MONITORING AND EVALUATION DIPLOMA COURSE

MONITORING AND EVALUATION ASSIGNMENT FOUR

COURSE CODE: D001

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

**What is meant by data analysis?**

Data analysis is a process of inspecting, cleansing, transforming and modeling data with the goal of discovering useful information, informing conclusions and supporting decision-making. Data analysis has multiple facets and approaches, encompassing diverse techniques under a variety of names, and is used in different bussiness, science and social science domain. In today’s business world, data analysis plays a role in making decisions more scientific and helping business operate more effectively.

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

There are several reasons to use and disseminate M&E results.

1. **M&E results help improve your program interventions:**

Using M&E results keeps you and your staff in a learning mode as you gain understanding about how and why your program is working.

M&E results also help you to make decisions about the best of resource. For example, outcome and impact evaluations may provide further insight on certain risk and protective factors, thus shaping your future efforts. As staff use results to reflect on the program’s implementation and make necessary improements, they are more likely to feel supported by the M&E process.

1. **M&E results strengthen your program institutionally.**

M&E results can help stakeholders and the community understand what program is doing, how well it is meeting its objectives and whether there are ways the progress can be improved, sharing results can help ensure social, financial and political support and help your establish or strengthen the network of individuals and organisations with similar goals of working with young people. By publicsing positive results, you give public recognition to stakeholders and volunteers who have worked to make the program a success, and you may attract volunteers.

1. **M&E results contribute to the global understanding of what works.**

By sharing monitoring and evaluation results, you allow others to learn from your experience. The dissemination of M&E results –both thoses that show how your program is working and that find some strategies are not having the intended impact-contribute to our global understanding of what works and what doesn’t work work in improving young people’s reproductive health. Specifically, M&E results can be used to:

* Highlight program strengths and accomplishments .
* Improve program management and planning
* Identify weakness of the program implementation
* Determine demand for service modification expansion,
* Assess qaulity of care
* Identify future research needs, and
* Strengthen ffunding proposals.

*Source: A Guide to monitoring and Evaluation Adolescent Reproductive Health Programs*

1. Describe any seven factors that may lead to project failure.

Here are the common causes that can lead to project failure.

1. **Lack of scope Document.**

Lack of a scope document- TaskQue Blog almost 75% of IT executitives think that their project is doomed from the beginnig. Do you know why? The main reason is regularly changing project scope and requirements. How can you expect your team memebers to perform well when they are not clear about projects in the first place.

In the absence of a proper scope document, you can never assign tasks, let alone monitor the performance of your team because you’re not sure about the scope of the project in the first place.

1. **Inconsistent Communication**

Inconsistent communication- TaskQue BlogA survey conducted by Spike Cavell shows that 57% of projects failed due to poor communication.

This makes it one of the major causes of project failure. To save your project from failure, you to establish a clear communication channel. Additionally, you should use a project management system which enables smooth communication within your project team.

1. **Poor Planning.**

Lack of planning or poor plannig can easily lead your project to failure. Spike Cavell’s survey also revealed that 40% of projects fail due to poor planning and lack of resources. Spend time for making a solid plan for your project and it will help you in executing each phase of project smoothly. Brain Tracy sums it up brilliantly, “ Every minute you spend in planning saves 10 minutes in execution; this gives you a 100% return on energy!”

1. **Unrealistic Expectations**

Setting unrealistics deadline and expectations dragged all these projects down the drain. Consider all the factors and constraints involved that might adversely affect your project and the set a deadline.

Instead of having unrealistic expectations, keep a buffer that gives you the liberty of completing the project without rushing throughit. having a buffer not only reduces the worload of you team member but also let the focus on each task in a better way.

1. **Incompetent Project Manager and Team**

Incompetent project manager and team- TaskQue Blog Selecting the right project manager forming a competent team is critical for your projectsuccess. Unfortunately, 70% project managers in small and medium-sized business have no certificationand lack formal training, which is why most projects they manage, fail to achieve their objectives. According to Pricewaterhousecoopers insights and trends report, certified projects managers supervise80% of successful projects.

