MONITORING AND EVALUATION

ATEBUBU COLLEGE OF EDUCATION

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AND
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Contents

BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION 1

MISSION STATEMENT 1

VISION 2

CORE VALUES 2

DEFINITION OF TERMS 3

ABBREVIATIONS 5

1.0 PREAMBLE 6

2.0 POLICY GOAL 8

3.0 GUIDING PRINCIPLES 9

4.0 OBJECTIVES AND THEIR STRATEGIES 10

5.0 SUPPORTING PROCEDURE 13

5.1. KEY STEPS IN ESTABLISHING A COMPREHENSIVE MONITORING AND EVALUATION ENVIRONMENT 13

6.0 STAKEHOLDERS 18

6.1 INTERNAL STAKEHOLDERS 18

6.2 EXTERNAL STAKEHOLDERS 19

7.0 MONITORING AND EVALUATION 20

8.0 RESPONSIBILITY FOR IMPLEMENTATION 21

8.1 RESPONSIBILITY FOR MONITORING AND COMPLIANCE 21

8.2 STATUS 21

ATEBUBU COLLEGE OF EDUCATION
WISDOM AND SERVICE 19 65

8.4 INITIATING BODY 21
8.5 EFFECTIVE DATE OF IMPLEMENTATION 22
8.6 REVIEW DATE 22
9.0 RELATED LEGISLATION 23
9.1 RELATED POLICY AND OTHER DOCUMENTS: 23
9.2 OWNER / SPONSOR 23
9.3 AUTHOR 23
10.0 FURTHER INFORMATION 24
11.0 SOCIAL MEDIA HANDLES 25
ANNEXES 26
MONITORING AND EVALUATION CHECKLIST 26

ATEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

Atebubu College of Education is a Teacher Education Institution in Atebubu (Atebubu Amantin Municipality), Bono East Region. The College was founded in October 1965. The College was the first second cycle institution, and the only Teacher Training College in the Eastern Corridor of the then Brong- Ahafo Region, out of which Bono, Bono East and Ahafo Regions were born. The College began with eighty (80) male students and with the passage of the Education Act in 2008, Act 778, the College is now a tertiary institution, affiliated to the University of Cape Coast and currently running 4-year Bachelor in Primary Education, 4-Year Bachelor in Early Grade Education and 4-Year Bachelor in JHS Education programmes. The College has six Academic Departments: Education Studies, Science, Social Sciences, Languages, Mathematics and ICT, and Creative Arts.

MISSION STATEMENT

Atebubu College of Education is committed to a partnership with students, alumni, sister educational institutions, government regulatory bodies and community stakeholders, providing students with the knowledge, practical skills and professional attitudes to become productive citizen in a challenging, technological and diverse world.

VISION

The Igniting minds, beyond borders: Atebubu College of Education's legacy – a generation of teachers redefining education.

CORE VALUES

The following Core Values are intended to drive the mission, vision and strategic direction of Atebubu College of Education:

- Excellence and Professionalism
- Commitment and Hard Work
- Gender, Equity and Social Inclusion (GESI)
- Teamwork and Mentorship

ATEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

DEFINITION OF TERMS

a. **Monitoring:** The systematic and continuous process of collecting, analysing, and using information to track the progress and performance of a programme, project, or intervention against pre-defined indicators and targets.

b. **Evaluation:** The systematic and objective assessment of the design, implementation, and results of a programme, project, or intervention.

c. **Indicators:** Specific, measurable variables or parameters used to assess progress, performance, and results of a programme or project.

d. **Targets:** Specific, quantifiable goals or objectives that a program or project aims to achieve within a defined timeframe.

e. **Data Collection:** The process of gathering information and data through various methods and sources, such as surveys, interviews, focus groups, observations, and secondary data sources, to support monitoring and evaluation activities.

f. **Data Analysis:** The systematic examination and interpretation of collected data to identify patterns, trends, correlations, and insights relevant to assessing program or project performance and effectiveness.

g. **Data Quality Assurance:** Procedures and measures implemented to ensure the accuracy, reliability, validity,

ATEBUBU COLLEGE OF EDUCATION
WISDOM SERVICE

completeness, and timeliness of data collected for monitoring and evaluation purposes.

h. **Reporting:** The process of communicating monitoring and evaluation findings, results, and recommendations to stakeholders, including programme managers, policymakers, funders, and beneficiaries, in a clear, concise, and timely manner.

i. **Learning:** The process of capturing, documenting, and sharing lessons learned, best practices, challenges, and experiences from monitoring and evaluation activities to inform programme improvements, decision-making, and future planning.

ATEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

ABBREVIATIONS

a. **M&E:** Monitoring and Evaluation
b. **TOR:** Terms of Reference
c. **KPIs** – Key Performance Indicators
d. **SMART** - Specific, Measurable, Achievable, Relevant, Time-bound
e. **ICT:** Information and Communication Technology
f. **SWOT:** Strengths, Weaknesses, Opportunities, Threats
g. **NGO:** Non-Governmental Organization
h. **B.Ed.:** Bachelor of Education
i. **GTEC:** Ghana Tertiary Education Commission
j. **UCC:** University of Cape Coast
k. **UG**- University of Ghana
l. **UCC**- University of Cape Coast
m. **KNUST**- Kwame Nkrumah University of Science and Technology

ATEBUBU COLLEGE OF EDUCATION
WISDOM AND SERVICE 19 65

1.0 PREAMBLE

The Monitoring and Evaluation Policy of Atebubu College of Education (ATECOE) has been established to ensure a methodical and efficient assessment of the college's programmes, projects, and activities. This policy is rooted in the Education Act, 2008 (Act 778), providing a framework for monitoring and evaluating programmes and activities to ensure their quality and effectiveness. Additionally, the college acknowledges the Public Financial Management Act, 2016 (Act 921), which sets the legal framework for managing public funds in Ghana. ATECOE recognizes the crucial role of monitoring and evaluation in promoting accountability, learning, and continuous improvement. The primary objective of this policy is to establish a consistent framework for monitoring and evaluating all initiatives undertaken by the College. By advocating for a culture of data-driven decision-making, the policy aims to improve transparency, efficiency, and the overall impact of the college's efforts in accordance with the Financial Administration Act, 2003 (Act 654). It is designed to guide the systematic collection, analysis, and utilization of pertinent data to gauge progress, identify challenges, and inform strategic adjustments for optimal programme performance and delivery, aligning with the Internal Audit Agency Act, 2003 (Act 658). Through this policy, the College commits to adhering to best practices in monitoring and evaluation, promoting a results-oriented approach that aligns with the broader mission, vision, and values of the College.

ATEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

In order to uphold transparency, fairness, and adherence to the values of Atebubu College of Education, the formulation of the Monitoring and Evaluation involved comprehensive consultations with the following sources:

i. The College's prior Monitoring and Evaluation Policy was reviewed and considered during the development process.

ii. Monitoring and Evaluation Policies of established universities such as UG, UCC, and KNUST were examined for insights and best practices.

iii. The 1992 constitution of Ghana was referenced to ensure constitutional compliance.

iv. The Colleges of Education Act 2012 (Act 847) was consulted to align the policy with the statutory framework.

v. Harmonized Statutes for Colleges of Education were referenced for guidance.

vi. The Harmonized Scheme of Service for Colleges of Education was considered for its relevance to the policy.

vii. The Harmonized Conditions of Service for Colleges of Education were taken into account in shaping the Monitoring and Evaluation Policy.

2.0 POLICY GOAL

The policy goal of Monitoring and Evaluation at Atebubu College of Education is centred on fostering accountability, transparency, and effectiveness in attaining desired outcomes. This encompasses various key objectives within policy-making, including assessing impact, enhancing decision-making processes, and promoting continuous learning and adaptation.

3.0 GUIDING PRINCIPLES

a. The College shall ensure that monitoring and evaluation activities are aligned with the college's mission, vision, and strategic goals.

b. The policy shall involve key stakeholders such as faculty, staff, students, alumni, and community members in the design, implementation, and review of monitoring and evaluation processes.

c. The policy shall ensure upholding of the highest standards of data integrity and confidentiality.

d. The policy shall promote a culture of continuous improvement by using monitoring and evaluation findings to identify areas for enhancement and innovation in teaching, learning, and administrative processes.

e. The Policy shall lay emphasis on the use of evidence-based decision-making practices.

f. The college shall Invest in building the capacity of staff and departmental members involved in monitoring and evaluation activities.

g. The College shall ensure that monitoring and evaluation processes are inclusive and equitable, taking into account the diverse needs, perspectives, and experiences of all members of the college community.

