MEAL overall guides

Introduction to M&E – Save the Children: This course will introduce you the main MEAL concepts and practices. It has been developed for a variety of programme staff, senior management team members and thematic staff within Save the Children, recognizing that learners will have different prior knowledge and focus areas.

HOW TO STUDY THIS COURSE

These materials are specifically designed for independent self-directed learning. Whether you have prior experience in the field or are new to the subject areas, the sessions will develop your knowledge, understanding and practical skills. They contain relevant information, practical activities and opportunities to reflect on your own experiences.

Before you start, think about how you are going to approach your study. The sessions vary in length and take between one and three hours. We recommend that you complete the shorter sessions in one go. The longer sessions include recommended break times.

We recognize some learners may study on their own, while others may do it in groups. It is up to you to decide what works best for you, in your situation. Pacing your studies with a colleague may facilitate exchange of ideas, especially for the activities within the study materials.

WHAT THE COURSE WILL COVER

The course is composed of 18 sessions. Sessions 1 and 2 introduce the course and study methodology and the principle MEAL components. Sessions 3 to 9 explore the general MEAL concepts and practices, while Sessions 10 to 18 address specific components of Save the Children's MEAL system.

The whole course takes 30 hours to complete. We recommend that you complete Sessions 1 to 12 sequentially, then prioritise the most relevant sessions from Sessions 13 – 18.

The M&E Universe is a free, online resource developed by INTRAC to support development practitioners involved in monitoring and evaluation (M&E). It consists of a series of short papers (2-6 pages) on different subjects related to M&E. It can be explored through an online platform (intrac.org/universe) that is compatible with most web browsers.

The M&E Universe is designed for M&E practitioners with different levels of experience and expertise in M&E, from those new to M&E who want an entry level into the subject to experienced practitioners wanting to broaden their knowledge. Initial contact with the Map will provide people with a starting point for understanding different aspects of M&E and how they link to each other. More experienced practitioners can browse the Map to identify more advanced subjects of interest, such as sampling methods, different forms of evaluation, organisational M&E systems and complex methodologies for data collection and analysis.

Guide to the MEAL DPro (also available in French): The Guide to the MEAL DPro helps teams design, plan and implement MEAL in their projects. It provides clear, practical guidance and tools that can immediately be applied to their work. The guide is written for project team members working in the development, humanitarian and conservation sector who are not specialists in MEAL. It is intended to benefit project officers, project administrators, project coordinators and other team members.

MEAL Toolkits

Programme Accountability Guidance Pack: A Save the Children resource: Save the Children believes that real accountability to children and communities involves giving them not only a voice, but also the opportunity to influence relevant decisions affecting whether and how we work with them. It involves giving children and communities the power to hold Save the Children to account in ways that influence the organisation's policies, priorities, and actions at local, national and global levels. The Programme Accountability Guidance Pack brings together practical and tested 'how-to' guidance and training materials designed to help development and humanitarian workers put accountability into practice. The pack is primarily aimed at country-level Save the Children and partner staff responsible for implementing development or humanitarian projects and programmes.

Save the Children Feedback and Reporting Mechanism Guidance (also available in French): Save the Children is committed to placing children and their communities at the centre of decisions we make about our work. Feedback and Reporting Mechanisms (FRMs) are one way that we can hear about the ideas and concerns of the children and communities we are working with.
This set of three guidance modules aims to help country offices improve their Feedback and Reporting Mechanisms.

1. The module Creating an inclusive and accessible Feedback and Reporting Mechanism provides detailed guidance on establishing an FRM or improving your existing FRM to help ensure that it is appropriate for children and adults of diverse backgrounds and abilities. It will help you consider a range of different feedback and reporting channels that may be appropriate for your context, provide guidance on how to support the reporting of sensitive concerns like safeguarding issues, and explores the process to make sure everyone – Save the Children staff, our partners and children and communities – are aware of the FRM.
2. The module Managing, analysing and presenting feedback data for action provides guidance on how to establish a Feedback Handling Standard Operating Procedure, categorise feedback and refer feedback to relevant teams. It also provides suggestions on how you can analyse and present feedback data to support its use in decision making. The module also includes tips on data protection for FRMs.
3. The module Closing the Feedback Loop provides guidance on the types of responses we should be providing to children and adults to explain our actions following feedback, and how you might be able to provide that information at both individual and community level. Together, these three modules will help you to implement the full Feedback Cycle.

Ethics in Research and MEAL

Practice Standards in Children's Participation (also available in French): The what, why, and how of each of Save the Children's child participation practice standards. The primary purpose of these practice standards is to ensure consistent high quality child participation practice throughout Save the Children's programmes. They aim to provide a framework that gives guidance and direction first and foremost to field staff in continuously improving their participatory practice. This final set of standards is based on feedback and consultations with Save the Children staff,

partner organisations and children in various countries and community settings. They can be used in a variety of ways: – to help understand what 'meaningful participation' looks like; – to improve individual or organisational performance in children's participation; to assess the quality of participation as part of a retrospective evaluation; and – to identify skills or knowledge gaps and develop appropriate training.

