**PROPOSED TABLE OF CONTENTS FOR A**

**MONITORING AND EVALUATION FRAMEWORK DOCUMENT**

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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:** |

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

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

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

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

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

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| --- | --- | --- | --- | --- | --- | --- |
| **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:

|  |
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| **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

|  |  |
| --- | --- |
| ***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** |
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| **Specific Areas** |
| **Structure of the Framework** | **Implementation of Framework** |
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**APPENDIX**

Monitoring and Evaluation Data Collection Tools