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FROM THE AMERICAN PEOPLE

Session 6

Project M&E Plans



Session Objectives

By the end of this session, participants should be able to:

- Understand what makes up a Project M&E Plan
- Understand which parts should be included in PMP

- Essential to assessing progress toward achieving project outcomes
- Describes plan for collecting data over life of project
- Identifies planned project evaluations
- Specifies how M&E data and findings will be used

**The M&E Plan feeds into a
broader mission
Learning approach!**



Once a project has been identified, there are **three stages** to the Project Design Process:



The Conceptual Stage involves identifying the design team, stakeholders, and defining the initial concept.

- Identify the **Design Team** members & Team Leader
- Define the problem and develop **preliminary logical framework**
- Analyze **stakeholder interests**
- Collect **available knowledge** and review lessons learned
- Select **strategic partners**, negotiate their roles
- Define roadmap for **analyses** to be undertaken
- If considering **G2G**, complete Public Financial Management Risk Assessment Framework as early as possible

The Analytical Stage involves both analysis and synthesis and includes the drafting of the PAD.

Mandatory Analyses: Gender, Environmental, Sustainability.

Additional Analyses: Additional analyses as needed or **as required by Mission Order**. These may include: cost-benefit analysis, social soundness analysis, and/or a political economy analysis.

Synthesis

- PAD Narratives
- Final Logical Framework
- Monitoring and Evaluation Plan & Learning Approach
- Mission Management Plan
- Implementation Plan
- Cost Estimate & Financial Plan

Slide 6

- 1 TS will try to get a copy of DCHA's new Political Economy guidance.
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- **Body of the PAD.**
 - Brief summary of the M&E approach.
 - If an impact evaluation is planned within the project, its design should be briefly described in the summary.
 - If applicable, summary should also provide an overview of how the Mission will promote broad stakeholder engagement, collaboration, reflective learning processes, and adaptive management during project.
- **Annex to the PAD.**
 - Expands upon and provides greater detail than the M&E and Learning summary the project's M&E and learning approach.
 - Ideally, should be comprehensive enough to function as a stand-alone document that the Mission can refer to and update over life of the project.



PAD Requirements

Main PAD

- Relationship to Mission CDCS and Other USG Programs
- Relationship to Partner Country, Local Stakeholders, and Other Donor Programs
- Summary Project Description
- Implementation Plan
- Summary Financial Plan and Cost Estimate
- **Monitoring and Evaluation Plan and Learning Approach**
- Analytical and Sustainability Considerations

