

Monitoring & Evaluation
Self-Assessment

Instructions: The self-assessment is designed to determine your understanding of the information presented in this module. After reading the material answer the following questions. Use the scoring key at the end to gauge your understanding of the topic.

Planning

Match the planning level in the right-hand column with the appropriate definition in the left-hand column.

- | | |
|--|-------------------------|
| _____ 1. Short-term plan that includes annual scorecards, projects, programmes, etc. | A. Strategic planning |
| _____ 2. Individual objectives and actions in relation to organisational plans | B. Business planning |
| _____ 3. The process of determining long-term visions and goals | C. Annual planning |
| _____ 4. Drives the implementation of business plans | D. Operational planning |
| _____ 5. Highlights objectives and targets to meet the organisation's goals | E. Individual Planning |

6. List three key elements in planning for success. (3 points)

7. What three imperatives drive strategic planning? (3 points)

True or False:

- _____ 8. Vision involves identifying priorities relevant to an organization.
- _____ 9. An organization that sets multi-year targets has no need for single-year targets.
- _____ 10. An operation plan lays out programmes, projects, and/or initiatives that will be used to achieve strategic outcomes, objectives or performance indicators.
- _____ 11. A resource plan helps to identify gaps in the strategic plan.
- _____ 12. Elements of a resource plan include personnel requirements, infrastructure support and technology requirements.
- _____ 13. The financial plan contains details pertaining to operations, resources, capital requirements and budgeted financials for the coming year.
- _____ 14. The annual plan also serves as the implementation plan.
- _____ 15. The annual plan includes projected revenue and expenditures, projected cash flow and projected balance sheet.

The Context of Monitoring and Evaluation

True or False:

- _____ 16. Evaluation is undertaken to determine if objectives are met.
- _____ 17. Monitoring involves the regular collection and analysis of information.
- _____ 18. Evaluative thinking occurs only at the end of a project.
- _____ 19. Monitoring and evaluation may generate new knowledge and foster public support.
- _____ 20. Evaluation occurs when internal staff implement the monitoring process.
- _____ 21. An advantage of the monitoring process is that it is often viewed as more objective than external evaluation.
- _____ 22. External evaluators have fewer pre-conceived ideas about the program or project being evaluated.
- _____ 23. External evaluations are generally less credible than internal monitoring
- _____ 24. External evaluation may be costly.
- _____ 25. Monitoring and evaluation complement each other.

36. List four levels of the results chain in the order that they occur. (4 points)

37. List five attributes of SMART objectives. (5 points)

38. List five components of logic models. (5 points)

In the space provided write the letter of the word or phrase that best completes the sentence.

_____ 39. In a logic model, the unique socio-political-economic issues in an area are considered
A. Assumptions/context B. Problem statements

_____ 40. In a logic model, the nature and extent of the problem to be addressed is called
A. Assumptions/context B. Problem statement

_____ 41. Impacts refer to
A. Resources used in a program B. Long-term results

True or False:

_____ 42. Logic models should not be used to illustrate the relationship of more than one program in a multi-programme effort.

_____ 43. Conceptually logic models are cyclical in nature.

_____ 44. The key criterion for a logic model is that it is an accurate representation that can be understood by stakeholders.

_____ 45. The best logic models do not need revision.

_____ 46. A logic model provides the basis for developing a monitoring and evaluation plan.

Indicator Development

Match the type of indicator in the left-hand column with the appropriate description and example in the right-hand column. (Note: indicators may be used more than once.)

- | | |
|---|-------------------------|
| _____ 47. Show achievement in terms of stated objectives | A. Baseline indicators |
| _____ 48. Index composed of different indicators | B. Input indicators |
| _____ 49. Conditions before project or programme is implemented | C. Output indicators |
| _____ 50. Professional and support staff | D. Outcome indicators |
| _____ 51. Quality and impact of project outputs | E. Composite indicators |
| _____ 52. Indicators of economy and efficiency | |
| _____ 53. Medical reports | |

54. List 6 criteria for good Key Performance Indicators (KPIs). (6 points)

_____	_____
_____	_____
_____	_____

True or False:

- _____ 55. Qualitative indicators are measurable in terms of numbers.
- _____ 56. Quantitative indicators express how things are, rather than “how much.”
- _____ 57. Indictors at the activity level may indicate effectiveness and efficiency
- _____ 58. Efficiency indicators indicate if you have done what you said you would do.

Sampling and Development of Data Collection Tools

Match the term in the right-hand column with the appropriate definition in the left-hand column.

- | | |
|---|--------------------------------|
| _____ 59. Element considered for selection at some stage of sampling | A. Element |
| _____ 60. Set of mutually exclusive attributes | B. Population |
| _____ 61. Unit about which information is collected | C. Sampling Unit |
| _____ 62. Summary description of a given variable in a population | D. Sampling Frame |
| _____ 63. List from which the sample is selected | E. Observation Unit |
| _____ 64. Accuracy of the sample statistics | F. Variable |
| _____ 65. Degree of error expected for a given sample design | G. Parameter |
| _____ 66. Element or aggregation of elements from which information is collected | H. Statistic |
| _____ 67. Summary description of a given variable in a sample | I. Sampling Error |
| _____ 68. Theoretically specified aggregation of the elements included in the study | J. Confidence levels/intervals |

True or False:

- _____ 69. In simple random sampling a table of random numbers is used to select the sample.
- _____ 70. In systematic sampling the appropriate numbers of elements are drawn from homogenous subsets of the population
- _____ 71. Cluster sampling involves selecting people in groups rather than on an individual basis.

