Monitoring and Evaluation Methods

Postgraduate Programmes
WHY MONITORING AND EVALUATION?

We live in an age of fundamental change, with the forces of globalisation and internationalisation generating new economic, social and educational formations. Governments, public corporations and non-government organisations all engage in innovations in order to meet the demands of this new age. This is particularly true of developing countries where the effects of poverty, unemployment, disease and political instability are even more pronounced. In the midst of all this, we find a multitude of social, health, educational and political interventions – programmes, projects, initiatives, campaigns – that are designed and implemented to address the most urgent developmental demands. These interventions are driven by a wide variety of actors within and outside of government and funded by public and private organisations as well as international foundations and agencies.

More often than not new programmes and interventions have to be regularly monitored and evaluated. Programme monitoring and evaluation research has now become a regular feature of the planning and implementation of all social interventions. Whether the aim is to conduct a one-off implementation evaluation or end-of-term impact assessment, whether the aim is to do continuous programme monitoring or more participatory process evaluations, all of these require basic knowledge of and proficiency in the methodology of monitoring and evaluation studies.

WHO SHOULD ENROL IN THESE PROGRAMMES?

The programmes have been designed for those who are tasked with the design, management, implementation, monitoring and evaluation of public programmes and interventions. More specifically, the following people will find the course of value:

- Researchers and consultants tasked with evaluation studies
- M&E officers in government, industry and civil society
- Project managers in government research and planning units and directorates
- NGO employees involved in social, health and educational research activities
- Social policy analysts and advisers
- Social science methodology lecturers

ABOUT THE PROGRAMMES

The Centre for Research on Evaluation, Science and Technology at Stellenbosch University offers three post-graduate programmes in monitoring and evaluation:

- Postgraduate Diploma in Monitoring and Evaluation Methods
- MPhil in Monitoring and Evaluation
- PhD in Evaluation Studies
POSTGRADUATE STUDENT FUNDING @ THE POSTGRADUATE AND INTERNATIONAL OFFICE

While the university aims to assist postgraduate students by providing financial support, based on academic merit and financial need, to deserving students, it should be noted that funding from the University at postgraduate level cannot be guaranteed. Students are advised to plan their finances carefully and to check whether or not they meet the basic requirements, before applying for a bursary. **International students only qualify for the merit bursary.**

**IMPORTANT:** Consult the PGIO website for full details on all available scholarships, administered by the University: [http://www0.sun.ac.za/international/postgraduate-student-funding](http://www0.sun.ac.za/international/postgraduate-student-funding)

**Student’s responsibility**

1. **Payment of Academic Fees**
   Payment of registration and tuition fees remains the responsibility of the student.

2. **Application for bursaries**
   Bursaries are not automatically warded, but are allocated according to set criteria. Applications should be submitted by stipulated closing dates.

3. **Contracts**
   When a student accepts a bursary, the bursary institution will require him/her to enter into a contract. Please ensure you understand the terms and conditions.

4. **Follow up after application**
   Within 10 working days of application, if you have not received acknowledgement receipt of application, please enquire.

5. **Renewal**
   Where a particular bursary allows for a renewal an application should be made by the announced closing date.

6. **Updating details**
   Please ensure that any change of address is recorded at Student Records.

**Bursary availability**

The number of bursaries available is limited.

- Bursaries on academic merit are therefore awarded in competition (based on academic achievement).
- In the case of bursaries based on financial need, such need is ascertained by the means test, and awards considered accordingly, along with academic achievement.

Stellenbosch University reserves the right to cancel an award, to make no awards at all and to effect changes to the conditions of the award. Applicants are given every assurance that changes will only be made in compelling circumstances.
Eligibility criteria
In awarding bursaries, the University uses a range of criteria specific to each bursary being applied for. It is therefore necessary to consult each specific bursary to view all available funding their criteria. There are however some general guidelines as to eligibility for bursaries administered by Stellenbosch University:

- Candidates already in possession of a qualification on the same level or higher than the one support is being sought for, are not eligible to apply for bursaries.
- Few funding mechanisms are available for international students. International students should therefore not rely on obtaining funds in the R.S.A. but should seek funding in their country of origin before coming to South Africa.
- Incomplete applications submitted without supporting documents will be disqualified and not considered.
- Late applications will be processed according to the policy approved by the University.

