Module 5: Monitoring & Evaluation

Detailed Module Guide

Module Roadmap

Step 1 CTP M&E Planning

1.1 Develop M&E strategy
   - Logical framework template
   - Key CTP indicators checklist
   - CTP M&E workplan template
   - M&E plan template
   - Survey sample calculator template
   - Brief sampling guidance

1.2 Build staff capacity
   - CTP M&E training template
   - CTP M&E training facilitator notes template
   - FGD guidance
   - Guide to HH and KI interviews

Step 2 Programme Monitoring

2.1 Baseline
   - Baseline questionnaire template

2.2 Encashment monitoring
   - Encashment site observation template
   - Encashment exit survey template
   - Encashment exit survey database template

2.3 Post-distribution monitoring
   - PDM FGD questionnaire template
   - PDM unconditional CTP survey template
   - PDM survey database template
   - PDM conditional CTP survey template

Step 3 Market Monitoring

3.1 Monitor traders
   - PDM market survey template

3.2 Monitor price data
   - Secondary market price data checklist
   - How to collect market price checklist
   - Price collection form template
   - Organising market price data checklist

3.3 Respond to price changes
   - Responding to price changes

Step 4 CTP Evaluation

4.1 Set evaluation criteria & questions
   - Key questions for evaluating CTP checklist
   - Evaluating multiplier effects on markets

4.2 Prepare evaluation ToRs
   - CTP evaluation ToR template

4.3 Generate reports
   - CTP evaluation report template
   - IFRC CTP case study template
   - IFRC CTP factsheet template
   - ICRC case study template

Icon Key:

= Template

Tool that can be adapted for use