

Name of organization:

Name of project:

Project start and stop date:

MONITORING AND EVALUATION PLAN



Introduction

1. Purpose of M&E Plan

What is the purpose of this M&E Plan? Why is your organization creating an M&E Plan for this project?

What are the goals for this plan?

Some suggestions:

- *To help the organization communicate and work together towards common objectives.*
- *To ensure that valuable data is properly collected, stored and used.*
- *To organize the many roles and responsibilities that M&E requires.*

2. Organization and Project Overview

Background of Organization and Project

Tell us about your organization. Where do they operate? Who do they help? What is the change that they are trying to create?



Introduce your project. Why did your organization decide that this would be a worthwhile project?

Organization Vision

Most organizations have a vision statement: a few sentences that describe the problem that they have identified and the change that they would like to make. What is your organization's vision?

3. Project Description

Describe your project. What is the problem that it is fixing? Who will it help? What are the activities that you will do? What kind of effect will your activities have?



Starting and Ending Dates**Target Areas:** *Where will the project happen?*

Beneficiaries: *Describe in as much detail as possible the people that you will help. Where do they live? What are their demographic characteristics: age, gender, race/ethnicity?*

Cost: *Estimate the cost of this project.*

Funding Source: *How will this project get the money and other resources it needs?*



Goal: *If this project is successful, what will it achieve? What is the change that it will create?*

