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# Monitoring, Evaluation and Learning (Online), 22 April – 3 June 2020



Do you need to build effective monitoring, evaluation and learning (MEL) into project and programme work for both accountability and learning? This course will strengthen your skills in supporting the monitoring and evaluation objectives of your organisation, from programme design through to evaluation and impact assessment.

Good MEL is essential for all civil society organisations – large or small, international, local or community-based. MEL enables you to learn from and improve the work that you do and to be more accountable to donors and to the communities that you work with. This course is designed to develop your understanding of the principles and practice of effective MEL, explore examples of MEL approaches and tools appropriate to different types of interventions and contexts, and help you to tackle MEL challenges that you may be facing. The course ensures that you will have a thorough understanding of MEL concepts, build both your core practical skills and the confidence needed to do MEL effectively.

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## Objectives of the course

By the end of the training you will be able to:

- Define the main terms and concepts associated with the processes of monitoring and evaluating projects and programmes.
- Articulate the main purposes and key characteristics of effective MEL, in different contexts
- Select and use a range of MEL tools with confidence
- Apply results of MEL processes for improving accountability and organisational learning and explore some of the challenges that can arise from these processes.
- Reflect on your own role in bringing about improved MEL in your projects, programmes and organisations.

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## Intended audience

This course is open to people working in the international development / not-for-profit sector who need to achieve a better understanding of the MEL cycle, either to fulfil their current role or to start a new career. No previous MEL training or experience is required, but some degree of exposure to MEL would help put the learning into practice. People with extensive MEL experience will usually find our face-to-face [Advanced Monitoring and Evaluation course](#) more suitable to their needs.

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## Core content areas

- Jargon busting: definitions used in MEL
- Purposes of doing MEL

- Core characteristics of effective MEL
- How MEL fits with project cycle management
- Hierarchy of objectives (including theory of change and log framing)
- Developing Indicators
- Selecting and using appropriate methods and tools for data collection
- Conducting and managing effective evaluations, including developing Terms of Reference
- Effective and purposeful reporting
- Closing the loop: ensuring MEL leads to organisational learning and improvement

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## Course format and costs

The course is held twice a week (Wednesday and Thursday) over 5 weeks. Each live session starts at 13:00 UK time and lasts for 90 minutes. The training consists of a blend of ‘real time’ interactive live sessions led by our highly experienced trainers, individual and collaborative group activities, as well as individual coaching sessions.

This course provides flexibility and enables you to take part in an INTRAC course without travelling. Live sessions are recorded and are made available on our e-learning platform, so you can view them in your own time. You will need to have good internet connectivity to get the maximum benefit from this course.

**Course fee: £695**

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## Course schedule

All live sessions will start at 13:00 PM UK time and end at 14:30 PM (no live sessions on dates in grey).

Sessions	Dates
<i>Pre-course assignments on e-learning platform</i>	<i>On or before 21 April</i>
Live session 1	Wednesday, 22 April
Live session 2	Thursday, 23 April
Live session 3	Wednesday, 29 April
Live session 4	Thursday, 30 April
Live session 5	Wednesday, 6 May
Live session 6	Thursday, 7 May
Live session 7	Wednesday, 13 May
Live session 8	Thursday, 14 May
<i>Reading Week – no live sessions</i>	<i>20 – 21 May</i>
Live session 9	Wednesday, 27 May
Live session 10	Thursday, 28 May
<i>End of course – final deadline for assignments</i>	<i>Wednesday, 3 June</i>

## More information

Please contact the INTRAC Training Team:

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