



Monitoring and Evaluation Plan

Systematising the collection of
evidence



Department
for Environment
Food & Rural Affairs



Developing an M&E Plan



Issues to consider:

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

Who Measures What?



- 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?



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

“The only man who behaves sensibly is my tailor; he takes my measurements every time he sees me, while all the rest go on with their old measurements and expect me to fit them”

George Bernard Shaw

What is the Budget?



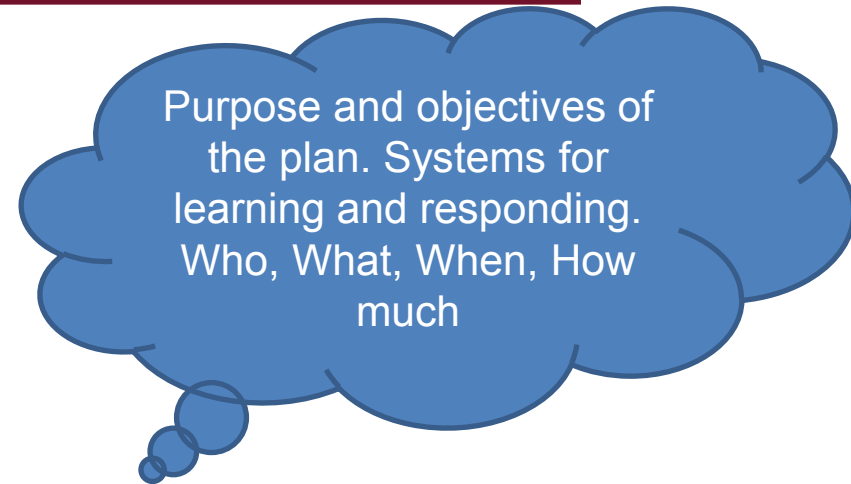
- How much would the planned activities cost?
- Cost efficiencies and cost minimisation
 - How much can be done as part of routine reporting and management monitoring?
 - What requires specific evidence gathering?
 - What uses secondary data generated by others?



Translate into a structured plan



LOG FRAME	Indicator	Means of Verification	Assumptions/ Risk
Impact	Impact Indicators	Sources (internal and external to the project)	
Outcome	Outcome Indicator		
Outputs	Output Indicator		
Activities	Inputs required		



What needs to be monitored/ evaluated	Evidence/ data required	Where evidence / data is to be sourced	When and how often information required	Roles and responsibilities	Who	Resources (time, £, staff, input from others)

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.

