




MONITORING & EVALUATION

**EXPERIENTIAL
TRAINING**

SPAM ! BE CAREFUL !

mail.google.com/mail/u/0/popout?ver=17c2q5wgpfw7b&search=inbox&th=%23thread-f%3A1840515161328172378&cvid=1


You have upcoming activities due External Inbox x

 **Admin Utilisateur (via Training platform)** <orangecampusafrika@gmail.com> Fri, Aug 15, 5:00 PM (3 days ago) ☆ ↶ ⋮

to me ▾

Hi Chakriya,

You have upcoming activities due:

 Module 1 - What are the needs in monitoring and evaluation for my project? is due


When: Tuesday, 19 August 2025, 12:00 PM

Course: Deployment of the Monitoring and Evaluation System (Cambodia & Laos)

[Go to activity](#)

Was this helpful? Yes No

Thank you for your information. Noted with thanks. Thank you for the information!

4 Search  ENG 1:49 PM 8/18/2025

MOODLE PLATFORM

ANY TECHNICAL ISSUE :

- LOG IN TO YOUR PROFILE ?
- ACCESS THE RESOURCES DOCUMENTS ?
- UPLOAD ASSIGNMENTS ? [NO UPLOAD FROM LAO TEAM]

MODULE 2.

THE PREPARATION PHASE

& THE M&E



AGENDA



I. Learning review



II. The preparation phase



III. The starting point for M&E



IV. M&E system planning - The M&E Plan



V. M&E resources and budget

PEDAGOGICAL OBJECTIVES – MODULE 2

At the end of this module, participants should be able to :

- Identify the M&E steps required in the preparation phase of a project.
- Identify and implement M&E tools for the preparation phase.
- Assess project's available M&E resources.
- Prepare an M&E plan for a project.

I. LEARNING REVIEW

MODULE 2



KEY MESSAGES MODULE 1.

02

01

How MEAL contributes to the quality of ACTEI's actions?

What's at stake with MEAL? What is the purpose?

03

How MEAL fits into the project cycle?

You have 10 minutes to exchange.



YOUR DISCUSSION

- To provide quality reporting.
- Important for the strategic plan & decision making.
- Strategic planning.
- Identify and gather lessons learned along the project.

MY PROJECT'S M&E NEEDS

WHAT ARE THE MONITORING AND EVALUATION REQUIREMENTS FOR MY PROJECT?

Present your thoughts and the list you've prepared for your project.

You have 7 mins to present.



YOUR PRESENTATIONS – CAMBODIA TEAM

What are the monitoring and evaluation requirements for my project? *Present your thoughts and the list you've prepared for your project.*

- Cambodia Team presented their work:
 - They worked as a team on CCOSC [Cambodian Consortium for Out-of-School Children]
 - They created a Telegram group to coordinate their work together and plan for group meeting.
 - They prepared a word document with their final common assignment.
 - They shared that document and presented it during the Module 2.
 - *What they highlighted the most, other than missing information, in the difficulty to reduce errors margin in **data collection process** (multiple people involved, IT skills and access: some data are recorded by hand writing...) They would appreciate stronger support on data collection tools development.*
 - *That document is also available on the Moodle, where they uploaded it under Module 1 > Forum*

YOUR PRESENTATIONS – LAO TEAM

What are the monitoring and evaluation requirements for my project? *Present your thoughts and the list you've prepared for your project.*

- Nothing was upload into the Moodle platform.
- *Sharing concerns: sometimes there are actually to many tools available and it becomes difficult to know which one to use in what context. Might need simpler tools or combine a few into one single tool, to facilitate partners workload.*
- *Lao team sometimes struggle to maintain the **data flow & quality** and the data record. How do you ensure data are collected at the right time and by the right person?*
- One person from Lao presented their work on GEVEE project, sharing the document they prepared. She will upload it later to the Moodle as she didn't know how to do so.

MY PROJECT'S M&E NEEDS

HOW DO I DETERMINE MY PROJECT'S M&E NEEDS?

