Migration Partnership Facility (MPF)

Monitoring, Evaluation and Learning (MEL) Guide for Applicants

This Monitoring, Evaluation, and Learning (MEL) Guide was designed specifically to support Migration Partnership Facility (MPF) applicants in developing robust, impactful, and clearly measurable project proposals. This guide aims to simplify MEL, equipping the applicants with the insights and instruments to clearly define project objectives and effectively measure its progress. With this guide, we hope you will gain a deeper understanding of the MPF's expectations for MEL and be better equipped to design projects that are not only innovative and impactful but also demonstrably successful. We encourage you to use this resource as a valuable companion throughout your proposal development process.

This guide is structured into two key parts to assist you in preparing compelling and well-defined proposals:

1. **MPF Logical Framework (Logframe) Guidance and Samples:** The logframe is a vital planning and management tool used across the MPF. This part of the guide will provide detailed instructions on how to construct a comprehensive logframe, complete with practical examples. You will learn how to articulate your project's outputs, activities, and indicators, ensuring that your project's logic is sound and its results are measurable.

2. **Defining Overall and Specific Objectives:** This section will walk you through the essential principles of formulating strong Overall and Specific Objectives in line with MPF MEL framework.

1. LOGFRAME GUIDANCE AND SAMPLES

MPF's MEL approach seeks to (1) increase clarity about what projects are seeking to achieve, (2) identify results achieved and (3) generate lessons as to facilitators of, and barriers to, success. The logframe is not used as a tool to judge grantees against achievement of specific targets but rather as an instrument to improve project planning, implementation, and learning.

MPF Approach to Logframes

Different donors and programmes have different approaches to logframes. The MPF has aligned its approach with the framework used by the European Union (EU), while facilitating aggregation of data and results across the wide range of different grants.

A result is a describable or measurable change that is derived from a cause-and-effect relationship. There are three types of such changes – outputs, outcomes and impact - which can be set in motion by an intervention.

MPF logframes capture changes reflected in results at different levels, which form the results chain:

1. **Overall objective/Impact.** *The **overall objective** is the ultimate change expected as a result of planned project activities and outcomes. This objective represents the broader, longer-term change to which a project team anticipates their project will **contribute** over time. **This level combines (1) changes in behaviour and action** (such as implementation of training skills, implementation of policies, and new forms of cooperation) together with **(2) results to which these changes contribute** (such as increases in incomes of migrants and changes in detection of false travel documents) and **(3) measures of***

sustainability.[1] Indicators at this level will generally be collected by the external evaluators contracted separately by MPF.

2. **Specific objectives/outcomes.** ***This level generally refers to changes in capacity***. These could be individual (new knowledge or skills), organisational (such as new equipment or procedures), inter-organisational (such as cooperation agreements, inter-agency committees) or relating to the legal and policy environment (such as new or improved policies). Changes in capacity are necessary but not sufficient to bring about overall change and therefore should not represent the project's ultimate or overall objective.

3. **Outputs.** ***Outputs are within the control of the project team***. These are new products and services that result from the completion of activities within the intervention. It is important that an output can be achieved with the resources provided and within the time period specified. Some examples include training materials, research studies, training workshops, draft policies, new equipment and services.

4. **Activities:** ***Activities are actions taken or work performed through which inputs, such as funds, technical assistance and other types of resources are mobilised to produce specific outputs***. Examples may include:
   - Develop Curriculum
   - Train stakeholders
   - Organise workshops
   - Recruit workers
   - Procure equipment
   - Facilitate community outreach sessions
   - Develop action plans

The level of achievement of different outputs and objectives is measured through **indicators**. Indicators serve to provide measurable evidence of progress. Indicators are quantitative or qualitative variables that allow stakeholders to verify changes produced by a development intervention relative to what was planned. Quantitative indicators are represented by a number, percentage or ratio. In contrast, qualitative indicators seek to measure quality and often are based on perception, opinion or levels of satisfaction*. Indicators should be expressed in neutral language, such as "the level or degree of satisfaction" or "change in the number of visa delays"* (rather than, for example "increased satisfaction" or "decrease in the number of visa delays").

