GLOBAL GRANT MONITORING AND EVALUATION PLAN SUPPLEMENT

Global grant sponsors for humanitarian projects and vocational training teams must incorporate monitoring and evaluation measures within the area of focus section of the online grant application. This supplement contains The Rotary Foundation standard measures for each area of focus as well as the standard terminology, definitions, and measurement methods. Following these standards helps ensure that the Foundation can track worldwide Rotarian efforts and accomplishments, and publish the results using the definitions used by other nonprofit organizations.

STEPS FOR MONITORING AND EVALUATION PLAN

1. Establish clear project goals.

2. Identify applicable Rotary Foundation standard measures.

3. Identify additional project-specific measures.*

4. Establish baseline data and the methods you'll use to collect data.

5. Submit the plan as part of the online application.

6. Collect data during the project, and monitor progress.

7. Evaluate data and submit results to the online report. Modify the documentation to include actual results.

*Add only measures that clearly link to specific goals and will demonstrate the project's impact on participants' lives, knowledge, or health.

Note: On the following pages, Rotary Foundation standard terms used in measures are shown in **bold**; definitions are listed in the glossary.

BASIC EDUCATION AND LITERACY MEASURES

The Rotary Foundation promotes education and literacy for all by

- Ensuring that children have access to quality basic education

- Reducing gender disparity in education

- Increasing adult literacy

- Strengthening the capacity of communities to support basic education and literacy

- Supporting studies related to basic education and literacy

Measure	Measurement Options	Data Collection Notes
Total number of **direct beneficiaries**	Grant records and reports Direct observation	Do not simply report on the number of individuals living in a specific community or region.
Number of benefiting **school-age students**	Direct observation Public records Grant records and reports	Avoid double counting.
Number of **new school-age students**	Public records	Grant records and reports
Number of **new** female **school-age students**	Public records Grant records and reports	
Number of teachers receiving **training** in **adult education**	Direct observation Grant records and reports	Avoid double counting.
Number of adults receiving **literacy training**	Direct observation Grant records and reports	Avoid double counting.
Number of **institutions** participating in program	Grant records and reports	
Number of **adults** using new literacy skills	Focus groups and interviews Questionnaires and surveys	Avoid double counting.
Number of **new teaching positions** created	Public records Grant records and reports	

DISEASE PREVENTION AND TREATMENT MEASURES

The Rotary Foundation reduces the causes and effects of disease by

- Improving the capacity of local health care professionals

- Combating the spread of HIV/AIDS, malaria, and other major diseases

- Enhancing the health infrastructure of local communities

- Educating and mobilizing communities to help prevent the spread of major diseases

- Preventing physical disability resulting from disease or injury

- Supporting studies related to disease prevention and treatment

Measure	Measurement Options	Data Collection Notes
Total number of **direct beneficiaries**	Grant records and reports Direct observation	Do not simply report on the number of individuals living in a specific community or region.
Number of **medical and health professionals** trained	Grant records and reports Direct observation Public records	Avoid double counting.
Number of individuals reporting **better quality** of **health care services**	Questionnaires and surveys	
Number of **recipients** of **disease prevention intervention**	Grant records and reports Direct observation Questionnaires and surveys	Do not simply report on the number of individuals living in a specific community or region.
Number of **communities** reporting decrease in **cases of disease** targeted	Grant records and reports Direct observation Public records	
Number of benefiting **health facilities**	Grant records and reports Public records	
Number of **communities** reporting an increase in access to local **health facilities**	Grant records and reports Questionnaires and surveys	
Number of **health-focused events**	Grant records and reports Direct observation	
Number of **health education campaigns**	Grant records and reports	

ECONOMIC AND COMMUNITY DEVELOPMENT MEASURES

The Rotary Foundation invests in people to create measurable and enduring economic improvement in their lives and communities by

- Strengthening the development of local entrepreneurs and community leaders, particularly women, in impoverished communities

- Developing opportunities for decent and productive work, particularly for youth

- Building the capacity of local organizations and community networks to support economic development

- Supporting studies related to economic and community development

Measure	Measurement Options	Data Collection Notes
Total number of **direct beneficiaries**	Grant records and reports Direct observation	Do not simply report on the number of individuals living in a specific community or region.
Number of **entrepreneurs** supported	Grant records and reports Direct observation	
Number of **businesses** supported	Grant records and reports Direct observation	
Number of individuals trained	Grant records and reports Direct observation	Avoid double counting.
Number of **jobs created**	Employer surveys/questionnaires	
Number of **youth** employed in income-generating activities	Grant records and reports Direct observation Questionnaires and surveys	Count only youth who participated in the project and as a result started new employment activities.

