Monitoring & Evaluation Resources

Bureau of Educational and Cultural Affairs
Evaluation Division

ECA Performance Monitoring Plan

March 2020

# Performance Monitoring Plan

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| **Applicant Name:** | Example Organization |
| **Fiscal Year and Program Title:** | FY## Example Program |
| **Funding Opportunity #:** | SFOP000XXXX |

**Instructions:** A performance monitoring plan (PMP) describes the proposed indicators to be captured that demonstrate progress toward achieving the objectives of the program. The table below includes the recommended programmatic objectives and indicators as indicated in the solicitation document. Within this table, please provide any additional applicant-designed objectives and indicators that are specific to the proposed program that measure the relevant outputs, outcomes, and results over the course of the award’s proposed period of performance.  (Note: the placement of two rows for applicant-designed indicators is arbitrary – the applicant can add or delete rows as necessary).

While ECA recommends the applicant use the format provided, this is not a requirement. However, all content present below should be included in any presentation of a PMP that the applicant submits. Successful PMPs should include the following:

* **Completion:** All components of the PMP are included.
* **Inclusion of ECA Standard indicators:** Includes the standardized ECA indicators pre-populated in the PMP and listed in the solicitation without any adapting of the definitions, data sources, collection timelines and responsible entities.
* **Baselines and targets:** Baselines and targets are included and realistic. If there is no baseline to report, there should be a plan for how to obtain or produce the value in the future.

If the applicant chooses to include any ***applicant-designed*** objective***s*** and indicators, successful applicants will include the following elements:

* **SMART Objectives and Indicators:** Objectives and Indicators should follow SMART principles (<https://eca.state.gov/files/bureau/a_good_start_with_smart.pdf>).
* **Details of indicators:** All basic information of the indicators (definition, data source and question, collection timeline and responsible entity) should be included. The definitions of the standardized ECA indicators should be used as examples of what to include and the format.
* **Depth of indicators:** Outcomes should be used where possible to demonstrate if a program is meeting its objectives. While outputs are important to understand if a program achieved what it was meant to do, outcomes demonstrate the larger effect of the program.
* **Indicator Structure:** Ensures that the indicator does not measure multiple things (participants AND host families), does not start with a direction (“Increase” is a result, “Number of” is an indicator), and should reports numeric data (“good test results” is not an indicator)
* **Redundancy:** There should be a clear and distinct reason for each indicator, and the indicator should not overlap with ECA standard indicators. Each indicator should be clearly linked to either an ECA standard objective or a custom objective.
* **Consistency with ECA Indicators:** Key terms are defined the same way. Disaggregations align where appropriate, and calculations follow the same structure.

**Definitions of PMP Columns**

**Performance Indicator:** An observable or measurable characteristic that indicates the extent to which a program objective is being achieved. Specify if the indicator is an ECA standard indicator or a custom indicator.

**Definition:** Clarifies all terms necessary, provides details on how to calculate the data collected to measure the change expected, and includes any disaggregation (male/female; country; region; age; etc.) that needs to be reported for the indicator.

**Baseline:** The value of an indicator before the implementation of a program

**Target:** Specific, planned level of result to be achieved within an explicit timeframe

**Data Source and Question:** Specifies how the data will be obtained (such as a survey, observation, interview, etc.) and the **mandatory** question linked to the data collection.

**When to Collect:** Specifies when the indicator will be measured, for example: post-program, end of award, etc.

* A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended
* Award recipients are responsible for collecting indicator data on participant outputs and outcomes during the period of performance of the exchange itself. Any anticipated data collection that occurs post-program should include specific details of when the data collection will occur. Note: The onus will be on the Bureau to measure outcomes of ECA participants at one-, three-, and five-years after their exchange has ended to capture the long-term effects of ECA programming.

**Entity Responsible:** Person or entity responsible for collecting the data

**Program Goal**: To be completed by the Evaluation Division with guidance from the Program officer

| **Performance Indicator** | **Definition** | **Baseline**  | **Target** | **Data Source and Question** | **When to Collect** | **Entity Responsible** |
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| **ECA Objective 1:**  To be completed by the Evaluation Division with guidance from the Program officer |
| Indicator  |  |  |  |  |  |  |
| Indicator  |  |  |  |  |  |  |
| **ECA Sub-Objective 1.1:** To be completed by the Evaluation Division with guidance from the Program officer |
| Indicator  |  |  |  |  |  |  |
| **ECA Objective 2:** To be completed by the Evaluation Division with guidance from the Program officer |
| Indicator  |  |  |  |  |  |  |
| **Applicant Objective 1:** To be completed by the applicant |
| Indicator  |  |  |  |  |  |  |
| **Applicant Objective 2:** To be completed by the applicant |
| Indicator  |  |  |  |  |  |  |
| Indicator  |  |  |  |  |  |  |