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# MEL tool: sample outline of a MEL plan

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| This document contains a sample outline for a MEL plan, with all of the sections we would expect to find in any MEL plan. Fill in the template, adapting it as needed to your specific circumstances. Please refer to section 3.7 of the [MEL toolkit](http://www.intrac.org/ba-mel-toolkit) for guidance on how and when to use this tool. NB We strongly recommend you read the whole toolkit at least once before starting to use any of the tools. |

## Background

Includerationale and context of the intervention

## **The goals, objectives and indicators**

See sections 3.5 and 3.6 of the MEL toolkit

## Key working approaches

## Who are the partners and stakeholders?

## What resources are required?

## Risks assessment

Include how you intend to manage the risks

## How the intervention will be monitored and evaluated?

## Annexes

Any additional document including more detailed information