MONITORING, EVALUATION AND LEARNING - MEL

Designing M&E and Learning systems

Course Overview

Capturing essential quantitative and qualitative changes of your project has become increasingly important and demanded by donor-agencies and host governmental organizations alike.

How, then, do you design project MEL plan that goes beyond tracking activities? How do you learn and show meaningful results? and how do you make sure that your MEL plan does maintain accountability, generate and use learnings by all actors for improvement?

The course will equip participants with the necessary skills, M&E methodologies and tools necessary to confidently deliver the day-to-day functions of the Monitoring and Evaluation officer

Learning Outcomes

- Develop an understanding of the definitions, concepts and interlinkages of monitoring, evaluation and learning
- Develop key performance indicators that measure what matter
- Be able to design integrated MEL plans
- How to share results and use learnings into project management decision making, comminution and proposal writing
- Reflect on your own role in bringing improved process, knowledge sharing and management in your projects, programs and organization

Who Should Attend?

This course is particularly relevant to those working in the not-for-profit / international development sector who need to achieve a better understanding of the MEL cycle. These include but not limited to the following titles:

- Monitoring, evaluation and learning officers / specialists
- Program and Project Managers
- Government civil servants
- Proposal development officers
- Anyone who wants to grow own career in international development

TRAINING AGENDA

Day 1: Foundation to monitoring, evaluation and learning

Day 2: Results chain and sphere of control

Day 3: Measuring results & Key Performance Indicators

Day 4: Intro to data collection tools

Day 5: M&E Plan components

Day 6: Reporting M&E results

Day 7: Using results for learning

Day 8: Personal action plan

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Essential Information

" The excellent ideas, streamlined operations, cost efficiencies, and technical superiority that are shared internally with and by your MEL staff can be of direct benefit to your organization in ways that extend far beyond the successful delivery of development projects "

Meet Our Trainer

Nermine Habib has 15+ years of experience in leading, managing and reporting mid-term and final evaluation missions of development cooperation funded projects in Egypt. Nermine has spearheaded, designed and delivered MEL training courses to development professionals across the whole landscape of development-aid funding and implementing agencies alike.

Nermine holds Master degree in Conflict Resolution and Peace Building as well as in Sociolinguistics studies. She has received intensive training in Monitoring and Evaluation from MDF institute of the Netherlands.

What is the Course Online Format?

- The course is a foundation to an intermediate level.
- The course will be delivered over 5 weeks. Four weeks with live sessions and one-week break in between to allow participants to complete activities and catch up with readings.
- The course will include Eight interactive live sessions, each lasts 90 minutes. Sessions start from 6:00 pm to 7:30 pm Cairo, Egypt time
- Participants will
  o Have access to course presentations, self-paced individual exercise as well as recommended readings and resources
  o Have the opportunity to interact with other participants through the live sessions
  o Get feedback on individual assignment
- Presentations, materials and training will be delivered in English
- On average, we estimate participants should set aside 4-6 hours per week to complete this course.

Duration and Fees

Course fees: 1,500 EGP | 95 US$

What are the IT Requirements?

- You will need a laptop and ideally also a headset, as well as access to broadband internet.
- You will need to be able to download software (Zoom) to access the live sessions.
- If you have any doubts about these requirements, please do get in touch.