**Planning Matrix for Monitoring and Evaluation Template**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Results** | **CP output indicators and baselines** | | **Targets and achievements** | | | | | | | | | | **Means of verification** | | **M&E activities** | **Timing/ frequency of M&E activities** | **Persons/**  **units responsible for M&E activities** | | **Resources available for M&E activities** | **Monitoring risks** |
| **Year 1** | | **Year 2** | | **Year 3** | | **Year 4** | | **Year 5** | |
| **Target** | **Achievement** | **Target** | **Achievement** | **Target** | **Achievement** | **Target** | **Achievement** | **Target** | **Achievement** |
| **SP outcome 1:** | | | | | | | | | | | | | | | | | | | | |
| **UNDAF outcome 1:** | | | | | | | | | | | | | | | | | | | | |
| CP output 1: | | Indicator 1, and baseline for the indicator | Target for year 1 | At end of year one, enter achievement for year one - vis a vis indicator and target | Target for year 2 | At end of year two, enter achievement for year two - vis a vis indicator and target | *Etc.* |  |  |  |  |  | Source and location of needed data | Details on how the country programme indicator will be monitored. Examples: survey, review, evaluation, stakeholder meeting, etc. List the activity/ies: 1), 2), 3), etc. | | Specify the timing of each M&E activity for the monitoring of the indicator. List the activity/ies: 1), 2), 3), etc. | | Persons/units responsible for organizing the data collection and verifying data quality. List the activity/ies: 1), 2), 3), etc. | Estimate of resources required and committed for carrying out planned monitoring activities. List the activity/ies: 1), 2), 3), etc. | Risks to successful monitoring or gathering of data, and how reporting on achievements or quality of data may be affected. List the activity/ies: 1), 2), 3), etc. |
| indicator 2, and baseline for the indicator | *Etc.* |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
| Indicator 3 and baseline |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
| CP output 2: | | Indicator 1 and baseline |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
| Indicator 2 and baseline |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
| *Etc.* |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
| **SP outcome x:** | | | | | | | | | | | | | | | | | | | | |
| **UNDAF outcome x:** | | | | | | | | | | | | | | | | | | | | |
| CP output 3: |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |