Selecting and Defining Indicators as Part of Developing a Program M&E Plan

**Exercise 7
Training Package
Monitoring and Evaluation**

Steps to Develop an M&E Plan

1. What is the goal of the program
2. Identify key indicators for the goal/each element of the goal
3. Document baseline level for each indicator
4. Set 5 year target for each indicator
5. For each indicator/target identify where data will come from; how often it will be collected/reported; who is responsible for what

Step 1

What is the goal of the program?

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to reduce the spread of the HIV/AIDS epidemic in country X; to reduce vulnerability of the most vulnerable groups and to strengthen their response to the epidemic; to improve living conditions of people living with HIV/AIDS and to strengthen the national capacity to respond effectively to HIV/AIDS

4 elements

- Low prevalence – biologic
- Reduce vulnerability, i.e. risk behavior – behavioral
- Provide treatment, care and support for PLWHAs?
- Strengthen national capacity – is this really part of goal

Step 1

What is the goal of the program?

To reduce HIV prevalence in country X by reducing risk behavior among vulnerable groups and to provide treatment, care and support for PLWHAs

Step 2

Identify key indicators for the goal/each element of the goal

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Biologic surveillance data – HIV prevalence rates among vulnerable groups

Behavioral surveillance data – UNGASS has recommended indicators – focus on vulnerable groups

Treatment, care and support

- Percentage of adults on treatment who increase their weight by at least 10% 6 months after initiation of antiretroviral treatment

- Percentage of people remaining on treatment at 6, 12, and 24 months

- Percentage of people still alive at 6, 12, and 24 months after initiation of antiretroviral treatment

Step 3

What is the current level for each of these indicators? (Baseline)

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Many countries find this difficult

Main reason is absence of baseline data – particularly among the most vulnerable groups

If baseline data is absent – a key priority is to collect this

Without baseline information, you can NOT set realistic targets, for example baseline unknown: target reduction of 25% on baseline. What does this mean?

Step 4

What do you want this level to be in 5 years (Target)?

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Issues

- **Absolute (e.g. reduction to) rather than relative (e.g. reduction by). For example, if the baseline is 50% and the relative target is to reduce by 10%. What is the absolute target?**

- **When using percentages – need clarity over denominator and numerator**

Step 5

For each indicator:

- **Where will you get the data from?**
- **How often will this data be collected/ reported?**
- **Who will be responsible for what?**
- **Workload/Priority?**

Steps to Develop an M&E Plan

6. Identify key service delivery/implementation areas

7. Develop key indicators for each service delivery area

8. Document baseline level for each indicator

9. Set annual targets for each indicator

10. For each indicator/target identify where data will come from; how often it will be collected/reported; who is responsible for what

Step 6

What are the key implementation/service delivery areas?

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- **Global Fund list**

Step 7

Identify key indicators for each service delivery/implementation area

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Identify key indicators for each service delivery/implementation area

At least 1 in each area. Maximum of 4.

- Number of people reached
- Number of service delivery points established or enhanced
- Number of service deliverers trained

For example:
- Number of people receiving VCT
- Number of centers offering VCT
- Number of health and other staff trained in VCT

Step 8

What is the current level for each of these indicators? (Baseline)

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- **Absolute numbers rather than percentages**
- **If you use percentages – specify numerator and denominator**
- **Unique individuals or contacts/person times**
- **Baselines should include <u>ALL</u> activities in a country, not only those funded by a particular donor**

Step 9

What do you want this level to be in each of the next 5 years (Target)?

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- **Cumulative versus annual**
- **Include or exclude baselines?**
- **Are targets realistic?**

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What do you want this level to be in each of the next 5 years (Target)?

Indicator	Baseline	Y1	Y2	Y3	Y4	Y5
# of people receiving VCT	1000					

Assuming 1100 new clients in Y1, 1200 in Y2, 1500, in Y3 and 2000 in Y4 and 5 – what should be entered into Y1-5 targets?

Step 9

What do you want this level to be in each of the next 5 years (Target)?

Indicator	Baseline	Y1	Y2	Y3	Y4	Y5
# of people receiving VCT	1000	2100	3300	4800	6800	8800

Assuming 1100 new clients in Y1, 1200 in Y2, 1500, in Y3 and 2000 in Y4 and 5 – what should be entered into Y1-5 targets?

Step 10

For each indicator:

- **Where will you get the data from?**
- **How often will this data be collected/ reported?**
- **Who will be responsible for what?**
- **Workload/Priority?**

Step 10

Coverage Indicators						
SDA	**Indicator**	**Description of data collection**	**Reporting frequency**	**Responsibilities**	**W**	**P**
VCT	# people trained	Notes/minutes of each training. Each trainer reports on their sessions Then summary report	After training ¼ly report key inds	Objective coord.	**	*
	# of sites	Evidence of establishment includes contract, bills/ disbursements etc.	Quarterly	Objective coord.	*	*
	# of people receiving VCT	Counsellors report monthly on numbers of people attending	Centres monthly Aggregate data quarterly	Counsellors Objective coord.	***	***

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