

# Monitoring & Evaluation Framework

For NGO's in South Africa

## SECTION 01

### PROJECT INFORMATION

Project name

Organisation name

Project dates Start  End

Reporting period

M&E Officer / Contact  Phone

## 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