PROJECT 100
A DINE & PACK INITIATIVE

Monitoring and Evaluation Plan: *Project 100*

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1. Introduction

Purpose of the M&E Plan:
The M&E Plan for Project 100 is designed to track the progress, assess the impact, and ensure the overall effectiveness of the project. It will guide the systematic collection, analysis, and use of data to improve decision-making, enhance program quality, and demonstrate accountability to stakeholders and donors.

Scope of the M&E Plan:
This M&E Plan covers all phases of Project 100, including the mentorship programs, training sessions, business startup training, capacity building, and bookkeeping workshops. The plan will monitor both the process and outcomes from the initiation of the project through to its impact on participants' lives and the wider community over a one-year period.

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2. Objectives of M&E

Key Objectives:

1. **Track Progress**:
   - Ensure that Project 100 is meeting its targets and milestones as planned, particularly in terms of participant enrollment, training completion, and program delivery.
2. **Assess Impact**:
   - Measure the immediate and long-term effects of the program on participants' knowledge, skills, employment status, and overall well-being, as well as the broader impact on the community.
3. **Improve Program Quality**:
   - Identify areas where the program can be refined or improved based on participant feedback, performance data, and changing needs.
4. **Ensure Accountability**:
   - Provide transparent and accurate reporting to stakeholders, donors, and the community about the project's outcomes, financial management, and overall progress.

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3. Indicators

Process Indicators:

- **Indicator 1**: Number of participants enrolled in the program
  - **Target**: 100
  - **Measurement Method**: Enrollment records and attendance sheets
  - **Frequency**: Weekly/Monthly
- **Indicator 2**: Number of training sessions conducted
  - **Target**: 2 sessions per week
  - **Measurement Method**: Training logs and session reports
  - **Frequency**: Weekly/Monthly

Outcome Indicators:

- **Indicator 1**: Percentage of participants who complete the training
  - **Target**: 75% completion rate
  - **Measurement Method**: Certification records and final assessments
  - **Frequency**: At the end of each training cycle
- **Indicator 2**: Percentage of participants who start a business within x weeks of program completion
  - **Target**: 75% of graduates
  - **Measurement Method**: Follow-up surveys and interviews
  - **Frequency**: TBA

Impact Indicators:

- **Indicator 1**: Increase in participants' income levels
  - **Target**: 50% increase in income for 50% of participants
  - **Measurement Method**: income surveys
  - **Frequency**: quarterly
- **Indicator 2**: Improvement in well-being
  - **Target**: Observable improvement
  - **Measurement Method**: TBA
  - **Frequency**: quarterly

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4. Data Collection Methods

Quantitative Methods:

- **Surveys and Questionnaires**:
  - Surveys will be distributed to all participants at the beginning, mid-point, and end of the program to collect data on their progress, challenges, and outcomes.
- **Administrative Data**:
  - Attendance records, training logs, and certification records will be maintained and regularly updated to monitor participant engagement and program delivery.

Qualitative Methods:

- **Interviews**:
    - Semi-structured interviews will be conducted with a sample of participants, trainers, and community members to gather in-depth insights into their experiences and the perceived impact of the program.
- **Focus Group Discussions**:
    - Focus groups will be organized with participants after each training module to discuss their learning experiences, challenges faced, and suggestions for improvement.
- **Observations**:
    - Direct observations will be made during training sessions to assess the quality of delivery, participant engagement, and the overall learning environment.

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5. Data Management and Analysis

Data Management:

- **Data Storage**:
    - All data collected will be stored securely in a cloud-based database with access restricted to authorized personnel. Hard copies of data will be stored in a locked file cabinet within the project office.
- **Data Quality Assurance**:
    - Regular data audits will be conducted to ensure accuracy and completeness. Data collectors will receive training on data entry and quality standards to minimize errors.

Data Analysis:

- **Quantitative Analysis**:
    - Data will be analyzed using statistical software/Excel
- **Qualitative Analysis**:
    - Interview and focus group data will be analyzed

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6. Reporting and Communication

Reporting Schedule:

- **Monthly Progress Reports**:
    - These reports will provide updates on key indicators, outline any challenges encountered, and highlight any adjustments made to the program. They will be shared with the project team and key stakeholders.
- **Quarterly Evaluation Reports**:
    - These reports will include a detailed analysis of outcomes, lessons learned, and recommendations for improvement. They will be disseminated to donors, partners, and senior management.
- **Annual Impact Report**:

- The annual report will provide a comprehensive overview of the project’s impact, including success stories, financial summaries, and future plans. This report will be made available to all stakeholders and the general public.

Communication Strategy:

- **Internal Communication**:
  - Findings will be communicated internally through team meetings, WhatsApp messages to ensure that all team members are informed and aligned with the project’s progress.
- **External Communication**:
  - Results will be shared with external stakeholders, including donors and partners, through public reports, newsletters, and social media updates. Additionally, an annual impact event/Conference will be held to present findings and celebrate successes.

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7. Roles and Responsibilities

M&E Team:

- **M&E Coordinator**:
  - **Role**: Oversees the implementation of the M&E plan, ensures data quality, and prepares reports. Coordinates data collection efforts and liaises with other project staff to ensure alignment with project goals.
- **Data Collectors**:
  - **Role**: Responsible for gathering data from participants, trainers, and other sources according to the data collection plan. Ensure accurate and timely data entry.
- **Data Analysts**:
  - **Role**: Analyzes the data collected, prepares analytical reports, and supports decision-making based on findings. Ensures that data is interpreted accurately and that insights are actionable.

Stakeholder Roles:

- **Project Manager**:
  - **Role**: Provides oversight of the M&E activities, ensures alignment with project goals, and acts on M&E findings. Reviews all reports before dissemination.
- **Volunteers and Trainers**:
  - **Role**: Participate in data collection, provide feedback on the program’s progress, and help implement changes based on M&E results. Support the communication of findings to participants.

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8. Challenges and Mitigation Strategies

Potential Challenges:

1. **Data Collection Issues**:
   - **Challenge**: Difficulty reaching participants for follow-up surveys due to mobility or communication barriers.

    - **Mitigation**: Develop a robust participant tracking system using mobile technology and local community liaisons to maintain contact with participants.
2. **Resource Constraints**:
    - **Challenge**: Limited budget for comprehensive M&E activities, particularly in the area of data analysis.
    - **Mitigation**: Prioritize key indicators and seek additional funding or in-kind support from partners for advanced analysis tools and training.
3. **Stakeholder Engagement**:
    - **Challenge**: Difficulty engaging stakeholders in the M&E process, leading to a lack of buy-in for findings and recommendations.
    - **Mitigation**: Regularly communicate the importance of M&E, involve stakeholders in the design and review processes, and highlight the impact of M&E findings on project success.

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9. Learning and Adaptation

Continuous Learning:
The project will use M&E findings to continuously improve and adapt the program. Regular reflection sessions will be held with the project team.