👉 *Key tips*

1. MPF mostly uses quantitative indicators, which can readily be aggregated across projects for overall programme reporting. Grantees are also encouraged to use qualitative indicators as appropriate, however.

   Qualitative indicator example: perception of confidence in applying newly acquired skills by training participants.

   Quantitative indicator example: % of trained teachers certified as qualified to train colleagues in project-developed curriculum

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[1] Because MPF only uses three logframe levels, we combine indicators that would sometimes be split into two different levels.

2. Please use a separate row for each indicator. This improves clarity and facilitates transferral to an excel spreadsheet which is done by the MPF team for aggregated reporting.

Instead of

Indicators	Baseline
Number of assessment study reports produced	0
Number of curricula developed in line with EU standards	0

Please include separate rows as below:

Number of assessment study reports produced	0
Number of curricula developed in line with EU standards	**0**

3. For targets, these are accepted as minimum. Please do **not** add "at least".
4. Please **disaggregate** data by gender as a minimum, and other categories as relevant (e.g. country, agency, service trip, ethnicity, social condition).
5. Add detail to the indicator, not the target. For example:

Indicator	Baseline	Target
Number of people trained in identifying victims of trafficking (disaggregated by gender, agency)	0	16
~~Number of people trained~~	~~There is no training available~~	~~At least 16 people trained in identifying victims of trafficking~~

The baseline is equivalent to the starting point and the value of the indicator that the action aims to change. The target specifies a particular value that an indicator should reach by a specific date in the future. It is important to be realistic in target setting.

Logframe Samples

To assist applicants for the MPF call for proposals, we have provided two sample logframes below, based on the MPF template. The first example addresses labour mobility, and second focuses on strengthening border control, but with details that are applicable to different types of projects.

The examples are for demonstrating how to fill out the logframe template and include possible indicators that may be also relevant for your logframe. **Please be aware that each project must develop its own project-specific indicators and targets. Hence, your logframe should be customised to your project's design and scope.**

MPF Sample Logframe 1: Labour Mobility

(Fictitious) Project Title: 'Supporting Skills Partnerships and Labour Mobility'

Overall objective	Indicators	Baseline	Targets	Data sources / Means of verification
Instructions: Please copy below the overall objective that you have selected in the checkbox above.	*Instructions: Please insert below <u>three to five</u> indicators to measure the change to which you expect your project to contribute.[2]* ***Please use a different row for each indicator.***	*Instructions: For each indicator at the overall objective level, please insert your baseline, that is, the value of the indicator at the start of the project.*	*Instructions: For each indicator, please insert your planned target for the end of the project.* *This target should represent a realistic change in the indicator to which your project will contribute over time*	*Instructions: Please list the source(s) of information you will use to collect and report progress against this indicator.*
Overall objective: To establish mutually beneficial and sustainable digital talent development and mobility partnership(s) between *[EU MS(s)]* and *[partner country)]*	Percentage of key actors who agree on sustaining the partnerships developed during the Action (disaggregated by country)*	N/A	60%	End of project evaluation
	Percentage of host companies / organisations that report the Action beneficial for their talent attraction (or partnerships building) objectives (disaggregated by country)*	N/A	80%	End of project evaluation
	Percentage of participants who report that their careers have benefited from the Action at the end of Action (disaggregated by gender, country)*	N/A	80%	End of project evaluation
	Percentage of participants who would recommend participation in similar Actions to others (disaggregated by company/participant, gender, country)*	N/A	80%	End of project evaluation
	Number of trained technicians employed in local energy industry (disaggregated by gender)	0	200	Follow-up survey

* denotes recommended indicator for all labour mobility projects

Specific Objective 1 (SO1)				
Specific objectives refer to the results that a project team expects to achieve by the time the project is complete. They often include changes in knowledge, attitudes, institutions, or policies that are achievable within the timeframe of your project.				
Specific Objectives/ Outcomes	**Indicators**	**Baseline**	**Targets**	**Data sources / Means of verification**

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[2] Indicators should be clearly measurable in a way that can be understood consistently by all stakeholders. This is often best achieved with quantifiable indicators.

Instructions: Please list Specific Objective 1 below. Specific objectives should start with the following formulation: 'To+ infinitive' (e.g., 'To increase xx') and should be specific, measurable, and achievable.	Instructions: Please insert 3-5 indicators for this specific objective to measure the change to which you expect your project to contribute.[1] **Please use a different row for each indicator.**	Instructions: For each indicator, please insert your baseline, that is the current situation.	Instructions: For each indicator, please insert the target you expect to achieve by project end. This target should represent a realistic change that you anticipate your project can achieve.	Instructions: Please list the source(s) of information you will use used to collect and report information on this indicator.
Specific Objective 1: To increase the capacity of the TVET education to meet the employment needs of local and EU companies in the energy sector	Number of project-supported curricula adopted by local training institutions	0	3	Confirmation of approval by institutions
	Number and % of trained teachers certified as qualified to training project-developed curriculum	NA	32 (80%)	Copies of certificates
	Number and % of trainees graduating from programme	NA	400 (80%)	Copies of certificates

S01 Outputs

Outputs are the specific deliverables the project team plans to produce as a result of key project activities. Some examples include training materials, research studies, trained staff, or new equipment and trainings. These deliverables are within the control of the project team, who are accountable for producing them using project resources, plans, and capacities. They should be formulated in a straightforward and measurable manner, e.g., number of curricula developed, number of research studies completed, number of staff trained, types of equipment procured and trained etc.

Outputs	Indicators	Baseline	Targets	Data sources / Means of verification
Output 1.1: Comparative study of educational contents in [*partner country*] and the EU relating to the energy sector	Number of assessment study reports produced	0	1	Copy of report
Output 1.2: Joint curriculum developed	Number of curricula developed in line with EU standards	0	3	Copies of curricula
Output 1.3: Local teachers trained to deliver training	Number of teacher training workshops	0	4	Training report, participant lists
	Number of local teachers trained (disaggregated by gender)	0	40	
Output 1.4: Local energy workers trained for local and international markets	Number of workers trained based on newly developed curricula (disaggregated by gender)	0	500	Project reports

SO1 Activities

Instructions: Please list the key, planned project activities that will produce the projects outputs/deliverables. Please group the activities by Output and number them as follows (the same numbering and titles should be used in the application form).

Output 1.1: Comparative study of educational content in [country] and the EU relating to the energy sector

A 1.1.1. – Material preparation and Interviews

A 1.1.2. – Drafting reports

A 1.1.3. – Organisation of validation workshop

Output 1.2: Joint curriculum developed

A 1.2.1. – Organisation of curriculum development workshops

A 1.2.2. – Drafting of curriculum

A 1.2.3. – Review of curriculum compliance with EU standards

| Output 1.3: Local teachers trained to deliver training |
| A 1.3.1. – Teachers identified from local technical institutions |
| A 1.3.2. – 10-day training provided to teachers covering both technical skills and training skills |
| |
| Output 1.4: Local technicians trained for local and international markets |
| A 1.4.1. – 10 training workshops organised for qualified applicants |

Specific Objective 2 (SO2)				
Specific Objectives/ Outcomes	**Indicators**	**Baseline**	**Targets**	**Data sources / Means of verification**
Specific objective 2: To successfully pilot a talent development and mobility scheme for energy sector technicians between *[EU MS(s)]* and *[partner country)*	Percentage of participants successfully completing their placements (disaggregated by gender, country)	N/A	90%	Project reports Project evaluation report
	Number of participants benefitting from mobility scheme (EU indicator) (disaggregated by gender, country)	0	85	Project reports End of project evaluation
	Percentage of participants securing full-time employment at the end of the Action (disaggregated by gender, country)	N/A	80%	Project reports Project evaluation report
	If applicable Number of participants who report that the activity/project was helpful for their integration (EU indicator) (disaggregated by gender, country)	N/A	90%	Participant survey
	If applicable Number of participants who applied for a long-term residence status (EU indicator) (disaggregated by gender, country)	0	50	Project reports End of project evaluation
SO2 Outputs				
Outputs	**Indicators**	**Baseline**	**Targets**	**Data sources / Means of verification**
Output 2.1: Candidates for the energy training programme shortlisted	Number of promotional activities for mobility (EU indicator) (disaggregated by country, type)	0	6	Project reports
	Number of applications received meeting eligibility (disaggregated by gender, country)	0	150	Project reports
Output 2.2: Host companies in participating countries identified and trained	Number of companies that expressed an interest in participation in the Action	0	50	Project reports
	Number of training workshops for companies	0	3	Training agenda, participant list, post training assessment
	Number of participants in company training (disaggregated by gender, company)	0	15	
	Number of participants in pre-departure measures (EU indicator)* (disaggregated by gender, country)	0	30	Participant lists, Project reports

