

M&E Participatory Self-Assessment tool

The M&E Participatory Self-Assessment tool for CSOs is based conceptually on the design and process of the MOST and PROGRES organizational capacity assessment tools. Note that there is also an M&E section in the PROGRES tool; this tool offers the ability to assess additional M&E dimensions (referred to).

Assessment and improvement process

The tool is best used in CSO self-assessments, where various stakeholders of an organization assess their organization's M&E systems and processes against standards critical to overall effectiveness. The assessment combines a review of background documents, interviews, onsite organizational systems review, and group discussions to collectively provide scores and document evidence for the various M&E capacity sub-domains. Findings can be used to develop capacity building action plans to address identified M&E weaknesses. This tool can be reapplied at the end of plan implementation to assess improvements and identify areas that still need attention.

Scoring

Score	Interpretation
Stage 1	Function/policy/guideline/system not present
Stage 2	Function/policy/guideline/system in development; low quality. May be in use.
Stage 3	Function/policy/guideline/system present; of expected quality. No application.
Stage 4	Function/policy/guideline/system present; of expected quality. Some application, and some adherence.
Stage 5	Function/policy/guideline/system present; of expected quality. Complete application and adherence.

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Sub-domains	Questions	Score (1-5)	Evidence
1. M&E Planning	1.1 Is there an M&E plan in place?		
	1.2. Was the M&E plan developed in a participatory manner?		
	1.3. Is there an adequate budget allocated for M&E? (7%-10%)		
	1.4. Is the M&E plan of good quality? Does it have outputs, outcomes, and indicators with targets, data sources, data collection methods, person responsible, and frequency of reporting?		

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Sub-domains	Questions	Score (1-5)	Evidence
	1.5. Is the M&E plan aligned with donor and government information systems (TOMSHA, PEPFAR, MOHSW)?		
	1.6. Does the M&E plan meet the organization's needs for reporting?		
	1.7. Does the M&E plan meet the needs of beneficiaries?		
2. M&E Structures and Human Resources	2.1 Do you have an M&E Unit or dedicated M&E staff?		
	2.2 Do staff have clearly defined M&E responsibilities?		
	2.3 Do M&E staff have the technical skills required?		
	2.4 Is there sufficient staff to carry out M&E responsibilities?		
	2.5 Is there leadership commitment from senior management for M&E?		
	2.6 If a performance appraisal is carried out, does it include an M&E component?		

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Sub-domains	Questions	Score (1-5)	Evidence
3. M&E Processes and Procedures	3.1 Does the organization have an M&E Manual/Guide or standard operating procedures for M&E? 3.1.1 Does it include how M&E is conducted? 3.1.2 Does it include reporting procedures? 3.1.3 Does it include who is involved in M&E? 3.1.4 Does it include coverage of different levels (district, regional, national)? 3.1.5 Does it contain the results framework and M&E plan?		
	3.2 Are processes and procedures for M&E clear to staff?		
4. Data and Information Management	4.1 Are there data collection tools in place? 4.1.1 Are the tools user-friendly? 4.1.2 Do they provide information on all of the indicators? 4.1.3 Are they harmonized with national tools?		

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Dimension	Questions	Score (1-4)	Evidence
4. Data and Information Management (cont.)	4.2 Is data quality assurance carried out?		
	4.3 Is there adequate equipment and software for data collection, analysis and storage? <ul style="list-style-type: none"> • Computers • A computerized database? • A statistical package? • Is the equipment user-friendly? 		
	4.4 Is data analysis geared to answer management questions?		
	4.5 Are data analyzed to provide information on different groups?		
	4.6 Does the organization produce reports for stakeholders that are: <ul style="list-style-type: none"> • Timely? • Appropriate for different audiences? • Accurate? • Complete? 		
	4.7 Is information used for internal decision-making to improve performance?		
	4.8 Is information used for planning and to influence policy?		
	4.9 Is there a dissemination strategy for different stakeholders?		

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Dimension	Questions	Score (1-4)	Evidence
	4.10 Is there a mechanism for getting feedback from stakeholders about the organization's performance?		