

# Monitoring and Evaluation Plan

## 1. Introduction

This Monitoring and Evaluation (M&E) Plan outlines the framework for tracking and assessing the implementation and results of the proposed project funded by the grant.

## 2. Objectives of M&E

- Monitor project activities to ensure timely and effective implementation.
- Evaluate outcomes and impacts against project goals and objectives.
- Identify challenges and opportunities for improvement.
- Provide accountability to stakeholders and donors.

## 3. M&E Framework

Objective	Indicator	Data Source	Frequency	Responsible Person
Increase community awareness	% of participants demonstrating awareness	Pre/Post Surveys	Quarterly	M&E Officer
Strengthen capacity	# of trainings conducted	Training Reports	Bi-annually	Project Manager
Improve service delivery	User satisfaction rate	User Feedback Forms	Annually	M&E Team

## 4. Data Collection Methods

- Surveys and Questionnaires
- Interviews and Focus Group Discussions
- Routine Monitoring Reports
- Direct Observation

## 5. Data Analysis and Reporting

Collected data will be systematically analyzed to assess progress, identify trends, and inform decision-making. Results will be summarized in periodic reports for internal learning and donor reporting.

## 6. Learning and Feedback Mechanisms

- Regular team review meetings
- Beneficiary feedback channels
- Annual lessons-learned sessions

## 7. Responsibilities

- The M&E Officer oversees data collection and analysis.
- Project Managers ensure integration of M&E activities into project implementation.
- All staff contribute to data gathering as required.

## 8. Budget for M&E Activities

An estimated [X%] of the total project budget is allocated for M&E activities, including tools, capacity building,

travel, and reporting.

**Important Notes:**

- Ensure the M&E Plan aligns with the project's goals and donor requirements.
- Use SMART indicators (Specific, Measurable, Achievable, Relevant, Time-bound).
- Regularly review and update the M&E Plan as the project evolves.
- Lessons learned should inform ongoing and future projects.
- Effective M&E enhances project transparency and accountability.