**DIPLOMA IN M&E: Rosemary Siwela**

**MODULE 4 ASSIGNMENT:**

**1a) Collecting information or data is just one part of the process of monitoring and evaluation.**

**What is meant by data analysis?**

Data analysis is the method of reviewing, and making sense of collected data to answer the research questions, both qualitatively and quantitatively. It is the statistical process of summarizing the data collected, to determine relationships and trends in certain parameters such that it can interpreted to draw conclusions from a research project conducted.

1. **State any three uses of monitoring and evaluation results.**

There are many uses of monitoring and evaluating results. The three examples are:-

1. Determining whether the project was planned effectively
2. Evaluation assists in determining whether the expected impact of the project was realized
3. It helps answer the evaluation questions for the project
4. **Describe any seven factors that may lead to project failure.**

There are some factors that may lead to project failure. One of the factors is **not asking the relevant question** to meet the intended mission and objective of the project. If the project mission is understood but the irrelevant questions are asked it misleads the whole problem statement and as such the whole project will fail as it links with all the other process to be done for the project. An example is where the project objective is to determine new incidence of HIV from a testing campaign, then the research question becomes ‘How many people tested positive versus how many new positives were identified from the campaign. This can derail the focus of the project and lead to failure.

**Conducting research on the wrong population** provides wrong and unintended results as it provided information may not be representative of the originally intended target group or population. This is common where secondary data is used in research.

One of the factors that may lead to failure is the **wrong collection method.** Different projects require different collection methods. A quantitative project type question would require questionnaire survey versus a focus group and as such if the wrong method is used it will produce the wrong results do not corresponds top the research question or objective. Another related matter would be even if the questionnaire is the right tool to use, **wrong questionnaire design** can lead to wrong responses and consequently wrong data.

Followed by the example above of wrong collection, would be issue **of what needs to be measured** to answer to key evaluation questions for the research. This is where one needs to determine which parameter of change is to be used i.e. is the actual number, percentages, variances etc.

Data analysis assists in drawing conclusions to the study. **Inability to adequately interpret the results** to answer to research question can lead to failure as wrong conclusions are drawn.

**Significant community events** may negatively influence the outcome of the project. Where a cohort study is undertaken for a specific population in a certain community is faced with a major disruption, the project success will be affected. An example of this is a study on a group of employees who are suddenly faced with massive job losses due to retrenchments. Attrition of individuals who may be participants to the study will have a significant impact.

**Lack of buy-inn for certain projects** especially where participatory evaluation is key, can break the success of the project. In a community setting where the research or project is to take place, it is important to involve the key stakeholders as they may be necessary to provide input to the process or might even be affected by the final outcome of the project. This is more relevant where the outcome of the project may be used to influence their way of doing things or general behaviour.

**2. Identify any six parts of a monitoring and evaluation report:**

1. What are the intended key evaluation questions addressed
2. Determining audience of the report i.e. stakeholders
3. Reasons or purpose of monitoring and evaluation report
4. Frequency of reporting
5. Modality of reporting i.e. written feedback or presentations
6. Presentation of data in the report i.e. graphs and text
7. **Why is feedback an important component of project monitoring and evaluation?**

Feedback is important in project monitoring as it serves different purposes. From the evaluator it is important to provide feedback for awareness. WA n example may be when a research was conducted and the results indicate something that may require a behaviour change or simply presents new information. At times feedback can assist in influencing policy changes, especially in state initiatives or certain regulators.

Feedback to stakeholders such as the donors would be in a different form, it provides information on general findings of the project, answers to research question and recommendations.

Feedback in certain instances is valuable in getting response or concerns from interested parties on a matter of interest to them.

**Reference:**

Taylor J, 2006. A survival Guide for Project Managers, 2nd Edition. American Management Association

UNDP .2002. Handbook of Monitoring and Evaluation for Results. United Nations Development Evaluation Office

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