



Fundamentals of Monitoring and Evaluation

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Training Workshop on Monitoring and Evaluation, and Communication

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Monitoring and Evaluation (M & E)

What is Monitoring?

- Day-to-day follow up of activities during implementation to measure progress and identify deviations
- Routine follow up to ensure activities are proceeding as planned and are on schedule
- Routine assessment of activities and results
- Answers the question, “what are we doing?”

Why Monitor Activities?

- Tracks inputs and outputs and compares them to plan
- Identifies and addresses problems
- Ensures effective use of resources
- Ensures quality and learning to improve activities and services
- Strengthens accountability
- Program management tool

What is Evaluation?

- Episodic assessment of overall achievement and impacts
- Systematic way of learning from experience to **IMPROVE** current activities and promote better planning for future action
- Designed specifically with intention to attribute changes to intervention itself
- Answers the question, “what have we achieved and what impact have we made”

Why Evaluate Activities?

- Determines program effectiveness
- Shows impact
- Strengthens financial responses and accountability Promotes a learning culture focused on service improvement
- Promotes replication of successful interventions

Monitoring vs. Evaluation

Monitoring	Evaluation
Continuous: day-to-day	Periodic: important milestones
Documents progress Eg. A research. Research report completed	In-depth analysis of achievements Research met ToR & quality?
Focuses on inputs and outputs	Focuses on outcomes and impacts
Alerts managers to problems	Provides managers with strategy and policy options
Self-assessment	External analysis

M & E Framework

Level	Description	Frequency
Inputs	Resources that are put into the project. Lead to the achievement of Outputs (e.g. Money, Machines, Men, and Methods)	Continuous
Outputs	Activities or services that the Project is providing. Outputs lead to outcomes.	Quarterly
Outcomes	Changes in behaviors, skills, or policies as a result of the implemented project. Outcomes are anticipated to lead to impacts.	2 to 3 years (short to medium term)
Impacts	Measurable changes in economic or trade conditions or poverty level. Impact results are effects of the project intervention.	3 to 5 years (long term)

Conclusions

- **M&E should be part of the design of a program**
- **Ensures systematic reporting**
- **Communicates results and accountability**
- **Measures efficiency and effectiveness**
- **Provides information for improved decision making**
- **Ensures effective allocation of resources**
- **Promotes continuous learning and improvement**