

Monitoring and Evaluation Assessment¹

Introduction

This tool can be used to self-assess a group / organisation in order to identify what it is doing well (strengths) and where it needs to improve (weaknesses) in relation to monitoring and evaluation.

Depending on the size of the group being consulted the assessment sheet could be completed by individual board members / trustees / staff as appropriate to allow them to individually reflect on the group / organisation. There should then be feedback collectively to all involved to facilitate a group discussion. Alternatively it could be done in small groups who in turn feedback to the larger group to facilitate discussion. However it is used, a key element is encouraging and supporting open and honest responses by individuals to ensure the exercise is beneficial to individuals and the group / organisation.

How to use...

Using Work Sheet 1, overleaf, score your group / organisation against each statement using the scores below:

1. Organisation does not do this.
2. Organisation recognises the need for this but performance is weak.
3. Organisation does this competently but could strengthen their performance.
4. Organisation does this effectively.
5. Organisation does this fully; a model of good practice.

After you have entered a score identify 1 or 2 strengths, things the group / organisation does well and 1 or 2 weaknesses, things the group / organisation could improve. Individual responses should be fed back to the main group.

Through discussion it is likely there are a number of weaknesses that individuals have consistently identified. Although all identified weaknesses could be addressed by the group / organisation simultaneously it is recommended that only 3 – 5, such as those most frequently identified, should be addressed at one time.

Using Work Sheet 2: Action Plan - complete each column for the respective weaknesses detailing:

- What is the weakness? Identify the specific weakness from Work Sheet 1.
- What actions will be taken? State what activities will be undertaken to address this weakness.
- What will happen? Detail what the intended impact of these actions will be.
- Who will do it? Identify the lead individual for addressing this weakness.
- When? Identify dates for work to be completed.

¹ Source: South London CVS Partnership 2005, Capacity Checking Framework

Work Sheet 1	Score (1 -5)	Strengths	Weaknesses
It is concerned about the outcomes of its services for users, the impact, and has mechanisms for measuring			
The organisation keeps effective records about past, present and future users and about its activities			
It analyses this information, understands and uses the results of that analysis			
The information collected is regularly reviewed			
It evaluates its services regularly and effectively involves all (users, partners) and uses the results of this			
It communicates the results of its evaluations			

Work Sheet 2				
What is the weakness?	What actions will be taken?	What will happen?	Who will do it?	When?