# No time? No problem!

**Designing rigorous M&E Frameworks in less than a week**

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# Today's session

**01**   What is rapid M&E planning?

**02**   What are some examples of it?

**03**   How do you make it work?

**04**   What are some resources to help?

*With credit and thanks to our former colleague Georgina Roberts*

# Beyond rapid evaluation: the case for rapid M&E planning

## Features of rapid evaluation

1. Expedited timeframes (10 days to 6 months)

2. Iterative and flexible design

3. Multiple methods

4. Participatory approach

5. Multi-disciplinary and highly skilled team

6. Concurrent streams of work

7. Action oriented findings and recommendations

8. Tailored communications to meet stakeholder needs

*Image courtesy of Vecteezy*

# Rapid cycles



**Setting the Scene - Day 1**

› How will we work together to produce the M&E Framework?

› What is the program logic?

› What needs to be in the M&E Framework (confirm writing plan)

**Monitoring and Evaluation Strategy - Day 2**

› What monitoring and evaluation is required? When?

› What is the scope, purpose and limitations of each activity

**Reporting, improvement and data needs - Day 3**

What reporting is required? When?

What data is needed? When?

Where will the data be sourced from? What analysis will occur?

**Confirm details and submit draft - Day 5**

› Gather outstanding details

› Test with key stakeholders
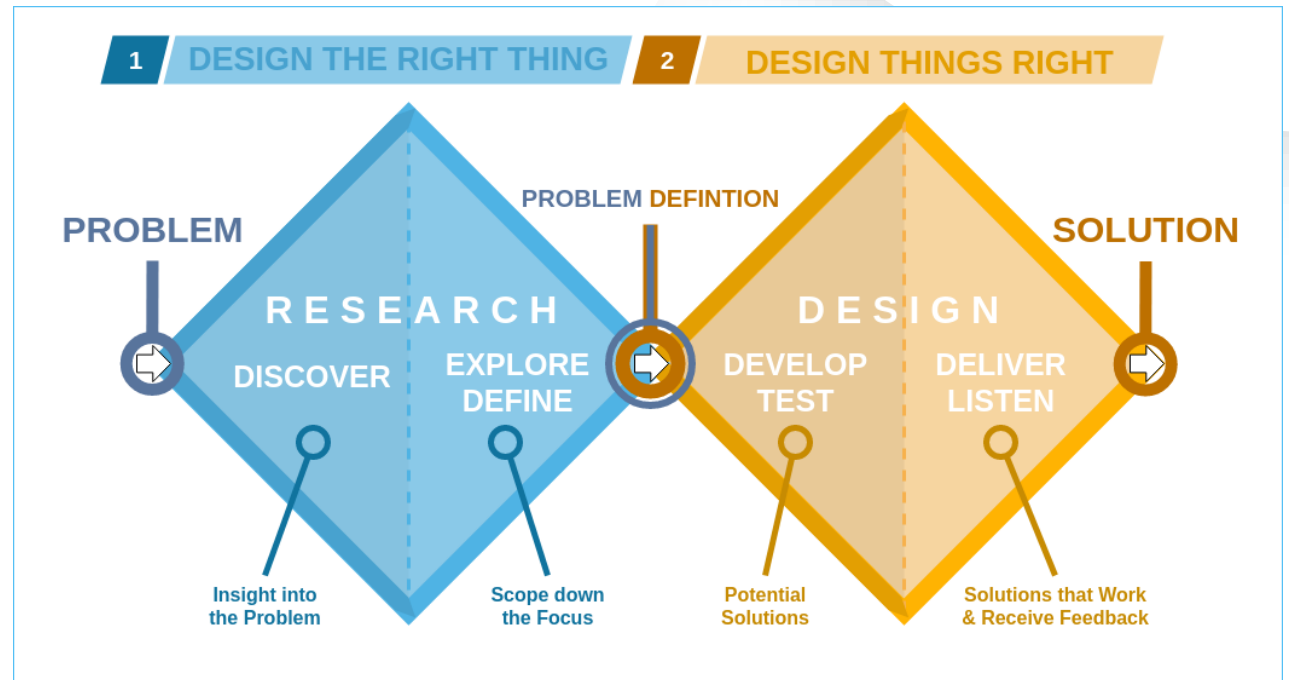
› Finalise draft M&E