Bursary application
STEP 1: Preparation
- Do research on available bursaries: those administered by SU and those independently awarded.
- Be aware of the stipulated closing dates.

STEP 2: Application
- Understand the bursary criteria and conditions.
- Always submit applications timeously.

STEP 3: Notification of outcome
- Applications for funding do not guarantee receipt. Bursary applications are normally reviewed by panels.
- After review, the student will be notified of the outcome.

STEP 4: Follow-up and renewal
- Within 10 working days of application, if you have not received acknowledgement receipt of application, please enquire.
- When renewal is possible, please ensure you apply timeously.
APPLICATION PROCEDURES

Please note that different application procedures and deadlines apply to South African and International students. Please follow the appropriate procedure and make sure of the appropriate deadline.

All applicants are encouraged to use the e-application system
https://web-apps.sun.ac.za/eAansoek2/alg.jsp?T1=1

SOUTH AFRICAN STUDENTS
Applicants should supply a complete application pack as stipulated in step 4. If final results are not available, applicants should submit predicted results or their most recent official results.

STEP 1: Take note of the closing dates for applications:
30 September (last day to submit to completed application package to Admissions)

STEP 2: Apply via e-application
• E-application https://web-apps.sun.ac.za/eAansoek2/alg.jsp?T1=1
  You will need an e-mail address and cellphone number. Follow the procedure set out on the online application.

STEP 3: Complete the form

STEP 4: Pay the Application fee
• Please note: Application fees can be paid with the online application process, by cheque, postal order or cash.
• Cash payments must be made in person at the cashier at the Administration A building (Stellenbosch Campus).
• Application fees are non-refundable

STEP 5: Send
• a full CV detailing academic as well as professional history and experience
• a typed one page motivation for acceptance to the relevant Programme to Bernia Drake (berniav@sun.ac.za)
STEP 6: And after the application has been received?

Receipt is acknowledged and every applicant:

- Is notified by mail of the receipt of the application;
- Is assigned a unique number for identification purposes, your student number (if the University hasn’t already given it to you);
- Can check on the web what the status of your application is.

NB If the form is incomplete it will be returned and the application will be delayed. It is the applicant’s responsibility to ensure that all required documents are included.

Every applicant is notified by mail whether the application was successful or not.

INTERNATIONAL STUDENTS

Applicants should supply a complete application pack as stipulated in step 4. If final results are not available, applicants should submit predicted results or their most recent official results.

Correctly certified copies of qualifications, full academic transcripts and a résumé (where applicable) should accompany online applications (preferred) or paper applications. Proof of English Language Proficiency in the form of an IELTS or TOEFL score are required where English is not the applicant’s mother-tongue.

Applications of candidates who present foreign qualifications are evaluated by the Postgraduate & International Office and recommended for consideration to CREST. SAQA evaluations are welcome but not required unless an application is referred back to the applicant by the PGIO.

STEP 1: Take note of the closing dates for applications:
31 August (last day to submit completed application package to Admissions)

STEP 2: Apply via e-application or get the prescribed form

- E-application https://web-apps.sun.ac.za/eAansoek2/alg.jsp?Tl=1
  You will need an e-mail address and mobile telephone number. Follow the procedure set out on the online application.

STEP 3: Complete the form STEP

STEP 4: Send

- a full CV detailing academic as well as professional history and experience
- a typed one page motivation for acceptance to the relevant Programme to Bernia Drake (berniav@sun.ac.za)

STEP 5: And after the application has been received?

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- Is notified by mail of the receipt of the application;
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- Can check on the web what the status of your application is.