A number of aspects to consider:

- Strategic importance of the project
- Types and number of partnerships expected
- Type of intervention: multi-country - consortium
- Complex intervention logic
- Compliance with ACTEI M&E procedures
- Specific expectations of donors

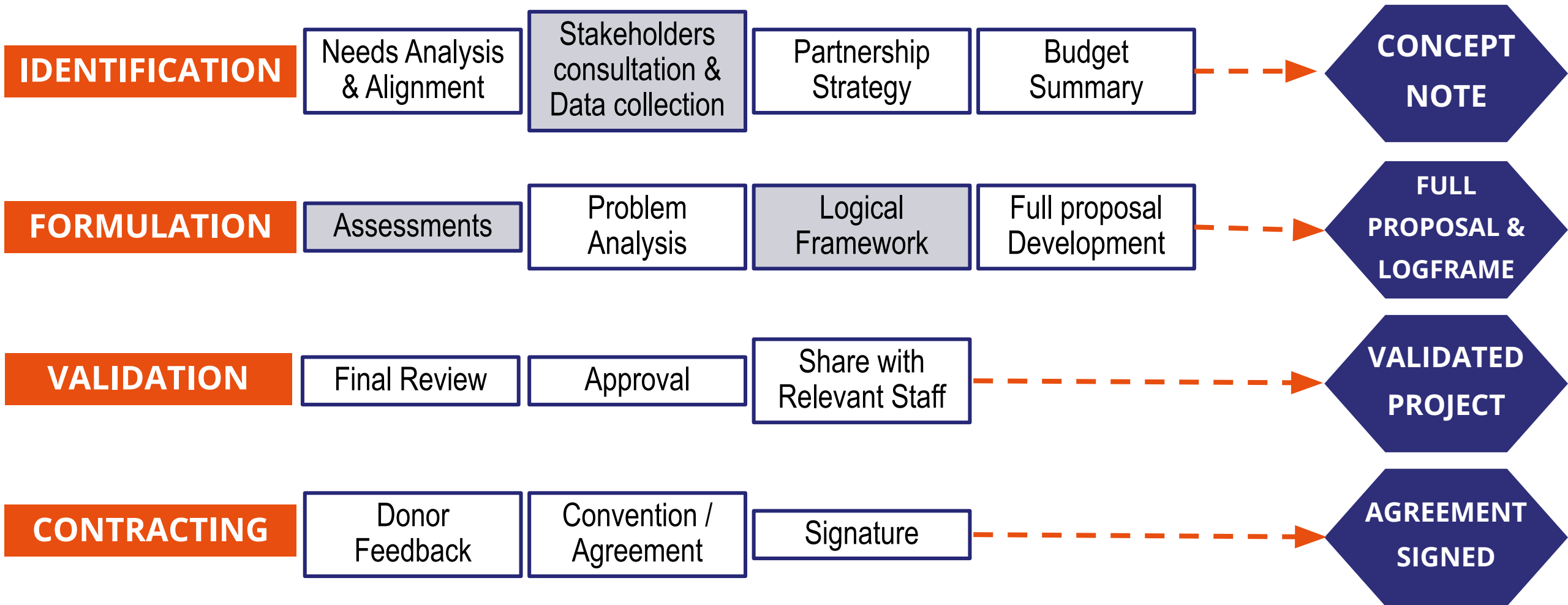
Source: (Inspired by Expertise France).

II. THE PREPARATION PHASE

MODULE 2



THE PROJECT CYCLE - PREPARATION PHASE



WHICH M&E ACTIVITIES?

As a group, list the activities to be carried out and the tools to be used during the preparation phase.



**You have 10 minutes
to exchange.**



YOUR DISCUSSION

We skipped that activity as the participants kinda already covered that part while presenting their assignments and during the following conversation.