Output 2.3: Workers supported in mobility experience and follow-up	Number of participants in a language course (labour migration schemes only)	0	30	Participant lists, Project reports
	Number of participants provided with full package of support (post-arrival, monitoring, post placement preparation)	0	30	Project reports, Participant feedback forms
Output 2.4: Post-training support provided to participants	Number of grants provided to returnees for establishment of small micro-enterprises	0	5	Copies of grant contracts

SO2 Activities

Output 2.1: Candidates for the programme shortlisted
A 2.1.1. – Outreach: launching and distributing call for applications for all the tracks, organising various outreach activities
A 2.1.2. – Pre-selection: review of applications, testing, soft skills
A 2.1.3. – Selection: technical interview and final shortlisting

Output 2.2: Host companies in participating countries identified
A 2.2.1. – Outreach: awareness raising events, distribution of proposal package for companies, one-on-one approaches
A 2.2.2. – Training for private sector: training sessions on diversity management, working with internationals, migration procedures
A 2.2.3. – Business missions (specific formats TBD): facilitating targeted connections between participating countries

Output 2.3: Specialists supported in mobility experience
A 2.3.1. – Matching: preparing unified profiles, facilitating interviews between companies and candidates, facilitating agreements
A 2.3.2. – Travel logistics: visas and travel logistics organised for all participants, facilitating migration procedures, relocation
A 2.3.3. – Pre-departure training & incubation: facilitating start of work remotely (based on individual agreements with companies) and providing pre-departure orientation
A 2.3.4. – Soft-landing: providing logistical support upon arrival
A 2.3.5. – Workplace monitoring, community & network building: monitoring experience for the first 6 months, supporting on ad-hoc basis and organising social and network building activities

Output 2.4: Post-training support provided to participants
A 2.4.1. – Post placement preparation: support for specialist post-placement in extension of stay or returning home (including preparation and referral to support)

Specific Objective 3 (SO3)

Specific Objectives/ Outcomes	Indicators	Baseline	Targets	Data sources / Means of verification
Instructions. Please list Specific Objective 3 below. Specific objectives should start with the following formulation: 'To+ infinitive' (e.g., 'To increase xx') and should be specific, measurable, and achievable.	*Instructions: Please insert 1-2 indicators for this specific objective to measure the change to which you expect your project to contribute.[1]* **Please use a different row for each indicator.**	*Instructions: For each indicator, please insert your baseline, that is the current situation.*	*Instructions: For each indicator, please insert the target you expect to achieve by project end.* *This target should represent a realistic change that you anticipate your project can achieve.*	*Instructions: Please list the source(s) of information you will use to collect and report information on this indicator.*
Specific objective 3: To expand mutually beneficial mobility partnerships	Percentage of policy makers who report that results of activities of Action will inform changes in	N/A	50%	Project evaluation report

| | | | policies (disaggregated by topic, country) | | |

Outputs	Indicators	Baseline	Targets	Data sources / Means of verification
Instructions: Please list below the concrete deliverables the project team plans to produce through project activities under Specific Objective 3.[3] *Please insert additional rows if necessary,*	***Instructions:** For each output, please insert here 1-2 indicators that measure the output.[4]* ***Please use a different row for each indicator.***	***Instructions:** For each indicator, please insert your baseline, that is the current situation.*	***Instructions:** For each indicator, please insert your target to be achieved by project end.* *This target should align with a realistic and necessary set of planned project deliverables.*	***Instructions:** Please list the source(s) of information you will use to collect and report information on this indicator.*
Output 3.1: Lessons learned study produced on [EU country] legal systems, policies, and practices in relation to migration and the energy sector	Number of studies produced with actionable recommendations	0	1	Copy of study
	Number of recommendations submitted to policymakers for revision of migration policy and practice (such as work visa processes)	0	1	
Output 3.2: Knowledge exchange events on talent & startups mobility / attraction among participating and interested countries	Number of events at which project results were presented (disaggregated by event type)	0	2	Event agenda, participant lists, event reports
	Number of event participants (disaggregated by agency, gender, country	0	50 (2 x 25)	

SO3 Activities

Instructions: Please list the key, planned project activities that will produce the projects outputs/deliverables. Please group the activities by Output and number them as follows (the same numbering and titles should be used in the application form).

