A logo of a group of people

Description automatically generated

Monitoring, Evaluation and Learning (MEL) Plan Template

Organization Name:

Project Title:

# Performance Monitoring Plan

1. Instructions:

Use the example to complete the performance monitoring plan. Here are some definitions and examples to guide you through the development of your MEL plan:

* **Purpose:** Briefly describe the purpose of your project. A purpose is a high-level positive change that your project will contribute to but is not solely responsible for.Make sure that the purpose clearly relates to the problem statement described in your narrative proposal.
* **Objective(s):**  Briefly describe the objective(s) that contribute to your goal. An objective is a high-level positive change that your project is likely to achieve. Objectives should be ambitious, but achievable. We suggest that most projects should include ***one or two objectives.***
* **Activities, Outputs and Outcomes:** Under each objective, briefly number and describe the activitiesyou will complete to achieve your objective(s). **Activities** are the things that your organization does. **Outputs** are the products, goods, or services that are created as an immediate result of the activities you do. **Outcomes** are the benefits or positive changes that occur because of an output. Multiple outputs may contribute to a single outcome.
* **Understanding Different Levels of Results (Outputs vs. Outcomes)**
* Outputs are *easier* to achieve and measure because they are more directly within your control. They are important to because they explain *what* your project is doing. Outcomes are *harder* to achieve and measure but they are important because they explain *why* a project matters and *how* it is contributing to your higher-level objective(s). Outcomes often take longer to occur than outputs, especially in contexts that are affected by conflict and other complicating circumstances.
* **Indicators** track your progress in achieving the outputs and outcomes described in your results framework. Indicators can measure outputs or outcomes. Most indicators are quantitative and capture the number of or percentage of something.
* **Disaggregates** are sub-categories of an indicator that add up to the total number that you report. For example, an indicator that counts individuals might include a gender disaggregate that includes the number of women and men.
* **Indicator Selection Guidance**
* A short performance monitoring plan is usually better than a long one because it is easier to manage and understand. We strongly suggest that you merge similar results into single indicators.
  + For example, perhaps your project convenes individuals as part of multiple activities (e.g. trainings, community meetings, etc.) Instead of creating an output indicator for each activity, you can report these all these outputs under the single indicator of “Number of individuals reached” and report a disaggregate that explains what activity the individual attended.
  + Select the disaggregates that are most important for you to understand to ensure you are reaching the right kinds of stakeholders and results. For example, disaggregating indicators by gender can help track whether you are reaching enough women.
* Plan to track ***at least one outcome indicator per objective*** and as many outputs indicators a as align with the kinds of activities you are doing, likely ***no more than 3-4 per objective*** *(For example, o*ne to capture trainings, one to capture the creation of media products, etc. See the list below.)
* **Below are examples of indicators to guide you in development of your project indicators.** 
  + Number of training or technical support consultations for grass-root organizations
  + Number of media products created and disseminated to specific audiences.
  + Number of youth and women participating in dialogue and social cohesion activities.
  + Number of Journalists trained and supported.
  + Improved reach of information campaigns.
  + Number of Psycho-social support and trauma healing services or training/technical assistance to enhance access to and effectiveness of psycho-social support and trauma healing services.

