

## Design of the monitoring and evaluation system: Gap Analysis

Steps in designing a monitoring and evaluation system	Key questions	Response (yes / no)	If not, what activities are required?	Priority of tasks 1 = important and urgent 2 = important but not urgent 3 = not so important but urgent 4 = not so important and not so urgent 0 = already done
1. Define the purpose and scope of the M&E system	Are all program staff informed and convinced of the usefulness of the monitoring and evaluation system?	....	...	...
	Do we know what aspects the monitoring and evaluation system should cover and what information should be collected?	...	...	...
	Is it clear who will use the information generated by the M&E system?	...	...	...
2. Agree on outcomes and objectives - Theory of change (including indicators)	Is there a Theory of Change (ToC) or defined cause-effect assumptions that show through which measures and results/outputs which outcomes and impacts are to be achieved?	...	...	...
	Do all staff agree with these cause-effect assumptions	...	...	...
	Does the ToC (cause-effect assumptions) take into account the conditions or assumptions necessary to achieving an outcome/impact?	...	...	....
	Are all expected outcomes and targets/results linked to appropriate indicators?	...	...	...
3. Plan data collection and analysis (including	Is it clear who will collect what data and with what methods?	...	....	....
	Is the frequency of data collection clear?	...	...	...

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development of tools)	Are the data collection tools to be used available?	...	...	...
	Is it clear who will analyze the data collected?	...	...	...
	Is there a comprehensive monitoring and evaluation work plan with a timeline?	...	...	...
4. Plan the organization of the data	Do we already know how the data will be stored?	...	...	...
	Is data securely stored with adequate level of protection?	...	...	...
	How do we ensure the quality of the data?	...	...	...
	If applicable, do you have the respondent's permission to also record personal information such as the respondent's address?	...	...	...
5. Plan the information flow and reporting requirements (how and for whom?)	Is it clear who is communicating the collected and analyzed information, in what form, to whom and when? / Is there a communication or dissemination plan?	...	...	...
	Have you identified the best communication channels for each audience?	...	...	...
6. Plan reflection processes and events	Have you decided which methods/approaches to use to reflect on the results of monitoring and evaluation, with which stakeholder groups?	...	...	...
	Do you know how often you will reflect on the results of monitoring and evaluation?	...	...	...
7. Plan the necessary resources and skills.	Are there sufficient financial resources to create and implement the monitoring and evaluation system?	...	...	...
	Is there sufficient staff capacity to create and implement the M&E system?	...	...	...

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	Are additional support measures (including necessary capacity building) needed to establish or implement the M&E system?	...	...	...
	Is it clear who will be the person(s) responsible for designing and overseeing the monitoring system?	...	...	...