

### Monitoring and Evaluation Budget Worksheets

*The ME&L Team recommends that 5-10% of the budget go to M&E, but this calculation can be made more meaningfully by estimating the actual costs using the budget worksheet. This worksheet provide a **basic** template for calculating M&E costs in the three key areas: 1) evaluation events, 2) setting up and running the M&E system, and 3) regular human resources and office expenses for M&E. Please review the details below of each worksheet to assess whether your program will require additional or different items from those provided. Please review [Tips & Tools: Resource Planning](#) for more detailed instructions*

**Worksheet One** includes key, basic evaluation events. They are based on a simple, participatory evaluation design for a baseline assessment, internal midterm assessment, and final evaluation led by an external consultant. Many programs may choose to use other methods, such as surveys. This will increase costs and require additional line items.



**Worksheet Two** includes costs for the M&E system, which are usually minimal. This includes the development of a database, routine monitoring visits, and feedback meetings with partners.



**Worksheet Three** includes costs for the M&E officer and more general operating expenses. Major variable in cost here include whether the program adds a monitoring and reporting program assistant/intern or hires an expatriate or resident M&E officer.







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**M&E Budget Worksheet 2: M&E System**

Core Evaluative Events							
Key M&E Events	Components	Quantity	No. Days	Daily Rate	Estimated Costs	Subtotal	Grand Total Evaluation Events
Database Development	Team Leader (ME&L)	1	1	500	500	\$ 500.00	\$ 900.00
	Team Member (DC Functional)	1	40		0		
Monitoring (Annual)						\$ 400.00	
	Local transportation for M&E Officer	1	100		0		
	Per diem/lodging (overnight monitoring visit)	1	15		0		
	Meetings with partners	1	30				
	Copying				100		
	Other expenses				300		



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**M&E Budget Worksheet 3: M&E Human Resources and Office**

Core Evaluative Events							
	Components	No. of People	Cost	Benefits	Estimated Costs	Rounded Subtotal	Grand Total Staff & Office
<b>M&amp;E Staff</b>							<b>\$ 110,600.00</b>
M&E Officer (expatriot)	Base salary	1	80000		80000	\$ 80,000.00	
	Housing						
	Education/training allowance						
<b>OR</b>	Benefits						
	NHQ costs (NICRA, etc)						
M&E Officer (resident)	Base salary	1	30000		30000	\$ 30,000.00	
	Housing						
	Education/training allowance						
	Benefits						
	NHQ costs (NICRA, etc)						
	Components	No. of Units	Line Item		Estimated Costs	Rounded Subtotal	
<b>M&amp;E Office</b>							<b>\$ 600.00</b>
One time LOP expenses	Computers						
	Laptops						
	Printers						
	Table and chair set						
	Desks						
	Desk chairs						
	Flash drives						
				Subtotal:		0	
Pooled expenses (percentage of project)	Vehicle				300		
	Driver's salary						
	Fuel						
	Maintenance						
	Insurance						
				Subtotal:		300	
Pooled expenses (percentage of project)	Stationary				300		
	Phone/internet connections						
				Subtotal:		300	