# Monitoring & Evaluation (M&E) PLAN

Below is a suggested template for the proposed monitoring and evaluation plan.

## M&E Narrative

*Describe how the applicant plans to monitor and evaluate for measuring performance and impact (results) of the proposed project. At minimum, include the standard data collection language required in the NOFO (see below). Grantees are welcomed and encouraged to add indicators other aspects of an M&E plan according to their proposal.*

*Your M&E plan should answer the following questions:*

* *What information do you need to collect to know if your award is on track?*
* *How will you collect the information (surveys, focus groups, follow-up surveys, etc.)?*
* *How will you organize and report the information you collect?*

Data Collection Methods:

* 1. Learner progress: The grantee will administer a pre-test to determine the participants' base-line knowledge of the subject. At the conclusion of the program, the grantee will then administer a post-test to determine what the participants learned as a direct result of participating in the project. Learner progress should also be measured through observation of short films produced by participants, including during the PIFF.
	2. Alumni network created: At the end of the program activity, the selected grantee will send a follow-up survey at least 3 months after the project ends to determine how, if at all, the participant is utilizing knowledge and skills gained from participating in the project.

# **M&E OuTLINE**

**Instructions:**

1. **List the activities your program will do.**
2. **List your outcomes: What will occur because of your activities?**
3. **Check the logic to make sure that your activities and outcomes will achieve your objectives and goals. *If* you perform the activity, *then* will the expected outputs/outcomes occur? *If* you achieve those outputs/outcomes, *then* will you achieve the objective?**

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| --- | --- | --- | --- |
| Activities | outputs & OUTCOMEs | OBJECTIVEs | GOAL |
| What are the main things the project will do or provide?  | What results do you expect to occur as a result of the activities? | The objectives are listed in the NOFO. The results should achieve or contribute to the objectives.  | The goal should come from the NOFO. This is ultimately what the award will achieve. |
|  |  | * **Objective 1:** Aspiring filmmakers gain skills and experience in screenwriting and filmmaking.
* **Objective 2:** Mentorship relationships are formed between aspiring filmmakers in Sindh and Baluchistan and leaders in the Pakistani film industry.
 | **Goal:** Expand and strengthen Pakistan’s economy and encourage mutual understanding between Pakistan and the United States through creative influence. |

*\*\*\*Please note that before an award is finalized, PAS will require an M&E plan with indicators that will measure the grantee’s success towards the goals and objectives. PAS will collaborate with the selected grantee at that stage.*