

WORKSHEET 9.1: DEVELOPMENT OF AN M&E PLAN

Purpose: This worksheet provides a template that can be support the development of Steps 2 to 4 of the M&E plan (to insert the necessary information for the M&E plan (definition of indicators; definition of data collection methods and timeline; identification of roles and responsibilities)

Directions: Use the tables below to input the required data for your M&E plan

When completed, the first table can be shared with relevant partners to inform them of the data being collected, how and by whom.

When completed, the second table can be used to report regularly to the emergency response team and shape the intervention.

Please note that this worksheet is followed by a completed example that you can use as reference if necessary.

On the table below, list all program indicators, how they will be measured, when and by whom. When completed share with all emergency communication response partners.

Indicator	Data Source(s) for Measuring Indicator	How Measured	Frequency of Data Collection	Person Responsible/ Data Manager

The table below can be used to update the emergency coordination cell on key indicators. It can be designed on an excel spreadsheet to allow inclusion of data over the course of the whole emergency, not just up until Week 5, as presented below. Graphs and charts can be used to represent information visually.

Key Indicator	Baseline	Week 1	Week 2	Week 3	Week 4	Week 5

More information on how to make graphs and charts in excel can be found at:
<https://support.office.com/en-us/article/Create-a-chart-0baf399e-dd61-4e18-8a73-b3fd5d5680c2>