KEY MONITORING AND EVALUATION QUESTIONS

1. **Key Monitoring Questions**
   - Has a monitoring framework been completed using the original objectives?
   - What uncertainties are being addressed through the monitoring program?
   - Have performance measures (indicators) for monitoring been agreed to?
   - What is the source of data?
   - Who is to do the monitoring, data collection and evaluation?
   - How often is the data to be collected?
   - How will the monitoring process be documented and communicated?
   - What happens to the data? Who gets access to it?
   - How will it be communicated? How will the results be used and by whom?

2. **Key Evaluation Preparation Questions**
   - Why is the evaluation being undertaken?
   - What is the evaluation expected to achieve?
   - What type of evaluation is most suitable?
   - When is project evaluation to take place?
   - How will the evaluation process be documented and communicated?
   - How will the results be used and by whom?

3. **The Evaluation: Questions and Structure**
   - How well are the actions achieving the LED objectives?
   - **Anticipated impact on objective**: expected change from baseline performance measure
   - **Actual impact on objective**: expected change from baseline performance measure

4. **Adequacy and Effectiveness**
   - Has the action plan been satisfactorily implemented?
   - Has the action plan adequately achieved the stated objectives?
   - Have the resources been sufficient to carry out the action plan?
   - Has the leadership and capacities of individuals and organizations been sufficient?
   - Will the partnerships and networks formed in the LED process be sustained and strengthened?
   - Have the adverse impacts (anticipated and unexpected) been adequately addressed?
   - Can the results be sustained?

5. **Efficiency**
   - Could the resources have been used differently, or been replaced by more effective resources, to have produced better results within the estimated costs?
   - Could a greater impact/output/result have been achieved more efficiently and for less of a resource outlay?
   - Would any other plan have produced the same or better results at a lower cost?
   - Were the resources managed in the most efficient way possible?

6. **Review**
   - Have circumstances changed? Have priorities changed?
   - Is the SWOT analysis still valid?

7. **Adjustment and recommendations**
   - How must action plans change to better meet objectives?
   - Have conditions changed so that a complete review of objectives and actions is deemed necessary?