

Sample Monitoring and Evaluation (M&E) Plan

Background

As described in the *(Insert Bureau or Office)* Monitoring and Evaluation Primer, a monitoring and evaluation plan (M&E plan) is a systematic and objective approach or process for monitoring project performance toward its objectives over time. In general, *(Insert Bureau or Office)* prefers M&E plans with a robust set of indicators that measure program progress and impact of the program activities. While it is not necessary to have indicators for every program activity, the indicators should measure the major program activities that will contribute to the advancement of the strategic objectives as laid out in the grant agreement.

Each M&E plan should contain specific output- and outcome-based indicators with baselines and targets, data source, and frequency of data collection. However, there is not a standard template for the M&E plan that each *(Insert Bureau or Office)* recipient must follow (e.g., each objective does not need to have 4 indicators with 2 of those indicators being outcome-focused). *(Insert Bureau or Office)* wants to afford grantees the flexibility to design an M&E plan that is customized to the specifics of the program. *(Insert Bureau or Office)* recognizes that sometimes it may be difficult for recipients to design truly results-oriented M&E plans, but we encourage recipients to develop an M&E plan that is as comprehensive, ambitious and creative as possible.

The M&E plan is meant to detail how the outputs and outcomes of program activities will be measured quantitatively. Yet, sometimes the results and impact of a program are more easily conveyed qualitatively. Recipients can describe how program impact will be assessed qualitatively at the end of the M&E plan. *(Insert Bureau or Office)* encourages recipients to provide success stories and anecdotal or other qualitative evidence of program impact in the quarterly progress reports, as well as showing how well the program is meeting the targets set in the M&E plan.

Below is an example of a solid monitoring and evaluation plan.

(Insert Recipient Name) will build the capacity of the judicial sector to ensure that the Democrastan citizens, especially detainees and those accused of crimes, are aware of and know how to defend their legal rights. This program has three strategic objectives: (1) to increase capacity of judicial police units, magistrates and court and prison clerks to protect the rights of detainees and prisoners; (2) to ensure that target communities, especially detainees and prisoners, are better informed about their legal rights; and (3) to build the capacity of civil society organizations (CSOs) to advocate for improvements in the legal rights' protection framework. The project's key activities include comprehensive training to judicial police units, magistrates to enhance their skills and knowledge on existing criminal procedure code provisions; management training to court and prison clerks to improve the implementation of the current prison case management system; and planning meetings with and mentorship of CSOs to mobilize and sensitize communities on the rights of prisoners and detainees as well as develop and implement an effective prison monitoring system.

Strategic Objective 1: To increase judicial police units, magistrates and court and prison clerks' capacity to protect the rights of detainees and prisoners.

| Activity | Indicator | Target | Where is the data coming from? | Frequency |
|---|--|--|--|--------------------------|
| Conduct training sessions for judicial police unit and magistrates on the rights of detainees and prisoners | Number of justice sector personnel that received USG training* | 100 police units and 40 magistrates trained | Program monitoring and reports | Following training event |
| | Percentage of unlawful detentions made | 20% decrease in unlawful detentions | Interviews with participants | Final evaluation |
| | Number of bail requests granted | At least 5 bail requests per magistrate granted above baseline | Interviews with participants | Final evaluation |
| Hold office management training to court & prison clerks on how to best practices of office management | Number of courts and prison clerks trained | 20 clerks trained | Program monitoring and reports | Quarterly |
| | Number of courts with improved case management | 6 courts with improved case management | Program monitoring and reports | Quarterly |
| | Participants data entry skills | 75% of participants show data entry skill improvements | Pre- and post-test surveys of participants | Following training event |
| | Level of knowledge on data management | 85% of participants show knowledge increase on data management | Pre- and post-test surveys of participants | Following training event |
| | Percentage of files available to public upon demand | 25% increase above baseline | Interviews from detainees, court clients and court staff | Final evaluation |