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## Training in Monitoring, Evaluation, Reporting & Learning (MERL)

**Dates:** 16<sup>th</sup> to 20<sup>th</sup> December 2024, Nairobi-Kenya & Online on Zoom

**Language of facilitation:** English

**Target Groups:** Practitioners working in programme/project management (Designing, Implementation, Monitoring, Evaluation, Reporting & Learning) in conflict and post conflict contexts in Africa

### Training charges

**Option 1: US\$750** -this is for those attending the training physically in Nairobi. This amount covers lunch and refreshments, tuition, training materials and a certificate of completion.

**Option 2: US \$ 1200.** This amount covers lunch and refreshments, tuition, training materials and a certificate of completion. It also covers accommodation and dinner charges from the evening of 15<sup>th</sup> December to breakfast on 21<sup>st</sup> December)

**Option 3: US\$ 400:** This is for those attending the training online via Zoom (it covers the tuition, online resources and a certificate of completion).

### Contact Details

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## Introduction

Effective Monitoring, Evaluation, Reporting & Learning (MERL) greatly contribute to the success of programmes and projects. Among other things, monitoring enables organizations to know if their activities are on course, if changes have occurred in the context and if the ongoing and planned activities are still relevant. Evaluation helps organization to get tangible evidence of their project results as well as to draw lessons that are helpful for future or ongoing implementations. These are some of the few reasons as to why MERL activities are vital for successful programme/project management.

Despite the usefulness of MERL in programme/project cycle management, many practitioners and organizations are unable to engage for different reasons some being: the lack of knowledge and skills, lack of a budget and staff dedicated for the purpose and misconceptions about MERL.

This training is expected to demystify the MERL subject by breaking down some of the key elements and processes into units that are understandable and applicable to the practitioners work.

## Course objectives

1. To deepen participants' understanding of key concepts and fundamentals in MERL
2. To deepen participants' knowledge of developing implementation plans
3. To increase participants' understanding of various monitoring tools
4. To enhance participants knowledge of the M & Framework and M & E Plan
5. To deepen participants' understanding of Project Indicators
6. To increase participants' knowledge of the Log Frame and Results Based Framework
7. To increase participants' understanding of developing projects 'Theory of Change'
8. To increase participants' understanding of project evaluations
9. To deepen participants' understanding of writing project reports

## The Course Content

### 1. Introduction to key concepts and fundamentals of MERL

In this session, participants will explore and unpack common terminologies used in MERL. These include Monitoring, Evaluation, Reports, Goals, Objectives, Activities, Inputs, Outputs, Outcomes and Results/Impact.

### 2. Developing Project Implementation Plans

This session will take participants through step by step guide on developing projects implementation plans. There will also include practical sessions on crafting of Project Goals, Objectives and how best to capture activities and sub-activities.

### 3. Introduction to project Monitoring & Monitoring tools

In this session, focus will be on the different forms of project monitoring (Process, Results and

Contexts). In addition, participants will explore and practise on different monitoring tools such as the Benchmark Calendar, the Deliverable Schedule and the Activity Based Budget. Out of this session, participants will develop implementation and monitoring plans for their projects based on the different tools

#### **4. Developing the M & E Framework and M & E plan**

This session will focus on the main components of these framework. There will be practical sessions to enable the participants put theory into practice

#### **5. Understanding the Results Based Framework and the log frame**

This session will take participants through the development of a results based framework using the 4 different levels of results i.e. Inputs and Processes, Outputs, Outcomes and Impacts. The session will also focus on the development of log frames. From this session, participants will develop their projects log frames and results based framework clearly showing the linkages from one level to the next.

#### **6. Developing project's 'Theory of Change'**

This session will focus on what a theory of change is, its relevance in the project cycle management and how it is crafted. From the session, participants will be able to develop and articulate their project's theory of change.

#### **7. Introduction to Project Indicators**

This session will take participants through what indicators are and why they are important in MERL. There will be discussions on the criteria used to develop quality indicators. Participants will practice formulation of indicators across different levels of their projects results.

#### **8. Developing Evaluation Plans, Schedules & TORs**

This session will take participants through what evaluations are and how evaluation plans for projects are developed. From this session, participants will be in a position to develop evaluation plans and evaluation TORs and schedules for their projects.

#### **9. Reports**

This session will explore various forms of reporting and outline the key elements that a good programme/project report should contain. From this session, participants will be able to do reports that show linkages between the various levels of the activities i.e. outputs, outcomes and the impact report.

#### **Expected Training results**

- 1) Participants will be able to articulate the MERL concepts, their linkages and importance in projects/programmes
- 2) Participants will be able to develop implementation and monitoring plans for their projects/programmes

- 3) Participants will be in a position to develop log frames and results based frameworks for their projects/programmes
- 4) Participants will be able to formulate and articulate theories of change for their projects/programmes
- 5) Participants will be able to develop indicators for the different results levels in their projects/programmes
- 6) Participants will be able to develop evaluation plans for their projects/programmes
- 7) Participants will be able to do reports that capture the goals, objectives and the results achieved at the different levels of their log frames or results framework

### Learning Methodologies

The training will employ adult learning methodologies. Participants will engage in interactive and experiential learning drawing from their knowledge and experiences. There will be a lot of practical exercises and real case studies drawn from around the continent of Africa in conflict and post conflict contexts.

