



Global Opportunity Youth Network (GOYN) MEAL WORKSHOP 17th and 26th August 2021

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Introduction to MEAL

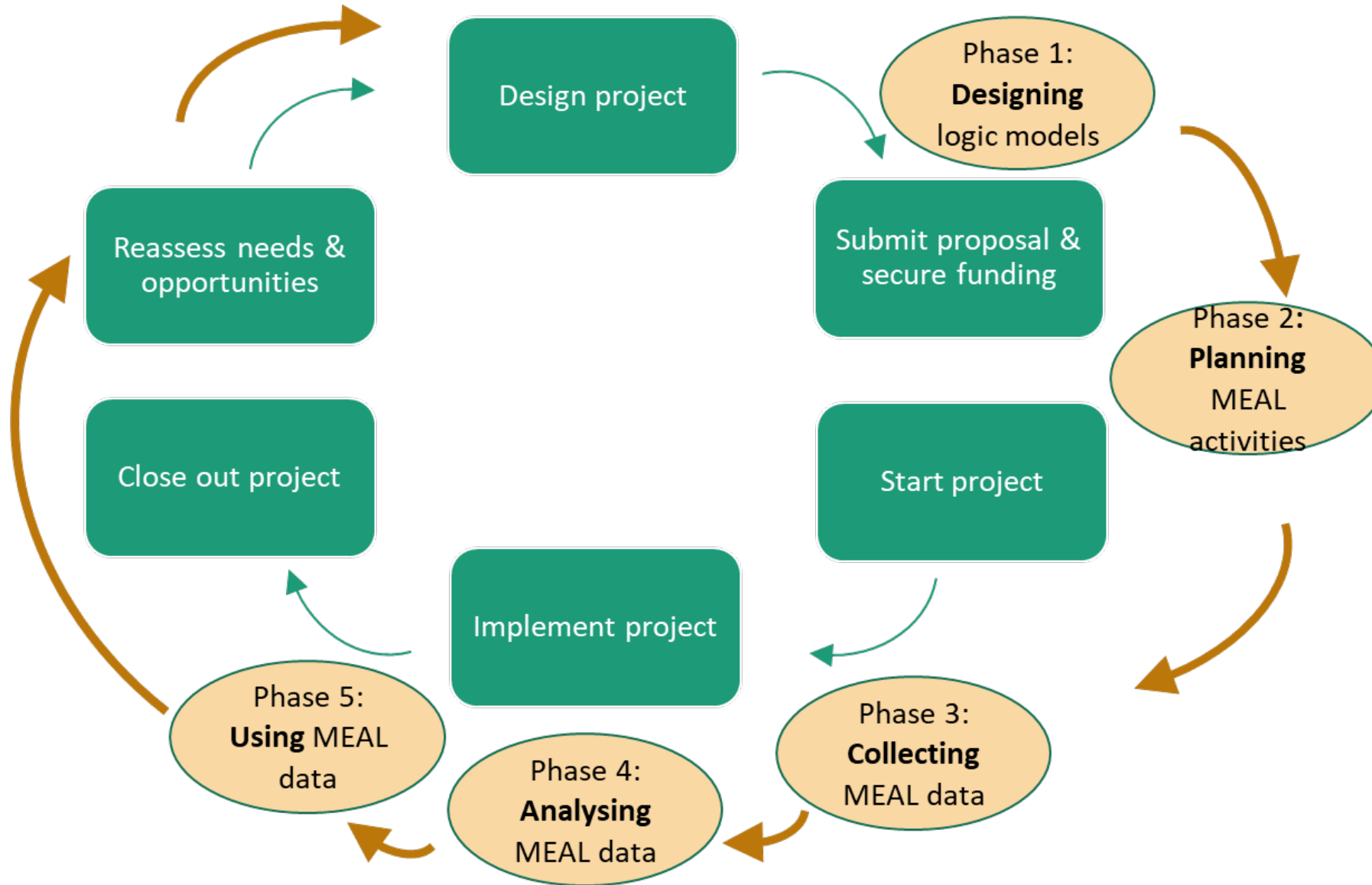
Defining MEAL

Monitoring	Evaluation	Accountability	Learning
Systematic collection, analysis and documentation of information about progress towards achieving project objectives in order to inform timely decision making and contribute to project accountability and learning.	Periodic, systematic assessment of a project's relevance, efficiency, effectiveness, impact and sustainability on a defined population.	How an organization responds to and balances the needs of all stakeholders (including beneficiaries, donors, partners and CRS itself) in its decision making and activities and delivers against this commitment.	