

Red Xeen KiND

Tools & Reporting

September 2015



3.12.3 Monitoring and Evaluation Tools

Long Term Outcome Level Indicators

Child Status Index (non-negotiable): The overall goal of Red een Kind’s partners is improving children’s overall well-being, as explained in the ToC of Red een Kind. The Child Status Index measures the overall well-being on three of the four domains (no spiritual component is included), by interviewing and scoring children, parents and teachers on 11 questions. It results in scores per domain (physical, social-emotional, and cognitive) and per theme (Food & nutrition, Shelter & care, Child protection, Health, Psycho-social well-being, Education & Skills training). [See annex 10 - Official CSI Field Guide, annex 11 - REK CSI Field Guide & annex 12 - CSI Reporting tool.](#)



Figure 6: Overall Child Wellbeing as Impact Objective of Red een Kind

Outcome Level Indicators

Empowerment Scorecard (partly non-negotiable; 4 out of 8 indicators need to be measured): The interventions of organizations supported by partners of Red een Kind often include work with groups of people. Groups of youths, farmers, community members, women, parents or others. While such groups often have specific purposes, they often also have the objective to contribute to empowerment of the members. Getting insight in this process of empowerment enables partners to see if the essential assumption of their ToC can be proven in practice as well. [See annex 13 - Empowerment scorecard reporting tool, annex 14 - Empowerment scorecard manual & annex 15 - Analysis of Empowerment scorecard.](#)

Additional Outcome Indicators (1 required per ToC pathway / thematic area): All partners of Red een Kind have developed their own context-centred ToC, meaning that none of the ToCs of our partner set up are similar. Therefore, the PMEL framework is also tailor-made per partner. Red een Kind is open for sharing good quality outcome indicators and their tools, however partners themselves decide what precise indicators and tools they will use for measuring outcomes. Per outcome pathway in the ToC at least one outcome indicator must be selected.

Figure 7: Empowerment as Outcome Objective of Red een Kind



Output Indicators

The Minimum Output Requirements (non-negotiable) of Red een Kind contain a set of output indicators on various thematic areas. These output indicators need to be reported on for Red een Kind to present some main data in their annual reports. It covers numbers of children and youth supported in various thematic areas. [See annex 20 - REK database multi-annual ME framework](#), this contains a worksheet with Minimum Output Requirements.

Baseline, Mid-term and End-term Evaluations

The baseline provides data for comparison with which later mid-term and end-term results. The mid-term evaluation is very useful for learning and decision-making. Since the project is ongoing at that moment, its recommendations will need to feed decision-making and learning (the mid-term evaluation is free to decide by partner). The end-term evaluation’s purpose is accountability and learning (non-negotiable).



For these evaluations examples of ToRs can be found in [annex 18 - ToR Midterm evaluation](#) & [annex 19 - ToR End Term evaluation](#), these ToRs are open for discussion and additions from partner and Red een Kind. ToRs are initiated by the partners and Red een Kind is involved in finalising the ToRs.

Participatory Toolbox

ReK wants partners to actively involve the target communities in the collection of data for their PMEL frameworks. Therefore, we ask partners to select one tool out of the Participatory Toolbox to be part of the PMEL framework of the program funded by ReK. This means that partners are free to choose which tool of the Participatory Toolbox is most relevant for their program to conduct regularly with the community and track progress in 2016-2020. This tool can be part of the PMEL framework of the partners and thereby becomes an obligatory indicator to report on. [See Participatory toolbox Manual](#).

Collecting qualitative data

As part of the bi-annual reports and the annual reports, partners must select a highly relevant story at the respective moment of reporting, which give a better understanding of the effectiveness, efficiency, impact, sustainability and/or relevance of the program. It must be a written narrative, illustrative for the program. Examples include significant change stories, life stories, success stories and stories about lessons learned. An obligatory annex to the narrative is a high quality photo (minimal 2 MB) of the person(s) mentioned in the narrative.

Additionally to a narrative and a photo, partners can deliver video's as well. Red een Kind can provide assistance in how to tape a good quality video. Videos are not obliged, but ReK can use them very well for informing and inspiring donors.

