



WHAT IS MONITORING AND EVALUATION (M&E)?

Monitoring and evaluation are tools to help you determine how well your program is working and meeting program goals and objectives. Specifically, they allow you to manage and measure program performance, improve the quality of programs, and promote accountability.

WHAT IS THE DIFFERENCE BETWEEN MONITORING AND EVALUATION?

Sometime the two terms, "monitoring" and "evaluation" are used interchangeably. But if you want to get really particular – there are some differences. Here are some ways to think about the differences between the two:

Monitoring	Evaluation
✓ Performed during implementation to improve project design and functioning	✓ Studies the outcome of a project with the aim of informing the design of future projects
✓ Ongoing data collection and analysis	✓ Examines longer-term results
✓ Early indications of progress and achievement of goals	✓ Identifies how and why activities succeeded, failed, or were changed
✓ Measures project outputs	
✓ Undertaken more frequently than evaluation	

HOW CAN M&E REALLY HELP OUR PROGRAM?

Monitoring and evaluation activities can help you meet the needs of your clients, improve your outcomes, and meet your funding requirements. Here are a few examples how:

- Provide constant feedback on the extent to which the projects are achieving goals.
- Identify potential problems at an early stage and propose possible solutions.
- Monitor the accessibility of the project to the focus population.
- Monitor the efficiency of the different components of the project and suggest improvements.
- Evaluate the extent to which the project is able to achieve its general objectives.
- Provide guidelines for the planning of future projects.
- Improve project design by reviewing the soundness of project objectives.
- Incorporate views of stakeholders to enhance participation and ownership.
- Show need for mid-course corrections. Monitoring information and experiences tracks progress and highlights any need for changes.

WE HAVE AN EVALUATION PLAN...NOW WHAT?

Your funded HIV prevention intervention program includes an evaluation component. Putting this plan into action can sometimes be challenging. Thinking about your M&E design and approach from the beginning helps integrate the process and minimize the burden. There are 5 key elements to make sure you have incorporated into your evaluation plan:

1. Measurable objectives
2. Structured indicators
3. Collecting data and managing records
4. Systems for gathering, analyzing, and reporting data
5. Strategies to incorporate M&E findings

A Tabono CBA Specialist can help you determine the best way to implement your evaluation plan to meet your M&E requirements

WHAT ARE COMMON M&E TOOLS?

Your program may use a variety of approaches to collect monitoring and evaluation data.

- ① Needs Assessment gathers background information on individuals, groups, or communities. The information can be used to clarify needs, identify barriers, and help design programs to address needs. Data can be quantitative or qualitative.
- ① Logic Models are graphic depictions that show clearly and concisely the causal mechanisms through which interventions can affect behavior to achieve a health goal.
- ① Surveys are written questionnaires designed to gather demographic characteristics of respondents as well as knowledge, attitudes, behaviors, and reactions relevant to your performance indicators, objectives, and goals. Data can be quantitative and/or qualitative.
- ① Interviews gather information from individuals verbally. Interviews may be conducted in person or over the phone, with one person or several people simultaneously. Interviews can be structured or semi-structured to gather specific information from stakeholders. Data can be quantitative and/or qualitative.
- ① Focus Groups are small discussion groups used to collect in-depth insights. They can provide rich data as a result of the group dynamics and interactions that occur during the discussions. Data are primarily qualitative.

ARE THERE CDC-SPECIFIC M&E REQUIREMENTS?

Yes – you are required to conduct monitoring and evaluation activities for your DHAP funded HIV prevention program. CDC has outlined specific performance indicators (PEMS requirements) that are designed to assess priority aspects of HIV prevention program performance (See <http://www.cdc.gov/hiv/topics/evaluation/>)

There are also monitoring and evaluation guidelines for CDC-funded DEBIs and public health strategies available from www.effectiveinterventions.org. Most of the interventions do not have specific tools required for the evaluation, although some have suggestions and resources to help you conduct your monitoring and evaluation.