How to write a monitoring & evaluation framework

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.
How to write an M&E framework – Step 1: Getting ready

<table>
<thead>
<tr>
<th>Monitoring &amp; Evaluation (M&amp;E) Framework Example</th>
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<tbody>
<tr>
<td><strong>Operator</strong></td>
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<td>Operator 1</td>
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<td>Operator 2</td>
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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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**Goal**

Increase the graduation rate for Grade 6 students.

**Outcome**

Improve reading proficiency among children in Grades 6.

**Outputs**

1. 300 Grade 6 students with low reading proficiency complete a reading summer camp.
2. 600 parents of children in Grade 6 with low reading proficiency help their children read at home.

**Activities**

1. Run three reading summer camps for Grade 6 students who have low reading proficiency.
2. Distribute 1000 “Reading at Home” kits to parents of Grade 6 children.
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.

Download the template and instructions:

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