Output 3.1: Lessons learned study produced on [EU country] legal systems, policies, and practices in relation to migration and the energy sector
A 3.1.1. – Gather data on private sector and participant perceptions and expectations on existing and future migration schemes
A 3.1.2. – Review suitability of developed curricula
A 3.1.3. – Share knowledge and lessons learned with similar initiatives (inside and outside MPF)
A 3.1.4. – Draft study & recommendations, involving drafting study, gathering feedback on the findings, drafting recommendations
A 3.1.5. – Submit selected recommendations to policy makers
Output 3.2: Knowledge exchange sessions/events
A 3.2.1. – Knowledge exchange sessions/events: organising 2 interactive knowledge exchange sessions/events, one in destination and one in origin country
A 3.2.2. – Facilitating collaborations: facilitating practical 1-3 collaborations between academic institutions for curriculum development/adjustment based on needs identified

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[3] Please number the outputs based on their corresponding specific objective as shown.

[4] Indicators should be clearly measurable in a way that can be understood consistently by all stakeholders. This is often best achieved with quantifiable indicators.

MPF Sample Logframe 2: Border Management

(Fictitious) Project Title: 'Strengthening border control through Master trainer development and equipment provision'

Note: Although this logframe focuses on a specific border management topic, it contains many elements that may be adapted to other projects including training, capacity building, procurement of equipment and inter-agency cooperation.

Overall objective	Indicators	Baseline	Targets	Data sources / Means of verification
Instructions: Please copy below the overall objective that you have selected in the checkbox above.	*Instructions: Please insert below <u>three to five</u> indicators to measure the change to which you expect your project to contribute.[5]* **Please use a different row for each indicator.**	*Instructions: For each indicator at the overall objective level, please insert your baseline, that is, the value of the indicator at the start of the project.*	*Instructions: For each indicator, please insert your planned target for the end of the project. This target should represent a realistic change in the indicator to which your project will contribute over time*	*Instructions: Please list the source(s) of information you will use to collect and report progress against this indicator.*
To reduce irregular migration at selected border control points	Percentage change in number of forged falsified travel documents detected at border control points	1500	10 percent increase year on year	Official statistics on investigations of irregular migration and cross-border crime published annually.
	Number and % of participants who report three months after the training activity that they are using the skills and competences acquired during that training activity (EU indicator)	NA	45 (75%)	Post-training survey
	Number of new inter-agency mechanisms operational (coordinated by government, meeting regularly with at least 80% of key agencies attending)	0	1	Project reports

Specific Objective 1 (SO1)				
Specific objectives refer to the results that a project team expects to achieve by the time the project is complete. They often include changes in knowledge, attitudes, institutions, or policies that are achievable within the timeframe of your project.				
Specific Objectives/ Outcomes	**Indicators**		**Baseline**	**Targets**	**Data sources / Means of verification**

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[5] Indicators should be clearly measurable in a way that can be understood consistently by all stakeholders. This is often best achieved with quantifiable indicators.

Specific objective 1: To enhance capacity of national training institutions to train staff in document security	Number of new/modified training curricula adopted by national training academies (disaggregated by academy)	0	1	Project reports, written confirmation from academies
	Number of national master-trainers certified to deliver training on document security (disaggregated by gender)	0	15	
	% knowledge change in participants (based on pre-post test)	NA	40% increase	Pre-post test
	Number and % of training participants expressing intention to apply learned knowledge/skills	NA	70% (number TBD)	Pre-post test
	Number of staff trained by national trainers per year (without project support)	0	100	Mentoring/ observation of master trainers' delivery of training.

