

# Monitoring, Evaluation and Learning

8-week online training course  
September - November 2024



## Course summary

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 foundational 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.

## Who is this training course suitable for?

This course is particularly relevant to those working in the not-for-profit / international development sector who need to achieve a better understanding of the MEL cycle. No previous MEL training or experience is required, but some degree of exposure to MEL would help put the learning into practice.

## What are the objectives?

By the end of the training participants will:

- 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.

## What is the course format?

The online Monitoring, Evaluation and Learning course is a facilitated, interactive and collaborative e-learning experience. You will have access to:

- Seven interactive live sessions facilitated by our highly experienced consultants and an instructional producer, including small groups discussions and exercises. Each live session lasts 90 minutes.
- All programme materials on the INTRAC e-learning platform (Moodle), including self-paced assignments, as well as recommended readings and resources.
- Opportunities to interact with other participants on the programme through the platform discussion forum and the live sessions
- Feedback on one individual assignment
- One 50-minute individual mentoring session

## Course calendar

Module	Topic	Date
	<i>Course preparation tasks - No live session</i>	<i>25 Sept - 1 Oct 2024</i>
1	Introduction to MEL	Wed 2 October 2024
2	Developing a plan for MEL	Wed 9 October 2024
3	Setting objectives	Wed 16 October 2024
4	Developing indicators	Wed 23 October 2024
5	Data collection	Wed 30 October 2024
6	Data analysis	Wed 6 November 2024
7	Evaluations and the L in MEL	Wed 13 November 2024

All live sessions take place on Wednesdays, from 1:00pm to 2:45pm UK time

## Course fee

The fee for this course is £799.

Bursaries are available for small NGOs / civil society organisations. For more information please contact the INTRAC training team using the details below.

## What is the time commitment?

The online Monitoring Evaluation and Learning training course is delivered over the course of 8 weeks. We estimate participants should set aside about 4 hours per week (on average) to complete this course, taking into account both live sessions and self-paced activities.

## What are the IT requirements?

You will need a laptop and ideally also a headset, as well as access to broadband internet. You will need to be able to download software (Zoom) to access the live sessions. INTRAC's e-learning platform (Moodle) is accessible via browser. If you have any doubt about these requirements, please do get in touch.