**Instructions:** The following *Sample* Monitoring, Evaluation, and Learning (MEL) template has two sections. *Section One* is applicable to every award and provides information and guidance for standard Foreign Assistance (FA) indicators. *Section Two* is a project specific MEL plan.

|  |  |
| --- | --- |
| Project Name: |  |
| Organization: |  |
| Country: |  |
| Describe how you will monitor the project’s implementation and address any challenges that are identified during monitoring? |  |
| Who will be responsible for performing monitoring, evaluation, and learning work? |  |
| How will the results of project monitoring be used? |  |
| What data collection tools will be used for completing monitoring and evaluation? |  |
| How will learning be iterative to improve program management, achieving results, and avoiding unintended consequences? |  |
| What type of evaluation will be conducted under this grant? For large grants, how will that evaluation be independent? |  |

# Section 1: Standard Programmatic Indicators

Standard indicators are required for every project. Applicants should propose GNDR and other FA indicators as useful. FA GNDR indicators are:

* **GNDR-1** Number of legal instruments drafted, proposed or adopted with USG assistance designed to promote gender equality or non-discrimination against women or girls at the national or sub-national level
* **GNDR-2** Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources (assets, credit, income or employment)
* **GNDR-4** Percentage of participants reporting increased agreement with the concept that males and females should have equal access to social, economic, and political resources and opportunities
* **GNDR-5** Number of legal instruments drafted, proposed, or adopted with USG assistance designed to improve prevention of or response to sexual and gender based violence at the national or sub-national level
* **GNDR-6** Number of people reached by a USG funded intervention providing GBV services (e.g., health, legal, psycho-social counseling, shelters, hotlines, other)
* **GNDR-8** Number of persons trained with USG assistance to advance outcomes consistent with gender equality or female empowerment through their roles in public or private sector institutions or organizations
* **GNDR-9** Number of training and capacity building activities conducted with USG assistance that are designed to promote the participation of women or the integration of gender perspectives in security sector institutions or activities.
* **GNDR-10** Number of local women participating in a substantive role or position in a peacebuilding process supported with USG assistance.

# 1.1: Project Beneficiaries

All projects are required to collect and report information for direct project beneficiaries. Direct is defined as those individuals who are impacted by the intervention.

The data for project beneficiaries must be disaggregated by gender and age, at a minimum. The data should be collected and reported throughout the lifecycle of your project (through quarterly reports) and in the final report upon project completion.

Please complete the “target” cell highlighted in blue below, and for at least one of the GNDR indicators.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Standard Indicator: Project Beneficiaries | Baseline | Target | Data Source | Data Disaggregation | Frequency |
| Number of individuals reached by a USG-funded intervention[[1]](#footnote-1) | 0 |  | Program reports | Gender (Women/Men)  Age (Child 5 – 11, Youth 12 – 17, Adult 18 – 30, Adult 31+) | Quarterly |

# 

# Section 2: Standard Programmatic Indicators

Refer to the Monitoring and Evaluation TemplateInstructions to complete the below template. Whenever possible please ensure that your Output and Results Indicators, Baselines, and Targets are quantitative figures.

*Note:*S/GWI recommends no more than three objectives, and at least one indicator per objective. If you have fewer than three indicators or fewer than three activities per objective, as in the template below, please feel free to delete rows as necessary. Additionally, an activity can have one or multiple indicators. The template can be changed to fit your work, and should only include indicators that will help manage and monitor your work or help S/GWI tell the global story of our funding (standard GNDR indicators are how we do this).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Goal:** | | | | | | | |
| **Objective 1:** | | | | | | | |
| **Results Indicators** | | **Baseline** | **Target** | **Data Source** | **Gender/Age Disaggregation[[2]](#footnote-2)** | **Other Disaggregation [[3]](#footnote-3)** | **Frequency of Data Collection** |
| 1a |  |  |  |  |  |  |  |
| 1b |  |  |  |  |  |  |  |
| 1c |  |  |  |  |  |  |  |

**Section 3: Learning Plan**

Through timelines or short descriptions, please describe how monitoring will be analyzed and how learning from monitoring will be incorporated through the implementation of the proposal. Please explain who is responsible for the iterative process and how it will be captured in reports.

| **No.** | **Activity** | **Output Indicator** | **Baseline** | **Target** | **Data Source** | **Gender/Age Disaggregation** | **Other Disaggregation** | **Frequency of Data Collection** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Objective 2:** | | | | | | | |
| **Results Indicators** | | **Baseline** | **Target** | **Data Source** | **Data Disaggregation** | **Other Disaggregation** | **Frequency of Data Collection** |
| 2a |  |  |  |  |  |  |  |
| 2b |  |  |  |  |  |  |  |
| 2c |  |  |  |  |  |  |  |

| **No.** | **Activity** | **Output Indicator** | **Baseline** | **Target** | **Data Source** | **Gender/Age Disaggregation** | **Other Disaggregation** | **Frequency of Data Collection** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Objective 3:** | | | | | | | |
| **Results Indicators** | | **Baseline** | **Target** | **Data Source** | **Data Disaggregation** | **Other Disaggregation** | **Frequency of Data Collection** |
| 3a |  |  |  |  |  |  |  |
| 3b |  |  |  |  |  |  |  |
| 3c |  |  |  |  |  |  |  |

| **No.** | **Activity** | **Output Indicator** | **Baseline** | **Target** | **Data Source** | **Gender/Age Disaggregation** | **Other Disaggregation** | **Frequency of Data Collection** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 3.2 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 3.3 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. This is just an example- please use at least one of the GNDR indicators in your proposal. [↑](#footnote-ref-1)
2. Data disaggregation by age and gender is mandatory in Part Two for the project specific MEL plan. Please use the following age ranges where applicable (Child 5 – 11; Youth 12 – 17; Adult 18 – 30; Adult 31+). [↑](#footnote-ref-2)
3. Other disaggregation can include any details on disaggregation that might be relevant, including location, rural vs. urban, type of policy, type of training, sector, etc. [↑](#footnote-ref-3)