

Example M&E Topics/Tasks

Drawing upon several monitoring and evaluation (M&E) learning curricula, this listing of M&E topics can be used to inform M&E training task analysis and curriculum design, as well as organizational M&E capacity assessment.

<p>Core course topics for the International Program for Development Evaluation Training (IPDET, 2015)</p> <ol style="list-style-type: none"> 1. Introduction to Development Evaluation 2. Understanding the Issues Driving Development Evaluation 3. Building a Results-Based Monitoring and Evaluation System 4. Understanding the Evaluation Context and the Program Theory of Change 5. Considering the Evaluation Approach 6. Developing Evaluation Questions and Starting the Design Matrix 7. Selecting Designs for Cause-and-Effect, Normative and Descriptive Evaluation Questions 8. Selecting and Constructing Data Collection Instruments 9. Deciding on the Sampling Strategy 10. Planning Data Analysis and Completing the Design Matrix 11. Evaluating Complex Interventions 12. Managing an Evaluation 13. Presenting Results 14. Looking to the Future of Development Evaluation 	<ul style="list-style-type: none"> • Process and Performance Evaluation • Impact Evaluation <ol style="list-style-type: none"> 5. Gathering Credible Evidence <ul style="list-style-type: none"> • Quantitative and Qualitative Mixed Methods • Pilot Testing/Validating Methods Evaluation Plan Implementation • Data Collection, Analysis, and Storage • Institutional Review Board issues 6. Justifying Conclusions <ul style="list-style-type: none"> • Organizing Evaluation Data 7. Ensuring Use <ul style="list-style-type: none"> • Reporting Results 	<p>Topics for M&E blended learning training (INTRAC, 2014)</p> <ol style="list-style-type: none"> 1. Definitions used in M&E 2. Purpose of doing M&E 3. How it fits into the project cycle 4. Hierarchy of objectives (including log framing) 5. Developing Indicators 6. Approaches and methods to M&E 7. How to select and use various methods and tools for data collection 8. Basic skills required for effective M&E 9. Drawing up a terms of reference 10. Effective and purposeful reporting 11. Ensuring M&E leads to organizational learning
<p>Topics for Centers for Disease Control and Prevention (CDC) evaluation framework (Davis, 2006)</p> <ol style="list-style-type: none"> 1. Introduction <ul style="list-style-type: none"> • Purpose of Evaluation • Evaluation Principles and Standards 2. Engaging Stakeholders <ul style="list-style-type: none"> • Evaluability Assessment • Program Analysis • Reaching Consensus on Evaluation Purpose 3. Defining the Program <ul style="list-style-type: none"> • Logic Models 4. Focusing the Evaluation Design <ul style="list-style-type: none"> • Designing Research/Evaluation Questions • Needs Assessment • Formative Evaluation 	<p>Topics for ‘Easy Evaluation’ (Adams & Dickinson, 2010)</p> <ol style="list-style-type: none"> 1. Program planning (Day one) <ul style="list-style-type: none"> • Needs assessment • Stakeholder review • Identification of relevant evidence • Program logic • Introduction to theory-driven evaluation • Uses of program logic 2. Evaluation approaches and forms of evaluation <ul style="list-style-type: none"> • Evaluation theory tree • Selected evaluation approaches • Forms of evaluation (formative, process, and outcome) 3. Ethics and evaluation practice (Day Two) 4. Evaluation priorities and questions 5. Evaluation criteria and standards <ul style="list-style-type: none"> • Developing outcome criteria and standards (success in achieving outcomes) • Developing process criteria and standards (quality of activity/intervention) 6. Data collection and analysis (Day Three) 7. Evaluative conclusions 8. Reporting and dissemination 	<p>Topics for advanced M&E training (INTRAC, 2014b)</p> <ol style="list-style-type: none"> 1. Clarifying different use of M&E terms 2. Issues to consider when designing an evaluation process 3. A structure for identifying issues to be addressed in M&E 4. The components of a good project or program M&E 5. Indicators and how to identify them 6. Tools to understand the logic of the interventions 7. Case studies that illustrate some of the challenges in conducting evaluations and introducing M&E systems 8. Quantitative and qualitative data collection methods/tools 9. Some newer tools to collect outcomes and impact data 10. Examination of recent methodologies e.g. contribution analysis, outcome mapping and most significant change 11. Some challenges with logframes (particularly recent donor requirements) and how to overcome them 12. Principles and strategies to support staff teams and partners to improve the evaluation of their projects/program 13. Strategies and tools to help participants to act as ‘agents of change’ within their own organizations 14. Reflection time on course input and application to real life case study and think through what needs to happen on return to implement the learning from the workshop