NB If the form is incomplete it will be returned and the application will be delayed. It is the applicant’s responsibility to ensure that all required documents are included.
Every applicant is notified by mail whether the application was successful or not. Once the academic department has approved the application, the International Office in collaboration with the Registrar's Office, will issue the official Letter of Admission, which can be used to apply for a study permit at the nearest South African representative.

Apart from the academic requirements for admission to postgraduate degree programmes, international students should provide official documentary evidence of their competence in English. (See English Proficiency Requirements http://www.sun.ac.za/international/prospective-students/full-degree-postgraduate/i-want-to-enrol-at-su/language-requirements.html)

**Please note that submitting an application form does not guarantee automatic acceptance to the University or programme.**
CONTACT DETAILS

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Tel. no.: +27 21 808 3394
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Programme Director: Prof Johann Mouton

Academic Co-ordinator: Dr Lauren Wildschut
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Tel. no.: +27 21 808 3394
E-mail: berniav@sun.ac.za

Website: http://www0.sun.ac.za/crest/

Student fees/quotes:
SA Students: Mr. Sean Davidse
seand@sun.ac.za
International Students: Ms Brandt
brandt@sun.ac.za
POSTGRADUATE DIPLOMA IN MONITORING AND EVALUATION METHODS

PROGRAMME DESIGN
The programme consists of five modules and includes a research report. The programme is multi-modal in its delivery. Candidates in the programme are required to attend THREE compulsory contact sessions during the course of the academic year. Practical skills, such as learning software programmes for quantitative and qualitative analysis, are learnt during these sessions. These skills are critical for both module assignments and the research report. The contact sessions consist of seminars, lectures, discussions and other contact modes of learning. The contact sessions are held at Stellenbosch University in the Western Cape Province of South Africa.

All course materials are made available to students on SUNLearn which is the e-learning platform of the University. This means that all students have access to reading materials, course notes, assignments and other resource materials on-line. Continuous communication with students – about materials, assignments, additional resources and scheduling – will be conducted through SUNLearn and email.

COURSE REQUIREMENTS
A Bachelor’s degree in the broad field of the social sciences and humanities, health science or any other undergraduate field acceptable to the US (average of at least 65% in major subjects).

ASSESSMENT
Modules are assessed by assignments. Students must achieve at least 50% in each of the modules AND a grade average of 50% or higher. In addition to the module assignments, candidates will be required to complete a research report (approx. 15000 words) which will be internally examined and externally moderated.

KEY DATES
31 August: International students - last day to apply for admission to the programme to the International Office
30 September: South African students - last day to apply for admission to the programme to Academic Administration
30 November: Last day for successful candidates to register
PROGRAMME CONTENTS

PRINCIPLES AND PARADIGMS OF EVALUATION STUDIES

- Defining monitoring and evaluation research
- The purposes of evaluation
- Formative and summative evaluation
- Types of evaluation studies: experimental, quasi-experimental, qualitative, empowerment, responsive, constructivist and realist approaches to evaluation

CLARIFICATORY EVALUATION

- Clarificatory evaluation and evaluability assessments
- The history of logic modelling
- Using logic models in programme design, monitoring and evaluation
- Donor use of logic models

PROCESS EVALUATION AND PROGRAMME MONITORING

- The principles of process evaluation
- What are indicators?
- Programme monitoring methods
- Monitoring and evaluation systems

DATA COLLECTION METHODS FOR EVALUATION RESEARCH

This module provides an introduction to the use of observations, interviews and surveys for evaluation studies.

STATISTICAL AND QUALITATIVE ANALYSIS METHODS FOR EVALUATION

- Use of Excel (includes pivot tables to produce cross-tabulations, comparisons of means and graphs) to analyse quantitative data for evaluation studies
- Introduction to qualitative analysis and Atlas/ti (codes, categories and visual representation of data) for evaluation studies

EVALUATION REPORT

Students are required to write a report on an evaluation of a programme/project of their choice. The report should be approximately 15000 words.
PROGRAMME DESIGN

The programme is modular and non-residential – students are therefore not eligible for accommodation in a university residence. Students attend 8 coursework modules as specified below. Modules are presented in block release and run for three to five days each. **Attendance of modules is compulsory.** All modules are held at Stellenbosch University in the Western Cape Province of South Africa.

