

Designing the M&E Framework

Tools and Instruments for Effective Monitoring and Evaluation in Humanitarian Projects
WEEK 5 GLCb2033



M&E Planning and Case Studies

A robust Monitoring and Evaluation (M&E) Plan provides a systematic approach to measure project performance, enhancing accountability and learning.



Introduction to M&E Frameworks

At the beginning of every evaluation



Evaluation Criteria and Indicator Development

Understanding the OECD/DAC criteria and SMART indicators is crucial for effectively evaluating humanitarian projects and ensuring accountability and learning.

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Practical Task:
Develop
Indicators

To define the evaluation strategy, identify
specific indicators for each of the OVCN 2014
clusters and other program goals. The
clusters are: Emergency Shelter/NCP, Food
and Nutrition Assistance, and
Effective and Right to Life Improvement Areas.



At the beginning of every evaluation

I know our
project works



No,
you don't



Introduction to M&E Frameworks



Definition of M&E Framework

An M&E framework is a structured approach used to **guide the monitoring and evaluation (M&E) of projects.**

It outlines the **indicators, tools, methodologies, and timelines necessary to assess** project progress and outcomes

Purpose of M&E Framework

The purpose of an M&E framework includes improving project design and implementation, ensuring accountability to donors and stakeholders, and enhancing learning for future interventions. This structured approach increases effective resource utilization in humanitarian work.

Components of an M&E Framework

An effective M&E framework consists of a logic model that outlines the pathway from project activities to intended outcomes.

Key Elements:

- o **Inputs:** Resources needed (funding, personnel, etc.).
- o **Activities:** Actions taken to achieve project goals.
- o **Outputs:** Direct results of activities.
- o **Outcomes:** Medium-term effects of outputs.
- o **Impact:** Long-term, sustainable changes.

Develop TOC (5 min)

*Please, see the practical case in the
IS*

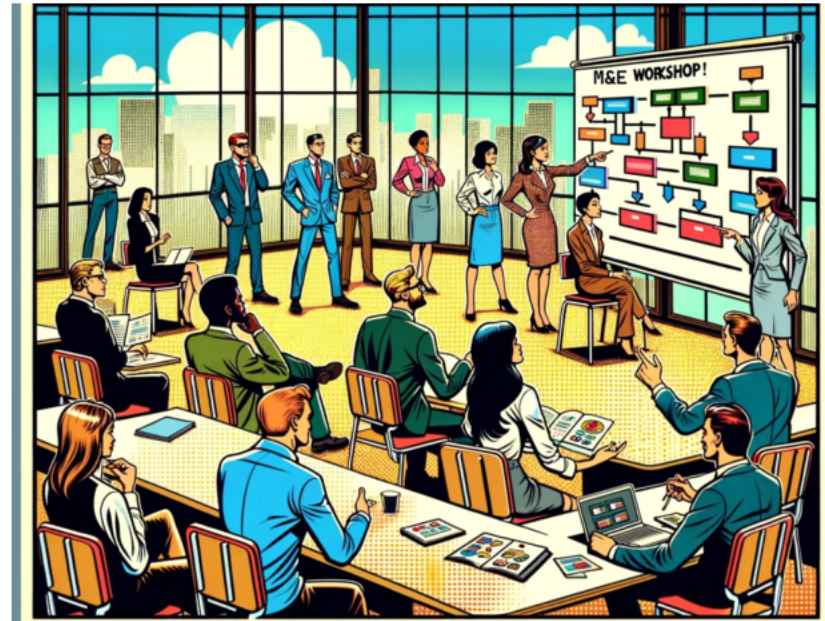
Present in each groups



REMEMBER M&E INFORMATION IS USEFUL
ONLY IF IT IS USED!

Logic Model/ Theory of Change (ToC)

A Logic Model or Theory of Change visually represents the connection between project inputs, activities, outputs, outcomes, and impact. It articulates how a project is expected to achieve its objectives, guiding evaluation efforts.



Evaluation Criteria and Indicator Development

Understanding the OECD/DAC criteria and SMART indicators is crucial for effectively evaluating humanitarian projects and ensuring accountability and learning.

Definition of OECD/DAC Criteria

The OECD/DAC criteria are a **set of standards established by the Organisation for Economic Co-operation and Development for evaluating humanitarian and development assistance projects.**

Criteria Explained:

- o **Relevance:** How well the project addresses the needs and priorities of the beneficiaries.
- o **Effectiveness:** The extent to which project objectives were achieved.
- o **Efficiency:** How resources were used efficiently to achieve the desired outcomes.
- o **Impact:** The broader, long-term changes brought about by the project.
- o **Sustainability:** Whether the benefits of the project will continue after external support has ended.

pages 3-5 in the Class Practice file



Definition of SMART Indicators

- o Specific: Clearly define what is to be measured.
- o Measurable: Quantifiable data is available.
- o Achievable: Realistic within the project's capacity.
- o Relevant: Directly linked to project objectives.
- o Time-bound: Has a clear timeframe for achieving results.

Example:

SMART Indicator: "By the end of 2024, 80% of children in the target area will have regular access to primary education."

Definition of an M&E Plan

A structured document that outlines how monitoring and evaluation will be conducted throughout the project lifecycle.

Key Components:

- o Indicators and their definitions.
- o Data sources and methods for data collection.
- o Timeline for monitoring activities.
- o Roles and responsibilities.
- o Reporting mechanisms.



MANY ADVOCACY EFFORTS ARE BASED ON INSUFFICIENT UNDERSTANDING OF HOW CHANGE TAKES PLACE AND HOW LONG IT MAY TAKE

Tools and Instruments of M&E

The tools and instruments used in M&E encompass various methods for data collection, tracking progress, and evaluating impact. Selecting appropriate methods is critical for accurate assessment of humanitarian projects.

Surveys and Questionnaires

Surveys and questionnaires are vital instruments for collecting both quantitative and qualitative data.

When designed carefully, they ensure alignment with project objectives and indicators, providing insight into beneficiary experiences.

Interviews and Focus Groups

Interviews and focus groups facilitate in-depth data collection, offering qualitative insights into the experiences of beneficiaries and stakeholders.

These methods are particularly valuable for understanding complex project impacts.

Observational Tools

Observational tools involve direct monitoring of activities to assess progress in real-time.

This method helps evaluators gain firsthand insights into project implementation and challenges faced.

Baseline and Endline Surveys

Baseline surveys establish initial conditions prior to project implementation, while endline surveys evaluate outcomes post-intervention. Together, they provide a comprehensive assessment of project impact and effectiveness.

Recommended Readings

Kusek, J. Z., & Rist, R. C. (2004). Ten Steps to a Results-Based Monitoring and Evaluation System. The World Bank.

OECD (2019). Better Criteria for Better Evaluation: Revised Evaluation Criteria Definitions and Principles for Use. OECD Publishing

Bamberger, M., Rugh, J., & Mabry, L. (2012). RealWorld Evaluation: Working Under Budget, Time, Data, and Political Constraints. SAGE Publications

Importance of M&E Framework in Humanitarian Projects

A robust M&E framework is vital for ensuring accountability to stakeholders and driving continuous improvement in humanitarian interventions. It enables organizations to learn from past experiences and adjust future project designs accordingly.