

# 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 other aspects of an M&E plan according to their proposal.*

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

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

Data Collection Methods:

- a. **Learner progress:** The grantee will administer a pre-test to determine the participants' baseline knowledge of the subject. At the conclusion of the program, the grantee will then administer a post-test to determine what the participants learned as a direct result of participating in the project. Learner progress should also be measured through observation of short films produced by participants, including during the PIFF.
- b. **Alumni network created:** At the end of the program activity, the selected grantee will send a follow-up survey at least 3 months after the project ends to determine how, if at all, the participant is utilizing knowledge and skills gained from participating in the project.

# 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 the 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.
		<ul style="list-style-type: none"> <li>• <b>Objective 1:</b> Aspiring filmmakers gain skills and experience in screenwriting and filmmaking.</li> <li>• <b>Objective 2:</b> Mentorship relationships are formed between aspiring filmmakers in Sindh and Baluchistan and leaders in the Pakistani film industry.</li> </ul>	<p><b>Goal:</b> Expand and strengthen Pakistan’s economy and encourage mutual understanding between Pakistan and the United States through creative influence.</p>

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

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The NGO “Wickets for Peace!” is applying to a NOFO that promotes community resilience through sports. Their program will create youth cricket teams whose players are from both Pakistani and Afghan refugee communities. The program will culminate in a large tournament that will invite all of the participants and their families. The tournament will feature a photo-exhibition showcasing inter-group participation and respect for each other’s communities.

## M&E NARRATIVE

Wickets for Peace (WfP) will monitor and track progress of beneficiaries along each step of the award. WfP will start the program by giving individual groups a baseline survey to assess what they know and how they feel about people from the other group. WfP will report the survey results in their next quarterly report. At the end of the program, beneficiaries will be given the same survey. WfP will put the results of these surveys in the final report. In addition, WfP will look at the results of the pre- and post- survey to see if there was a change in the beneficiaries’ attitude. WfP will also report those findings in the final report.

Furthermore, coaches will be trained in inter-group dialogue skills. They will talk with their athletes and track the athlete’s attitudes and behaviors with their teammates in their weekly coaching reflections. In the final report, WfP will use the coaches’ reflections to report on how the attitudes or behaviors of the athletes changed over the course of the program.

Coaches will also collect success stories and, with permission of the athletes, highlight significant stories for WfP leadership. WfP leadership will then select success stories to highlight at the final tournament.

### Data Collection Methods

1. If selected, the grantee should express a willingness to work with PAS M&E. This may include forming a detailed M&E plan to include developing indicators and advising on data collection methods and tools as well as other M&E related issues as they arise.
2. The grantee will collect demographic information on all participants to include: gender, age range, home district, level of formal education, profession, etc.
3. The grantee will include plans to conduct interviews with a representative sample of participants. The purpose of the interviews is to determine the most significant change that beneficiaries report having experienced as a result of participation in the project. Interviewers must explain the purpose of the interview and protect the confidentiality of any beneficiaries who agree to be interviewed. The grantee will translate summaries of key interviews into English to be used as success stories.
4. At the end of the program activity, the grantee will administer a survey to determine outcomes achieved as a result of the activity. PAS M&E may help the selected grantee create the surveys; however, collecting, data-entry, and reporting the survey results is the grantee's responsibility.

# M&E OUTLINE

**Instructions:**

4. List the activities your program will do.
5. List your outcomes: What will occur because of your activities?
6. 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
<p>What are the main things the project will do or provide?</p>	<p>What results do you expect to occur as a result of the activities?</p>	<p>The objectives are listed in the NOFO. The results should achieve or contribute to the objectives.</p>	<p>The goal should come from the NOFO. This is ultimately what the award will achieve.</p>
<ul style="list-style-type: none"> <li>• WfP creates 10 cricket teams with participants from both Pakistani communities and Afghan refugees.</li> <li>• The cricket teams train and compete against other teams, for a total of 30 games.</li> <li>• WfP invites the families and communities of participants to attend a final tournament.</li> </ul>	<ul style="list-style-type: none"> <li>• 30 cricket games completed.</li> <li>• 120 players (50 percent from Pakistani communities and 50 percent from Afghan refugee communities) train and play cricket together.</li> <li>• Opportunities for youth to play sports with members of non-homogenous communities is provided.</li> <li>• Participants demonstrate an increase in knowledge and skills as a result of the program.</li> <li>• Participants report <i>how</i> they will implement any new knowledge or skill acquired.</li> <li>• Participants demonstrate an increase in tolerance for members of non-homogenous communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Following the camp, Pakistani youth and Afghan refugee youth express increased knowledge of and respect for members of the other community.</li> <li>• An expected 300 community members who attend tournament are exposed to messages about social cohesion and inter-group cooperation.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote community cohesion through tolerant messages and inclusive perspectives that increase social tolerance.</li> </ul>

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

## ATTACHMENT 3.2 – M&E DEFINITIONS

### Monitoring & Evaluation Narrative

**Data Collection Method:** 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.

**Example:** *Strengthen the capacity of Pakistani educators.*

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

**Example:** *Teachers develop and implement new curriculum that reflects the new knowledge and skills acquired during the training.*

**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.

**Example:** *Teachers demonstrate an increase in pedagogical knowledge and skills as a result of participating in the training.*

**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.

**Example:** *20 teachers complete the training.*

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

**Example:** *A training for English Language teachers.*

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

**Example:** *Output indicator: Number of teachers who complete the training.*  
*Outcome indicator: Number and percent of teachers who demonstrate an increase in knowledge and skills as a result of the training.*