Module 3 Assignment

Post Graduate Diploma in Monitoring and Evaluation

Dimensions Development Africa

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**Q1: Explain the value of M&E in about 100 words and outline key planning steps for setting up an M&E plan (10 mrks)**

Monitoring and Evaluation is important as it serve many purposes, showing the results being achieved whether planned or not plan. It provides corrective action needed to ensure delivery of the intended results, and displaced whether initiatives are making positive contributions towards human development. M&E transmits pre-identified results in the development plan. It is driven by the need to account for the achievement of intended results and provide a fact base to inform corrective decision making. Furthermore, M&E supports an organization’s commitment to accountability for results, resources entrusted to it, and provides organizational learning. It also makes vital contribution to the management for developing of results.

In planning for Monitoring and Evaluation of project the below outline steps are to be considered for an M&E plan.

1. Know your intervention ‘s desired results well (Goal)- what is the main aim?
2. Know the strategies you will employ to meet your objectives.
3. Know the strategies for realizing the desired results (activities).
4. Know and allocate resources for M&E. (budget, other needed inputs).
5. Know your target beneficiaries (clients).
6. Select your indicators well for all the project levels (inputs, outputs, outcomes, impact)
7. Identify the appropriate monitoring frame that you will use.

**Q2: Describe the relevance of stakeholder participation in M&E (10 mrks)**

Continued stakeholder participation in M&E is relevance and should not be assumed. However, it must be institutionalized with specific measures to be built into program and project management processes to ensure continued and effective involvement of the stakeholders (DFID, 2017). With this, Stakeholders participation in M&E is relevance due to the fact that:

* It helps in setting the vision and the prioritized results to realize that vision during the planning stage, this gave them the best ideas on how the results would continue to remain relevant to them. They must therefore be involved in identifying the information or feedback that is needed during implementation, which determines the parameters for monitoring and evaluation,
* After setting the vision, priority results and initial parameters for monitoring and evaluation, the stakeholders also ensure that the programmatic initiatives planned deliver what was intended and the way it was intended.
* It produces effective communication for various other objectives that may include, facilitate communication of early wins‘ to increase support and enlist engagement of those who are not yet engaged;
* it ensures access of early products and services of initiatives for intended beneficiaries;
* mobilize additional resources to fill resource gaps, and ensure effective use of lessons learned in future decision making.

**Q3: It is imperative that sufficient resources are allocated to the conduct of M&E in a program. discuss this assertion in about 350 words. (10 mrks)**

In order to achieve effective and adequate result of an M&E within a program, the allocation of resource need to be sufficient. It is imperative that poor quality monitoring and evaluation of a program is often due to inadequate resources (PGD M&E Module 3). However, it is critical to set aside adequate financial and human resources at the planning stage but it should be considered within the overall costs of delivering the agreed results and not as additional costs.

The monitoring and evaluation financial resources of the program should be estimated realistically at the planning stage for the monitoring and evaluation. Though, is critical to plan for monitoring and evaluation together with other program activities, resources for each function should be separate. Each project should have two separate budget lines for its monitoring and evaluation agreed in advance with partners, with this, realizing a realistic budgeting for M&E could be achieved. This will also reduce the risk of running out of resources for evaluation, which often takes place towards the end of the implementation.

Associated costs of M&E with projects can be easily identified and be charged directly to the respective project budgets with prior agreement among partners through inclusion in the project budget or Annual Work Plan (AWP) signed by partners. Achieving of program outcomes through M&E require sourcing and securing of financial resources, which poses challenges since these cost cannot be charged from one project. Given this, financing mechanism of a program M&E is to draw from relevant projects of the program.

Below is other possible way of getting resources for Monitoring and Evaluation of a program:

* creating of separate M&E fund through transfer of other project funds that are manage under the same entity
* Mobilizing of funds from partners directly for a program monitoring and evaluation.
* Dedicated staff time—effective monitoring and evaluation required a dedicated staff for the function.
* Skilled personnel—Staff entrusted with monitoring should have required technical expertise in the area. Skill levels should be augmented in developing the capacity to meet the need with in the office if necessary.

**Q4: What are the key considerations and questions that both monitoring and evaluation seeks to answer? Explain giving project examples. (10 Mrks)**

In a project monitoring and evaluation plan, there are key questions that are been strived to answer. For example, if a project on Youth and Adolescents development have the aim of “Improving the wellbeing and Empowering Adolescents and Youth to attain their full potential” the monitoring and evaluation plan need to consider the below questions as to understand the achievement of the project aim.

* Are the pre-identified outputs being produced as planned and efficiently?
* What are the issues, risks and challenges that we face or foresee that need to be taken into account to ensure the achievement of results?
* What decisions need to be made concerning changes to the already planned work in subsequent stages?
* Will the planned and delivered outputs continue to be relevant for the achievement of the envisioned outcomes?
* Are the outcomes we envisaged remaining relevant and effective for achieving the overall national priorities, goals and impacts?
* What are we learning?

**Q5: Explain the relationship between *change assumptions”* and *impact* in a project. (10Mrks)**

The relationship between change assumptions and impact in a project is that, change assumptions is useful in forecasting the result between the activities, outputs, outcome and impacts of a project. It also gives the theory about how an impact of a project can be achieved. Example:

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| Project design | Desired changes | Change assumptions |
| Aim  Improve the wellbeing and Empower Liberian Adolescents and Youth to attain their full potential | Desired Impact:  Increase adolescent’s girls stay in school,  & Reduce Maternal Mortality |  |
| Objective:  To strengthen the capacity of health facilities to provide quality SRH/FP services to young people | Desired Outcome:  Prevent risky behavior (abortion) among adolescent, and Reduce Teenage Pregnancy | How outcomes will lead to impacts of the project design assumes that if abortion is prevented, and Teenage Pregnancy is Reduce will Increase adolescents’ girls stay in school, and also reduce Maternal Mortality |
| Planned activities:  Providing adolescents with family planning information through outreaches, and flyers, and the administering of the FP commodities | Desired Interim Outcome:  Increase adolescents awareness on Family Planning commodities | How activities will lead to desired outcome of the project design assumes that: if Adolescents awareness is increase about Family Planning, and commodities are administered will prevent risk behavior (abortion) among the adolescent, and will reduce Teenage Pregnancy |

References

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PGD M&E Module 3: Planning to Monitor and Evaluation

UNFPA (2004), Programme Manager’s Planning Monitoring & Evaluation Toolkit