**MPCA Monitoring and Evaluation Plan**

*[THIS IS A TEMPLATE - Anything in green font and brackets is instructional text that should be replaced or deleted. The template is based on the* [*USAID BHA Emergency M&E Guidance*](https://www.usaid.gov/humanitarian-assistance/partner-with-us/bha-emergency-guidelines) *and includes a number of direct excerpts.]*

**[Country and name of award], [award start and end date]**

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# MONITORING APPROACH

# MEAL Focal Point

Full Name, Title, and Email

# Data Collection Methods

## Output monitoring

Output data, disaggregated by sex and age as relevant, will be collected regularly during each activity using a variety of activity-specific forms. The data will be analysed and used on at least a [monthly] basis to ensure that activities are on track and to make adjustments as necessary. Output data will also be used for donor reporting. See the ITT for the list of all output indicators, along with the specific data collection method, data source, data collection frequency, and disaggregates. [Optionally, you can mention the specific routine output monitoring tools that you will use such as registration forms, training attendance sheets, health clinic logs, cash distribution records, etc.]

## Outcome monitoring

Outcomes will be monitored primarily through the baseline and endline surveys. This data will be used to determine the effectiveness of the activities at achieving program goals and purposes. See the ITT for the list of all outcome indicators, along with the specific data collection method, data source, data collection frequency, and disaggregates. [Optionally, mention any other data sources used to collect outcome data such as health clinic records or other surveys.]

## Process monitoring

Process data will be collected and used to make immediate, real-time adjustments to the quality of activity implementation. Process monitoring activities will include on-site MPCA distribution monitoring, post-distribution monitoring, and [enter any other process monitoring processes such as participant focus group discussions, site visits, etc.]

### *Post-distribution monitoring (PDM)*

The purpose of quantitative PDM surveys is to monitor participants' satisfaction with distributed cash, timeliness of the assistance, participants’ perception about gender and protection considerations, safety and security, access to and effectiveness of participant feedback loops and other factors associated with the transfer of the entitlement.

The tool used for data collection will be a standardized PDM questionnaire, administered using [enter details on the software or technologies used for data collection – for example, KoBo Toolbox on Android tablet devices].

1. PDM Data collection frequency:

PDM data will be collected at least [2 weeks] after the first distribution and then [enter frequency – options include after every distribution, monthly, or quarterly].

1. PDM Sampling and sample size:

[Below is a suggested design. However, other viable options include a panel design using the same beneficiaries as were surveyed during the baseline. PDM sample sizes must be logistically feasible for the team to complete within 10 working days or less, as they should be analysed quickly and used for real-time decision making.]

The PDM will use a two-stage cluster design as the sampling methodology, as detailed in the [Sept. 2018 USAID Beneficiary-Based Sampling Guidance](https://pdf.usaid.gov/pdf_docs/PA00TBMK.pdf). The first stage of sampling will be the selection of villages from a sampling frame of all targeted villages using systematic probability proportional-to-size (PPS) sampling. The second stage of sampling will include the selection of households from a sampling frame of all beneficiary households within the selected villages. [State whether the same sample of villages and beneficiaries will be used for every PDM (ie. panel style), or whether a fresh new sample will be selected for each PDM.]

The sample size for the PDM will be calculated using formula 3 and 4 on the FANTA and USAID “Sample Size Calculation Cheat Sheet” that was shared as part of the USAID FFP 2017 Annual Monitoring Workshop.[[1]](#footnote-2) The formulas are summarized below.

FORMULA 3: Sample size formula for a single point-in-time estimator of a proportion:

where

* + *z*= critical value of normal distribution (typically use *z*= 1.96)
  + *P*= estimate of proportion from prior survey [select a key outcome indicator that is related to the distributed goods]
  + *MOE* = margin of error = *p* =acceptable percentage error
  + *p*=0.1

FORMULA 4: Three adjustments to the initial sample size to arrive at a final sample size

* FPC = Finite Population Correction adjustment
  + Need to make adjustment for populations that are small relative to initial sample size (i.e., when >
  + But if < , just set FPC =1
* DEFF = Design Effect (DEFF) adjustment
  + Needed for two-stage cluster survey designs
  + In absence of prior information, use DEFF =2
* = Individual beneficiary non-response adjustment
  + In absence of prior information, assume 5% non-response

or NR = 1/(1-0.05)=1.052

[Calculate and state the sample size here.]

## Remote Management and Monitoring [Required only if conducting remote monitoring – otherwise DELETE]

Consider the following key principles:

* Prioritize “Do No Harm” for partner staff and beneficiaries.
* Pause or reduce monitoring of non-critical or non-life-saving activities, and revisit monitoring approaches regularly.
* Assess risk and burden on staff, communities, and beneficiaries of remote data collection.
* Update data collection tools and protocols to limit proximity, frequency and duration of face-to-face contact.
* Modify timeline or data collection methods for planned evaluations.
* Plan for capacity building and technical support for M&E staff and enumerators to ensure staff can execute modified and remote data collection methods.

