



You have become a MEAL officer?

MEAL Officer - what is meant by this task? In the three day web-workshop from 12. to 14.09.2023 you will deal with following questions and you will find an answer!

Monitoring: How to organise data collection and analysis?

Evaluation: How to prepare external evaluations? How do TORs look like?) What about internal evaluations? What are standard evaluation criteria?

Accountability: Being accountable to donors and other stakeholders. Which ones and how?

Learning: How to organise internal learning?

Your Take-away: Proven tools and checklists/guiding questions. Practical exercises and exchanges among peers will give you some practice

Details of the Web-Workshop via Zoom:

12.09.2023: Workshop + Peer Learning

13.09.2023: Self + Project Team Time (2 hours)

14.09.2023: Workshop + Peer Learning

Time: 13:30 – 16:30 hours (IST) 10:00 – 13:00 hours (EST)

(Time plan finalised to suit most of the nations with different time zones)

Managing Humanitarian Aid work with the principles of project cycle management is becoming more intense and demanding in terms of resource, skill, values, experience, and documentation of results. The task of program coordination is becoming crucial in attaining the impact as forecasted; as well as in managing the internal teams and external stakeholders, thus to enhance efficiency, effectiveness and outcomes of the program. **Of late this role is centralised with a MEAL officer to coordinate with the teams responsible to capture the results out of the functions of monitoring, evaluating, accounting and learning.** This workshop facilitates such cross learning and sharing among the professionals involved in these specific role functions: either as a MEAL officer or as a different role persons contributing to the MEAL.

Who this workshop is for: Participants engaged with any roles of project cycle management of the projects and programs of development cooperation, are welcome to join this workshop. MEAL officers and individuals with similar roles and responsibilities will benefit. The workshop examples will be drawn from our earlier webinars on impact monitoring, theory of change and sequel programs. However, knowledge on planning procedures like log frame-planning and the use of project cycle management is neither required nor will be taught.



Workshop methodology

The workshop is planned with virtual participative techniques and tools. One will learn through inputs, small group work, and plenary discussions as well as on real project examples with peers/project teams (day 2). Checklists, templates which help to organize the MEAL work will be provided. Participants will also receive the presentation and links as reference material.

As the workshop language is English, it is necessary that all participants are fluent in the same.

Lead Facilitator: Beate Holthusen, M.A. in Economics & Socioeconomics, German: She worked for more than 25 years as a development consultant, process advisor, trainer, and moderator. Ms. Holthusen has conducted training in Results-Based Management / Impact Orientation to NGO project staff in several countries in Asia (e.g. India, Nepal, Indonesia, and Vietnam), Africa and Latin America.

Support Facilitator: Malathi K.S, Ph. D in Sociology (Social Network Analysis), Manager-Research, Karl Kübel Foundation, India: Socialized by KKID as trainer, facilitator, mentor, publisher, concept, and content developer, since 2007, she has been co-facilitating national and international workshops - in presence and digitally. With the focus to transfer of skills in specific to impact orientation, child rights, mentoring of volunteers and integrating SDGs she is into ideation and research of training concepts. .

Registration and organizational details:

This three-day peer consultative Web-Workshop through Zoom is: **Rs. 6.800 (incl. 18% GST) / 95 Euro / person**. For online registration please use this [link](#) or the button below. Your registration will be confirmed by e-mail soon after it has reached us.

REGISTRATION

Payment @ India by Indians: Details for online payment will be shared by KKID beginning of beginning /middle of November 2022. Payments through NEFT / IMPS / CHEQUE / DD are most desirable as it helps documentation, monitoring and raising of invoice & receipt after the webinar. In case of questions please contact: Ms. Dr. KS Malathi, e-mail: kkidwebinars@gmail.com; Landline: 0091 9442636091

Payment @ Germany: Payments for participants outside India will be accepted [online](#) and please contact Sabine Beier at KKS, Germany: s.beier@kkstiftung.de

Registration Deadline: 25th March 2023

Payment Deadline: 30nd March 2022

For any clarification, please, contact Mrs. Sabine Beier, Karl Kübel Stiftung, Germany, phone +49 6251 700522, e-mail: s.beier@kkstiftung.de ; Ms. K.S Malathi at Karl Kübel Institute for child and family, India E-Mail: kkidwebinars@gmail.com

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