

CHECKLIST FOR REVIEWING PROJECT PROPOSAL M&E RESOURCE REQUIREMENTS

√	Consideration	Associated Resource Requirements and Costs
√	Is the project planning for a baseline survey? How complex is the proposed evaluation design?	Consultants Transport for fieldwork Hire of enumerators Interpreters Creation of a database Training of staff Cost range: \$10,000 – 15,000
√	Will the project conduct an external midterm and/or final evaluation? Does the donor require it? How participatory should the evaluation be?	<u>External evaluation team:</u> 1-2 consultants together with staff over a 3-week period all costs related to consultancies translation and interpretation workshop Cost range: \$15,000 - \$25,000 More participatory evaluations will require fewer external resources, possibly 1 facilitator
√	Does the project have an M&E plan with well-defined methods so that you are able to determine whether in-country capacity or expertise exists to apply them?	
√	Consider the level of complexity and sophistication of the methods being proposed. Will they require setting up a database, using statistical packages, or other statistical expertise, such as the design of a large-scale random sample survey? If so, is there someone within the staff expert enough to take them on?	<u>Quantitative sample survey (depending on scale):</u> At least 1 consultant Hire of enumerators Transport and per diems for fieldwork IT specialist Software (e.g., MER, SPSS, Access, GIS) Interpreting/translating Training of staff and enumerators Materials or equipment
√	Consider the complexity of scale of the proposed methods. Is the scale, e.g., the size of the sample and the evaluation design (e.g., quasi-experimental design) beyond the capacity of the staff to undertake?	See above
√	Are the proposed methods unnecessarily complex? Could they be simplified and still be sufficient for the level of rigor needed for the project ?	Less complex: No sophisticated statistical analysis or number crunching No enumerators No special software
√	Are the proposed methods out of sync with the the level of participation being considered? (Participatory M&E suggests that your partners or beneficiaries should be	

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	able to design the indicators and measure the changes themselves.)	
√	Will new staff be recruited for the project? Do existing or new staff have the experience in the quantitative or qualitative methods being proposed? Will they require some training at project start? What type of training may be most relevant – training of project staff in-country, sending some staff to another CO or to a course, offering staff on-line course, participation in CO-wide training	<u>Types of training:</u> Bring in a trainer to train all staff Fieldwork costs On-line course Materials – manuals, books, other Cross-visit to other Country Office Formal course in the region
√	Is the project complex, large, and/or innovative enough to require a full-time M&E project coordinator? Will this person be an expatriate or a national?	Cost of national varies significantly from one Country Office to another
√	Does the CO have an M&E Advisor for the whole Mission? Will this project require input at key points from this person?	Percentage of M&E advisor time
√	Will the project hold an M&E planning workshop with stakeholders at project start to engage all stakeholders in reviewing and revising the logical framework?	Stakeholder workshop
√	In addition to any project evaluations, will the project hold internal lessons learned workshop?	Workshop (with perhaps an external facilitator)
√	Will the project be producing any publications on lessons learned or manuals related to M&E for this particular type of project?	Printing and publication Translation Participation in conference