S01 Outputs

Outputs are the specific deliverables the project team plans to produce as a result of key project activities. Some examples include training materials, research studies, trained staff, or new equipment and trainings. These deliverables are within the control of the project team, who are accountable for producing them using project resources, plans, and capacities. They should be formulated in a straightforward and measurable manner, e.g., number of curricula developed, number of research studies completed, number of staff trained, types of equipment procured and trained etc.

Outputs	Indicators	Baseline	Targets	Data sources / Means of verification
Output 1.1: Development of tailored programme in document security	Number of training needs analysis conducted	0	1	Copy of Training Needs Analysis
	Number of curriculum developed/modified	0	1	Copy of curriculum
	Number of curriculum validation workshops	0	1	Meeting minutes/workshop report, participant list
Output 1.2: Best performing HQ officers trained in adult learning techniques – Training of Trainers (TOT)	Number of TOT programmes provided	0	1	Training report, pre-post test, participant list
	Number of participants in TOT (disaggregated by gender)	0	20	
Output 1.3: Pilot trainings provided by Master trainers with project support	Number of supported pilot trainings provided by local Master trainings	0	10	Training report, pre-post test, participant list
	Number of participants in pilot training (disaggregated by gender, agency)	0	200	
	Number of review meetings on pilot trainings for Master trainers to receive feedback and share concerns.	0	1	Meeting report

SO1 Activities

Instructions: Please list the key, planned project activities that will produce the projects outputs/deliverables. Please group the activities by Output and number them as follows (the same numbering and titles should be used in the application form).

Output 1.1: Development of tailored programme in document security

A 1.1.1. – Conduct assessment on document security training needs (including effects of staff turnover)

A 1.1.2. – Preparation/adjustment of core document security and training materials based on EU good practice

A 1.1.3. – 1 x 3-day workshop with Academy Officers to adapt and finalise curriculum

Output 1.2: Best performing HQ officers trained in adult learning techniques – Training of Trainers (TOT)

A 1.2.1. - 1 x 5-day delivery of TOT training course by international experts.

Output 1.3: Pilot trainings provided by Master trainers with project support
A 1.3.1. – 10 x pilot trainings run by Master trainer (3 trainers per course, each trainer co-runs 2 courses, 20 participants per course)
A 1.3.2. – Review meetings on pilot trainings for Master trainers to receive feedback and share concern
A 1.3.3. – Documentation of issues raised by Master trainers for discussion with supervisors as necessary
A 1.3.4. – Ongoing support/discussion through Master trainers WhatsApp group

Specific Objective 2 (SO2)

Specific Objectives/ Outcomes	Indicators	Baseline	Targets	Data sources / Means of verification
Specific objective 2: To increase the operational capacity of selected border control to identify fraudulent documents	% of (project-provided) equipment functioning at project end	NA	100%	Observation, external evaluation
	Staff correctly using purchased equipment	Qualitative		Staff/supervisor feedback

SO2 Outputs

Outputs	Indicators	Baseline	Targets	Data sources / Means of verification
Output 2.1: Document fraud detection systems for Border Control Points are installed in line with analysed needs	Number of equipment needs analysis reports produced	0	1	Needs analysis report
	Number of units of equipment purchased and handed over, in line with the recommendations of the assessment report	0	TBD (based on needs assessment)	Purchase orders, photos, handover certification, transfer of assets document
Output 2.2: Staff trained in equipment use	Number of staff trained in appropriate use of equipment (disaggregated by gender)	0	TBD (based on needs assessment)	Participant lists, training report

SO2 Activities

Instructions: Please list the key, planned project activities that will produce the projects outputs/deliverables. Please group the activities by Output and number them as follows (the same numbering and titles should be used in the application form).

