



MONITORING & EVALUATION (M&E) FRAMEWORK

Supporting the Strategic Development of Wole College of Engineering and Technology (WOCOET)

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Prepared by: Wole College Technical and Educational Development (WCTED) Foundation

Executive Summary

This Monitoring and Evaluation (M&E) Framework provides a systematic approach for measuring the effectiveness, efficiency, quality and impact of programmes supported by the WCTED Foundation in partnership with Wole College of Engineering and Technology (WOCOET).

The framework establishes clear performance indicators, reporting arrangements, responsibilities and learning mechanisms to ensure accountability to students, donors, industry partners, government agencies and other stakeholders.

It aligns with the Foundation's Theory of Change, Strategic Plan and Sustainable Development Goals (SDGs).

1. Purpose of the Framework

The Monitoring and Evaluation Framework aims to:

- Measure progress towards strategic objectives.
- Improve programme quality and effectiveness.
- Demonstrate accountability to stakeholders.
- Support evidence-based decision-making.
- Promote continuous organisational learning.
- Strengthen fundraising through measurable impact.
- Improve institutional performance.

2. Scope

The framework applies to all WCTED Foundation-supported programmes, including:

- Scholarships and bursaries.
 - WOCOET institutional development.
 - Engineering and TVET education.
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- STEM education programmes.
 - Renewable energy initiatives.
 - Workforce development.
 - Community outreach projects.
 - Industry partnerships.
 - International collaborations.
 - Research and innovation programmes.

3. Monitoring and Evaluation Principles

The Foundation will operate according to the following principles:

Accountability

Responsible stewardship of financial and programme resources.

Transparency

Open reporting of activities, achievements and challenges.

Participation

Involving beneficiaries, staff, partners and stakeholders in evaluation.

Learning

Using evidence to improve programmes and services.

Integrity

Collecting and reporting accurate and reliable information.

Sustainability

Monitoring outcomes that contribute to long-term impact.

4. Results Framework

Impact

Long-term national contribution through:

- Increased access to technical education.
 - Reduced youth unemployment.
 - Improved engineering skills.
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- Stronger workforce development.
 - Enhanced industrial productivity.

Outcomes

Outcome 1

Improved access to engineering and technical education.

Outcome 2

Improved quality of teaching and practical learning.

Outcome 3

Higher graduate employability.

Outcome 4

Greater industry engagement.

Outcome 5

Stronger community impact.

Outputs

Examples include:

- Students enrolled.
- Scholarships awarded.
- Teachers trained.
- Workshops upgraded.
- Community projects completed.
- Partnerships established.
- Industry placements secured.
- Research publications produced.

5. Key Performance Indicators (KPIs)

Strategic Objective 1

Expand Access to Technical Education



Indicator	Target	Frequency
Student enrolment	Annual increase	Quarterly
Female enrolment	Annual increase	Quarterly
Scholarships awarded	Annual increase	Annually
Student retention	>90%	Termly

Strategic Objective 2

Improve Teaching Quality

Indicator	Target
Lesson observations	100% staff annually
Practical competency achievement	>90%
Student satisfaction	>85%
Staff CPD completion	100% annually

Strategic Objective 3

Improve Graduate Success

Indicator	Target
Graduate employment	>70%
Apprenticeships	Annual increase
Student businesses established	Annual increase
Employer satisfaction	>85%

Strategic Objective 4

Strengthen Industry Partnerships



Indicator	Target
Active industry partners	Increase annually
Internship placements	Increase annually
Employer visits	Quarterly
Partnership agreements signed	Annual increase

Strategic Objective 5

Strengthen Organisational Capacity

Indicator	Target
Staff development activities	Minimum 2 per staff annually
Equipment maintenance compliance	100%
Policy review completion	Annual
Governance meetings	Quarterly

6. Programme Monitoring Matrix

Scholarships

Indicators

- Number awarded.
- Completion rates.
- Academic performance.
- Graduate progression.

Evidence

- Award records.
 - Student transcripts.
 - Attendance.
 - Graduate surveys.
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Engineering Programmes

Indicators:

- Enrolment.
- Competency achievement.
- Practical assessment success.
- Student projects.

Evidence:

- Assessment records.
- Practical observations.
- Portfolios.
- External verification reports.

STEM Outreach

Indicators:

- Schools reached.
- Students participating.
- Teachers trained.
- STEM events delivered.

Evidence:

- Attendance records.
- Event reports.
- Feedback surveys.
- Photographs.

Community Development

Indicators:

- Beneficiaries reached.
 - Projects completed.
 - Volunteer participation.
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- Community satisfaction.

Evidence:

- Reports.
- Surveys.
- Testimonials.
- Media coverage.