## Context Monitoring

[The systematic collection of information about conditions and external factors relevant to the implementation and performance of an activity. This includes information about local conditions that may directly affect implementation and performance, markets, conflicts, seasonal natural hazards, or external factors that may indirectly affect implementation and performance (such as macroeconomic, social, security or political conditions). Should be used to monitor assumptions and risks identified in an activity’s indicator table.]

## *Market price monitoring (MPM)*

Market monitoring is necessary to track changes in the availability and average price of the MPCA MEB commodities in the primary market areas where program operations are occurring. It also provides the team with information that can be used to determine whether distributions are causing local inflation or changes in prices, and to adjust programming accordingly. The market monitoring data will be used to determine whether any adaptations are needed to distributions and related activities. [Describe how the MPM data will be used to determine whether the MPCA transfer values are sufficient to cover households’ basic needs and MEB as outlined in the proposal. Describe any thresholds that would trigger cash transfer value changes.]

The tool used for data collection will be [describe whether you will use secondary or primary data. If it’s secondary data, include the specific sources and web links as relevant. If it’s primary data, include the specific software and devices to be used.]

The following commodities will be tracked:

* [List the relevant MPCA MEB commodities and quantities here in bulleted form]

1. MPM Data collection frequency:

Market monitoring data will be collected [enter frequency].

1. MPM Sampling and sample size:

[If collecting primary data, it is recommended to use the 2020 CRS [MARKit price monitoring, analysis, and response kit](https://www.crs.org/our-work-overseas/research-publications/markit-crs-market-monitoring-analysis-and-response-kit-2nd). Following this sampling, the team would purposively collect data from at least one central market, one regional market, 3-5 intervention markets close to targeted villages, and one comparison market. In each market, ~3 traders would be interviewed.]

# Monitoring Limitations & Mitigating Measures

[State any limitations or programmatic risks that exist within the monitoring approach that may influence the ability to collect and manage data or the achievement of activity results, including limitations related to remote management. For every limitation or risk, provide a mitigating measure to overcome the limitation.]

# Data Utilization Plan

Data utilization depends on the type of data collected. See Section A for details on data utilization for each specific type of data collection. In addition, data will be compiled across the various sources on at least a [quarterly] basis for review and decision-making by the program director, M&E lead, technical advisors, and operational lead.

# Accountability to Affected Populations (AAP)

See the Accountability to Affected Populations (AAP) Plan (Annex B) for specific details on how the program will collect, monitor, address, and incorporate beneficiary feedback throughout the activity to improve the quality of programming. The AAP Plan also includes information on the participation of marginalized and vulnerable groups.

# Data Management and Safeguarding

## Data quality assurance procedures

The M&E system is designed to produce data that reflects the [five key data quality attributes](https://www.fantaproject.org/sites/default/files/resources/Handouts_DQA-webinar-Mar2016.pdf): valid representation of performance, integrity of data free from manipulation, precision of data, reliability of data, and timeliness of data collection and reporting.

[State the country office position that will be responsible for data quality] will also conduct informal data quality checks and observational field visits at least [state frequency: once, monthly, quarterly] during the program, and will share recommendations for improvements with the M&E and technical teams.

The program will use [mobile data collection], with skip logic as appropriate, to reduce errors in transcription and processing of the data. The program will also verify and validate the data collected by the M&E system through systematic review of the collected data to compare values across time and location to flag outliers. [Enter any additional data verification and validation procedures, such as photos of the beneficiary head of household/primary recipient, etc.]

## Data protection and security

As part of registration and routine monitoring, beneficiaries’ personally identifiable information (PII) such as [enter details on what personally identifiable information will be collected, for example first and last name, beneficiary number, phone number, photo, GPS location of household, etc.] will be collected to enable the project team to provide services to beneficiaries and report on reach. The program commits to collect only the minimum amount of PII necessary for program implementation and reporting.

Access to beneficiary PII will be limited to those staff members that need this data to perform their work. All digital beneficiary data will be stored on password-protected computers and/or in a password-protected online database. Passwords will be changed in cases of staff turnover. Any paper forms with beneficiary PII will be stored in locked filing cabinets.

[Enter details on any external partners who will have access to beneficiary PII data, such as mobile money providers or banks. Make sure these partners abide by the organization’s personal data protection policy as well.]

# Learning (optional)

* Include description of how learning from other projects is included in this project (if applicable)
* Include how the team will capture learning from this project (e.g. lessons learning sessions planned) and show how findings will be captured, actioned and fed into overall organizational learning
* Include how the team will use this information for decision making, dissemination and learning

# M&E Staffing

[State the name and titles of the M&E staff that will work on this program. Or if you have a M&E staff organogram, you can just include this as an annex and delete this section from the narrative.