ATEBUBU COLLEGE OF EDUCATION
WISDOM SERVICE

4.0 OBJECTIVES AND THEIR STRATEGIES

The objectives and corresponding strategies are as follows:

The College shall:

1. Ensure stakeholders accountability for their roles and responsibilities, and enhance transparency in the implementation of various initiatives.
   a. Implement a stakeholder engagement framework that clearly defines roles, responsibilities, and expectations for all stakeholders involved in college initiatives.
   b. Establish regular reporting mechanisms where stakeholders are required to provide updates on their activities and progress towards goals.
   c. Develop a transparent communication strategy to disseminate information about initiatives, progress, challenges, and outcomes to all stakeholders.
2. Facilitate a culture of continuous learning and improvement within the College by providing a mechanism to gather data, analyse results, and make evidence-based decisions for enhancing program effectiveness.
   a. Implement regular assessment and evaluation cycles for all programs and initiatives, including pre-defined evaluation criteria and indicators.

ATEKUBO COLLEGE OF EDUCATION
WISDOM SERVICE

b. Provide training and support to faculty and staff on data collection methods, analysis techniques, and interpretation of results.

c. Establish a feedback loop where evaluation findings are used to inform programmatic changes and improvements on an ongoing basis.

3. Ensure adherence to decision-making protocols.

   a. provide accurate and reliable data and information that can be used to make informed choices and adjustments in strategy or implementation.

   b. Establish standardized data collection methods and protocols to ensure consistency and reliability of information.

4. Ensure compliance with internal policies and external regulations, as well as educational best practices, in monitoring and evaluation."

   a. Conduct regular audits of monitoring and evaluation processes to ensure compliance with internal policies and external regulations.

   b. Provide training and resources to staff and faculty members to ensure awareness of and adherence to monitoring and evaluation standards and practices.

   c. Conduct regular audits of monitoring and evaluation processes to ensure compliance with internal policies and external regulations.

5. Facilitate effective communication with stakeholders and partners.

ATEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

a. providing them with transparent and comprehensive information on the College's performance, achievements, and challenges.

b. Develop a communication plan that outlines how monitoring and evaluation findings will be communicated to different stakeholders and partners.

c. Utilise multiple communication channels, such as reports, presentations, newsletters, and online platforms, to share information and engage stakeholders.

5.0 SUPPORTING PROCEDURE

5.1. KEY STEPS IN ESTABLISING A COMPREHENSIVE MONITORING AND EVALUATION ENVIRONMENT

a. Steps to ensure effectiveness and alignment with the College goals

- There shall be assessment of needs and objectives of the college that the Monitoring and Evaluation Policy aims to address.
- The College shall take into account the engagement of stakeholders and their respective needs. This includes involving essential stakeholders such as faculty, staff, students, administrators, and pertinent external partners throughout the development process.
- The college shall identify the key metrics and indicators that will be used to measure the success of college programs, projects, and initiatives.
- The college shall ensure that KPIs are aligned with the college's mission and objectives.

b. Data Collection and Analysis Methods

- The selection of suitable methods and tools for data collection, such as surveys, interviews, observations, and document reviews, shall be made.

ATEBUBU COLLEGE OF EDUCATION
WISDOM AND SERVICE

- The College shall develop protocols for managing, analysing, and interpreting data to guarantee its reliability and validity.
- The College shall incorporate mechanisms for gathering feedback from stakeholders throughout the monitoring and evaluation process.

c. Documentation and Reporting Procedures:

- Guidelines for documenting monitoring and evaluation activities, findings, and recommendations shall be established.
- Reporting formats, frequency, and distribution channels to communicate results to relevant stakeholders shall be defined.

d. Training and Capacity Building

- The College shall provide training and support to college staff involved in monitoring and evaluation activities.

e. Review and Continuous Improvement:

- The College shall regularly review the Monitoring and Evaluation Policy and procedures to evaluate their effectiveness.
- The college will integrate insights gained and feedback received from stakeholders to implement necessary improvements and adjustments.

f. Quality Assurance Protocols:

- The Quality Assurance Unit will offer benchmarks and protocols to guarantee that the education quality and support services provided by the College

ATEBUBU COLLEGE OF EDUCATION
WISDOM SERVICE
1965

meet set standards and are in line with its mission and vision.

g. Integration with Strategic Planning: The outcomes of monitoring and evaluation activities shall be integrated with the College's strategic planning processes to align the vision and mission with performance outcomes and promote sustainable development.