MATERNAL AND CHILD HEALTH MEASURES

The Rotary Foundation improves the lives of mothers and their children by

- Reducing the mortality rate for children under age 5

- Reducing the maternal mortality rate

- Improving access to essential medical services and trained health care providers for mothers and their children

- Supporting studies related to maternal and child health

Measure	Measurement Options	Data Collection Notes
Total number of **direct beneficiaries**	Grant records and reports Direct observation	Do not simply report on the number of individuals living in a specific community or region.
Number of children under age 5 receiving **medical treatment**	Grant records and reports Direct observation Public records	
Number of mothers receiving **prenatal care**	Grant records and reports Direct observation Public records Questionnaires and surveys	
Number of maternal and child health professionals trained	Grant records and reports Direct observation	Avoid double counting.
Number of **communities** that report decreased **child mortality rates** of children under age 5		
Number of **communities** that report decreased morbidity rates of children under age 5	Public records	
Number of **communities** that report decreased **maternal mortality rates**	Grant records and reports Public records	
Number of **communities** that report decreased **morbidity rates** of mothers	Public records Questionnaires and surveys	
Number of benefiting **health facilities**	Grant records and reports Direct observation	

PEACE AND CONFLICT PREVENTION/RESOLUTION MEASURES

The Rotary Foundation promotes the practice of peace and conflict prevention/resolution by

- Strengthening local peace efforts

- Training local leaders to prevent and mediate conflict

- Supporting long-term peace-building in areas affected by conflict

- Assisting vulnerable populations affected by conflict, particularly children and youth

- Supporting studies related to peace and conflict resolution

Measure	Measurement Options	Data Collection Notes
Total number of **direct beneficiaries**	Grant records and reports Direct observation	Do not simply report on the number of individuals living in a specific community or region.
Number of **groups/ organizations** participating in **peace-building** efforts	Grant records and reports Direct observation Questionnaires and surveys	
Number of **communities** that reported reduction in level of **conflict**	Interviews and focus groups Questionnaires and surveys	
Number of individuals trained	Grant records and reports Direct observation	Avoid double counting.
Number of **conflicts mediated**	Focus groups and interviews Questionnaires and surveys	

WATER AND SANITATION MEASURES

The Rotary Foundation ensures that people have sustainable access to water and sanitation by

- Increasing equitable community access to safe drinking water and basic sanitation

- Strengthening the ability of communities to develop and maintain sustainable water and sanitation systems

- Educating communities about safe water, sanitation, and hygiene

- Supporting studies related to water and sanitation

Measure	Measurement Options	Data Collection Notes
Total number of **direct beneficiaries**	Grant records and reports Direct observation	Do not simply report on the number of individuals living in a specific community or region.
Number of people with access to **improved sources of drinking water**	Direct observation Grant records and reports Questionnaires and surveys Public records	
Number of people with access to **improved sanitation** facilities	Direct observation Grant records and reports Questionnaires and surveys Public records	
Number of people with access to disinfected water through **household water treatment**	Direct observation Grant records and reports Questionnaires and surveys Testing	
Number of individuals trained	Direct observation Grant records and reports	Avoid double counting.
Number of **communities** with a functioning governance committee in place	Direct observation Questionnaires and surveys Grant records and reports	
Number of **communities** utilizing a tariff/usage fee structure	Direct observation Questionnaires and surveys Grant records and reports	

DATA COLLECTION METHODS

Method	Definition	Useful for …
Direct observation	Information collected while visiting the project site and viewing the activities firsthand	Providing/observing direct provision of a service, such as leading a training or treating a patient
Focus group/interview	In-depth conversation with an individual (interview) or multiple beneficiaries (focus group) in which specific questions are posed by the interviewer/ facilitator in order to collect specific information	Digging deeper into the impacts of a project and the experiences of beneficiaries; soliciting qualitative data; can be customized to sponsors' needs
Grant records and reports	Documents kept by project sponsors on project participation, activities, and impacts for the use of Rotarians, RI/Rotary Foundation, and others	Documenting basic information (e.g., outputs, counts) required by The Rotary Foundation
Public records	Documents containing data available to the public from the government, a private entity, or other organization	Accessing standard information collected by an outside entity; can supplement information collected by the sponsors
Questionnaire/survey	An assessment tool that uses specific questions to gather data on attitudes, impressions, opinions, satisfaction levels, etc., from individuals in a beneficiary population	Gathering quantitative and qualitative data from a beneficiary group; can be customized to the sponsors' needs
Satellite imagery	Digital data obtained using a global positioning device	Recording the location of activities implemented in multiple places, such as boreholes, health clinics, schools, etc.
Testing	A procedure to determine a specific result	Determining the result of a specific activity; providing quantitative data