Topics for Project Design Topics (IFRC 2014)		
<p>1. Results-Based Management (RBM)</p> <ul style="list-style-type: none"> Project cycles - Initial Assessment, Planning, Implementation & Monitoring, Evaluation <p>2. Initial Assessment Stage</p> <ul style="list-style-type: none"> Vulnerability & Capacity Assessment Field Assessment & Coordination Team (FACT) / Emergency Assessment Participatory rapid assessment Stakeholder analysis – who is involved Strengths, Weakness, Opportunities, Threats (SWOT) analysis – Problem analysis <p>3. Planning</p> <ul style="list-style-type: none"> Logical Framework Objective hierarchy Indicators Means of Verification Assumptions Logframe limitations 	<ul style="list-style-type: none"> Assess availability of secondary data Determine the balance of quantitative and qualitative data Triangulate data collection sources and methods Determine sampling requirements Prepare specific data collection methods/tools Establish stakeholder complaints and feedback mechanism Establish project/program staff/volunteer review mechanisms Plan for data management Use an indicator tracking table (ITT) Use a risk log (table) and contributions Plan for cost contingency <p>4. Plan for data analysis</p> <p>A. Develop a data analysis plan, identifying the:</p> <ul style="list-style-type: none"> Purpose of analysis Frequency of analysis Responsibility for analysis Process for analysis. <p>B. Follow the key data analysis stages:</p> <ul style="list-style-type: none"> Data preparation Data analysis Data presentation Data verification Recommendations and actions <p>5. Plan for information reporting and utilization</p> <p>A. Anticipate and plan for information needs:</p> <ul style="list-style-type: none"> Reporting needs Reporting frequency Reporting formats Reporting responsibilities <p>B. Plan for information utilization:</p> <ul style="list-style-type: none"> Information dissemination Decision making and planning <p>6. Plan for M&E human resources and capacity building</p> <ul style="list-style-type: none"> Assess the projects/program’s capacity for M&E 	<ul style="list-style-type: none"> Determine the extent of local participation Determine the extent of outside expertise Define the roles and responsibilities for M&E Plan to manage project/program team M&E activities Identify M&E capacity building requirements and opportunities <p>7. Prepare the M&E budget</p> <ul style="list-style-type: none"> Itemize M&E budget needs Determine which M&E costs are included in the overall project/program budget Review any donor budget requirement
Topics for Managing an Evaluation (IFRC 2014)		
		<p>1. Evaluation types</p> <p>2. Evaluation Criteria, Standards, and Ethics</p> <p>3. Stakeholder assessment and consultation</p> <p>4. Identify management for the evaluation</p> <p>5. Plan for potential challenges or constraints.</p> <p>6. Prepare and approve evaluation TOR</p> <p>7. Disseminate TOR</p> <p>8. Draft evaluation management plan, including budget, and timetable.</p> <p>9. Recruit the evaluation consultant.</p> <p>10. Identify any internal evaluation team members.</p> <p>11. Prepare project documentation and secondary data for consultant/s.</p> <p>12. Capture staff impressions prior to project end (when applicable)</p> <p>13. Review evaluator inception report</p> <p>14. Ensure compliance with IFRC Evaluation Policy</p> <p>15. Plan for data collection logistics</p> <p>16. In-person briefing at field office with evaluators</p> <p>17. Gatekeeper visits – inform, permission, arrange</p> <p>18. Data collection – individual and group interviews</p> <p>19. Initial evaluation findings workshop/s</p> <p>20. Prepare initial draft report</p> <p>21. Stakeholder review of draft report</p> <p>22. Final evaluation report approved</p> <p>23. Prepare management response to recommendations</p> <p>24. Trouble-shooting</p>