Output 2.2: Document fraud detection equipment for Border Control Points is purchased and handed over to counterparts
A 2.2.1. – Visits of technical expert to participating border posts organised
A 2.2.2. – Equipment needs analysis report drafted
A 2.2.3. – One round of consultations held to finalise needs assessment
A 2.2.4. – Technical specifications developed
A 2.2.5. – Equipment tender issued
A 2.2.6. – Equipment purchased and delivered based on successful tender
A 2.2.7. – Handover ceremony held
Output 2.3: Staff trained in equipment use
A 2.3.1. – Training organised at each border control point for all staff using equipment

Specific Objective 3 (SO3)				
Specific Objectives/ Outcomes	**Indicators**	**Baseline**	**Targets**	**Data sources / Means of verification**
Instructions. Please list Specific Objective 3 below. Specific objectives should start with the following formulation: 'To+ infinitive' (e.g., 'To increase xx') and should be specific, measurable, and achievable.	*Instructions: Please insert 1-2 indicators for this specific objective to measure the change to which you expect your project to contribute.[1]* **Please use a different row for each indicator.**	*Instructions: For each indicator, please insert your baseline, that is the current situation.*	*Instructions: For each indicator, please insert the target you expect to achieve by project end.* *This target should represent a realistic change that you anticipate your project can achieve.*	*Instructions: Please list the source(s) of information you will use to collect and report information on this indicator.*
Specific objective 3: To increase the exchange of information between border agencies on developments in document fraud	Number of information sharing mechanisms approved by relevant border agencies on new forged/falsified documentation trends or techniques	0	1	Copy of agreement
	% of relevant border agencies participating in the mechanism (with focal points appointed and active)	NA	100%	Project reports, counterpart records Project evaluation report
	% of new trends shared through mechanism within two weeks of discovery	0	100%	
SO3 Outputs				
Outputs	**Indicators**	**Baseline**	**Targets**	**Data sources / Means of verification**
Instructions: Please list below the concrete deliverables the project team plans to produce through project activities under Specific Objective 3.[6] *Please insert additional rows if necessary*	*Instructions: For each output, please insert here 1-2 indicators that measure the output.[7]* **Please use a different row for each indicator.**	*Instructions: For each indicator, please insert your baseline, that is the current situation.*	*Instructions: For each indicator, please insert your target to be achieved by project end.* *This target should align with a realistic and necessary set of planned project deliverables.*	*Instructions: Please list the source(s) of information you will use to collect and report information on this indicator.*
Output 3.1: Inter-agency agreement on information sharing mechanism developed	Number of inter-agency meetings at which all relevant departments are present	0	3	Meeting reports, participant lists
	Number of participants in inter-agency meetings (disaggregated by gender, agency)	0	15	
Output 3.2: Information sharing mechanism documentation drafted	Number of information exchange mechanism documents drafted	0	2	Event agenda, participant lists, event reports
Output 3.3: Additional software installed	Number of pieces of new software installed	0	TBD	Purchase orders, receipts

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[6] Please number the outputs based on their corresponding specific objective as shown.

[7] Indicators should be clearly measurable in a way that can be understood consistently by all stakeholders. This is often best achieved with quantifiable indicators.

		Number if agreements with participating agencies of funding for ongoing licensing costs	0	1	Copy of agreement

Instructions: Please list the key, planned project activities that will produce the projects outputs/deliverables. Please group the activities by Output and number them as follows (the same numbering and titles should be used in the application form).

Output 3.1: Inter-agency meetings organised to agree on information sharing mechanism
A 3.1.1. – Preparatory discussions held with key decision-makers on expectations of system and importance of consistent representation at meetings
A 3.1.2. – Inter-agency meetings help to progress agreement and advance details

Output 3.2: Information sharing mechanism documentation drafted
A 3.2.1. – Information sharing agreement drafted including roles and responsibilities of all agencies, additional equipment needs, agreed timeframes for information sharing and review mechanisms

Output 3.3: Additional software required for information sharing purchased and installed
A 3.3.1. – Meeting with key decisions makers to finalise software needs and ongoing licensing arrangements
A 3.3.2. – New software purchased and installed as per agreed specifications

2. DEFINING MPF OVERALL AND SPECIFIC OBJECTIVES

This section on how to write overall and specific objectives aims to help MPF grant applicants develop clear, focused, and measurable project objectives. It includes **(1)** a definition of objectives, **(2)** tips for writing objectives, **(3)** examples of objectives from existing projects. As grantees may be used to different funding mechanisms requiring an impact and outcome statements in place of objectives, the document also includes guidance on how to translate such statements into MPF project objectives.

Project objectives define what a project aims to achieve. They provide clear direction to the project team, donors, and stakeholders about a project's purpose and thus form its very core.

