# **Attachment 4.**

# **SMALL GRANTS PROGRAM m&E performance monitoring plan (PMP)**

**Applicant Name:**

**project name:**

**Period of performance:**

**Overview:**

The M&E Performance Monitoring Plan (PMP) is a program management tool designed to set the methods and indicators to progress towards the goals and objectives identified in the Notice of Funding Opportunity.

## Monitoring & evaluation (M&E) Narrative

Describe how the applicant plans to monitor and evaluate performance and outcomes (results) of the proposed project. Include key personnel, proposed structure for M&E activities, and describe any methods used to capture indicators (e.g. focus groups, surveys, etc.), as well as any technologies used (e.g. online surveys, social media analysis programs, etc.).

To demonstrate that the success of your project can be measured, include a brief Theory of Change statement, or series of statements, for the project. This can be done with one, or a series of If-Then statements: “If \_\_\_\_\_\_\_\_\_\_ are completed, then these outcomes (be specific) will result in \_\_\_\_\_\_\_\_\_\_.”

*Example: If our organization hosts a series of trainings for non-governmental organizations (NGOs), then increased capacity of the organizations will lead to better outreach and to more comprehensive support for victims of gender based violence in our country.*

M&E PMP datasheet:

Please fill in the below tracker. For the indicators, you must include **at least one** of the indicators listed in the Small Grants Program topic in the Notice of Funding Opportunity. These indicators should serve as a minimum for reporting, please include any additional indictors needed to track and demonstrate your project’s success. This document will set the targets, and you will report on the progress in the quarterly report.

|  |
| --- |
| Goal: (*Copy and paste from the chosen Notice of Funding Opportunity topic)* *[Example: Counter disinformation by increasing access to accurate information on COVID-19 and vaccines, focusing specifically on rural and Kazakh-language communities.]* |
| Audience: (*Copy and paste from the chosen Notice of Funding Opportunity topic audience)**[Example: Kazakh-speaking communities.]*  |
| Objective: *(Copy and paste from the chosen Notice of Funding Opportunity topic objective)**[Example: Increase availability of accurate Kazakh-language materials regarding COVID-19, available vaccines, and general public health measures through a campaign with local and regional influencers.]* |
| **Activities to be measured**  | **Indicator** (*Copy and paste from the Indicator Reference Sheet OR create your own)* | **Data collection Method** | **Q1** | **Q2** | **Q3** | **Q4** |
| target | target | target | target |
| *Example: Series of 4 publications and interviews with prominent doctors on available vaccines and general public health measures* | *# of times awareness materials broadcasted or published* | *Track number of participants, surveys, polling, disaggregated by audience*  | 5 | 10 | 15 | 20 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |