

Pandanus Evaluation & Planning Services process for supporting organisations develop a monitoring and evaluation (M&E) framework

A good M&E framework helps Program staff and key stakeholders collect evidence to support the assessment of the Program against its intended outcomes and will guide learning and improvement. A monitoring and evaluation framework includes the following:

- Introduction to the purpose and principles of the evaluation
- Program overview
- Roles of the major stakeholders in monitoring and evaluation for the program
- The program theory and program logic
- Evaluation questions
- Indicators for success and criteria for assessing quality
- Details of monitoring and evaluation methods and tools
- Data collection and analysis strategies
- Reporting, dissemination and learning strategies
- Data collection and reporting formats

Process for developing the monitoring and evaluation framework

Developing a monitoring and evaluation framework is best done as a collaborative activity involving all key stakeholders. It serves as an important quality control process for the future monitoring and evaluation activity and a learning process for stakeholders since it increases their understanding of the intentions of the Program and their own roles within it. It also increases stakeholders' knowledge of what the monitoring and evaluation activities aim to achieve. The Framework is a valuable communication tool.

The M&E framework is developed during a two-day workshop held with the Program staff and key stakeholders. The workshop will result in:

- Agreement on the roles and responsibilities of the major stakeholders in monitoring and evaluating the Program
- Development of a program logic model that will articulate the program theory including the assumptions underpinning the Program design
- Confirmation of the evaluation questions and indicators of success
- Identification of existing data sources and data collection resources and capacity
- Agreement on evaluation methods and tools
- Development of the draft monitoring and evaluation plan for the Program

Process for assessing quality

If required an additional day can be allocated to developing a quality rubric, which is a tool for setting criteria to judge how good the outcomes and processes for the Program are, what is value and best practice and what is not.

Development of data collection tools

A process for developing data collection tools will be negotiated.

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