

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.