



Implementing a Results-Based Monitoring, Evaluation and Learning System (MEL)

Southern Hemisphere has for some years now been leading in the design of MEL systems in South Africa. Our experience is drawn from a range of different clients, including NGO's, South African Government and multi-lateral organisations. Our very practical insights will guide you through the process, strengths and challenges of setting up an MEL system.

This course builds on the foundations of our course in planning, monitoring, evaluation and learning, which has been hugely successful, and is for people who have a basic knowledge of how to develop an MEL plan. The course will provide a space for development practitioners to learn from each other by sharing knowledge and experiences.

Objectives

The objective of this course in MEL system design is to equip development practitioners with the knowledge and expertise to be able to design and manage a process of developing and operationalising (implementing) an MEL System.

Methodology

The training course will be run in a workshop style with a high degree of participant involvement. Group work will be interspersed with input sessions. Adult learning methodologies will be employed, and debate and discussion will be encouraged.

Requirements

Participants should have a solid understanding of basic concepts in MEL and know how to develop MEL plans, including the identification of indicators & means of verification.

Outcomes

In relation to Southern Hemisphere's conceptualisation of the MEL cycle, the participant will:

- Understand of the components of an MEL system
- Understand what supporting institutional arrangements need to be in place for successful monitoring, evaluation, reporting and learning
- Understand how to operationalise the MEL system i.e. how to make your MEL plan come alive and what process to follow
- Be aware of the challenges and solutions for getting compliance to your data collection, analysis and reporting
- See the benefit of participatory approaches to design
- Understand how to build commitment and organisational buy-in to MEL
- Be able to identify roles and responsibilities for MEL role players.



*Southern Hemisphere
Planning, Monitoring,
Evaluation and Learning cycle*

Participants will also be able to:

- Develop design tools and reporting formats for data collection (means of verification)
- Develop reporting formats and learning plans
- Conduct a stakeholder and situation analysis for the design of an MEL system



Workshop Programme

Module 1

- Overview of a monitoring and evaluation system (MEL System)
- What are the necessary foundations for an MEL system

Module 2

- 7 steps to developing an MEL system
- Preparation
 - Step 1: Building commitment and cooperation
 - Step 2: Conducting a situation analysis for the design of an MEL system

Module 3

- Design
 - Step 3: Methods for designing the MEL plan
 - Step 4: Design of MEL tools (means of verification)
 - Step 5: Design of reporting formats

Module 4

- Standardisation:
 - Step 6: Developing a guideline for your MEL system that includes your MEL strategy, definitions of indicators, processes for data gathering, analysis, reporting and learning.

Module 5

- Institutional arrangements for implementation and using MEL data for decision making
 - Step 7: Institutional arrangements
 - Hints and tips for successful design & implementation of an MEL system

TRAINERS

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Dena Lomofsky, MA Social Development, (UWC)
Tracey Phillips, MPhil Development Studies (UCT)
Wilma Wessels-Ziervogel, MPhil Monitoring & Evaluation Methods (Stellenbosch)
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IN HOUSE COURSES

Available Upon Request
Minimum 5 Persons. Reduced fees for in-house course.

Visit the website to complete a registration request or contact us for more information:

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