**M&E: Framework** – Data Collection Template

*This tool is included in the Participant Guide.*

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| **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** | **Question** | **Data** | |
| **Inputs** | What are the resources (human, financial, infrastructure, etc.) that you (and others) have or will invest in this activity? |  | |
| **Activities** | What are the specific activities that will take place? |  | |
| **Outputs** | What will be generated through these activities? |  | |
| **Outcomes** | What are the expected, measurable effects, results or changes in the participants that will come about because of the activity? |  | |
| **Impact** | What are the expected, measurable long-term effects, results or changes at the institutional level that come about because  of the activity? |  | |