The performance-monitoring plan will describe in detail how each activity, output, outcome and impact (as well as assumptions) will be monitored over the course of the project. Each activity, output, outcome, impact and assumption will have a designated indicator, accompanied by a definition, disaggregation, baseline, target, data source, responsible team member, purpose of the piece of data (for what sort of reporting), and a timeline for its measurement. During the refinement of the ToC, the team will also further elaborate and detail indicators, baselines and targets to ensure performance can be measured and reported on to meet donor requirements.

You should have identified key assumptions in your logical framework. Assumptions exist between levels of your logical framework, and affect the achievement of your goals, outcomes and outputs. Pick the ones that you think are most critical to the achievement of your goal, and ensure that you are monitoring them as you are your goals, outcomes, outputs and activities, by identifying indicators, definitions, baselines, targets, data sources, a responsible team member, etc. For further guidance in developing assumptions, see “Guiding Questions for Assumptions”.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **INDICATOR**  *(fill from log-frame)* | **DEFINITION**  How is it calculated? | **DISAGGREGATION**  How is data sub-divided? | **BASELINE**  What is the current value? | **TARGET**  What is the target value? | **DATA SOURCE**  How will it be measured? | **RESPONSIBLE**  Who will measure it? | **REPORTING**  Where will it be reported? | **TIMELINE**  When and how often will it be measured? |
| **Goal:** |  |  |  |  |  |  |  |  |  |
| **Assumptions: What has to happen for outcome 1 and 2 to lead to the goal?** |  |  |  |  |  |  |  |  |  |
| **Outcome 1:** |  |  |  |  |  |  |  |  |  |
| **Assumptions: What has to happen for output 1 and output 2 to lead to outcome 1?** |  |  |  |  |  |  |  |  |  |
| **Output 1:** |  |  |  |  |  |  |  |  |  |
| **Assumptions: What has to happen for activities 1& 2 to lead to Output 1?** |  |  |  |  |  |  |  |  |  |
| **Activity 1:** |  |  |  |  |  |  |  |  |  |
| **Activity 2:** |  |  |  |  |  |  |  |  |  |
| **Output 2:** |  |  |  |  |  |  |  |  |  |
| **Assumptions: What has to happen for activities 1& 2 to lead to output 2?** |  |  |  |  |  |  |  |  |  |
| **Activity 1:** |  |  |  |  |  |  |  |  |  |
| **Activity 2:** |  |  |  |  |  |  |  |  |  |
| **Outcome 2:** |  |  |  |  |  |  |  |  |  |
| **Assumptions: What has to happen for output 1 and output 2 to lead to outcome 2?** |  |  |  |  |  |  |  |  |  |
| **Output 1:** |  |  |  |  |  |  |  |  |  |
| **Assumptions: What has to happen for activities 1 and 2 to lead to output 1?** |  |  |  |  |  |  |  |  |  |
| **Activity 1:** |  |  |  |  |  |  |  |  |  |
| **Activity 2:** |  |  |  |  |  |  |  |  |  |
| **Output 2:** |  |  |  |  |  |  |  |  |  |
| **Assumptions: What has to happen for Activities 1& 2 to lead to Output 2?** |  |  |  |  |  |  |  |  |  |
| **Activity 1:** |  |  |  |  |  |  |  |  |  |
| **Activity 2:** |  |  |  |  |  |  |  |  |  |