Friends of the Nation Monitoring and Evaluation Approaches

The growing demand for results has put NGOs under great pressure to demonstrate development success to donors and other important stakeholders through transparency, accountability, and proof of effectiveness of projects, among others.

At friends of the Nation, the results-based management (RBM) is adopted to ensure that there is evidence of developmental changes during and after the implementation of the prgrammes/projects. Modern-day performance tracking is swayed towards a data-driven approach to implementation, and this will be achieved by ensuring efficiency in the use of resources and effectiveness in the implementation of activities (Results). RBM will therefore designed management strategy that focuses on performance and the achievement of results (Output, Outcomes, and Impacts).

FoN makes use of the below processes in the implementation of past and ongoing pojects/programmes.

1. **Monitoring and Evaluation:** M&E activities generate information which helps determine how well or how poorly an activity or a project is implemented. It further provides progress/performance evidence that the right things, as defined by the results, are being done. There are a set of indicators aimed at achieving the goal of every project. Performance measurement is key in achieving a project goal. Evaluation of early results will provide information to stakeholders for immediate or future action. Evaluation will also present an opportunity to test the indicators set to achieve the project goal. To have a good monitoring and evaluation plan, the following must be considered.

* Logframe and theory of change.
* Development of good indicators.
* Frameworks and plans

1. **Data Collection Tools & Processes:** this constitute a wide range of activities implemented to ensure that quality information or data is collected. To establish an evidence of performance or non-performance of an intervention or a treatment, data is generated to ascertain the efficacy of the developmental intervention being implemented. For FoN, data-driven approach to implementation is key in measuring setouts indicators and goals of projects or programmes. The below listed tools are designed and utilized in any data collection activity.

* Developing of questionnaire: FoN uses open-source data collection such as ODK, Kobo collect, among others. These tools enable field staff to collect data using an android phone, and data gathered is received in real-time for immediate feedback. The most recently used data collection tool is the Kobo collect app. This was used for the collection of baseline data for the ReDIAL project.
* Quantitative and Qualitative method of data collection: Both quantitative and qualitative tools are deployed to gather all forms of data. The qualitive and quantitative data method used include but not limited the following.
* One-to-One Interview
* Focus Group Discussion (FGD)
* Record Keeping
* Observation
* Case Study
* Stakeholder engagement
* Data quality assurance practices: Data cannot be generation in isolation with accompanied by a strict supervision. This enables FoN to troubleshoot all forms of bottleneck in the field and allow a rigorous check for consistency and relevance. The activities FoN has in place to ensure due diligence in field data collection is stated below.
* Workplan stating clearly and precisely the period for such project activity: every field activity implemented is accompanied with a workplan that serves as a guide for the period stipulated to complete such an action. The field supervisor plans his/her field visits based on an existing work plan designed by each field team.
* Field visit kit is designed for field supervision activities: The supervision of field activities is carried out in the form of accompaniment, spot checks, back-checks, among others.
* To ensure that all project staff are on track, there is a regular standup staff meeting in every two weeks which serves as a feedback mechanism for all projects implemented.
* High Frequency Check (HFC): STATA and advance excel kit is used to review data from the field. This is specifically for quantitative data collection activity. This gives us an opportunity to test and measure the indicators that are being track.

1. **Data Analysis**

**Quantitative**

Quantitative data generated is analyzed using Stata, Excel, SPSS, and other forms of tools available for the analysis of the data collected. This is done regularly to inform changes immediately or in the future. Cross Tabulation and Trend Analysis method of quantitative data analysis will be used but there are many more methods of analyzing quantitative data.

**Qualitative**

Qualitative data are basically characterized data and it is also categorical. There are two main approaches to qualitative data review or analysis, deductive and inductive approach.

Deductive approach is used largely since it comes with predetermined structure such as the questionnaire. Less of the inductive approach will be used when it is necessary.

**Guide for Qualitative Data Analysis**

* Arrange and Organize Data:
* All qualitative collected is mostly unstructured and makes no sense at first sight. If the data is captured in a local language, it is transcribed. The data is then arranged systematically in a text format using an excel template. The template used for the qualitative data is concise and precise. The data is then streamlined based on objective of the study.
* Coding of Data: This is basically assigning patterns to the data collected. Coding is the best way of constricting a large or enormous amount data collected. After categorizing the data based on the codes assigned, you can begin to gain insight into the data to make an inform decision.
* Data Validation: To ensure accuracy of the data collected and to make sure that the data collected is not inadequate, validation should be a recuring activity throughout the research process. This is done by reviewing the research design or method and the reliability of the research findings
* Conclusion of the Analysis Process: Presenting of the information in a form of report that can be readily used. The report should state the method used in data collection, the pros and cons, the study limitation.

1. **Reporting:** Friends of the Nation report based on donor standard reporting templates. As a standard practice, FoN use the performance measurement framework (PMF) as a reporting template. Also, the Accelerator Plan Implementation Status template is used to update and report project activities.