**Workshop for new Biodiversity Challenge Funds Projects**

**Developing your M&E Plan**

During the workshop session, we asked you to work in small groups to consider the monitoring and evaluation (M&E) plan for your project. It can be helpful to work through this exercise with your project teams after the workshop too, so we wanted to make sure you had the templates available.

Below is a fairly basic but still comprehensive pro-forma M&E action plan. Working with your project team, and using indicators from your logframe, you can use this to prepare an M&E plan for your project. This can be a useful exercise to carry out with your project team at the start of your project to ensure everyone is familiar with the logframe and how you will be using it during your project.

At the same time, you may want to consider whether indicators could be made more ‘SMART’. Any changes to your logframe at the level of Impact, Outcome or Output should be agreed via the Change Request Process. Activity level changes do not need to be agreed unless there is associated rebudgeting or changes to higher-level elements of your project/logframe/indicators.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expected Results** **Chain** | **Indicators** | **Rationale** (how does this link to the Outcome/ Output?) | **Baseline** (if not yet established, outline when/how it will be) | **Targets** | **Data sources.** This could include primary or secondary data.  | **Methodolog**y (how will you measure achievement?)  | **Frequency** (how often will it be measured?) | **Templates** (how will data be recorded?) | **Budget allocation** | **Responsibility** (who will monitor progress towards this indicator/collect necessary data?) | **Additional Comments**  |
| *e.g. Outcome* | e.g. Outcome indicator 0.1 |  |  |  |  |  |  |  |  |  |  |
| *e.g. Output 2* | *e.g. Output Indicator 2.3* |  |  |  |  |  |  |  |  |  |  |