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Specialized in Soft Skills & Technical Courses, Training & Development, & Consultancy Services

SEH
SUCCESS EDU HUB

2023

MEAL DRRO

Monitoring, Evaluation, Accountability and Learning for Development Professionals

COURSE DESCRIPTION

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Created by NGOs for NGOs, MEAL DPRo improves MEAL skills across the humanitarian and development sector.

This course covers the essential skills of NGO monitoring, NGO evaluation, accountability, and learning.

COURSE OBJECTIVES

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- Identify the MEAL five main phases and understand how to implement each phase of them
- Describe the relationship between MEAL and project management
- Understand how to implement MEAL Activities in project life
- Design logic models
  - ❖ Theory of Change
  - ❖ Results framework
  - ❖ Logical framework
- Planning MEAL Activities and developing MEAL relate documents:
  - ❖ Indicator Performance Tracking Table
  - ❖ Feedback-and-response mechanism flowchart
  - ❖ Learning plan
  - ❖ Planning tools for MEAL communications
  - ❖ Summary evaluation table
  - ❖ Evaluation terms of reference

COURSE OBJECTIVES

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- Identify the ley aspects for collecting high quality MEAL data from the selected sample
- Analyze and Interprets MEAL data
- Identify the key principles of adaptive management, including how they are incorporated into the MEAL cycle
- Describe how data are used in reporting and communication with stakeholders

Outline

TOPICAL UNIT OUTLINE / UNIT OBJECTIVES:
Upon completion of this course, the student will be able to:

Unit I. MEAL in Projects
a. Define the components, structure and purpose of MEAL
b. Explain the benefits of a strong MEAL system
c. Describe the relationship between MEAL and project management
d. Identify the five phases of MEAL
e. Describe the ethical standards and principles relevant to MEAL
f. Understand the importance of participation and critical thinking in MEAL processes

Unit II. Designing Logic Models
a. Describe how project logic models contribute to establishing a strong foundation for MEAL
b. Compare and contrast the components, structure and purpose of theories of change, results frameworks and Log frames
c. Explain the purpose of identifying assumptions in project logic models
d. Interpret the vertical and horizontal logic of Log frames
e. Understand the characteristics of a SMART5 indicator
f. Identify the most common measurement methods and when they are used

Outline

Unit III. Planning MEAL Activities

a. Identify and describe the purpose, process and content of key MEAL planning tools o Performance management plan
    - ❖ Indicator Performance Tracking Table
    - ❖ Feedback-and-response mechanism flowchart
    - ❖ Learning plan
    - ❖ Planning tools for MEAL communications
    - ❖ Summary evaluation table
    - ❖ Evaluation terms of reference
b. Understand the various types of evaluation and the purpose of each
c. Explain why MEAL planning is important and understand its relationship to broader project planning and project management.

Unit IV. Collecting MEAL data

a. Explain the five elements of data quality
b. Describe the components of a basic data collection tool outline
c. Identify three primary methods of data collection and key characteristics of each (questionnaires, interviews and focus group discussions)
d. Explain the basic principles of sampling
e. Describe key steps in preparing to implement data collection tools
f. Identify generally accepted protocols and standards for responsible data management
g. Understand the basics of selecting databases and associated data entry and cleaning practices

Outline

Unit V. Analyzing MEAL Data

a. Explain how your MEAL planning documents guide data analysis, visualization and interpretation
b. Describe the purpose and processes of quantitative data analysis
c. Describe the purpose and processes of qualitative data analysis
d. Describe the purpose and process of data visualization
e. Explain how analysis leads to appropriate interpretation and the development of conclusions and recommendations

Unit VI. Using MEAL Data

a. Identify the key principles of adaptive management, including how they are incorporated into the MEAL cycle
b. Describe how data are used in reporting and communication with stakeholders
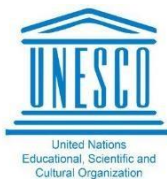
NOTES:

- *An accredited course certificate from American university in Madaba , and the Ministry of Higher Education.*

- *Number of credit hours: 45 ((39 training hours & 6 hours group graduation project))*

Our Clients:

Our pool of clients includes Government entities/ministries, non-governmental organizations and private sector corporations.

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