

Annexure 5: Monitoring & Evaluation plan template

[Name of Institution]

Monitoring & Evaluation Plan

[Project Title]

Contents

(Instructions: Update the Table of Contents as appropriate/to suit your individual project)

1	Introduction	2
1.1	Purpose of this plan	2
1.2	Organisation background	2
1.3	Project(s)	2
2	Logical Framework	3
3	Activity-Indicators	4
4	Roles & Responsibilities	5
5	Data Flow	6
6	Data Management	7
6.1	Storage	7
6.2	Analysis.....	7
6.3	Ethics	7
	Appendices	8

1 Introduction

1.1 Purpose of this plan

[Describe the purpose of this specific monitoring and evaluation plan- such as who prepared it, the target audience and why]

1.2 Organisation background

[Briefly describe the organisation and its Purpose, vision and mission].

1.3 Project(s)

[Provide basic information on the relevant projects the organisation is running.]

[Project 1: title]

Start Date	[fill]
Duration	[fill]
Partners	[fill]
Target Area	[fill]
Beneficiaries- focal group	[fill]
Cost	[fill]
Funding Source	[fill]
Goal	[fill]

Ps. If there are more than one project for which this plan is being prepared, then include details of each project individually

2 Logical Framework

(Instructions: Complete the following logical framework table for each of your projects. Please refer attached specimen)

[Project 1: (name)]

	Project summary	Indicators	Means of verification	Risks / Assumptions
Goal	[fill]	[fill]	[fill]	[fill]
Outcomes	[fill]	[fill]	[fill]	[fill]
Outputs	[fill]	[fill]	[fill]	[fill]
Activities	[fill]	[fill]	[fill]	[fill]

3 Activity-Indicators

(Instructions: For each indicator listed in the previous log frame tables describe precisely what the indicator is and how it will be measured. An example is shown below.)

Activity	
Indicator	
Definition	
Purpose	
Output/Outcome	
Baseline	
Target	
Data Collection	
Tool	
Frequency	
Responsible	
Reporting	
Quality Control	

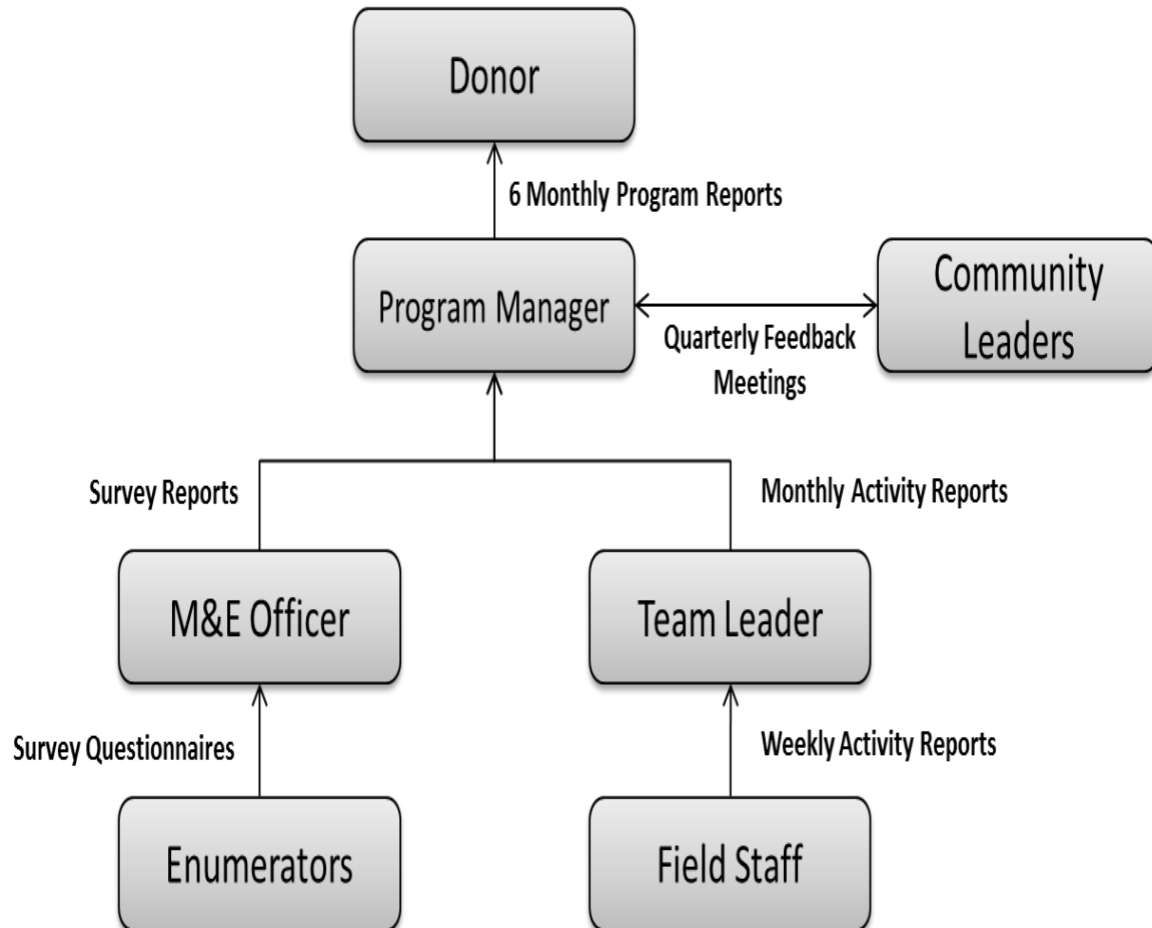
4 Roles & Responsibilities

(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)

Person	Role	Responsibilities
	[fill]	[fill]
	[fill]	[fill]
	[fill]	[fill]
	[fill]	[fill]
	[fill]	[fill]
	[fill]	[fill]
	[fill]	[fill]
	[fill]	[fill]

5 Data Flow

(Instructions: The flow chart and its description show how the monitoring of data will flow from the source up to the management and then to other stakeholders, including the donor/funding agency. The following is an example)



6.1 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? Duration of storage?]

6.2 Analysis

[Brief description of data analysis tools such as, such as SPSS, Stata, Excel, etc]

6.3 Ethics

[If your research project involves contacting human subjects in data gathering, please indicate how security and privacy issues will be protected]

Appendices

(Instructions: Add necessary appendices such as questionnaires, interview guides, procedures etc., that will be used to measure each indicator.)