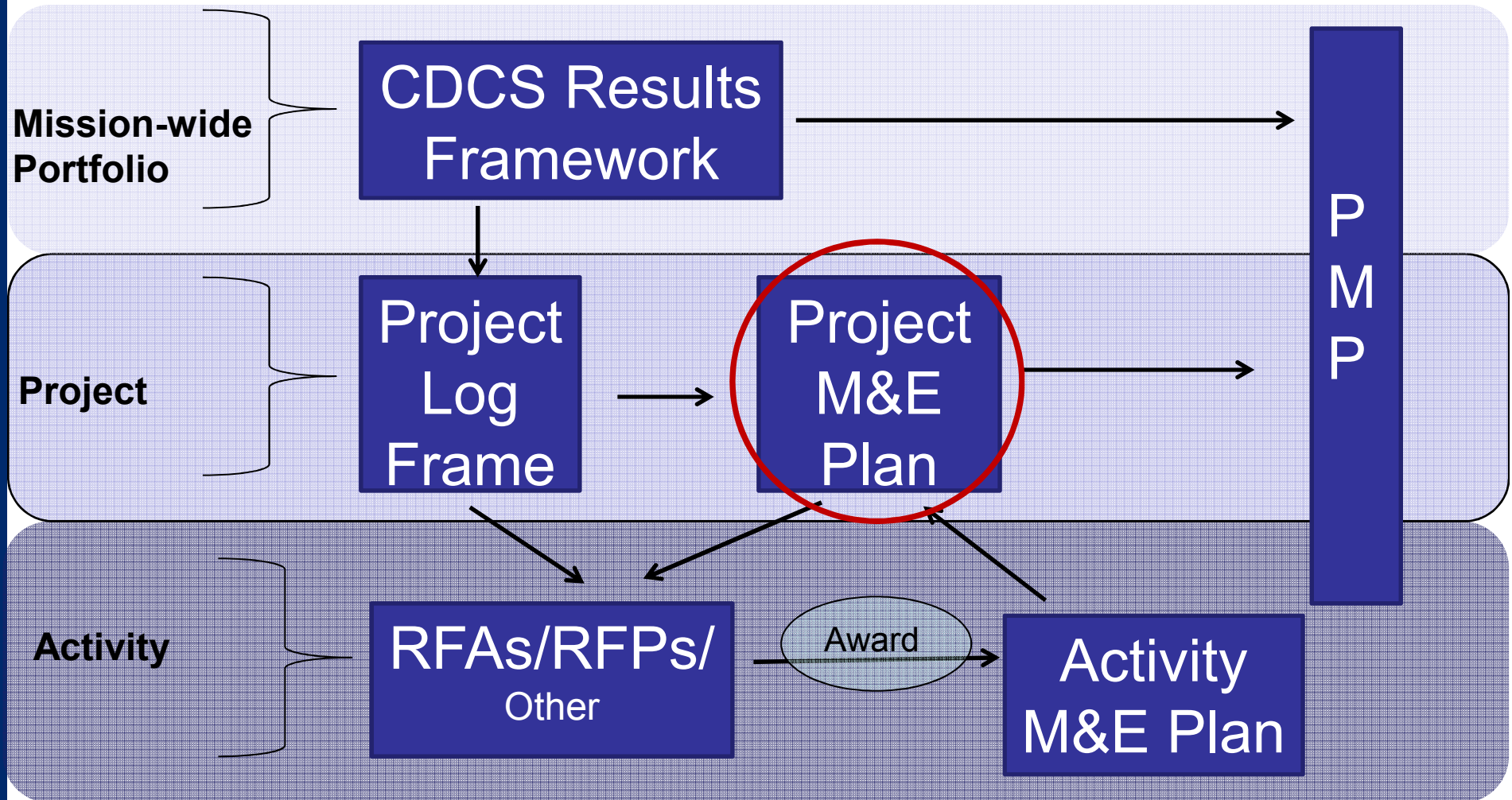
Required Annexes

- Draft Project Authorization
- Logical Framework and Results Framework
- Concept Paper Approval Memorandum
- Expanded Project Description
- Financial Plan and Detailed Cost Estimates
- Implementation Plan and Schedule, including Mission Management Plan
- A&A Strategy
- **Monitoring and Evaluation Plan, and Learning Approach**
- Approval of Use of Partner Country Systems (if applicable)
- All the mandatory project analyses
- Environmental Threshold Decision (based on Initial Environmental Examination)
- Country and Assistance Checklists
- Waivers, Certifications, and Other Project-Specific Information



Relationship of Project and Activity M&E Plans to the PMP

Key Planning & Performance Monitoring Tools





Project M&E Plan at a Glance

Monitoring Requirements

Indicators for each level of project results (Project Goal, Purpose, Sub-purposes (if relevant), and Outputs)

Baselines and **targets** for Project Purpose Indicators (and plan to collect other baselines). Must be sex-disaggregated if people-level.