Continuous process of analyzing a wide variety of information sources and knowledge (including evaluation findings, monitoring data, innovations, stories, person-to-person exchanges and new learning) that bring to light new best practices or call into question received wisdom.

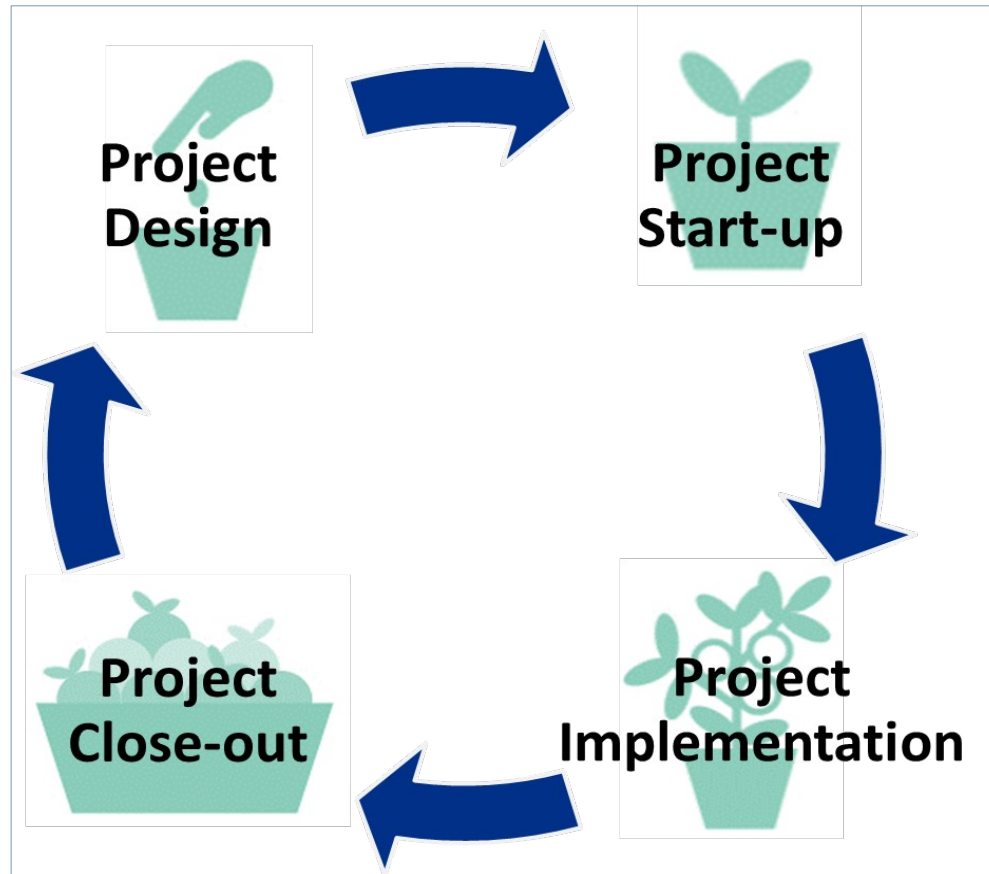
Why MEAL?

- It makes us accountable.
- It helps us learn how to do things better.
- Improves the quality of what we are doing.
- It makes reporting to donors & other stakeholders much easier.
- It is another opportunity to engage participants.
- It will increase the chances of future funding.

