cities changing diabetes

STEP 4
TASK 4.3

Monitoring and evaluation system guide

A guide to creating a feasible evaluation plan and monitoring system.

Overview

Purpose

- Helps you **set up a monitoring and evaluation plan** to see if goals and targets are met
- See if **implementation is progressing** as planned and is meeting its objectives
- Helps you focus on the **utility of the evaluation**, ensuring that the findings will be used

Who is involved?

- Core team
- Stakeholders already engaged through the problem identification phase
- Stakeholders who have a stake in the findings from the intervention.

What is the **output?**

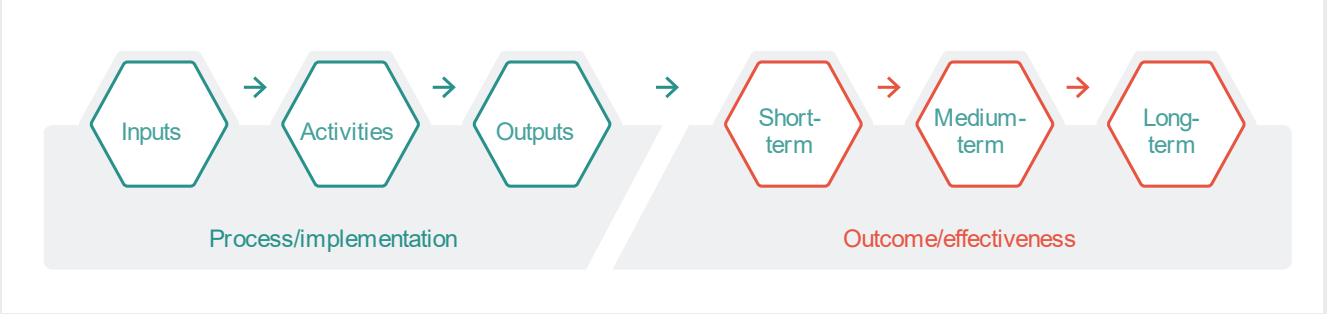
- An evaluation plan and system for monitoring the intervention.

Monitoring and evaluation system guide

Evaluation plan – what to include

- Purpose of the evaluation
- Potential users of the evaluation findings and plans for dissemination (sharing guide)
- Programme description
- Evaluation approach and methods
- Analysis approach
- Intended use and who it should be shared with

Monitoring and evaluation framework
A monitoring and evaluation framework can assist you in understanding and analysing an intervention. It can also help with developing a sound monitoring and evaluation plan as well as guide the implementation of monitoring and evaluation activities.



The following pages contains worksheets that can assist you in setting up your evaluation.

At the end you will find templates for setting up your monitoring and evaluation plan.

Evaluation templates

TEMPLATE

Engage evaluation stakeholders

Identify and list individuals or entities who have a stake in the evaluation results

QUESTIONS	• Who is sponsoring or requesting the evaluation?
	  • Funders, government, authorities, project owners, yourself?
	• Who could make decisions related to the intervention based on the findings?
	  • Stakeholders who would own, be advised by, sustain or otherwise use the findings?
	• Who might be potential data sources for the evaluation?
	  • Target group or population affected by the problem or intervention.
		URBAN DIABETES ACTION FRAMEWORK	Draw on the stakeholder matching conducted in **step 2.**

ADVICE	• Keep the end user in mind • Keep the broader sociopolitical context in mind • Involve stakeholders from the beginning and keep them involved throughout the evaluation • Examples of stakeholders: sponsors, municipality, adopting organisation.	ANSWERS	Insert the answers here

TEMPLATE

Describe intervention activities

List and describe the specific activity or activities that you want to include in the evaluation

QUESTIONS	• What does the intervention look like? For example, what activities does it contain?
	  • Use a logic model to depict the activities in the intervention
	• Do you want to evaluate the entire intervention or only specific parts?
	  • For example, do you want to focus on specific activities, specific outcomes or certain processes?
		URBAN DIABETES ACTION FRAMEWORK	Use the logic model developed in **step 2** (or if updated, use the most recent).
			
			Link it to the action plan created in **step 4**.

