

# Monitoring and Evaluation

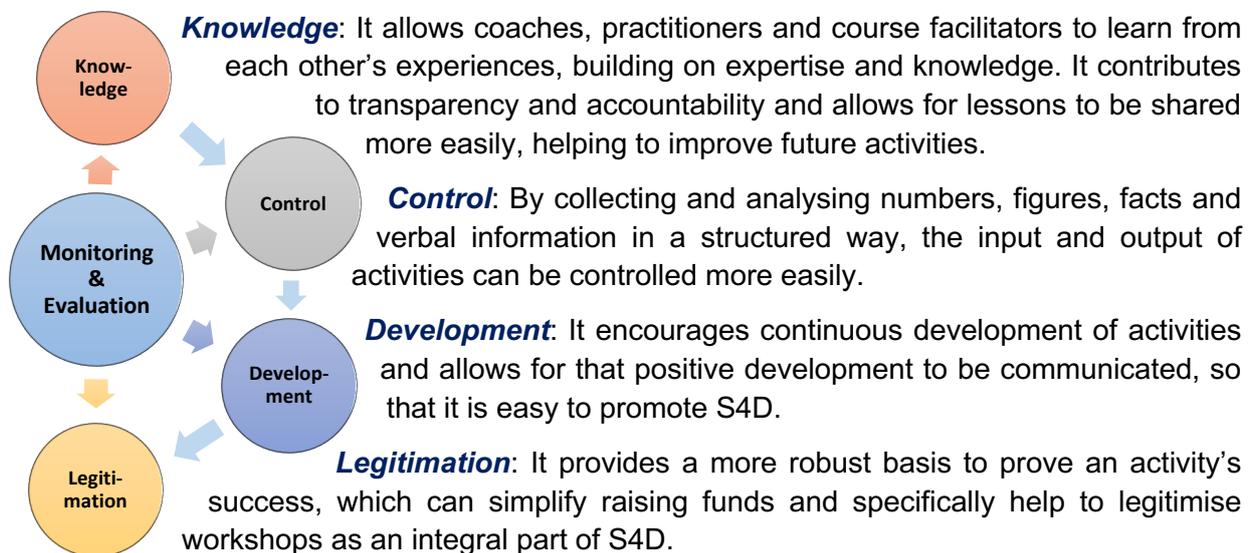
**Monitoring and evaluation is an overarching process**, stretching throughout S4D where it is implemented at every stage.

This manual briefly explains what monitoring and evaluation is, why it is important and how it should be employed in the context of S4D. An instructor workshop must be understood as an S4D capacity development activity and therefore also needs to be adequately monitored and evaluated. The manual is applicable to both the monitoring and evaluation of a workshop as well as S4D activities in general.

In general, simplified terms, monitoring and evaluation can be defined as:

- the regular, systematic collection and analysis of information (**Monitoring**)
- the process of undertaking a systematic and objective examination of monitoring information (**Evaluation**)

It is important to understand the many different functions of M&E, which offer numerous benefits for S4D.



While a lot of work is being done in the field, there is still a lack of substantial evidence to support the potential of sport for development. M&E must be made an **essential part of the cycle of all S4D activities, including instructor workshops**.

This will ensure that activities are continually being improved, based on previous assessments.

It is strongly recommended to **incorporate a pre-assessment** and a **post-assessment into all activities**. Only then can an activity's impact be successfully evaluated. Templates for such assessments can be found on the 'Sport for Development Resource Toolkit' website under: [Tools for Your Practice – S4D Tools for Ensuring Quality Education](#).

Furthermore, S4D activities should include feedback sessions where participants, coaches and/or instructors are allowed to share their personal opinions, which can also help to improve future activities.

