Monitoring, Evaluation and Learning (MEL) Workshop for IWT Challenge Fund Stage 2 Applicants

Tuesday 11 March 2025: 12pm – 2:30pm UK time (GMT)

Group exercises & additional resources

This handout is to be used as a resource for the virtual group work sessions on 11th March 2025. We will be using a combination of **Zoom** Breakout Rooms and an online whiteboard software called **Miro**.

Use this link to access the Miro board for this workshop:
IWT Challenge Fund Stage 2 MEL Workshop

General instructions:

Accessing the Miro whiteboard:

• Click the link above to open the Miro board
• You do not need to sign in / have an account. Just click the link to access and edit the board.
• It is helpful to change your name on Miro to help the people see where you are on the board.
• Please do not start the exercises, we will do these in groups during the workshop (feel free to read and get familiar with the board).
• We recommend that attendees should join this workshop via a laptop or computer to allow you to participate as best possible.

Finding your group/room on Miro:

• Groups will be allocated into Zoom Breakout Rooms during the workshop.
• Each Zoom Breakout Room will be numbered (e.g. Room 1, Room 2, Room 3 etc).
• Each Room has its own coloured board on Miro to work on during this session (e.g. if you are in Room 1 on Zoom, you will work on the Light Blue labelled 'Room 1' at the top).
• We have added the colour names above each board for assistance.
• Navigate to the area to the board that matches you Zoom Breakout Room number (see Miro instructions below if you are unfamiliar with this software or would like a refresher).
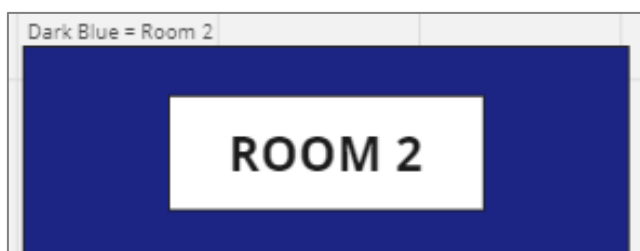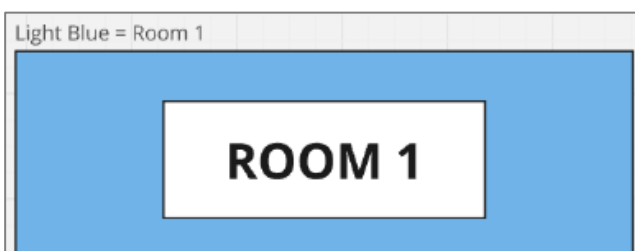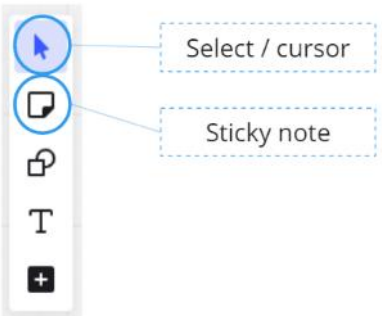
Navigating to each Exercise:

We will have two group exercise sessions during this workshop – see instructions below.

Both exercises will be taking place on the same board (e.g. Room 1 / Room 2), exercise 1 is at the top and exercise 2 is at the bottom.

How to use Miro:

STEP 1: Find the two tools you will need for our workshop in the toolbar on the left side of the board.

Select / cursor

Sticky note

STEP 2: Zoom in and out.

Using a mouse:

Option 1: click on the + and - at the bottom of the board

— 24% +

Option 2: scroll the mouse wheel

Using a laptop trackpad: pinch to zoom

**Top tip: when working on Miro, we suggest that you zoom out all the way to see the entire whiteboard. This means you can see where / how everything is laid out which will help you navigate the board and know where to go next. When you're done, zoom in again and continue._

