



Developing a Monitoring & Evaluation Plan

Systematising the collection of evidence



Department
for Environment
Food & Rural Affairs



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What is an M&E Plan?



- A document that helps to track and assess the results of the interventions throughout the life of your project
- An M&E plan identifies:
 - data collection tools for measuring variables
 - processes for data collection and data management
 - how resulting data and information will be used
 - staffing and other resources needed to implement M&E activities

Do we need an M&E Plan?



A well-thought-out M&E plan is an invaluable tool that can be used to guide project teams through the planning and implementation of M&E activities

- States how program will measure achievements
 - Accountability
- Documents consensus
 - Transparency
 - Responsibility
- Guides M&E implementation
 - Standardization
 - Coordination
- Preserves institutional memory



What does an M&E Plan look like?



Monitoring Workflow	Rationale	Indicators	Baseline	Targets	Measure	Methodology	Frequency	Tools	Responsibility
Impact	The 130,000ha of WSP Forest are managed sustainably, supporting biodiversity and the livelihoods of 6,630 people, acting as a model for sustainable forest management in Cambodia								
Outcome	By March 2019, the strengthening of relationships between WSPWS key stakeholders (Government and local communities), enables the Sanctuary to harbour a stable population of five critically endangered bird species and increases human wellbeing in four surrounding villages.	0.1 Increased food security in four target villages (5,052 people), with a reduction in the percentage of households with sufficient food for less than five months of the year from 38% of households to 25% By end of Yr.3.	38% of households have sufficient food for less than five months of the year	25% of households have sufficient food for less than five months of the year	0.1 Participatory Rural Appraisal undertaken 2018 compared with 2014 (pre) and 2016 (start of project) baselines.	1. Conduct baselines 2. PRA 2018	Annual	1. Baselines 2. PRA	Livelihoods Programme Manager
		0.2 Stable populations of five Critically Endangered species within WSPWS by end of Y3.			0.2 BirdLife biodiversity team led species census results compared with 2016 baseline.		Annual	1. Species census 2016 baseline 2. Species census 2018	Biodiversity Senior Project Officer
Output 1	Local consultation structures established at village and district level, equitably representing the views of constituents	1.a Seven Village Forums established with equal representation of women and men (50% women, 50% men).	0 Village Forums	7 Village Forums, equal gender representation	1.a.1 Meetings are held regularly and attendance list shows equitable participation of women and men, evidenced by equal sex ratio of women : men attending meetings 1.a.2 Dialogue in village meetings show enhanced understanding of management planning process over the three year project implementation period, evidenced by meeting minutes and participatory learning assessment survey at end of Yr.3	1. Quarterly consultation meetings with Village Forums 2. Endorsement at Commune level 3. Protocol for beneficiaries counting into database	Six-monthly	1. Beneficiaries database 2. Attendance lists 3. Meeting minutes 4. Village Forums establishment certificates 5. Gender representation strategy 6. Participatory Learning Assessment Survey	Livelihoods Project Officer
		1.b WSPWS Stakeholder Forum established and working effectively.	0 Stakeholders Forum	1 Stakeholders Forum, regular consultations, requests included in the zoning plan	1.b.1 List of attendees at stakeholder meetings includes representatives from all relevant interest groups including representatives from village forums. 1.b.2 Requests from village forum representatives on traditional-use are collected and presented to Provincial level authorities. These requests and the rice field maps are included in the WSPWS zonation process, evidenced by forum minutes and zoning plan.	1. Quarterly meetings with Stakeholders Forum 2. Endorsement at Commune level 3. Collection of Village Forums representatives requests	Six-monthly	1. Beneficiaries database 2. Attendance lists 3. Meeting minutes 4. Stakeholders Forum establishment certificate 5. Report on Village Forums representatives requests for the zoning plan	Livelihoods Project Officer

Developing an M&E Plan



Key considerations:

- Purpose of the plan
- M&E management
- Resource needs HR and £
- Timing and sequencing
- Feedback and lesson-learning
- Provision of sound evidence



What to Measure?



Key considerations:

- Who is responsible?
- Who needs to be included in the monitoring process?
- Who needs to be included in the evaluation process?
- What aspects are you measuring:
 - Milestones
 - Indicators
 - Assumptions
 - Risks



How do you plan to measure it?



Key considerations:

- Are there set methods, and templates to ensure consistency in measurement?
- When do they measure it?
- Is there a system to store and collate data?
- How do you use the data?



What is the Budget?



- How much would the planned activities cost?
- Cost efficiencies and cost minimisation
 - How much can be done as part of routine reporting and management monitoring?
 - What requires specific evidence gathering?
 - What uses secondary data generated by others?



How do I develop an M&E Plan?



1. Identify the program goals and objectives
2. Define indicators for tracking progress towards achieving those goals
3. Define Data Collection Methods and timeline
4. Identify M&E Roles and Responsibilities
5. Analyse data
6. Dissemination plan



Group Activity



- Prepare an M&E plan
 - To test the discipline of structuring the M&E plan and really testing the measurability of a project.
 - To allow you to then take this experience and apply to your own project.
 - Apply to your own project as soon as possible.





The Elevator pitch



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Could you improve how you explain your project?



- Simplify the language
- Explain jargon Remove the jargon
- Highlight what is unique
- Use active tense rather than passive
- Talk more about why it is important rather than what you will be doing

Your Challenge



- Before the break – spend 1-2 minutes jotting down important points on a post-it.
- During the break - in pairs or groups of 3:
 - Step 1: 10 floors (2 minutes)
 - Step 2: 5 floors (1 minute)
 - Step 3: 1 floor – 10 seconds!
- After the break – report back to the group on your partner's project