MEALDPro

MEAL DPro Learning Outcomes

An Introduction to MEAL

✓ Define the components, integrated structure, and purpose of MEAL
✓ Explain the benefits of a strong MEAL system
✓ Explain the five phases of MEAL
✓ Describe the ethical standards and principles relevant to MEAL
✓ Explain the importance of participation and critical thinking in MEAL processes
✓ Describe the relationship between MEAL and project management
✓ Identify and describe the purpose, process, and content of key MEAL planning tools supporting these key areas:
  o MEAL Budget
  o MEAL Calendar
  o MEAL Staffing

Logic Models

✓ Explain how project logic models contribute to establishing a strong foundation for MEAL
✓ Explain the purpose and structure of a theory of change
✓ Discuss conceptual frameworks and how they inform a theory of change
✓ Explain the purpose and structure of a results framework
✓ Explain the purpose and structure of a logframe
✓ Compare and contrast components, purpose, and structure of theories of change, results frameworks and logframes.
✓ Describe the structure of a logframe
✓ Explain the purpose of identifying assumptions in logic models
✓ Explain the purpose of indicators
✓ Discuss types of indicators: standard, pre-existing, custom, direct, indirect, quantitative, and qualitative
✓ List and describe several measurement methods and the contexts in which they are used
✓ Compare the different data collection methods
✓ Discuss the use of different measurement methods in collecting MEAL data

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Planning MEAL Activities

- ✓ Explain why monitoring and evaluation planning is important
- ✓ Identify and describe the purpose, process, and content of the Performance Monitoring Plans
- ✓ Identify and describe the purpose, process, and content of the Indicator Performance Tracking Table
- ✓ Identify and describe the components, structure, and purpose of a Data Flow Map
- ✓ Identify and describe the steps for creating Data Flow Maps
- ✓ Interpret an illustrative Data Flow Map
- ✓ Discuss the various types of evaluation and the data required for each
- ✓ Identify and describe the purpose, process, and content of key MEAL planning tools
    - o Evaluation Summary Table
    - o Evaluation Terms of Reference
- ✓ Explain why MEAL planning is important for accountability and learning
- ✓ Identify and describe the purpose, process, and content of feedback response mechanisms
- ✓ Identify and describe the purpose, process, and content of the communications plan
- ✓ Identify and describe the purpose, process, and content of the learning plan
- ✓ Explain the relationship of these plans to the broader project management plan

Collecting MEAL Data

- ✓ Describe the steps in developing and implementing tools for quantitative and qualitative data collection
- ✓ Explain the basic concepts of sampling: bias, validity, and generalization
- ✓ Discuss sampling constraints and sources of error
- ✓ Identify key approaches for data collection implementation strategies
- ✓ Explain generally accepted protocols and standards for responsible data management
- ✓ State the basics of selecting databases and associated data entry and cleaning practice

Analyzing MEAL Data

- ✓ Explain how MEAL planning documents guide data analysis and interpretation
- ✓ Describe basic calculations of quantitative data analysis
- ✓ Give examples of descriptive statistics
- ✓ Give examples of inferential statistics
- ✓ Discuss quantitative analysis errors
- ✓ Describe the basics of qualitative data analysis

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Using MEAL Data

✓ Describe best practices in project and evaluation reporting
✓ Explain how analysis leads to appropriate interpretation and the development of conclusions and recommendations
✓ Describe the purpose and process of data visualization
✓ Provide data visualization best practices
✓ Identify the key principles of adaptive management, including how they are incorporated into the MEAL cycle
✓ Explain how data informs decision making and is used for learning
✓ Describe how MEAL efforts contribute to organizational and sectoral learning
✓ Describe how data are used within reports and communications