



Six Questions to Help Identify Your Monitoring and/or Evaluation Need

This worksheet is a starting point for identifying gaps in your current monitoring system and/or evaluation plans. The questions below will help you outline the purpose, scope and intended uses for monitoring and/or evaluations that go beyond standard requirements and further facilitate decision making.

Questions to Consider	Operating Unit (OU) Response
<p>Question 1: What is the activity or project meant to do? (Description of Activity/Project)</p> <p><i>Guiding sub-questions:</i></p> <p>Who is the main target group of the activity/project?</p> <p>What changes or improvements is the activity/project aiming to bring about for the target group?</p> <p>How is the activity/project contributing to the desired changes? What interventions does it use?</p>	

Questions to Consider	Operating Unit (OU) Response
<p>Question 2: What aspects of your activity/project might not be answered by “traditional” M&E?</p> <p>Check all that apply.</p>	<input type="checkbox"/> 2a. Cause and effect are poorly understood thereby making it difficult to identify solutions and draft detailed implementation plans in advance. <i>[If you checked this box, please provide a brief explanation of why]</i>
	<input type="checkbox"/> 2b. Stakeholders bring diverse perspectives to the situation, making consensus about the development problem and/or solution elusive or impractical. <i>[If you checked this box, please provide a brief explanation of why]</i>
	<input type="checkbox"/> 2c. Adaptive management is necessary to steer effectively in a dynamic context. <i>[If you checked this box, please provide a brief explanation of why]</i>
	<input type="checkbox"/> 2d. The purpose of the activity/project is to influence social change . <i>[If you checked this box, please provide a brief explanation of why]</i>
	<input type="checkbox"/> 2e. The purpose of the activity/project is to create a new solution to either an intractable or a new problem; the solution is unknown when the activity/project begins. <i>[If you checked this box, please provide a brief explanation of why]</i>
	<input type="checkbox"/> 2f. There are other aspects of the activity/project that may influence the choice of M&E approaches. <i>[If you checked this box, please provide a brief explanation of why]</i>

Questions to Consider	OU Response
<p>Question 3: What are the monitoring needs <u>not</u> met by the activity's/project's current monitoring system?</p> <p><i>Keep in mind:</i></p> <p>The monitoring need should describe information required for decision-making.</p>	
<p>Question 4: Who will use the monitoring or evaluation data that is needed?</p> <p><i>Keep in mind:</i></p> <p>The more specific you are about who <i>needs</i> the data, the more useful the information will be.</p>	
<p>Question 5: How will they use the data?</p> <p><i>Keep in mind:</i></p> <p>The more specific you are about how these people will use the data, the more useful the information will be.</p>	
<p>Question 6: What specific questions do you need answered?</p>	