



Institute of Primate Research

STANDARD OPERATING PROCEDURE (SOP) DOCUMENT

Project performance monitoring (M&E framework and KPIs)

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Approvals

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1. PURPOSE

To standardize project performance monitoring across DS&AS-supported projects, ensuring timely evaluation against pre-defined indicators, alignment with institutional goals, and evidence-based decision-making.

2. SCOPE

Applies to all research and institutional projects supported by DS&AS, from inception to completion.

3. PERSONS RESPONSIBLE:

- **Project Principal Investigator (PI):** Provides project-specific indicators.
- **DS&AS M&E Officer/Analyst:** Designs M&E framework, tracks KPIs.
- **Head of DS&AS:** Approves frameworks and ensures alignment with strategy.
- **Director of Research & Product Development:** Reviews institutional-level reporting.

4. FREQUENCY

- **Quarterly monitoring reports** for ongoing projects.
- **Mid-term and final evaluations** for each project.

5. MATERIALS

- Project log frames (objectives, outputs, outcomes).
- KPI dashboards (R Shiny, Tableau, PowerBI).
- Institutional M&E templates.
- Data collection tools (surveys, databases, monitoring forms).

6. PROCEDURE

1. **Framework Design:** DS&AS collaborates with PI to define indicators, targets, and data sources.
2. **Baseline Assessment:** Collect initial measurements before project implementation.
3. **Data Collection:** Routine monitoring of activities, outputs, and outcomes.
4. **Analysis:** DS&AS compiles KPI dashboards for project leadership.
5. **Reporting:** Quarterly and end-of-project reports submitted to PI and Directorate.
6. **Review:** Feedback incorporated into project decisions and institutional learning.

7. REFERENCES