CERTIFICATE IN MONITORING AND EVALUATION

ASSIGNMENT 1

**Qn.1 Differences between Monitoring and Evaluation**.

Monitoring and Evaluation is closely related terms in project management but is used at different time and purpose. The following are some of the differences.

Monitoring is the process of setting target and milestone to measure the progress of a project in terms cost effectiveness, if the planned activities is leading towards attaining desired goal while Evaluation referred to a structural process of assessing the success and impact of the project on beneficiaries and lessons learnt during project implementation.

Monitoring is continuous process during the implementation of the project to check its progress and it determine whether the project should continue or stopped while Evaluation is mostly done at the appointed time or periodically to assess its impact on the community.

Monitoring is observational in nature because it is done most the time and one can see it happening example can be carrying out awareness on HIV, workshop can be conducted awareness whereas with evaluation it is judgemental in nature.

Monitoring is an operational level activity which is performed by supervisors while Evaluation is at business level activities that is being performed by project manager or external independent body who may have neutral view on the project.

Monitoring is short-term process that concerns with collection of information regarding success of the project for instance is the planned activities is going with time line or is the Budget line being followed, whereas Evaluation is long term process which records and assess the outcome and impacts of the project.

Monitoring focuses on improving overall efficiency of the project while Evaluation stresses on improving effectiveness of the project.

Monitoring is done by people who are directly involved in the implementation of the project while Evaluation can either to done by top management or an external party.

In conclusion, Monitoring and Evaluation play diverse roles in the sense that monitoring is an ongoing process whereas Evaluation is performed periodically.

**Qn2 Importance of Baseline survey.**

Baseline survey is the first assessment which is done before the commencement of the project to know the status quo of the problem.

**The importance of Baseline survey includes;**

It assesses the project high level objectives and will help to find out performance indicators that will be used to measure project effects. Sometime it is hard to set realistic project objectives but when baseline survey is done management can have clear road map to go.

Baseline Survey is vital when pre-test and post-test Evaluation model is adopted. It will provide clear comparison between variables and the impact of the project. It will measure the percentage of achievement also.

It enables later judgement to be made. Baseline survey is an early element in Monitoring and Evaluation plan. It uses log frame structure to systematically assess the circumstance in which the project commences.

Projects are designed to deliver measurable results and good baseline survey will answer the counterfactual finds.

It determines the type of Research necessary for Monitoring and Evaluation system. Baseline uses both Quantitative and Qualitative data thus different actors prefer different data like economist will prefer data on cost effectiveness and its effects on economic while sociologist will prefer data on social aspect on it.

Baseline allows researcher to compare people’s reaction towards the project, researcher will be able to ask participants on their experiences, attitudes and knowledge of the project.

Another importance is it provides statistical technique that could be utilized to analyse survey data to determine validity and reliability.

Baseline determine also relevancy of the project to the prevailing circumstances, thus is the project’s planned activities addressing the root cause of the problem or contributing to the growth of the problem. it also gives way to decision whether to continue with the project or to stop the project.

Sustainability part of it, during the Baseline survey the evaluator will be able to know whether that project is sustainable or not.

In conclusion, Baseline is very important step in executing projects because it provides basis for decision making, monitoring and evaluation and the relevancy of the project.

It is done to know the existing status of the problem the project is trying to solve so that when the project is finished then implementers can know the changes that the project has done on the problem.

It enables the stakeholders know the variables and impacts of the problem which is being addressed by the projects instance if the problem is few girls in secondary school, baseline survey will be conducted to know the number of girls in secondary school and after the project of “Go Back to learning” evaluation will be done to know current number of girls in school.

**Qn 3. Differences between Summative and Formative Evaluation Method with examples;**

**Summative**

Summative is the type of Evaluation that is carried out at the end of the project in order to find its outcome and its impact on the beneficiaries whereas Formative Evaluation is the midterm evaluation that done when the project is in implementation and it concerns with project operation and forms basis for decision making for the project.