ADVICE	• Use a brief narrative description • Keep stakeholders in the loop • Make sure that activities chosen for evaluation relate to the intervention targets and are measurable.	ANSWERS	**Insert the answers here**

TEMPLATE

Evaluation focus

Clarify the purpose

QUESTIONS	• What are the goals and objectives of the evaluation and its findings?
	  • Outcome focused (does it deliver change?), process focused (does it work as intended?), formative (does it shape the development?), combination (does it combine them?)?
	• How are the results going to be used, and what should be gained from the evaluation?
	  • To document the level of success in achieving goals? To identify improvement areas?
	• In what ways does the evaluation benefit the intervention before, during and after implementation?
		URBAN DIABETES ACTION FRAMEWORK	When deciding on the focus, consider the type of intervention that is being evaluated and what context it is happening in.

ADVICE	• The purpose and goal of the evaluation should precede decisions about how to conduct the evaluation • Involve stakeholders to focus on the issues of greatest concern, and to use time and resources most efficiently.	ANSWERS	Insert the answers here

TEMPLATE

Evaluation setup and design

Select and prioritise the evaluation questions

QUESTIONS	• What are the key questions that the evaluation should answer?
	  • Goal of the intervention (is it achieved?), targets (are the outcomes achieved?), activities (are the activities working as intended?). What are we measuring?
	• What decisions should the evaluation be able to support?
	  • Real-world implementation of pilot project? Wide scale-up of the intervention? Continuation of the intervention?
		URBAN DIABETES ACTION FRAMEWORK	Consult the problem, goal and targets from **steps 1 and 2**.

ADVICE	• Choose the appropriate approach based on the focus and the questions, for example the process and/or outcomes • Identify data collection methods • What is feasible?	ANSWERS	Insert the answers here

TEMPLATE

Evaluation data collection

Collecting and analysing the data

QUESTIONS	• How will the questions be measured?
	  • Primary vs secondary data collection
	• What indicators will be used?
	  • Database, interviews, survey, observations, focus groups, tests and so on
	• What types of analysis are needed to interpret the data?
	  • Differences between activities (process indicators) and outcomes (outcomes indicators)
	  • Comparisons; intervention vs control group; pre/post test; assess against literature.
		URBAN DIABETES ACTION FRAMEWORK	Check **step 1** for data sources, and use the stakeholders from **steps 1 and 2** to obtain or validate the data.

ADVICE	• Identify data sources • Identify data collection methods • Outline a timeframe for evaluation • Decide how the data will be analysed early on.	ANSWERS	Insert the answers here

TEMPLATE

Evaluation conclusion

Interpret the analysed data to justify a conclusion

QUESTIONS	• What do the results say about the questions asked?
	  • Achieving the targets; satisfaction levels; improvement areas and so on
	• What do the results mean in the context being investigated?
	  • How can the context be used to interpret the results? Are they specific to the context?
	• Did you learn something about the context that was not the primary purpose of the evaluation?
		URBAN DIABETES ACTION FRAMEWORK	Consider the learnings from **steps 1 and 2** to put the results in perspective.

ADVICE	• Use a combination of numbers and narratives • Make sure that the results are related to the context.	ANSWERS	Insert the answers here

TEMPLATE

Evaluation use and sharing

Communicate and share the results

QUESTIONS	• How will the findings be communicated/disseminated?
	  • Consider the format and media for best dissemination with the target group in mind
	• How can they be used to adjust and improve the intervention?
	  • How will the evaluation impact the intervention?
	• Support, sustain, scale, terminate?
		URBAN DIABETES ACTION FRAMEWORK	Consider the stakeholders previously mapped out. Who should receive the results and how?
			What information should be fed into the next steps to ensure the improvement and/or continuation of the intervention, and how?

ADVICE	• Consider the audience when choosing the format and the medium for communication and sharing • Think of the key messages specific to the different stakeholders. Not everything is relevant to everyone.	ANSWERS	Insert the answers here

SUMMARY

Evaluation worksheet

Access the full PDF evaluation template here:

Evaluation template

Target	Evaluation question	Indicator	Data source	Lead	Timeframe
###					

Other tools available from the Urban Diabetes Action Framework

Step 1
Define the problem

- Problem reflection tool
- Context alignment tool
- Problem statement guide

Step 2
Secure commitment

- Stakeholder matching tool
- Build a coalition tool
- Logic model guide

Step 3
Design the Intervention

- Intervention options overview
- Brainstorm and analysis worksheets
- Activity description sheets

