

Steps for implementing impact monitoring

Stage 1: Getting started

1. Reviewing previous lessons learned
2. Selection of an area for operation
3. LFA indicator development / adjustment

Stage 2: Training of staff

4. In livelihoods assets
5. Phases of implementation
6. In data collection
7. In data handling

Stage 3: Baseline study

8. Community entry/ liaison
9. Community meetings / interviews
10. Implementation of the baseline study questionnaire
11. Data entry of findings from meetings and questionnaires
12. Analysis of findings
13. Review of LFA indicators and output feasibility/ activity plans (if needed)

Stage 4: Feedback

14. Preliminary feedback to community on findings
15. Preliminary feedback to other key stakeholders and HQ

Stage 5: Mid-term assessment (optional)

16. Mini-impact assessment
17. Midterm evaluation and possible adjustment of operation
18. Review of LFA indicator and output feasibility/ activity plans

Stage 6: Impact assessment

19. Retraining of staff for impact assessment
20. Community entry/ liaison
21. Community meetings
22. Implementation of the impact assessment questionnaire
23. Data entry of findings from meetings and questionnaire
24. Analysis and evaluation on the findings from baseline study and

Stage 7: Feedback and lessons learned

25. Feedback to community and other key stakeholders
26. Use lessons learned to improve future projects

The process above is an integrated activity in the project cycle and should automatically take place in conjunction with (before and after) any DDG intervention.