



AEPI M&E FRAMEWORK:

OVERVIEW

“How AEPI measures and makes visible the results and impact it achieves in its parliamentary support programmes”

Date: 14/04/21

By: Minega I. Director of Programmes| AFRICA

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OVERALL AEPI M&E FRAMEWORK

The basic principles and tools for AEPI programme design, monitoring and evaluation are described in this document. The translation of this document into practice has to take place in the period of 2021–2025, which is elaborated in the *M&E implementation plan*. The framework comprises of three result levels: **outputs** (activities), **intermediate outcomes** (results of the activities) and **outcomes** (impact of the programme). This framework should thrive to comply with requirements for the donors including Irish Aid requirements for M&E and reporting should fit in this framework.

1. OUTPUTS

1.1. What needs to be monitored and measured

The outputs of every activity organized by AEPI (whether training, exchange visit or Annual Event, etc.) need to be recorded. The information can be used for monitoring the effectiveness of the activities, but also to communicate internally and externally about what AEPI is doing. The outputs to be recorded are:

- date and length of the activity, number, gender and level of participants
- direct objectives of the activity (changes in knowledge, awareness, attitudes, skills)
- tools, methods and best practices introduced by participants and resource persons
- recommendations, improvements and follow-up suggested by participants regarding the functioning of parliament as a whole and their own functioning
- participants' feedback (optional)

1.2. Tools to be used

- The *activity observation form* can be used during the activity, to put on paper the main outputs of the event, as summarized above.
- The *activity reporting form* is filled in compulsory after the activity to summarize the outputs. It will also be used to record longer-term outcomes of the activity (further explained below).
- The *participants' evaluation form* will be optional, to evaluate and improve the type of activities organized by AEPI.

1.3. Roles and responsibilities for data gathering, sharing and reporting

- The Programme director ensures that *activity reporting form* is filled in for each activity. The forms are shared internally with the Operations Director, who will use it to write an article for the website.
- Once final, the documents are uploaded to SharePoint.
- The Programme Director uses the activity information to fulfill any donor reporting requirements on output level.
- Every four months, AEPI generates a report on the activities implemented versus what was planned, which are then discussed on country-level. The *internal report* is drafted by the Programme Director and submitted to the board of management. The report should also include the results on intermediary outcomes and expenditures vs. planned

2. INTERMEDIARY OUTCOMES

2.1. What needs to be monitored and measured

Intermediate outcomes describe the small changes and steps that occur between the activities that AEPI implements and the final outcomes AEPI is contributing to. Progress is measured every six months, and this is what donors look at most. Progress on these intermediary outcomes is measured by using pre-selected indicators. These should provide proof of the small steps being realized and therefore range somewhere between the output and outcome levels. It is very important to select appropriate indicators that truly reflect progress. Both the intermediary outcomes and indicators are recorded in the project proposal and logframe, but can be modified during project implementation.

- Example of intermediary outcome indicators for AEPI outreach visits contributing to ‘public consultation’, ranging from output to outcome level: # of outreach visits, # of petitions received, level of participation, # and impact of parliamentary follow-up, % of successful follow-up, % of parliamentary budget dedicated to public consultation, # of new public consultation mechanisms developed by parliament.

2.2. Tools to be used

- An *AEPI indicator database*, containing all indicators that are relevant to the work of AEPI and that are relatively simple to measure.
- The *activity reporting form* includes a section on the longer-term activity results. Several months after the activity took place, the programme staff interviews a selection of the participants, to

monitor whether the recommendations, improvements and follow-up suggested by participants during the activity, have taken shape.

- The *country M&E plan*, to be developed for each country, will give further guidance on the planning, responsibilities, budget and methods for measuring the indicators. *Indicator reference sheets* will be developed for each indicator, detailing the exact definition, dis-aggregation and methods for measuring the indicator.
- A *data-collection manual* will be written, detailing different techniques for gathering qualitative data.

2.3. Roles and responsibilities for data gathering, sharing and reporting

- The Programme Director is responsible for selecting suitable indicators, assisted by the M&E Consultant. The *country M&E measurement plan* is developed jointly by the Programme Director.
- On start of the programme, the Programme Director is responsible for carrying out a baseline study on the all outcome and intermediate indicators and to estimate a target value to be achieved at programme end.
- The intermediary outcome indicators will be monitored every six months, following the *country M&E plan*. However, specific donors may require differently. External assistance may be called in to help with the data collection. The Programme Director ensure that all indicators are monitored timely and recorded in the *M&E plan*.
- The Programme Director fulfills any donor reporting requirements on this level by describing the intermediary outcomes that have been achieved in the programmes. The account is based on the indicator data, but should also detail any other outcomes and indicators that may be relevant. The indicators are only one source of information.
- Every year, the Programme director reviews all pre-selected intermediate outcome statements and indicators and make needed changes.

3. OUTCOMES

3.1. What needs to be monitored and evaluated

The final outcomes of an AEPI programme on the functioning of the partner parliament is the highest level on which AEPI can report results. These outcomes can only be properly measured and evaluated at programme end. Indicators for these outcomes relate to improved functioning and outputs of parliament:

- Indicators based on external data, e.g. Afro barometer score on “Citizens’ trust in parliament”.

- Indicators which need analysis of the legislative output, e.g. Average # of amendments per Bill; # of times oversight instruments are being used (questions, interpellations).
- Indicators requiring insight information, e.g. # of legislative processes with CSO consultation.

3.2. Tools to be used

- Similar to the intermediate outcomes, the data on outcome indicators must be recorded in the *country M&E plans*, for them to be accessible.
- In addition to the tools mentioned under the intermediary outcomes, a *bill tracking system* needs to be developed in the programme countries, to follow the legislative output. This involves the building of strong relations with the parliament's Hansard department.
- The *evaluation protocol* details how AEPI deals with internal and external evaluations and which methodologies are suitable, as well as standard *Terms of Reference for external evaluations*.
- Besides the indicators-based evaluations, AEPI will also start capturing 'stories of impact', through qualitative, journalistic, storytelling techniques. An introduction to these techniques will be recorded in a to-be-developed *story telling tool*.

3.3. Roles and responsibilities for data gathering, sharing and reporting

- The outcome indicators have to be measured at programme start, half-way and after the end of the programme. The Programme director is responsible for the preparation of the base-line and evaluation studies. When the evaluation is commissioned externally, it is good practice to draft Terms of Reference and set up a reference group.
- At the end of each programme, AEPI will draft the terms of reference and methodology for the final evaluation. The main question to be addressed will relate to the overall goal set forth at the beginning of the programme. An independent external expert group will have to be set up to advice on the ToR and methodologies.