**Workshop for new Biodiversity Challenge Funds Projects**

During the workshop session, we asked you to work in small groups to consider the monitoring, evaluation and learning (MEL) plan for your project and test the strength of the evidence you will collect through your project. As mentioned during the session, it can be helpful to work through and reflect on these exercises with your project teams after the workshop too, so we wanted to make sure you had the templates available. **N.B. We don’t require you to submit this template to us – we only make it available as we think this is a useful exercise to carry out at project start-up. Please see the slides and workshop presentation recording for more detail.**

**Developing your MEL Plan**

Below is a fairly basic but still comprehensive pro-forma MEL action plan. Working with your project team, and using indicators from your logframe, you can use this to prepare a MEL plan for your project. This can be a useful exercise to carry out with your project team at the start of your project to ensure everyone is familiar with the logframe and how you will be using it during your project.

At the same time, you may want to consider whether indicators could be made more ‘SMART’. Any changes to your logframe at the level of Impact, Outcome or Output should be agreed via the Change Request Process. Activity level changes do not need to be agreed unless there is associated rebudgeting or changes to higher-level elements of your project/logframe/indicators.

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| **Expected Results**  **Chain** | **Indicators** | **Rationale** (how does this link to the Outcome/ Output?) | **Baseline** (if not yet established, outline when/how it will be) | **Targets** | **Data sources.**  This could include primary or secondary data. | **Methodolog**y (how will you measure achievement?) | **Frequency** (how often will it be measured?) | **Templates** (how will data be recorded?) | **Budget allocation** | **Responsibility** (who will monitor progress towards this indicator/ collect necessary data?) | **Additional Comments** |
| *e.g. Outcome* | e.g. Outcome indicator 0.1 |  |  |  |  |  |  |  |  |  |  |
| *e.g. Output 2* | *e.g. Output Indicator 2.3* |  |  |  |  |  |  |  |  |  |  |

**Testing your project’s evidence**

Again, working with your project teams, test how appropriate your means of verification are using the template structure below.

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| **Indicator (copy from logframe)** | **Means of verification (copy from logframe – one per line)** | **Does this evidence your indicator?** | **What assumptions do you have which relate to this?** | **Are you collecting evidence to support this assumption?** | **Note any suggested improvements** |
| *e.g. Three trainings delivered to conservation practitioners to increase capacity in skill X by end of Year 1.* | *Attendance certificates* | *It confirms attendance but not improved capacity* | *i.e. attending training leads to improved capacity* | *No. Improve MoV to better capture increased capacity* |  |
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