Data methodology, sources, and data collection frequency

Indicators or means of **tracking assumptions**

Evaluation Requirements

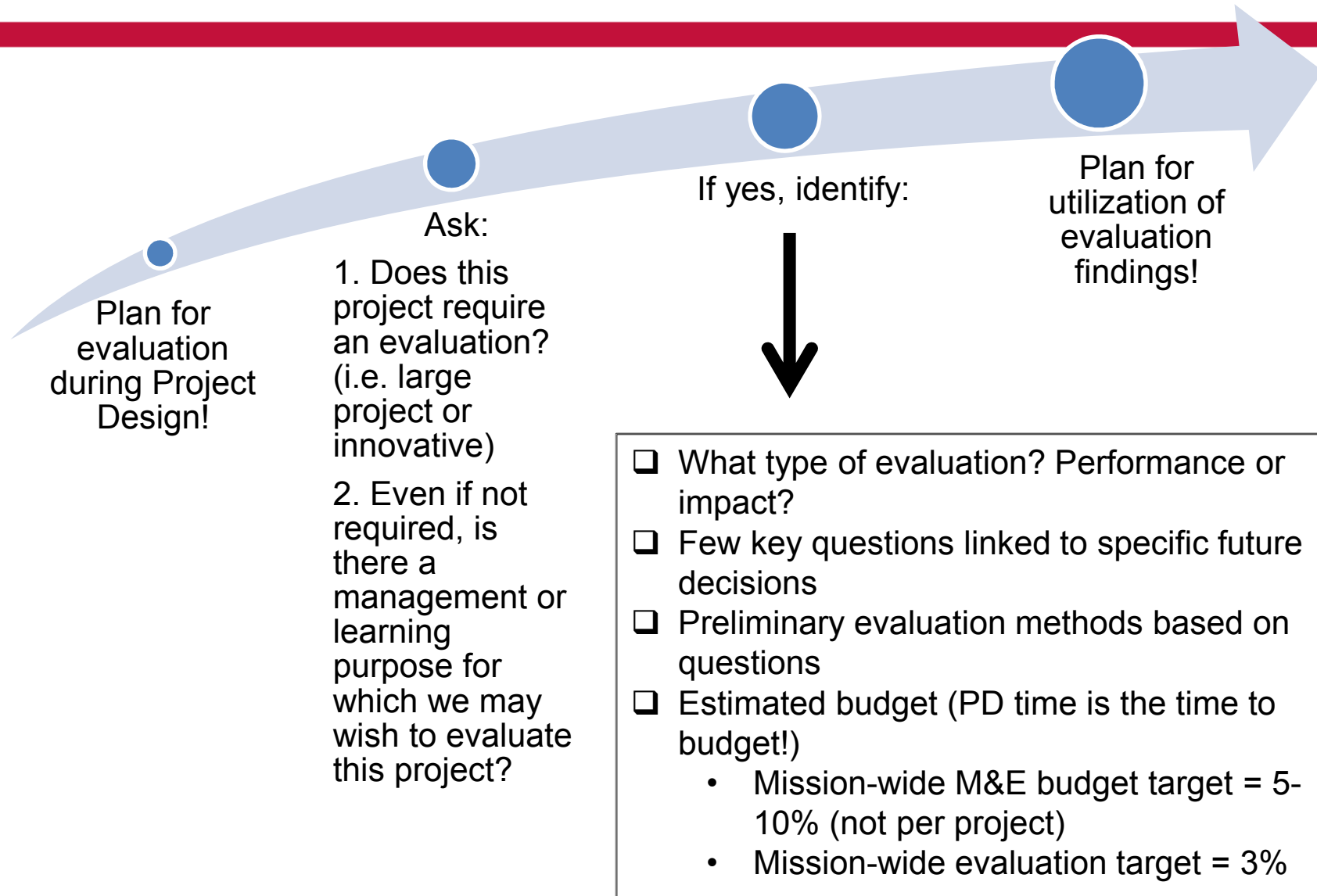
Limited # of **key questions**

Proposed **evaluation type** (performance or impact)

Tentative **evaluation schedule** (update PMP Evaluation Plan)

Estimated **evaluation budget**

Evaluation in the Project M&E Plan





Integrating Collaborating, Learning, and Adapting (CLA) into Projects

- **Budget for evaluations or other analytical work** to understand observed phenomena, fill gaps, and probe unintended outcomes, building in needed flexibility for changing working environments
- **Build iterative reflection into management processes** (partner meetings, quarterly report, Big Picture Reflection, portfolio reviews, AARs, deliverables)
- Identify opportunities throughout project implementation to engage in **dialogue, collaboration and coordination with stakeholders**

So what translates from the Project M&E Plan into the PMP?

