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**Course Title: Diploma in Monitoring &Evaluation**

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**Module III: Assignment**

**INVOICE No: SN369/08/2019**

**Assignment**

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

**What is meant by data analysis?** In the field of **Monitoring and Evaluation** (M&E), **data analysis** is a critical step of the M&E planning process since it lends its credibility in shaping the information that is reported and making conclusions and developing recommendations.

Source Internet

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

**Sharing Data**: This makes it possible to demonstrate the relevance of the project to the different partners, it also makes it possible to extend the duration of the project if necessary. By sharing the data of the project each will know their role to improve the project in advance. This will give funders the opportunity to see accomplishment.

**Learning:** This allows us to see certain practices and capitalize on other good practices.

**Helps to decide:** This permits to take some decision so to get close with the goals of the project if it was not so in the Evaluation. It can help to show our funders the relevance of the project and may extend the duration of the project.

c)**Describe any seven factors that may lead to project failure.**

\* Poorly defined project scope

\* Project managers who lack experience and training

\* Failure to identify key assumptions

\* Key staff leaving the project and/or company

\* Failure to track progress

\* Inadequate risk management

\* Lack of effective communication at all levels

**Sources Project Smart** ~ Exploring trends and developments in project management today

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

-Front cover

-Summary (or executive summary)

- Background information about the program

-Description of the evaluation

-Results of the evaluation

-Discussion of results

- Costs and benefits

-Conclusions

From the Module of M&E course book

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

Feedback is the process of communicating the results and learning from your work to the various stakeholders within and outside of your organization. It is a key way to demonstrate your accountability. Feedback can stimulate changes that will improve the way in which you work and your effectiveness. It can provide examples of good practice to be shared with others, and can inform your national and international advocacy work. Feedback allows the community to learn how to use, read, and understand the monitoring information. It can even induce some stakeholders to take wrong actions. It offers many advantages, including holding community leaders and government institutions accountable, providing ongoing feedback, sharing control of M&E activities, encouraging the identification and taking of corrective actions, and facilitating dialogue between citizens and project authorities. They will also ensure that you are accountable for your actions and will help you to hold others to account for theirs. Together, they are key elements of any successful rights-based program. Source: Content presented from Save the Children's Resource Centre

When we give feedback as an ongoing activities, all can be kept up-to-date on

what they're doing well and what can stand improvement, the community members are also informed about their responsibilities which may be missed

In the course document Feedback we have some reasons for providing Feedback

-To help community leadership assess progress towards meeting the initiative's goals ;

-To help 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 the mission

- To provide the opportunity to celebrate small accomplishments

- To help the initiative focus on the "big picture" by seeing cumulative accomplishments over time

- To provide funders the opportunity to help re-direct the initiative towards activities more directly related to the mission

- To provide funders the opportunity to see and reward the accomplishments of the initiative

Source M&E course Module book

Research References

\*Source Internet

**\*Sources Project Smart** ~ Exploring trends and developments in project management today

\*From the Module of M&E course book

\*Content presented from Save the Children's Resource Centre

\*Source M&E course Module book