

QUESTIONNAIRE / INTERVIEW SCHEDULE

An Analysis of a Readiness Assessment for establishing a Monitoring and Evaluation System in Early Childhood Development (ECD) Programmes: A case study of the Ikamva Labantu Centre, Khayelitsha.

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GENERAL:

This questionnaire has been developed for the purposes of gaining information on Ikamva Labantu’s readiness assessment phase and evaluation system. Results will reflect detail analysis and lessons learnt for future purposes. The questionnaire covers two sections for the purpose

- Section A will deal with readiness for results-based M&E
- Section B will constitute part of the information related to the study



This questionnaire and interview schedule will be used as a framework for both respondents that complete the questionnaire in their own time as well as for discussion with interviewees in an interview situation. Respondents should note that the identity of interviewees will be protected and individual names or statements will not be used in the report. Responses will be consolidated and research findings will be presented in aggregated fashion. The ethics policy of UWC applies to this study.

NAME OF RESPONDENT

POSITION IN THE PROJECT/ AGENCY

DATE OF COMPLETION OF QUESTIONNAIRE:

20	1	2
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Year

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Month

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Day

Section A: Readiness Assessment for Results-based M&E

1. What is your understanding of a readiness assessment as part of preparing for the establishment of a Monitoring and Evaluation system?

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2. What is the motivation of the organisation for developing an M&E system?

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3. Who are the champions involved in the process of building an M&E system?

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4. Who is going to be using this M&E system?

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5. Who will benefit from this system?

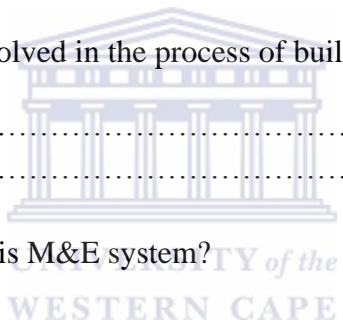
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6. Who will not benefit from the system?

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7. How will the system achieve the programme goals and objectives?

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8. Does the organisation have adequate capacity to support a RBM&E system? Please discuss and also share your options for the future in this respect.

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9. What are the skills of the NGO in the following areas:

a) Project and programme management

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b) Data analysis

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c) Project and programme goal establishment

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d) Budget management

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e) Performance auditing

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10. Is there any technical assistance, capacity building or training in M&E currently underway or that was done in the past? May you please elaborate?

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11. Who will be responsible for implementing and sustaining the RBM&E system within the NGO?

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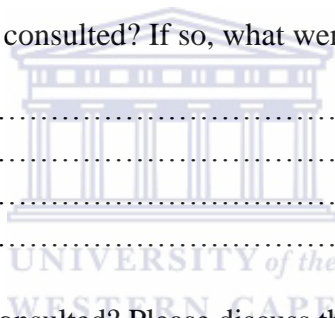
Section B: Participatory Monitoring and Evaluation

12. How participatory has the readiness assessment been?

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13. Was the Board of Directors consulted? If so, what were their responses?

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14. Were other staff members consulted? Please discuss the extent and indicate responses and agreements.

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15. Is the monitoring framework going to be of a participatory nature? Please discuss.

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16. Is it foreseen that participants have to agree on anticipated outcomes for it to be included in the future monitoring framework?

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17. Will members of the organisation be included in the establishment of the M&E system from the very beginning?

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18. Do you expect that the M&E system, once established, will be accountable and transparent to the participants? Please explain.

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WESTERN CAPE

19. How will the participants of the programme benefit from the M&E system?

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20. Will the M&E results, once published, be made available to members of the community and the public?

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21. What lessons have you learnt throughout this process?

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22. Have you had any setbacks so far? (specify)

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23. Is there anything else that you would like to add or do you have any advice?

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Thank you for your participation!