MEAL is critically linked to the project cycle



Project Management Cycle



Categories Fundamental to Project Management





Project Design

Problem Statement and Analysis

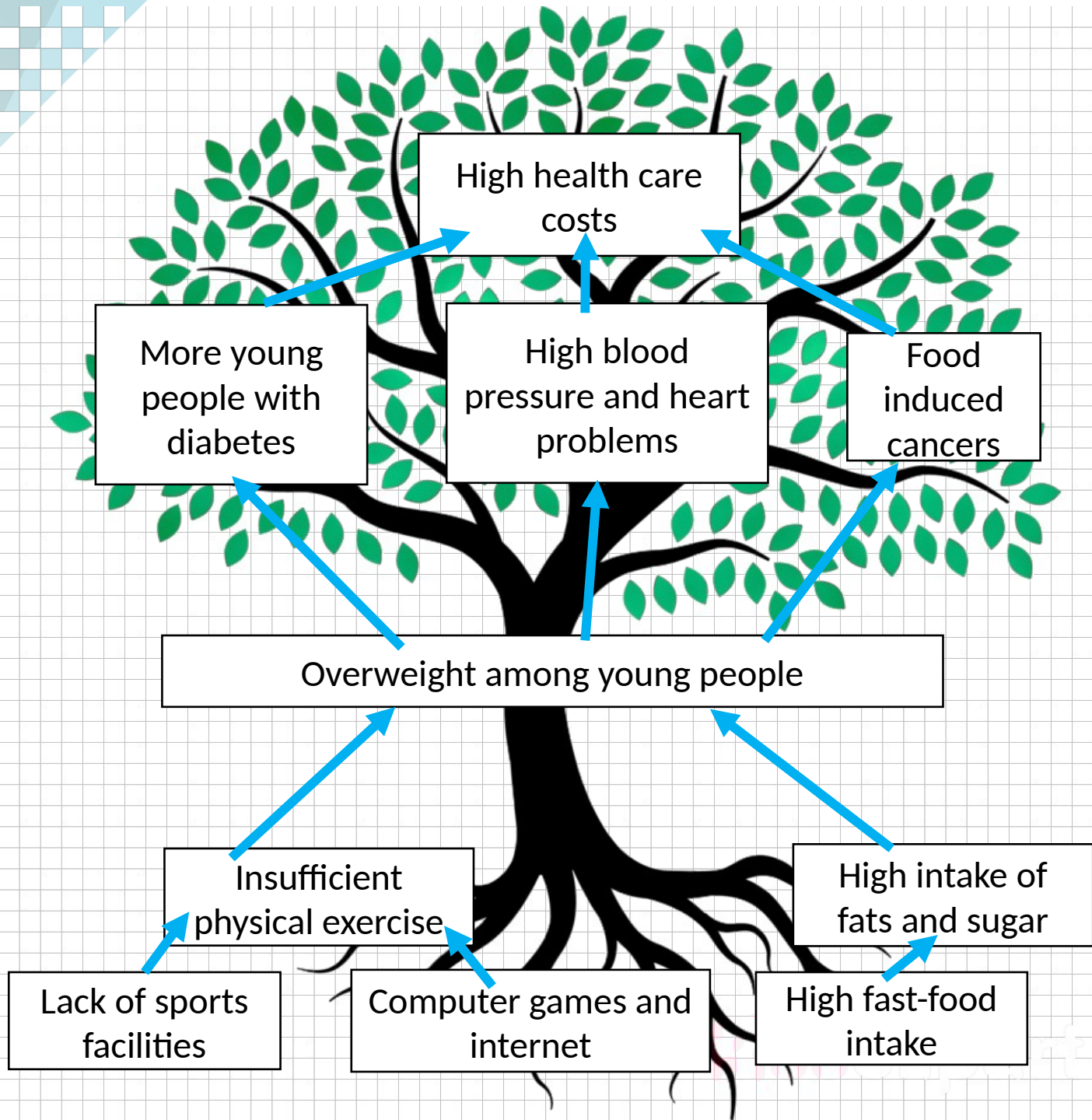
What is a problem?

- A specific negative situation related to the human condition.
- Problems arise due to varied situations and could be identified using different methods including situational analysis, gap analysis and problem tree analysis.

Problem Analysis

Basic and useful method to:

- 1) Identify the major problems;
- 2) Determine cause and effect relationships;
- 3) Prioritize what should be addressed through a project's strategy or intervention.