All course materials are made available to students on SUNLearn, the e-learning platform of the University. This means that all students have access to reading materials, course notes, assignments and other resource materials on-line. Continuous communication with students – about materials, assignments, additional resources and scheduling – will be conducted through SUNLearn and email.

The programme consists of eight modules (seven modules are compulsory) as well as a research report. Compulsory modules:

- Evaluation theory
- Impact evaluation design
- Indicators and measurement for evaluation
- Data collection and data management for evaluation
- Statistics for evaluation
- Qualitative analysis for evaluation
- The managing of an M&E portfolio

Optional modules (students choose one module from the optional modules):

- Evaluation in the public sector
- Evaluation of public health interventions
- African evaluation case studies

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COURSE REQUIREMENTS

A Postgraduate Diploma in Monitoring and Evaluation Methods or Social Research Methods or an Honours degree in the following disciplines: Development Studies, Economics, Education, Political Science, Psychology, Public Administration, Sociology (average of 65% average in the major subjects).
ASSESSMENT
Candidates obtain the degree after completion of eight structured modules and a 30% research assignment. The topic of the thesis must be chosen in consultation with the Academic Co-ordinator.

Modules are assessed by Assignments. Students must achieve at least 50% in each of the modules AND a grade average of 50% or higher. In addition to the module assignments, candidates will be required to complete a research report (approximately 15000 words) that will be internally examined and externally moderated. The eight modules constitute 120 credits (15 credits each) and the research report 60 credits.

KEY DATES

31 August: International students - last day to apply for admission to the programme to the International Office
30 September: South African students - last day to apply for admission to the programme to Academic Administration
30 November: Last day for successful candidates to register
PROGRAMME CONTENTS

EVALUATION THEORY
In-depth treatment of the major evaluation approaches, including:

- Utilization-focused evaluation theory (Patton)
- Responsive evaluation (Stake)
- Realistic evaluation (Pawson and Tilley)
- Scientific emergent evaluation (Donaldson)
- Participatory and empowerment theories (House, Fetterman, King)
- Developmental evaluation (Patton)

IMPACT EVALUATION DESIGN
The module consists of systematically studying the theoretical, philosophical, and ideological foundations of and principles for designing three kinds of investigations:

- Randomized experimental designs
- Quasi-experimental designs
- Non-experimental investigations for applied research and evaluation

Practical matters such as ethical considerations, attrition, and random assignment will also be addressed. Secondary topics include a basic introduction to design sensitivity/statistical power and probability and non-probability sampling.

INDICATORS AND MEASUREMENT FOR EVALUATION
The module investigates issues pertaining to indicators (new and existing) within the broader framework of M&E.

- Defining “indicators” and levels of measurement
- Different frameworks (logic model / logframe) for constructing indicators
- Different types of indicators and their different functions
- Issues of measurement: validity and reliability in the construction of indicators / indices
DATA COLLECTION AND DATA MANAGEMENT FOR EVALUATION

In-depth investigation of data collection issues including

- Alignment of data-collection to evaluation frameworks
- Development of instrumentation (observation, interviewing schedules and questionnaires)
- Administration of instruments and good practice in evaluation fieldwork

In addition, the module will focus on key issues related to capturing data for evaluations and developing an understanding of the different options available for effective data management.

STATISTICS FOR EVALUATION

This is primarily a practical module that focuses on the following:

- Linking statistics to evaluation questions
- Constructing indices
- Performing descriptive and bi-variate analyses in SPSS
- Reporting on outputs of analysis in a user-friendly format

QUALITATIVE ANALYSIS FOR EVALUATION

This module will focus on various theoretical approaches to qualitative data analysis. A software programme, Atlas.ti, will be used for analysis of evaluation data.

