M&E PLANS

Bringing it all together-it in an orderly and less daunting way

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RECAP

COP 1-Trends in M&E and finding out what you are interested in

COP 2-Theory of change described, explained and two examples provided along with resources

COP 3-Measurement (defining and developing indicators)
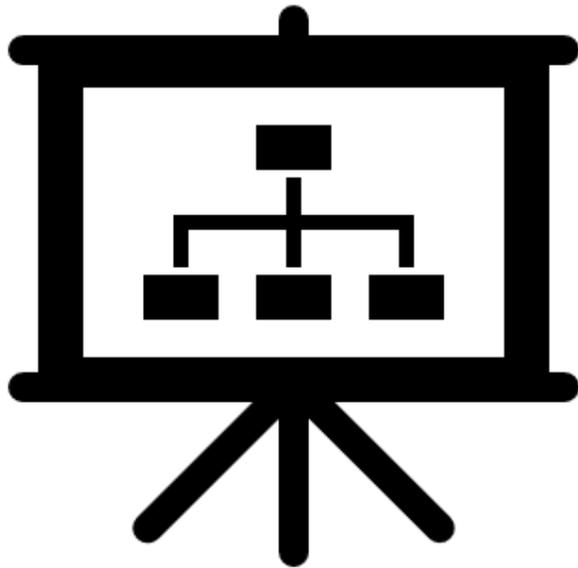
COP 4-Developing your M&E Plan

COP 5-Collecting data for your M&E Plan

COP 6-Evaluating your programme

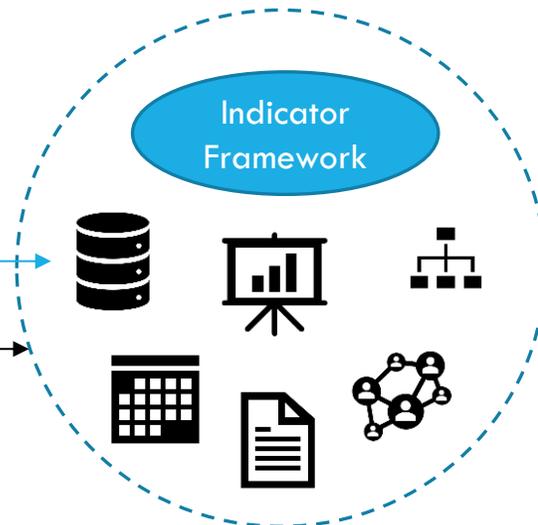COP 7-Developing your M&E organization's M&E Capacity

M&E PLAN

1. A document that **consolidates and operationalise**s how you go about carrying out your M&E

2. It focuses on the: **why, what, how, when and who** of data collection for monitoring, and evaluation

3. It also factors in **planning, reporting and evaluation cycles**

4. It is a **blue-print for developing your M&E capacity** as you ay find that some of the things you want to do requires people, processes, systems and structures

5. **Helps with strategic planning**
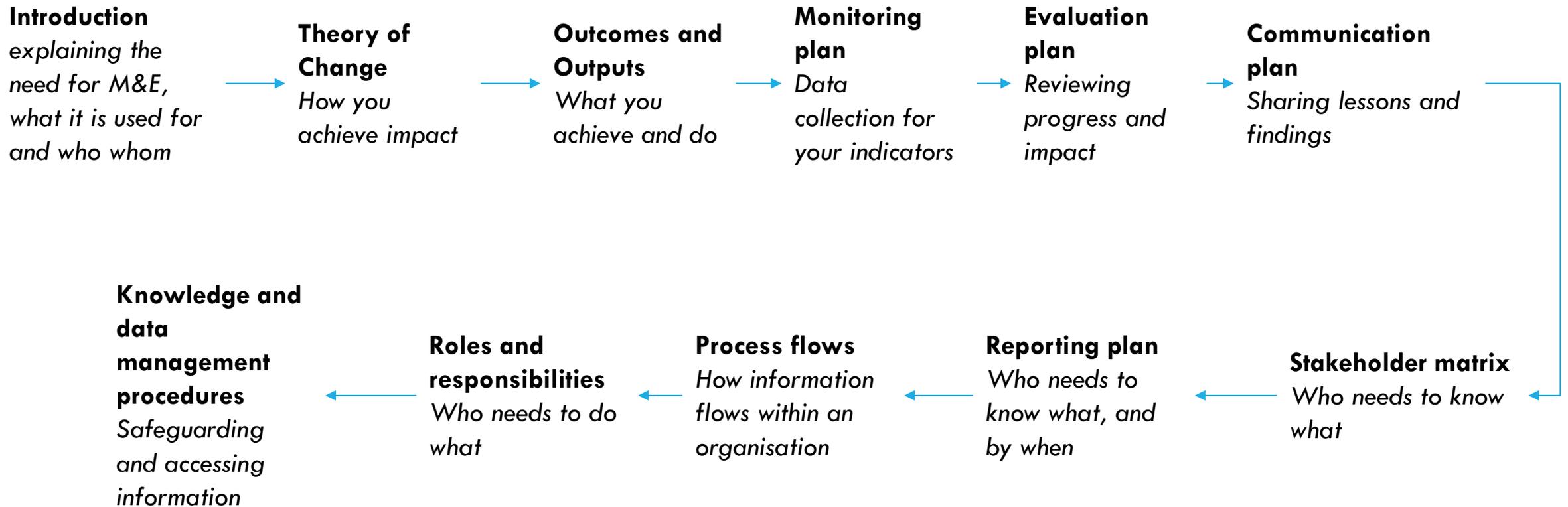
WHY IT GETS CONFUSING

1. Terms are used interchangeably

2. M&E/Indicator Frameworks are called M&E Plans

3. M&E Plans are called M&E Systems

4. M&E Systems refer to Information Systems

More often that not, they are components of an M&E system

Advice: stick to M&E Plan

Indicator Framework

WHAT GOES INTO AN M&E PLAN

Introduction
explaining the need for M&E, what it is used for and who whom

→

Theory of Change
How you achieve impact

→

Outcomes and Outputs
What you achieve and do

→

Monitoring plan
Data collection for your indicators

→

Evaluation plan
Reviewing progress and impact

→

Communication plan
Sharing lessons and findings

Knowledge and data management procedures
Safeguarding and accessing information

←

Roles and responsibilities
Who needs to do what

←

Process flows
How information flows within an organisation

←

Reporting plan
Who needs to know what, and by when

←

Stakeholder matrix
Who needs to know what

SIMPLIFIED VERSION TO BUILD AN M&E PLAN

Theory of change

Outcomes and outputs

Indicator framework

Evaluation plan

Communication plan

A note on how you will assure data quality

Roles and responsibilities

ACTIVITY

1. What does your organization have in place to collect data?

2. How often does it report it?

3. Who does it?

4. How is it used to make decisions?

Questions for True North

What will you take forward/share with your colleagues from today's COP?

SOURCES

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