

MONITORING AND EVALUATION ON HIV AND AIDS



DO

DON'TS

MONITORING

Do collect only information you know you will use for making decisions or communication.	Don't try to scientifically prove you changed something. Keep it simple!
Do agree and commit with those reporting to you beforehand how you will act on their report.	Don't ignore reports or information that you asked for.
Do plan as a team, approach it as a process.	Don't develop the different steps of the monitoring framework by yourself as an individual.
Be specific about your responsibilities in relation to the objectives.	Don't assume that external participating individuals have an organisational mandate.
Be SMART about your indicators and look for existing or generally agreed ones.	Don't use proxy indicators, unless you can proof that they accurately and reliably measure outcomes.

EVALUATION

Do base your evaluation design on the purpose of the evaluation.	Don't just hire an external expert, without thinking whether you really need one.
Do keep it simple: opt for self evaluation and be conscious about complex studies.	Don't turn self-evaluations into self justification exercises, without much critical content.
Do triangulate qualitative and quantitative sources of information and methodologies.	Don't rely on just one source or type of information: always verify.

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