tools4dev

www.tools4dev.org
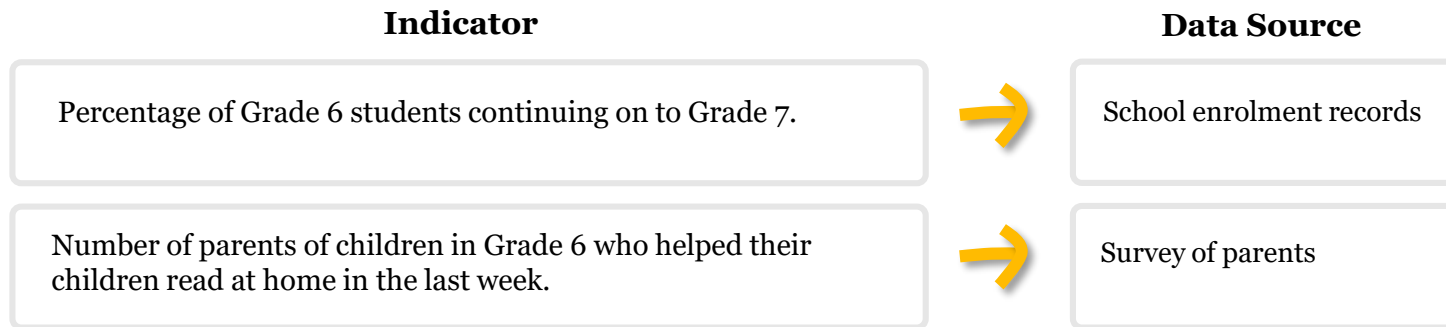
How to write a monitoring & evaluation framework

Step 4: Identifying the data source, frequency, responsibility and reporting

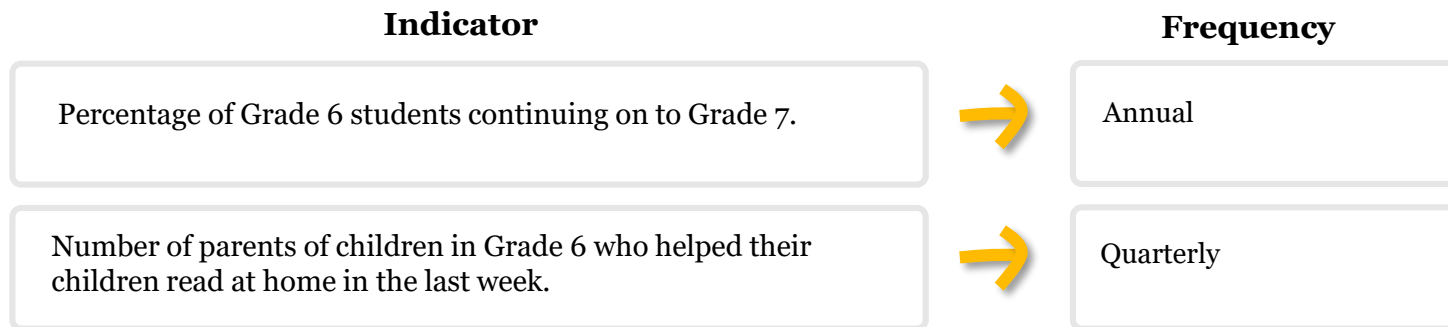|	INDICATOR	DEFINITION How is it calculated?	BASELINE What is the current value?	TARGET What is the target value?	DATA SOURCE How will it be measured?	FREQUENCY How often will it be measured?	RESPONSIBLE Who will measure it?	REPORTING Where will it be reported?
Goal	Percentage of Grades 6 students continuing on to Grade 7.	Number students who start the first day of Grade 7 divided by the total number of Grade 6 students in the previous year, multiplied by 100.						
Outcomes	Average national reading proficiency test score among children in Grade 6.	Sum of all reading proficiency test scores for all students in Grade 6 divided by the total number of students in Grade 6.						
Outputs	Number of Grade 6 students who completed a summer reading camp.	Total number of students who were present during morning roll call on at least 10 out of the 12 days of the camp.						
	Number of parents of children in Grade 6 who helped their children read at home in the last week.	Total number of parents who answered "yes" to the question "Did you help your child read at home any time in the last week?". Only one parent surveyed per household.						
Activities	Number of summer reading camps run for Grade 6	Number of summer reading camps that were						

Data source

► Where will you find the data to measure the indicator?

► Can be an existing source, or a new one.