Step 4
Prepare a plan

- Resource and capacity assessment
- Action plan template
- Monitoring and evaluation system guide

Step 5
Implement & monitor

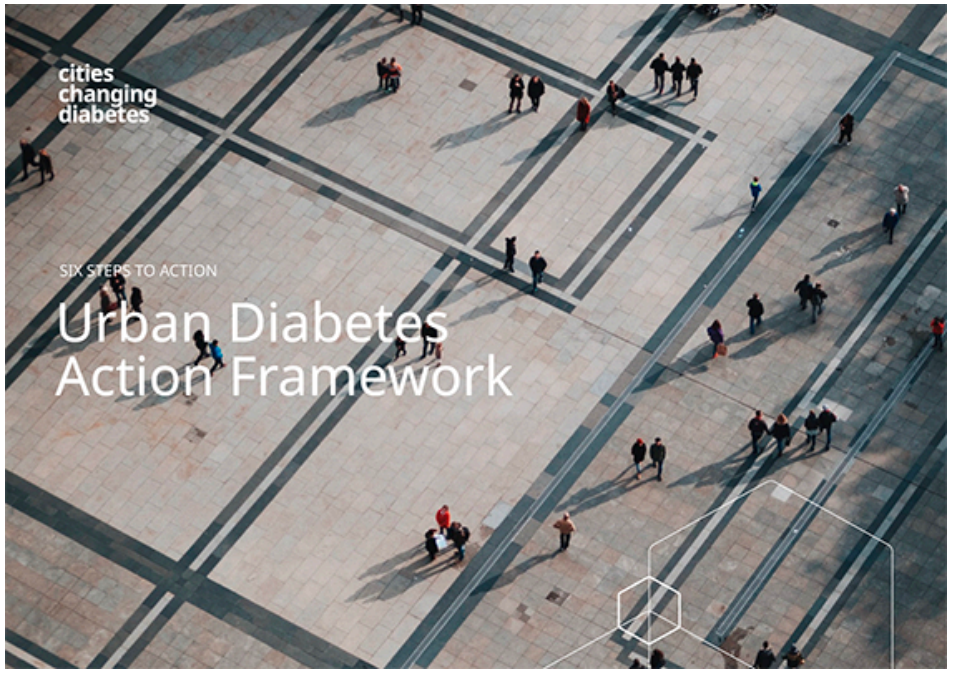
- Communication guide

Step 6
Evaluate & sustain

- Guide to sustain and scale up

More information and feedback

Please share your experience of working with this tool so that we can develop and improve our tools to support the development of effective interventions.



Get in touch

Urban Diabetes Action Framework

citieschangingdiabetes.com

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REGION H Steno Diabetes Center Copenhagen

UCL

cities changing diabetes

The Cities Changing Diabetes programme works to map the problem of obesity and type 2 diabetes in cities, share learnings and act as a catalyst for meaningful action, which can help bend the urban diabetes curve.

In partnership, we are calling on every city to ask itself:

> ***'What will it take to bend the diabetes curve in our city?'***

30+

More than 30 partner cities

150m+

Representing more than 150 million citizens[1]

1. United Nations, Department of Economic and Social Affairs, Population Division (2014). World Urbanization Prospects: The 2014 Revision.

Evaluation Plan template

Urban Diabetes Action Framework

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Template

Use this template for writing your evaluation plan.

Evaluation stakeholders (Who will be users of the results)	*[INSERT individuals or organisations with an affiliation to the evaluation, and who will/could use it]*
Activities in scope for evaluation (what will be evaluated)	*[LIST activities that will be evaluated, consider included logic model or narrative description]*
Evaluation Focus (How it be evaluated)	*[DESCRIBE the purpose of the evaluation]*
Evaluation utilisation	*[DESCRIBE how the findings are intended to be used]*
Evaluation team	*[DESCRIBE evaluation team with roles and responsibilities]*

Adapted from an evaluation template available from the CDC

Evaluation Plan template

Urban Diabetes Action Framework

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Worksheet

Evaluation questions	Indicators	Data collection			Data analysis
		Source	Method	Timing	
1					
2					
3					
4					
5					
6					
7					
8					
Notes on context, special circumstances etc.					
Database and monitoring					
Ethical approvals and data protection					

Adapted from an evaluation template available from the CDC