This is a 'bird's-eye view' of the whole Miro whiteboard for this workshop:
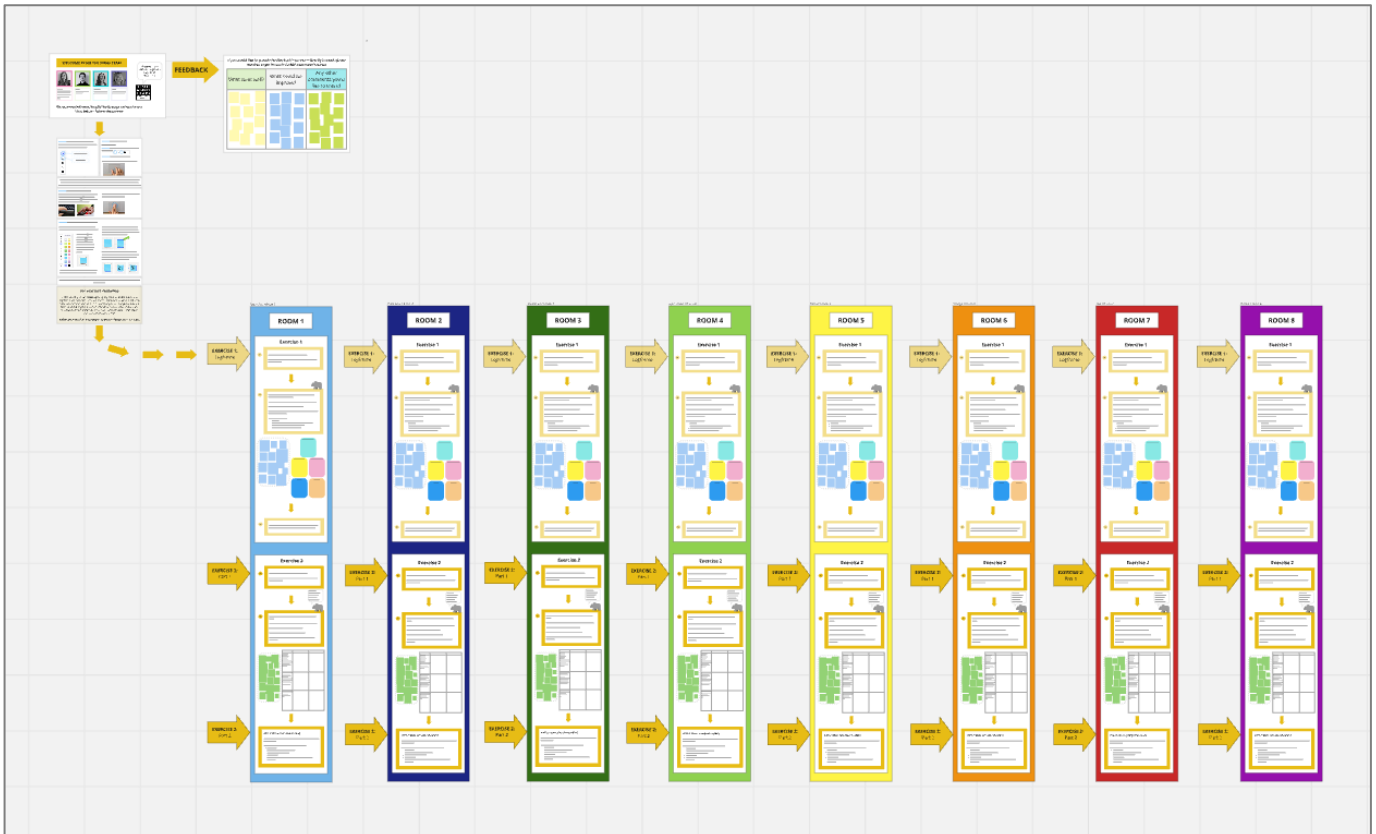
STEP 3: Move around the board.

Using a mouse: press and hold space bar on your keyboard (your cursor will change from an arrow to a hand) + click and hold on your mouse .
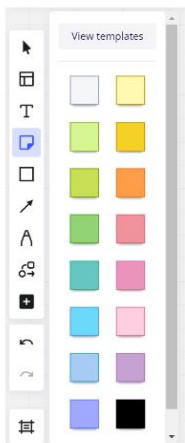
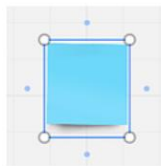**Using a laptop trackpad:** slide two fingers to move around the board

STEP 4: Adding and using sticky notes.

Add a new sticky note: click on the sticky note tool in the tool bar, select a colour.

Your cursor will change to a sticky note icon. Move to where you want to place on the sticky note and click on the board and it will be added.

Resizing a sticky note: click on the sticky note and then click on one of the corners. Drag the corner outward to make it bigger, or inwards to make it smaller.
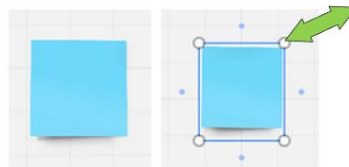
Typing in a sticky note: double click on the sticky note and when the line appears, you can type. The text will get smaller as you type to fit in the sticky note.

Type here

Type here and just keep typing....

Move a sticky note: to move a sticky note, click and drag it to where you want it to go
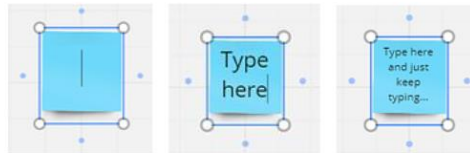
When exploring the board be careful not to click on other people's sticky notes as they might move around!

