**Project planning – basis for monitoring and evaluation**

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| **Organisation:** | **[Name]** | **Date of submission:** | **DD.MM.YYYY** |
| **Project title:** | **[Title]** | **Date of revised version:** | **DD.MM.YYYY** |
| **Project duration:** | **DD.MM.YYYY - DD.MM.YYYY** |  |  |

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| **Impact**  Describe your concrete vision of the future: Given the current situation described in the analysis (Application form, topic 4.), what are the long lasting changes to which the project will contribute? How will you be able to assess those changes? |
| [Insert text here] |

| **Key actors within the project** | **Outcome** | **Milestones (Process indicators)** |
| --- | --- | --- |
| Identify individuals or groups that you intend to work with for the purpose of facilitating the desired changes. Please explain the criteria and procedures used when selecting participants, especially aspects of group affiliation (e.g. gender, religion, ethnicity, age, region of origin, sexual orientation) | How do the actions of the key actors change so that the desired changes can occur? | Which criteria (milestones) can manifest that the key actors are acting differently?  Based on which means and sources can you assess the achievement of the milestones (e.g. questionnaire, observations by project implementing the project, interviews with project participants and with others)? |
| **Key actor 1:**  [Insert text here] | * [Insert text here (bullet points)] * … | Milestones:   * [Insert text here (bullet points)] * …   Means / sources for the assessment of the milestones:   * [Insert text here (bullet points)] * … |
| **Key actor 2:**  [Insert text here] | * [Insert text here (bullet points)] * … | Milestones:   * [Insert text here (bullet points)] * …   Means / sources for the assessment of the milestones:   * [Insert text here (bullet points)] * … |
| … | … | … |

| **Link Outcome 🡪 Impact** |
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| How can the key actors of the project gain influence over the central actors in the context of the crisis / in the context of the democratisation process (according to the focus chosen in your Application form, page 1)? As a result, how will the actions of the central actors change? |
| [Insert text here] |
| What concrete contribution should the project make to crisis prevention, stabilisation and peacebuilding / to the democratisation process? |
| [Insert text here] |

| **Monitoring - Regular review of the progress of the project and the impact of the activities** | |
| --- | --- |
| With what measures and at what intervals do you check the progress of the project? | [Insert text here] |
| Who carries out these measures?  How do you reflect on the role of your organisation in the project context and how do you deal with this during the course of the project? | [Insert text here] |
| What are the objectives and benefits of these measures? | [Insert text here] |

| **Evaluation - Overall review of the project (planning, monitoring, control, findings, effectiveness)** | |
| --- | --- |
| What measures do you use to check the effectiveness of the project? | [Insert text here] |
| Who carries out these measures? What is your own role? | [Insert text here] |
| What are the objectives and benefits of these measures? | [Insert text here] |

| **Achievement of objectives (target-performance comparison)** | |
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| For the summary report on project funding, you are asked to carry out a target-performance-comparison.  How will you assess the success of the project carried out, both qualitatively and quantitatively, especially at the outcome level? How can the success be measured? | [Insert text here] |
| Which unique selling point distinguishes the project from others? | [Insert text here] |

| **Action plan**  Who does what, with whom and when, in order to achieve the change processes among the key actors of the project? | | | |
| --- | --- | --- | --- |
| **What?** | **Who?** | **When?** | **Remarks** |
| List activities with precise information on the individuals addressed and quantities (frequency, persons involved, days, etc.) | Responsible for implementation | Specific date / time period | Regarding implementation |
| **Activity 01:**  [Insert text here] | [Insert text here] | [Insert text here] | [Insert text here] |
| **Activity 02:**  [Insert text here] | [Insert text here] | [Insert text here] | [Insert text here] |
| … | … | … | … |
| **Evaluation activity in accordance to Position 8 in the Financial plan:\*)**  [Only in case such activities correspond with expenses in the Financial plan: insert here; otherwise delete this line and the footnote] | [Only in case such activities correspond with expenses in the Financial plan: insert here; otherwise delete this line and the footnote] | [Only in case such activities correspond with expenses in the Financial plan: insert here; otherwise delete this line and the footnote] | [Only in case such activities correspond with expenses in the Financial plan: insert here; otherwise delete this line and the footnote] |

\*) For external evaluation: Key questions/Terms of Reference (ToR) are to be submitted with the first Interim report; the Evaluation report is to be submitted unsolicited after completion (in the case of reports not written in English, German or French, the evaluation summary and the recommendations must be translated in English or German).

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| **Risks and assumptions (context 🡪 project)**  Which political and societal contextual factors could hinder, prevent or support the intended activities and effects?  In particular, how could one deal with the risks of the project? |
| [Insert text here] |
| **Possible unintended effects (project 🡪 context)**  Which unintended positive or negative effects, e.g. those that promote change or exacerbate the conflicts, could arise from the project?  In particular, how could one deal with the unintended negative consequences? |
| [Insert text here] |