



DEVELOPING THE AFRICAN CONTINENTAL QUALIFICATIONS FRAMEWORK (ACQF)



TRAINING MODULE SEVEN

07

MONITORING AND EVALUATION IN THE CONTEXT OF QUALIFICATION FRAMEWORKS OR SYSTEMS

Webinar 3: M&E Tool and indicators

Monitoring and evaluation in the context of qualifications frameworks

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01

Introduction



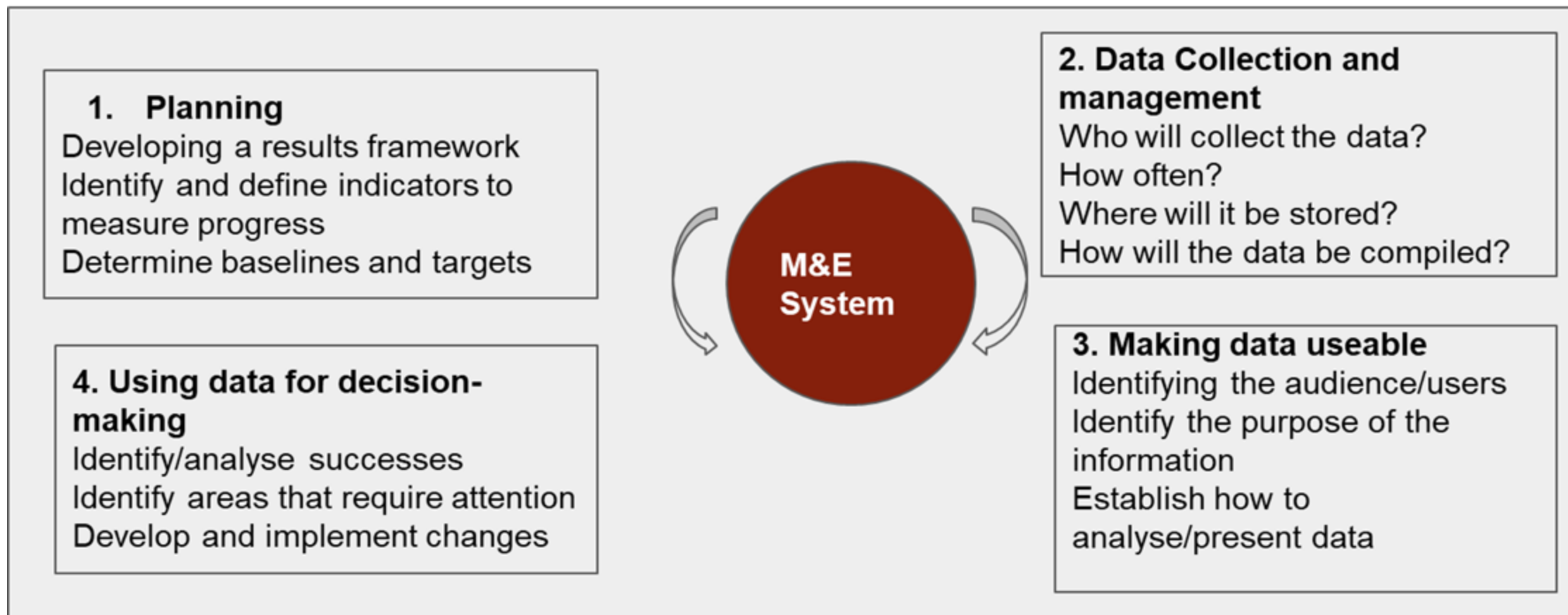
Overview of the Webinar

1. Introduction and Recap of the Second Webinar
2. Monitoring Cycle
3. Online M&E Tool and indicators
4. Reporting & Use
5. Summary

Recap on Second Webinar

- Putting the M&E system together: key building blocks of an M&E system
 - i. Results framework
 - ii. Indicators
 - iii. Data Collection
 - iv. Making data usable
 - v. Using data for decision-making

Putting the M&E system together



02

Monitoring cycle

Monitoring Cycle

Collection

- Applying identified data collection methods and instruments
- Can be primary or secondary data
- Can come from a range of sources
- May be paper-based or electronic
- Can include a baseline measure