M&E ACTIVITIES

PREPARATION

ASSESSMENT AND NEEDS
ANALYSIS

EVALUATION
TOOLS

LOGICAL FRAMEWORK /
CHOICE OF INDICATORS

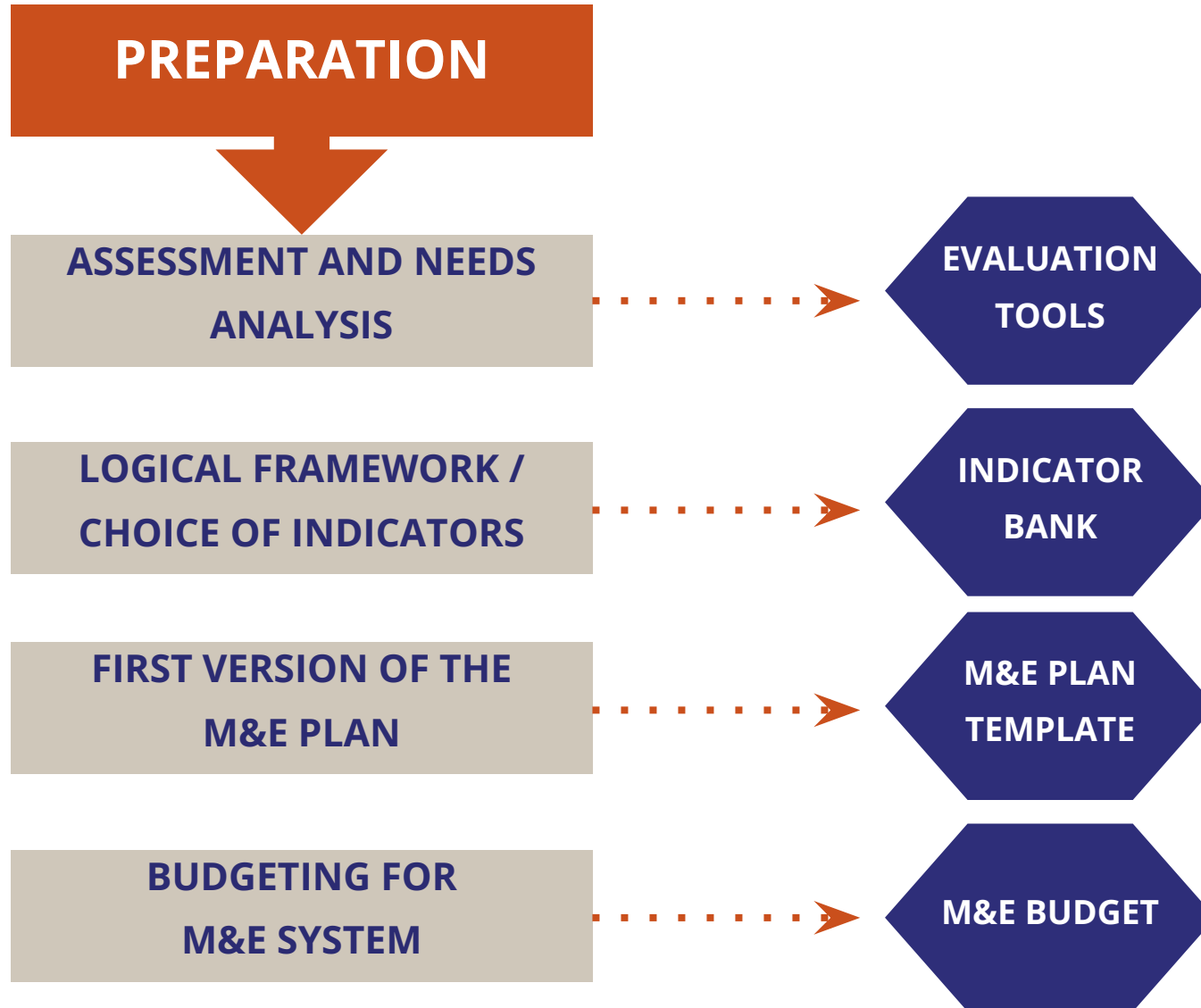
INDICATOR
BANK

FIRST VERSION OF THE
M&E PLAN

M&E PLAN
TEMPLATE

BUDGETING FOR
M&E SYSTEM

M&E BUDGET



III. THE STARTING POINT FOR M&E

MODULE 2



THE STARTING POINT

WHAT DO YOU THINK IS THE STARTING POINT FOR AN M&E SYSTEM?



"How will we collect, analyze, interpret, use and communicate M&E information throughout the life of the project?"

