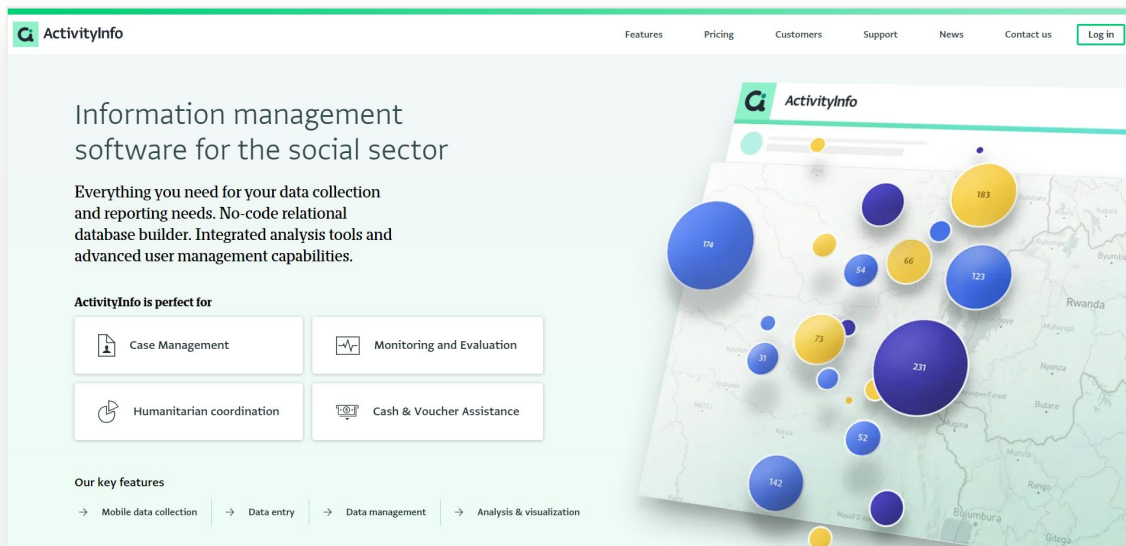**ActivityInfo**

# Assessing your Monitoring and Evaluation System

**Starting shortly, please wait!**

# Presented by the ActivityInfo Team

All in one information management software for humanitarian and development operations

○ Track activities, outcomes
○ Beneficiary management
○ Surveys
○ Work offline/online



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# Meet your instructor



**Jeric Kison**
Customer Success Director
BeDataDriven

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# Outline

# Why assess your M&E System?

# M&E System
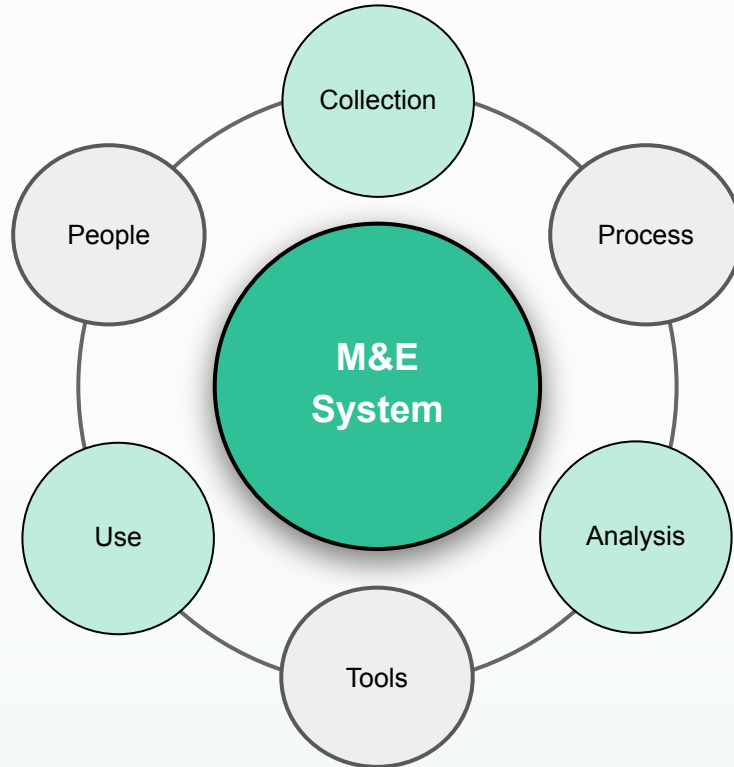
# Why assess an M&E System?

**Is it working?**

- ✓ Implementation
- ✓ Results
- ✓ Strengthening

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# How to conduct an M&E System assessment?