THE MANAGING OF AN M&E PORTFOLIO

- The functions of an M&E portfolio
- Designing and developing evaluation TORs
- Commissioning evaluation studies
- Quality assurance in M&E studies
- Designing and executing an M&E strategy for an M&E directorate
- Designing an M&E system
- Maximising evaluation use
OPTIONAL COURSEWORK MODULES

EVALUATION IN THE PUBLIC SECTOR

- M&E as a higher-order policy and programme management function
- Policy programme components: inputs, resource conversion processes, outputs, outcomes, impacts (the Logic Model)
- M&E in the South African Public Sector
- World Bank’s 10-steps to building M&E systems (Kusek & Rist)
- Comparative International M&E Institutionalising Experiences (McKay)

EVALUATION OF PUBLIC HEALTH INTERVENTIONS

- Approaches to evaluating public health programmes
- The CDC approach to evaluating public health programmes
- Theories of change in public health interventions, including the social ecological model, social cognitive approaches, etc.
- Designing indicators and indicator systems for public health programmes

AFRICAN EVALUATION CASE STUDIES

This module will cover the key issues effecting evaluation in an African context by studying a wide range of evaluation studies in such fields as agriculture, health and education.
COURSE REQUIREMENTS

As is the case with all doctoral studies, doctoral candidates must complete a doctoral thesis that makes an original and novel contribution to the body of evaluation knowledge. The topic of the thesis must be selected in consultation with the Course Director. In addition, all doctoral candidates also have to complete four modules which are selected from the list of modules offered by the M. Phil in Monitoring and Evaluation.

PHD APPLICATION PROCESS

APPLICATION FORM AND CV

- Interested candidates are required to complete an application form as well submit a comprehensive curriculum vitae to the postgraduate administrator, Bernia Drake (berniav@sun.ac.za). Once your application and CV has been screened, you will be informed whether you may submit a pre-proposal (Step 2).
- All applicants are encouraged to make use of the online application system https://web-apps.sun.ac.za/eAansoek2/alg.jsp?Tl=1
- The online system opens in March 2018. International students must apply before the end of August and South African students before the end of September.
- All candidates will receive feedback in October 2018. If you are provisionally accepted you must submit a pre-proposal by the 10th of December.

PRE-PROPOSAL

The university will register you as a doctoral student only once you have submitted a doctoral proposal and this had been approved by the various committees of the university. In order to avoid wasting time on the development of a proposal which is not acceptable to CREST, we have decided that all prospective doctoral students must FIRST submit a doctoral pre-proposal. CREST assesses pre-proposals for two reasons. Firstly, we need to assess whether your interests coincide with the research expertise and interests of the staff members of the department. There is no point, we believe, in accepting a doctoral student, if we do not have an expert and experienced potential promoter in the department. Secondly, this process allows us to identify the most likely supervisor(s) and to assign such a person to work with you on the final doctoral proposal.
The doctoral pre-proposal must not exceed three pages in length and must include the following:

- Working title of the doctoral thesis
- The motivation or rationale behind the proposed study
- Broad description of the research aims and objectives of the study
- The design and methodology of the proposed study
- An indication of the readings that you have already done or intend doing on the topic

Once we have received your pre-proposal, it will be discussed at the next departmental meeting after which you will be informed (1) whether you have been conditionally accepted as a doctoral student, and (2) who the person in the department is with whom you should further correspond. If you have been conditionally accepted, you will then be invited to submit a full doctoral proposal (Step 3).

Successful candidates will be informed by the 16th of January.

**STEP 3**

**THE DOCTORAL PROPOSAL**

Once you have received the go-ahead on the basis of the pre-proposal that you have submitted, you must now concentrate on developing a full doctoral proposal that meets the university guidelines. During this period, you will be registered as a prospective doctoral student (maximum of one year) in order for you to gain access to the information and library resources of the University. In our experience, it takes the average doctoral candidate between three and six months to develop a proper doctoral proposal that meets the requirements of the university. The doctoral proposal is a document that is interactively developed between you and your supervisor. Your supervisor will give you continuous feedback, until all parties are satisfied that the proposal meets all the requirements. Once you have reached this stage, your proposal is submitted for review within the university system.

