



# Monitoring, Evaluation, Learning and Accountability in Humanitarian Assistance- IN PRESENCE

## What is this course about?

This course provides a comprehensive understanding of Monitoring Evaluation Accountability and Learning (MEAL) concepts and fits them within the logical framework, commonly used to track humanitarian interventions. It also describes methods and approaches for an effective project monitoring and offers an overview of evaluation techniques, standards and criteria. Participants will also familiarize with the concept of learning and how to capture and capitalize lessons learnt and good practices from humanitarian interventions. The current debate on accountability and how this cross-cutting theme is relevant to project monitoring and evaluation will also be part of the training.

## Who is this course for?

This course is for humanitarian and development aid workers in management positions (project officers/managers, program managers, country directors etc.) who want to understand theories, approaches and practices related to monitoring and evaluation and want to become familiar and appreciate the concepts of accountability and learning.

## Day 1: Introduction to the concepts of Monitoring, Evaluation, Learning and Accountability

Why are these concepts important? Where do these concepts come in the logical framework? Which value do they bring to single projects and more generally to NGO/organizations strategy and programming in a country and at global level? How do these concepts contribute to measuring impact at project and program level?

## Day 2: Monitoring: what and how?

What needs to be monitored in a project/program? How to set up a monitoring framework and a monitoring plan starting from the basics: choice of indicators, data collection techniques and sampling, data management and analysis. Monitoring for donors or internal monitoring? How to meet both needs.

## Day 3: Evaluation: how to evaluate a project/program

Participants will get understanding of the different types of possible evaluations: external/internal, impact evaluation, real time evaluation etc. A focus will be done on evaluations through the DAC criteria: what are they and to practically use them to conduct evaluations? How to carry out an evaluation: use of the criteria to draft ToRs, selection of the right consultant – generalist vs specialist. Principle of field research: the use of inception report to assess validity and coherence of study methodology, use of different data sets for triangulation of findings. Possible structure of the evaluation report, what makes an evaluation a programmatic tool: a critical look at findings, discussion and recommendation and their



programmatic value. Dissemination of evaluation report through stakeholders and different learning platforms. Practical tools for drafting TORs, evaluation report will be provided to the participants.

#### **Day 4: Monitoring quality against standards: methods and tools**

Different types of standards and methods are used. After the class, participants will be familiar with the widely recognized humanitarian Core Humanitarian Standards (including Sphere Standards and sector-specific standards) and with the some of the most utilized project management standards. Examples will be provided on how monitoring and evaluation may vary according to the different sector of intervention (health, food security, protection). Case studies will be presented and focus will be placed on the results-based management.

#### **Day 5: Learning and Accountability**

What is learning? What is the purpose of learning and capitalization, what do a project/program needs to learn?

Accountability towards Affected Population (AAP) is rightly becoming a focus for donor programming and often a pre-requisite for funding. What is accountability, why is it considered so important? How to include this component in programming and at project level? How to engage and empower beneficiaries through project design, implementation and monitoring to hold organizations to account and improve quality? Participants will familiarize with the concept of Accountability and will understand the underlying principles linked to it (such as participation, representation, information sharing etc). A specific focus on feedback and complaints mechanisms will be included.

### **Methodology**

The training grounds itself in the adult learning approach, based on experiential learning, knowledge and experience sharing, co-creation and reflective analysis, with participants playing an active role throughout. The course consists of five days of face-to-face training that will include cases studies, group exercises, presentations, as well as networking opportunities in and outside the class. The course offers exposure to the most recent resources and innovations in the subject area and seeks to inspire participants to step out of their comfort zones and experiment, all in a safe and stimulating environment. Participants who will attend all the modules will be granted a certificate by HumCap.

**At the end of the training participants that have successfully completed the course will be ensured a digital badge through the international platform HPASS ([www.hpass.org](http://www.hpass.org)).**