**PROPOSED TABLE OF CONTENTS FOR A**

**MONITORING AND EVALUATION FRAMEWORK DOCUMENT**

|  |  |  |
| --- | --- | --- |
| 1 | Purpose of Monitoring and Evaluation Framework   * 1. Key Stakeholders   2. Purpose and Focus   3. Requirements and Expectations   4. Stakeholder Capacity Building Needs |  |
| 2 | Background and Context to the Program  2.1 Program Context  2.2 Goal & Objectives  2.3 Program Design |  |
| 3 | Program Theory and Program Logic  3.1 Considerations  3.2 Participatory Approach  3.3 Program Theory  3.4 Program Logic |  |
| 4 | Evaluation Questions  4.1 Considerations  4.2 Participatory Approach  4.3 Finalized Questions |  |
| 5 | The Monitoring Plan  5.1 Approach to Monitoring  5.2 The Monitoring Plan |  |
| 6 | The Evaluation Plan  6.1 Approach to Evaluation  6.2 The Evaluation Plan  6.3 The Evaluation Rubric |  |
| 7 | Data Collection Plan  7.1 Data Collection Plan  7.2 Managing Potential Ethical Issues |  |
| 8 | Data Management Plan  8.1 Data Management Plan |  |
| 9 | Data Synthesis, Judgments, and Conclusions  9.1 Approach to Data Synthesis  9.2 Forming Judgments  9.3 Reaching Conclusions |  |
| 10 | Learning Strategy,  10.1 Organizational and Program Learning Strategy  10.2 Identifying Recommendations and Lessons |  |
| 11 | Reporting and Dissemination Plan  11.1 Reporting and Dissemination Plan |  |
| 12. | Implementation Work Plan  11.1 Program Management Arrangements  11.2 Work Planning  11.3 Monitoring and Review of Framework |  |
| Appendix | Monitoring and Evaluation Data Collection Tools |  |

1. **PURPOSE OF MONITORING AND EVALUATION FRAMEWORK**
   1. Key Stakeholders

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| --- | --- | --- | --- | --- | --- | --- |
| **Stakeholder Mapping Matrix** | | | | | | |
| **Stakeholder**  **Groups** | **Consultation focus and scope** | **Development of key constructs** | **Development of the overall Framework** | **Endorsement of final Framework** | **Implementation of the Framework** | **Audience for M&E products** |
| **A** |  |  |  |  |  |  |
| **B** |  |  |  |  |  |  |
| **C** |  |  |  |  |  |  |

* 1. Purpose and Focus
  2. Requirements and Expectations
  3. Stakeholder Capacity Building Needs

| **Stage** | **Required Areas of Knowledge and Understanding** |
| --- | --- |
| **Initial Orientation** |  |
| **Developing the Framework** |  |
| **Implementing the Framework** |  |
| **Managing findings and reporting** |  |

1. **BACKGROUND AND CONTEXT TO THE PROGRAM**
   1. Program Context
   2. Goal & Objectives

2.3 Program Design

1. **PROGRAM THEORY AND PROGRAM LOGIC**
   1. Considerations
   2. Participatory Approach
   3. Program Theory

The Program Theory is depicted in the diagram below:

* 1. Program Logic

**INPUTS:**

**ACTIVITIES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **OUTPUTS** | **SHORT-TERM OUTCOMES** | **MEDIUM-TERM OUTCOMES** | **IMPACTS** |
|  |  |  |  |
| **ASSUMPTIONS:** | | | |

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| --- |
| **CONTRIBUTING POLICIES AND STRATEGIES:** |

|  |
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| **EXTERNAL FACTORS AND CONSTRAINTS:** |

1. **EVALUATION QUESTIONS**
   1. Considerations
   2. Participatory Approach
   3. Finalized Questions

|  |  |
| --- | --- |
| **Domains** | **Evaluation Questions** |
| **Appropriateness** |  |
| **Effectiveness** |  |
| **Efficiency** |  |
| **Impact** |  |
| **Sustainability** |  |

1. **THE MONITORING PLAN**
   1. Approach to Monitoring
   2. The Monitoring Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Questions** | **Focus of Monitoring** | **Indicators** | **Targets** | **Monitoring Data Sources** | **Who is Responsible** | **When** |
| **Appropriateness** |  |  |  |  |  |  |
| **Effectiveness** |  |  |  |  |  |  |
| **Efficiency** |  |  |  |  |  |  |
| **Impact** |  |  |  |  |  |  |
| **Sustainability** |  |  |  |  |  |  |

