

# GOD

THE NAMES

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# DEFINITION OF ASSESSMENT

*Assessment* comprises the analysis and review of information derived from research for the purpose of helping someone in a position of responsibility to evaluate possible actions, or think about a problem. Assessment means assembling, summarizing, organizing, interpreting, and possibly reconciling pieces of existing knowledge, and com-

Parson, E A (1995) Integrated Assessment and Environmental Policy Making, in Pursuit of Usefulness, *Energy Policy*, **23**(4/5), 463–476.





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# Definition of evaluation



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**Evaluation** is the systematic and objective collection of information, on the spot assessment and analysis of the validity, design, appropriateness, performance and the impact of the Project.

**ITTO**

Manual for project monitoring,  
review, reporting and evaluation

THIRD EDITION

GI SERIES  
**14**

2009

## Logframe objectives



## Evaluation questions

### Impact

- What changes did the project bring about?
- Were there any unplanned or unintended changes?

### Sustainability

- Are the benefits likely to be maintained for an extended period after assistance ends?

### Effectiveness

- Were the operation's objectives achieved?
- Did the outputs lead to the intended outcomes?

### Relevance

- Were the operation's objectives consistent with beneficiaries' needs and with Red Cross Red Crescent policies?

### Efficiency

- Were stocks of items available on time and in the right quantities and quality?
- Were activities implemented on schedule and within budget?
- Were outputs delivered economically?



## The Purpose of...

assessment  
is to  
**INCREASE**  
quality.



evaluation  
is to **JUDGE**  
quality.

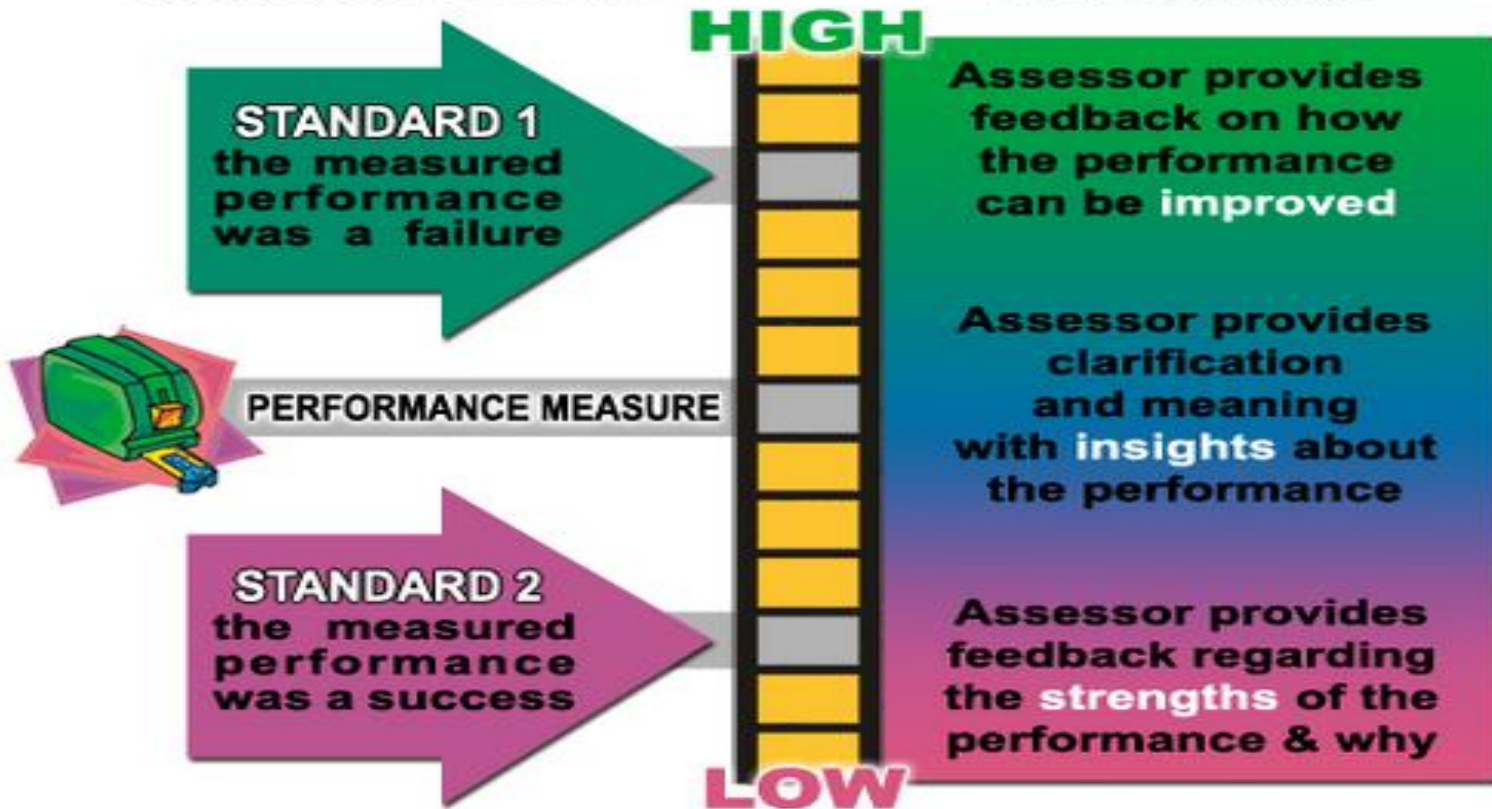
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**EVALUATION**  
DETERMINES IF A  
STANDARD WAS MET;  
SUCCESS OR FAILURE