(source: MEAL D Pro)



TAKING INTO ACCOUNT:

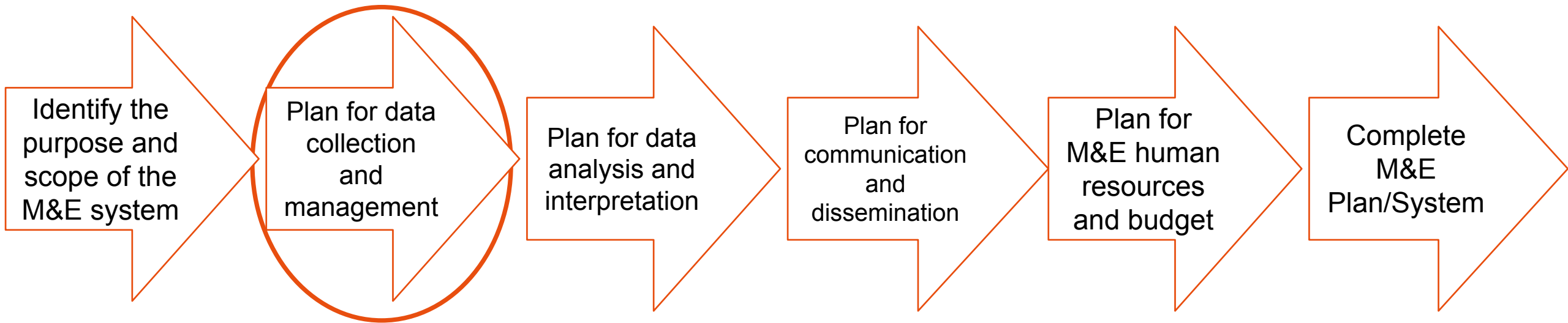
- LOGICAL FRAMEWORK / INDICATORS
- INTERVENTION LOGIC
- ACTEI COMMITMENTS - MEAL POLICY
- DONOR REQUIREMENTS



IDENTIFY:

- DATA TO BE COLLECTED
- MONITORING ACTIVITIES
- EVALUATION ACTIVITIES

STEPS IN CREATING AN M&E SYSTEM

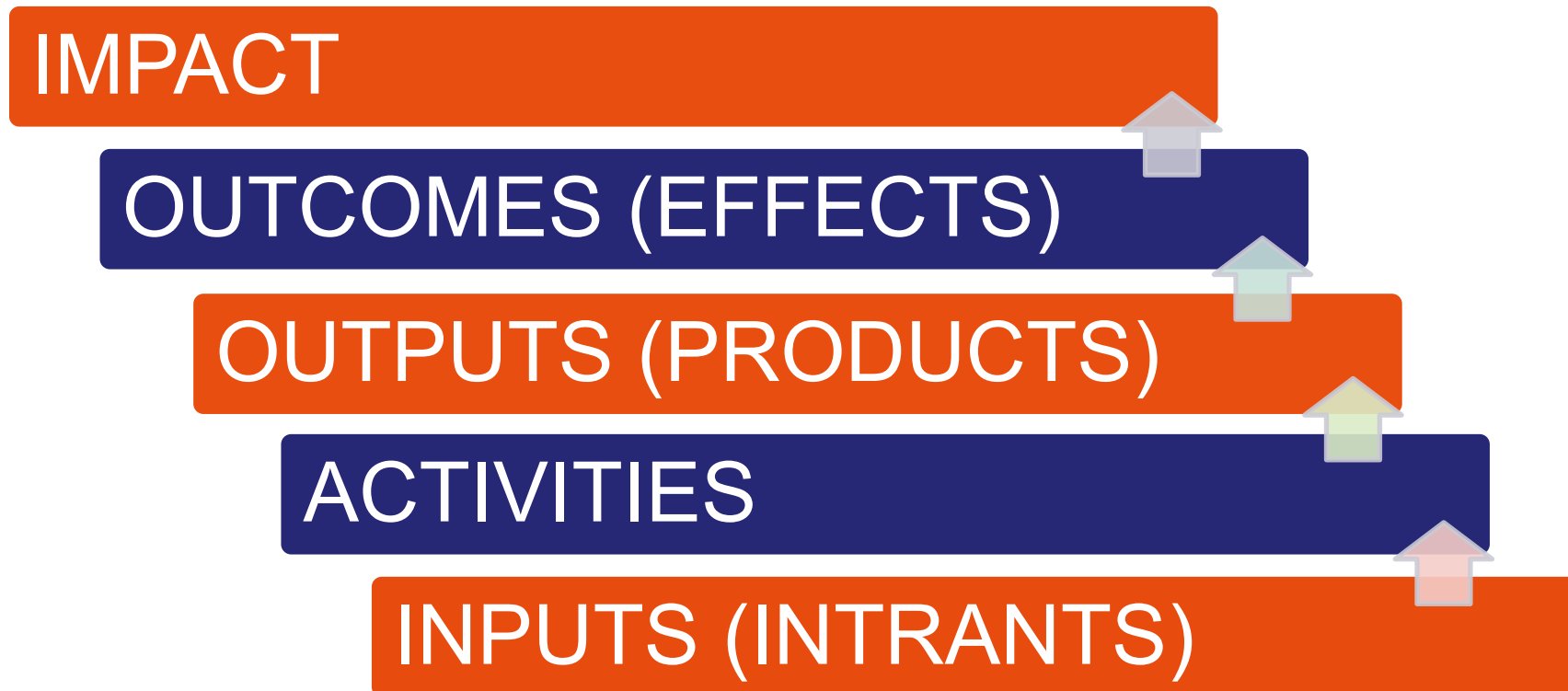


Source : Inspired from IFCR, Program Monitoring Guide, 2011.