# Determine the scale

National

Organizational

Programme

Project

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# Determine the scope



HR Capacity & Management

Data Collection & Management

M&E Leadership

Plans and SOPs

M&E System Assessment

Data Safety & Security

Learning

Data Systems

Evaluation

Budgeting

Collection

Process

People

M&E System

Use

Analysis

Tools

Data Quality Assurance

Data Analysis, Use & Feedback

12 Domains of a Functional M&E System (FHI 360)

ActivityInfo
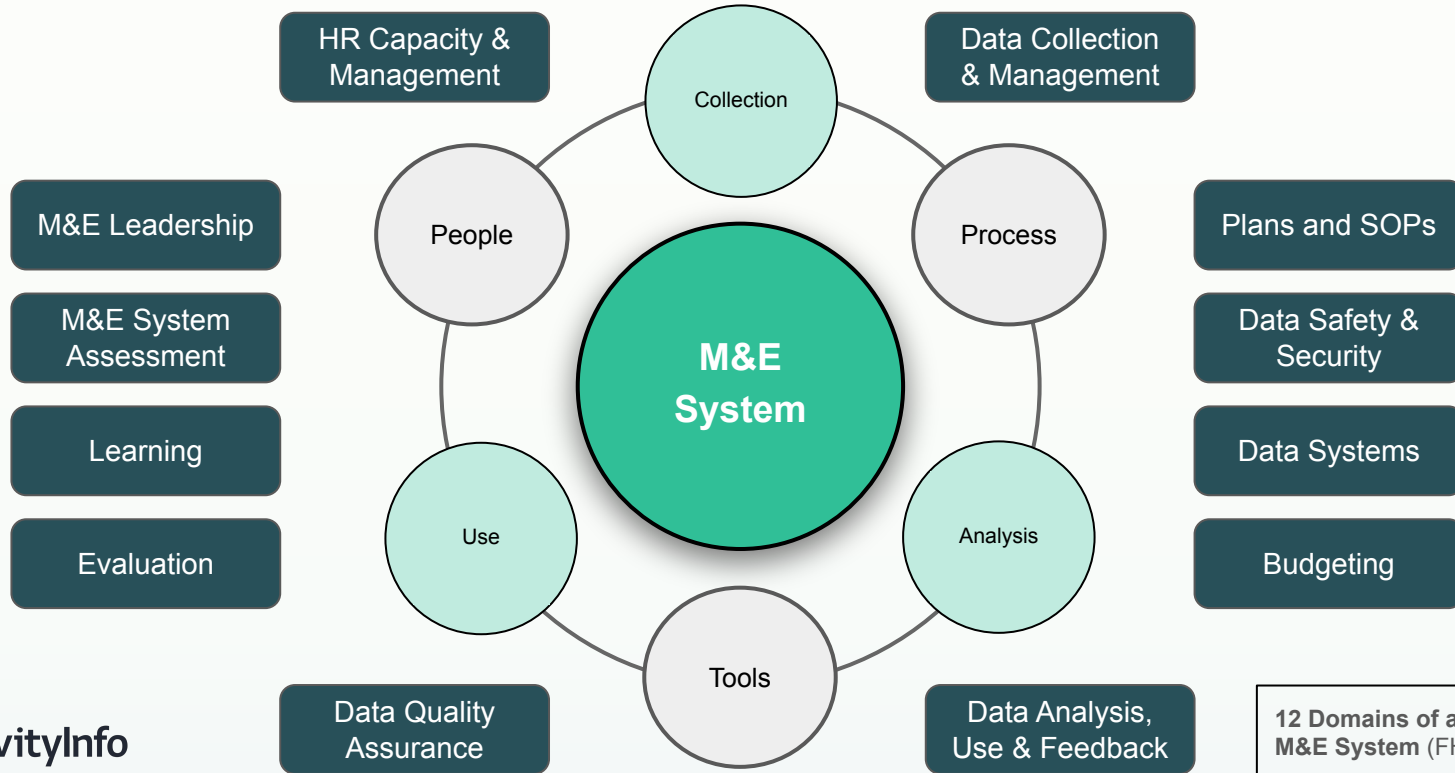
# Build the team
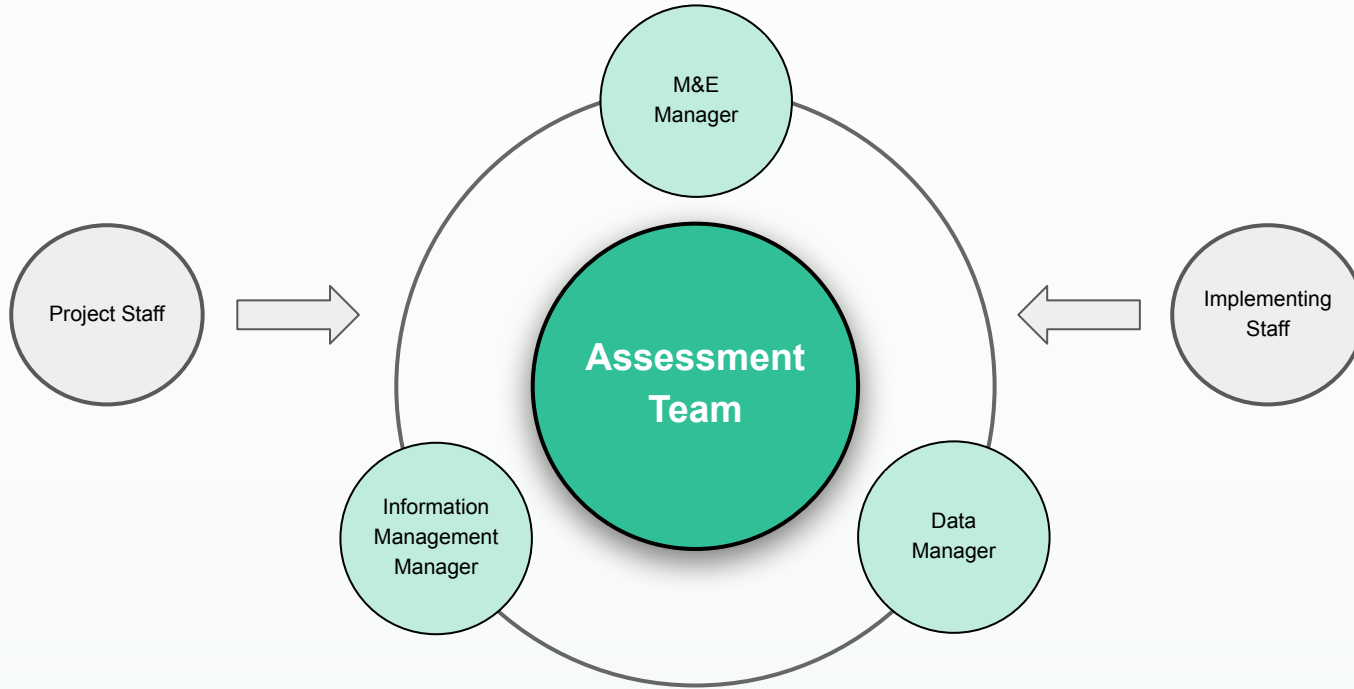
# Determine the timing

