

# ***TABLE OF CONTENTS***

<b><i>I. Introduction</i></b>	<b>1</b>
1.1 Reason for Developing the Tool	1
1.2 Purpose and Usefulness of the Tool	1
1.3 Target Audience	2
1.4 Strengths and Limitations of the Tool: A Focus on People and their Actions	2
<b><i>II. Developing a Socioeconomic and Gender-Integrated Monitoring and Evaluation Plan</i></b>	<b>4</b>
2.1 Overview of the Underlying Conceptual Framework	4
2.2 Characteristics and Use of the M&E Matrix	7
2.3 Monitoring and Evaluation: Ongoing and Periodic Assessment	8
2.4 Organization of the Tool	9
<b><i>III. Steps in Developing the Project M&amp;E Plan</i></b>	<b>12</b>
3.1 Step 1: Formulate Objectives	12
3.2 Step 2: Diagram and Revise Relationships among Objectives	15
3.3 Step 3: Devise a Set of Indicators	15
3.3.1 Why Formulate Indicators?	15
3.3.2 Types of Indicators: Impact and Process Measures	16
3.3.3 Gender and Indicators	17
3.3.4 Placement and Use of Indicators in the M&E Matrix	21
3.4 Step 4: Define Targets and Baseline Values for the Indicators	22
3.4.1 Targets	22
3.4.2 Baseline Values	24
3.5 Step 5: Develop/Select the "Best" Data Collection Method and Decide on Timing	26
3.5.1 Special Studies	26
3.5.2 Involving Local Organizations in Data Collection	26
3.5.3 Collection of Data on Households and Individuals	27
3.6 Step 6: Develop a Data Analysis Plan	28
3.6.1 Narrative for the M&E Matrix	30
3.7 Step 7: Feedback and Reporting and Use of the Information	31
3.8 Step 8: Examine Linkages between Project and Program Levels	34
<b><i>IV. Conclusion</i></b>	<b>35</b>
<b><i>V. Annex—Completed Matrix for COMECO Project</i></b>	<b>38</b>