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

Dates: 1st to 5th September 2025, 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

US\$ 400: This amount covers Online Tuition, Online Resources and the E-Certificate of Completion).

Contact Details

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Introduction

Monitoring, Evaluation, Reporting & Learning (MERL) are key ingredients of successful programming. These four 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 is key in enabling us DEFINE & DESCRIBE the changes we are seeking to achieve through our projects. MERL is also KEY in enabling us KNOW if these CHANGES have taken place.

In addition, MERL 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 its 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) The view that MERL is complex & therefore requires technical skills and knowledge, 2) Lack of a budget for MERL activities, 3) 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 & the Results Chain
- ≡ To increase participants' understanding of different types of Monitoring & Monitoring Tools
- ≡ To enhance participants' knowledge of the M& E plan and the M & E Framework
- ≡ To deepen participants' understanding of Project Indicators
- ≡ To increase participants' knowledge of the Conceptual Models: The Log-Frame, The Results Framework & the Theory of Change (TOC)
- ≡ To increase participants' understanding of Project Evaluations, Evaluation Plans & Evaluation Terms of Reference (TOR)
- ≡ 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 & fundamentals of MERL:** In this session, participants will get an opportunity to get a deeper understanding of key MERL concepts: Monitoring, Evaluation, Reporting/Reflecting & Learning. The session will also take participants through crafting and understanding project Goals, Objectives, Outputs, Outcomes and Impact.
2. **Developing Project Implementation Plans:** This session will introduce participants to the various types of implementation-plans and their key components. Participants will have an opportunity to practice developing implementation plans for their projects. The session will also unpack the results chain to enable participants get a better understanding of how results are logically intertwined and how the results chain is the foundation for good project reports.
3. **Introduction to types of Monitoring and Monitoring tools:** In this session, participants will be taken through the various types of monitoring that are relevant to project management. Different monitoring tools that are easy to use and applicable in everyday programming will also be introduced and practiced on. Some of the monitoring tools to be discussed and practiced on include the Benchmark Calendar and the Activity Based Budget.
4. **Developing the M & E Plan and the M & E Framework:** In this session, participants will be taken through the M & E plan and its various components. There will also be an opportunity to develop and practice on the M & E framework out of the M & E Plan.
5. **Understanding the Results Based Framework and the log frame:** In this session, participants will be taken through the Results framework and the log frame. There will be practical sessions that will take participants through step by step guide of populating the two using real time projects.
6. **Developing a project's 'Theory of Change' (TOC):** In this session, participants will get an understanding of what a TOC is, projects that are best suited for TOC and the various steps in the development of a TOC. There will be practical sessions to enable the participants develop TOC for projects through group activities.
7. **Introduction to Project Indicators:** In this session, participants will get to learn what project indicators are and why they are important in MERL. In addition, they will be taken through the different types of project indicators. There will also be an opportunity to practice on development of the indicators at the various levels of projects i.e. from inputs/processes, activities, outputs, outcomes to impact.
8. **Developing a project's learning agenda:** This session will cover both Reflection and Learning as key elements of MERL. Participants will be taken through the intercepts of reflection and learning within the elements of project Monitoring & Evaluation. From this session, participants will be able to articulate how learning takes place out of monitoring and evaluation activities and how it can be used to improve ongoing or inform future programming

9. **Developing Evaluation Plans, Schedules & TORs:** In this session, participants you will get a deeper understanding of evaluations. There will also be opportunities to develop project evaluation plans as well as the evaluation TORs.
10. **Reports:** In this session, participants will be taken through the process of developing project reports using a logical flow of the results chain. They will also learn how to do an evaluation report

Learning Methodologies

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

How to Apply for the Course

Download the application form here:

<https://cgpg-africa.org/wp-content/uploads/2025/07/Application-Form-MERL-September-2025.docx>

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
4. centreforgenderpeacegovernance@gmail.com

Some organizations who have supported staff/partners to our trainings

CEJP Burundi-Agiamondo e.V, Tearfund-Burundi, United Nations Multidimensional Integrated Stabilization Mission in Central Africa Republic (MINUSCA), Catholic Agency for Overseas Development (CAFOD)-DRC, Search for Common Ground-DRC, Warchild –UK-DRC, Worldwide Fund For Nature-DRC, Caritas-Ethiopia, Embassy of Canada-Ethiopia, Episcopal Relief & Development-Ghana, Catholic Diocese of Malindi-Commission For Interreligious Dialogue & Ecumenism (CIRDE)-Kenya, GIZ- CPS Programme-Kenya, Humanity & Inclusion-Kenya, Kenya Catholic Bishops-Commission For Interreligious Dialogue & Ecumenism (CIRDE), Kituo Cha Sheria-Kenya, Network for Religious & Traditional Peacemakers (Finn Church Aid)-Kenya, Mozambique & Somalia, United States Institute of Peace (USIP)-Kenya, Christian Aid-Nigeria, Cordaid-Kenya, Uganda, Rwanda & Zimbabwe, Local Government-Rwanda, Saferworld-Somalia, Caritas Switzerland-South Sudan, Christian Blind Mission-South Sudan, Hope Restoration South Sudan, Jesuit Refugee Service-South Sudan, NonViolent PeaceForce-South Sudan, Organization for Rural Development Initiative-South Sudan, Salesian Sisters of Don Bosco Gumbo-South Sudan, 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-South Sudan, The Hunger Project-Uganda, Riamiriam Civil Society Network-Uganda, UNDP-Tanzania, UN Women-Tanzania, Africa Governance, Peace & Transitional Studies-Sudan, Geneina University-Sudan, Khartoum University-Sudan, SOS Sahel-Sudan, University of Kordofan-Sudan, World Relief-Sudan.

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 conflict and post-conflict settings in Africa and beyond.

The organization's key mandate is to strengthen capacities of practitioners and organizations working in conflict and 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 practitioners from Burundi, Central Africa Republic, Democratic Republic of Congo, Ethiopia, Ghana, Kenya, Mali, Mozambique, Nigeria, Rwanda, Somalia, South Sudan, Sudan, Tanzania, Uganda and Zimbabwe.

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