

TOOL

10

M&E PLAN

When to use it

To support teams or groups involved in programme/project activities to develop outcomes and measurable indicators

What it is

This tool is an information sheet that has the following minimum requirements:

- > a definition of results at various levels, including the envisaged use of the information;
- > a definition of each indicator;
- > the source, method, frequency and schedule of data collection;
- > the team or individuals responsible for ensuring data are available on schedule;
- > resources needed to implement the monitoring activities.

It is also advisable to plan for how the data will be analysed, reported, reviewed and used to inform decisions.

Sample outcome monitoring plan

OVERALL OUTCOME/ OUTPUT	INDICATORS FOR OUTPUT/ OUTCOME	METHOD OF DATA COLLECTION	DATA SOURCES	FREQUENCY OF DATA COLLECTION (E.G. QUARTERLY)	WHO IS RESPONSIBLE	RESOURCES NEEDED	WHO WILL USE THE INFORMATION
OUTCOME 1	Indicator 1 Indicator 2						
OUTPUT 1	Indicator 1 Indicator 2						
OUTCOME 2	Indicator 1 Indicator 2						
OUTPUT 2	Indicator 1 Indicator 2						

Adapted from: Handbook on Monitoring and Evaluating for Results, UNDP Evaluation Office 2002