7. Data Collection Methods

The Foundation will collect information using:

Administrative Records

- Admissions
- Attendance
- Assessment
- Finance
- HR

Surveys

- Student Satisfaction
- Parent Satisfaction
- Employer Feedback
- Staff Surveys
- Community Surveys

Interviews

- Students
 - Graduates
 - Employers
 - Staff
 - Partners
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Observation

- Workshops
- Lessons
- Practical Assessments
- Community Projects

Documentary Evidence

- Portfolios
- Certificates
- Meeting Minutes
- Photographs
- Videos

8. Data Quality Assurance

To ensure reliability, the Foundation will:

- Use standard data collection templates.
- Train staff in data collection.
- Conduct regular verification.
- Maintain secure records.
- Protect confidential information.
- Undertake periodic audits.

9. Reporting Schedule

Report	Frequency	Responsibility
Monthly Operational Report	Monthly	Programme Coordinators
Student Progress Report	Termly	Academic Team
Financial Report	Quarterly	Finance Officer



Report	Frequency	Responsibility
Partnership Report	Quarterly	Partnership Manager
Community Impact Report	Six-Monthly	Outreach Coordinator
Annual Performance Report	Annually	Executive Director

10. Evaluation Schedule

Internal Evaluation

Every six months.

Purpose:

- Review progress.
- Identify challenges.
- Improve programme delivery.

Annual Evaluation

Comprehensive assessment of:

- Programme performance.
- Strategic objectives.
- Financial effectiveness.
- Stakeholder satisfaction.

External Evaluation

Every three years.

Conducted by independent experts to assess:

- Relevance.
 - Effectiveness.
 - Efficiency.
 - Sustainability.
 - Long-term impact.
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11. Learning and Continuous Improvement

Evaluation findings will be used to:

- Improve curriculum.
- Enhance teaching.
- Strengthen partnerships.
- Improve student services.
- Develop new programmes.
- Inform strategic planning.
- Improve fundraising proposals.

12. Risk Monitoring

The Foundation will monitor:

- Funding risks.
- Student recruitment.
- Staff capacity.
- Equipment maintenance.
- Health and Safety.
- Regulatory compliance.
- Partnership sustainability.

Each identified risk will include:

- Risk owner.
- Likelihood.
- Impact.
- Mitigation actions.
- Review date.

13. Governance and Responsibilities

Board of Trustees



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- Strategic oversight.
 - Annual review.
 - Performance monitoring.

Executive Director

- Overall accountability.
- Programme performance.
- Reporting to Trustees.

Programme Managers

- Data collection.
- Monitoring activities.
- Progress reporting.

Finance Officer

- Financial monitoring.
- Budget tracking.
- Compliance reporting.

Academic and Training Staff

- Student assessment.
- Attendance monitoring.
- Competency records.

Industry Partners

- Internship feedback.
 - Graduate performance.
 - Skills relevance.
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14. Reporting Dashboard

The Foundation will maintain a live dashboard reporting:

Education

- Student enrolment
- Attendance
- Graduation rate
- Completion rate

Employment

- Graduate employment
- Apprenticeships
- Business start-ups

Community

- Outreach beneficiaries
- Schools supported
- Community projects

Partnerships

- Active partners
- Donations received
- Equipment provided
- Volunteer hours

Finance

- Funds raised
- Scholarships funded
- Programme expenditure
- Administrative costs

15. Alignment with the Sustainable Development Goals

This framework supports:

- **SDG 4** – Quality Education
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- **SDG 5** – Gender Equality
 - **SDG 7** – Affordable and Clean Energy
 - **SDG 8** – Decent Work and Economic Growth
 - **SDG 9** – Industry, Innovation and Infrastructure
 - **SDG 10** – Reduced Inequalities
 - **SDG 11** – Sustainable Cities and Communities
 - **SDG 17** – Partnerships for the Goals

16. Review and Revision

This Monitoring and Evaluation Framework shall be:

- Reviewed annually by the Executive Management Team.
- Approved by the Board of Trustees.
- Updated every three years or earlier where significant organisational or strategic changes occur.

Approval

Prepared by:

WCTED Foundation Management Team

Reviewed by:

Executive Director

Approved by:

Chair, Board of Trustees

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Appendix A – Core Performance Dashboard

Strategic Area	KPI	Baseline	Annual Target	Data Source	Reporting Frequency
Student Access	New enrolments	To be established	+15% annually	Admissions records	Quarterly
Student Success	Course completion rate	To be established	≥90%	Academic records	Termly
Employability	Graduates in employment/self-employment within 12 months	To be established	≥70%	Graduate tracer survey	Annually
Industry Engagement	Active industry partnerships	To be established	+5 new partners/year	Partnership register	Quarterly
Community Impact	Beneficiaries reached	To be established	+20% annually	Outreach reports	Six-monthly
Financial Sustainability	External grants and donations secured	To be established	Annual growth target	Finance records	Quarterly
Organisational Capacity	Staff CPD completion	To be established	100% annually	HR records	Annually