Planning Workshop for Monitoring and Evaluation (M&E) Activities in the Galz and Goals Programme and GIZ Development Work, Namibia (2014)
What is Monitoring and Evaluation about?

Why is it important?
**Definition of M&E**

**Monitoring**

...is the systematic and routine collection of information from projects and programmes for four main purposes:

- To learn from experiences to improve practices and activities in the future;
- To have internal and external accountability of the resources used and the results obtained;
- To take informed decisions on the future of the initiative;
- To promote empowerment of beneficiaries of the initiative.

**Evaluation**

...is assessing, as systematically and objectively as possible, a project or programme.

Evaluations appraise data and information that inform strategic decisions, thus improving the project or programme in the future.

Evaluations should help to draw conclusions about five main aspects of the intervention:

- relevance
- effectiveness
- efficiency
- impact
- sustainability
Role of Evaluation in the context of Development

SMART – Targets:

- **Specific** – simple and precise definition of objectives
- **Measurable** – progress must be able to be tracked and measurable
- **Achievable** – aims must be achievable
- **Relevant** – measures must serve the achievement of objectives
- **Timely** - set realistic Deadlines

(Coalter 2006, toolkitsportdevelopment.org)
Aim of Evaluation

Knowledge → Controle

Evaluation

Development → Legitimation

Scientific Evaluation

✓ evaluate a process, a programme or a project
✓ build upon criteria/ indicators
✓ make use of research methods (quantitativ/ qualitativ)
Internal and external Evaluation

**Internal**
Persons from the organisation, which is running the project

Advantage:
- ✓ low workload
- ✓ high knowledge
- ✓ direct implementation

Disadvantage:
- ✓ low knowledge about methods
- ✓ not independent
- ✓ low distance

**External**
Persons from outside

Advantage:
- ✓ high independent
- ✓ high competence of the methods
- ✓ high reliability

Disadvantage:
- ✓ low knowledge
- ✓ problems with implementation
- ✓ controle mechanism

Combination of a M&E System

Research Methods

Which tool to use?
Quantitative Methods

- Counting, collecting numbers
- → Questionnaire

Qualitative Methods

- Open questions, open tasks
- → interview, observation, group discussions
Example Quantitative Methods: Questionnaire

What do you know? Carefully read the statements below. Are they TRUE or FALSE? Mark your answer.

1. If you have only one sexual partner, you are safe from HIV and other sexually transmitted infections. [ ] TRUE [ ] FALSE
2. Young women/girls are more likely to get HIV from unprotected sex than young men/boys. [ ] TRUE [ ] FALSE
3. You cannot fall pregnant when you have sex for the first time. [ ] TRUE [ ] FALSE
4. You can live with HIV for many years without feeling sick. [ ] TRUE [ ] FALSE

What would you do? Please select the answer which best describes your behavior.

- ...go for HIV testing the next time you enter into a new relationship? (PV, GG)
- ...tell your family and friends the results from your HIV test? (GG)
- ...tell your next sexual partner the results from your HIV test? (GG, PV)
- ...keep your HIV status a secret from your boyfriend if you are afraid that he will leave you (PV)
- ...have sex with someone for money, clothes or other items? (GG)
- ...have sex with someone who is 10 or more years older than you? (GG)

Information about...

- **Sociodemographic data** (age, sex, grade,...)
- **Knowledge** („What do you know?“)
- **Attitude** („What do you think?“)
- **Behaviour** („What would you do?“)
Example Qualitative Method: Observation

**Indirect**
- Observation from outside (external observer with observation sheet)
- Observation sheet for specific behaviours & situations

**Direct**
- Observation during training (coach)
- Semi-standardised interview afterwards
- Observation and interview are replicated and can be compared
Example Qualitative Method: Interview

- recording and analysing subjective perspectives related to:

  - Lifestyle
  - Biography
  - Process of change

**structured**
- Pre-defined conversation guide
  - Active asking

**narrative**
- Request to narrate
  - Active listening
Example Qualitative Method: Focus Group Discussion

- Discussions concerning specific topics in a group
- Discussion leader
Example Qualitative Method: MSC  (Most significant change technique)

✓ Collection and systematic analysis of significant change
✓ Participatory M&E method (stakeholders are involved in deciding the sorts of change)

“In your opinion, what is the most significant change that took place for you since you participated in the program? “
Purpose

- Identify unexpected problems

- Practical discussion → no requirement of professional skills

- Rich picture of what is happening

- Focus on learning process (rather than accountability)

- Effects of the interventions on peoples life
Indicator

- **Definition:**
  - An indicator is a pre-defined variable which helps to identify (in)direct differences in quality and/or quantity within a defined period of time.
  - “Unit of measure”: it allows to judge if an intervention was successful or not.
  - Complex problems are simplified and reduced to an observable dimension.
  - Divided into **output** indicators or **outcome** indicators:

  - **Output indicators** are used to assess whether and to what extent outputs have been delivered (quantitative measures).
  - **Outcome indicators** are used to assess whether or the degree to which the expected outcomes have occurred (qualitative measures).