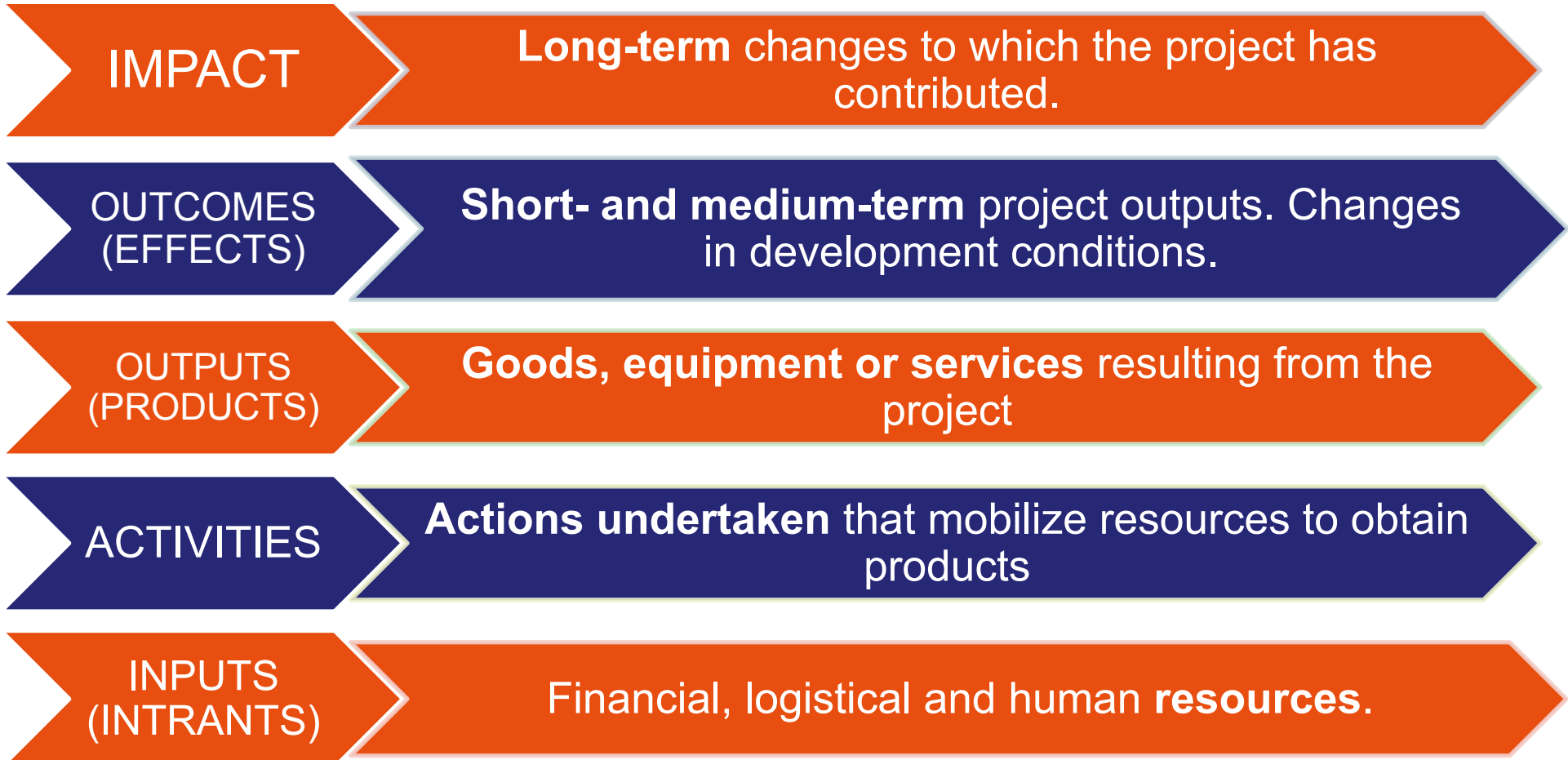
INTERVENTION LOGIC

M&E system

"What difference/change does our intervention make?"



INTERVENTION LOGIC



M&E ACTIVITIES

MONITORING ACTIVITIES

- SELECT MONITORING INDICATORS
- MONITORING VISITS
- SETTING UP THE DASHBOARD
- ENSURE REPORTING (MONITORING OF INDICATORS)

EVALUATION ACTIVITIES

- IDENTIFY INDICATORS INFORMED BY EVALUATION
- INTERMEDIATE EVALUATION (PREPARATION AND IMPLEMENTATION)
- DISSEMINATION OF RESULTS
- FINAL EVALUATION
- OTHER SURVEYS

INDICATORS

Indicators are at the heart of a monitoring and evaluation system.

An indicator is a **factor** or **variable** used to measure :

- Project progress
- Achieving results and objectives
- Measure the change between a baseline and an endline

The choice of indicator also depends **on the resources** allocated to the monitoring system, which must be appropriate.

INDICATOR BANK

Action Education's catalog of indicators is designed to facilitate the formulation and monitoring of projects, based on clear, structured frames of reference.

This tool brings together :

- Action Éducation's technical indicators, which respond to internal strategic priorities.
- Indicators from the **main institutional and financial partners**, incorporating their specific requirements.

Use when creating the logical framework AND when creating the dashboard.

INDICATOR BANK

Organization of indicator bank columns

<https://docs.google.com/spreadsheets/d/1qN4fa2vrVESIKADG89C0yR5PXg7ZvV73/edit?gid=1507400847#gid=1507400847>

Reminder of the use of the indicator bank: the indicator bank is a reference tool, a guide, designed to orient and facilitate the selection of indicators for ACTEI projects.

Revision of the indicator bank: the current pilot phase is also meant to help test and adjust certain indicators and formulations. Using the bank in practice is essential to identify what needs to be refined or changed.

INDICATOR BANK

HOW TO USE IT ?

Analyze the logical framework
of your project and
Answer the following question:
should I add internal indicators
to my monitoring?



LET YOURSELF BE GUIDED BY THE INDICATOR BANK

15' BREAK



IV. M&E SYSTEM PLANNING

MODULE 2



WHICH M&E ACTIVITIES?

- 01** Why should a project formalize its M&E system in a document [=M&E Plan] ?
- 02** What are the components of the M&E Plan that would formalize the M&E system ?