Establish baseline

Reassess annually

Start of
Project

End of
Project

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# Conduct the assessment

Document review

Interviews

Survey

→

Performance Rating
(Quantitative + Qualitative)

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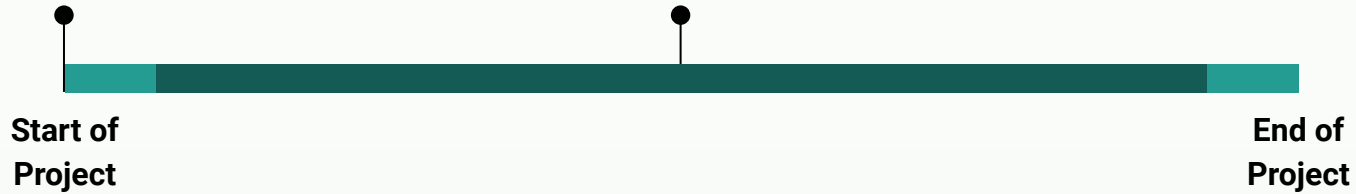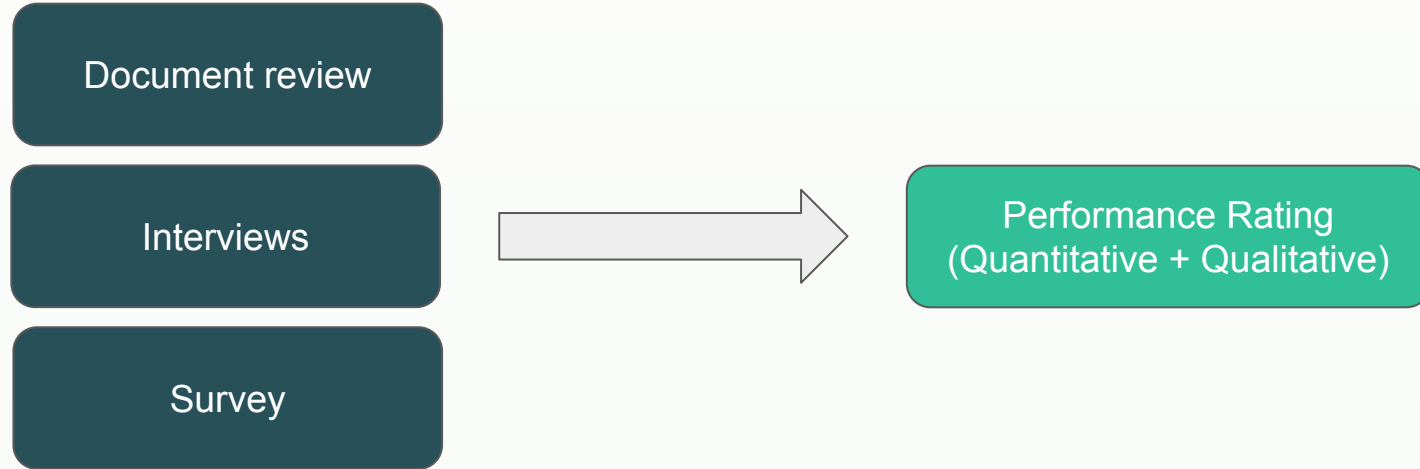
# Conduct the assessment

| Key Questions (Standards) | Means of Verification | Score (0, 1, 2, NA) | Observations, rationale for rating and recommendations |
|---|---|---|---|
| **2. M&E Plans and Standard Operating Procedures** (SOPs) | | | |
| 1. Does the program have an up-to-date (annual updates) Monitoring Evaluation and Learning Plan (MELP)/Performance Monitoring Plan (PMP) that includes a graphic Results Framework or Theory of Change outlining how project/program goals, intermediate results, and outcomes or outputs are linked? | Discussion, review of MELP/PMP | | |
| 2. Does the program set targets for key performance indicators to achieve every month and quarter for each intervention? | Discussion, review of MELP/PMP | | |
| 3. Does the MELP have a dataflow chart that clearly demonstrates how data flows and is reviewed from implementation sites to reach program managers and donors/government? | Discussion, review of MELP/PMP | | |
| 4. Does the MELP plan have an organogram describing the organization of the M&E unit in relation to the overall project team? | Discussion, review of MELP/PMP | | |

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# Produce output

**Assessment Report**

✅ Methodology

✅ Findings

✅ Action plan

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# What to do following an assessment?

