

FAQ

Frequently
asked
questions

The Monitoring, Evaluation, and Learning (MEL) Plan Template for USAID Tuberculosis Program Activities

What is the Monitoring, Evaluation, and Learning (MEL) Plan for Tuberculosis (TB) Projects Template and Guidance?

USAID requires that “Activities must have an approved Activity MEL plan in place before major implementation actions begin” (Automated Directive System [ADS] 201.3.4.10). This template and guidance document is designed to assist USAID implementing partners (IPs) receiving TB funding with complying with this requirement in a standardized format. This document will help guide IPs on how to create a comprehensive MEL plan to effectively manage their projects and track their TB investments.

Who is this template for?

This template was designed for IPs who are awarded USAID TB funds and are required to develop a MEL plan. Additional users include USAID Contracting Officer’s Representatives (CORs)/Agreement Officer’s Representatives (AORs), activity managers, and monitoring and evaluation specialists.

Is it a requirement for USAID-funded IPs to use this TB MEL plan template?

No. Although an MEL plan is required per ADS 201, use of this template is not required, nor is there any agency-wide required MEL plan structure or format. Each USAID Mission or Operational Unit might have their own activity MEL plan template format for their IPs. This TB MEL plan template is offered as a helpful tool to provide a structured MEL approach aligned with the USAID Global TB Strategy.

If I’ve already developed my MEL plan, do I need to create a new one using this template?

Your MEL plan should be updated regularly (at least annually). When you update your plan, discuss with your COR/AOR if you need to adapt it using the MEL plan template for TB projects.

What does the TB MEL plan template contain?

The template and guidance document contains three parts. Part I is the template with detailed, user-friendly instructions for each section of a TB MEL plan. Part II is an example of a completed MEL plan for a fictitious TB project. And Part III is a blank template in Word with all the necessary section

headings and tables to help get IPs started when drafting their own TB MEL plans.

How is this template different from the standard generic USAID Activity MEL Plan Template on USAID’s Learning Lab?

This template varies from the Learning Lab USAID MEL plan template in that it provides significantly more guidance under each section with illustrative examples and easy-to-use tables, directs users to additional resources, offers specific guidance on how to report on the TB indicators in the [Performance-Based Monitoring and Evaluation Framework \(PBMEF\)](#), and provides a blank template and example of what a comprehensive, high-quality TB MEL plan looks like.

Is the TB MEL plan template applicable to non-TB programming?

Yes. All sections of the TB MEL plan template for TB projects are the same as a general USAID MEL plan template, especially those required by USAID (the monitoring plan and stakeholder feedback plan). What makes this document TB-specific are the examples provided and guidance on how to incorporate TB performance indicators from the PBMEF into TB MEL plans.

Does the TB MEL plan template include the PBMEF indicators and indicator reference sheets?

The document includes a link to the PBMEF Guide, which provides guidance on selecting, collecting, reporting, and analyzing the PBMEF indicators. It also contains complete indicator reference sheets for the essential TB indicators (core, core plus, national level, and project level).

If I need additional information or guidance when developing my TB activity MEL plan, where should I look?

Throughout the TB MEL plan template and guidance document are several hyperlinks to useful websites and resources with additional information on specific elements of a TB MEL plan.

How do I access the MEL plan template?

You can access the template [here](#).



This publication was produced with the support of the United States Agency for International Development (USAID) under the terms of the TB Data, Impact Assessment and Communications Hub (TB DIAH) Associate Award No. 7200AA18LA00007. TB DIAH is implemented by the University of North Carolina at Chapel Hill, in partnership with John Snow, Inc. Views expressed are not necessarily those of USAID or the United States government. FS-24-705 TB