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| **M&E MATRIX CHECKLIST** | YES/NO? |
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| 1. Are the indicators taken from the Logframe SMART?
 |  |
| 1. Are all the indicators from the Logframe present in the M&E Matrix?
 |  |
| 1. Have you completed all columns in the M&E Matrix?
 |  |
| 1. Is the M&E Matrix appropriate for the scale and timeframe of the project?
 |  |
| 1. If necessary, have you revised the indicators according to field realities?
 |  |
| 1. Is the unit of measurement for each indicator clear?
 |  |
| 1. Have criteria for inclusion of one unit in the ITT been clearly defined? (Reference count-one-when rule)
 |  |
| 1. Does each indicator have a detailed definition of key terms and an explanation of specific aspects to be measured?
 |  |
| 1. Are all unclear terms (i.e. sustainable, adequate, appropriate) in the indicator defined in the “Indicator Definition” column?
 |  |
| 1. Is the method for calculating the indicator clear, with the numerator and denominator defined? (In particular for indicators that measure percent change)
 |  |
| 1. Does the indicator need to be disaggregated? If so, is the disaggregation mentioned in the “Indicator Definition” column?
 |  |
| 1. Have you indicated a target audience and made appropriate decisions about data collection to avoid gathering unnecessary information?
 |  |
| 1. Can your indicators be realistically measured? Does your plan balance qualitative and quantitative data to measure indicators?
 |  |
| 1. Does the Means of Verification column clarify all the data collection tools needed, from the individual unit until the fully aggregated data point that is included in the ITT?
 |  |
| 1. Is both a frequency (# of times data is collected) and schedule (calendar date) noted for each MoV?
 |  |
| 1. Is a person responsible listed for each MoV?
 |  |
| 1. Is it clear that the method is a way to gather the data and that the MoV is the document in which the data is stored?
 |  |
| 1. If changes were made to the M&E Matrix, did you document the changes, the reason, and how they affect other aspects of the M&E and project implementation plan?
 |  |
| 1. Did you begin listing potential evaluation questions at the PLANNING stage of your Project?
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| **BASELINE CHECKLIST** | YES/NO? |
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| 1. Have you completed all columns in the Baseline Table?
 |  |
| 1. Is it clear which indicators a consultant vs. the project staff need to collect?
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| 1. Is it clear in the Baseline TOR that the primary deliverable for the Baseline Survey is the starting point for each indicator? (The Baseline should not be confused with a Needs Assessment!)
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| **INDICATOR TRACKING TABLE CHECKLIST** | YES/NO? |
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| 1. Have all indicator targets been set?
 |  |
| 1. Has the frequency of indicator collection be set (quarterly, semi-annually, yearly, life of Project)?
 |  |
| 1. Are the necessary indicators gender disaggregated?
 |  |
| 1. Are all formulas entered into the spreadsheet correct?
 |  |
| 1. During project implementation if you revised the target, was there a clear and compelling reason for this revision and was that justification documented in the Status column?
 |  |
| 1. If you revised the targets, were the revisions communicated to the donor and HQ and field staff?
 |  |
| 1. Is the ITT set up to cover all project years planned?
 |  |
| 1. Are the numbers in the Project Beneficiary Table in the ITT the same as those in the narrative report?
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| **ACTIVITY TRACKING TABLE CHECKLIST** | YES/NO? |
|  |
| 1. Have all activity targets been set?
 |  |
| 1. Are all formulas entered into the spreadsheet correct?
 |  |
| 1. During project implementation if you revised the target, was there a clear and compelling reason for this revision and was that justification documented in the Status column?
 |  |
| 1. If you revised the targets, were the revisions communicated to the donor and HQ and field staff?
 |  |
| 1. Is the ATT set up to cover all project years planned?
 |  |