We generally recommend the following minimum staffing for large (~$5 million or more) MPCA awards, although titles and availability vary widely from country to country:

**1 CO Head of M&E** for data quality checks and deliverable review as needed: 5-10% LOE

**1 M&E Manager:** 100% LOE

**1 M&E Officer** in each regional office (if relevant): Ideally 50% or more LOE

**2+ M&E Assistants** per regional office (if relevant), or else program staff that will collect the routine data: at least 10% LOE

**Accountability staff member**: At least 5%-10% LOE

**HQ M&E TA** as appropriate to help with M&E start-up, compliance to donor M&E requirements, and report review

# M&E Budget

In addition to staffing, the following M&E equipment and activities have been included in the program budget:

* [**The recommended budget for M&E staffing, equipment, and activities is 3%-5% of the overall program budget.** List in bullet points the various M&E equipment and activities that have been included in the budget, but do not include the dollar value since this will be included in the award budget. This may include things like:
  + Android tablets for data collection;
  + Scales for weighing commodities for market monitoring (especially important if the MPCA MEB includes food);
  + Hired enumerators for the baseline, endline, and/or final evaluation;
  + Consultant fees for the baseline, endline, and/or final evaluation, if using an external team leader;
  + Other consultant fees for research studies, etc.;
  + Monthly or quarterly “pause and reflect” meetings to go over the data and decide how to use it for program improvement;
  + All other costs related to the PDMs and market monitoring ]

# Abbreviated SOW for Baseline and Endline

**1. METHODS**

[Describe the baseline and endline data collection method(s). Methods for baseline and endline should be the same in order to enable comparison. Describe whether you plan to use quantitative, qualitative, or a mixed methods approach. Data collection methods must adhere to those presented in the PIRS.]

**1.1 Quantitative Methods**

[Based on the PIRS, identify the indicators for which quantitative baseline and endline survey data will be collected. Specify whether a survey will be administered to program participants or the general population of the communities being served:

a) Beneficiary-based survey: Beneficiary-based surveys (BBSs) are conducted among the target population that will receive goods and services from an activity.

b) Population-based survey**:** In cases where the program is implementing community-level interventions such as repairing or installing water points that will benefit the community, a population-based survey (PBS) may be conducted.]

**1.1.1 Sampling Plan:**

**a) Sample frame:** [Describe the overall sample frame from which you will draw a subset of individuals, households, or communities. For example: all beneficiaries of a specific activity, all beneficiaries receiving conditional transfers, all health clinics covered by an intervention, or all communities where WASH infrastructure was built.

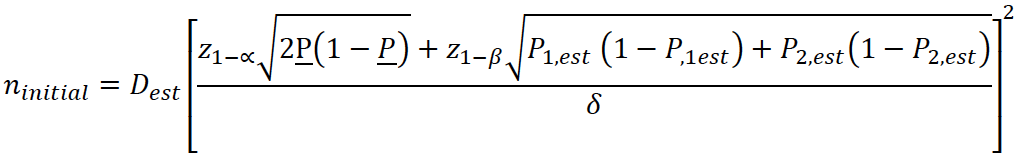
If using multiple sampling frames, you may use this table – although it is not required].

|  |  |  |  |
| --- | --- | --- | --- |
| *Outcome indicator* | *Intervention (e.g. Cash transfer, IYCF)* | *Target Group (e.g. all households, women of reproductive age)* | *Target Number of People, Households, or Communities in Sampling Frame* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**b) Sampling strategy:** *[For a representative survey, describe whether you will use: 1) One-stage Simple Random Sample (SRS) or 2) Two-stage Cluster Sampling.]*

**c) Sample size calculation:** *[Describe how you will calculate the number of respondents for the survey, and include the confidence level and margin of error.*

*For calculating the sample size, it’s a good idea to use indicators expressed as proportion or percentage as “key indicators,” rather than indicators expressed as a mean or total. The formula for calculating sample sizes for indicators expressed as proportion is:*



*For awards using multiple key outcome indicators to generate sample size, you may use the table below.]*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Indicator | P1 | P2 | Conf. Level | Power | Design Effect | Initial sample size needed | Indicator Type  (individual or household) | % of  Pop (if relevant) | Average  HH Size (if relevant) | Non-Response % | Calc. Sample size |
| *Recommended values* | *0.5* | *Base on targets* | *95% (1.64)* | *80% (0.84)* | *1 or 2* |  |  |  |  |  |  |
| Indicator #1 |  |  |  |  |  |  |  |  |  |  |  |
| Indicator #2 |  |  |  |  |  |  |  |  |  |  |  |
| Indicator #3 |  |  |  |  |  |  |  |  |  |  |  |

**1.2 Qualitative Methods (OPTIONAL)**

[Describe any planned qualitative data collection methods, such as semi-structured in-depth interviews, group discussions, and observation. Include:

* Estimated number of sample communities, groups, and/or individuals.
* Describe how you will select sample sites or sample groups (typically using non-probabilistic sampling methods such as purposive sampling, convenience, or snowball sampling depending on the objectives).]

