



SPHI MLE Community of Practice annual Meeting

PRESENTATION ON THE MLE Plan

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OBJECTIVES OF THE PRESENTATION

- To share with the team the importance of MLE Plan in project management
- The components and structure of the MLE plan
- To draw the linkage between the MLE plan and other MLE tools



Components of an M&E plan

- Narrative description*
- M&E Plan*, in “expanded” Logframe format
- Performance tracking table*
- M&E Activity Schedule
- Detailed baseline survey design

* = information required by the final Project design



Components of an M&E plan

→ Narrative description*

- brief description of the project background
- Target beneficiaries
- Objectives/ project goal, outcomes and outputs
- Project area of influence/ geographical area.
- Summary of implementation approach

* = information required by the final Project design



Components of an M&E plan

- Should include a description of the:
 - monitoring system
 - evaluation design
 - Data collection methodology
 - MIS (management information system)
 - reporting structure
 - personnel needed

Always keep an M&E plan simple and short



M&E Plan: Expanded Logframe

Requires information on:

indicator and indicator definition,
indicator, unit of measurement

- Baseline value
- End of project target
- Data type and data source
- Method of data collection or calculation
- Frequency and schedule of data collection
- Who is responsible

An “expanded” logframe is a simple way
to compile this information



Indicator Performance Tracking Table

- Baseline and targets should be based on secondary data, and updated after the baseline survey
- Targets should be set throughout the implementation period ie Year 1-----Yr5
- Each target should have corresponding column for Actuals
- The IPTT is updated annually with actuals after submitting and confirming annual report



Indicator Performance Tracking Table

| Indicator | Data source | Disaggregation | Baseline | Target (Y1) | Target (Yr2).. Y5 |
|-----------|-------------|----------------|----------|-------------|-------------------|
| | | | | | |
| | | | | | |



MLE implementation Plan

| M&E activity | Time frame | | | |
|---|------------|--------|--------|--------|
| | Year 1 | Year 2 | Year 3 | Year 4 |
| Development of M&E tools | | | | |
| Evaluation studies | | | | |
| M&E capacity building for project staff | | | | |



Data Quality Assessment Plan

| M&E system level | Focus of DQA | Frequency | Responsible person |
|--|--|-----------|------------------------------------|
| Country program M&E unit office and output | Review of the country M&E system Data and data tools Data collection methodology and other DQA parameters | Annual | DONOR /CP MLE personnel |
| Partner level M&E system and its outputs | Partner M&E system Review of data and data collection tools, methodology and other DQA parameters | Annual | CP/Donor /Partner MLE personnel |
| | | | |



M&E Plan Development GOLDEN RULES

- Always, **ALWAYS**, have at least one other person check what you have drafted
- Don't take "criticism" as a personal attack..... that is how we learn!
- Have **fun** with it, and remember why we do it.....



THANK YOU