

Monitoring, Evaluation and Learning (MEAL) Assessment

Organisational Structure	Yes	No	Comment
1) Is there at least one staff dedicated to MEAL included in the organogram?			
2) Is the MEAL budget adequate for the project and funded?			
3) Does the organisation have a specific Terms of Reference for MEAL staff?			
4) Does the Terms of Reference clearly state the roles and responsibilities of MEAL staff?			
5) Does the organisation currently have a focal staff member for MEAL related activities?			
6) Do the project staff, including the project management team, understand why MEAL is important for the project/organisation ?			
7) Does the organisation have a mandate for MEAL?			

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MEAL Plan	Yes	No	Comment
1) Does the organisation /project have a MEAL plan (<i>with clearly defined sources of data, data collection methods, data collection frequency, responsible staff</i>)?	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
2) Does the organisation /project periodically update the MEAL plan?			
3) Does the organisation/project have a MEAL workplan?			
4) Does the organisation integrate the MEAL work plan and other organisational/project work plans?	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
5) Does the organisation/project have any written documents for indicator definitions?	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
MEAL Communication and Culture	Yes	No	Comment
1) Is the project management team involved in the MEAL system development process?			

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2) Does the project management team fully support MEAL efforts?			
3) Are there systems for using MEAL data to adjust project activities to support better project performance (e.g., regular meetings or discussions with the project staff)?	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
4) Is MEAL always discussed in the project team meeting?			
Routine Project Monitoring	Yes	No	Comment
1) Does the project have the necessary data collection tools for MEAL purposes?	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
2) Does the organisation have a procedure for gaining informed consent?	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
3) Do staff conduct regular field monitoring visits?			
4) Are MEAL monitoring reports submitted to the project management team on a regular basis?	<input type="checkbox"/> No (not at all)		

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	<input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
MEAL Database and Data Sources	Yes	No	Comment
1) Is there a central database or information management system in place?			
2) Is data stored in an organized manner?	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
3) Are there appropriate systems/procedures for storing documents (<i>e.g., documentation guidelines, storing hard and soft copies</i>)?	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
4) Is data kept in a safe place? (<i>e.g., appropriate filling/storage system</i>)	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
5) Can all relevant staff access the required MEAL data?			

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6) Who can access the MEAL data sources? Provide details in the comment section.			
7) Does the project have a procedure for data back-up? (e.g., data back-up plan, guidelines, etc).	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
Evaluation and Learning	Yes	No	Comment
1) Does the organisation have tools for tracking indicators and results?	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
2) Does the organisation/project have a practice of reviewing indicators/results regularly? If yes, please note down the timeframe in the comment column e.g., Monthly, Quarterly, Bi-annually, Annually, once in the project lifetime.			

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3) Does the organisation have a practice of reviewing MEAL systems regularly? <i>If yes, please note down the timeframe in the comment column e.g., Monthly, Quarterly, Bi-annually, Annually, once in the project lifetime.</i>			
4) Are learning events included in the project workplan? <i>(e.g., review meeting, evaluations etc).</i>			
5) Has the project conducted any evaluation or research during the last six months?			
6) Does the project plan to conduct any type of evaluation?			
Data Dissemination and Use	Yes	No	Comment
1) Who are data reports shared with?	<input type="checkbox"/> Project Manager/Management team <input type="checkbox"/> Donor <input type="checkbox"/> Both (Project Management Team and Donor) <input type="checkbox"/> Stakeholders <input type="checkbox"/> All		
2) In which format is data reported/shared internally (<i>i.e., internal reporting system</i>)?	<input type="checkbox"/> Raw Data Only		

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	<input type="checkbox"/> Graphs and Charts Only <input type="checkbox"/> Graphs and Charts with explanations	
<p>3) In which format is data reported/shared externally (<i>i.e., to HARP-F, donors, partners</i>)?</p>	<input type="checkbox"/> Quarterly Data Report Template <input type="checkbox"/> Narrative Report Template <input type="checkbox"/> Raw Data Only <input type="checkbox"/> Quarterly Data Report Template and Narrative Report Template <input type="checkbox"/> Other	
<p>4) How are decisions about programmes or project activities made in the organisation ? (<i>i.e., is MEAL data used in decision making. If not skip question 5</i>).</p>	<input type="checkbox"/> Based on MEAL information <input type="checkbox"/> Based on their own judgment	
<p>5) How often is MEAL data used in decisions about programmes or project activities? Are there any records/documentation about this?</p>	<input type="checkbox"/> Never <input type="checkbox"/> Annually <input type="checkbox"/> Bi-annually <input type="checkbox"/> Quarterly	

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	<input type="checkbox"/> Monthly		
Informing Beneficiaries	Yes	No	Comment
1) Does the organisation provide background information about themselves and/or the specific programme/project to beneficiaries and their representatives? (e.g., the organisation 's mission and values, country of origin, website address, and legal status in country of operations, the project name, duration, locality, goals, activities, criteria for targeting etc)	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
2) Does staff of the organisation provide contact information to beneficiaries? (e.g., the office address, the name and contact details of the programme manager and other relevant individuals etc)	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
3) Is information provided in places that are accessible to beneficiaries and through accessible media and in the local language(s)? (e.g., posters, whiteboards, radio, newspapers)			
Reaching the most vulnerable	Yes	No	Comment
1) Is there a written record of a meeting that identified the most vulnerable and marginalised groups of people in the beneficiary			

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community? (e.g., women, people with disabilities, people living with HIV/AIDS, different ethnic groups)			
Beneficiary Consultation	Yes	No	Comment
1) Does the organisation have a process to involve beneficiaries (especially the most vulnerable/marginalised) in decision making during the project/programme planning process?	<input type="checkbox"/> No (not at all) <input type="checkbox"/> Partially <input type="checkbox"/> Yes (complete)		
2) Does the organisation review and adapt project design, activities etc based on beneficiary feedbacks/suggestions?			
3) Are beneficiaries involved in the project decision-making process?	<input type="checkbox"/> Not involved (Beneficiaries are not involved in making decisions) <input type="checkbox"/> Just informed (Beneficiaries supply information which NGO staff use to make decisions) <input type="checkbox"/> Moderate Influence (Beneficiaries have a moderate influence on the NGO's decisions) <input type="checkbox"/> Strong influence (Beneficiaries have a substantial influence on the NGO's decisions) <input type="checkbox"/> Lead on decision making (Beneficiaries take a lead in making decisions, supported by NGO staff)		

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Complaints Procedures	Yes	No	Comment
1) Is there a specific, written policy for receiving and handling complaints and do all staff know how it works?			
2) Is there a named member of staff who is responsible for receiving and handling complaints? <i>(They should not be a member of staff who normally work with beneficiaries).</i>			
3) Does the organisation maintain a register of complaints? <i>(Including the person making the complaint, the type of complaint, the start and end date of the investigation, the findings, and details of redress)</i>			
Accountability to beneficiaries	Yes	No	Comment
1) Do staff in the organisation receive training about accountability to beneficiaries and have access to support to help them work through challenges in this area?			

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