

ATTACHMENT 3.1

PAS M&E PERFORMANCE MONITORING PLAN (PMP): INSTRUCTIONS

1. The Problem Statement, Goal, Audience, and Objective(s) should be identical to the narrative in your proposal. Continuity across all documents is critical.
2. Activities should be the same as those activities discussed in your proposal. Only include one activity per box, aligning the activity with your outcome and output indicators.
3. An indicator “indicates” process or change. An output indicator is typically a simple count: # of hours, trainings, students, social media shares or likes, etc. These indicators are used as a basic accounting as to what has happened. An outcome indicator shows change over time and can be both qualitative or quantitative. These indicators may include percentage change (in understanding, perception, capacity, either increase or decrease), milestones, etc. **SEE INDICATOR REFERENCE BELOW**
4. Data Collection Methods vary. Some common data collection methods include:

Surveys Key Informant Interviews Baseline/2 nd Survey Polling Community interviews Focus Groups Pre/Post Test designs Social Media Analysis Count of likes, shares, etc.	Basic counts Case studies Stakeholder meetings Field observation visits Organizational Capacity Assessments Document/Film/Image review Most Significant Change Mobile/Technology Solutions Sentiment Analysis. Social Network Analysis
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CHOICE OF METHOD WILL BE BASED ON INDICATOR. There are several online resources on how to conduct the above.

5. Justification for the indicators you choose should follow the SMART criteria:

Specific: Clearly defined, objective, not subjective.

Measurable: Change can be demonstrated, quantifiable using available tools and methods.

Achievable: Fits within your capacity, budget and other resources.

Relevant: Tied to intended outputs & outcomes.

Time-Bound: Start and end point clearly defined.

Please formulate your justification in a simple, single statement.

6. Targets/Actuals: This document will be updated every quarterly report with this information. Input the Quarter of first reporting and the month range. Quarters and months are as follows:

Q1: Oct-Dec

Q2: Jan-March

Q3: April-June

Q4: July-September

If your program is more than a year, cut and paste the entire chart to a new page.

Target: An estimation is the intended results, as defined by the indicator. Ex. 75% increase from pre-to post-test; 65% of respondents agree further work is needed to ease tensions on the border; 10 workshops were conducted.

Actual: This column is for reporting what occurred.

7. How the total of targets is calculated will be determined by the variable. Leave these blank for your GOR to calculate.

Key Terms:

Goal	The higher-order desired outcome to which a project or program is intended to contribute. A goal should be lofty in nature and not resource-dependent. Many projects can contribute to the same goal.
Objective	A statement of the condition or state one expects to achieve. Objectives should be concrete, time-bound, and measureable and viewed as targets. Follow SMART criteria (see below).
Outcomes	The result or effect that is caused by or attributable to program or activity. Outcomes may be short-term or long-term, intended or unintended, positive or negative, direct or indirect.
Activities	The actions you intend to conduct (training, workshops, screenings, campaigns, etc.) in order to reach your objectives and goals.
Outputs	Outputs are the products, goods, and services which result from activities. Ex: # of workshops, training hours, pamphlets, social media groups/posts, etc.
Indicator	A particular characteristic or dimension used to measure intended changes. Indicators are used to observe progress and measure actual results compared to expected results (targets). Indicators answer “how” or “whether” a project is progressing toward associated objectives. Indicators should be expressed quantitatively and should be objective and measureable (e.g. numeric value, percentages, indices). Examples of indicators include: number of gender-based violence survivors provided social support services; percent change in knowledge about investigative journalism; % of participants who feel the training is relevant to their career; 100% of milestone 4 achieved.
Target	An expected value or level for an indicator, at a specified point in time in the future. The target shows the level of achievement that is expected in order for results to occur. Targets are compared against actual results. A target is defined for each indicator as part of the M&E PMP. Related terms: Benchmark, Milestone
Method	Methods, sometimes called tools, are the processes one uses to collect data that is used to inform indicators. They can include both qualitative and quantitative processes, however indicators themselves must be in quantitative form. For example, one may hold focus groups, a qualitative methodology, to determine perceptions of a countering violent extremism program, however the data extracted may show that 50% of the focus group participants discussed negative perceptions of the programming: Your indicator is “perception of CVE” and your actual result is 50%. A method is used to collect evidence to show you’ve achieved your PMP’s targets.