Sense making, Reflection & Learning

As part of the annual report, partners are requested not only to present the ongoing monitoring that is conducted (according to the M&E framework), but also to sharply analyze this data and see what it means for the program. It is requested that the organization organizes a short session with the program staff and directors where monitoring data is presented, discussed and lessons learned are identified. A short passage on sense making, reflection and lessons learned is listed in the annual plan.

Table 5: Overall View of the Monitoring & Evaluation Tools

Level of Indicator (Frequency)	Objective	Tool 	Negotiable or non-negotiable
Long-term outcome (3 times in programme life cycle; baseline, mid-term, end-term)	Measure overall wellbeing of children	Child Status Index (CSI)	Non-negotiable
Long-term outcome (3 times in programme life cycle; baseline, mid-term, end-term)		Possible additional non-Red een Kind Donor requested indicators	Non-negotiable
Outcome level (3 times in programme life cycle; baseline, mid-term, end-term)	Measure the empowerment process of community groups	Red een Kind Empowerment scorecard	4 out of 8 indicators non-negotiable ¹
Outcome level (3 times in programme life cycle; baseline, mid-term, end-term)	Measure the other outcome levels of the ToC of the partner	Partners are free to decide what outcome indicator to select, ReK checks quality.	Non-negotiable
Outcome level (3 times in programme life cycle; baseline, mid-term, end-term)		Possible additional non-Red een Kind Donor requested indicators	Non-negotiable

¹ Only when a program focus on processes of empowerment

Level of Indicator (Frequency)	Objective	Tool 	Negotiable or non-negotiable
Output indicators (baseline + annually)	Measure the basic output of all Red een Kind funded programmes (accountability)	Red een Kind's Minimum Output Requirements (MOR)	Non-negotiable
Output indicators (baseline + annually)		Programme specific output indicators	Free to use
Output indicators (baseline + annually)		Possible additional non-Red een Kind Donor requested indicators	Non-negotiable
Participatory PMEL	Participation of the community in M&E - ownership & empowerment	Two tools selected out of the participatory toolbox ² or being participatory in nature. Empowerment scorecard is already one.	Free to select a Participatory tool, but non-negotiable to have two in
Qualitative data	Life stories, Significant change stories	Red een Kind's annual reporting format contains a paragraph on qualitative data	Non-negotiable
Sense making, reflection & learning	Making use of the collected data	Organise a reflection session - Red een Kind's annual reporting format contains a paragraph on reflection	Non-negotiable
Baseline	Collecting all indicators of the M&E framework	M&E framework, performed by partner itself	Non-negotiable
Mid-term evaluation (in the middle of programme life cycle)	Testing the Theory of Change (Learning)	Analysis of full monitoring system + additional research for in-depth learning	Free to use
5 years evaluation/ end-term evaluation (Every 5 years)	Testing the Theory of Change and report of results (Learning & Accountability)	Analysis of full monitoring system + additional research for learning & accountability	Non-negotiable

² The empowerment scorecard is also part of the Participatory toolbox, so you need one additional tool to be added from the Participatory toolbox.



3.12.4 Reporting to Red een Kind

The ToC and all of the indicators, negotiable or non-negotiable will be presented by the partner in a database. This is an Excel file in which all collected data are presented. It contains the Child Status Index, the empowerment scorecard, all outcome indicators and the minimum output indicators.

There is a standard format for this database ([Annex 17 - Template Multi-annual plan](#) and [annex 20 - REK Database Multi-annual plan](#)), however because of the context specific element of the partners' work each partner will have a tailor-made database. Red een Kind staff will assist the partner to make sure this database contains Red een Kind's non-negotiable indicators and other possible donor requirement indicators.

The updated database must be send to Red een Kind annually for reporting. Reporting is done in January on the previous year. In the beginning of the 5 years cycle a multi-annual planning per indicator is agreed upon as well.

The PMEL database dashboard can be uploaded via a 'partner portal', an online web-based tool that allows partners to enter the dashboards of their PMEL database for reporting purposes. This partner portal automatically feeds into the Red een Kind's ERP system. The full database is also send to Red een Kind by email together with the annual report.