

# Project Monitoring and Evaluation

**TERRITORIAL COOPERATION  
PROGRAMME ARMENIA-GEORGIA**

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# M & E in Project Cycle Management

- 1) Project design (Needs assessment)**
- 2) Project Planning (Logframe and Indicators)**
  - a) M&E plan development*
- 3) Project Implementation**
  - b) Baseline survey and Project monitoring*
- 4) Project Middle**
  - c) Midterm or annual evaluation*
- 5) Project End**
  - d) Final evaluation and ending survey*
- 6) Project Follow up**
  - e) Dissemination and use of lessons*

## M & E

**Utility:** The proposed M& E system will serve the practical information needs of intended users.

**Feasibility:** The methods, timing and processing procedures proposed are realistic, prudent and cost-effective

**Propriety:** The M&E activities are legal, ethical and regard the welfare of the beneficiaries

**Accuracy:** M&E outputs will provide technically adequate information

## Indicator Matrix

A nice tool you can attach to your Logical  
Framework Matrix ... 😊





# INDICATOR MATRIX

## INDICATORS:

The indicators are a clear statement of the precise information needed to assess whether proposed change have occurred. Indicators can be quantitative (numbers) or qualitative (description observation) . Usually taken from the Logframe.

# INDICATOR MATRIX

## Indicator Definition:

Each indicator needs a detailed definition of its key terms, including an explanation of specific aspects that will be measures (who, what and where the indicator applies) the definition should explain precisely how the indicator will be calculated. Also the indicator is to be disaggregated by sex, age, or other variables.

# INDICATOR MATRIX

## Method/Sources:

Identify the sources of information and data collection methods or tools, such as the use of regular monitoring, secondary data or periodin evaluation, surveys, focus groups etc. Also indicate if they already exist or you will create them (you can develop the «means of verification» in the logframe). Add more details.

# INDICATOR MATRIX

## Frequency/Schedules:

How often the data for each indicator will be collected? It is useful to list the timing and to put deadlines. When you plan consider the schedules of your target group as well.



# INDICATOR MATRIX

## People Responsible:

Who is responsible (and accountable) for data collection and analysis. Volunteers? Field Staff? Project Managers? Name, position, title, this will help you to build the capacity of these people.

# INDICATOR MATRIX

## Data Analysis:

Describe the process for compiling and analysing the data to understand if an indicator has been met or not. For example, survey data usually needs statistics, qualitative data instead can be reviewed by staff of community members.

# INDICATOR MATRIX

## Information Use:

Who is the audience of this information? The findings can be used for monitoring project implementation, evaluating interventions, planning future projects, reporting to policy makers and donors. How will findings be formatted? Narrative reports, maps, graphs, tables? And how will they be disseminated? Websites, briefings, community meetings, media.

Indicator	Indicator Definition	Method/ Sources	Who does it	Frequency Schedule	Data Analysis	Info Use
Take one from the logical frame Matrix	What does it mean. Definie it	How to identify it, how to measure it	Who is going to do it?	How often?	How will you analyse the data collected	How will you use it?

Keep in mind that it is a **MUST** that the indicator Matrix is developed with the participation of those who will use it.



# Credits

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