# Potential actions



Recruit key staff

Develop SOPs

People

Collection

Process

Provide training

Enhance documentation

M&E System

Invest in technology

Update systems

Use

Analysis

Develop information products

Tools

Develop tools
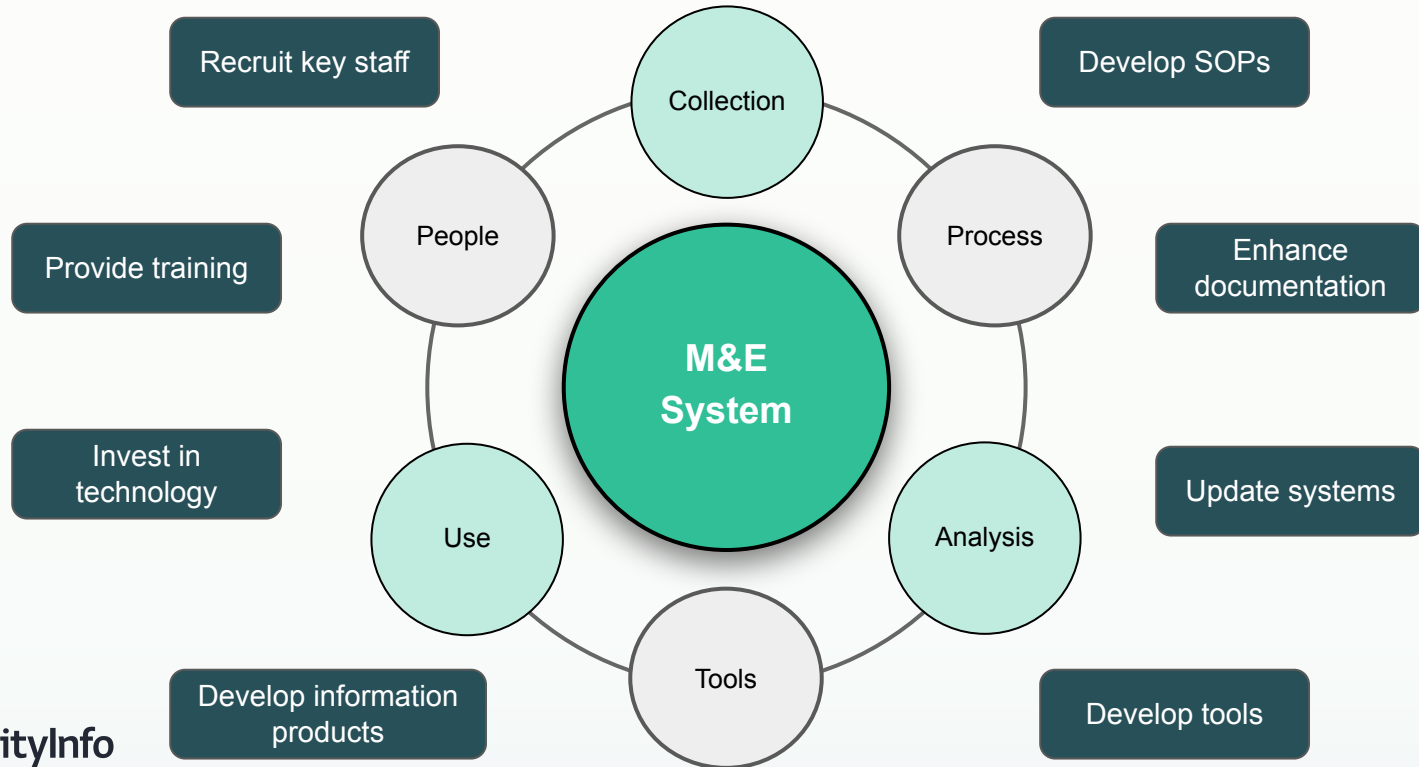
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# Building a case for investment

| Cost | Return |
|---|---|
| ● Staff (wages, time) | ● Time saved |
| ● Training | ● Increased productivity |
| ● Technology (hardware costs, software development, subscription fees) | ● Increased learning |
| | ● Increased satisfaction |

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# Case Study

| Methodology | Gaps | Action Plan |
|---|---|---|
| ● Baseline assessment<br><br>● Organizational level<br><br>● Document review, interviews and survey | 1. Unclear responsibilities<br><br>2. Inefficient reporting process<br><br>3. Missing key M&E elements (e.g. ToC) and some gaps in knowledge of M&E related concepts<br><br>4. Poor data quality due to lack of centralized information system | 1. Formalized roles and responsibilities<br><br>2. Updated reporting procedures for key organizational indicators<br><br>3. Launched ToC roll out process with capacity building to ensure all projects had a ToC<br><br>4. Launched a procurement process for a software solution for a central information management system |

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# Questions?

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LinkedIn group: https://www.linkedin.com/groups/5098257/
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# Resources

- [Gap Analysis Tool (Susanne Neymeyer)](#)

- [Monitoring and Evaluation Systems Assessment Guide (FHI360)](#)

- [Monitoring and Evaluation Systems Strengthening Tool (MEASURE Evaluation Project)](#)

- [Diagnostic Tool for a Monitoring  and Evaluation Systems Analysis (Global Evaluation Initiative)](#)

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