



# Institute of Primate Research

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## STANDARD OPERATING PROCEDURE (SOP) DOCUMENT

### Project performance monitoring (M&E framework and KPIs)

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**Approvals**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Developed by:</b>	<u>Patrick Waweru Mwaura</u>	<u></u>	<u>6<sup>th</sup> October; 2025</u>
	<u></u>	<u></u>	<u></u>
	<u></u>	<u></u>	<u></u>
<b>Reviewed by:</b>	<u></u>	<u></u>	<u></u>
<b>Approved by:</b>	<u></u>	<u></u>	<u></u>

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## 1. PURPOSE

To establish a **standardized framework for monitoring and evaluating (M&E) DS&AS-supported projects**, ensuring:

- **Timely assessment** of project progress against pre-defined Key Performance Indicators (KPIs).
- **Alignment** with institutional goals, research strategies, and SOPs 1–5 (Policies, Study Design, Reporting, Data Management).
- **Evidence-based decision-making** for resource allocation, corrective actions, and continuous improvement.
- **Transparency and accountability** through systematic documentation and reporting.

## 2. SCOPE

Applies to all DS&AS-supported projects, including research studies, data analytics initiatives, and capacity-building programs, from **project inception through completion and reporting**.

It encompasses monitoring of **outputs, outcomes, compliance, and alignment with institutional and regulatory standards**.

## 3. PERSONS RESPONSIBLE:

- **Project Principal Investigator (PI):** Defines project-specific objectives, deliverables, and indicators; submits progress data for monitoring.
- **DS&AS M&E Officer / Analyst:** Designs and implements the M&E framework, tracks KPIs, analyzes performance data, and generates dashboards/reports.
- **Head of DS&AS:** Reviews and approves M&E frameworks, ensures alignment with institutional strategy, and validates reported outcomes.
- **Director of Research & Product Development:** Oversees institutional-level performance reporting, ensures compliance with policy, and integrates findings into strategic decisions.

## 4. FREQUENCY

- **Quarterly Monitoring:** Routine assessment of ongoing projects using KPIs and progress indicators.

- **Mid-Term Evaluation:** Comprehensive review at the midpoint of each project to assess progress, risks, and corrective actions.
- **Final Evaluation:** Full evaluation at project completion to measure outcomes, outputs, and lessons learned.
- **Triggered Reviews:** Additional assessments may occur in response to major project changes, regulatory updates, or identified risks.

## 5. MATERIALS

- **Project Log Frames:** Documents detailing objectives, outputs, outcomes, and indicators.
- **KPI Dashboards:** Tools for real-time monitoring and visualization (R Shiny, Tableau, Power BI).
- **Institutional M&E Templates:** Standardized forms for reporting progress and performance.
- **Data Collection Tools:** Surveys, electronic databases, monitoring forms, and automated tracking systems.

## 6. PROCEDURE

### 1. Framework Design:

- DS&AS M&E Officer collaborates with the PI to define project-specific KPIs, targets, and data sources.
- Ensure alignment with institutional strategy and SOP 1–5 requirements (Policies, Study Design, Reporting, Data Management).

### 2. Baseline Assessment:

- Collect initial measurements of indicators before project implementation to establish a reference point.

### 3. Data Collection:

- Continuously gather data on activities, outputs, and outcomes using standardized tools and dashboards.

- Ensure data integrity, completeness, and compliance with DPA 2019 and SOPs 6–9 (Data Access, Storage, Workflow, Sharing).

**4. Analysis:**

- Compile and visualize KPI data using dashboards (R Shiny, Tableau, Power BI).
- Identify trends, risks, and performance gaps for corrective action.

**5. Reporting:**

- Prepare quarterly monitoring reports, mid-term evaluations, and final project performance reports.
- Submit reports to the PI, Head of DS&AS, and Director of Research & Product Development.

**6. Review and Feedback:**

- Incorporate feedback from stakeholders to adjust project activities and improve performance.
- Document lessons learned to inform institutional learning and SOP updates.

## **7. REFERENCES**

1. DS&AS SOP 1 – Policies and Strategies.
2. DS&AS SOP 3 – Study Design and Statistical Consultation.
3. DS&AS SOP 5 – Reporting Research Results.
4. Kenya Data Protection Act (2019).
5. FAIR Data Principles (Wilkinson et al., 2016).
6. Institutional project management and reporting guidelines.
7. M&E best practices frameworks (e.g., OECD DAC, WHO Monitoring & Evaluation Guide).

## **8. APPENDICES**

### **Appendix 10.1 – KPI Catalogue**

KPIs for DS&AS projects may include:

- Project milestones completed on schedule
- Data quality and completeness metrics
- Compliance with SOPs and ethical standards
- Number of publications/reports generated
- Training sessions or capacity-building activities delivered

### **Appendix 10.2 – Templates**

- Quarterly Project Monitoring Report Template
- KPI Dashboard Template (R Shiny/Tableau/Power BI)
- Corrective Action Log Template
- Feedback and Lessons Learned Form

### **Appendix 10.3 – Data Collection Forms**

- Activity tracking sheets
- Outcome measurement forms
- Stakeholder feedback forms