



Monitoring and evaluation in NPT

This paper gives a brief overview of monitoring and evaluation in the NPT programme. Many people need to know about NPT: the Vice-Chancellor of your university, the Principal of your college, your Ministry of Education, other stakeholders in your sector, the Royal Netherlands Embassy, the Netherlands Minister for Development Cooperation, and the Dutch Parliament.

We, the organisations implementing NPT projects and Nuffic, have to make sure we inform them properly. Monitoring and evaluation (M&E) are the instruments we use to do this.

First some definitions:

***Monitoring** is considered to be the systematic collection of specific indicators and other relevant information, in order to inform management and the key stakeholders about the progress and the achievement of objectives, and about the use of available resources. Monitoring focuses on the short to medium-term outputs and can be used to adjust certain aspects of the programme or project if this is considered necessary.*

***Evaluation** is a systematic analysis and judgement of an activity in order to inform policymakers about the achievement of objectives and about other results and the relevance, effectiveness and efficiency of the activity. The conclusions are used to develop policy and strategy.*

In NPT, we carry out monitoring and evaluation at two levels:

At project level:

- **Project implementers** are responsible for the internal monitoring and evaluation of their projects.
- **Nuffic** carries out external monitoring and organises the evaluation of the projects.

At programme level:

- **Nuffic** is responsible for the internal monitoring and for organizing the evaluation of the NPT programme.
- **The Dutch Ministry of Foreign Affairs' Education and Research department (DCO)** is responsible for the external monitoring and evaluation of the NPT programme.

Nuffic monitors, aggregates and reports progress at programme level to DCO, Embassies and national-level stakeholders. Nuffic summarizes the achievements of the various projects at national/sectoral level.

Furthermore, Nuffic has a two-fold role in the monitoring and evaluation of NPT projects: quality control and process facilitation. Nuffic's quality control role is performed by providing feedback on plans and reports. Process facilitation is provided by encouraging the exchange of experiences. If necessary, Nuffic may have to intervene where projects encounter serious difficulties. Regular monitoring missions are an important instrument in these processes.

NPT makes use of logical frameworks for project planning. The programme also makes use of a logical framework. A schematic overview of this programme-level logical framework is included at the end of this document. Project implementers can use it to gain a better understanding of the objectives of the programme and of the kind of indicators that should be used to monitor the programme and the projects.

Monitoring at project level

Monitoring and evaluation of NPT projects is based on the approved project proposal, in which the project partners set out their expected objectives, results and the indicators which will be used to assess project performance. These indicators are an integral part of the project's logical framework.

The logical framework should be reviewed and adjusted by the project implementers on an annual basis throughout the lifetime of the project. This means that the framework itself is also an instrument for internal monitoring and evaluation.

The contract sets out how often reports must be submitted. This is usually once a year, but Nuffic may decide that the nature of the project requires two progress reports a year.

Reporting

Nuffic is aware of the risk of incremental reporting duties of southern institutions involved in the programme. In some countries, governments and donors have reached agreements on reporting. Nuffic's position on reporting formats is the following:

- An NPT reporting format has been developed. This is explained in detail in a separate document.
- If you would like to use your own format, please submit it to your Nuffic programme officer for further discussion. Nuffic will then provide feedback on this format.

Project progress reports should at least contain the following components:

- Project progress and achievements, with the emphasis on the degree of success in achieving objectives and planned outputs (rather than reporting on activities). The use of the Project Achievement Table template is recommended.
- Problems in the implementation. This part comprises an analysis of problems or setbacks which have occurred in the implementation of the project and the measures that have been or will be taken to eradicate them. Problems may occur within the project itself or may be the result of external factors.
- Analysis of factors which have positively or negatively influenced the achievement of planned results.
- The need for any adjustments, assessing the actual relevance of the objectives and the possible need to adjust them.
- Sustainability.
- Any other relevant information.
- Annexes:
 - Statement of expenditure. This statement must be accompanied by an auditor's report.

The annual report and the statement of expenditure must be signed by the signatories of the partners organizations.

The annual report and the statement of expenditure are to be submitted to Nuffic before the date stated in the grant award letter. In older grant awards, this is 1 May, while in new grant awards the deadline is 31 March.

Annex:

- Programme-level logical framework.