Monitoring and Evaluation Plan Template

Objectives

This section should outline the objectives of your Monitoring and Evaluation (M&E) plan.

Monitoring objectives will include: outlining what indicators are to be used; details of the monitoring system is to be used; and how WEFO requirements for reporting are to be met.

Evaluation objectives will include: outlining what evaluation activity is to be undertaken; how WEFO requirements are to be met; and how evaluation activity will be implemented.

WEFO Requirements

All project sponsors are required to report progress to WEFO against a number of indicators. The data reported to WEFO will be used by the Programme Monitoring Committee (PMC) and the European Commission to monitor Programme progress. To fulfil the requirements of Article 66(2) and Article 37(1c) of Regulation 1083/2006, and Annex XXIII of Regulation 1828/2006, projects will be required to report category breakdown data, where required, through participant and enterprise-level databases.

All project sponsors are required to undertake or commission evaluations of their projects. All projects awarded £2 million grant or more (ESF or ERDF) for a single project and all projects involved in implementing ERDF supported innovative or experimental actions and all projects identified as innovative under Article 7 of Regulation 1081/2006 are required to have their project evaluated by independent contractors. Projects which fall below this threshold may still wish to appoint external contractors because of the independent perspective they can provide.

Lessons Learned from Previous Projects

This section should outline the sponsor's experience of project monitoring and what lessons have arisen as a result of this. Evaluations of previous projects may have made recommendations on project monitoring that may be taken forward in monitoring the current project. This section should also outline how these lessons are to be carried forward into monitoring the current project. If a project undertakes a process evaluation during the project's implementation it may make recommendations on project monitoring which the project sponsor would then wish to consider implementing.

This section should outline the sponsor's experience of project evaluation and what lessons arise from those evaluations. This section should also outline how these lessons are to be carried forward into evaluating the current project. Sponsors should also consider recommendations arising from any previous evaluation. If the sponsor has no previous experience of project evaluation it may with to undertake a desk review of evaluations undertaken in similar projects and present potential lessons in this section.

Implementation

Monitoring

This section should contain details on how the project sponsor will implement the project's monitoring arrangements, with details presented for each of the following:

- ***Indicators***

This section should contain the indicators selected from the list of Priority-level indicators provided in the Operational Programme (OP). The Strategic Framework documents highlight the indicators which may be of particular relevance to your project. Further guidance on selecting indicators can be found in the Monitoring and Evaluation guidance.

- ***Forecasting***

This section should outline how the project sponsor plans to calculate the forecast data for each of the Priority-level indicators that it has selected. As forecasts will be needed for set points throughout the lifetime of the project, which will be agreed with the WEFO Project Development Officer, an indicative timetable should be included here. Further guidance on forecasting can be found in the Monitoring and Evaluation guidance.

- ***Monitoring system***

This section should identify what monitoring system the project sponsor is or will be adopting to hold the project monitoring data, and include details such as the type and size of the Database. The project sponsor may need to create a monitoring system or adopt an existing one used by a previous project. The project sponsor should also outline how data will be backed-up and how monitoring evidence will be stored. Further guidance on creating monitoring systems can be found in the Monitoring and Evaluation guidance.

- ***Data quality***

This section should identify what steps the project will take to ensure data quality. For example, will the monitoring system include built-in validation checks or cross-referencing? Will checks be made manually, and if so, will this consist of random checks or will all data be checked? What information will be included on any Participant or Enterprise data collection form? You should ensure that any Participant or Enterprise data collection form enables you to meet your data collection and monitoring requirements.

- ***Reporting arrangements***

This section should provide details of the proposed delivery profile and details of the proposed timetable for reporting progress against your indicators to WEFO. This will need to be agreed later with your WEFO Project

Development Officer. This section should also outline the frequency and method for reporting progress of the project to key project stakeholders.

- ***Additional monitoring information***

This section should outline any additional monitoring information that the project sponsor may wish to collect which may be useful, and may assist with project evaluation and better project management. Details of the system that will be used to collect this information may also be outlined here.

Evaluation

This section should contain a list of all evaluations to be carried out, with the following details presented for each one:

- ***Evaluation questions to be addressed and proposed methodology***

This section should outline what evaluation questions will be addressed and what methodology will be used to address each question. Suggested evaluation questions for different types of evaluations can be found in the Monitoring and Evaluation guidance. This provides an indication of the scope of the evaluation.

- ***Potential use of evaluation***

This section should identify who are the stakeholders of the evaluation and how will the evaluation be disseminated. This section should also outline how evaluation results will be followed up and how implementation of recommendations will be reviewed.

- ***Indicative timetable***

This section should outline the key milestone dates (only broadly, e.g. May 2009) for the evaluation, including: completion of terms of reference, procurement deadline if externally contracted, interim report, draft report, final report, date of any dissemination events or publication.

- ***External or internal evaluation***

This section should outline whether the evaluation is to be undertaken internally or contracted. If some parts of the evaluation are to undertaken internally and other parts contracted, this section should provide an outline of who will do what (when these different parts are to be delivered should be outlined above).

- ***Resources planned for each evaluation***

This section should outline what resources are to be allocated to the evaluation, including: financial resources planned for the evaluation and

details of allocation of staff (including staff time and job titles) to undertaking (for an internal evaluation) or managing (for an external evaluation)

- ***Monitoring arrangements***

This section should outline how progress with the evaluation is to be monitored, including details of: frequency of meetings with contractor (if an external evaluator) or with colleagues responsible for evaluation (if internal evaluation); inception and interim reports; and membership and protocol or terms of reference of an evaluation steering group.