Collation

- Capturing data that has been collected
- Combining data from different sources
- This can be from different time periods, different institutions or departments
- Can be a manual or electronic process
- Should include data quality check

Analysis

- May be aggregated or disaggregated
- Can be done manually or using software
- Undertaken to identify trends/patterns and the direction/extent of change
- Can include a comparison against baseline and/or targets

Reporting

- Decision about how you would like to show your data
- Presentation of data to interested parties

Use

- Need to ensure buy-in to value of monitoring to drive use
- Many different uses - accountability, planning, learning and decision-making
- Needs to be accessible to those who will use it

Data Quality Principles

- Data quality is ensuring that your data stands up to rigour and will produce the same results if the collection, collation and analysis process is repeated

| | |
|--------------|---|
| Validity | Measures what it is intended to measure |
| Reliability | Able to produce the same data/results if repeated |
| Integrity | Truthfulness (no manipulation) |
| Precision | Accuracy |
| Timeliness | Collected within the same reporting period, able to be used for decision making (e.g. planning) |
| Completeness | No empty data fields |

Reflective Exercise

- What existing data collection instruments do you have?
- Are they paper-based or electronic?
- Who is responsible for collating and analysing the data?



03

Online M&E Tool and
indicators

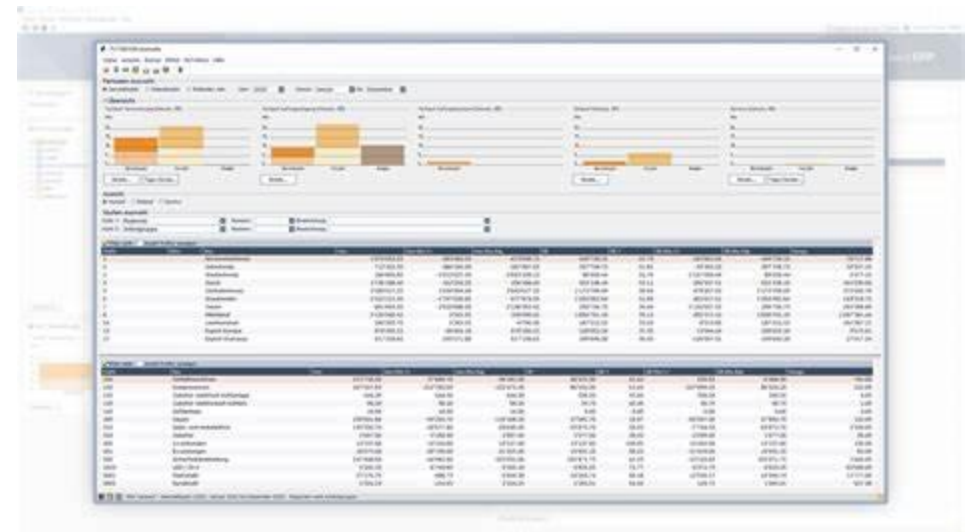
Online M&E Tool

[Copy of ACQF Indicators Prototype - Example 1 - Google Sheets](#)

This tool provides an outline of the fields to be included, the considerations when developing an online tool and differentiates between indicators collected at NQF level, and at continent-wide/ACQF level.

Core considerations for data collection

- Instruments need to be consistently used and free of any missing data
- Any online system/instrument should be designed with a similar interface so it is easy to capture and avoids potential for errors
- The capturing can be done in Excel or in an online system such as HEMIS/TVETMIS



Steps to minimise errors during data collection and collation

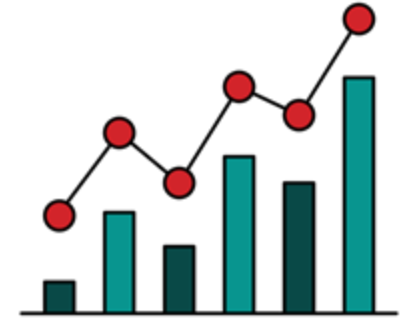
- 1 Date fields are restricted to DDMMYY
- 2 Macros are put in place so that one week after data entry there is no potential for numbers to be changed in column related to collecting data
- 3 Permissions for quality assurance are limited to individual responsible to ensure segregation of duties and avoid data manipulation
- 4 Data entry should be restricted to the drop down options to ensure uniformity
Where information is being collected over more than one period (bi-annual/annual) the programming should enable the addition of data per reporting period into one total. The fields for entering the data should specify the time period in six months to avoid the possibility of double-counting
- 5 Where there are indicators that are only reported annually, please install a function that prevents data entry under period 1 and 2
- 6