**ASSESSMENT**  
PROVIDES FEEDBACK IN  
ORDER TO STRENGTHEN  
PERFORMANCE



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# monitoring



Monitoring is the continuous process of collecting and analyzing data (indicators), with a view to identifying any need for corrective actions to ensure Project execution towards attaining its Objective.

**Monitoring is the routine collection and analysis of information to track progress against set plans and check compliance to established standards.** It helps identify trends and patterns, adapt strategies and inform decisions for project/programme management.

## Figure 13. General steps for implementing monitoring

Review policy and operational context and clarify roles and responsibilities

Get ready to monitor by reinforcing initial M&E framework

Monitor—collect data, analyse and report

Use monitoring data and information in management and decision making



Monitoring is also an ongoing process. The lessons from monitoring are discussed periodically and used to inform actions and decisions. Evaluations should be done for programmatic improvements while the programme is still ongoing and also inform the planning of new programmes. This ongoing process of **doing, learning and improving** is what is referred to as the RBM life-cycle approach, which is depicted in Figure 1.

HANDBOOK ON PLANNING, MONITORING AND EVALUATING FOR DEVELOPMENT RESULTS

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The complementarity between monitoring and evaluation is seen in the following table:

**Table I-1: Complementarity between monitoring and evaluation**

<b>Item</b>	<b>Monitoring</b>	<b>Evaluation</b>
<b>frequency</b>	periodic, regular	episodic
<b>main action</b>	keeping track / oversight	assessment
<b>basic purpose</b>	improve efficiency adjust work plan	improve effectiveness, impact, future programming
<b>focus</b>	inputs, outputs, process outcomes, work plans	effectiveness, relevance, impact, cost-effectiveness
<b>information sources</b>	routine or sentinel systems, field observation, progress reports, rapid assessments	same, plus surveys, studies
<b>undertaken by</b>	programme managers community workers community (beneficiaries) supervisors, funders	programme managers supervisors, funders external evaluators community (beneficiaries)
<b>reporting to</b>	programme managers community workers community (beneficiaries) supervisors, funders	programme managers supervisors, funders policy-makers beneficiaries community (beneficiaries)

<http://www.unicef.org/reseval/index.html>

## **A UNICEF Guide for Monitoring and Evaluation**

**Making a Difference?**

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Project reporting is the formal presentation of monitoring information. The main reasons for reporting are the following:

- (a) *To formally inform management*: Reporting ensures that management, particularly the project coordinator's supervisor or project manager, is formally appraised of the progress made in project implementation and the supervisor or project manager is aware at an early stage of actual and potential problems and any remedial action taken;
- (b) *To validate requests for further funding*: Reporting ensures that the BFMS is kept informed of all aspects of project implementation. BFMS, together with project coordinators or managers, can then ensure that disbursed funds have been properly used before authorizing any further release of funds;
- (c) *To serve as an audit and evaluation trail*: Reporting maintains a record of all actions taken during project implementation. It therefore constitutes a vital resource for auditors and evaluators in assessing whether a project has been implemented in accordance with the rules and regulations and as efficiently and effectively as possible;
- (d) *To serve as a reference for future projects*: Reporting serves as a vital resource for ensuring that lessons learned (project successes, failures, best practices) through project implementation are available for consideration when formulating and implementing future projects;
- (e) *To report to the donors on the project's progress*: Often, reporting is requested by donors as they have shared interests with UNEP in the success of projects. Donors sometimes fund projects contingent upon satisfactory progress. They increasingly ask for progress and final reports at the results and objectives level rather than at the level of output or activity delivery.



