

10 days with a 5-day option

# Monitoring, Evaluation, Accountability and Learning (MEAL)

Using the results approach for projects and programmes

This Monitoring, Evaluation Accountability and Learning online course is specifically designed for development workers in NGOs, government, UN agencies and private sector organisations.

We know you and your organisation want to become more effective. We believe you can do this by enhancing MEAL practices. The course addresses MEAL for the entire results chain and enables you develop a learning M&E system, use new digital technologies, and explore techniques for monitoring remotely.

## Why choose this course

Delivered by our practitioners with extensive participatory field experience, this is the leading MEAL course for development professionals. Those responsible for project or programme-level M&E benefit from the latest MEAL thinking and practice, including results approaches. This course will enable you to bring your learning into practice and to understand how to turn data into information, and information into knowledge, critical for effective and strategic decision making.

## What you will learn

Through a mix of practical activities, theory and examples of effective practice you will learn how to:

- Decide what and how to monitor with different stakeholders
- Clarify key results at the programme-level using logic models
- Plan a project using the logical framework
- Develop indicators and targets
- Use participatory methods for data collection and analysis
- Design and manage evaluation
- Use your M&E findings to improve organisational learning and stakeholder engagement
- Use new and innovative digital methods for M&E, including remote monitoring
- Incorporate Knowledge Sharing practices into your M&E
- Develop and work with a practical M&E system.

## Course Overview

Subject to change to reflect participants' needs

### Week 1: Principles of M&E for Results

#### Day 1: The changing role and practice of M&E

- M&E fundamentals
- Results approaches: outputs, outcomes and impact
- Relate M&E to your programme and project cycle
- Identify stakeholders and their differing needs and roles

#### Day 2: Results framework

- Develop logic models
- Work with and beyond logframes

#### Day 3: Developing M&E frameworks

- Criteria for indicators
- Develop project indicators
- Identify means of verification

#### Day 4: Gathering data/information/knowledge

- Quantitative and qualitative approaches and instruments
- Data organisation, quality assurance and analysis
- Design baseline, evaluation and impact studies

#### Day 5: M&E system and plan

- Prepare M&E plan
- M&E system
- Week 1 learning synthesis

### Week 2: Embedding key M&E practices and applying these to your live work cases or a local organisation

#### Day 6: Analysis and overview

- Situation and context analysis
- Critical overview of logframes

#### Day 7: Evaluation techniques

- Design evaluations for stakeholder benefit and use
- Choice and use of qualitative and quantitative collection instruments
- Making use of M&E data/information/knowledge

#### Day 8: Participatory data collection methods

- Participatory Rural Appraisal (PRA) techniques
- Timeline exercises
- Focus group discussions
- Key informant interviews

#### Day 9: Learning synthesis and reflection

- Innovative M&E approaches (Theory of Change)
- Participant presentations preparation

#### Day 10: Using what you have learnt

- Participant preparations
- Embedding learning for personal and organisational benefit
- Becoming change agents for M&E

**How long:** 10 days with a 5-day option

**Tuition cost:** £3700/£2800

For the latest course dates, locations and booking deadlines please see our website or get in touch.

And for help and advice with planning your in-house training or consultancy needs contact us to set up a Skype with one of our team.



“The training is fantastic, with a more practical approach. I realise the importance of M&E in projects & programs. This training has highlighted many vital components to be considered during M&E. I now feel equipped to undertake my M&E role.”

Siggie Mukaisi, M&E Officer, National Fisheries Authority

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