

**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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# 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.

# 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**.

# 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.

# 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.

# 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.

# 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.

# 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).

# ****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