

# Monitoring & Evaluation (M&E) Plan for your waste management project at Mazingira CBO, structured to track impact while aligning with community focus:

M&E Plan for Mazingira CBO Waste Management Project

Goal: Reduce waste sorting errors by 30% and increase community recycling rates by 40% within 12 months.

## 1. Key Performance Indicators (KPIs)

OBJECTIVE	INDICATOR	DATA SOURCE	FREQUENCY
Improve waste sorting	% reduction in sorting errors	Field audits (Kobo)	Monthly
Boost recycling participation	# households adopting recycling	Sign-up forms (Excel)	Quarterly
Enhance community awareness	# households adopting recycling	Attendance sheets	Bi weekly

## 2. Data Collection Tools

- Kobo Toolbox: Digital surveys for real-time field audits (leverage your KNBS/KRCS experience).
- Excel Dashboards: Track household participation rates (automate as you did at VSO).
- Community Feedback: Focus group discussions (FGDs) to capture qualitative insights.

## 3. Roles & Responsibilities

- Paul: Lead data analysis, dashboard updates, and donor reporting.
- Members: Collect audit data via Kobo; submit weekly logs.
- Volunteers: Mobilize households and document FGDs.

## 4. Evaluation Framework

- Baseline Survey (Month 1): Measure current sorting errors/recycling rates.
- Mid-Term Review (Month 6): Compare progress vs. targets; adjust training as needed.
- Final Evaluation (Month 12): Use OECD DAC criteria as it shows relevance and effectiveness.

## 5. Risk Mitigation

- Data Gaps: Train 5 volunteers and members on Kobo tool for conducting surveys.
- Low Engagement: Partner with local leaders and community leaders like Nyumba 10 and wazee wa mitaa.

## 6. Reporting

- Community: Share visual dashboards (Excel & Power BI) at community halls.
- Stakeholders: Share automated Excel reports.