

## **GUIDES FOR SELF-MONITORING & SELF-EVALUATING**

Organizations sometimes achieve great things, but often they do not document the work and results. So lessons learned can be more easily forgotten over time. Using this or similar guides for monitoring and evaluating will provide people with the chance to reflect on and leave an account of what is happening, what happened, what succeeded and what should have been done. As importantly, it is valuable for those involved in the project to talk among themselves about their needs, the results and the value of their work in the community. All this will help future endeavors succeed.

The results of these evaluative processes will serve you in planning and implementing your current and future initiatives. It will also help the organizations that support your work to better understand your needs, challenges and strengths. The questions were developed based on the experiences of projects similar to yours. Sharing of your information and experiences will also serve others in their initiatives.

The best way to fill out this questionnaire is in a group. Everyone should participate. Call a meeting, agree on the techniques to be used, and make sure you facilitate the discussions so that all voices are heard. The quiet person who may need time and encouragement to speak often has the most helpful comments.

It is very important that you make an honest, critical evaluation of your organization and your efforts, including the problems, challenges and set-backs that are a natural part of every initiative. Supporting organizations know that there will be obstacles encountered, set-backs and lessons, and expect to hear about those as well.

## QUESTIONS TO MEASURE PROGRESS WHILE THE WORK IS STILL BEING DONE

*This will help you evaluate the process and results at a given point during the execution of a project. It also will help you assess the impact on participants and the community. Such monitoring works best when there is a record of the original goals and objectives. If that is not available, those doing the evaluation should be reminded of the original purpose and objectives. Each of the following should be discussed and documented.*

Are participants enthusiastic about the work? How has this changed from before?

Are we more confident in ourselves? ...in the project? ...as an organization?

Are we all participating equally? Have leaders changed? What are the factors preventing everyone's participation?

How many people have learned to do something new up to this point? Can they teach that to others?

What difficulties have we faced? Do we have ways to overcome them?

What, if any, benefits have we started noticing?

What is said in the community (among those not participating) about the project?

Have new people become involved?

How do we treat participants (especially women)?

Has anyone stopped participating or left the group? What were the reasons?

How are the relationships with local authorities? ...with groups doing related work? (Cooperation, envy, opposition, competition, moral support, funding?)

What changes to our original plan have we had to make? Why?

## EVALUATIVE QUESTIONS FOR THE END OF A PROJECT

*The first questions require short answers and are to be rated on a scale of 0 to 10 according to the results obtained. The second group of questions refers to the objectives and goals, and the benefits the efforts have brought to the wider community. Emphasis should be made on this section. Each of the following should be discussed and documented for future reference and planning.*

1) Was there full participation from all?

None      0 1 2 3 4 5 6 7 8 9 10      Everyone

2) Was the decision-making process democratic?

Not at all    0 1 2 3 4 5 6 7 8 9 10      Completely

3) How was the communication between and among all parties?

Horrible    0 1 2 3 4 5 6 7 8 9 10      Superb

4) Did as many women as men participate?

No women    0 1 2 3 4 5 6 7 8 9 10      Equal or more

5) Were women treated equally?

Not at all    0 1 2 3 4 5 6 7 8 9 10      Completely

6) Did community members' awareness and knowledge increase?

Not at all    0 1 2 3 4 5 6 7 8 9 10      Extremely

7) Were new leaders and educators formed?

None      0 1 2 3 4 5 6 7 8 9 10      A lot

8) Did we figure out and implement effective ways of organizing ourselves?

Not at all 0 1 2 3 4 5 6 7 8 9 10 A lot

9) Did our political power and capacity to resolve problems increase?

Not at all 0 1 2 3 4 5 6 7 8 9 10 Extremely

10) We were able to incorporate lessons and knowledge from the past?  
...proven techniques and technologies?

11) How many people learned to do something new?

12) Were there any unexpected benefits? What were they?

13) Were there any unmet goals or desires?

14) How can the results obtained be maintained?

15) How do people in the community (non-participants) feel about the project?

16) How do we, as participants, feel at the end of the project?

17) Were ideas for new initiatives generated? Do we feel motivated and capable of carrying out any of these?

18) Did or will the benefits of our work reach others besides the participants?

19) Did we damage or improve the water, soil, land, plants and animals?

20) Give some actual examples of how the project has affected our lives (our economy, our health, our spirit, our self-esteem, our future plans, socially, our family life, etc.).

in South and Meso America