization was conducted by external experts in the past. However, evaluation of specific projects was conducted in-house.

## Updating the monitoring & evaluation plan

The M&E plan is a living document. It is reviewed twice a year to apprehend actual implementation of activities compared to those scheduled in the annual work plan. The M&E plan can also identify problems and constraints (technical, human resource, and financial), to make clear recommendations for corrective actions.

## Dissemination plan and information use

Findings of monitoring and evaluation activities are used both internally and externally for the Aidspan staff, donors, partners and other stakeholders. There is a need to communicate evaluation findings to our donors not only to demonstrate value for money, but also as a fundraising tool.

Table 2: Stakeholders, objectives and dissemination method

|  |  |  |
| --- | --- | --- |
| Audience | Objectives | Dissemination method |
| Aidspan staff | Track progress and inform program planning | Quarterly review meetings  Annual review meeting |
| Donors | Demonstrate value for money  Fundraising tool | Annual narrative and financial reports  Evaluation report |
| Partners and other stakeholders | Enhance the organization’s reputation  Increase our international visibility community  Advocate for our watchdogging model  Obtain feedback from experts | Published report on our website  Presentation at international conferences and external meetings |

Aidspan designed and maintains an updated table to track contractual reporting obligations with donors.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Table 2: Stakeholders, objectives and dissemination method | | | | | | | | | | |
| Name Donor | Grant Period | Grant Currency (USD, Euro, etc.) | Updated 2017  Disbur-sment (USD) | Status (received timely, late, not receivedetc.) | Next Disbursement Amount | Disbursement requirements from donors (submission of quarterly/annual report, etc.) | 2017 Reporting dates | Reporting requirements by donor | Required for reports by M&E staff | Report Status 2017 (submitted timely, late, or not) |
|  |  |  |  |  |  |  |  |  |  |  |

# Conclusion

Aidspan has a strong monitoring & evaluation system to help the organization meet its objectives and keep its contractual commitment.