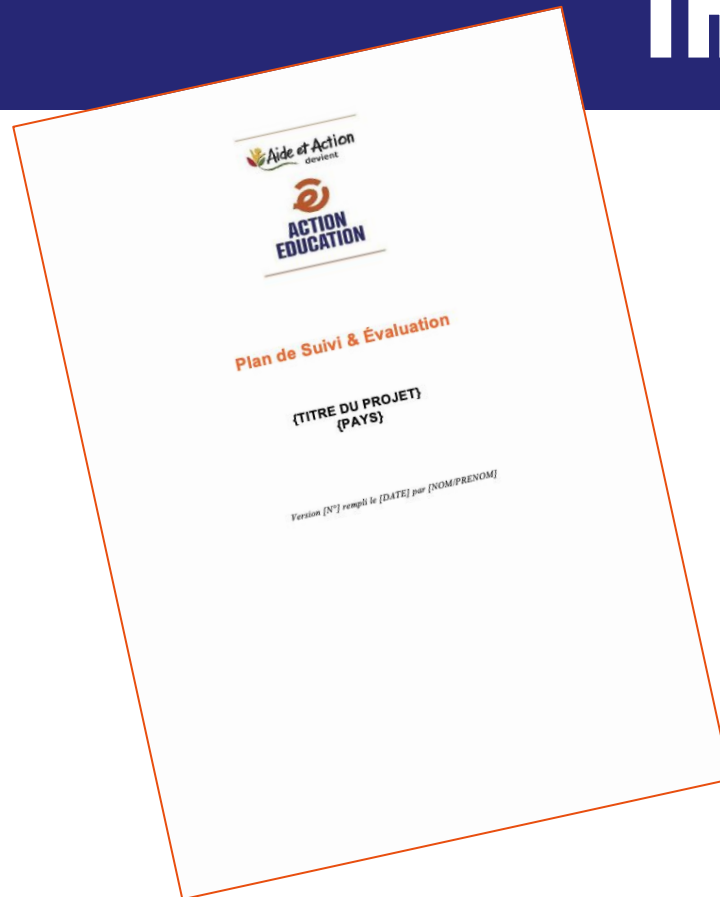
THE M&E PLAN

THE M&E PLAN ALLOWS YOU TO :

- Align the M&E system with the challenges and needs of the project
- Define the objectives of the M&E system
- Describe the project's M&E system and how it will be implemented (including technical and financial resources)
- Specify data collection, analysis, use and protection processes
- Specify project tools
- Specify the various responsibilities of the project team and its partners

Source: (Inspired by Expertise France).

THE M&E PLAN



https://docs.google.com/document/d/1OqYtXyx5FnSj4WDw5xLON6zIZIezB-QVN1m_D0fTj6w/edit?usp=drive_link

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V. M&E RESOURCES AND BUDGET

MODULE 2



THE M&E RESOURCES

QUESTIONS TO ASK MYSELF TO BUDGET RESOURCES FOR MY PROJECT'S

M&E

- Does the measurement of reference and final indicator values require the contracting of external expertise ?
- Can local M&E expertise be recruited to ensure day-to-day implementation of the M&E system ?
- Does the project environment present specific constraints for data collection (e.g. geographical accessibility, security) ?
- Does project/program team members have experience and skills in monitoring and evaluation ?
- Will some implementing partners need training to implement the M&E device ?
- Are partners and/or beneficiaries adequately equipped (M&E system) to collect M&E data ?
- Is an interim evaluation planned and financed at mid-term by the donor ?
- Is a final evaluation planned and financed by the donor ?

Source: (Inspired by Expertise France).

BUDGET FOCUS > COST FACTORS TO

WHAT ARE THE COSTS TO BE CONSIDERED WHEN BUILDING THE EVALUATION BUDGET?



STAFF

Staff salaries and allowances, partner staff allowances and other staff.



CONSULTANTS

Team leaders, international consultants, national consultants, other consultants



SUPPORT STAFF

Remuneration and allowances for administrative staff, researchers, interpreters, drivers, security personnel, etc.



TRAVEL

Visas, flights for assessment team and accompanying staff, flights for meetings, internal travel for team and accompanying staff

COST FACTORS TO CONSIDER



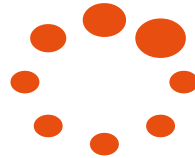
DAILY BENEFITS

Accommodation and per diem for consultants



DATA ENTRY

Data entry and cleaning to remove answers that don't make sense, such as someone recorded as both male and pregnant.



MEETINGS & WORKSHOPS

Venue rental, meals and allowances.



REPORT PRODUCTION

Reviews & Consultations (venue rental, meals and allowances), printing...



OTHERS

Communication, e-mails and post, teleconferences, licenses and legal fees, security.

