How to write an M&E framework

Step 1: Getting ready
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

## Monitoring & Evaluation (M&E) Framework Example

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Definition</th>
<th>Baseline</th>
<th>Target</th>
<th>Data Source</th>
<th>Frequency</th>
<th>Responsible</th>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>Percentage of Grade 6 primary students continuing to high school.</td>
<td>25%</td>
<td>50%</td>
<td>Primary and high school enrollment records</td>
<td>Annual</td>
<td>Program manager</td>
<td>Annual enrollment report</td>
</tr>
<tr>
<td>Outcome</td>
<td>Reading proficiency among children in Grade 6.</td>
<td>Average Grade 47</td>
<td>Average Grade 57</td>
<td>Reading proficiency tests using the national assessment tool</td>
<td>Every 6 months</td>
<td>Teachers</td>
<td>6-monthly progress reports</td>
</tr>
<tr>
<td>Output</td>
<td>Number of students who completed a summer reading camp.</td>
<td>0</td>
<td>50</td>
<td>Summer camp attendance records</td>
<td>End of summer camp</td>
<td>Teachers</td>
<td>Summer camp report</td>
</tr>
<tr>
<td>Impact</td>
<td>Number of parents of children in Grade 6 whose children did not attend camp.</td>
<td>0</td>
<td>100</td>
<td>Survey of parents</td>
<td>End of every camp</td>
<td>Program officer</td>
<td>Survey report</td>
</tr>
</tbody>
</table>

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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/