

STANDARD OPERATING PROCEDURE

CHIEF DIRECTORATE: STRATEGY & SYSTEMS

DIRECTORATE: MONITORING & EVALUATION SERVICES

SOP Title

M & E/ PERFORMANCE REPORTING STANDARD OPERATING PROCEDURE

SOP Number:

SOP/ M&E 02/2025

PURPOSE:

The purpose of the SOP is to detail the regularly recurring/ repetitive work processes that are conducted or followed within the monitoring and evaluation processes and promotes consistent work performance and predictable results.

SCOPE:

STANDARD OPERATING PROCEDURE: M & E QUARTERLY PERFORMANCE REPORTING

This SOP is applicable to every official working in the M&E directorate. The directives of the SOP must be adhered to by all SMS members.

RESPONSIBILITY:

- M&E practitioners responsible for data collection, verification and consolidation
- Deputy Director: M&E services responsible for monitoring and reporting.
- Director M&E responsible for review of all reports and recommendation of deviation memoranda.
- SMS responsible for performance reporting, narrative reports and POE
- Chief Directors responsible for submission of quality checked performance reports, narrative reports and POE by the due dates

STANDARD OPERATING PROCEDURE: M & E QUARTERLY PERFORMANCE REPORTING

PROCEDURE:

No.	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service Standard
1.	Reporting	Upload the APP (TID) on the DPME website at the beginning of the financial year.	Administration Officer M&E services - Capturer	Annually	Annual Performance Plan, OP Plan and TIDs	
2.		Review the captured data from the Technical Indicator Description on the system.	Director M&E Services - Coordinator	Annually	Annual Performance Plan, OP Plan and TIDs	
3.		Validate the captured data from the Technical Indicator Description on the system.	Director M&E Services - Coordinator	Annually	Annual Performance Plan, OP Plan and TIDs	
4.		Develop a quarterly procedure circular and circulate to all SMS.	Deputy Director: M&E Services	Quarterly	Annual Performance Plan, OP Plan and TIDs	
5.		Send out the quarterly reporting template to SMS.	Deputy Director: M&E Services	Quarterly	Annual Performance Plan, OP Plan and TIDs	
6.		Obtain performance report from SMS and capture on DPME system.	Admin Officer: M&E Services - Capturer	Quarterly	Narrative Reports; QPR	
7.		Review the performance report captured on the system against the performance information submitted by SMS.	Director: M&E Services - Coordinator	Quarterly	QPR	
8.		Submit performance report to M&E Director for review.	Deputy Director: M&E Services	Quarterly	Narrative Reports; QPR	

STANDARD OPERATING PROCEDURE: M & E QUARTERLY PERFORMANCE REPORTING

No.	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service Standard
9.		Submit final draft to Chief Director for review.	Director: M&E Services	Quarterly	Narrative Reports; QPR	
10.		Submit the report for sign off by the HOD. Draft submission letter to OTP and PT to be signed by the HOD on the submission of the final report.	Director: M&E Services	Quarterly	Narrative Reports; QPR	
11.		Validate Quarterly Performance captured on DPME system	Director: M&E Services - Coordinator	Quarterly	QPR	
12.		Sign-off Quarterly Performance captured on DPME system	HOD: COGTA - Approver	Quarterly	QPR	
13.		Submit signed QPR to the OTP and PT	Director: M&E Services	Quarterly	Narrative Reports; QPR	

REVIEW AND REVISION:

The SOP will be reviewed as and when there are changes to the Government systems and related legislation

STANDARD OPERATING PROCEDURE: M & E QUARTERLY PERFORMANCE REPORTING

CONTINGENCIES:

No.	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation
1.	Non submission of NR, QPR and POE	Develop a list of non-submissions	Director M&E	Quarterly	Validation reports; submission registers per Programme and DSC
2.		Develop a report to the DDGs, GMs, the CFO and HOD for action	Director M&E	Quarterly	Validation reports; submission registers per Programme and DSC

REFERENCES:

TYPE OF REFERENCE	REFERENCE
Policy	<ul style="list-style-type: none"> • M&E Policy • Quality Assurance Policy
Frameworks	<ul style="list-style-type: none"> • Revised Framework on Development of SP and APPs • Guidelines on the Development of SP and APPs • Government Wide Monitoring and Evaluation Framework • National Planning Evaluation framework
Act / Legislation	<ul style="list-style-type: none"> • PFMA • Public Audit Act • Public Service regulations • Treasury Regulations

STANDARD OPERATING PROCEDURE: M & E QUARTERLY PERFORMANCE REPORTING

DEFINITIONS

Acronyms:

AGSA – Auditor General of South Africa

DPME-Department of Planning, Monitoring and Evaluations

PT- Provincial Treasury

APP – Annual performance Plan

SP- Strategic Plan

CFO – Chief Financial Officer

DDG – Deputy Director General

GWME – Government Wide Monitoring and Evaluation Framework

OP Plan – Operational Plan

SOP – Standard Operating Procedure

M&E – Monitoring and Evaluation

MFMA – Public Finance Management Act

NR – Narrative Report

QPR – Quarterly Performance Report

POE – Portfolio of Evidence

TIDs – Technical Indicator Description

SMS – Senior management service

HOD – Head of Department

STANDARD OPERATING PROCEDURE: M & E QUARTERLY PERFORMANCE REPORTING

OMEC- Office of the Member of Executive Council

DSC- District Support Centre

ATTACHMENTS:

- M&E Policy
- Quality Assurance policy
- National Evaluation Framework

HISTORY OF CHANGE: <State in sufficient detail what changes were made what parts of the SOP were effected & when the changes become effective>

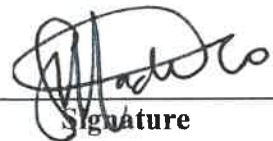
CERTIFICATION OF DUE PROCESS:

Prepared by: Mrhali Z
Name


Signature

20/ 04/ 2026
Date

Certified by: MADOLO S.S
Name


Signature

20/04/2026
Date

