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Note: The MSE framework can also be called an evaluation matrix. As in most cases in the field of international development, there is no standard definition of the monitoring and evaluation framework (MEE) or how it differs from the MEE plan. For many organizations, the MSE framework is a table describing the metrics used to assess the success of a program. The structure of the MSE then becomes part of the MSE plan, which describes how the entire MSE system works for the program, including things like who is responsible for it, what forms and tools will be used, how the data will go through the organization, and who will make decisions using the data. In other organizations, the entire MSE plan is called the MSE Framework Project (as if everything wasn't confusing enough!). Download the MSE framework template and the example of this template and example are based on the most common definition of the MSE framework. That is, a table that lists all the indicators for your program, including the data source, the baseline, the goal, how often it will be measured, and who is responsible for measuring it. For detailed instructions on how to use the template, see this MZE framework template for when: You need to describe the indicators that will be used to measure the success of a small and medium-sized project. The donor did not provide a template for use. This MSE structure is not appropriate when: You need to describe the indicators that will be used to measure the success of a very large or complex project (in which case you may need a more detailed template to describe it). The donor provided a template for use (in this case, use their template). The MZE framework template is licensed under the Creative Commons Attribution-ShareAlike 3.0 non-portable license. All other materials © tools4dev. The Monitoring and Evaluation Plan (MSE) describes how the entire MSE system works for the program. This includes indicators of who is responsible for collecting them, what forms and tools will be used, and how the data will go through the organization. You may think of the MSE plan as a framework of MSE on steroids. For most small and medium-sized programs, the basic structure of the MSE will suffice. For more complex projects or organizations with multiple projects, this MZE plan template may be more appropriate. Download the MSE Plan Template (one project) Download the MSE Plan Template (multiple projects) This MSE plan template is appropriate when: You need to describe the entire monitoring and evaluation system that will be used to measure the success of a large or complex project. The donor did not provide a template for use. This MZE plan template is not appropriate when: You only need to describe the indicators that will be used to measure the success of a small or medium-sized project (in this case, the framework is probably enough) The donor has provided a template for you to use (in this case use their template). Update: This article has been updated to include a template for several projects. The MSE plan template for tools4dev is licensed in accordance with the Creative Commons Attribution-ShareAlike 3.0

Unported License. All other materials © tools4dev. Click here to access this guide in Arabic انقر هنا باللغة العربية , انظر هذا الدليل لمراجعة هذا الدليل What is a monitoring and evaluation plan? The Monitoring and Evaluation Plan (MSE) is a document that helps track and evaluate the results of lifelong activities of the program. It is a live document to be referenced and updated on a regular basis. While the specifics of each program's MEE plan will look different, they all have to follow the same basic structure and include the same key elements. The MEE plan will include some documents that may have been created in the planning process of the program, and some that need to be created new ones. For example, elements such as a logical model/logical framework, change theory and monitoring indicators may have already been developed with the participation of key stakeholders and/or the programme donor. In the IE plan, these documents are being developed and a further plan is being developed for their implementation. Why develop a monitoring and evaluation plan? It was important to develop an MEE plan before any monitoring activities could be initiated so that there was a clear plan for what questions about the programme needed to be answered. This will help program staff decide how they collect data to track indicators, how monitoring data will be analyzed, and how data collection results will be distributed to both donors and within the organization to improve the program. Remember that MSE data alone is not useful until someone uses it! The IE plan will help make sure that the data is used effectively to make the programs as efficient as possible and to be able to report results at the end of the program. Who should develop a monitoring and evaluation plan? The MEE plan should be developed by a research team or research team, with the participation of programme staff involved in the development and implementation of the programme. When should a monitoring and evaluation plan be developed? The MSE plan should be developed at the beginning of the programme when the activities are developed. This will ensure there is a system for monitoring the program and evaluating success. Who is this guide for? This guide is intended primarily for programme managers or staff who are not trained researchers themselves, but who must understand the rationale and process Research. This guidance can help managers support the need for research and ensure that research staff are sufficient resources to conduct research you need to be sure that the program is evidence-based and that the results can be tracked over time and measured at the end of the program. Learning GoalsAfter completion of steps to develop the MOE plan, the team will: Identify the elements and steps of the MOE plan Explain how to create a MGE plan for the upcoming program Describe how to advocate for the creation and use of MSE plans for the program/organization The estimated time required to develop the MEE plan can take up to a week, depending on the size of the team available to develop the plan, and whether the logic of the logic model is already developed. Preconditions How to develop a logical model How to develop a theory of patterns of changesM-E planning: Pattern for indicator ReportingM-E Plan Indicators Table TemplateSamplesM-E Plan: Data Sources Table ExampleTips - RecommendationsIt is a good idea to try to avoid over-promising what data can be collected. It is better to collect less data well than a lot of bad data. It is important that program employees make out the time and costs of data collection resources well to see what is reasonable. Glossary and ConceptsProcess track how the program is progressing. They help answer the question, Are activities being implemented as planned? They help answer the question: Are software activities changing? monitoring and evaluation format pdf. monitoring and evaluation report format. monitoring and evaluation checklist format. monitoring and evaluation action plan format. monitoring and evaluation plan format. monitoring and evaluation report format pdf

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