**MONITORING AND EVALUATION PLAN TEMPLATE**

1. **Name of Proposed Project:**
2. **Duration of the project in days:**
3. **What is your project goal, objectives and activities?**

**Goal:** (*What is the goal of your project? This is the main goal that drives all of the activities)*

**Objective:** (What are the specific objectives that you have outlined as steps in order for you to accomplish your desired goal?)

1.

2

3.

**Activities:** (List the activity/the activities that you will carry out in order to meet your objectives

For Objective 1:

For Objective 2:

For Objective 3:

**Indicators for the project/activity and how they will be measured**

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| --- | --- | --- | --- |
|  | **INDICATORS** (Indicators are specific, measurable,  achievable, relevant and time-bound statements to help us measure aspects of your project. Ensure that your indicators accurately describe what needs to be measured) | **MEANS OF VERIFICATION (What**  **proof will be provided to show that the indicator was achieved?)** | **RISKS / ASSUMPTIONS (What are**  **the specific risks that may**  **affect achievement of the intended results and what assumption is the project making in the course of delivering this project?)** |
| **Goals** |  |  |  |
| **Objective 1** |  |  |  |
| **Activity**  **O1.1** |  |  |  |
| **Activity**  **O1.2** | . |  |  |
|  |  |  |  |
| **Objective 2** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Activity**  **O2.1** |  |  |  |
| **Activity**  **O2.2** |  |  |  |
|  |  |  |  |
| **Objective 3** |  |  |  |
| **Activity**  **O3.1** |  |  |  |
| **Activity**  **O3.2** |  |  |  |
| **Objective 4** |  |  |  |
| **Activity**  **O4.1** |  |  |  |
| **Activity**  **O4.2** |  |  |  |