HUMANITARIAN MONITORING & EVALUATION GUIDANCE NOTE

A. CONTEXTUAL FACTORS

Lack of accurate data remains one of the major concern for resolving global health challenges, especially in the humanitarian settings. Considerable progress has been made in setting global standards, data collection formats, tools and guidance [1]. However, data disaggregation and the need to collect and analyze data that ensures inclusiveness often remains as an unfinished task in terms of actual data collection from field, given the complexity of the situation in the resource-constrained environment.

Multiple factors play a role in capturing detail sex-age disaggregated data (SADD). These including the political will, institutional capacities, and effective utilization of advanced technology (could be low price, high innovation) to capture detailed information, analyze it, provide interpretation and feedback mechanisms. Simple, implementable monitoring and evaluation (M&E) plans helps to track and assess the results of the interventions throughout the program life cycle. Likewise, it also contributes towards re-strategizing program and efficient utilization of resources, thus improving program performance. Stakeholders, including donors, put emphasis on inclusiveness, gender analysis, value for money, services breakdown, and impact both during preparedness and response. These are challenging, particularly for the humanitarian sector.

> Data is increasingly required during the preparedness phases for contingency planning, vulnerability analyses and baseline indicators; during the acute phases for preparation and targeting of response to make an impact; during the chronic phases for short-term humanitarian-oriented programme design and delivery, monitoring and evaluation, as well as during the post-crisis phases for programming reconstruction
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> Source: Guidelines on Data Issues in Humanitarian Crisis Situations, June 2010

The Humanitarian M&E Strategy and Plan of Action offers a holistic approach to this complex issue. It aims to stimulate new thinking on generating data and building capacity of the IPPF Member Associations (MAs) to improve on their existing data collection tools and formats (e.g. CMIS, DHIS2) for more evidence and data-driven programmatic strategies and implementation. The Strategy draws upon the existing "Putting IPPF Monitoring and Evaluation Policy in Practice", which puts forth the Federation's commitment to monitoring, evaluation and learning to effective management and improved performance. It also reflects the need for IPPF to be able to demonstrate its results to itself and to others, at national, regional and global levels, and to monitor progress against the IPPF Strategic Framework 2016 – 22 through a sustainable solution on the data management in humanitarian settings, and in line with the global standards.

B. PURPOSE OF M&E STRATEGY

The main purposes of the M&E Strategy for the IPPF humanitarian setting are to:

- Generate data for **evidence building**

- Be **accountable** to all the stakeholders, both internal and external

- Contribute towards **organizational learning** and Institutional capacity building through best practices and lessons sharing

- Support advocacy for **decision-making/ policy change**

The M&E Strategy provides an effective framework, which is designed to measure progress towards achievement of the overall goal and objectives. One of the key drivers for IPPF is the necessity of a functional and robust M&E system for the IPPF Humanitarian Program to provide useful and timely information to stakeholders, including donors and external audiences.

Specific objectives
1) Improve the quality of reporting and data collection on humanitarian assistance through regular validation checks, in a phased manner by 2019
2) Increase organizational capacity for more sex-age disaggregated data (SADD) collection over the period of 2 years
3) Mainstreaming humanitarian data reporting in routine IPPF system (DHIS2) by 2019; and
4) Strengthen the Performance culture by promoting utilization of local data and data triangulation by 2022
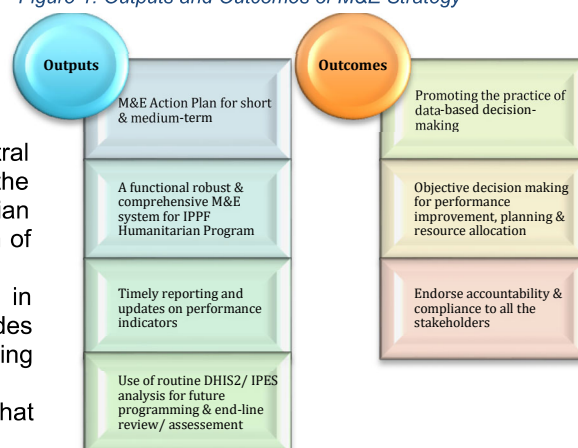
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[1] The Restoring Family Links (RFL) Strategy for the International Red Cross and Red Crescent Movement (2008-2018) Progress Report (2008-2011), Geneva, 2011

1   Implementation Plan of Action

The implementation plan for the M&E Strategy represents the way IPPF Humanitarian team intends to engage itself and the implementing partners/MAs with the relevant stakeholders in the realization of the objectives of the IPPF Humanitarian Program. It is the role of IPPF Humanitarian in collaboration with Secretariat to provide technical assistance and support for mainstreaming humanitarian data collection formats and reporting informed decision-making process. Finalization of this implementation plan would not be complete without the involvement of the Organizational Learning and Evaluation (OLE) department and other relevant departments (e.g. Program Team) from Central Office, six Regional Offices and Member Associations. Considering the complexity and autonomous Federated structure, IPPF Humanitarian Program will have three pronged approaches for the implementation of the activities.

Figure 1: Outputs and Outcomes of M&E Strategy

a) At the **Global** level, where activities are carried out in collaboration with global partners and where IPPF CO provides its leadership and advocacy, will assume a primary role in taking forward the above specific objectives

b) At the **Regional** level, where initiatives will be developed that engage the regional offices with technical expertise

c) At the **National** level, the MAs assure ownership, endorsement and M&E improvised in phased and strategic manner

2   Approaches and Resources

Relying on the existing human resources in OLE, Program departments based at CO, ROs, and MAs, including the restricted projects expertise at the Secretariat and MA levels, the Humanitarian Program will ensure systematic data generation and utilization.

At Regional and Global level:

- Strategic engagement of CO with ROs in phased manner to scale up the humanitarian data management and integrated approach for data collection through DHIS 2 survey, analysis, interpretation and feedback mechanism. Hence, initially IPPF would seek few key indicators for reporting through DHIS2 (client reached with humanitarian assistance) and verifying the data in routine process. This would be followed by detailed reporting of service statistics by each MAs during each crisis response, as the Humanitarian program is strengthened across the regions and MAs.
- Based on the alerts and activation of the Humanitarian Activation System, global emergencies will be monitored regularly in close coordination with Secretariat (CO and ROs). This will reflect on the Humanitarian Activation system and decision by the Humanitarian Oversight Team (HOT) to respond specific crisis and regular monitoring and reporting.
- Joint (CO and RO) visits to MAs and data review will be conducted to assess the improvement and document good practices.
- IPPF Secretariat (CO-Bangkok and/ or London and ROs) will conduct evaluations to assess the cost-effectiveness and value for money of the Humanitarian Program
- In coordination with technical experts in CO Program department, facilitate humanitarian programmatic re-strategizing based on the data evidence and interpretation of analysis
- Ensuring Data Quality Assurance (DQA) at various levels, from MA reporting to Provincial/ Branch level and Service Delivery Points (SDPs) level
- CO Humanitarian to conduct post-emergency review exercises, in the priority regions and build capacity of other ROs to do so in the non-priority regions. This activity is aimed to make decisions based on concrete evidence and available data, to assess the impact of the Humanitarian program and give further programmatic directions based on the challenges, lessons learnt and to ensure accountability to beneficiaries, partners, donors and other stakeholders.
- Maintain database on the outcomes and impact of the humanitarian work
- Work collaboratively with the IPPF Secretariat Departments for achieving the Strategic Framework (2016-22) targets

At country/MA level:

- The current reporting and data management systems will be assessed for capturing relevant disaggregated information and scope for expansion within the existing system
- Based on the competency of the MAs, capacity-building initiative (collective and/or individual) will be undertaken through on and off-site support and mentoring. The capacity building sessions can be designed based on the unique needs of each MA
- Ensure MAs record and report disaggregated data through their existing M&E system and incorporating in the overall IPPF reporting systems (DHIS2, CMIS), which will act as a repository databank of the various humanitarian assistance provided. IPPF would pilot various tools to collect humanitarian data from the field like mobile app and others.
- Quality intervention will be documented, prerogative of Communications department, through case studies and human interest stories. IPPF's PEER approach methodology could be explored

The strategy and various approaches will be deliberated during the Regional and Global IPPF meetings, and workshops. Based on needs assessments, further scope to enhance the data reporting using innovative methods will be explored e.g. mobile app. It is emphasized that MAs will also be trained in basic data analysis and how to use the data collected for decision-making and improved programme efficacy and cost–effectiveness. The lessons and best practices will be documented for institutional learning and dissemination.

Figure 2: Data Flow, Communication and Reporting

IPPF Humanitarian Program

Overall Technical guidance and support

- Providing Strategy, Implementation Plan and Guidance
- Implementation of the M&E strategy as relevant for enabling environment, preparedness & response
- Setting up M&E database
- Regular Evaluation including Reviews and Post Emergency Reviews
- Data utilization
- Good practices, lessons learnt & experience sharing

Regional Office

Strategic enagement with the Regional Secretariate

- Assessing the gaps and building capacities
- Regularly analyse the improvement in the MAs capacity
- Validation and data quality assurance collectively with CO and MAs
- Data utilization

Member Association

Practical field implementation

- Engagement of all relevant stakeholders (internal- various dept. & external-Govt., partners) for review/ assessment
- Training of MA staff
- Collecting and analyzing appropriately disaggregated data to inform programming
- Data protection, copy rights and confidentiality
- Data utilization

Feedback and providing strategic direction to Programming