**Assignment 3: submitted on 7/1/2020**

NAME**: Rabab Halima**

Admission Number**: Aipms 299/2019**

Institution**: AIPM**

Course**: Diploma in M&E**

ASSIGNMENT:

1.Why is choosing the right question important in Monitoring and Evaluation?

1. **It helps you understand what effects different parts of your effort are having**: framing questions carefully allows you to evaluate different parts of your effort and look at different possible effects of the program as a whole.
2. **It makes you clearly define what it is you're trying to do:** What you decide to evaluate defines what you hope to accomplish. Choosing evaluation questions at the start of a program or effort makes clear what you're trying to change, and what you want your results to be.
3. **It shows you where you need to make changes**. Carefully choosing questions and making them specific to your real objectives should tell you exactly where the program is doing well and where the program isn't having the intended effect.
4. **It highlights unintended consequences**. When you find unusual answers to the questions you choose, it often means that your program has had some effects you didn't expect. Sometimes these effects are positive sometimes negative and sometimes neither.
5. **It guides your future choices**. If you find that your program is particularly successful in certain ways and not in others, for example, you may decide to emphasize the successful areas more, or to completely change your approach in the unsuccessful areas. That, in turn, will change the emphasis of future evaluation as well.
6. **It provides focus for the evaluation and the program**. Choosing evaluation questions carefully keeps you from becoming scattered and trying to do too many things at once, thereby diluting your effectiveness at all of them.
7. **It determines what needs to be recorded in order to gather data for evaluation**. A clear choice of evaluation questions makes the actual gathering of data much easier, since it usually makes obvious what kinds of records must be kept and what areas need to be examined.

(*Diploma in M&E Module* 3; P. 9- 10 – 11)

2.Using Archival data has its own bottlenecks. Name five and explain how to overcome them.

Using already existing data can be helpful in terms of time and effort saving, however, it has its own challenges as well. Suppression of statistic and Instability of data are few of the issue we can face when using archival data. For confidentiality purposes and to protect the privacy of participants certain data to be suppressed sometimes, for instance, when there is a small number of cases in category that might allow specific individuals to be identified. In addition, “when there are low numbers or incidence in the data you are researching, it is more difficult to accurately calculate rates and it can give an inaccurate picture of the categories you are researching”. The National Association of County and City Health Officials (NACCHO) has a useful tip to overcome such challenge. “One way to increase the reliability of data where you are dealing with small data sets is to combine multi-year data. A drawback to this option is that looking at multi-year data limits the ability to monitor program interventions and identify new trends. Rolling year averages may overcome this drawback and it is an option that should be considered. Another way to decrease the possibility of statistical instability is to expand the geographic area you are investigating by looking at regional health assessments conducted by collaborating neighboring jurisdictions, or expanding from county to state. A drawback to this option is that you may then be examining results for a geographical area that does not necessarily apply to your assessment. Analyzing data at the regional level may also mask interesting local variations in the data”.

(*Diploma in M&E Module* 3; P. 157- 158 – 159)

3.why is research important component in monitoring and evaluation? Give and explain four.

A research is important component in monitoring and evaluation; it is a tool that helps you “to see what is happening so you can improve the effectiveness of your work”.

By examining the three elements of an intervention – process, impact, and outcomes – your evaluation allows you to verify whether the intervention worked as planned; whether the intervention had the effect expected; whether that effect led to intended outcome. “That knowledge can show you what you might change to improve your program, as well as the overall effectiveness of the intervention. And, the information can be used to celebrate the accomplishments you are making along the way”. In other word, an evaluation research helps in refining the intervention. Results of the research guide you towards choosing a better practice and thus building a reputation of a credible organization; generating such information public relations, fundraising, promotion of services in the community.