Defining objectives at an early stage in project planning saves time later by helping to structure the project's activities and outputs as well as develop the results matrix or logframe. Well-defined measurable objectives also facilitate a project's monitoring, evaluation, and learning plans and actions, key to effective project implementation.

What are project objectives?

As noted, different donors have different approaches and use different terminologies when defining 'results', which can be confusing. MPF's approach involves the following.

Overall objective. This is the ultimate and planned result, goal or change that the project seeks to achieve. This goal is outside of the project's direct control may be beyond the project's duration. It should generally be defined for a specific target group (e.g. unaccompanied youth migrants, refugees, etc.) and within a geographic area (a country, region, etc.).

Specific objectives. Specific objectives are the effects or changes brought about, or influenced by, a project's outputs. These are also not under a project's direct control. Depending on the complexity of the project and on donor requirements, specific objectives may focus on (1) increasing capacity (e.g. strengthened policy frameworks, improved knowledge and skills of trained staff, new international cooperation agreements) or (2) driving actions and behaviours that relate to this increased capacity, such as the results of implementation of new policies or the use of trained knowledge and skills, which change how trainees behave in different situations.

> **!** *Objectives should start with the following formulation: 'To + infinitive' (e.g., 'To increase xx') and should be specific, measurable, and achievable.*

Each application should have just **one overall objective** and ideally **no more than three specific objectives**. The overall objective should reflect your best assessment of what can realistically be achieved with the available resources and project timeframe. It should be informed by evidence, commensurate with the type of the problem to be addressed. The specific objectives should support this overall objective.

Guidance for writing OVERALL AND SPECIFIC OBJECTIVES

1 Ensure the objectives are clearly stated and measurable.	The wording and intent of an objective should be clear enough so that a third person will be able to identify when it has been achieved. Objectives can be further specified through indicators in the logframe.
	Example: To increase regular labour migration of qualified health care professionals from outside of the EU (overall objective)

		NOT To support the Government to improve labour migration governance.
2	**Emphasise the results of the action, not the action itself.**	Describe the **intended result** rather than planned actions. Avoid words such as "support" and "facilitate" and focus on the result itself. **Example:** To increase identification of false travel documents increased (specific objective) **NOT** To train border guards in document identification.
3	**Maintain a single focus.**	Each objective should contain just **one core concept** or **idea**. Objectives with more than one concept are difficult to measure. In the example below, it would be possible to achieve the first part of the objective while making no progress on the second. **Example:** To increase the proportion of voluntary returnees successfully reintegrated in their country of origin (overall objective) **NOT** To increase the proportion of voluntary returnees successfully reintegrated in their country of origin and strengthen the legal framework on assisted voluntary return.
4	**Focus on the 'what' not the 'how'.**	Although it is important to describe how you plan to achieve a particular objective, this should not be done in the wording of the objective. Avoid words such as "by" and "through". **Example:** To increase the detection of irregular migrants attempts to the Schengen Area (overall objective). **NOT** To increase the detection of irregular migrants attempts to the Schengen Area by improving cooperation with partner countries along the Central Mediterranean Route.
5	**Test wording to avoid ambiguity.**	Test the wording with various stakeholders to ensure that the objective is understandable across diverse partners and not interpreted differently by different people. Avoid using acronyms. **Example:** To increase the proportion of eligible migrants accessing the national assisted voluntary return and reintegration programme increased (specific objective) **NOT** To increase access to AVRR.

👉 *Translating Impact and Outcome Statements to Objectives*

Some applicants may be used to stating intended results in terms of impact and outcome statements. Objectives are essentially just a different way of writing impact and outcome statements. Whereas the latter state the achievements themselves, an objective is worded in terms of an aim. Adjusting from an outcome to an objective is usually a matter of moving the verb to the beginning of the sentence and making it into an infinitive.

Impact statement: Number of irregular migrants arriving in the Schengen Area reduced.
(Overall) objective: To reduce the number of irregular migrants arriving in the Schengen Area.
Outcome statement 1: Referral of vulnerable migrants to protective services increased.
(Specific) objective 1: To increase the referral of vulnerable migrants to protective services.