



people have to make it work

Key Roles of the M&E Officer

- 1. Be a manager**
 - The M&E Officer should manage the "M&E process", which can include many tasks and people. Appropriate M&E tools must be made available for this process to work.
- 2. Be a trainer**
 - The M&E Officer must advise, coach and train the people involved, or ensure that the necessary training is provided by other specialists.
- 3. Quality control**
 - Data Quality Assessment is important: are data valid, reliable and precise enough? Do data reflect the reality on the ground? This involves carrying out spot checks.
- 4. Facilitate utilization**
 - Information must be well presented, so that it can be used for accountability and reporting. Relevant information must be available to managers when they need it. Different media should be used to disseminate information, for sharing and learning.

Key qualifications the M&E Officer needs

- 1. Good "project-understanding"**
 - The M&E Officer must understand how projects work. This includes the results hierarchy, indicators, the project design; typical challenges of rural development projects; roles and responsibilities of people involved; and reporting requirements.
- 2. Have "people skills"**
 - The M&E Officer should be able to motivate other people involved in M&E. Good communication skills are needed to clearly explain the project and the approach to M&E, and also for disseminating information about progress and project results.
- 3. Analytical skills**
 - *The goal is to turn data into information, and information into insight.* So what does all the data tell us? What works well, what doesn't? How can charts, tables and maps be used to complement text and highlight trends, problems, results being achieved?

Which tasks can or should not be carried out by the M&E Officer?

- 1. Data collection and data entry**
 - It is impossible for one person to handle all the monitoring data for a large project. Data entry clerks, monitoring assistants, focal points in service providers and implementing agencies should assist in collecting and entering data.
- 2. Designing the M&E System**
 - System design requires the skills and experience of other types of specialists. However, the M&E Officer and others in the management unit must be closely involved in the process, to ensure the project gets the system it needs.
- 3. Endless miscellaneous tasks**
 - Because the M&E Officer tends to have wide knowledge of the project, he or she is often called upon to prepare all kinds of write-ups, represent the project and attend endless meetings and other events – often with limited relevance for the project. It should be avoided that such chores undermine the ability to carry out core M&E tasks.