





# Monitoring and Evaluation

## Key Tools and Practices

Monitoring and Evaluation (M&E) is an essential component of a well-functioning project/program implementation. Doing M&E can help contributing to the organizational learning while upholding accountability and compliance of a project with established standards. Inspired by the M&E activities i-APS has conducted in the sectors of health, food security and livelihood, this introductory guide is designed to provide basic information on the key tools that are used to support M&E in different stages. Although the list of tools might vary in design, this guide aims to outline the most common approach to M&E tools.

TOOL	PURPOSE	FREQUENCY
 <p><b>Logframe</b></p>	<p>Helps identifying the main elements of the program—inputs, activities, outputs, outcomes—impact— the indicators, <b>assumptions</b> and how they operate together.</p>	<p>Designed once at the proposal stage.</p>
 <p><b>M&amp;E Plan</b></p>	<p>Expands the logframe and helps program staff to track and assess the implementation of the program. Provides a detailed definition of indicators, the data collection methods and sources, frequency and the timing of the activities, persons who are responsible for each activity, the intended audience and use of information.</p>	<p>Designed once at the planning stage, updated regularly throughout the project period.</p>



### Quantitative Research Tools

Are characterized by the numerical analysis of the collected data, providing objective measurement using a statistical approach. Rely on standardized data collection tools like polls, questionnaires and surveys with closed-ended questions.

Applied according to the M&E plan and parallel with the activity implementation.



### Qualitative Research Tools

Relies on non-numerical data, provides in-depth analysis on beliefs, behaviors and attitudes. Generally used to support the findings and to have an in-depth understanding of the quantitative results. Interviews, focus groups, participant observation, visual materials and recordings are some of the main tools for data collection.

Applied according to the M&E plan and parallel with the activity implementation



### Indicator Tracking Table (ITT)

Records and reports the performance of an indicator to provide information on the program's implementation. One of the most important characteristics of ITT is that it allows to specify variance- the difference between defined targets and actual results – the percentage of target reached. (IFRC 2011:82)

Formatted on a regular basis to track the project achievements.



## Bibliography

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