MONITORING PLAN TEMPLATE

Measure	Definition	Target	Method	Schedule
Identify and include the applicable standard measures developed by The Rotary Foundation.	Use the standard Foundation definitions listed in the monitoring and evaluation supplement.	Establish a specific numeric value that represents the expected, unduplicated target for the full grant period.	Describe how measurement data will be collected. Use the measurement options listed in this document as a guide.	Indicate the specific timeline you will use to collect measurement data.
Identify and include additional project-specific measures.	Clearly define terms used in the project-specific measures. Use the definitions of standard measures as a guide.	Establish a specific numeric value that represents the expected, unduplicated target for the full grant period.	Describe how measurement data will be collected. Use this document as a guide.	Indicate the specific timeline you will use to collect measurement data.

SAMPLE MONITORING PLAN

Brief project description: To prepare youth for formal and informal employment and increase incomes of the participants.

Measure	Definition	Target	Method	Schedule
Total number of direct beneficiaries	Rotary Foundation standard	180 (60 new, unduplicated youth involved in project activities each year for three years)	Participant records will be maintained. Training will occur over a six-month period, after which participating youth will receive ongoing mentoring.	Monthly compilation of participant records related to training. Quarterly mentoring reports.
Number of youth trained		180 (60 new, unduplicated youth involved in training each year for three years)	Attendance records will be maintained for all training sessions.	Attendance records will be compiled on a rolling basis throughout the six months of training conducted each year.
Number of youth employed in income-generating activities		60 (20 youth employed in formal positions and 40 engaged in entrepreneurial income-generating activities)	Active and inactive participants will be contacted via survey to determine their employment status. Only those youth who indicate formal or informal employment in more than one survey will be counted.	Surveys will be conducted for all participants every six months.

Measure	Definition	Target	Method	Schedule
Number of youth receiving completion certificates from training program		144 (total training hours=240)

Eighty percent of participants will attend at least 190 hours of training and receive a passing grade for each training module. | Attendance records will be maintained for all training sessions. Pretests will be administered and results used to tailor training content. Post-tests will be administered and graded. Satisfaction surveys will be administered for quality- control purposes. | Attendance records will be compiled on a rolling basis throughout the six months of training conducted each year. Tests will be administered at the beginning and end of each monthly training module. Satisfaction surveys will be administered quarterly. |
| Number of youth who benefited from a mentoring relationship | | 90 (mentoring hours necessary to reach minimum requirements=24) | Mentoring reports will be collected from both mentors and youth. Reports will include hours of interaction, mentoring topics, and participant satisfaction data. | Mentoring reports will be collected quarterly. |

Glossary of Rotary Foundation Standard Measures

Adult: individual over age 18

Adult education: training in basic skills, such as reading, writing, and proficiency in local language, for adult students

Basic education: training in basic skills, such as reading, writing, and proficiency in local language, for students 18 and under

Better quality: more affordable, more efficient, more effective, or a greater variety

Business: an income-generating activity, small business, cooperative, or social enterprise

Case of disease: occurrence of a particular illness or disease; can be measured by cumulative incidence (the number of new cases within a specific period)

Child mortality rate: the number of children who die before reaching the age of 5 per 1,000 live births

Community: an individual village, geographic area, or medical institution

Conflict: a dispute that has, or may potentially have, broad negative impact within a community or region

Data: facts, statistics, or items of information. **Quantitative data** (numeric) provides a view into the effectiveness of project activities. **Qualitative data** (descriptive) is gathered through stories, statements, or opinions. **Baseline data** is collected before project implementation to provide a clear picture of the situation before any intervention. **Routine data** is collected continuously, typically by a non-Rotary entity. **Nonroutine data** is collected less frequently and is typically initiated by Rotarians for the purposes of monitoring and evaluating a project.

Data collection: the process of identifying and gathering data from sources directly related to project activities

Direct beneficiary: a recipient of a clear and immediate benefit from project activities

Disease prevention intervention: an activity intended to prevent and/or treat a specific disease

Double counting: a data collection error that counts an individual or group more than once when documenting beneficiaries. To avoid, create a documentation system that includes multiple distinguishing factors of each beneficiary that can be cross-referenced across records and that ensures multiple reporting partners are not double counting.

