

## Monitoring & Evaluation (M&E) Plan Template for NGOs

This template provides a structured format for developing a Monitoring & Evaluation (M&E) Plan for NGO projects. It can be customized based on project size, sector, and donor requirements.

### **1. Project Overview**

- Project Title:
- Location:
- Duration:
- Target Beneficiaries:
- Implementing Partners:

### **2. Theory of Change / Results Framework**

Describe how project activities will lead to outputs, outcomes, and impact.

Inputs → Activities → Outputs → Outcomes → Impact

### **3. Indicators**

Define indicators for each level:

Output Indicators:

Outcome Indicators:

Impact Indicators:

For each indicator include:

- Definition
- Unit of Measurement
- Baseline
- Target
- Frequency

### **4. Data Collection Plan**

| Indicator | Data Source | Method | Frequency | Responsibility |

|-----|-----|-----|-----|-----|

Methods may include surveys, field records, MIS, FGDs, observation.

## **5. Baseline, Midline, Endline**

- Baseline (before project start)
- Midline (mid-project review)
- Endline (final evaluation)

## **6. Data Quality Assurance**

- Standardized data collection formats
- Field verification
- Random audits
- Enumerator training

## **7. Reporting Framework**

- Monthly reports
- Quarterly reports
- Annual reports

Include formats and approval process.

## **8. Learning & Feedback**

- Review meetings
- Feedback from beneficiaries
- Adaptive program changes

## **9. Roles & Responsibilities**

- M&E Officer:
- Field Staff:
- Program Manager:

## **10. Tools & Systems**

- Excel / Google Sheets
- MIS platforms
- Mobile data tools (KoboToolbox, ODK)

## **11. Risks & Mitigation**

- Data accuracy issues → Training
- Delays → Buffer timelines
- Dropouts → Tracking system