## Output Monitoring – Examples

We plan activities because we expect certain results (outputs). We defined these in the planning phase. Now we want to see whether the realised activities have produced these outputs. We look for answers to the following:

*Which concrete outputs did we define (first column)? How can we see, count or know that the outputs are really achieved (middle column)? Which actual outputs have been produced by the realised activities (last column)?*

The M&E team consolidates the relevant information. The team receives the information from those responsible for the implementation of the activities (reports, documentation) or from interviews with the responsible parties and the boundary partners themselves (eg., participants in trainings, members of a CBO). The M&E team presents the results of this analysis, eg., in quarterly community management team meetings. Here all members compare the expected output and its indicators (as defined in the planning process) with the achievement at the moment of monitoring, and defines further steps.

We can expect the outputs at the end of a proper implementation of activities

As result of the project activity with the Boundary Partner OUTPUT

Project ACTIVITIES

### Working with the Robot helps to visualise achievements

Red means there is a high risk that the measure will not be successful, eg., there are serious hindrances. Thorough analysis is needed. Or, immediate action is required.

Yellow means we need to discuss the situation and see whether we have to modify the planning.

Green means everything progresses like it was planned (even if there are slight deviations).

## Example 1:

| Activities (examples) | Expected output, specific indicators (examples) | Achievement | |
|---|---|---|---|
| Realise training of ... members of the CSF.

Realise exchange visit to the CSF (with youth representation in the CSF) of Sophiatown.

Realise discussion rounds with community on ... | Output: Members of the CSF are trained and sensitised in ....

Ind.: two representatives of each member organisation/institution are trained in, or sensitised to ...; total of 20 persons trained

Output: Regular communication between community and CSF has started:

Ind.:Discussion rounds with CSF and community realised once every three months. | 80% participation of members from government organisations. Only two members of one CBO participated so far out of six.

Discussion rounds with little participation by the community.

Discussion is needed on reasons and ideas for solution. | |
| Outcome: The local council, in co-operation with the Department of Planning, Transport and Infrastructure (DPTI), ensures that necessary measures for crime prevention are implemented through environmental planning (CPTED). | | | |

## Example 2:

| Activities (examples) | Expected output, specific indicators (examples) | Achievement | |
|---|---|---|---|
| Install, repair or build xx ... | *Output: Street lights in place and functioning:*

Ind.: 28 street lights in places identified by ward committee, all are functioning. | 25 are in place and functioning. | |
| Outcome: The local council, in co-operation with the ward committees, Department of Health, Education and Sports provides an enabling, supportive environment for children and youth. | | | |

| Example 3: | | | |
|---|---|---|---|
| **Activities (examples)** | **Expected output, specific indicators (examples)** | **Achievement** | |
| Provide xx (eg., material) to boys and girls.<br><br>Provide incentives for young men and women to volunteer as sport supervisors.<br><br>... | Output: Boys and girls have access to sport equipment and supervised sports activities on the football field during the afternoons.<br><br>Ind.: 20 balls and other sport equipment can be loaned by boys and girls in the afternoon against deposit.<br><br>Ind.: Every afternoon, one man and one woman supervises sports activities on the football field. | No sport equipment purchased yet, because no quotation process realised yet.<br><br>No ideas for incentives developed yet.<br><br>Needs urgent action. | |
| Outcome: The ward committees (WCs) take active steps to ensure social integration in their wards, with the involvement of both young men and women. They actively represent the needs of the different population groups in their ward, and make the prevention of youth violence their priority topic. | | | |

PARTICIPATION

INFO COLLECTION

DATA ANALYSIS

PLANNING

IMPLEMENTATION

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**Example 4:**

Suppose we have planned activities directed towards the ward committees as boundary partner, as shown in the table in Annex 4, Book 5.

| Outputs | Indicators | Monitoring Results | Assessment |
|---|---|---|---|
| 1. Awareness is raised regarding the importance of community participation.<br><br>2. Knowledge is strengthened on relevant concepts with regard to community coherence, participation and youth violence prevention. | • At least three members of each ward committee have participated in awareness raising trainings;<br><br>• At least three members of each ward committee have participated in training on concepts and youth violence prevention;<br><br>• Every WC has analysed risk and protective factors for youth violence in the ward, discussing relevant concepts. | Out of 30 ward committee members,<br><br>• 14 men and 13 women participated in awareness raising training;<br><br>• 10 men and 13 women participated in training on concepts and youth violence prevention<br><br>• 30 WC's analysed risk and protective factors for youth violence in the ward, discussing relevant concepts | ☺<br><br>Good participation of men and women in training, relevant concepts are clear; first interesting discussion during analysis on risk and protective factors |
| 3. WCs organise their work in a systematic and co-ordinated way | • All WCs have developed an annual action plan<br><br>• Everybody in the ward has been consulted re, the annual plan WCs meetings are well moderated; all members feel actively involved in discussion processes and decision making. | Out of five WCs:<br><br>• Five with annual action plans,<br><br>• Five are accessible to local population,<br><br>• WC monthly meetings are regular, open to public but not yet well moderated. | 😐<br><br>Dynamics in meetings need improvement |

# ANNEX 7 TO BOOK 6:

## Output Monitoring (1. Monitoring Level)

Reporting period: _____

Responsible for reporting: _____

Signature, date: _____

Report presented to: _____

Signature/s, date: _____

| Activities | Outputs and specific indicators | Achievement | |
|---|---|---|---|
| (There can be various activities for one output) | Which concrete results (outputs) shall be there after having carried out the planned activities and how can we see count or know that the outputs are really achieved? | | |
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The circles of the robots are coloured in the respective colour by hand.