Organisation Name

Project title

Monitoring & Evaluation Framework

# Introduction

(Instructions: complete this section with background details.)

## Purpose of this plan

Describe what the purpose of the monitoring and evaluation plan is, such as who prepared it, for which audience and why

## Project summary

Provide basic information on the project that this monitoring and evaluation plan is for

|  |  |
| --- | --- |
| Title |  |
| **Starting Date** |  |
| **Duration** |  |
| **Partners** |  |
| **Target Area/Project aim** |  |
| **Beneficiaries** |  |
| **Cost** |  |
| **Funding Source** |  |
| **Goal** |  |

# Logical Framework

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | PROJECT SUMMARY | INDICATORS | MEANS OF VERIFICATION | ASSUMPTIONS |
| **Goal** |  |  |  |  |
| **Outcomes (linked to the objective)** |  |  |  |  |
| **Output: 1** |  |  |  |  |
|  **2** |  |  |  |  |
|  **3** |  |  |  |  |
| **Activity: 1** |  |  |  |  |
|  **2** |  |  |  |  |
|  **3** |  |  |  |  |
|  |  |  |  |  |

**Logic:**

1. IF these activities are undertaken AND the assumptions are true THEN these outputs will be produced.
2. IF these outputs are achieved AND the assumptions are true THEN the outcome will be achieved

# Indicators

INSTRUCTIONS: For each indicator listed in the previous logframe table describe precisely what the indicator is and how it will be measured. An example is shown below. Copy and paste the table as many times as required for completing all the indicators.

|  |  |
| --- | --- |
| Indicator |  |
| **Definition** |  |
| **Purpose** |  |
| **Baseline** |  |
| **Target** |  |
| **Data Collection** |  |
| **Tool** |  |
| **Frequency** |  |
| **Responsible** |  |
| **Reporting** |  |

|  |  |
| --- | --- |
| Indicator |  |
| **Definition** |  |
| **Purpose** |  |
| **Baseline** |  |
| **Target** |  |
| **Data Collection** |  |
| **Tool** |  |
| **Frequency** |  |
| **Responsible** |  |
| **Reporting** |  |

|  |  |
| --- | --- |
| **Indicator** |  |
| **Definition** |  |
| **Purpose** |  |
| **Baseline** |  |
| **Target** |  |
| **Data Collection** |  |
| **Tool** |  |
| **Frequency** |  |
| **Responsible** |  |
| **Reporting** |  |

# Roles & Responsibilities

INSTRUCTIONS: List each role in the organisation and their specific responsibilities for monitoring and evaluation. This may include collecting data, checking data, conducting analysis, reviewing reports, making decisions based on the data, etc. Some examples are shown below.

|  |  |  |
| --- | --- | --- |
| Who | Role | Responsibilities |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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# Data Flow

INSTRUCTIONS: Insert a flow chart and description showing how the monitoring data will flow from the place where it is collected up to the management team and then to other stakeholders, including the donor. An example is shown below.

Field Staff

Team/Project Leaders

M & E Officer

Management

Board

Donors/Sponsors

Membership

Public

# Data Management

## Storage

Describe how the data collected will be stored. For example, will it be stored in a spread sheet, database, hard copies, etc. How will it be backed up? How long will it be stored for? Data for different indicators may be stored in different ways

## Analysis

Describe which software / tools will be used to analyse the data, such as SPSS, Stata, Excel, Tableau Public, etc

## Privacy

Discuss any privacy issues with the data and how they will be addressed. For example, if you are collecting personal medical records how will they be kept confidential, who will have access to them, when will they be destroyed, etc

# Appendices

**INSTRUCTIONS: Add any necessary appendices. As a minimum this should include the tools (questionnaires, interview guides, procedures etc) that will be used to measure each indicator.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Outcome** | **INDICATOR** | **BASELINE**What is the current value? | **TARGET**What is the target value? | **DATA SOURCE** How will it be measured? | **FREQUENCY**How often will it be measured? | **RESPONSIBLE**Who will measure it? | **REPORTING** Where will it be reported? |
|  |  |  |  |  |  |  |  |
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**Summary – Monitoring framework**