1. **THE EVALUATION PLAN**
   1. Approach to Evaluation
   2. The Evaluation Plan

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| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Questions** | **Summary of Monitoring** | **Focus of Evaluation** | **Evaluation Method** | **Method Implementation** | **Who is Responsible** | **When** |
| **Appropriateness** |  |  |  |  |  |  |
| **Effectiveness** |  |  |  |  |  |  |
| **Efficiency** |  |  |  |  |  |  |
| **Impact** |  |  |  |  |  |  |
| **Sustainability** |  |  |  |  |  |  |

* 1. The Evaluation Rubric:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Standards** | | | | | | | | | | |
| **Criterion** | **Excellent** | | **Good** | | **Adequate** | | | **Poor** | | **Justification** |
| **Quality:** | | | | | | | | | | |
| **1** | |  |  |  | | |  | |  | |
| **2** | |  |  |  | | |  | |  | |
| **3** | |  |  |  | | |  | |  | |
| **4** | |  |  |  | | |  | |  | |
| **Value:** | | | | | | | | | | |
| **1** |  | |  | |  |  | | | |  |
| **2** |  | |  | |  |  | | | |  |
| **3** |  | |  | |  |  | | | |  |
| **4** |  | |  | |  |  | | | |  |

1. **DATA COLLECTION PLAN**

7.1 Data Collection Plan:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data Collection Tools** | | | | |
|  | **A** | **B** | **C** | **D** |
| *Purpose* |  |  |  |  |
| *Focus* |  |  |  |  |
| *Sampling* |  |  |  |  |
| *Implementation* |  |  |  |  |
| *Potential Ethical Issues* |  |  |  |  |
| *Requiring Development* |  |  |  |  |

7.2 Potential Ethical Issues

| **Data Collection Tools** | **Potential Ethical Issues** |
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1. **DATA MANAGEMENT PLAN**

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| **Database Requirements:** | | | | |
| **Data Collected** | **Data Entry** | **Data Analysis** | **Database**  **Reports** | **Staff Training**  **and Orientation** |
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1. **DATA SYNTHESIS, JUDGMENTS AND CONCLUSIONS**
   1. Approach to Data Synthesis

| **Evaluation Questions** | **Performance Indicators and Targets** | **Monitoring Data** | **Evaluation Data** | **Data Synthesis** |
| --- | --- | --- | --- | --- |
| **Appropriateness** |  |  |  |  |
| **Effectiveness** |  |  |  |  |
| **Efficiency** |  |  |  |  |
| **Impact** |  |  |  |  |
| **Sustainability** |  |  |  |  |

* 1. Making Judgments

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| --- | --- | --- | --- | --- | --- | --- |
| ***Criterion*** | **Evaluation Question:** | | | | | |
| **Data Synthesis** | **Standards** | | | | **Evaluative Judgments** |
| **Excellent** | **Good** | **Adequate** | **Poor** |
|  |  |  |  |  |  |  |
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* 1. Reaching Conclusions

| **Evaluation Questions** | **Data Synthesis** | **Evaluative Judgments** | **Evaluative Conclusions** |
| --- | --- | --- | --- |
| **Appropriateness** |  |  |  |
| **Effectiveness** |  |  |  |
| **Efficiency** |  |  |  |
| **Impact** |  |  |  |
| **Sustainability** |  |  |  |

1. **LEARNING STRATEGY**
   1. Organizational and Program Learning Strategy
   2. Identifying Recommendations and Lessons

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| --- | --- | --- |
| **Evaluative Conclusions** | **Recommendations** | **Lessons** |
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1. **REPORTING AND DISSEMINATION PLAN**
   1. Reporting and Dissemination Plan

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| --- | --- | --- | --- | --- | --- | --- |
| **Report Type** | **Due Date** | **Audience & their Interests** | | **Overall Focus** | **Contents** | **Dissemination** |
| **Formal Reports** | | | | | | |
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| **Ad Hoc and Event Reports** | | | | | | |
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1. **IMPLEMENTATION WORKPLAN**
   1. Program Management Arrangements
   2. Work Planning

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| **Year** | **Jan** | **Feb** | **March** | **April** | **May** | **June** | **July** | **August** | **Sept** | **Oct** | **Nov** | **Dec** |
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* 1. Monitoring and Review of Framework

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| **Overall Focus** | |
|  | |
| **Specific Areas** | |
| **Structure of the Framework** | **Implementation of Framework** |
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**APPENDIX**

Monitoring and Evaluation Data Collection Tools