# FbF M&E Plan Template

Please refer to the [FbF M&E Guide](https://docs.google.com/document/d/196BKsdtdFfWwdDWhlbXTNLmYSi9NPCShSnOMadQSpVc/edit), and the resources referenced therein, for general instructions on using an M&E plan.

An M&E Plan is a table that builds upon a project/programme's [logframe](https://docs.google.com/document/d/1RikS4y9WQk42o7cgl_ucKZJcz2MuI29XmhsMNhz6zKk/edit) to describe M&E requirements for each indicator and assumption. It allows implementers to track progress towards achieving specific results. See also the [IFRC M&E plan template](http://www.ifrc.org/Global/Publications/monitoring/IFRC-ME-Plan-template-example-instructions-6Apr11.doc) which contains many useful examples.

An [example of a completed FbF M&E plan](https://docs.google.com/document/d/1CeaTSs8ztOO2NXR8oyNzIBEjEQ80-yHyjZk4xijlhIw/edit) for a hypothetical FbF project is available [here](https://docs.google.com/document/d/1CeaTSs8ztOO2NXR8oyNzIBEjEQ80-yHyjZk4xijlhIw/edit).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **M&E Plan: [Country Name] [FbF Programme/Project Name] [Start date - end date]** | | | | | |
| **INDICATOR** | **INDICATOR DEFINITION**  **(& unit of measurement)** | **DATA COLLECTION METHODS / SOURCES** | **FREQUENCY & SCHEDULE** | **RESPONSIBILITIES** | **INFORMATION USE / AUDIENCE** |
| **IMPACT (GOAL):** | | | | | |
| **Indicator I.1:** |  |  |  |  |  |
| **Indicator I.2:** |  |  |  |  |  |
| **Outcome 1 (FbF System):** | | | | | |
| **Indicator 1.1:** |  |  |  |  |  |
| **Indicator 1.2:** |  |  |  |  |  |
| **Indicator 1.3:** |  |  |  |  |  |
| **Output 1.1:** | | | | | |
| **Indicator 1.1.1:** |  |  |  |  |  |
| **Indicator 1.1.2:** |  |  |  |  |  |
| **Output 1.2:** | | | | | |
| **Indicator 1.2.1:** |  |  |  |  |  |
| **Indicator 1.2.2:** |  |  |  |  |  |
| **Indicator 1.2.3:** |  |  |  |  |  |
| **Output 1.3:** | | | | | |
| **Indicator 1.3.1:** |  |  |  |  |  |
| **After the FbF system (above) has been set up, the logframe can be populated for each EAP:** | | | | | |
| **Outcome 2 (EAP A: \_\_\_\_\_\_):** | | | | | |
| **Indicator 2.1:** |  |  |  |  |  |
| **Indicator 2.2:** |  |  |  |  |  |
| **Output 2.1:** | | | | | |
| **Indicator 2.1.1:** |  |  |  |  |  |
| **Output 2.2:** | | | | | |
| **Indicator 2.2.1:** |  |  |  |  |  |
| **Indicator 2.2.2:** |  |  |  |  |  |
| **Outcome 3 (EAP B:\_\_\_\_\_\_\_):** | | | | | |
| **Indicator 3.1:** |  |  |  |  |  |
| **Indicator 3.2:** |  |  |  |  |  |
| **Output 3.1:** | | | | | |
| **Indicator 3.1.1:** |  |  |  |  |  |
| **Output 3.2:** | | | | | |
| **Indicator 3.2.1:** |  |  |  |  |  |
| *Continue adding results and indicators according to the programme / project logframe.* | | | | | |
| ... |  |  |  |  |  |