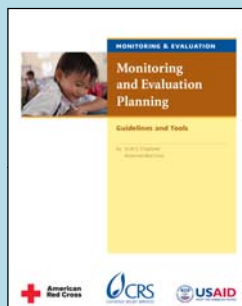


AEA Coffee Break Webinar



"Monitoring & Evaluation Planning for Projects/Programs"

5 July 2012

Scott Chaplowe, Senior M&E Officer

International Federation of Red Cross and Red Crescent Societies (IFRC), Geneva

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Key Components of M&E Planning

1. Causal analysis
2. Project design
3. Data collection and analysis plan
4. Information reporting and utilization
5. M&E Staffing & Capacity Building
6. M&E Budgeting



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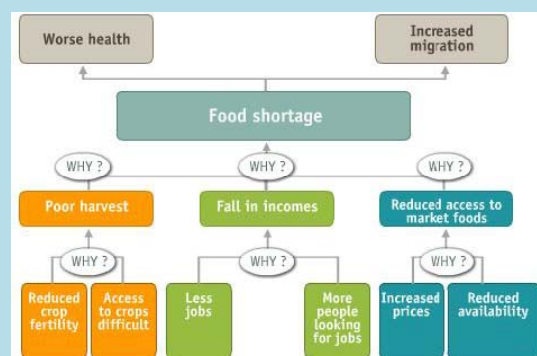
1. Causal Analysis

- Identify major needs/problems and condition(s) the project seeks to change.
- Can involve:
 - Problem or needs analysis
 - Stakeholder analysis
 - SWOT analysis (strengths, weaknesses, opportunities, threats)
 - Feasibility studies
 - Participatory rapid appraisals
 - Community mapping
 - Etc.

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Problem Analysis Example



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2. Project Design

Example Logframe Format

Results (objectives)	Indicators	Means of Verification	Assumptions
Goal: Improved economy in region.			
Outcomes: Increase trade between two towns.			
Outputs: Completed bridge connecting two different towns.			
Activities: Draft plan, lay foundation, build structure, etc.			
Inputs: Laborers, cement, steel beams, etc.			

(Snapshot of project's design)

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Logframe Concerns

- Logframes debate.
- Logframe terminology (semantic wars).



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3. Data Collection & Analysis Plan

Indicator Or Assumption	Definition (& unit of measurement)	Data Collection Source-Method	Frequency & Schedule	Responsibilities	Information Use & Audience
Percentage target communities successfully conducting a minimum of one disaster drill per year.					

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Data Collection & Analysis Plan

Indicator Or Assumption	Definition (& unit of measurement)	Data Collection Source-Method	Freq. & Schedule	Responsibilities	Info. Use & Audience
Percentage target communities successfully conducting a minimum of one disaster drill per year.	<p>Community: refers to those recognized by the local government municipality and census.</p> <p>Success:</p> <ol style="list-style-type: none"> 1. Disaster drill must be unannounced through the early warning system; 2. Response time must be under 15 minutes; 3. Community Disaster Response Team (CDRT) must assemble, fully equipped and ready to respond; 4. General public reports to public shelters as designated in their disaster management plan; 5. Etc. <p>Numerator: # communities w/ successful scenario in year. Denominator: total # targeted communities.</p>				

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Indicator Tracking Table (ITT)

Indicator	Project Baseline		Q1 Reporting Period July 10 - September 10			Annual Project Target	Year to Date	% of Annual Target to Date	Life of Project Target	Life of Project to Date	% of life of Project Target
	Date	Value	Target	Actual	% Target						
Ia: # participating communities conducting a vulnerability and capacity assessment (VCA) quarterly.	NA	NA	100	75	75% V = 25%	400	75	18.75%	1000	75	7.5%

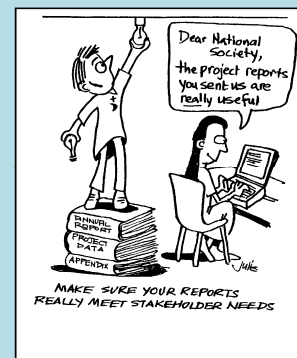
- **Target:** the expected value for an indicator at a specific point in time
- **Variance:** the difference between identified targets and actual results

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4. Information Reporting & Utilization

- Design the M&E reporting based on the real information needs and uses
- Identify the frequency of data reporting needs
- Tailor reporting formats to the intended audience
- Identify appropriate outlets and media channels for different audiences



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5. M&E Staffing & Capacity Building

- Assess the project's capacity for M&E, (existing M&E experience)
- Determine the extent of local participation
- Determine the extent of outside expertise
- Plan any capacity building for project team and local partners
- Define the roles and responsibilities for M&E

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6. Budgeting for M&E

- Itemize M&E budget needs: staff, training, baseline studies, surveys, evaluations, etc.
- Incorporate M&E costs into the project/programme budget
- Review any donor budget requirements and contributions
- Plan for contingency costs: unanticipated costs, i.e. inflation, currency devaluation, equipment theft, etc.
- M&E as percentage of project budget varies: 3% - 10%

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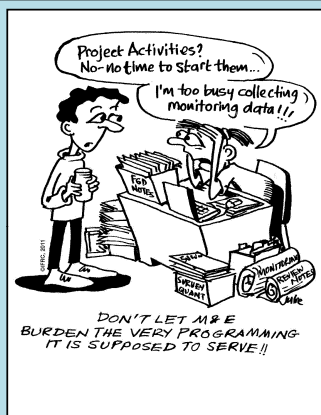
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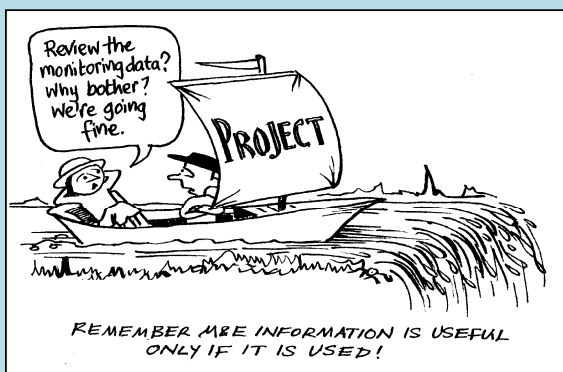
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