1. Performance Monitoring Plan Example

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Goal/Purpose: (*A purpose is a high-level positive change that your project will contribute to but is not solely responsible for) As state in the narrative proposal.*** | | | | | | |
| **A. Objective/activities** | **B. Outcome/output** | **C. Indicator** | **D. Targets** | **E. Indicator Definition and Disaggregates** | **F. Data Collection Sources and Method** | **G. Reporting Schedule and Responsibilities** |
| **Objective:**  ***(Objectives should be ambitious, but achievable) As state in the narrative proposal.*** | **Outcome*:***  ***This explain* why *a project matters and* how *it is contributing to your higher-level objective(s). Outcomes often take longer to occur than outputs.***  ***Output:***  ***Outputs are* easier *to achieve and measure because they are more directly within your control. They are important to because they explain* what *your project is doing.*** | **Indicator:**  ***Progress marker that starts with “number of” or “percentage of”*** | **Targets: *List the target number for this indicator that you want to achieve.*** | **Definition: *Define each term within the indicator specifically***  **Disaggregates: *List the sub-categories of this indicator that you will collect*** | **Data Collection Source: *Describe from who/what you will get the indicator data.***  **Data Collection Method: *Describe how you will get the indicator data*** | **Reporting Schedule: *Describe how often you will collect and report the indicator data.***  ***Responsibilities:***  ***Describe who is responsible for collecting and reporting the indicator data.*** |
| **EXAMPLE**  **Objective:**  ***Supporting youth and women through capacity building*** | **EXAMPLE**  **Outcome:**  ***Empowered a demonstrably higher percentage of youth and women with the knowledge, skills, and resources to actively participate in community leadership roles*** | **EXAMPLE**  **Indicator:**  ***% of youth and women who hold leadership positions in community organizations*** | **EXAMPLE**  **Targets:**  **40%** | ***EXAMPLE***  ***Definition: community organizations could include native administration, CBOs, NGOs, etc.***  ***Disaggregates:***  ***Gender: Men, Women***  ***Age: Youth (<29), Adults***  ***Home Location: Region of origin in Sudan***  ***Current Location: Sudan – home region; Sudan – other regions; third country*** | **EXAMPLE**  **Data Collection Source:**  **Community Organization structures**  **Data Collection Method: *{Grantee name*} will provide a summary report on community organization leadership.** | **EXAMPLE**  **Reporting Schedule:**  ***Annually***  ***Responsibilities: {Grantee name}* staff in attendance at each event will manage attendance sheets*. {Grantee name}* MEL officer will aggregate and report data from attendance sheets each quarter.** |
| **EXAMPLE**  **Activity:**  **Training workshop on community mobilization** | **EXAMPLE**  **Output:**  ***Trainees have increased knowledge of community mobilization*** | **EXAMPLE**  **Indicator:**  **Number of Individuals trained on community mobilization.** | **EXAMPLE**  **Targets:**  **80 individuals** | **EXAMPLE**  **Definition: Individuals are defined as “trained” if they attend all days of the training, workshop.**  **Disaggregates:**  **Gender: Men, Women**  **Age: Youth (<29), Adults**  **Home Location: Region of origin in Sudan**  **Current Location: Sudan – home region; Sudan – other regions; third country** | **EXAMPLE**  **Data Collection Source:**  **Training, workshop report**  **Data Collection Method: *{Grantee name*} will provide sign-in sheets for participants at each activity.** | **EXAMPLE**  **Reporting Schedule: Quarterly**  ***Responsibilities: {Grantee name}* staff in attendance at each event will manage attendance sheets*. {Grantee name}* MEL officer will aggregate and report data from attendance sheets each quarter.** |

1. Performance Monitoring Plan Template

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Goal/Purpose:** | | | | | | |
| **A. Objective/activities** | **B. Outcome/output** | **C. Indicator** | **D. Targets** | **E. Indicator Definition and Disaggregates** | **F. Data Collection Sources and Method** | **G. Reporting Schedule and Responsibilities** |
| **Objective 1:** | **Outcome 1: *.*** | **Indicator 1:** | **Targets:** | **Definition:**  **Disaggregates:** | **Data Collection Source:**  **Data Collection Method:** | **Reporting Schedule:**  ***Responsibilities:*** |
| **Activity 1.1:** | **Output 1.1:** | **Indicator 1.1:** | **Targets:** | **Definition:**  **Disaggregates:** | **Data Collection Source:**  **Data Collection Method:** | **Reporting Schedule:**  ***Responsibilities:*** |
| **Activity 1.2:** | **Output 1.2:** | **Indicator 1.2:** | **Targets:** | **Definition:**  **Disaggregates:** | **Data Collection Source:**  **Data Collection Method:** | **Reporting Schedule:**  ***Responsibilities:*** |
| **Activity 1.3:** | **Output 1.3:** | **Indicator 1.3:** | **Targets:** | **Definition:**  **Disaggregates:** | **Data Collection Source:**  **Data Collection Method:** | **Reporting Schedule:**  ***Responsibilities:*** |
| **Objective 2:** | **Outcome 2: *.*** | **Indicator 2:** | **Targets:** | **Definition:**  **Disaggregates:** | **Data Collection Source:**  **Data Collection Method:** | **Reporting Schedule:**  ***Responsibilities:*** |
| **Activity 2.1:** | **Output 2.1:** | **Indicator 2.1:** | **Targets:** | **Definition:**  **Disaggregates:** | **Data Collection Source:**  **Data Collection Method:** | **Reporting Schedule:**  ***Responsibilities:*** |
| **Activity 2.2:** | **Output 2.2:** | **Indicator 2.2:** | **Targets:** | **Definition:**  **Disaggregates:** | **Data Collection Source:**  **Data Collection Method:** | **Reporting Schedule:**  ***Responsibilities:*** |
| **Activity 2.3:** | **Output 2.3:** | **Indicator 2.3:** | **Targets:** | **Definition:**  **Disaggregates:** | **Data Collection Source:**  **Data Collection Method:** | **Reporting Schedule:**  ***Responsibilities:*** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Evaluation, Research, and Learning Plan

*Pact team will work with you to complete the Evaluation, research and learning plan within 30 days of your project start date.*