THE M&E RESOURCES

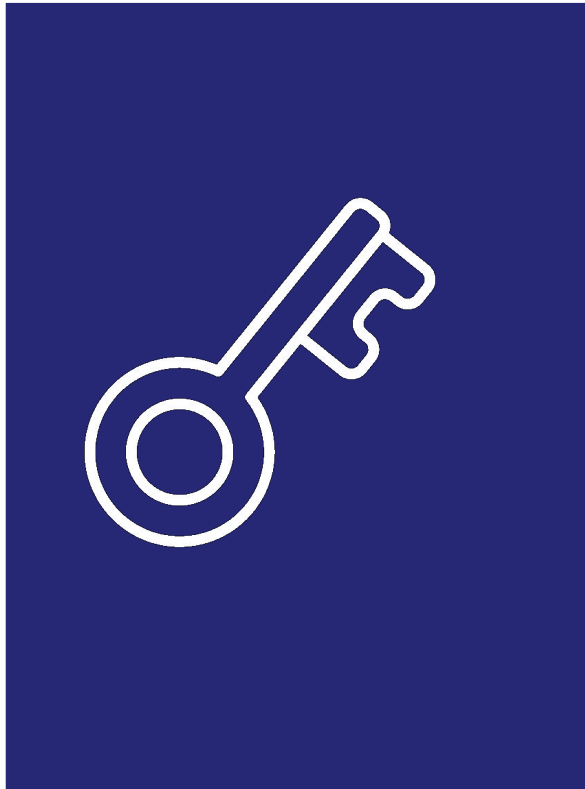
WHICH BUDGET LINES?

- HR - Local M&E project dedicated
- M&E coordination Department/Country
- External M&E beaded expertise
- Baseline/endline
- Interim evaluation mission
- Final evaluation mission
- Coordination/monitoring missions
- M&E workshops/meetings/trainings
- Data collection services (surveys, studies, etc.)
- Tools for data collection, analysis and visualization



TO REMEMBER

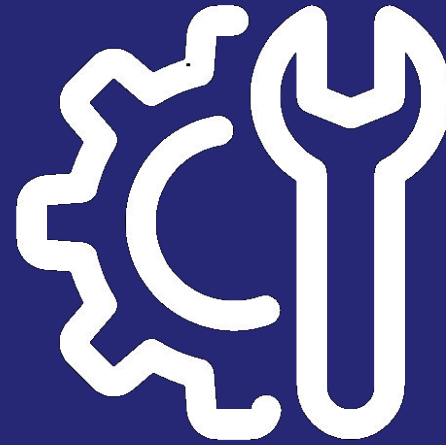
KEY MESSAGES M2



The logical framework, MEAL policy and donor requirements serve as a starting point for defining the M&E activities to be programmed.

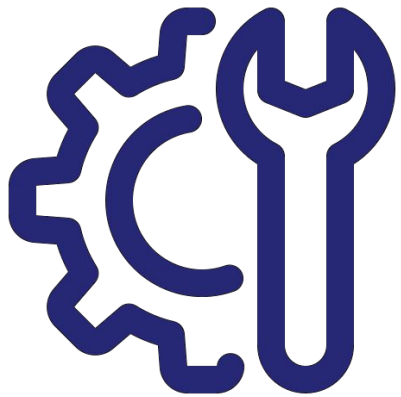
M&E activities must be planned and scheduled in the same way as project activities. This involves defining the M&E activities to be carried out and budgeting for them using the M&E PLAN.

INSTRUCTIONS INDIVIDUAL WORK



MODULE 2





1. Think, with your group, about your project and formalize the monitoring and evaluation process.
2. Fill in the M&E Plan template, with your team. For now, only develop the first 3 sections:
 - 1. Project features
 - 2. Resources available for project M&E
 - 3. Description of the M&E System
3. If you have any questions during your work, post them in the forum.
4. Post the completed document in the forum.

MOODLE PLATFORM

Log in:

- Go to: <https://learning.action-education.org/course/view.php?id=177>
- Login [on the top right corner]:
 - Username: family name + first letter of the first name in small letters *[example: Pauline Gauche = **gauchep***
 - Password: **Aideetact1** *[if you want, you can change the password on the Moodle website]*

Find all resources :

- You can download the PPT or any other resources documents we might add

MOODLE PLATFORM

Complete your Assignments:

- Complete and/or upload your assignments directly on the related Module.
- How to post your work?
 - Go to the related Module & Forum/Assignment section [*Module 2: “Prepare monitoring and evaluation for my project?”*]
 - Here's how to do it:
 1. Click on the button 'Add a discussion topic'.
 2. In the subject line, write **the name of your project**.
 - a. Cambodia > **CCOSC**
 - b. Laos > ?
 3. Write your work directly in the message
 4. If you want to upload a file (Word, ppt, pdf, etc.), click on 'Advanced' below the message. This will open an “attachment” box below the message where you can drag and drop your file into the space with the arrow.
 5. Click on the 'Send' button to post your work in the forum.

END OF MODULE 2
THANK YOU!

MODULE 2