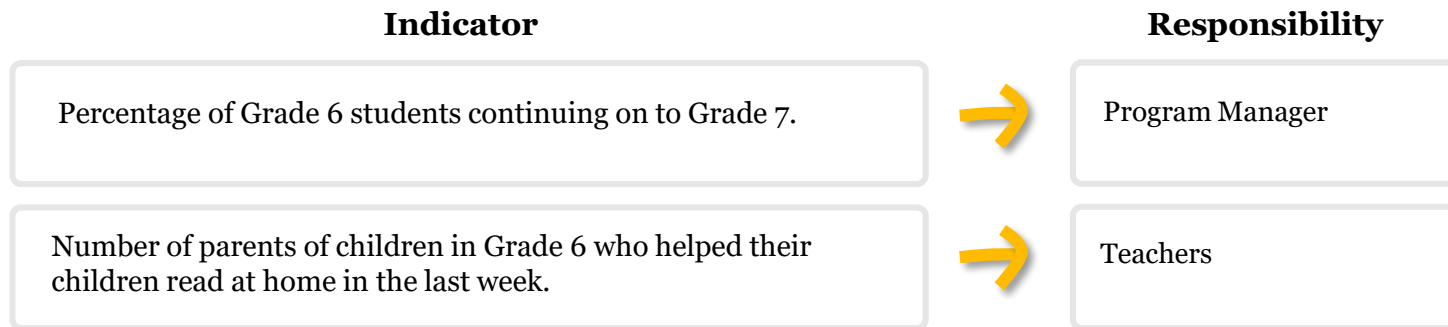| Indicator	Data Source
Percentage of Grade 6 students continuing on to Grade 7.	School enrolment records
Number of parents of children in Grade 6 who helped their children read at home in the last week.	Survey of parents

Frequency

► How often will it be measured?

Indicator		Frequency
Percentage of Grade 6 students continuing on to Grade 7.	→	Annual
Number of parents of children in Grade 6 who helped their children read at home in the last week.	→	Quarterly

Responsibility

► Who will measure it?

► Activity and output indicators are often measured by program staff (monitoring)

► Outcome and goal indicators are often measured by evaluation consultants (but don't have to be).

Indicator		Responsibility
Percentage of Grade 6 students continuing on to Grade 7.	→	Program Manager
Number of parents of children in Grade 6 who helped their children read at home in the last week.	→	Teachers

Reporting

► Where will the results be reported?

Indicator		Reporting
Percentage of Grade 6 students continuing on to Grade 7.	→	Annual program report
Number of parents of children in Grade 6 who helped their children read at home in the last week.	→	Quarterly teacher reports and Annual program report

	INDICATOR	DEFINITION	BASELINE	TARGET	DATA SOURCE	FREQUENCY	RESPONSIBLE	REPORTING
		How is it calculated?	What is the current value?	What is the target value?	How will it be measured?	How often will it be measured?	Who will measure it?	Where will it be reported?
Goal	Percentage of Grades 6 students continuing on to Grade 7.	Number students who start the first day of Grade 7 divided by the total number of Grade 6 students in the previous year, multiplied by 100.			Primary and high school enrolment records.	Annual	Program manager	Annual program report
Outcomes	Average national reading proficiency test score among children in Grade 6.	Sum of all reading proficiency test scores for all students in Grade 6 divided by the total number of students in Grade 6.			Reading proficiency tests using the national assessment tool.	Every 6 months	Teachers	Quarterly teacher reports Annual program report
Outputs	Number of Grade 6 students who completed a summer reading camp.	Total number of students who were present during morning roll call on at least 10 out of the 12 days of the camp.			Summer camp attendance records.	End of every camp	Teachers	Camp review report Annual program report
	Number of parents of children in Grade 6 who helped their children read at home in the last week.	Total number of parents who answered "yes" to the question "Did you help your child read at home any time in the last week?". Only one parent surveyed per household.			Survey of parents.	Quarterly	Program officer	Survey report Annual program report
Activities	Number of summer reading camps run for Grade 6	Number of summer reading camps that were			Summer camp	Quarterly	Teachers	Camp review

Tips for completing these sections

Make sure the data source is accurate and uses the same definition as your indicator

Example

► *Definition:* Total number of students who were present during ***morning roll call*** on at least ***10 out of the 12 days*** of the camp.

► But the camp attendance records (data source) only contains the total number of students who were present on both the ***first and last day*** of the camp.

Measure as frequently as possible, but not so frequently you annoy people

► Activity and output indicators are usually easier to measure frequently compared to outcome and goal indicators.

► The longer it takes people to complete a survey or do an interview, the less often they will want to complete it.

If possible, don't just measure the outcome and goal at the end of the program

► Many programs don't measure the outcome or goal indicators until the end of the program.

► This is a mistake. It means you don't know if the program is on track while it is running, so you can't improve it.

► You may be able to do a more simple (less accurate) measure during the program and then do the full measure at the end.

Don't make someone responsible for measurement if there is a conflict of interest

Example

A staff member is assigned to run an education session, and is also responsible for interviewing participants to get their feedback on the education session.

Report the results frequently to decision makers

► The purpose of a M&E framework is to measure if the program is working.

► If the program is not working then it needs to be improved.

► This can only happen if the decision makers receive accurate results on all indicators frequently, not just at the end.