



# Developing an M&E Plan

Systematising the collection of  
evidence



Department  
for Environment  
Food & Rural Affairs



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# Developing an M&E Plan



## Issues to consider:

- M&E management
- Purpose of the plan
- Resource needs HR and £
- Timing and sequencing
- Feedback and lesson-learning
- Provision of sound evidence

# Who Measures What?



- Who is responsible?
- Who needs to be included in the monitoring process?
- Who needs to be included in the evaluation process?
- What aspects are you measuring:
  - Milestones
  - Indicators
  - Assumptions
  - Risks

# How do you plan to measure it?



- Are there set methods, and templates to ensure consistency in measurement?
- Is there a system to store and collate data?
- When do they measure it?



*“The only man who behaves sensibly is my tailor; he takes my measurements every time he sees me, while all the rest go on with their old measurements and expect me to fit them”*

George Bernard Shaw

# What is the Budget?



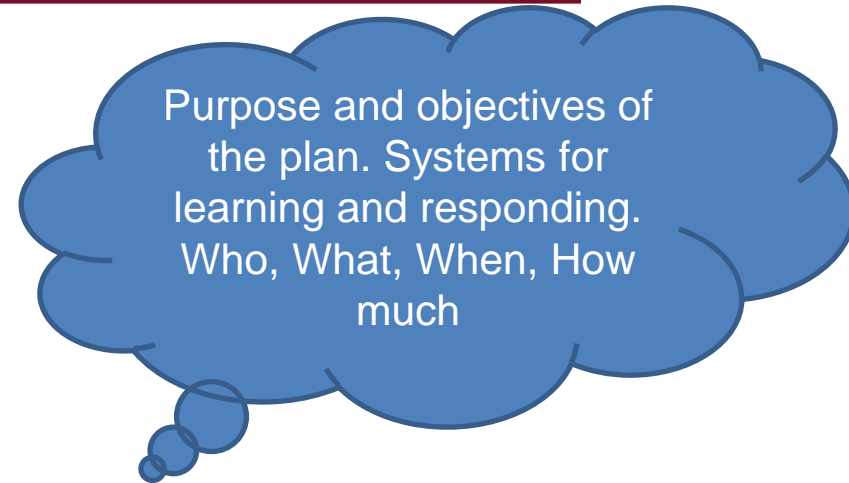
- How much would the planned activities cost?
- Cost efficiencies and cost minimisation
  - How much can be done as part of routine reporting and management monitoring?
  - What requires specific evidence gathering?
  - What uses secondary data generated by others?



# Translate into a structured plan



LOG FRAME	Indicator	Means of Verification	Assumptions/ Risk
Impact	Impact Indicators	Sources (internal and external to the project)	
Outcome	Outcome Indicator		
Outputs	Output Indicator		
Activities	Inputs required		



What needs to be monitored/ evaluated	Evidence/ data required	Where evidence / data is to be sourced	When and how often information required	Roles and responsibilities	Who	Resources (time, £, staff, input from others)

# Group Activity



- Prepare an M&E plan
  - To test the discipline of structuring the M&E plan and really testing the measurability of a project.
  - To allow you to then take this experience and apply to your own project.
  - Apply to your own project as soon as possible.





# The Elevator pitch



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# Could you improve how you explain your project?



- Simplify the language?
- Explain jargon? Remove the jargon?
- Highlight what is unique?
- Use active tense rather than passive?
- Talk more about why it is important rather than what you will be doing?

# Your Challenge



- Before the break – spend 1-2 minutes jotting down important points on a post-it.
- During the break - in pairs or groups of 3:
  - Step 1: 10 floors (2 minutes)
  - Step 2: 5 floors (1 minute)
  - Step 3: 1 floor – 10 seconds!
- After the break – report back to the group on your partner's project