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How to write a monitoring & evaluation framework

Step 1: Getting ready

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Things to keep in mind:

- This set of resources is for absolute beginners.
- Very large or complex programs may need a more complex M&E framework, but the basic principles are the same.
- If the donor has provided a template then you should use it (there will be some differences, but most of them are similar).

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What is a monitoring and evaluation (M&E) framework?

A table that describes what things you will measure to decide if the program is successful.

Note

- An M&E framework is one section in the M&E plan (which is a whole document).
- For small programs you might only need the M&E framework.

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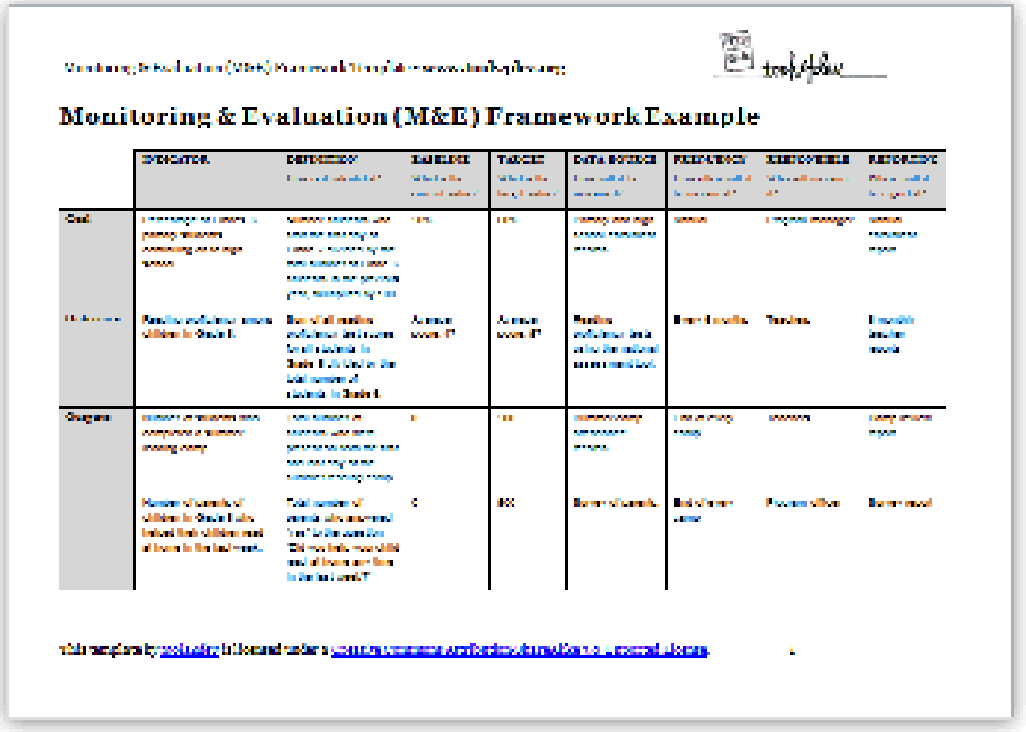

Monitoring & Evaluation (M&E) Framework Example

	INDICATOR	DEFINITION	BASELINE	TARGET	DATA SOURCE	FREQUENCY	RESPONSIBLE	REPORTED
Goal:								
Objective:								
Outputs:								

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Before you start you will need to know what activities you will run, and what you hope to achieve with them.

