Monitoring & Evaluation (M&E) Framework

Checklist of Common Mistakes

Make sure your M&E Framework doesn’t have any of these common mistakes in it:

- □ Vague definitions that make it hard to measure the indicator the same way each time.

- □ Indicators and definitions that are not directly related to the logframe.

- □ Definitions that don’t include the exact survey question or calculation when necessary.

- □ Unrealistic targets.

- □ Creating your own indicators rather than using a standard indicator when one exists.

- □ Making someone responsible for measuring the indicator who has a conflict of interest.

- □ Only measuring and reporting the goal and outcome indicators at the end of the program.