Be mindful of potential/incentive to change data, in particular when linked to performance/accountability.

04

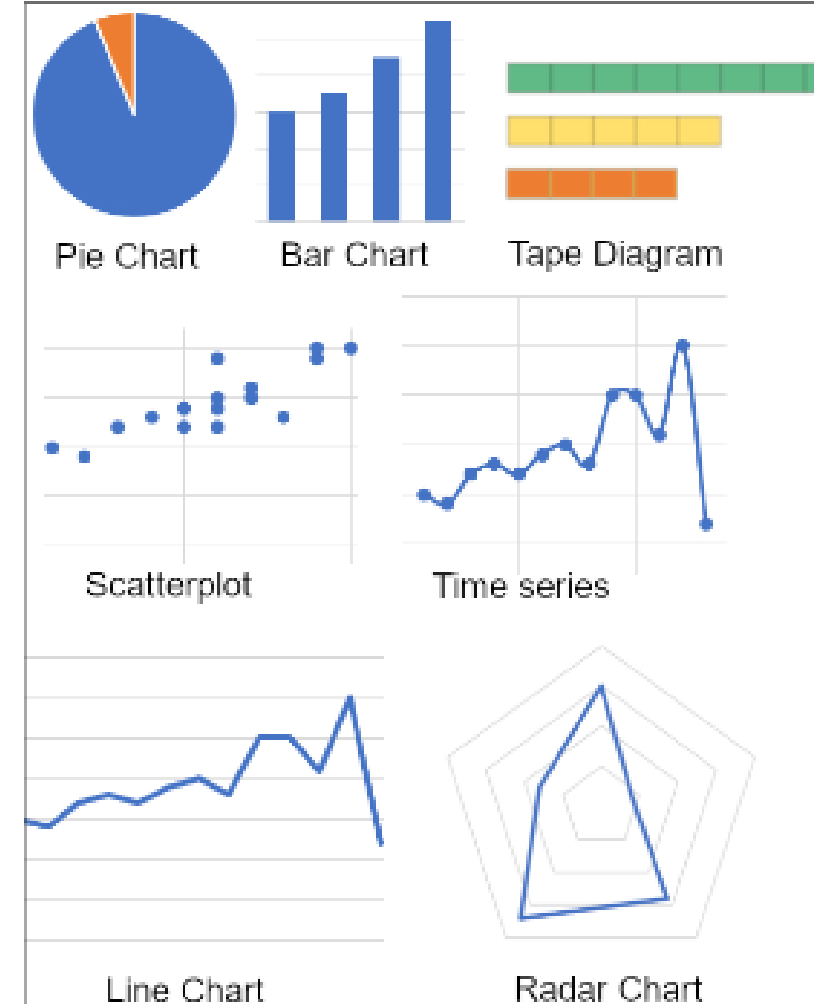
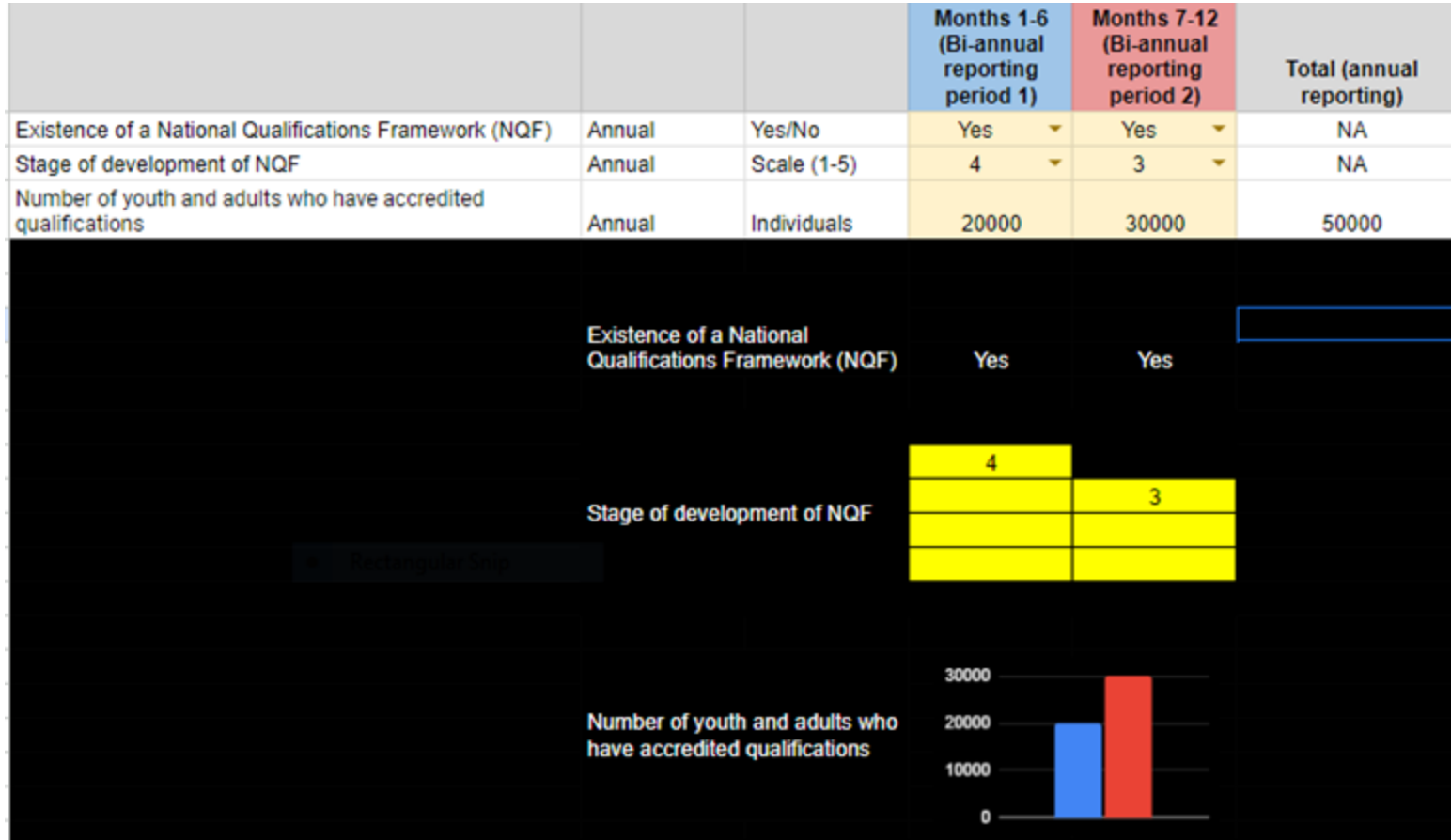
Reporting & Use

Reporting & Use of M&E Data



- Once data has been collected, collated and analysed, it needs to be packaged for use!
- It can be packaged differently depending on your audience, and what it will be used for.
- This can mean combining quantitative data that is collected in an Excel tool or qualitative data that may have been collected as part of rapid research studies, interviews, workshops or group discussions.
- Combining and synthesizing the findings of the data analysis process will provide a more comprehensive reflection of implementation and progress towards outcomes

Auto-generated reporting & visualisations



Plenary Discussion

- Please share an example of how you have translated monitoring data into a report that has been used for decision-making.
 - How did you represent the data?
 - Who used the data?
 - What decisions did it inform?
 - Were there any challenges to using the data?

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Summary

Wrap-up

1. Introduction & Recap
2. Monitoring Cycle
3. M&E Tool
4. Reporting and using data
5. Summary



We welcome your comments and feedback!

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