

# Monitoring & Evaluation Framework

For NGO's in South Africa

## SECTION 01

### PROJECT INFORMATION

Project name

Organisation name

Project dates

Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y
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Reporting period

M&E Officer / Contact

 Phone  +27

## SECTION 02

### GOALS, OBJECTIVES & INDICATORS

01 Goal/Objective

Indicator	Baseline	Target	Actual Results	Means of Verification
WHAT YOU MEASURE	STARTING POINT	WHAT YOU AIM FOR	WHAT WAS ACHIEVED	EVIDENCE
COMMENTS	COMMENTS	COMMENTS	COMMENTS	COMMENTS

02 Goal/Objective

Indicator	Baseline	Target	Actual Results	Means of Verification
WHAT YOU MEASURE	STARTING POINT	WHAT YOU AIM FOR	WHAT WAS ACHIEVED	EVIDENCE
COMMENTS	COMMENTS	COMMENTS	COMMENTS	COMMENTS

### 03 Goal/Objective

Indicator	Baseline	Target	Actual Results	Means of Verification
WHAT YOU MEASURE	STARTING POINT	WHAT YOU AIM FOR	WHAT WAS ACHIEVED	EVIDENCE
COMMENTS	COMMENTS	COMMENTS	COMMENTS	COMMENTS

### SECTION 03

### ACTIVITIES MONITORING

#### 01 Activity

Planned Dates	Actual Dates	Responsible Person(s)	Status	Notes/Challenges
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed	

#### 02 Activity

Planned Dates	Actual Dates	Responsible Person(s)	Status	Notes/Challenges
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed	

#### 03 Activity

Planned Dates	Actual Dates	Responsible Person(s)	Status	Notes/Challenges
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed	

#### 04 Activity

Planned Dates	Actual Dates	Responsible Person(s)	Status	Notes/Challenges
			<input type="checkbox"/> Completed <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed	

**SECTION 04****BUDGET MONITORING****01 Budget item**

Budgeted Amount ZAR	Actual Spend ZAR	Variance (+/-)	Explanation

**02 Budget item**

Budgeted Amount ZAR	Actual Spend ZAR	Variance (+/-)	Explanation

**03 Budget item**

Budgeted Amount ZAR	Actual Spend ZAR	Variance (+/-)	Explanation

**04 Budget item**

Budgeted Amount ZAR	Actual Spend ZAR	Variance (+/-)	Explanation

**05 Budget item**

Budgeted Amount ZAR	Actual Spend ZAR	Variance (+/-)	Explanation

**06 Budget item**

Budgeted Amount ZAR	Actual Spend ZAR	Variance (+/-)	Explanation

**07 Budget item**

Budgeted Amount ZAR	Actual Spend ZAR	Variance (+/-)	Explanation

**SECTION 05****OUTCOMES & IMPACT**

Outcome/impact area	Evidence/source	Comments/stories

**SECTION 06****LESSONS LEARNED & RECOMMENDATIONS**

What worked well?	What challenges were faced?	How can we improve next time?

**NOTES**

- Link this report to your approved Public Benefit Activities (PBA's) if you're a Section 18A PBO
- Keep all supporting evidence (registers, photos, receipts) with this report
- Use this report for internal tracking donor reporting, and NPO Directorate compliance as needed