

# 1. Organization Information

## 1. Please complete the following:

Organization Name

Your Name

Your Job Title

Your Email Address

## 2. What country are you based in?

- Kenya
- Mozambique
- Nigeria
- Tanzania
- Uganda
- Zambia

## 2. Monitoring and Evaluation (M&E) Planning and Design

### 1. Does your organization have an M&E strategy?

If no, please skip ahead to Section 2.

- Yes
- No

### 2. Does your organization use a specific M&E framework?

Select all that apply.

- A. Logical framework
- B. Outcome mapping
- C. Participatory impact monitoring
- D. Theory based evaluation
- E. Results based management

Other (please specify)

### 3. Who are the primary users of your M&E data?

Select all that apply.

- Internal staff
- Partner organizations (like-minded organizations)
- Organizations you want to influence
- Funders
- Government agencies
- Beneficiaries of your program
- All of the above

#### 4. Why does your organization monitor and evaluate?

**Select all that apply.**

- Required by funder
- To assess effectiveness of program
- To learn from past programs and improve future programs
- All of the above

Other (please specify)

#### 5. Who is involved in your organization's M&E planning and design processes?

#### 6. What kinds of things does your organization measure?

**Select all that apply.**

- Processes
- Activities
- Outputs
- Outcomes
- Impacts
- All of the above

#### 7. Is there someone in your office dedicated to working on Monitoring and Evaluation (M&E)?

- One or more full-time M&E staff
- Less than one M&E staff person
- M&E tasks are divided among different staff members

**8. Please describe some strengths in your M&E process.**

**9. Please describe some challenges to your M&E process that you would like to address or eliminate.**

**10. What kinds of information would you like your organization's M&E system to collect?**

**11. Do you have any other comments?**

### 3. Learning and Communication

**1. Does your organization communicate to others the progress or results of its work?**

**If no, please skip ahead to Question 5 in this section.**

- Yes
- No

**2. To whom does your organization communicate progress or results of its work?**

**Select all that apply**

- Internal staff
- Partner organizations (like-minded organizations)
- Organizations you want to influence
- Funders
- Government agencies
- Beneficiaries of your program
- All of the above

### **3. How does your organization communicate the progress or results of your work?**

**Select all that apply.**

- Paper reports
- On-line reports
- Email newsletters
- Mail newsletters
- RSS news feeds
- Twitter postings
- SMS broadcasts
- Presentations at specific meetings/conferences
- Press releases
- Press conferences
- Interviews with the press/media
- Radio news stories
- All of the above

Other (please specify)

### **4. How often does your organization communicate the progress or results of its work?**

**Select all that apply.**

- During middle of program
- At end of program
- All of the above

**5. What types of general communication needs does your organization have?**

Who are the key people or groups you communicate with or need to communicate with?

How often do you communicate with them?

What are the purposes of those communications?

Through what means do you communicate at present and what means are desired for the future?

## 4. Communication Tools

### 1. Does your organization use SMS technology?

- Yes
- No

Please describe to what extent and any limitations on use, including number of texts and pricing constraints.

### 2. How does your organization pay for internet service?

- Free
- Pay-by-the-byte
- One price up to a maximum transfer ceiling
- Unlimited transfer with flat rate pricing

Other (please specify)

### 3. What word processing, spreadsheet, and presentation tools (office suite) does your organization use? Select all that apply.

- Microsoft Office
- Word Perfect
- OpenOffice.org
- Google Docs
- Zoho
- ThinkFree
- None

Other (please specify)

#### 4. What is your proficiency level with the following tools?

	Not at all familiar	Know what it is, do not wish to use	Know what it is, do not use	Know what is is, desire to use	Minimal proficiency	Moderate proficiency	Expert proficiency
Website editing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email listserv	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Constituency relationship manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local database manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online database manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wikis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blogs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RSS newsfeeds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video editing and distribution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twitter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facebook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Webinar, online conferencing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handheld PDA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Netbook (small laptop)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other tool or explain above in more detail

## 5. Data Collection and Storage

### 1. What data collection techniques do you use most often?

#### Select all that apply.

- Desk studies
- Surveys
- Email interviews
- Telephone interviews
- Face-to-face interviews
- Focus groups
- Participant observation
- Real-time data uploads (via SMS or other methods)

Other (please specify)

### 2. How often do you collect this data?

- Daily
- Weekly
- Monthly
- Bi-annually
- Annually

### 3. How do you store data?

- On-line only
- Hard drive with on-line backup
- Hard drive with on-line backup and some paper files
- Hard drive only
- Paper files only

## 6. Technology Capabilities

**1. Below is a list of metrics that will help us to understand your technological capabilities. Please rank the quality of each metric at your organization, where:**

**Not applicable = organization does not have the technology**

**Low quality = unreliable**

**Medium quality = mostly reliable, but with occasional problems**

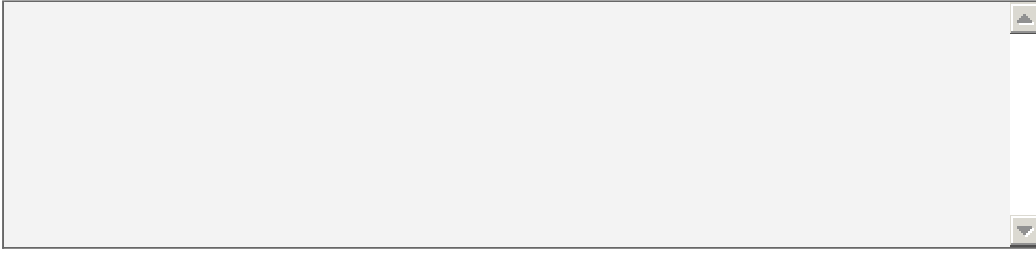
**High quality = very reliable**

	Not Applicable	Low quality	Medium quality	High quality
Internet Link	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mobile Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LAN and Wireless Technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equipment Servicing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skype Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Firewall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mail Server Technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anti-Virus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computers and Printers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storage and Data Backup Strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2. Please describe each of the capabilities, including type, number, and reliability.**

Internet Link	<input type="text"/>
Mobile Internet	<input type="text"/>
LAN and Wireless Technology	<input type="text"/>
Equipment Servicing	<input type="text"/>
Skype Service	<input type="text"/>
Firewall	<input type="text"/>
Mail Server Technology	<input type="text"/>
Anti-Virus	<input type="text"/>
Computers and Printers	<input type="text"/>
Storage and Data Backup Strategy	<input type="text"/>

**3. Do you have any other comments?**

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