**2022 Performance Monitoring & Evaluation Narrative and Plan – PMENP Template**

**Program Monitoring & Evaluation Narrative**

Provide narrative details on how the project’s Performance Monitoring and Evaluation Plan (system) will be carried out and by whom:

* Explain how the project’s performance toward its objectives will be tracked over time;
* Provide a clear description of the approach and data collection strategies and tools to be employed (e.g., pre- and post-test surveys, interviews, focus groups)
  + include how the applicant will track and document whether activities occurred (outputs) and the results or changes caused by these activities (outcomes); and
* Explain if an external evaluation will be included. (Evaluations, internal or external, should be systematic studies that use research methods to address specific questions about project performance. They should provide a valuable supplement to ongoing monitoring activities. Evaluation activities generally include baseline assessments, mid-term, and final evaluations.).
* If the project includes work with local partners or sub-partners, explain how performance monitoring and evaluation efforts will be coordinated amongst these organizations.

**Performance Monitoring & Evaluation Plan**

*The Program Monitoring & Evaluation Plan is generally structured as a table with output-based and outcome-based indicators. It explains how data will be collected (data collection methods) to show that certain changes occurred. It outlines baselines (where your project is starting) and quarterly or other milestone targets (what you would like to achieve) for each indicator. Draw on the objectives, activities and expected changes from the Scope of Work, and link those areas to indicators.*

*The project should monitor and report on performance indicators that are* ***SMART*** *(****S****pecific,* ***M****easurable,* ***A****chievable,* ***R****easonable, and* ***T****ime-bound). Establish, where possible, performance baseline data and expected performance targets for each expected result and include details on what sources of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure. Where possible, indicators should also allow for sex disaggregation. Indicators should reflect key project outputs or outcomes that reflect the primary goals or objectives of the project and that the applicant can collect with high quality data.*

|  |  |
| --- | --- |
| **Applicant Name/Recipient Name** | Name of Applicant Organization/Name of Recipient Organization |
| **NOFO Title/Project Title** | Funding Opportunity Title/Project Title |
| **Federal Assistance Listing Number** | 19.XXX |
| **Period of Performance** | XX-XX months |

**Part 1: Project Context**

This project is intended to support the following strategic goals and objectives identified in the NOFO:

|  |  |
| --- | --- |
| **U.S. Embassy Program Strategic Goals and Objectives** | The U.S. Department of State, U.S. Embassy XXXX announces an Open Competition or Limited Competition for organizations interested in submitting applications for projects that support Policy Objective.  *(Must at a minimum include citations for authorizing statutes and regulations.)* |
| **U.S. Embassy Program Background and Description** | XXX  *(As appropriate, include any program history (e.g., whether this is a new program or a new or changed area of program emphasis)*. *Describes the funding priorities or focus areas which the Bureau/Embassy intends to fund.)* |
| **Project Location** | *(Describes the funding location or area where the Bureau/Embassy intends to fund the project.) This may be general and revised after the Recipient is in negotiation phase of pre-award.* |

**Part 2: Project Goals, Objectives, and Performance Indicators**

The applicant/recipient will be accountable for achieving the project-specific objectives listed below.

|  |  |
| --- | --- |
| **Project Goals and Objectives** | Projects should XXX  *(Insert Goals that meet the Policy Objectives)*  Projects should be designed to achieve the following: XXX *(insert expected Outcomes)*  Objective 1: XXX  Objective 2: XXX  Objective 3: XXX  *Objectives of the program should be SMART:*   * ***S****pecific: Detailed and specifies what will be achieved* * ***M****easurable: have associated metrics or measurements of success* * ***A****ttainable: appropriately challenging, objectives can be reasonably attained give the available resources* * ***R****elevant: align with the policy/program goal and appropriate within the country or beneficiary audience* * ***T****ime-Bound: achievable within the timeframe of the program* |

The applicant/recipient will report against the performance indicators listed below to measure progress towards achieving its project-specific objectives.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Performance Indicators | Data Source | Baseline | Expected Results | Inputs | Outputs | Targets | Completion Date |
| U.S. Embassy Policy Objective: (*list policy objective)* | | | | | | | |
| Applicant Project Objective 1: (*list policy objective)* | | | | | | | |
| Activity 1.1: (*list activity)* | | | | | | | |
| *Performance Indicators* | *Data Source* | *Baseline* | *Expected Results* | *Inputs* | *Outputs* | *Targets* | *Completion Date* |
| Activity 1.2: (*list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 1.3: (*list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 1.4: (*list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 1.5: (*list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 1.6: (*list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Outcomes: | | | | | | | |
| Sustainability: | | | | | | | |
| U.S. Embassy Policy Objective: (*list policy objective)* | | | | | | | |
| Applicant Project Objective 2: (*list policy objective)* | | | | | | | |
| Activity 2.1: *(list activity)* | | | | | | | |
| *Performance Indicators* | *Data Source* | *Baseline* | *Expected Results* | *Inputs* | *Outputs* | *Targets* | *Completion Date* |
| Activity 2.2: *(list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 2.3: (*list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 2.4: (*list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 2.5: (*list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 2.6: *(list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Outcomes: | | | | | | | |
| Sustainability: | | | | | | | |
| U.S. Embassy Policy Objective: *(list policy objective)* | | | | | | | |
| Applicant Project Objective 3: *(list policy objective)* | | | | | | | |
| Activity 3.1: (list activity) | | | | | | | |
| *Performance Indicators* | *Data Source* | *Baseline* | *Expected Results* | *Inputs* | *Outputs* | *Targets* | *Completion Date* |
| Activity 3.2: (list activity) | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 3.3: (list activity) | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 3.4: *(list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 3.5:  *(list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Activity 3.6: *(list activity)* | | | | | | | |
|  |  |  |  |  |  |  |  |
| Outcomes: | | | | | | | |
| Sustainability: | | | | | | | |