

## Approach For Monitoring and Evaluation

This is a general guideline regarding the subject and will progress on the basis of individual task's and scope of work. However the general outlines for the Monitoring and Evaluation Program is as follow:

### Section 1: Terms of Reference

### Section 2: Analysis of current operations and systems

- Review of documents and databases
- Interviews with leaders of key project units and partner organizations
- Meetings with field agents

### Section 3: Planning of monitoring and evaluation systems

M&E matrix include project objectives, indicators, sources, methods of data gathering & analysis, collection and circulation of results (given below.)

<b>Goals</b>	Understanding of the Task's final and intermediate goals. Planning for assessment of the Task's intermediate and final goals. (Through a baseline survey, mid-term & final evaluation) Design issues to be considered.
<b>Indicators</b>	Listing of indicators for each goal, which will most accurately indicate their achievement. Specifying data to be collected for each indicator.
<b>Data collection</b>	Finalize the data collection methods, tools, data sources, data gatherers, and dates. Clear Description of routine monitoring and evaluation.
<b>Data Analysis</b>	Explaining how the data will be analyzed – description and interpretation.
<b>Dissemination &amp; use</b>	Describe the method to disseminate information to project staff and communities and how it will be used to improve the project

### Section 4: Allocating resources - time, personnel, budgets

This step will ensure the allocation of resources, including time, personnel and budgets. This will also include assembling sufficient management information about tasks, persons responsible and timing. Normally The following criteria is used in this process.

- ➡ Monitoring chart: monitoring activity, frequency, person responsible and timing;
- ➡ Evaluation chart: activity, person responsible, timing
- ➡ **Useful annexes including** - forms (quarterly/annual monitoring, key questions for evaluations etc.)
- ➡ GANTT chart for timing of M&E activities

The company will provide Personal Employed sheet given below for the performance of specific task and give the certification for the availability of the required personal up to the completion of the specific task order

### **Section 5: Recommendations**

## Monitoring and Evaluation Report

The final Monitoring and Evaluation Report (M&E+R) will include the following:

- An **Executive summary.**
- **Project background:** general, project objectives, strategies, conceptual model, current status
- **Objectives** of Project Monitoring and evaluation.
  - Including a **Review of the project design.**
  - Including a **summary of what the project set out to achieve,** clear identification of the goals and objectives, target population, etc.
- A report of what the project accomplished, specifically **Whether or not the final goal and intermediate objectives were achieved.**
- Review that the evaluation report **Describes the project's monitoring and evaluation system.**
  - Including a detailed description of the **Methodologies used in the evaluation.**
- Include a list of **Specific recommendations requiring follow-up by project** and/or CO staff.