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How to write a monitoring & evaluation framework

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Step 1: Getting ready

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).

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.

Monitoring & Evaluation (M&E) Framework Template: www.tools4dev.org




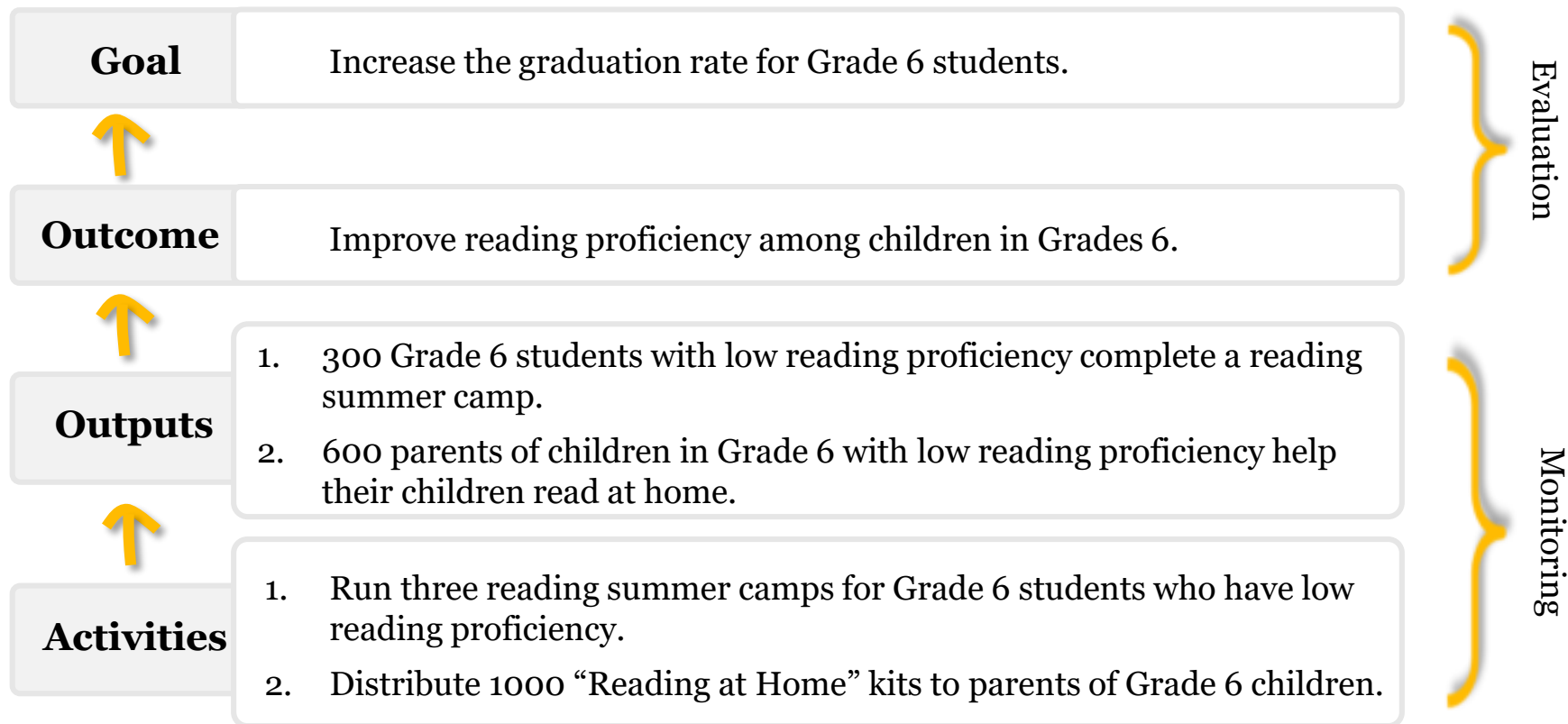
Monitoring & Evaluation (M&E) Framework Example

	INDICATOR	DEFINITION How is it calculated?	UNIT/SCALE What is the unit of measurement?	TARGET What is the target value?	DATA SOURCE How will it be measured?	RESPONSIBLE How will it be measured?	INTERVIEWER Who will interview it?	REMARKS What is the result of the indicator?
Goal	1 message to 1 user is properly received, demonstrating an average success	Number of messages sent successfully, divided by the total number of messages sent, multiplied by 100	%	100	Message logs and user feedback surveys	System	System manager	System response report
Outcome	Positive performance metrics within 10 days	Rate of all positive performance metrics for all devices in 10 days, divided by the total number of devices in 10 days	Average score 10	Average score 10	Positive performance data and the national performance index	Health facilities	Trainers	1 month device report
Outputs	Number of messages sent, compared to number of messages received	1 message sent to 1 user is properly received, demonstrating an average success	100	100	Message logs and user feedback surveys	System	System manager	System response report
	Number of messages sent, divided by the total number of messages sent, multiplied by 100	Total number of messages sent, divided by the total number of messages sent, multiplied by 100	%	100	Message logs and user feedback surveys	System	System manager	System response report


This template is available in the [Tools4Dev](https://www.tools4dev.org) repository. You can find it in the [Tools4Dev](https://www.tools4dev.org) repository.

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





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



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

	PROJECT SUMMARY	INDICATORS	MEANS OF VERIFICATION	RISKS / ASSUMPTIONS
Goal	10% increase in the number of Grades 5-6 primary students continuing on to high school within 3 years.	Percentage of Grades 5-6 primary students continuing on to high school.	Comparison of primary and high school enrollment records.	N/A
Outcome	Improve reading proficiency among children in Grades 5-6 by 20% within 3 years.	Reading proficiency among children in Grades 5-6.	Six monthly reading proficiency tests using the national assessment tool.	Improved reading proficiency provides self confidence required to stay in school.
Outputs	300 Grade 5-6 students with low reading proficiency complete a reading summer camp	Number of students completing summer camp	Summer camp attendance records.	Children apply what they learnt in the summer camp at school.
Activities	Run five summer reading camps, each with capacity for 100 Grades 5-6 students.	Number of summer camps	Summer camp records.	Parents of children with low reading proficiency are willing to send them to the camp.

Download the template and instructions:

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