

ASSIGNMENTS: THREE

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| Assignment Brief/questions | **Q1.** Why is choosing the right question important in monitoring and evaluation?  Q2. Using Archival data has its own bottlenecks. Name five and explain how to overcome them.  Q3. Why is research important component in monitoring and evaluation? Give and explain four. |

**Q1.Why is choosing the right question important in monitoring and   
evaluation?**

* **Ans:** Choosing evaluation questions, the areas in your work you'll examine as part of your evaluation of your program is key to defining exactly what it is you're trying to accomplish. For that reason, those **questions should be chosen carefully as part of the planning process for the program** itself, so that the **questions can guide your work as well as your evaluation** of it. Here are some of the reasons why choosing right questions beforehand is important.

It helps you understand what effects different parts of your effort are having. By framing questions carefully, you can evaluate different parts of your effort. If you add an element after the start of the program, for instance, you may be able to see its effect separate from that of the rest of the program...if you focus on examining it.

* **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.
* **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.
* **It highlights unintended consequences.** When you find unusual answers to the questions you choose, it often means that your program has had some affects you didn't expect. Sometimes these effects are positive - not only did people in the heart-healthy exercise program gain in fitness, but a majority of them report changing their diet for the better and losing weight as well - sometimes negative - obese children in a healthy eating program actually gained weight, even though they were eating a healthier diet - and sometimes neither.
* **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.
* **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.
* **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.

**Q2. Using Archival data has its own bottlenecks. Name five and explain how to overcome them.**

**Ans: Archival data refer to information that already exists in someone else’s files**. Originally generated for reporting or research purposes, it’s often kept because of legal requirements, for reference, or as an internal record. In general, because it’s the result of completed activities, it’s not subject to change and is therefore sometimes known as fixed data. The following are

**Public records**: Government records at all levels – including federal state, county, and local. Copies of publicly-funded studies (after publication), financial information, crime statistics, demographic information, and much more are available in public records.

**Your own archives**: your own organization should have an archive of administrative records, past evaluations, assessments, and other data that might be helpful to you. Don’t ignore this obvious and easily accessible source of information.

**The Internet**: Most public documents are either on the Web or can be found and/or ordered through a website. The place to start is usually the website of the government agency most likely to have collected the data. The Resources portion of this section contains a list of U.S. government websites. In the U.S., states and most cities and towns have websites as well, with links to state or municipal agencies and departments

**Libraries:** Librarians have always been world-class experts at finding what library users needed.  With current technology, they’ve become even better. Many have an encyclopedic knowledge of not only what’s available in the library itself, but what’s on the web as well.  They may be familiar with sources of archival information you’d never think of, and be able to help you find what you need quickly and with minimum effort.  When in doubt, head to (or communicate with) an available library.

**Go directly to the source:** Often, the best way to find information from health and human service organizations, schools, and businesses, as well as from advocates and community activists, is to go to them directly. If you do, be prepared to explain exactly what you’re looking for, what you plan to use it for, and what you can offer in return.

**Q3. Why is research important component in monitoring and evaluation?   
Give and explain four.**

**Ans:** Monitoring and evaluation can be used to demonstrate that programme efforts have had a measurable impact on expected outcomes and have been implemented effectively. It is essential in helping managers, planners, implementers, policy makers and donors acquire the information and understanding they need to make informed decisions about programme operations.  Research Evaluation is an important componen**t** of M&E as it establishes whether the project has met the desired objectives or not. It usually provides for organizational learning and sharing of successes with other stakeholders. The example of this important component in M&E are as follows:

1. Organizational Structures with M&E Functions. The adequate implementation of M&E at any level is paramount. i.e. system must be in place.
2. Human Capacity for M&E. This component is all about staffing. An effective M&E implementation requires that there are only adequate staffs which will responsible for any activities monitoring at all level.
3. Partnerships for Planning, Coordinating and Managing the M&E System. A prerequisite for the involvement of beneficiaries, community leaders line ministries to avoid do no harm.
4. M&E frameworks/Logical Framework. The M&E framework outlines the objectives, inputs, outputs, etc. for the monitoring process to go smoothly.

Sir, that’s all for Assignment three (3)