What do you need to do?

The project: on the Cambodia Consortium for out-of-school children

**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

Answer

1. Project and formalize the Morning and Evaluation process

Formalizing the Monitoring and Evaluation (M&E) Process

**Project: Improving management and efficiency**

Our group has collaboratively developed a Monitoring and Evaluation (M&E) process that aligns with the project's mission to reintegrate out-of-school children into quality education systems across Cambodia. The M&E plan is designed to ensure accountability, learning, and continuous improvement throughout the project lifecycle.

1. Aligning the M&E System with Project Challenges and Needs

* The project is facing several serious challenges. Many children still cannot go to school, including:
* Street children
* Children living in poverty or remote areas
* Ethnic minority children
* Children with disabilities
* Over-aged children (older than typical school age)
* Young girls dealing with gender-based barriers
* How the Project Responds

To tackle these issues:

* The **Monitoring and Evaluation (M&E) system** is specially designed to focus on reaching these **Out-of-School Children (OOSC)** , CEMISE System
* A **holistic approach** is used—looking at all aspects of a child’s life, not just education.
* The project involves a wide **network of 29 partners**, both local and international, with expertise in:
* Education
* Community development
* Governance
* Natural resource management
* Livelihoods

1. Defining Objectives of the M&E System

The objectives of the M&E system are to:

* Measure progress toward project goals and objectives.
* Provide timely data for decision-making and adaptive management.
* Ensure transparency and accountability to stakeholders.
* Capture lessons learned for future programming.

1. Description and Implementation of the M&E System

* **Technical Resources:**
* Data analysis software (Google Sheet) : CEMISE system.
* Offline form : Support documentation...
* Semester report
* Workplan
* **Financial Resources:**

 Dedicated M&E budget (approx. allocate between 5% and 10% of total project funds)

* This percentage covers the costs of data collection, analysis, reporting and continuous process improvement. But many of the monitoring and supervision activities carried out in the field by school management committees, communes and technical services that are charged to operations should be well planned to contribute to MEAL without being charged to the budget.
* **Implementation Strategy:**
* Monthly monitoring reports from field teams
* Quarterly consortium-wide reviews
* The implementation of this policy and the MEAL projects/programs will be evaluated after a 2-year period. This evaluation will enable us to analyze the need and relevance of a revision.

1. Data Collection, Analysis, Use, and Protection

* **Collection Methods:**

**\* Monitoring**

|  |
| --- |
| * Form for tracking data |
| * Identify student form |
| * Check list for activities by Q |
| * Check list for activities |
| * Activity result management form |
| * Workplan on budget |
| * Observation tool |
| * Indicator tracking table |
| * Dashboarding (Digital Monitoring Tools) |
| * Evaluating Technical Approaches and Partnerships |

**\*Evaluation**

* Students surveys
* Focus group discussions
* Key informant interviews
* Baseline and Endline Data Collection
* **Analysis:**
* Quantitative analysis of enrollment and retention
* Qualitative insights from key stakeholders' feedback
* **Use:**
* Donor Report
* Inform program adjustments
* Share findings with stakeholders
* **Protection:**
* Data anonymization protocols (Consent from students below 18 years old)
* Secure storage and access control

1. Project Tools

* Standardized M&E templates and dashboards
* CEMISE System: School record, Student, Training tracker
* Workplan
* Snapshot
* Learning assessment tools

🡺Update: M&E Tool

* Site visit snapshots
* Case studies
* 360-degree monitoring
* Most significant change stories
* Child-friendly schools’ 51 checklists
* Student performance measurement tests (reading, math)
* Opinion and attitude surveys
* On-site school inspections

Together with CEMIS, the upgraded online tracking system (see below) these tools will help to streamline and improve the effectiveness of data gathering, reporting, and evaluation processes.

(Source : Proposal II\_CCOSE ,pages: 56)

1. Roles and Responsibilities

The MEAL policy applies to all Action Education staff.

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| --- | --- |
| Role | Responsibility |
| The International Programs and Technical Resources Department is responsible for controlling and monitoring compliance with the policy | * Disseminate the MEAL policy and ensure its appropriation by project/program teams * Ensure compliance with the MEAL policy and system, from project definition through to final evaluation. * Compile country data for the annual report and ensure the organization's overall accountability. * Promote and support the development of monitoring and evaluation capabilities throughout the organization * Ensure that adequate resources are allocated to MEAL activities * Leading the sharing of learning from projects |
| Country Director (CD) | * Ensure that the policy is applied and that the necessary resources, adapted to the program's organizational structure, are in place. * Ensure that national projects/programs have adequate staff with the necessary M&E skills and competencies; * Ensure that sufficient resources are allocated to monitoring and evaluation activities at project and country level * Ensure effective collaboration and coordination between departments and their active participation in the MEAL system |
| Country operational coordination | * Lead the development and implementation of the country's MEAL system; * Training and ongoing supervision of project teams in monitoring and evaluation; * Coordinate and monitor monitoring and evaluation activities across the national program, and report on these activities in regular national reports. |
| Finance Manager | - Ensure that budget data specific to ongoing projects are produced and made available to project teams in a timely manner  - Participate in project review sessions for support services |
| The Project Manager (PM) | * In collaboration with the MEAL team or, failing that, the Operational Coordinator or CD, the PM develops the MEAL tools for the project for which he/she is responsible. * Ensure application of key principles and milestones * Ensure that monitoring and evaluation data is produced and integrated in a timely and accurate manner; * Collaborate regularly with the person(s) responsible for MEAL (either the in-country MEAL manager or international staff supporting MEAL ) to (1) keep abreast of MEAL requirements/changes, and (2) provide MEAL capacity building for project and partner staff. * Ensure that project stakeholders are involved in the project's MEAL and that MEAL data/information is shared regularly and transparently. |