By following these steps, the college can create a good plan for checking and improving its programs. This helps the college make better decisions and make its programs even better over time.

5.2. RULES AND GUIDELINES TO GOVERN MEMBERS OF THE COLLEGE COMMUNITY IN THE IMPLEMNTATION OF THE MONITORING AND EVALUATION POLICY

a. **Compliance:** All members of the College community are required to comply with the monitoring and evaluation policy and its associated procedures.

b. **Data Integrity:** Members must ensure the accuracy, completeness, and confidentiality of data collected and reported as part of the monitoring and evaluation process.

c. **Responsibility:** Each member is responsible for fulfilling their designated roles and responsibilities related to monitoring and evaluation activities, as outlined in the policy.

d. **Ethical Conduct:** Members must adhere to ethical standards and principles in all aspects of monitoring

and evaluation, including respect for privacy, fairness, and integrity.

e. **Professionalism:** Conduct within the monitoring and evaluation process should reflect professionalism, respect, and collaboration among colleagues and stakeholders.

f. **Conflicts of Interest:** Members must disclose any conflicts of interest that may arise in the course of monitoring and evaluation activities and take appropriate steps to address them.

g. **Complaints and Grievances:** Procedures should be in place for addressing complaints and grievances related to the monitoring and evaluation process, ensuring fairness and transparency in resolution.

h. **Continuous Improvement:** Members are encouraged to provide feedback and suggestions for improving monitoring and evaluation practices to enhance effectiveness and efficiency.

i. **Training and Development:** Members should participate in relevant training and capacity-building activities to enhance their knowledge and skills in monitoring and evaluation.

j. **Communication:** Open communication and collaboration among members of the College community are essential for effective monitoring and evaluation, including sharing information, updates, and best practices.

k. **Adherence to Policies and Regulations:** Members must adhere to all relevant institutional policies, regulations,

TEJUBA COLLEGE OF EDUCATION
WISDOM SERVICE AND

and legal requirements governing monitoring and evaluation activities.

5.2. 1 CONSEQUENCES 0F NON-COMPLIANCE

Non-compliance with the monitoring and evaluation policy may result in the following sanctions:

a. Administrative Sanctions: Individuals found to be non-compliant with the monitoring and evaluation policy may face administrative sanctions, such as suspension, demotion, or termination of employment, depending on the severity of the violation.

b. Loss of Privileges: Individuals or departments found to be non-compliant may lose certain privileges or access to resources related to monitoring and evaluation activities until compliance is achieved.

ATEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

6.0 STAKEHOLDERS

6.1 INTERNAL STAKEHOLDERS

a. **College Management Team:** They oversee the development and implementation of the Monitoring and Evaluation Policy and are responsible for ensuring its effectiveness and alignment with the organization's goals.

b. **Department heads:** They play a role in collecting and providing data related to their department's performance and educational activities for evaluation purposes.

c. **Quality assurance unit:** Responsible for designing, implementing, and managing the monitoring and evaluation processes to ensure compliance with established standards and procedures.

d. **Staff members involved in program delivery and support services:** They contribute to monitoring and evaluation by providing input on the effectiveness of their programs and services and implementing improvements based on evaluation findings.

e. **Internal auditor:** Responsible for assessing the effectiveness of monitoring and evaluation processes, ensuring compliance with policies and regulations, and identifying areas for improvement.

TEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

f. **Academic Board:** Responsible for reviewing evaluation findings related to academic programs, curriculum, and educational outcomes and making decisions to enhance the quality of education.

