

## MONITORING & EVALUATION (M&E) PLAN

Below is a suggested template for the proposed monitoring and evaluation plan.

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### M&E NARRATIVE

*Describe how the applicant plans to monitor and evaluate for measuring performance and impact (results) of the proposed project. At minimum, include the standard data collection language required in the NOFO (see below). Grantees are welcomed and encouraged to add indicators for other aspects of an M&E plan according to their proposal.*

*Your M&E plan should answer the following questions:*

- *What information do you need to collect to know if your award is on track?*
- *How will you collect the information (surveys, focus groups, follow-up surveys, etc.)?*
- *How will you organize and report the information you collect?*

M&E OUTLINE

Instructions:

1. List the activities your program will do.
2. List your outcomes: What will occur because of your activities?
3. Check the logic to make sure that your activities and outcomes will achieve your objectives and goals. *If you perform the activity, then will the expected outputs/outcomes occur? If you achieve those outputs/outcomes, then will you achieve the objective?*

ACTIVITIES	OUTPUTS & OUTCOMES	OBJECTIVES	GOAL
What are the main things the project will do or provide?	What results do you expect to occur as a result of these activities?	The objectives are listed in the NOFO. The results should achieve or contribute to the objectives.	The goal should come from the NOFO. This is ultimately what the award will achieve.

\*\*\*Please note that before an award is finalized, ECON will require an M&E plan with indicators that will measure the grantee's success towards the goals and objectives. ECON will collaborate with the selected grantee at that stage.

## Attachment 3.2 – M&E Definitions

### Monitoring & Evaluation Narrative

Data            The ways in which data and information will be collected using instruments (tools) such as surveys, assessments, conducting interviews, and/or focus groups with grantees and stakeholders, referencing sign-in sheets, etc.

### Monitoring & Evaluation Outline

Goal:            The bigger-picture statement or highest-order outcome to which a program or project is intended to contribute.

Objective:      A realistic statement of the specific ways one plans to achieve a goal.

Outcome:       The result or effect that is caused by or attributable to program or activity. Outcomes may be short-term or long-term, intended or unintended, positive or negative, direct or indirect.

Output:         A short-term, immediate result of a program, project, or process that leads to longer-term outcomes. Outputs are the products, goods, and services which result from activities.

Activity:        Program or project actions or tasks that are done to achieve targeted outcomes.

Indicators:     A clear identification of what accomplishment or progress toward an objective looks like.