1. **Lack of Cohesion Between your Team Members**

Lack of Cohesion between your team members-TaskQue Blog. Things can easily go from good to bad very quikly if there is no cohesion between your team members. Consider a scenario in which all team memebers are moving in different directions. Could you expect a positive result to come out of this situation?

1. **Poor Monitoring and Risk Management.**

Poor monitoring and risk management- TaskQue Blog Just assigning roles to all your team members is not enough, you have to constantly monitor the progress and hold your team memebers accountable to what they are doing. Once they are responsible for their actions, they will perform better and deliver better results

Most project managers will tell you that risk management is an important part of project management yet, you will find many projects in which little or no emphasis is put on risk management. As a results, these projects fail to achieve their targets and go well beyond the specified deadline or budget*. SEE* (B.Fawcett, 2019)

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

There is front cover page that include:

* Program tittle and location
* Name(s) of evaluator(s)
* Period covered by the report
* Date of the report

SECTION 1- SUMMARY (OR EXECUTIVE SUMMARY)

This is a brief two to three pages overview of the evaluation outlining major findings and recommendations. Some folks are too busy to read any further than the summary. The summary page include:

* What was evaluated?
* Why was evaluation done?
* What are the major findings and recommendations?

SECTION 2- BACKGROUND INFORMATION ABOUT THE PROGRAM

Most of the people reading your evaluation report will at least be somewhat familiar with the program, but that’s not necessarily the case.

Typiclly, this section will include:

* Orgins of the program
* Program goals
* Clients involved with the program
* Administrative/organisational structure
* Program activities and services
* Materials used and produced by the program
* Program staff

SECTION 3- DESCRIPTION OF THE EVALUATION

This part explains why an evaluation was done and what you hope to learned from it. It should also explain anything the evaluationwas not intended to do.

Here are some of the questions that should be answered by this section:

* Who requested the evaluation?
* Was the evaluation meant to satisfy any particular audience and if so, which ones
* Were there any restrictions to the evaluation in terms of money,time, or other resources?
* What sort of methods was used to collect data, and why were this particular methods chosen?
* How did the evaluators ensure accuracy?

SECTION 4- RESULTS OF THE EVALUATION

This part will explain what your findings were in details.

This section may include:

* All data collected –analyzed, recorded, and organised in understandable forms (charts, tables graphs etc.)
* Excerpts from interviews
* Testimonials from participants and clients
* Questionaire results
* Test score
* Anecdotal evidence

SECTION 5- DISCUSSION OF RESULTS

This part should answer the following questions:

* How sure are you that your program or initiative caused these results?
* Were there any other factors that could have contributed to the results?
* How are the results different from what they would have been if your program didn’t exist?
* What do the evaluators feel are the strengths and weakness of your program?

SECTION 6- CONCLUSIONS

This is where you make your recommendations:

Is there anything you feel should not be judged at this time, and if so, why?

What major conclusions about the initiative can be reached as a result of this evaluation?

Based on the evaluation results, what recommendations can you make for the program?

If the evaluation gives you any idea of what the future holds for the initiative,what would that be?

What worked well about the evaluation? What didn’t work so well?

What recommendations do you have for anyone doing future evaluations with the program?

3.**Why is feedback an important component of project monitoring and evaluation?**

Here are the reasons why feedback is important in M&E

It’s help community leadership assess progress towards meeting the initiative’s goals

It’s help community to see areas wherein the members of the initiative may want to put more energy

To help detect when too much energy or effort is spent in areas less central to mission

It’s also help the initiative focus on the big picture by seeing cumulative accomplishments over time

To provides funders the opportunity to help re-direct the initiative towards activities moer directly related to the mission

To provide funders the opportunity to see and reward the accomplishments of the initiative. *Adapted from:*

*(B.Fawcett, 2019) (Aarons, D. , 2009)*

REFERENCE:

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