Safeguarding in Monitoring, Evaluation, Accountability, Learning (MEAL) and Research: This document outlines some potential safeguarding risks of monitoring, evaluation, accountability, and learning (MEAL) and research activities, and provides suggestions of how to manage these activities so that they are as safe for affected children and adults as possible.

Procedures for Protection of Human Subjects of Research: Along with many other Federal Agencies, USAID has adopted the Common Federal Policy for Protection of Human Subjects (referred to herein as the Policy - see 22 CFR Part 225). The Policy sets standards for the protection of human research subjects which must be followed when research activities supported by USAID involve human subjects. While the Policy sets forth detailed guidance, it allows for some latitude in adaptation to the specific situation of each Agency. The purpose of these procedures is to describe how the Policy is implemented and interpreted by USAID. It is intended especially to help Cognizant Technical Officers (CTOs), Technical Advisors (TAs) and Mission staff to understand and apply the Policy when supporting research involving human subjects.

Guide généraux sur le MEAL

Guide du MEAL DPro: Le Guide du DPro MEAL aide les équipes à concevoir, planifier et mettre en œuvre le MEAL dans leurs projets. Il fournit des conseils et des outils clairs et pratiques qui peuvent être immédiatement appliqués à leur travail. Le guide est rédigé pour les membres d'équipes de projets travaillant dans le secteur du développement, de l'humanitaire et de la conservation qui ne sont pas des spécialistes du MEAL. Il est destiné aux responsables de projet, aux administrateurs de projet, aux coordinateurs de projet et aux autres membres de l'équipe.

Boites à outils MEAL

Orientations Relatives au Mécanisme de Retour d'Information et de Signalement: La présente série de trois modules d'orientation vise à aider les bureaux nationaux à améliorer leurs mécanismes de retour d'information et de signalement.

Le module intitulé « Créer un mécanisme de retour d'information et de signalement inclusif et accessible » fournit des orientations détaillées sur la mise en place d'un tel mécanisme ou sur l'amélioration d'un mécanisme existant, afin de garantir que ledit mécanisme convient aux enfants et aux adultes issus d'origines diverses et jouissant de capacités variées. Il vous aidera à envisager différents dispositifs de retour d'information et de signalement adaptés à votre contexte, fournira des orientations sur la manière d'encourager les intéressés à exprimer leurs préoccupations sur des sujets sensibles, y compris les questions de sauvegarde, et détaillera le processus visant à garantir que toutes les parties prenantes (le personnel de Save the Children, nos partenaires, ainsi que les enfants et les communautés) ont connaissance du mécanisme de retour d'information et de signalement.

Le module intitulé « Gestion, analyse et présentation des données des retours d'information en vue d'orienter les interventions » fournit des conseils sur l'établissement d'une procédure opérationnelle de base de traitement des retours d'information, le classement de ces retours par catégories et la transmission des informations ainsi recueillies aux équipes concernées. Il fournit également des suggestions sur la manière dont vous pouvez analyser et présenter les données des retours d'information afin d'encourager leur utilisation dans la prise de décisions. Il comprend aussi des conseils sur la protection des données recueillies au moyen des mécanismes de retour d'information et de signalement.

Le module intitulé « Clore le cycle de retour d'information » fournit des orientations sur les types de réponses que nous devrions apporter aux enfants et aux adultes pour expliquer ce que nous faisons à la suite d'un retour d'information, et sur les manières de communiquer en la matière tant auprès des personnes que des communautés.

Ethique dans la Recherche et dans le MEAL

Normes de pratiques relatives à la participation des enfants: Le quoi, le pourquoi et le comment de chacune des normes de Save the Children de pratique de la participation des enfants. L'objectif principal de ces normes de pratique est d'assurer une pratique de participation des enfants de haute qualité et constante dans tous les programmes de Save the Children. Elles visent à fournir un cadre qui donne des conseils et une orientation avant tout au personnel de terrain pour améliorer continuellement leur pratique participative. Cet ensemble final de normes est basé sur le retour d'information et les consultations avec le personnel de Save the Children, les organisations partenaires et les enfants dans divers pays et contextes communautaires. Elles peuvent être utilisées de diverses manières : - pour aider à comprendre à quoi ressemble une

"participation significative" ; - pour améliorer les performances individuelles ou organisationnelles en matière de participation des enfants ; pour évaluer la qualité de la participation dans le cadre d'une évaluation rétrospective ; et - pour identifier les lacunes en matière de compétences ou de connaissances et développer une formation appropriée.