

Step 4: Summarize in the EAP M&E plan

Based on the prioritized impacts and early actions that were selected, M&E capacity of the National Society and goals of the FbF system, and following the preceding steps, summarize in an M&E plan what indicators will be used to measure early action impact, how and when the required data will be collected, and who will collect it, analyze it, report and disseminate.

- Tool: [FbF M&E plan example & M&E plan template](#)
- Resource: [Recap on what is an M&E plan and why you should have one](#) (IFRC M&E Guide, p. 32)

Based on your M&E plan, develop the **data collection tools** (monitoring forms, questionnaires, checklists, etc.) and **set up the processes for data collection**.

- [TOR template for project statistician](#)
- [TOR template for survey firm/academic partner](#)



M&E Tasks and Tools

FbF M&E Plan

- Tool: [FbF M&E plan example & M&E plan template](#)
- Resource: [Recap on what is an M&E plan and why you should have one](#) (IFRC M&E Guide, p. 32)

Theory of Change (per action), from EAP (Table 1)

| Areas of focus (sector) | Risk | Action | Outputs | Short-term outcomes | Long-term outcomes | Available capacities to implement action |
|-------------------------|---|---|--|---|--|--|
| Health | X% of the population in the target areas affected by a diarrheal disease outbreak during/after a flood event. | Distribute chlorine containers at HH level. | Population in flood-prone area equipped with chlorine for water purification, to ensure clean water access during/after flood event. | Proportion of population in target area suffering from diarrheal diseases is reduced. | A healthy population is able to attend school and work more regularly given the reduced impact of disasters. | Local suppliers of water treatment tablets Volunteer network of more than X volunteers per branch. |

The IFRC seven areas of focus are: DRR, Shelter, livelihoods and basic needs, health, WASH, Protection Gender and Inclusion, Migration.

M&E Plan (Table 2)

Here you can download a hypothetical example of a M&E Plan.