

# Monitoring and Evaluation Format for Funding Proposal

## 1. Project Title

Example: Enhancing Access to Clean Water in Rural Communities

## 2. Project Objectives

- Improve clean water access for 5,000 households.
- Reduce waterborne diseases by 30% in target community within 12 months.

## 3. Monitoring and Evaluation Table

Activities	Indicators	Means of Verification	Responsible Person	Timeline
Drilling of community wells	Number of wells completed	Construction reports, site visit	Project Engineer	Months 1-4
Community hygiene education sessions	Number of sessions held, attendance records	Session reports, photographs	Health Coordinator	Months 2-6
Water quality testing	Percentage of water samples meeting safety standards	Lab test results	Monitoring Officer	Bi-monthly
Health outcome assessment	Rate of waterborne diseases	Community clinic records	M&E Specialist	Baseline, mid-term, final

## 4. Reporting Process

- Monthly progress reports to be submitted to the donor and stakeholders.
- Bi-annual review meetings with project team and community representatives.
- Final evaluation report at project completion.

## 5. Learning and Adaptation

- Conduct periodic reflection meetings to discuss challenges and lessons learned.
- Adjust project activities as needed based on monitoring findings.

## Important Notes:

- This format ensures alignment between planned activities and desired results.
- Clearly defined indicators and verification means are essential for effective M&E.
- Assigning responsibilities and timelines increases accountability and timely completion.
- M&E plans should be practical, measurable, and flexible for adaptation as needed.
- Documenting and reporting findings contribute to organizational learning and donor confidence.