72. List five methods used to collect evaluation data. (5 points)

_____	_____
_____	_____

True or False:

- _____ 73. Monitoring and evaluation designs should include qualitative and quantitative data collection methods.
- _____ 74. Credibility is compromised when more than one data-collection method is used.
- _____ 75. In open-ended questions the respondent provides his or her own answers.
- _____ 76. “Double-barrelled questions” allow the evaluator to gather more information in fewer questions.
- _____ 77. Questions that lead the respondent to a particular answer are regarded as biased and should be avoided.
- _____ 78. Questionnaire construction and format are important considerations.
- _____ 79. In low-literacy populations self-administered questionnaires are the preferable data collection method.
- _____ 80. Interviews are advantageous because they increase the accuracy and relevance of answers.
- _____ 81. When doing interviews it is undesirable to match the demographic profile of the interviewer with the interviewee.
- _____ 82. When conducting focus-group discussions it is a good idea to avoid friendship pairs.
- _____ 83. The larger the focus group, the easier it is to manage.
- _____ 84. When conducting an observation, it is important to take comprehensive notes of what is seen.
- _____ 85. A good rule of thumb for data collection is to collect only information you will use and use all the information that you collect.

Data Analysis and Reporting

True or False:

- _____ 86. Data coding organizes a large amount of information into a number of defined attributes.
- _____ 87. The process of eliminating errors from data is called data washing.
- _____ 88. The data analysis method used is determined by the level of data collected.
- _____ 89. Two common ways of presenting data are in tables and graphs.

Planning for an Evaluation

90. List five considerations for planning an evaluation. (5 points)

_____	_____
_____	_____

True or False:

- _____ 91. The evaluator should keep all related documents for at least one year following the evaluation.
- _____ 92. Good data management requires that participant confidentiality be maintained.

Ethics and Politics in Evaluation

True or False:

- _____ 93. The most important responsibility of an evaluator is to protect the people who participate in the evaluation from harm.
- _____ 94. Informed consent from participants absolves the evaluator from responsibility to protect them from harm.
- _____ 95. If the results of an evaluation indicate a weakness, the evaluator should exclude the embarrassing findings from the reports.
- _____ 96. It is considered a violation of ethics for anyone to pressure an evaluator into changing the findings.

Scoring Key

Give yourself 1 point for each correct answer then fill in your total score below.

(1) C; (2) E; (3) A; (4) D; (5) B; (6) Continuity, consistency, rigour; (7) Vision, political agenda, policy/legislative requirements; (8) True; (9) False; (10) True; (11) False; (12) True; (13) False; (14) True; (15) True; (16) True; (17) True; (18) False; (19) True; (20) False; (21) False; (22) True; (23) False; (24) True; (25) True; (26) Plan, act, monitor, evaluate; (27) A; (28) A; (29) B; (30) A; (31) B; (32) True; (33) True; (34) False; (35) True; (36) Inputs/processes, outputs, outcomes, impacts; (37) Specific, measurable, appropriate, realistic, time-based; (38) Assumptions/context, problem statement, implementation activities, outcomes, impacts; (39) A; (40) B; (41) B; (42) False; (43) True; (44) True; (45) False; (46) True (47) C; (48) E; (49) A; (50) B; (51) D; (52) B; (53) E; (54) Measurable, precise, adequate, simple, relevant, objective; (55) False; (56) False; (57) True; (58) False; (59) C; (60) F; (61) A; (62) G; (63) D; (64) J; (65) I; (66) E; (67) H; (68) B; (69) True; (70) False; (71) True; (72) Questionnaires, self-administered questionnaires, observations, face-to-face interviews, focus group discussions; (73) True; (74) False; (75) True; (76) False; (77) True; (78) True; (79) False; (80) True; (81) False; (82) True; (83) False; (84) True; (85) True; (86) True; (87) False; (88) True; (89) True; (90) Type of evaluation, purpose, timing, available resources, potential effectiveness; (91) True; (92) True; (93) True; (94) False; (95) False; (96) True.

TOTAL SCORE: _____
(Number of correct answers)

Interpret your score:

114-127 points: You have a good to excellent understanding of the material.

102-113 points: You have a good understanding of the material but should review the information related to the questions that you answered incorrectly.

89-101 points: You have an average understanding of the material and should carefully re-read the sections that contain the questions you answered incorrectly.

≤88 points: You have an inadequate understanding of the material. Repeat this module before proceeding.

NOTE: The material in this module is intended to provide general principles and guidelines for those working in NGOs and CBOs. To be effective, the reader must also understand national and local rules, regulations, customs and practices that pertain to his or her specific organization.