# Assignment Number one

## **Question:**

## **1.** **Giving examples Differentiate between Monitoring and Evaluation?**

**Monitoring:** Monitoring is the systematic analysis made occasionally of information to identify changes over a period.

**Evaluation:** Evaluation is the analysis of the effectiveness of an activity that would finally prompt a judgment regarding the progress made in relation to the goals of a firm.

### **Examples that differentiate Monitoring and Evaluation:**

**Function:**

**Monitoring:** Monitoring keeps the track of the process of implementation.

**Evaluation:** Evaluation consists in estimating the value of something. It involves the process of finding the facts.

**Aim:**

**Monitoring:** Monitoring aims at periodical checking of progress made in the conduct of the projects against the targets and goals laid down.

**Evaluation:** Evaluation aims at making a study about the effectiveness of the projects.

**Purpose:**

**Monitoring:** The purpose of monitoring lies in providing constructive suggestions.

**Evaluation:** The purpose of evaluation lies in bringing about the process of accounting close to perfection.

**2. Why is Baseline survey is an important part in project management**

Without baseline data, it can be very difficult to plan, monitor and evaluate future performance. Baseline data help to set achievable and realistic indicator targets for each level of result in a project’s design (e.g. log frame), and then determine and adjust progress towards these targets and their respective results. Additional reasons for conducting baseline studies include,

Inform project management decision-making, providing a reference point to determine progress and adjust project implementation to best serve people in need.

Assess measurability of the selected indicators and fine tune the systems for future measurement.

Uphold accountability, informing impact evaluation to compare and measure what difference the project is making.

Promote stakeholder participation, providing a catalyst for discussion and motivation among community members and project partners on the most appropriate means of action.

Shape expectations and communication strategies by assisting by sharpening communication objectives, and focusing content of media materials.

Convince and provide justification to policy-makers and donors for a project intervention. Ü Support resource mobilization for and celebration of accomplished project results compared to baseline conditions.

If conducted properly, baseline results can be generalized and used to inform service delivery for communities with similar characteristic

**3. Distinguish between summative and formative evaluation methods with example.**

**Formative Evaluation**

Formative evaluation is a technique that aims at validating the aims or goals of instruction and also to better the standards of instruction. This is sought through identification and then rectification of the problems in the instructional process. Formative assessment allows a teacher to keep an eye on the learning of the student as he gets feedback that he can use to improve his teaching methods. This technique allows students to gain insight into their strengths and weaknesses so as to work on target areas that are to be improved. This technique is good for teachers as they can identify the problem areas and help struggling students overcome them. Teachers get qualitative feedback from the students through formative evaluation technique. It lets them know the material that should not be taught or used to grade students.

Formative evaluation is an ongoing process and is often referred to as internal method of evaluation. It allows a teacher to judge the worth of a training program.

**Summative Evaluation**

Summative assessment or evaluation is cumulative assessment technique as it is performed at the end of a semester or any other instructional unit, to see how well a trainee or a student has gained from the instruction. It is so called as it summarizes the learning of the student at the end of the training program. The focus in summative assessment is on the outcome which is why it is called an external evaluation technique. It is used to check if students have achieved what the goal of the training program is. Teachers get the help of the benchmark to assess the achievements of students.

**Here are the differences between Formative and Summative Evaluation?**

• Formative evaluation is qualitative while summative evaluation is quantitative.

• Formative evaluation is a continuous process while summative evaluation is an event that takes place at the end of an instructional unit.

• Summative evaluation is formal and takes the shape of quizzes and written tests whereas formative evaluation is informal such as homework and projects.

• The aim of formative evaluation is to improve upon what has been learnt whereas the aim of summative evaluation is to prove the amount of learning that has taken place.

**4. A) Identify the potential danger of a one sided monitoring system**

1 the results may only be accepted by one party   
2 there could be potential bias in the individual conducting the evaluation  
3 it may lower the morale of employees since all factors all not considered when conducting the evaluation potentially giving a wrong report at the end  
4 may bring mistrust issues due to the that employees may feel that they are not well incorporated in the evaluation

b)

To reinforce participants’ skills in collecting, analysing, interpreting, and reporting core indicators, and in formulating policies to monitor and evaluate the delivery of comprehensive HIV and sexuality education by the education sector.

* Better understand: (a) international, regional and national commitments to education for health and well-being and (b) internationally recognized core indicators for monitoring and evaluating the delivery of comprehensive HIV and sexuality education;
* Critically examine the opportunities, process and methodology for integrating internationally recognized core indicators into the national Educational Management Information System (EMIS);
* Identify additional existing data sources other than the Annual School Census, used for measuring the delivery of comprehensive HIV and sexuality education;
* Enhance your skills in data analysis, interpretation and reporting on the delivery of comprehensive HIV and sexuality education;

# 5. A) Define logical Framework

A logical framework is an essential M&E tool used to plan and organize activities in a project (usually development projects). It is a highly effective strategic management tool to monitor, evaluate and control project activities.

# B) Defining and explain key components of the Logical Framework in a grant proposal -5

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| **component** | **Explanation/definition** |
| **Goal** | A project goal is a very general, high-level and long-term objective of the project. It is different from project objectives because the latter are very specific and must be addressed alone by the project. But the goal cannot be achieved by the project on its own since there will be other forces like the Government, other agencies etc also working to achieve it. It is a major benchmark to compare work between different projects. |
| **Objectives** | Objectives are the specific aims that the project works to achieve within the stipulated time. |
| **Activities or Inputs** | Activities or inputs are actions undertaken by the project or the [organization](https://www2.fundsforngos.org/tag/organisations/)to achieve the set objectives |
| **Outputs** | Outputs are immediate results that are achieved soon after the completion of the project or any specific project activity. |
| **Outcomes** | The outcomes are results that have been or that are to be achieved after a period, but not immediate. |
| **Impact** | The impact is the longer-term result that has happened because of the activities undertaken in the project. |
| **Indicators** | Indicators are a measure of the result. They give a sense of what has been or what is to be achieved. |
| **Means of Verification** | Data or information based on which the indicators will be measured or monitored |
| **Risks & Assumptions** | External factors/threats affecting the progress of the project  Examples floods, insecurity etc. |
| **Costs** | These are the direct and indirect expenses that an organization incurs in achieving its goals and objectives. For examples, risk management costs, equipment, human resources among others |

*Bibliography:*

1. International Federation of Red Cross and Red Crescent Societies, Baseline Basics, May, 2013.