The Exercises

Exercise 1 - Mapping a project design

You will be allocated into a group in a Zoom Breakout Room and provided with a link to Miro.

Step 1. Please briefly introduce yourself to everybody in your breakout room! Please spend no more than 5-10 minutes introducing yourself before moving on to the exercise!

Step 2. Please find the right set of boards on Miro for your Room (the number at the top should be the same as your Zoom breakout room – see instructions on earlier page). You will find a template and a number of sticky notes to carry out your exercise. Working as a group, consider these different components of a logframe taken from a fictitious IWT Challenge Fund project.

- Identify the problem statement (only one)
- Identify the project activities, outputs, outcome (only one) and impact (only one)
- Think about the 'why'
    - Is it clear?
    - Do you have any questions about the change process?
    - Are there any leaps of logic/evidence gaps?
    - What risks and assumptions are there?
- Map the project components onto the template provided and discuss as a group

You will need to think about:

- How activities are combined to achieve outputs (what processes need to occur)
- How those outputs combine to effect intermediate change (outcome)
- The critical assumptions that need to be considered
- The particular contextual issues that need to be considered
- Does this project design truly address the problem statement?
- Are project components necessary and sufficient to bring about intended change?

Feedback to plenary.

The table below, taken from the Stage 2 Application form, may provide useful frames of reference. Once you have completed the exercise, think about how you may use these tools to improve your own project design.

IWT Challenge Fund Stage 2 logframe format:

Project Summary	SMART Indicators	Means of Verification	Important Assumptions
Impact: (Max 30 words)			
Outcome: (Max 30 words)	0.1 0.2 Etc.	0.1 0.2 Etc.	
Outputs: 1.	1.1 1.2 Etc.	1.1 1.2 Etc.	
2.			
3.			
4.			
Activities (each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1) 1.1 1.2 1.3 etc.			

Exercise 2 – Good evidence and indicators

You will be allocated into a group in a Zoom Breakout Room – please note that this may be different from your previous group, however we will be using the same link to access the Miro board.

Stage 1 - Indicators

- Sort out the indicators from the 'Means of Verification' (MoV)
- Identify which indicators are appropriate to each level of the results chain (Output or Outcome)
- Map onto relevant part of the simplified logframe template
- Assess quality of indicators against SMART criteria. Consider how they could be improved. Identify at least one example to feed back to the plenary.

Stage 2 - MoV

- Take the 'MoV' identified in step 1 and match to the corresponding indicator
- Discuss the MoV in turn. Is it feasible[*]? Will it produce high quality evidence? Is it relevant to the indicator? Is it sufficient? Remember, evidence should be independently verifiable, so internal project reports alone won't be enough. Such MoV should be triangulated with independent evidence
- If MoV are not appropriate or feasible, discuss more robust alternative(s)
- In light of the evidence assessment, review whether alternative wording of indicator would be more appropriate to reflect the result and a realistic likelihood that evidence may be collected to verify / measure it

[*]Feasibility should consider time, resources, and expertise.

Additional materials

SMART Indicators

At home, have at least 1 colleague review the logframe indicators included in your application. Have them undertake a SMART analysis of each indicator, assessing whether it is:

1. **Specific:** Is it Specific? Is it appropriately phrased for the level in the project results hierarchy (e.g. is an input indicator used as an output indicator, is an output indicator used as an outcome indicator)? Will it measure whether the output will be achieved, or measure whether the outcome delivers the change that is anticipated?

2. **Measurable:** How will the indicator be measured? Will it need a baseline to be established first?

3. **Achievable:** Can the project achieve the indicator in the time scale and with the resources available to it? Is the information that needs to be collected to measure the indicator available at an acceptable cost?

4. **Relevant:** Will the indicator deliver relevant management information that may be used to improve the project's performance?

5. **Time-bound:** Is there an indication of when the indicator milestone is expected to be met?

Score out of 10 for the SMARTness of each outcome indicator i.e. score out of 2 for S, out of 2 for M etc.

2 = fits the requirements

1 = ok but could be stronger

0 = weak and does not meet the requirements

Preparing a MEL Plan

As part of your application preparation, consider how you will implement your monitoring by drafting a MEL plan. You may use the template below. This is a good way of sense checking your planned monitoring framework set out in your logframe.

Template

Indicator	Means of Verification	What needs to be monitored / evaluated?	Methods for data collection	Sampling (who/what will be included? How many?)	Timing (when and how often is information required?)