



Monitoring and Evaluation Framework

FRD MONITORING AND EVALUATION FRAMEWORK

Foundation for Rural Development



Monitoring and Evaluation Framework

The framework is designed to enable organizational actors to better monitor and evaluate the progress, and processes of programmatic aspects of all projects with the following specific objective.

- Enable Project manager and higher management to take timely corrective measure (collect evidence for information and decisions making)
- Capture and share learning of entire implementation process of all Projects.
- Meet information and reporting needs of donors, Senior Management Team (SMT), community, partners, etc.

Basis and Considerations for M & E Framework:

- **Project Log frame** (Goals, Specific Objectives, Outcomes and the Indicators) given in the Project Proposals, Which is to be enriched with baseline values and targets set in consultation with donors)
- **Work plans Annual, Quarterly and Monthly** work plans agreed in the project proposal as well as MoU between FRD and its donors for concerned project.
- **Agreed terms and conditions In the MOUs** Agreed terms and conditions about general proceedings as well as the budgetary proceedings in the MOUs signed between FRD and its donors.
- **Baseline Survey** Base line Survey to be conducted at the start of all new projects in the target areas. That shall reveal the status of the beneficiaries before the start of the activity covering all the aspects related with the goals and the Objectives of the Project and would be a tool to gauge the progress.
- **Monitoring and Evaluation** Requirements agreed in the project proposals with donors



Monitoring and Evaluation Framework

Records To be maintained:

- Progress review and reflection reports; on the agreed upon formats; on monthly, quarterly and yearly basis would be prepared by concerned manager and shared with MER section. The section shall further review the shared reports and with its own technical inputs share that report with concerned donor.
- Case studies & success stories shall be forwarded by the concerned manager to MER section for its input. The section shall maintain and share the same with donors.
- Photographs of the events along with the press clippings would be maintained by Media section and would be shared with donors as and when required.
- Field Visit Reports (monitoring reports) would be documented properly by all monitors (including MER section monitors, concerned managers, monitoring teams, etc) and information shall be dismantled to higher management for feedback, further action and follow-up.
- Events shall be recorded on the event report formats and shared with MER and HRD Sections.
- Records and Profiles of the Community Organizations are to be maintained by project staff where as monitoring staff would check the records during the field visits.

Foundation for Rural Development



Monitoring and Evaluation Framework

Areas of to be Observed During Process of Operational (Project) Monitoring: *(to be covered during monitoring process and to be reported in the monitoring visit report format attached as ANNEX-1)*

1. Programme

- Programme Progress (activity or objective wise)
- Qualitative and quantitative achievements
- Coordination with other agencies / stakeholders
- Community feedback on the programme
- Project documentation (Reports, plans and data base management)

2. Project Process

- Transparency & Accountability (Involvement/strengthening and empowerment of social audit groups, display of open information boards, Holding of public assemblies, their outcomes and sharing with stakeholders promoting knowledge of the project,)
- Inclusion and Participation of poorest excluded groups.
- Selection process of beneficiaries (How do the activities being undertaken relate to the needs assessment?)
- What actions are we putting in place to facilitate community participation and ownership?
- Women Rights and protection perspective's

3. Reflections

- Issues / challenges/Risks (Internal / external) –
 - o What are the biggest current obstacles to the achievements of the project/implementation of the planned activities?
- Learning
- Critical observations and findings

4. Changes in original plan / project implementation with Recommendations and Actions

- Action Plan
 - o What (What changes can be made to make the programme more effective?)
 - o When and Why
 - o How and who decided



Monitoring and Evaluation Framework

Annex A

FRD Pakistan

Activity and Events Update/Reporting Matrix

Location	
Related Theme	
Activity Name	
Objective of Activity	
Date of Activity/Event	
Reported By	
Description of Update	
Results	
Way Forward/Action Point	
Attachments	Photos, case studies, quotations, any other data

Number of Beneficiaries Reached through this Activity (Directly or Indirectly)

Children > 15	Youth > 25	Men <25	Women <25	Minorities	Other (Please Specify)



Monitoring and Evaluation Framework

Annex B

FRD Pakistan VISIT/MONITORING REPORT

1. Name and Designation of the Person:
2. Place of Visit: (Please specify the location e.g. regional office, to visit or village location or Camp etc.)
3. Date and Duration of Visit:
4. Reporting Date:

5.:Objective of the Visit	6. Activities Undertaken	7. Objectives Achieved (Major findings of the Visit):
1. A 2. B 3. C 4. D 5. n	1. A 2. B 3. C 4. D 5. n	1. A 2. B 3. C 4. D 5. n

8. Critical Observations/Challenges Faced/ Shared Lesson Learned:
<ul style="list-style-type: none">• A• B• C• n

9.Follow Up Actions	10. Responsibility and Timeframe	11. Recommendations
6. A 7. B 8. C 9. D 10. n	6. A 7. B 8. C 9. D 10. n	6. A 7. B 8. C 9. D 10. n



Monitoring and Evaluation Framework

12. Annexure (Anny Additional material to be shared including):

- Stories of change/Any PRA/PLA tool used/Best practice/Any supporting quantitative data table/Any quotation or set of quotations with name, age and village etc.

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Annex C

- **Participatory Approach in the Planning Phases (Through Focal Group Discussions, Meetings of the committees and District Vigilance Committees etc)**
- **Information Sharing Boards**
- **People Assemblies**
- **Information Dissemination Through Meetings**

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