Employment: formal positions and/or entrepreneurial and informal income-generating activities

Entrepreneur: a current or potential small-business owner or a person engaged in informal income-generating activities

Group/organization: a formal or informal collection of individuals who come together for a specific purpose

Health care services: preventive measures, such as education or screening, and treatments, such as the provision of drugs (e.g., antiretrovirals), intended to cure or alleviate the effects of a disease

Health education campaign: dissemination of reliable, fact-based information intended to increase

awareness of how to prevent and/or treat a disease. Campaigns may consist of information sessions or involve a training curriculum; others may involve use of posters, billboards, radio, and other media to inform community members.

Health facility: location where health care is provided; can include hospitals, clinics, laboratories, etc.

Health-focused event: an organized gathering where attendees receive information or services intended to increase their awareness about how to prevent and/or treat disease (e.g., health fairs, trainings, disease screenings, etc.).

Household water treatment: household water treatment options proven to be effective in decreasing diarrheal diseases, such as boiling, chlorination, filtration, and solar disinfection

Impact: a direct effect of a project or activity on a person, community, etc.

Improved sanitation: flush or pour/flush facilities connected to a piped sewer system or septic system; pit latrines with a slab; ventilated improved pit latrines; composting toilets. Unimproved sanitation includes flush or pour/flush toilets without a sewer connection; pit latrines without slab; bucket latrines; hanging toilets/latrines; no facilities/open defecation

Improved sources of drinking water: piped water into dwelling or to yard/plot; public tip or standpipe; tubewell or borehole; protected dug well; protected spring; rainwater. Unimproved sources include unprotected dug well; unprotected spring; tanker-truck; car with small tank/drum; surface water; bottled water (considered to be improved only when the household uses drinking water from an improved source for cooking and personal hygiene).[1]

Institution: an entity involved in the direct provision of project activities

In use: still functioning properly, being used regularly and appropriately, and maintained consistently by the beneficiary population

Job created: a position that did not exist before the project and can be directly attributed to the project

Literacy training: education that either specifically targets reading and writing skills to students 18 and older or that provides skills for teachers to use in educating adult students

Local leader: a person who occupies a place of status within the community, either in a formal or informal role

Maternal death: the death of a woman while pregnant or within 42 days of termination of pregnancy

Maternal mortality rate: the number of maternal deaths per 1,000 live births

Mediation: a process in which an impartial third party helps people resolve a dispute or plan a transaction

Medical and health professional: a doctor, nurse, midwife, medical student, technician, community health worker, or health educator

Monitoring: the routine process of collecting specific data as agreed upon before project implementation

New: previously nonexistent and directly resulting from a project

Outcome: an expected positive change in the knowledge, behaviors, or circumstances of project

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[1] WHO/UNICEF Joint Monitoring Programme for Water Supply and Sanitation

beneficiaries as a result of the project; established before the project is implemented

Output: an activity conducted during the implementation of a project in order to reach its expected outcomes

Peace-building: the prevention and/or resolution of conflict

Point-of-use technology: household water treatment options proven to be effective in decreasing diarrheal diseases, such as boiling, chlorination, filtration, and solar disinfection

Prenatal care: a minimum of four visits with a trained health care worker over the course of a pregnancy. Each visit can include:[2]

- Monitoring of progress of pregnancy and assessment of maternal and fetal well-being

- Detection of problems complicating pregnancy

- Birth planning, advice on danger signs, and emergency preparedness

Preventive medical treatment: immunizations, micronutrient supplements, oral rehydration therapy for diarrhea, antibiotic treatment for pneumonia and other respiratory infections, administration of antimalarial (e.g., chloroquine, artemisinin), or antiretroviral drugs

Recipient: an individual who receives services as part of a project activity

School-age student: an individual age 18 or under attending primary or secondary schools

Teaching position: position in a school or formal community-based education facility

Testing: an activity to determine a specific result, including water quality, retention of information, or effect of a medical treatment

Training: instruction on a specific topic or curriculum; may be conducted multiple times

Vulnerable population: a group of people considered at risk because of demographic characteristics (such as age, gender, or race/ethnicity) or economic status, illness, disability, or place of residence

Water facility: a system that provides water to one or more individuals, either at the household or community level

Youth: individuals ages 12 through 25

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[2] WHO-Recommended Interventions for Improving Maternal and Newborn Health

Resources

Monitoring and Evaluation Fundamentals: A Self-Guided Mini-Course

http://www.cpc.unc.edu/measure/publications/pdf/ms-07-20.pdf

Active Learning Network for Accountability and Performance in Humanitarian Action

www.alnap.org