

## Milestones Matrix by objectives and year: MEAL for Results Tracking and Accommodate Learning

Major objectives	Major Activities under the Objectives	Milestones					Assumptions
		2023	2024	2025	2026	2027	
(1) To put people at the center of its response and hold the organization accountable to them, the organization will ensure community participation in response.	1.1 Develop a checklist to ensure community participation.	100% project will apply the checklist and ensure its documentation.	100% project will apply the checklist and ensure its documentation.	100% project will apply the checklist and ensure its documentation.	100% project will apply the checklist and ensure its documentation.	100% project will apply the checklist and ensure its documentation.	Staff capacity strengthening  Maintaining Deadline for sending reports
(2) To assess the progress of projects every month, the organization will organize PPMM and ensure accountability of staffer of their performance.	2.1. Collect all reports every month and analyze progress.  2.2 Organize PPMM every month and discuss progress.	100% projects will send reports every month to MEAL section for assessment.	100% projects will send reports every month to MEAL section for assessment.	100% projects will send reports every month to MEAL section for assessment.	100% projects will send reports every month to MEAL section for assessment.	100% projects will send reports every month for assessment	Funding  Limited staff
(3) To establish a digitalized/web-based MEAL system for real time monitoring of activities and targeted beneficiaries with desegregated data.	3.1 Establish a digitalized/web-based MEAL system.  3.2 Training to M&E staff	100% Web-based application.	100% Web-based application.	100% Web-based application.	100% Web-based application.	100% Web-based application.	
(4) Regular internal evaluation of projects aiming at learning and improving the next implementation.	4.1 Conduct mid-term and end-line evaluation of projects length more than 6 months, or produce a project completion report.	100% of projects	100% of projects	100% of projects	100% of projects	100% of projects	
(5) To hold the organization more accountable, the organization will organize quarterly beneficiary	5.1 Collect beneficiary feedback.  5.2 Conduct risk assessment.	100% of projects	100% of projects	100% of projects	100% of projects	100% of projects	

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feedback collection and risk analysis events for adjustment, if any.							
(6) Being accountable to the community, the organization will also ensure exit strategy of projects, so that the community receives major/necessary services even after the intervention ends.	6.1 While designing a project more than 6 months, prepare exit strategy  6.2 Ensure community participation and inform them well of the exit strategy.	100% of projects					
(7) To ensure the quality and accountability of response, the organization will ensure the application of Core Humanitarian Standards (CHS), Sphere Standards, Child Protection Standards, etc.	7.1 Develop necessary policies, formats and practices that ensure the minimum standard.  7.2 Organize training, orientation, etc.	Training, orientation, etc. at least once in a year.	Training, orientation, etc. at least once in a year.	Training, orientation, etc. at least once in a year.	Training, orientation, etc. at least once in a year.	Training, orientation, etc. at least once in a year.	
(8) To learn, share and knowledge management, the organization will also organize year ending project learning sharing event including microfinance.	8.1 Organize year ending learning-sharing event.  8.2 Capture learning and document share.	Once in year					