MONITORING AND EVALUATION FINAL EXAM

(a)Describe the following terms as used in project Monitoring and Evaluation:  
(i) Project monitoring (2 marks)

Project monitoring is ongoing activities to track project progress against planed task, it aims at providing regular oversight, targeted output, work schedule and so on,   
(ii) Project evaluation (2 marks)

Project evaluation it represent systematic objective assessment of ongoing or complete project or program in terms of design implementation and result   
(iii) Primary stakeholder (2 marks)

Primary stakeholder this includes community leaders, evaluators, and funders   
(iv) Scope Creep (2 marks)

Scope Creep it refer to a project that has seen its original goals expand while it is in progress   
(v) Impact assessment (2 marks)

It is a means of measuring the effectiveness of project activities and judging the significance of changes brought about by those activities.   
  
(b) Distinguish between ex-ante evaluation and concurrent evaluation. (4 marks)

Ex-ante evaluation is a process of enable analysis of the anticipating impacts of the planned program while concurrent evaluation it is the process of stakeholder and project manager sit to evaluate the progress of project, achievement and give way for improvement.   
  
(c) Identify any six parts of a monitoring and evaluation report. (6 marks)

These are six parts of a monitoring and evaluation reports as follow:

Executive summary it gives over view of report of project

Background information about the program most of people reading your evaluation report will at least be familiar with program

Description of the evaluation this part explains why an evaluation was donning and hoped to learn from it.

Results of the evaluation it explain what your findings were in details

Discussion of results it is more of going into detail of your evaluation results

Cost and benefits

This are cost associate with initiative in terms of resources   
  
(d) Describe the characteristics of a good project indicator. (10 marks)

Characteristics of a good project indicators, are variables that are normal use as benchmark for measuring programs or output, it shows that an undertaking it has desired impact, most often indicators are quantitative in nature, however, some cases they are qualitative.

Some of those indicators with its types, such as outcome indicators that measure project outcome. Process indicator are those indicators that are used to measure process or activities of project and impact indicator are those indicator that measure the long term project impact   
  
QUESTION TWO (20 Marks)  
(a)Differentiate between the following terms as used in project monitoring and  
evaluation:  
(i) Project efficiency Vs. Project effectiveness (5 marks)

Project efficiency is the measure of economic relationship between the allocated input and project output that are generated from inputs, while effectiveness is the measure of a degree to which the formal stated project objective have being achieved   
(ii) Baseline survey Vs. Project sustainability (5 marks)

Baseline survey is a process by comparing data that describe the situation to be addressed by a project of program and data generated after the completion of the project evaluators would be able measure progress or changes in the situation and link those changes to project interventions. while project sustainability refer to likelihood of the change continuing once in the intervention activities have ceased   
(iii) Project relevance Vs. Project output (5 marks)

Project relevancy is the extent to which the project purpose and goal meet the target groups needs or priority while project output is the product or services delivered during the course of project activities   
(iv) Primary data Vs. Secondary Data (5 marks)  
Primary data it means someone collect data from original sources first hand which usually called field research example is your own questionnaire while secondary data is a data that had being collected for another purpose or data that had being reused, example is data from books.  
QUESTION THREE (20 Marks)  
(a)Identify the key components of the logical framework approach in M & E. (5 marks)

The logical framework approach provides a structure for logical thinking in project design, implementation and monitoring and evaluation. It makes the project logic explicit, provides the means for a thorough analysis of the needs of project beneficiaries and links project objectives, strategies, inputs and activities to the specified needs   
(b) What is meant by project audit? Describe the two type of project audit. (7 marks)

The project audit is a formal type of project review it is of more of evaluation to extend to which project management standard are being followed are usual performed by the project management office and empowered steering committee or external auditors.

The two types of project audit are as follow:

Compliance audit is the process of examining the polices and procedures of deportment to see if it is in compliance with regulatory standard

Financial audit this is analysis of fairness of information contain within the entity of financial statement that are related to project how had being used in line with polices of project management.

The two types of project auditing are as following   
(c) Differentiate between formative evaluation and summative evaluation. (8 marks)

A formative evaluation is the process that examines the development of the project and may lead to changes in the way the project is structure and carried out. They are two types of formative evaluations i.e interim evaluations and midterm evaluation; while summative evaluations it usually addresses the second set of issues which look at what a project has actually accomplished in the terms of its stated goals, they are two types of summative evaluation. 1. Is end evaluation aim to establish the situation when external aid is terminated and to identify the possible need for follow up activates either by donors or project staff? 2. Ex-post evaluations are carried out two to five years after external support is terminated, the purpose is to extract lessons of experience  
  
QUESTION FOUR (20 Marks)  
(a)Collecting information or data is just one part of the process of monitoring and evaluation. What is meant by data analysis? (3 marks)

Data analysis of inspecting cleaning transforming and modeling the data with the goal of discovering usefully information and supporting decision making,   
(b) State any three uses of monitoring and evaluation results. (3 marks)

The three uses of monitoring and evaluation results are as follow:

Readiness assessment should be conduct to determine whether the results are based in the M&E are in a place, it mostly review capacity, roles, responsibilities and structures.

Outcomes are to monitor and evaluate should be agreed through the participatory process to identify the stakeholders concerns and formulating them as outcome statements.

(c) Describe any seven factors that may lead to project failure. (14 marks)

1. poor preparation you may need to know how the project success may look like at the begging, if you don’t have a clear focus at the early stage the process than things may look hard to handle, if it mean to have several meeting with stake holders to meet their expectation in the project is better to do it then to say project shall successes while with time it is leading to a failure
2. inadequate documentation and tracking it is duty and responsibility of project to have keen eye on tracking that is where you may be able to know to whether you are meeting the expectation of project objective
3. bad leadership: the ward leadership may only sound is like directly to the project manager, but this should involve every people at every stage at project duties that related to this project activities, so that it may avoid a failure of project.
4. Failure to define parameters and enforce them: program Manager should make sure he works with his team hand in hand particularly when the goal are not met at expectation or standard, so rank task by priority and assign to the most individual staff.
5. Inaccurate cost estimated: as we know the as resources are about to run out the definitely stop its operation, so stop this by identifying resource early the better
6. Little communication at every level of management: it may be top management, midele or teams every bod should be given a plate form to express their concern or give suggestion and when everybody is on the same page and it show transparency at minimum rather than to be suspicious.
7. Disregarding project warning sign: when project is at verge of failing, there is always being a warning sign, is better to take action immediately then wait for failure.