

gesci
Founded by UN ICT Task Force



GESCI

Monitoring and Evaluation (M&E) Guidelines

Revised 2024

1. Purpose of the Guidelines

These guidelines provide a structured framework to monitor, evaluate, and learn from donor-funded interventions. They ensure accountability to donors, communities, and partners, while fostering adaptive programming and evidence-based decision-making.

2. Core Principles

- **Independence & Objectivity:** Monitoring and evaluation must be impartial and credible.
 - **Participation & Inclusivity:** Engage local communities, CSOs, and government stakeholders in data collection and learning.
 - **Do No Harm & Sensitivity:** Respect security, cultural, and political contexts in fragile environments.
 - **Learning Orientation:** Beyond compliance, M&E must generate actionable insights to improve programmes.
 - **Data Integrity:** Ensure accuracy, reliability, and confidentiality of collected information.
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3. Monitoring Framework

3.1 In-Person Monitoring

- Conduct quarterly on-site visits to project locations (minimum four per year, per site).
- Assess programme delivery, beneficiary participation, risk factors, and unintended consequences.
- Produce structured monitoring reports after each visit using standardised templates.

3.2 Remote Monitoring

- Establish a cost-effective, user-friendly remote monitoring system to complement field visits.
- Use mobile-based reporting, local focal points, or digital tools for ongoing data flow.
- Validate remote data through field checks to ensure accuracy.

3.3 Rapid Needs Assessments (RNA)

- Undertake RNAs upon request from donor or country support mechanisms to inform strategic decision-making.
 - Use desk research, stakeholder consultations, and rapid field verification where possible.
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4. Evaluation Approach

4.1 Midline and Endline Reviews

- Conduct formative (midline) and summative (endline) evaluations to assess progress, effectiveness, and sustainability.
- Use mixed-method approaches (quantitative surveys, qualitative interviews, case studies).

4.2 Evaluation Questions

- **Relevance:** Are activities aligned with community needs and donor priorities?
- **Effectiveness:** To what extent are outcomes being achieved?
- **Efficiency:** Are resources being used optimally?
- **Impact:** What are the broader, longer-term effects on communities?
- **Sustainability:** Are results likely to be sustained after funding ends?

5. Learning & Knowledge Sharing

- Document lessons learned and good practices regularly.
- Facilitate Communities of Practice (knowledge-sharing workshops, peer exchanges).
- Use dashboards, briefs, and visual data presentations for wider dissemination.
- Encourage adaptive management by feeding back findings into programme design.

6. Roles & Responsibilities

- **Implementing Partners (PRs/SRs):** Collect routine data, support monitoring visits, participate in learning events.
- **Learning Partner / M&E Team:** Lead independent monitoring, manage remote systems, produce evaluation reports.
- **Donors/CSM:** Review findings, integrate into funding decisions, support adaptive programming.

7. Reporting & Accountability

- **Quarterly Monitoring Reports** – summary of field findings, risks, and recommendations.
- **Biannual Learning Briefs** – synthesis of lessons learned across partners.
- **Annual Evaluation Report** – analysis of progress against outcomes and impact.
- **Ad hoc Reports** – on emerging risks, RNAs, or donor requests.

8. Ethical & Security Considerations

- Ensure informed consent and confidentiality in all data collection.
 - Apply conflict sensitivity and do-no-harm principles.
 - Follow safety protocols when conducting field visits in insecure areas.
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9. Capacity Strengthening

- Provide training for partner organisations on data collection, reporting, and learning.
 - Build local ownership of M&E systems to ensure sustainability.
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10. Budgeting for M&E

- Allocate at least **5–10% of programme budget** to M&E activities (field visits, remote tools, evaluations, learning events).
- Ensure donor alignment on funding M&E costs (including remote monitoring system maintenance).