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
Monitoring and Evaluation (M&E) Plan

Annual Monitoring Plan: Data Flow Diagram Example

- **Data collection**
- **Compiled by field office**
- **Processed in the country office**
- **Entered into the database**
- **Technical specialists receive reports**
- **Data reported to HQ, donors, govt.**
- **Community meeting to share progress**

M&E Plan: Routine Components
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)
Monitoring and Evaluation (M&E) Plan

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
M&E Plan: Evaluations

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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