



Centre For Gender, Peace & Governance-Africa
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Training in Monitoring, Evaluation, Reflecting, Reporting & Learning (MERL)

Dates: 17th to 21st March 2025, Nairobi-Kenya & Online on Zoom

Language of facilitation: English

Target Groups:

- ≡ Practitioners engaged in programme/project management,
- ≡ MERL Practitioners
- ≡ Practitioners who would like to build a career in MERL

Training charges

Option 1: US\$750 - for those attending the training in-person in Nairobi. The amount covers tuition fee, training materials, certificate of completion plus lunch and refreshments during the training period.

Option 2: US \$ 1200- The amount covers tuition, training materials and a certificate of completion. It also covers lunch and refreshments during the training period. Also covered is accommodation and dinner charges from the evening of 16th March to breakfast on 22nd March 2025.

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

Contact Details

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Introduction

Monitoring, Evaluation, Reflecting, Reporting & Learning (MERL) are key ingredients of successful programming. These five elements work together as a system and they are closely inter-twined. If one of the elements does not work as it should, it affects the quality of information received from all the others. MERL elements provide tangible information on among other things: 1) Whether project activities are on course, 2) If the context has changed, 3) If project activities are still relevant for the context, 4) If the project has achieved set objectives, 5) Lessons that can be used for future programming e.g. scaling up a project, integrating of different partners and disciplines etc.

Though MEERL is useful in programming, many practitioners and organizations shy away from it for a variety of reasons key among them being: 1) Lack of staff dedicated for the purpose, 2) Lack of a budget for MERL activities, 3) The misconception that MERL is technical in nature, 4) The assumption that MERL is time-consuming, 4) The assumption that it is an external rather than an internal need/requirement.

This training is expected to demystify the MERL subject by breaking down each of the key elements into units that are understandable and applicable on a day to day basis to the practitioners' project management work.

Training Objectives

- ≡ To deepen participants' understanding of key concepts and fundamentals in MERL
- ≡ To deepen participants' knowledge of implementation plans
- ≡ To increase participants' understanding of different monitoring tools
- ≡ To enhance participants' knowledge of the Monitoring & Evaluation Framework and Monitoring & Evaluation Plan
- ≡ To deepen participants' understanding of Project Indicators
- ≡ To increase participants' knowledge of the Log Frame and the Results Based Framework
- ≡ To increase participants' understanding of developing projects 'Theory of Change'
- ≡ To increase participants' understanding of project evaluations
- ≡ To enhance participants' understanding of learning and reflection in MERL
- ≡ 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, Goals, Objectives, Activities, Inputs, Outputs, Outcomes and Results/Impact.

2. Developing Project Implementation Plans

This session will take participants through a step by step guide of developing project implementation plans. The session will also include practical sessions on crafting of Project Goals, Objectives, activities and sub-activities.

3. Project Monitoring & Monitoring tools

In this session, focus will be on the different forms of project monitoring as well as the different tools that are used in monitoring. Some of the monitoring tools to be introduced include the Benchmark Calendar, the Deliverable Schedule and the Activity Based Budget. Out of this session, participants will have an opportunity to develop implementation and monitoring plans for their projects.

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.

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 a project's learning agenda

In this session, participants will be taken through how the learning agenda can practically be integrated into the different elements of MERL starting from the point of project designing to the evaluation

9. 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.

10. 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

- ≡ Participants will be able to articulate the MERL concepts, their linkages and importance in projects/programmes
- ≡ Participants will be able to develop implementation and monitoring plans for their projects/programmes
- ≡ Participants will be in a position to develop log frames and results based frameworks for their projects/programmes
- ≡ Participants will be able to formulate and articulate theories of change for their projects/programmes
- ≡ Participants will be able to develop indicators for the different results levels in their projects/programmes
- ≡ Participants will be able to articulate how reflection and learning takes place in their projects
- ≡ Participants will be able to develop evaluation plans for their projects/programmes
- ≡ 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.

How to Apply for the Course

Fill in the training application form and then send it back to us through any of the emails below:

1. trainings@cgpg-africa.org
2. cgpg@cgpg-africa.org
3. cgpg.africa@gmail.com

Some organizations who have supported staff/partners to our trainings

Burundi: Tearfund

Central Africa Republic: United Nations Multidimensional Integrated Stabilization Mission in Central Africa Republic (MINUSCA)

Democratic Republic of Congo: Catholic Agency for Overseas Development (CAFOD), Warchild –UK, Worldwide Fund For Nature

Ethiopia: Caritas-Ethiopia, Embassy of Canada

Kenya: Catholic Diocese of Malindi-Commission For Interreligious Dialogue & Ecumenism (CIRDE), GIZ-CPS Programme, Humanity & Inclusion, Kenya Catholic Bishops-Commission For Interreligious Dialogue & Ecumenism (CIRDE), Kituo Cha Sheria, Network for Religious & Traditional Peacemakers (Finn Church Aid), United States Institute of Peace (USIP),

Mozambique: Network for Religious & Traditional Peacemakers/Finn Church Aid

Nigeria: Christian Aid

Rwanda: Cordaid, Local Government,

Somalia: Network for Religious & Traditional Peacemakers/Finn Church Aid, Saferworld,

South Sudan: Caritas Switzerland, Christian Blind Mission, Hope Restoration South Sudan, Jesuit Refugee Service, NonViolent PeaceForce, Organization for Rural Development Initiative, Salesian Sisters of Don Bosco Gumbo, South Sudan Council of Churches (SSCC), South Sudan Red Cross, The Organization for Children’s Harmony South Sudan (TOCH-SS), United Nations Mission in South Sudan (UNMISS), Warchild Holland

Sudan: African Centre for Governance, Peace & Transitional Studies, Geneina University, Khartoum University, SOS Sahel, University of Kordofan

Tanzania: UNDP, UN Women

Uganda: Cordaid, The Hunger Project,

Zimbabwe: Cordaid

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 capacity building and programming options in conflict and 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 Burundi, Central Africa Republic, Democratic Republic of Congo, Ethiopia, Kenya, Mali, Mozambique, Nigeria, Rwanda, Somalia, South Sudan, Sudan, Tanzania, Uganda and Zimbabwe.

Contact Details

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