### Application process

Filled in application forms should be sent to CGPG-Africa through any of the emails below:

1. [trainings@cgpg-africa.org](mailto:trainings@cgpg-africa.org)
2. [cgpg.africa@gmail.com](mailto:cgpg.africa@gmail.com)
3. [cgpg@cgpg-africa.org](mailto:cgpg@cgpg-africa.org)

### Some organizations who have supported staff to our past trainings:

1. African Centre for Governance, Peace & Transitional Studies-Sudan
2. Caritas Ethiopia
3. Catholic Agency for Overseas Development (CAFOD)-Democratic Republic of Congo (DRC)
4. Catholic Diocese of Malindi-Commission For Interreligious Dialogue & Ecumenism (CIRDE) - Kenya
5. Christian Aid-Nigeria
6. Christian Blind Mission-South Sudan
7. Cordaid- Uganda, Rwanda and Zimbabwe
8. Embassy of Canada in Ethiopia
9. Geneina University-Sudan
10. GIZ-CPS Programme-Kenya
11. Humanity & Inclusion-Kenya
12. Jesuit Refugee Service-South Sudan
13. Kenya Catholic Bishops-Commission For Interreligious Dialogue & Ecumenism (CIRDE)
14. Khartoum University-Sudan
15. Kituo Cha Sheria-Kenya
16. Local Government-Rwanda
17. Network for Religious & Traditional Peacemakers/Finn Church Aid-Kenya Mozambique & Somalia
18. NonViolent PeaceForce-South Sudan

19. Organization For Rural Development Initiative-South Sudan
20. Saferworld-Somalia
21. Salesian Sisters of Don Bosco Gumbo-South Sudan
22. UNDP-Tanzania
23. United Nations Mission in South Sudan (UNMISS)-Child Protection & Gender Units
24. United Nations Multidimensional Integrated Stabilization Mission in Central Africa Republic (MINUSCA)-CAR
25. United States Institute of Peace (USIP)
26. UN Women Tanzania
27. SOS Sahel-Sudan
28. South Sudan Council of Churches
29. South Sudan Red Cross
30. The Organization for Children's Harmony South Sudan (TOCH-SS)
31. University of Kordofan-Sudan
32. Warchild UK, DRC & Warchild-Holland, South Sudan
33. Worldwide Fund For Nature-DRC

### **The Centre for Gender, Peace & Governance –Africa (CGPG-Africa)**

CGPG-Africa is a regional organization started in 2015 by a group of peacebuilding and development practitioners and academicians with years of practical and theoretical knowledge in areas relevant to programming options and trainings in post-conflict settings in Africa and beyond.

The organization's key mandate is to strengthen capacities of practitioners and organizations working in post-conflict settings in Africa so that their programming is more relevant and responsive. Our areas of focus are in the Horn of Africa, Great Lakes region and Eastern Africa.

Our training programme, which has been operational since 2021 has trained participants drawn from Central Africa Republic, Democratic Republic of Congo, Ethiopia, Kenya, Mali, Mozambique, Nigeria, Rwanda, Somalia, South Sudan, Sudan, Tanzania, Uganda and Zimbabwe.

Starting from the year 2021, CGPG-A has designed and facilitated the following trainings for practitioners working in post conflict settings in Africa;

1. Training on Peacebuilding Programming in Post Conflict Settings in Africa; 30<sup>th</sup> August to 3<sup>rd</sup> September 2021-Online.
2. Training on Peacebuilding Programming in Post Conflict Settings in Africa; 22<sup>nd</sup> to 26<sup>th</sup> November 2021, Nairobi & Online
3. Training on Peacebuilding Programming in Post Conflict Settings in Africa; 21<sup>st</sup> to 25<sup>th</sup> March 2022, Nairobi & Online
4. Training on Peacebuilding Programming in Post Conflict Settings in Africa; 25<sup>th</sup> to 29<sup>th</sup> July 2022, Nairobi
5. Training on Peacebuilding Programming in Post Conflict Settings in Africa; 12<sup>th</sup> to 16<sup>th</sup> December 2022, Nairobi & Online
6. Training of Trainers for Peacebuilding Practitioners in Post Conflict Settings in Africa: 20<sup>th</sup> to 24<sup>th</sup> March 2023, Nairobi
7. Training in Monitoring, Evaluation & Reporting; 26<sup>th</sup> to 30<sup>th</sup> June 2023, Nairobi & Online
8. Training in Monitoring, Evaluation, Reporting & Learning; 20<sup>th</sup> to 24<sup>th</sup> November 2023-Online

9. Training on Peacebuilding Programming in Post Conflict Settings in Africa: 4<sup>th</sup> to 8<sup>th</sup> December 2023-Nairobi, Kenya
10. Training in Monitoring, Evaluation, Reporting & Learning; 27<sup>th</sup> to 31<sup>st</sup> May 2024, Nairobi, Kenya
11. Training in Monitoring, Evaluation, Reporting & Learning; 30<sup>th</sup> September to 4<sup>th</sup> October 2024, Online

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