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M&E Plan


Purpose: The M&E plan is required to support oversight functions with the timely collection and analysis of data for internal performance assessments and the substantive reporting on results. The M&E plan determines HOW indicators will be tracked for the measuring of results, and by WHEN and WHOM monitoring activities have to be accomplished. The M&E plan must be fully consistent with the results framework of the Strategic Plan, CPD and the project results framework.

Outcome/ Output Narrative	Indicator statement	Indicator Baseline; Target	Data Source/ MoV	Frequency of data collection	Data collection tool(s) used	Method of data collection	Responsibilities	Budget
Output I.1: Track results progress	Indicators: Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Baseline : 4 Target: 4	PMU and sub IPs	Quarterly, or in the frequency required for each indicator.		Physical visits and spot checks	Collection: Program M&E Officer/PMU Reporting: Program M&E Officer/PMU	1,600
Output 2: Monitor and Manage Risk	Indicators: Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and	Baseline : 2	PMU and sub IPs	Quarterly		Physical visits and spot checks	Collection: Program M&E Officer/PMU Reporting: Program M&E Officer/PMU	1,000

<p>plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be</p>	<p>Target: 2</p>	<p>Baseline : 0</p>	<p>Semi-annually</p>	<p>Physical visits and spot checks</p>	<p>Collection: Program M&E Officer/PMU</p> <p>Reporting: Program M&E Officer/PMU</p>	<p>894</p>
<p>Output 3: Learn</p> <p>Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.</p>	<p>Target: 2</p>	<p>Target: 2</p>	<p>Annually</p>	<p>Physical visits and spot checks</p>	<p>Collection: Program M&E Officer/PMU</p> <p>Reporting: Program M&E Officer/PMU</p>	<p>UNDP to provide</p>
<p>Output 4: Annual Project Quality Assurance</p> <p>The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.</p>	<p>Target: 1</p>	<p>Baseline : 1</p>	<p>Annually</p>	<p>Physical visits and spot checks</p>	<p>Collection: Program M&E Officer/PMU</p> <p>Reporting: Program M&E Officer/PMU</p>	<p>UNDP to provide</p>
<p>Output 5: Review and Make Course Corrections</p> <p>Internal review of data and evidence from all monitoring actions to inform decision making.</p>	<p>Target: 4</p>	<p>Baseline : 4</p>	<p>Quarterly</p>	<p>Physical visits and spot checks</p>	<p>Collection: Program M&E Officer/PMU</p> <p>Reporting: Program M&E Officer/PMU</p>	<p>UNDP to provide</p>
<p>Output 6: Project Report</p> <p>A progress report will be presented to the Project Board and key</p>	<p>Target: 4</p>	<p>Baseline : 4</p>	<p>Quarterly</p>	<p>Physical visits and spot checks</p>	<p>Collection: Program M&E Officer/PMU</p>	<p>For year 2021</p>

Output 7: Project Review (Project Board)	stakeholders, consisting of progress data showing the results achieved against the project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the	Target: 4 Baseline : 4		Quarterly		Physical visits and spot checks	Reporting: Program M&E Officer/PMU	For year 2021
		Target: 4		Quarterly			Collection: Program M&E Officer/PMU Reporting: Program M&E Officer/PMU	

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