Monitoring and Evaluation Plan

1. Project Overview

Project Title: _____

Project Duration: _____

Project Manager: _____

Date: _____

Project Summary:

_____

_____

2. Monitoring and Evaluation Framework

Objective	Indicators	Data Source	Frequency	Responsibility
[Objective 1]	[Indicator 1, Indicator 2]	[Data Source 1]	[Monthly/Quarterly]	[Person/Team]
[Objective 2]	[Indicator 3]	[Data Source 2]	[Annually]	[Person/Team]

3. Data Collection and Analysis

Data Collection Methods:

_____

Tools and Instruments:

_____

Data Analysis Plan:

_____

4. Reporting and Utilization

Reporting Schedule:

_____

Stakeholder Feedback Mechanism:

_____

Use of Findings:

_____

5. Assumptions and Risks

_____

_____

6. Resources and Budget

_____

Important Notes

- The Monitoring and Evaluation (M&E) Plan should be reviewed and updated regularly.
- Clearly defined indicators and data sources are critical for effective monitoring.
- Involve stakeholders in the process for better ownership and validity of results.
- Keep the plan practical and focused on achievable objectives.
- Use M&E findings to inform project improvements and decision-making.