**STEP 4**

**THE REVIEW PROCESS**

Your doctoral proposal essentially moves through three stages of review within the university system:

1. **A departmental review committee.** This committee consists of the head of CREST, your supervisor(s), and two members of other academic departments in the Faculty of Arts and Social Sciences. Where possible, we request that doctoral candidates be present during this discussion of their doctoral proposals before this committee.

2. The **Faculty Research Committee.** Once the departmental review committee has approved it, it is forwarded to the Faculty Research Committee for assessment.

3. The **Faculty Council.** If the Faculty Research Committee approves the doctoral proposal, a recommendation to this effect is sent to the next Faculty Council meeting and subsequently goes for ratification to Senate.

The doctoral proposal may at any stage of this process be referred back to the candidate for changes and revisions.
You will finally be registered as a doctoral student once your doctoral proposal has been approved by the Senate of the University. Stellenbosch University allows doctoral students to register either during the first or the second semester of the academic year. In order for you to register during the first semester, your doctoral proposal normally has to enter the review process by the end of January at the latest. In order for you to be able to register for the second semester, your doctoral proposal has to be submitted by the end of March.
CREST Programme Staff

**Johann Mouton** is Director of the Centre for Research on Evaluation, Science and Technology (CREST) at Stellenbosch University which hosts the DST-NRF Centre of Excellence in Scientometrics and STI Policy (SciSTIP) as well as the SaRChI Chair in Science Communication. He is also Director of the Evaluation Research Agency – a company that conducts evaluation research and training. Mouton has been involved in social research methods research and training for more than 30 years.

He is the author of seven books on research methodology, including *Understanding social research* (1996), *The practice of social research* (2002, with E Babbie) and *How to succeed in your Masters and Doctoral studies* (2001). He designed the Masters and Doctoral programmes in Social Science Methods and continues to supervise students in these programmes.

He is a member of the editorial board of six international journals, including the *International Journal of Research Methodology* and the *Journal of Mixed-Methods Research*. He has published more than 40 articles in peer-reviewed journals, written more than 60 research and evaluation reports and presented more than 150 papers at national and international conferences.

**Lauren Wildschut** is Lecturer at CREST and Deputy Director of the Evaluation Research Agency (ERA). She holds a PhD which focused on the use of logic modelling in the evaluation of NGOs. She taught for 10 years in the MPhil Programme in the Department of Sociology at Stellenbosch University, focusing on programme evaluation and qualitative data analysis for social sciences research. She has carried out evaluations and conducted training in South, East and West Africa particularly in the field of higher education. She has carried out evaluations in both government and non-governmental sectors for organisations such as Carnegie, Atlantic Philanthropy, Zenex and ELMA. She regularly presents courses and workshops in Programme Evaluation, Interviewing, Qualitative data analysis, Computer-aided qualitative data analysis and Logic Modelling.

**Nelius Boshoff** holds a PhD in Science and Technology Studies from Stellenbosch University, on the topic of knowledge utilisation in the South African wine industry. Over the years he has worked extensively in the field of Science Studies, at the Centre for Research on Evaluation, Science and Technology (CREST), Stellenbosch University, where he is also employed as a Senior Researcher. He participated in various large-scale projects in Science Studies using both quantitative and qualitative methodology and also contributed to a number of monitoring and evaluation studies. Examples are an investigation into the utilisation of research in South Africa, a study towards developing a monitoring and evaluation framework to benchmark the performance of women in the South African innovation system, bibliometric profiles of research at public sector universities, S&T profiles for selected African countries, and a statistical profile of Doctoral students in South Africa. Nelius is the author or co-author of 10 peer-reviewed articles in national and international journals, more than 50 research reports, and a significant number of other publications (chapters, occasional papers, etc.). He was originally trained as a research psychologist.

Enquiries:

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For more information on CREST, please visit our website at
[www0.sun.ac.za/crest](http://www0.sun.ac.za/crest)