

Appendix*

MONITORING AND EVALUATION FRAMEWORK TEMPLATE

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*These documents are available for downloading at <http://study.sagepub.com/dmef>.

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1. PURPOSE OF MONITORING AND EVALUATION FRAMEWORK

1.1 Key Stakeholders

<i>Stakeholder Mapping Matrix</i>						
<i>Stakeholder Groups</i>	<i>Consultation Focus and Scope</i>	<i>Development of Key Constructs</i>	<i>Development of the Overall Framework</i>	<i>Endorsement of Final Framework</i>	<i>Implementation of the Framework</i>	<i>Audience for M&E Products</i>

1.2 Purpose and Focus

1.3 Requirements and Expectations

1.4 Stakeholder Capacity-Building Needs

<i>Stage</i>	<i>Required Areas of Knowledge and Understanding</i>
Initial Orientation	
Developing the Framework	
Implementing the Framework	
Managing Findings and Reporting	

2. BACKGROUND AND CONTEXT TO THE PROGRAM

2.1 Program Context

2.2 Goal and Objectives

2.3 Program Design

3. PROGRAM THEORY AND PROGRAM LOGIC

3.1 Considerations

3.2 Participatory Approach

3.3 Program Theory

The Program Theory is depicted in the diagram below:

3.4 Program Logic

INPUTS:

ACTIVITIES:

<i>Outputs</i>	<i>Short-Term Outcomes</i>	<i>Medium-Term Outcomes</i>	<i>Impacts</i>
ASSUMPTIONS:			

CONTRIBUTING POLICIES AND STRATEGIES:

EXTERNAL FACTORS AND CONSTRAINTS:

4. EVALUATION QUESTIONS

4.1 Considerations

4.2 Participatory Approach

4.3 Finalized Questions

<i>Domains</i>	<i>Evaluation Questions</i>
Appropriateness	
Effectiveness	
Efficiency	
Impact	
Sustainability	

5. THE MONITORING PLAN

5.1 Approach to Monitoring

5.2 The Monitoring Plan

<i>Evaluation Questions</i>	<i>Focus of Monitoring</i>	<i>Indicators</i>	<i>Targets</i>	<i>Monitoring Data Sources</i>	<i>Who Is Responsible</i>	<i>When</i>
Appropriateness						
Effectiveness						
Efficiency						
Impact						
Sustainability						

6. THE EVALUATION PLAN

6.1 Approach to Evaluation

6.2 The Evaluation Plan

<i>Evaluation Questions</i>	<i>Summary of Monitoring</i>	<i>Focus of Evaluation</i>	<i>Evaluation Method</i>	<i>Method Implementation</i>	<i>Who Is Responsible</i>	<i>When</i>
Appropriateness						
Effectiveness						
Efficiency						
Impact						
Sustainability						

6.3 The Evaluation Rubric

<i>Standards</i>					
<i>Criterion</i>	<i>Excellent</i>	<i>Good</i>	<i>Adequate</i>	<i>Poor</i>	<i>Justification</i>
Quality:					
1					
2					
3					
4					
Value:					
1					
2					
3					
4					

7. DATA COLLECTION PLAN

7.1 Data Collection Plan

<i>Data Collection Tools</i>				
	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>Purpose</i>				
<i>Focus</i>				
<i>Sampling</i>				
<i>Implementation</i>				
<i>Potential Ethical Issues</i>				
<i>Requiring Development</i>				

7.2 Potential Ethical Issues

<i>Data Collection Tools</i>	<i>Potential Ethical Issues</i>

8. DATA MANAGEMENT PLAN

Database Requirements:				
<i>Data Collected</i>	<i>Data Entry</i>	<i>Data Analysis</i>	<i>Database Reports</i>	<i>Staff Training and Orientation</i>

9. DATA SYNTHESIS, JUDGMENTS, AND CONCLUSIONS

9.1 Approach to Data Synthesis

<i>Evaluation Questions</i>	<i>Performance Indicators and Targets</i>	<i>Monitoring Data</i>	<i>Evaluation Data</i>	<i>Data Synthesis</i>
Appropriateness				
Effectiveness				
Efficiency				
Impact				
Sustainability				

9.2 Making Judgments

<i>Criterion</i>	<i>Evaluation Question:</i>					
	<i>Data Synthesis</i>	<i>Standards</i>				<i>Evaluative Judgments</i>
		<i>Excellent</i>	<i>Good</i>	<i>Adequate</i>	<i>Poor</i>	

9.3 Reaching Conclusions

<i>Evaluation Questions</i>	<i>Data Synthesis</i>	<i>Evaluative Judgments</i>	<i>Evaluative Conclusions</i>
Appropriateness			
Effectiveness			
Efficiency			
Impact			
Sustainability			

10. LEARNING STRATEGY

10.1 Organizational and Program Learning Strategy

10.2 Identifying Recommendations and Lessons

<i>Evaluative Conclusions</i>	<i>Recommendations</i>	<i>Lessons</i>

11. REPORTING AND DISSEMINATION PLAN

11.1 Reporting and Dissemination Plan

<i>Report Type</i>	<i>Due Date</i>	<i>Audience & Their Interests</i>	<i>Overall Focus</i>	<i>Contents</i>	<i>Dissemination</i>
Formal Reports					
Ad Hoc and Event Reports					

12. IMPLEMENTATION WORKPLAN

12.1 Program Management Arrangements

12.2 Work Planning

<i>Year</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>

12.3 Monitoring and Review of Framework

<i>Overall Focus</i>	
<i>Specific Areas</i>	
<i>Structure of the Framework</i>	<i>Implementation of Framework</i>

Appendix

Monitoring and Evaluation Data Collection Tools

(List selected data collection tools here.)