**2. ANALYSIS PLAN**

[Explain how baseline and endline data will be analyzed and compared. For quantitative surveys, describe how the baseline and endline data will be statistically compared, as appropriate. For some indicators using probabilistic sampling, detecting change(s) requires using a statistical package (i.e SPSS, Stata, SAS, CSPro, or other statistical application) and conducting a test of difference.]

**3. TIMEFRAME**

[Describe the planned timing for collecting baseline and endline data, including the approximate month. If a “rolling” baseline is proposed, identify when each stage of data collection will occur.]

**4. DATA SOURCES**

[Specify if primary data will be collected at the population-level of the implementation area or limited to direct beneficiaries and/or other stakeholders (e.g. local authorities and community members). Describe any secondary data that will be used, such as health facility registries, local market information, local government or administrative datasets.]

**5. LOCATIONS**

[Present the geographic location for data collection; this should align with intervention areas outlined in the technical narrative of the application.]

**6. PEOPLE RESPONSIBLE**

[Identify which position(s) or team(s) will be responsible for gathering the baseline and endline data, and whether data collection will be conducted internally or led by an external consultant. If an external consultant will be hired, please provide a brief summary of the required qualifications.]

**7. LIMITATIONS AND MITIGATING MEASURES**

[Describe expected limitations or challenges for data collection. Propose a specific plan or mitigating strategies to overcome each limitation.]

# EVALUATION APPROACH [Only required if full final evaluation is planned – otherwise, DELETE entire section]

# Abbreviated SOW for Evaluation

1. **Evaluation Purpose**

[Briefly describe the purpose of the final evaluation and how the results will be used. For example, the following are illustrative examples of USAID BHA-approved evaluation purposes:

a) The effectiveness and relevance of MPCA activities in relation to the activity’s goal, purposes, results, and targets (building on the quantitative baseline/endline data.)

b) The activity’s effects on local markets, and how it affected certain groups of interest.

c) The effectiveness and relevance of the modality, transfers, and complementary interventions to achieve activity outcomes.

d) Identifying best practices, lessons learned, strengths, and challenges in the activity design and implementation for achieving project achievements.]

1. **Evaluation Type**

[Consider real-time, formative, and summative performance evaluations at any point during the life of the activity. Impact evaluations may also be used in certain cases for MPCA programs.]

1. **Evaluation Questions**

[Evaluation questions should be relevant to the evaluation purpose and tied to the decisions they are intended to inform. Limit evaluation questions to five or fewer. Ensure gender integration into the questions, where appropriate. Consider using the OECD DAC evaluation criteria (<https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>).]

1. **Evaluation Methods**

[Describe whether the evaluation uses qualitative, quantitative, and/or mixed methods. Briefly describe the evaluation methods and ensure that suggested methods are appropriate to the evaluation questions.

● For quantitative surveys, briefly describe the sampling methodology. If the evaluation will use the quantitative baseline/endline data, you can simply refer to the relevant section from earlier in this SOW.

● For qualitative approaches, briefly describe the approach to sampling. If already addressed in the baseline/endline SOW above, simply refer back to that.]

1. **Evaluation Timeline**

[State the expected period of performance, identifying any specific dates that need to be incorporated in the evaluation plan.]

1. **Evaluation Findings Dissemination Plan**

[Describe the plan for sharing the findings from the evaluation with impacted communities and other stakeholders.]

1. **Evaluator Profile**

[Briefly describe the intended size of the evaluation team and the specific qualifications that the team members should possess. These skills may include evaluation or methodological expertise, regional or country experience, language skills, management skills, and/or technical subject matter expertise.]

# Annexes

## *Annex A – Indicator Tracking Table / Logframe*

See attachment.

## *Annex B – Accountability to Affected Populations (AAP) Plan*

See attachment.

1. USAID, FANTA, & FHI360. “Sample Size Calculation Cheat Sheet.” Pg. 6. <https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=2ahUKEwiK1rvsqMrcAhVF16QKHf_8COgQFjAAegQIABAC&url=http%3A%2F%2Fwww.fsnnetwork.org%2Fsites%2Fdefault%2Ffiles%2FFFP%2520Annual%2520Monitoring%2520Workshop%2520-%2520Sample%2520Size%2520Computation%2520Exercise%2520ANSWER%2520KEY%2520Sept%25202017.docx&usg=AOvVaw1f63authblOMQoe-xIqlG8> [↑](#footnote-ref-2)