

**International Institute of Sustainable Development  
Certificate Program  
Syllabus**

**Course**

**Course title:** DCE 0707 Participatory Monitoring and Evaluation

**Semester:** Summer

**Year:** 2005

**Start Date:** July 22, 2005

**End Date:** Aug 26, 2005

**Meeting Time:** Online

**Instructor Name and University Mailing Address**

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**Required Course Materials**

**Texts (required):**

- “Outcome Mapping: Building Learning and Reflection into Development Programs” by Earl, Carden, and Smutylo (available from online book sellers such as amazon.com and kpbooks)
- “Evaluating Sustainable Development” by Ukaga and Maser (available from online book sellers such as amazon.com and kpbooks)

**Course Description**

This course stresses participatory methods in monitoring and evaluation, where multiple stakeholders are involved in the process of planning, collecting, interpreting, communicating, and using information. This approach emphasizes a regular monitoring process that leads to continuous improvements. The course uses a case study and discussions to illustrate the participatory monitoring and evaluation process.

## **Course Objectives/Outcomes**

Upon completion of this course the student will:

1. be able to apply the Outcome Mapping approach to the monitoring and evaluation of a project or program
2. be able to define a program
3. be able to use indicators as a monitoring tool
4. be able to select the most appropriate data collection methods
5. be able to develop an evaluation plan.

## **Grading Criteria and Policy**

Students are expected to complete reading, written, and discussion group assignments in the time frame specified. Participation in discussion groups should be in the form of positive, constructive contributions that add to the learning of the group. Please follow the specified days for posting assignments and participating in discussions as described in the “Start Here” document so that everyone is not forced to read and respond at the last minute. Spelling and grammar are not graded in the discussion groups. There will be no grading for the course. After successful completion of all of the course work, a letter of completion will be issued. This course can be used as an elective towards the certificate in Community-based Development issued by IISD after completion of all requirements.

## **Weekly Schedule and Assignment Calendar**

### **Week 1**

<b>Introduction and Program Definition</b>	
Reading assignment: Week 1 notes, pages 1-16, 33-51 and 125-127 of “Outcome Mapping”	
Written assignment: Select a project or program you would like to develop an M&E plan for. This can be a project/program you are familiar with, one of the case studies indicated in the “Links” area of the course, or a fictitious project. Describe the vision, mission, boundary partners, and outcome challenges in a one-page summary and post it in the “Week 1 written assignment discussion”. Also, select another students project that you are interested in and would like to follow each week during the course as a coach. Read that person’s description and comment and ask questions.	
Discussion: Participate in the discussion on “outcome mapping vs impact”. What are the key differences between the outcome mapping approach and an approach that is based on impact monitoring? If you use outcome mapping, does this mean that you ignore impact? How would you deal with impact if you use outcome mapping? Post your answer in this discussion group and read and comment on the answers of two other participants.	
Class activities: 1. The outcome mapping approach 2. Defining a program 3. Selecting a project/program for a case study	Objectives: 1. To understand the outcome mapping approach to monitoring and evaluation 2. To understand how to define program or project. 3. To start on the class project

## Week 2

### Evaluation Plan

Reading assignment: Week 2 notes, pages 113-124 of “Outcome Mapping”, pages 111-160 of Ukaga, and the RSDP case study in the course materials section.

Written assignment: Prepare the first two parts of an evaluation plan as described on page 116 of “Outcome Mapping” (Who will use the evaluation? How? When? and Questions). Read and comment on the assignment of the person you are coaching.

Discussion: Participate in the discussion on the RSDP case. What questions did they choose to answer in their evaluation? Would you have chosen the same questions? What other questions could have been used? Post your answer in this discussion group and read and comment on the answers of two other participants.

Class activities:

1. Evaluation plan
2. RSDP case study analysis

Objectives:

1. To learn how to define an evaluation plan.

## Week 3

### Monitoring - Indicators

Reading assignment: Week 3 notes, pages 13-22 of Ukaga, and pages 53-59 of “Outcome Mapping”

Written assignment: For the questions you selected in your evaluation plan last week, develop a set of indicators that you think will allow you to effectively answer the questions. Why did you choose these indicators? Post your answer in the “week 3 written assignment” discussion. Read and comment on the answers of the person you are coaching.

Discussion: Participate in the discussion on “progress markers”. Discuss the pros and cons of using progress markers to monitor outcomes. Give examples of when you think progress markers would work best and when you think another approach would be better. Post your answer in this discussion group and read and comment on the answers of two other participants.

Class activities:

1. Indicators
2. Progress markers

Objectives:

1. Be able to select appropriate indicators for monitoring purposes.
2. Understand when to use progress markers.

## Week 4

### Monitoring – Data Collection

Reading assignment: Week 4 notes, pages 75-95 and 129-130 of “Outcome Mapping”, pages 23-45 of Ukaga.

Written assignment: For the indicators you picked in week 3, select the appropriate data collection methods to use to monitor them. Explain why these data collection methods were chosen. What are their advantages and drawbacks? Post your answer in the “week 4

written assignment” discussion and read and comment on the person you are coaching.

Discussion: Participate in the discussion on “journaling”. Compare the journaling method to other data collection methods. What are its pluses and minuses? Can journaling be used in all cases or would you also use other methods? Explain. Post your answer in this discussion group and read and comment on the answers of two other participants.

Class activities:

1. Data collection methods.
2. Journaling

Objectives:

1. Be able to effectively select the most appropriate data collection methods.

## Week 5

### Participatory Methods

Reading assignment: Week 5 notes, pages 17-29 of “Outcome Mapping”, pages 93-109 of Ukaga, Stakeholder Analysis in course material section

Written assignment: Develop a plan for how you will use participatory practices for your evaluation. Explain the choices you have made. Cover all aspects of the evaluation from planning to implementing to using the results. Post your answer in the “week 5 written assignment” discussion group. Read and comment on the assignment of the person you are coaching.

Discussion: What is your opinion of the Outcome Mapping method? Would you use it? Why or why not? What are its strengths and weaknesses?

Class activities:

1. Participatory methods
2. Analysis of the Outcome Mapping method

Objectives:

1. To be able to optimize the effectiveness of an evaluation through the use of participatory practices.
2. To determine when to use Outcome Mapping.