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IPDET
INTERNATIONAL PROGRAM FOR
DEVELOPMENT EVALUATION TRAINING

Development of M+E Systems in Organizations

July 21 – 22, 2022

Instructor(s):

Prof. Dr. Reinhard Stockmann
Prof. Dr. Wolfgang Meyer

Contents

a) Description of contents

Systematically and frequently conducted monitoring and evaluations are becoming more and more important on all levels of societies. This workshop focuses on the organizational level. When establishing a Monitoring and Evaluation system on this level, the goal is to ensure and improve the quality of the work of this organization and to increase its overall steering capability. In difference to M+E systems on a national or program level, such systems must be embedded into the framework of the organization and linked to the general organizational strategy. According to this, a specific monitoring and evaluation policy must be developed, including specific regulations on the forms and scopes of evaluations, the regularity of its performance and its utilization, the inclusion of which departments at which time for which kind of evaluation, the enhancement of evaluation methodology and the instruments used for ensuring evaluations quality.

Therefore, during the first part of the workshop, the central elements for the development of an M+E policy will be named and described in detail. An important element is the establishment of the Monitoring and Evaluation entity and its embedding into the organizational structure and linked into the most important organizational processes such as planning and implementing programs or projects. Such an entity needs resources for fulfilling the tasks defined in the Monitoring and Evaluation policy like a self-administrated financial budget, qualified staff and appropriate technical equipment for governing Monitoring and Evaluation procedures. This workshop discusses the pros and cons of different institutional solutions based on practical examples.

A monitoring and evaluation system can include different types of monitoring and evaluation, whereas it has already been explained during the Core Course what the commonalities and differences between monitoring and evaluation are. The workshop will additionally present the different types that can be combined within a Monitoring and Evaluation system.

The second day of the workshop will focus on the process steps necessary to build a functioning and sustainable Monitoring and Evaluation system. First, all process steps will be presented and explained, before some particularly important steps will be selected and dealt with in more detail. One main task is to provide useful results and to disseminate them within the own organization and within relevant stakeholder groups in an adequate form and confidential manner. Therefore, special attention is given to this topic.

The workshop will be concluded with an overview of international lessons learned for the development and implementation of M+E systems. These lessons learned are based on decades of personal experience in the development of M+E systems on the one hand and, on the other hand, on the descriptions of national and international organizations.

b) Objectives

The participants …

- know how to develop an M+E System for an organization (overall goal)

- are able to develop the central elements of an organizational M+E policy (Module 1)

- be able to institutionalize a M+E structure (Module 2)

- know the different forms of M+E that can be applied in an M+E system (Module 3)

- be able to organize and manage M+E processes (Module 4 and 5)

- know how the utility of M+E results can be increased (Module 6)

- know international lessons learned for the development of M+E systems (Module 7)

Schedule

Thursday 21.07.2022 (9:00am – 5:30pm)

- o   Central structural elements of an organizational M+E policy
- o   M+E institutionalization structures in organizations
- o   Forms and types of Monitoring and Evaluation for M+E systems

Friday 22.07.2022 (09:00am – 5:30pm)

- o   Central process elements for the implementation of a M+E system
- o   Selected implementation steps
- o   Utilization of M+E results
- o   Lessons learned for the development and implementation of M+E systems

Preparation tasks: Not necessary

Literature / References

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Links:

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https://www.britishcouncil.org.ng/sites/default/files/how_to_guide-_how_to_assess_the_results.pdf

http://www.tools4dev.org/resources/how-to-create-an-monitoring-and-evaluation-system/)