Food for Peace Monitoring and Evaluation Workshop for FFP Development Food Security Activities

Monitoring and Evaluation (M&E) Plan

January 2018
Kampala, Uganda

Session Objectives

By the end of the session, participants will have:

1. Reviewed required FFP M&E Plan components
2. Discussed M&E Plan preparation challenges

Acknowledgments

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Requirements

- Submit full-length M&E plan to FFP 60 days after this workshop

Objectives

- Illustrate how project will measure progress toward/achievements of goals and purposes

- Clarify M&E requirements

- Establish plans for data collection, analysis, use, and quality assurance

- Provide an M&E work plan

- Outline M&E roles, responsibilities, and capacity-strengthening strategies

- Serve as the project's institutional memory for M&E

Foundational Components

- Theory of Change

- LogFrame

- Indicator Performance Tracking Table (IPTT)
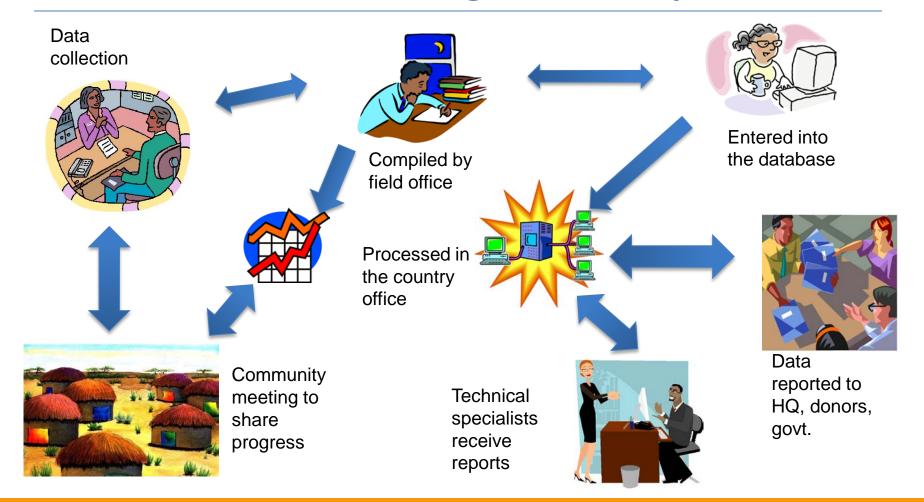
- Performance Indicator Reference Sheets (PIRS)

Annual/Routine Monitoring

- Annual Monitoring Plan

- Data Quality Assurance, Management, and Safeguard Plan

- M&E Staffing Plan and Capacity Development Strategy

Annual Monitoring Plan

- Routine monitoring systems

- Beneficiary-based surveys

- Coordination among consortium members

- Complex indicators

- Description of data collection tools

- Data flow diagram

- Beneficiary databases

Annual Monitoring Plan: Data Flow Diagram Example

Data collection

Compiled by field office

Entered into the database

Processed in the country office

Community meeting to share progress

Technical specialists receive reports

Data reported to HQ, donors, govt.

Annual Monitoring Plan: Beneficiary Databases

Examples:

- I-SMART (ACDI/VOCA)

- SAMI and McAID (Save the Children)

Can you think of others?

Data Quality Assurance

- **Validity:** Measuring what is intended

- **Reliability:** Data collected using the same methodology gives the same result

- **Timeliness:** Up-to-date data available when needed

- **Precision:** Ability to minimize error (due to data collection instruments)

- **Integrity:** Data free of willful or unconscious errors due to manipulation (human or machine)

Data Quality Assessment

- A periodic review of the data collected and reported by the project's M&E system, including consideration of the adequacy of the data quality assurance plan

- Strategically identify 3–5 indicators (7–8 may be too many). Possible selection criteria:

    – Indicators that are complicated to measure

    – Indicators with suspected data quality issues

    – Indicators for project areas that are of high importance

Data Management and Safeguards

- Strategies to safeguard beneficiary confidentiality

- Systems to store/maintain original data files/project records

- Database management (backup)

- Database entry procedures

- Data management protocol

- Security protocol

- Data management coordination across partners (for consortium/partnerships)

M&E Staffing Plan and Capacity Development Strategy

- Identify all required positions

- Describe roles/responsibilities

- Organogram

- Capacity development strategy

Evaluations

- Baseline Studies

- Mid-Term Evaluations

- Final Evaluations

The M&E Plan is…

A living document…

Discussion (25 minutes)

- Break up by award. Discuss among yourselves (for 15 minutes):

  o Which components of the M&E Plan are most unclear to you? What specific questions do you have about these components?

  o Which components of the M&E Plan will present the biggest challenge to prepare and why?

- Report back to the group (10 minutes).

M&E Plan Components

- Theory of Change

- LogFrame

- IPTT

- PIRS

- Annual Monitoring Plan

- Data Quality Assurance, Management, and Safeguard Plan

- M&E Staffing Plan and Capacity Development Strategy

- Evaluation Plan(s)

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