

M&E: Framework – Data Collection Template

This tool is included in the Participant Guide.

First and last name:

Title of the activity:

Brief description:

**Approximate date(s)
of the activity:**

**Institutional goal(s)
with which the activity
is aligned:**

**Objectives of the
activity** (should be
related to one or more
institutional goal):

Element

Inputs

Activities

Outputs

Outcomes

Question

What are the resources
(human, financial,
infrastructure, etc.) that
you (and others) have or
will invest in this activity?

What are the specific
activities that will take
place?

What will be generated
through these activities?

What are the expected,
measurable effects,
results or changes in
the participants that will
come about because of
the activity?

Data

Impact

What are the expected, measurable long-term effects, results or changes at the institutional level that come about because of the activity?