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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

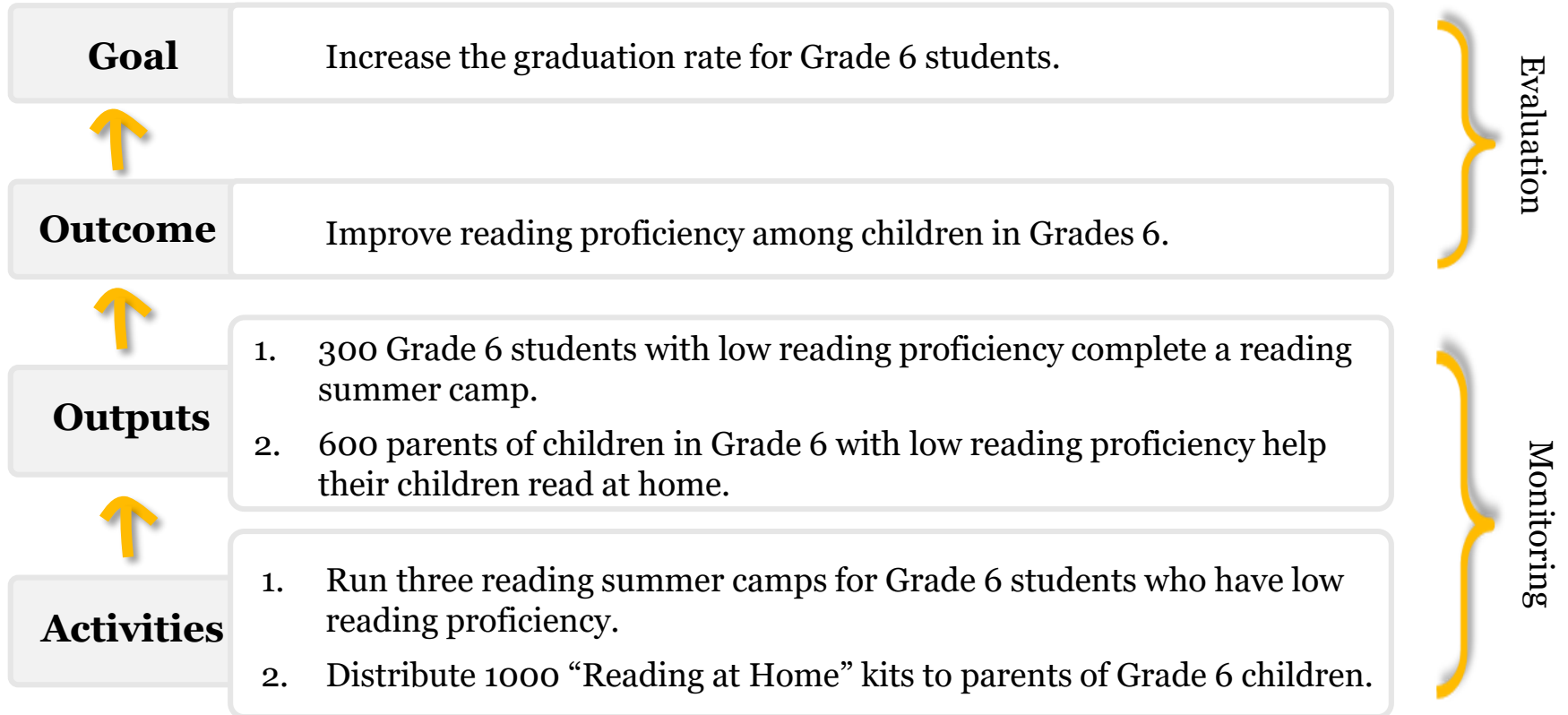
	INDICATOR	DEFINITION How is it calculated?	BASELINE What is the current value?	TARGET What is the target value?	DATA SOURCE How will it be measured?	FREQUENCY How often will it be measured?	RESPONSIBLE Who will measure it?	REPORTING Where will it be reported?
Goal	Percentage of Grades 6 primary students continuing on to high school.	Number students who start the first day of Grade 7 divided by the total number of Grade 6 students in the previous year, multiplied by 100.	50%	60%	Primary and high school enrolment records.	Annual	Program manager	Annual enrolment report
Outcomes	Reading proficiency among children in Grade 6.	Sum of all reading proficiency test scores for all students in Grade 6 divided by the total number of students in Grade 6.	Average score: 47	Average score: 57	Reading proficiency tests using the national assessment tool.	Every 6 months	Teachers	6 monthly teacher reports
Outputs	Number of students who completed a summer reading camp.	Total number of students who were present on both the first and last day of the summer reading camp.	0	500	Summer camp attendance records.	End of every camp	Teachers	Camp review report
	Number of parents of children in Grade 6 who helped their children read at home in the last week.	Total number of parents who answered "yes" to the question "Did you help your child read at home any time in the last week?"	0	500	Survey of parents.	End of every camp	Program officer	Survey report

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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.





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 enrolment 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	500 Grade 5-6 students with low reading proficiency complete a reading summer camp	Number of students completing reading summer camp. THEN	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. IF	Number of summer camps run.	Summer camp records. AND	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/>