Formative Evaluation refers to variety of assessment procedures that provides required information, example to adjust teaching of students, to change other activities that do not lead to target goal.

While Summative is a standard Evaluation that is done to find out impacts and lesson learned during the project implementation example could be what is the impact drilling borehole in village A.

Summative is Evaluative in nature while Formative is diagnostic in nature.

Summative Evaluation is done at certain appointed time or at the end of the project while Formative is ongoing process during the project execution that effects decision making.

Summative is judgemental in nature such as conducting the assessment to judge the performance of the students and formative assessment is can be done to enhance learning of the students.

Formative is Evaluation for learning while summative Evaluation is assessment of learning.

In conclusion, the principal different between the two type of Evaluation is that Summative is a kind of grading process while Formative is instructional process.

**Qn 4.a Danger of one sided method of Evaluation**

There are two type of method of collecting that in Evaluation that is Quantitative and Qualitative methods however some Evaluators preferred quantities method only ignoring qualitative because Qualitative method require time and skills, it is also expensive in nature.

When one sided method is employed in data collection it may be dangerous in the following ways.

Sometime the data and information may not be accurate and reliable, as some of useful information which require only qualitative method will be left out.

Some problems need long time observation in order to make the right conclusion, however quantitative method is done quickly and without wasting time in collection of data hence contribute to biased data.

One sided method cannot access well impacts of the project on beneficiaries because it requires in-depth assessment and require time to real prove the difference.

When both methods are employed in data collection the information will be rich and reliable because it will not ignore some areas.

**Qn4 b. Critically analyse Quantitative method**

Quantitative Method of Monitoring is where the data collected is presented in figure or arithmetic way, thus it is interested in total numbers not narrative part of it.

This method is preferred by the economists and stasticians because these are people who deal with figures only not stories.

It requires less time and it is not very expensive as compare to qualitative methods. The logic behind it also is that when one looks at figure it is very easy to understand and draw conclusions.

In general, quantitative method of monitoring cannot give in depth data and may not be that reliable hence both quantitative and qualitative methods should be adopted while monitoring a project.

**Qns 5 a. Define Logical Frame work**

Logical frame work approach is the approach that provide analytical thinking in project design, implementation, monitoring and Evaluation. It provides the means or basis for thorough analysis of the project beneficiaries and combine project objectives, strategies, inputs and activities to the specified need.

**B, Define and explain key components of Logical Framework**

There are several components of logical framework they include;

**Project Description** refer to narrative summary of what the project intends to achieve and the means of achieving it.

This also give overview of the project that when one just read it he/she is able to know the purpose of the project.

**Goal** it is the sectoral or the national objective for which the project is designed to achieve or to address such can be to reduce the rate of school from 40 % to 10%. In other words, goal is the main reason to which a project is designed.

**Purpose**, it is what the project is expected to achieve in terms of development and outcome, it justifies the reason of carrying out the project.

**Component Objectives** this is applicable to mostly big project which have several components with different objectives which is clearly defined but all leading towards the main goal.

**Output** is the physical outcome of the project that can be seen and felt. After the implementation of the project, all components must contribute one output towards attaining the goal.

Activities this refers to the specific tasks that is performed in order to achieve required result example if you have increase agricultural produce, you must open large farm, apply fertilizers and pesticides.

**Assumption i**t refers to condition that might affect the progress of the project hence project management should persevere in order to achieve its objective. Example of such can be political instability, inflation and drought.

Indicators is the means used to measure the progress of the project. It helps the management to know whether the project is going as planned and is achieving its purpose, i.e if it to reduce number of school drop outs, so the number of enrolment should be increasing.

Means of Verification it is the method of collecting the relevant data and information about the indicators. The source of information should be specified when designing a project so that monitoring can be easy.

In conclusion, Logical framework is very necessary tools in project because it gives the clear roadmap on how project will look like. It provides logical thinking when designing a project.

The end

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