**Feedback and finalise - Day 7**

› Revise and update as required

› Finalise and gain approval for the M&E

Writing plan and program logic in place

Iterative drafting and updates to reflect feedback

4

# Case synopsis 1

› 2020

› Victorian Government client

› 8 business days to develop a program logic and deliver an evaluation framework

› success factors:

  — highly organised client: all data was ready for us

  — highly available client: they prioritised this project as much as we did

  — iterative workshopping and testing based on design thinking principles



| 1 | DESIGN THE RIGHT THING | 2 | DESIGN THINGS RIGHT |

**PROBLEM**

**SOLUTION**

PROBLEM DEFINTION

**R E S E A R C H**

DISCOVER    EXPLORE DEFINE

**D E S I G N**

DEVELOP TEST    DELIVER LISTEN

Insight into the Problem

Scope down the Focus

Potential Solutions

Solutions that Work & Receive Feedback

*Image courtesy of Wikipedia Commons*

# Case synopsis 2

› 2023

› non-government client

› 8 business days to develop a program logic and an M&E plan, including survey drafts, consultation question drafts and a monitoring data collection template

› success factors:

– wealth of existing program documentation setting out the program theory to draw from

– tech-enabled

– highly available client: they prioritised this project as much as we did



*Image courtesy of Customer Thermometer*

# Making it work – considerations

**Who do you need to speak to or involve?**

**What data do you need to collect?**

**How can you streamline the decision making and approval processes?**

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# Making it work – considerations

**TOP TIP**
**Set up all your meetings before the work commences**

## Who do you need to speak to or involve?

› program sponsor

› program management team

› program delivery team (if different from above, e.g. a separate function or a contracted delivery partner)

*as a minimum*

## What data do you need to collect?

› program approval documents

› program governance documents (e.g. program management plans, budget vs actuals)

› monitoring or performance data

*as a wishlist*

## How can you streamline the decision making and approval processes?

› confirm in advance of the work commencing the purpose and the audience

› have executives on board with the turnaround times needed, and seek delegation if required

*as a minimum*

# Making it work – considerations

**Start with the end in mind**

What is your program's value? How high profile is it? How complex or sensitive is it? (scale)

How clear is the program's purpose and intended outcomes to you, your organisation and its stakeholders? (co-design)

What do you want to know about your program? What will your boss want to know? What will your program stakeholders and partners want to know? What will your program beneficiaries want to know? (audience)

What is your organisation's capability to undertake the M&E activities? How good are your organisation's data collection systems? (complexity)

What decisions will the M&E activities inform? (purpose)

What requirements must you oblige with your M&E activities? (compliance)

When do you need to make decisions about the program? (timing)

What are your ethical considerations? What will a successful M&E approach look like? How is participation ensured? How will you ensure a fit-for-purpose evaluation burden? (approach)

# Give it a go!

✓ **Fully plan and schedule your work (down to the day if necessary) and block out the time**

✓ Use rapid development cycles – don't stop for approval processes, keep going and update

✓ Identify and involve your decision makers in key discussions

✓ Streamline your M&E framework/plan – only include the essentials in your writing plan (scale to program)

✓ Draft and share documents as you work

✓ Develop supporting tools where possible – this will save you time later

✓ Ask for help – get others involved where you can

# Free resources to help you

**DIY Program Evalution**

**Build capacity and culture**

How can you build organisational evaluative capacity and culture?

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DIY Program Evaluation Kit

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**Build your own monitoring and evaluation framework**

DIY M&E:
A step-by-step guide to building a monitoring and evaluation framework

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Quality
Thinking.
Quality
Outcomes.

# More free resources



**Planning a program evaluation**
A practical checklist



**Monitoring and evaluation framework template**

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Quality **Thinking.** Quality **Outcomes.**

# We would love to connect!

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