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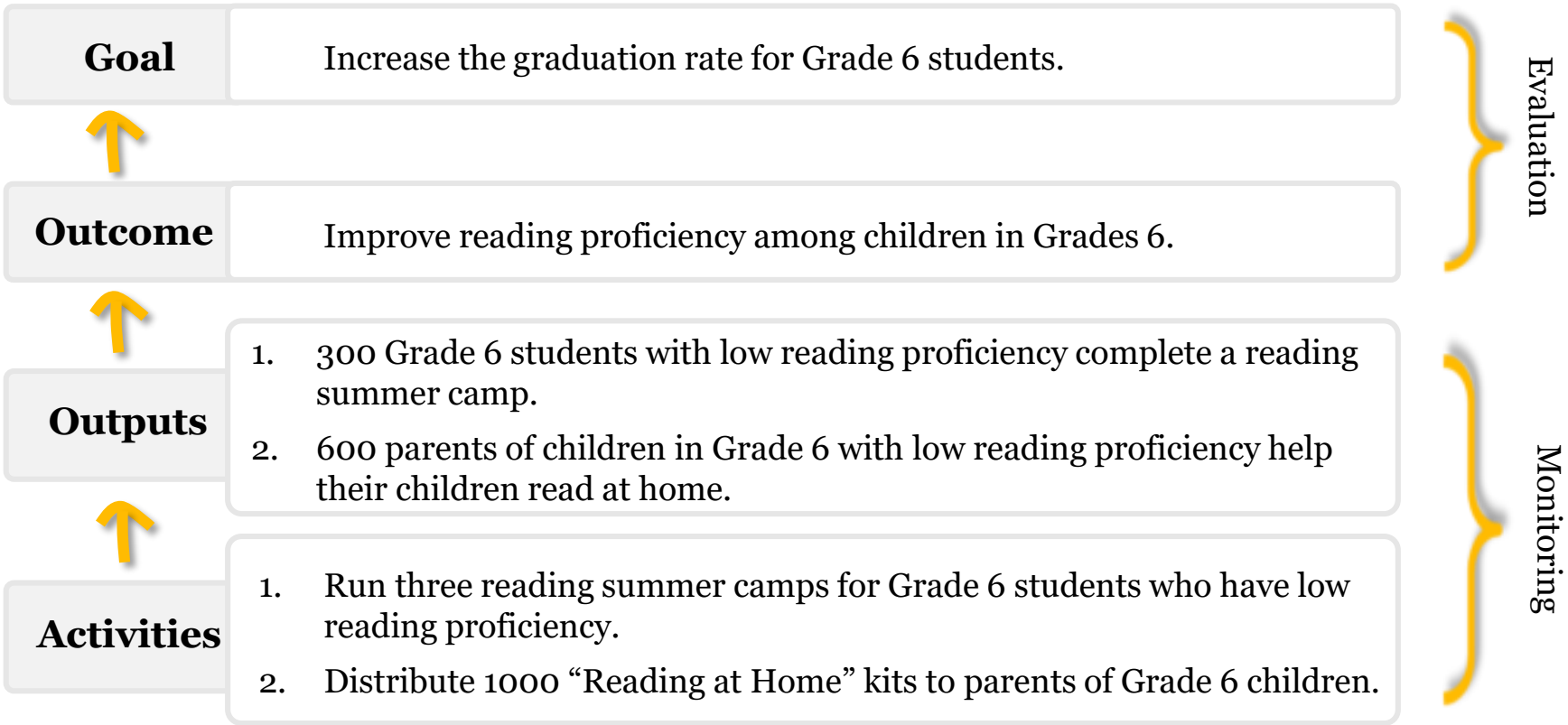

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This is normally described in a table called a logical framework (logframe) that is part of the program design.

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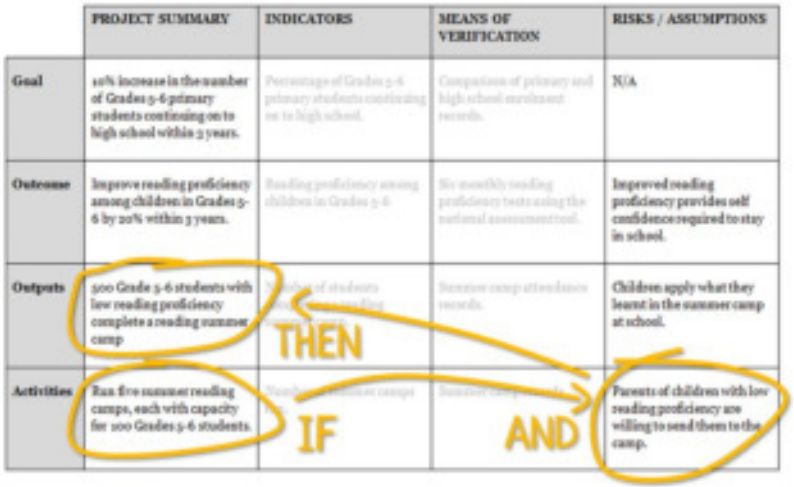
If you don't have a logframe for your program, create one now.



Download the template and instructions:

http://www.tools4dev.org/resources/logical-framework-logframe-template/

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