

Monitoring and evaluation

Steps to design and build a results-based monitoring and evaluation system for social development projects/programmes

Preparation and research

- Conduct research and community needs assessments before social development programmes are designed.
- Collect and analyse baseline/research information on the local environment/context to understand the community, development priorities and collaborative assets.

Develop a theory of change and logic model framework

- Develop a theory of change to identify strategic development goals and objectives.
- Develop a logic model framework that will guide the programme design, implementation, management and evaluation process.

Define indicators and develop monitoring and evaluation frameworks

- Plan monitoring and evaluation activities by developing indicators to measure progress and performance.
- Develop monitoring, evaluation and learning frameworks, based on the designed programme.
- Identify quantitative and qualitative indicators to measure development outcomes, impact and return on investment.

Data collection, methods, timelines

- Identify data sources, data collection methods and engagement/survey tools.
- Identify roles and responsibilities for data collection, information management and data analysis.

Monitoring process

- Constantly collect data/information during the project implementation phase, based on indicators identified and compare results/programme outputs against targets.
- Monitor programme activities to determine programme efficiency.
- During the monitoring process, report on potential problems in relation to the programme implementation cycle.

Evaluation process

- Assess the effectiveness, efficiency, relevance, impact and sustainability of programmes through evaluation.
- Assess programme activities in relation to results/programme outcomes and compare with the baseline data collected at the beginning of the programme.

Analysis

- Compile and analyse programme results and consider, for example, both positive and negative outcomes, as well as direct and indirect ones.
- Determine impact and return on investment through impact assessment.
- Highlight accomplishments and conclude the evaluation report.

Reporting

- Report on programme outcomes, impact and return on investment.
- Utilise findings to influence future programme design and decision-making.
- Report the outcome of the monitoring, evaluation and impact assessment process to managers, stakeholders and investors.

Learning

- Integrate results, outcomes and learnings of the monitoring and evaluation processes to inform future investment decision-making, learning, knowledge and capacity development.
- Summarise recommendations and lessons learned in order to improve monitoring and evaluation processes and strengthen accountability for social investment programmes.



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