

1.2.6 Monitoring and evaluation

Throughout the delivery of the project, the British Council will undertake both internal and external monitoring and evaluation (M&E) to ensure the project is on track and is delivering to planned targets.

External evaluation

We have been delivering similar programmes with CSSF support since 2017 and as part of these have already conducted beneficiary needs assessments in all of the selected communities to inform our approaches and to provide a baseline for the monitoring of project delivery. We have also commissioned external various M&E studies including surveys, focus groups and interviews to measure the project outcomes as well as the successful and effective delivery of interventions. Finally, we have conducted various in-depth studies to test the Theory of Change as perceived by beneficiaries and stakeholders. The findings and recommendations of all of these activities form the basis of our suggested interventions and will serve as a baseline for measuring the success and effectiveness of the new project.

We have also developed a Results Evaluation Framework (REF) for the project and have identified indicators and measures based on the recommendations received from the M&E expert as a result of the revision of the 2018/19 CSSF-funded project REF and Theory of Change.

We will tender and outsource the M&E to an external company and will request revision of the suggested REF indicators for measuring project outcomes, outputs and impact, as well as the development of monitoring and evaluation tools to use during the implementation of the project.

At the end of each year, external evaluation activities will be carried out to track the progress and the quality of delivery of project interventions. We will ensure that learning from the past two years of prior project delivery, as well as the M&E recommendations, are taken into consideration for reviewing further project interventions.

Internal evaluation

We will use our internal Monitoring, Evaluation and Learning (MEL) framework and the tools developed by our M&E expert to regularly collect and review relevant data (e.g. attendance level of participants, their attainment and satisfaction level from courses and trainings, the effective functioning of Hubs and TAGs, etc.) and to analyse what is working well and what needs to be revised for successful delivery of the project.

All data collected will be disaggregated by age and sex to identify the impact of the interventions upon boys, girls, women and men of different age groups and we will draw upon outcomes linked to our gender equality approach, measuring both change experienced at individual level and wider societal impact¹.

At the end of each year, equality monitoring of participants will be conducted to observe the participation of different gender and age groups in the project and we will take necessary measures if any imbalances are identified.

Fortnightly calls will be held with the regional project team to review the progress in each country, identify challenges, share successful practices and ensure that project delivery is in line with the defined budget and timeline.

Monthly budget monitoring will be conducted to ensure that the project budget spend is on track and in line with the British Council's procurement standards.

Media monitoring (media coverage, review of publicly available data – municipality websites, school Facebook pages, etc.) will be carried out according to the designed media and communication plan.

Reporting

Summary monthly reports will be submitted to British Embassy teams in each country and regular meetings will be held to discuss progress made, any risks identified, opportunities for links with wider Embassy activity and/or for additional communications impact, and any amendments or interventions needed (the meeting frequency will be agreed with each Embassy team).

Quarterly and annual activity and financial reports will be developed and submitted to the CSSF Hub (Tbilisi) as required by the contract.

¹ <https://www.britishcouncil.org/society/womens-and-girls-empowerment/our-approach>