6.2 EXTERNAL STAKEHOLDERS

1. **Legal Authorities:** Law enforcement may be involved in cases of serious misconduct that violate the law.
2. **GTECH:** Setting standards or regulations regarding ethical conduct.
3. **Community:** The local community is impacted by the college, and their perception can be influenced by the behaviour of students.
4. **Donors and Funding Agencies**: Individuals, organizations, or government agencies providing financial support may have expectations regarding the institution's ethical conduct.
5. **Alumni:** May contribute to the college's reputation and funding.
6. **UCC:** Responsible for accrediting educational institutions or programs and establishing standards for quality assurance and continuous improvement.
7. **Funding agencies or donors:** Provide financial support or grants to the College and may require monitoring and evaluation to ensure accountability and measure the impact of their investments.
8. **Legal Authorities:** ensure that the organization complies with relevant laws, regulations, and standards related to monitoring and evaluation practices.

ATEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

7.0 MONITORING AND EVALUATION

The monitoring and evaluation of this policy shall be overseen by the following:

i. **Central Management-** Governing Council
ii. **Middle Management** - College Management
iii. **Lower Management-** Heads of Department

ATEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

8.0 RESPONSIBILITY FOR IMPLEMENTATION

The College Principal, Quality Assurance and the Academic Board shall be responsible for the day-to-day responsibility of ensuring the implementation of this policy.

The overall responsibility for the implementation of the Monitoring and Evaluation policy is vested in the College Governing Council.

8.1 RESPONSIBILITY FOR MONITORING AND COMPLIANCE

The College Principal and the Quality Assurance shall be delegated to ensure the compliance, monitoring and evaluation of the effectiveness of the policy.

8.2 STATUS

Draft, revisions and approval of the policy shall be enforced by the College Governing Council. The implementation of the latest version of this policy supersedes all previous versionBODY

The College Governing Council

8.4 INITIATING BODY

The Quality Assurance Unit

8.5 EFFECTIVE DATE OF IMPLEMENTATION

1st January, 2024

8.6 REVIEW DATE

3years from the effective date (January, 2024 to January, 2027)

9.0 RELATED LEGISLATION

Colleges of Education Act 2012 Act (847)

9.1 RELATED POLICY AND OTHER DOCUMENTS:

Harmonized Statutes for Colleges of Education

Harmonized Scheme of Service for Colleges of Education

Harmonized Condition of Service for Colleges of Education

9.2 OWNER / SPONSOR

College Governing Council

9.3 AUTHOR

Academic Board

ATEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

10.0 FURTHER INFORMATION

Contact the College Principal for any further information regarding this policy document as and when necessary:

The Principal

Atebubu College of Education
P. O. Box 29
Atebubu
Bono East Region
principal@atecoe.edu.gh

11.0 SOCIAL MEDIA HANDLES

The following are the official social media handles of the College:

i. Facebook-Atebubu College of Education

ii. X-@atecoe_official

iii. Instagram-@atecoe_official

iv. YouTube-@Atebubu College of Education

v. WhatsApp line-0200288320

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19 WISDOM AND SERVICE 65

ANNEXES

MONITORING AND EVALUATION CHECKLIST

1. Academic Programs:
    a. Curriculum implementation
    b. Teaching methodologies and assessment
    c. Student learning outcomes and academic achievement standards of the College
    d. Departmental work performance and professional development of staff
2. Student Services:
    a. Academic guidance and counselling services
    b. Accessibility and quality of library resources
    c. Extracurricular activities and student engagement
3. Administrative Processes:
    a. Accreditation of programmes
    b. Admissions and enrolment procedures
    c. scholarship programs
    d. Registration of courses and academic records management
e. Timeliness and effectiveness of administrative support services

ATEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

4. Infrastructure and Facilities:
    a. Maintenance and cleanliness of campus facilities
    b. Accessibility and functionality of classrooms and laboratories
    c. Availability and utilization of technological resources
    d. Safety and security measures on campus
5. Financial Management:
    a. Budget planning and allocation processes
    b. Management of financial resources and expenditures
    c. Compliance with financial regulations and transparency
6. Stakeholder Engagement:
    a. Student and department satisfaction surveys
    b. Feedback from alumni and other partners
    c. Community engagement and partnerships
    d. Communication and collaboration with external stakeholders
7. Quality Assurance and Compliance:
    a. Accreditation and regulatory compliance
    b. Adherence to institutional policies and procedures
    c. Implementation of quality improvement measures
    d. Integration of feedback and recommendations into institutional policies and practices

ATEBUBU COLLEGE OF EDUCATION
19 WISDOM AND SERVICE 65

ATEBUBU COLLEGE OF EDUCATION
19
WISDOM
AND
SERVICE
65