

Excerpt from MDF Results Measurement Manual

Version 2, February 2014

Roles and Responsibilities

Results measurement and all tasks that go along with it are the responsibility of the Results Measurement Team as well as the Sector Teams. Collaboration between the two is very important. The Sector Teams have in-depth knowledge about the sector and partners. Their daily interaction with partners and others in the sector gives them access to new and updated information on a regular basis. The Results Measurement Team has technical expertise in research and analysis, and ensures that MDF's Results Measurement System follows good practice and adheres to the Standard set out by the DCED.

Throughout this Manual, the roles of the Sector Teams and the roles of Results Measurement Specialists have been specified. The table below summarises these points and shows how each party should be involved in each major task.

Table 1: Roles and Responsibilities

Activity	Sector Team	Results Measurement Team
Sector Study		
Designing Sector Study for understanding a sector	Completes the study design with RM.	Supervises and assists Sector Team with design.
Conducting Sector Study for understanding sector and designing interventions	Conducts Study together with RM.	Conducts study together with Sector Team.
Writing Sector Study	Writes Sector Assessment Report.	Assists with analysis and reviews report.
Developing sector strategy		
Making Sector Results Chains	Completes together with RM.	Completes together with Sector Team.
Completing Sector Guide (SG)	Completes Sector Guide with RM.	Completes Sector Guide with Sector Team and checks and finalises sector guide.
Updating SG	Updates with assistance from RM.	Updates with Sector Team and checks and reviews all updates.
Interventions Design and Validation		
Intervention design and negotiations with partners	Leads intervention design and handles all negotiations and agreements with partners.	Assists with any required research or assessments to support intervention design.
Making Intervention Results Chain	Completes together with RM.	Completes together with Sector Team.
Establishing Indicators	Completes together with RM.	Completes together with Sector Team.
Calculating Projections	Completes together with RM.	Completes together with Sector Team.
Designing Measurement Plan	Completes together with RM.	Completes together with Sector Team.
Finalising the full Intervention Guide (all sections)	Completes remaining sections of Intervention Guide.	Finalises Measurement Plan and explanatory notes within Intervention Guide.

Implementation and Monitoring Activities		
Capturing intervention monitoring data	Monitors intervention and captures data.	Supports review of data captured through monitoring.
Designing measurement tools	Completes together with RM.	Completes together with Sector Team.
Data Collection (in-house)	Gathers data using measurement tools (in-house).	Supervises and assist to gather data using measurement tools (in-house).
Data Collection (outsourced)	Provides technical inputs on the sector and intervention. Facilitates data collection in the field.	Designs and manages outsourced data collection.
Analysis, Review and Updates		
Impact data analysis and preparation of findings	Completes further analysis on what results means for MDF.	Analyses data and prepares findings and results.
Six-monthly Sector Management Meeting to review findings, update interventions and update strategy	Prepares agenda. Completes preparation tasks as assigned. Participates in six-monthly meeting. Writes and finalises six monthly-meeting report.	Assists to prepare agenda. Completes preparation tasks as assigned. Participates in six-monthly meeting. Comments on and reviews six monthly-meeting report.
Updating of IG	Completes all Intervention Guide updates with assistance from RM.	Assists Sector Team to update Intervention Guide, reviews and checks updates.
Updating of SG	Completes all updates or changes to Sector Strategy with RM team, and participates in additional required research needed.	Completes all updates or changes to Sector Strategy with sector team and manages (designs and implements) additional required research needed.
Aggregation and Reporting		
Aggregation of data across sectors	Provide technical inputs on the sector and intervention.	Completes aggregation of data across sectors.
Updating cost information for interventions and sectors	Updates cost information using information provided by Operations and Finance.	Assists sector team to update cost information. Reviews and reports cost information.
Case studies	Carries out data collection for case studies. Can participate in analysis and writing of case study. Edits and reviews final case study document.	Plans and designs case study and data collection tools. Supervises data collection. Completes analysis. Writes case or supervises report. Reviews and publishes final document.
Reporting on achievements in Semester Report, Annual Aggregation of Results and Annual Strategic Plan (ASP)	Assists RM with semester reporting.	Drafts achievements and reporting on indicators for Semester Report and ASP.
Special Studies	Assists RM to plans the study. Inputs in the design. Assists to carry out data collection.	Plans and designs study. Supervises data collection. Completes data analysis. Assists and reviews report on study.