Effect: Effects are social, environmental, political or economic conditions, usually negative, that result from the problem.

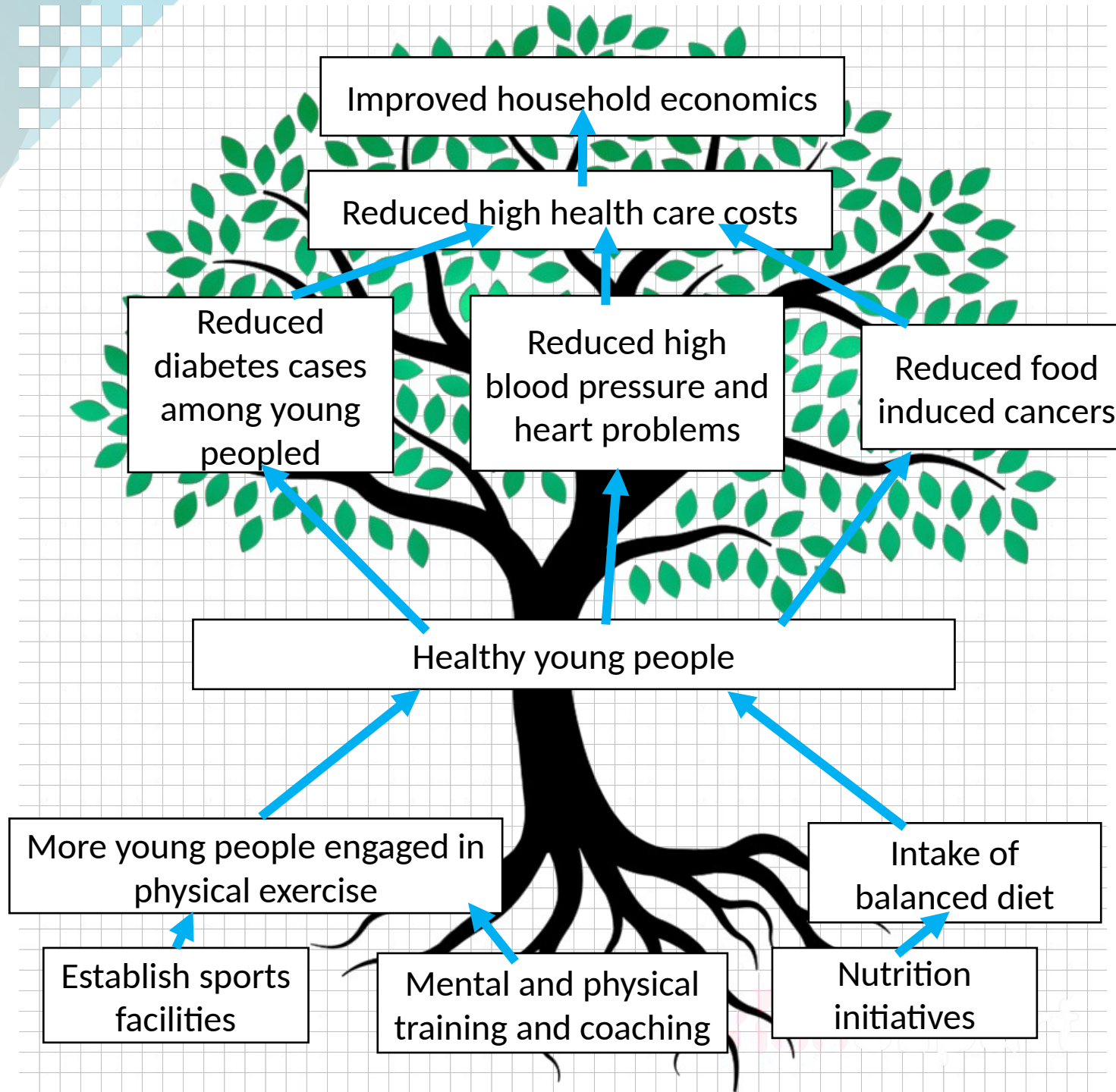
Cause: A cause is an underlying factor that exists in the household, community, organization or external environment that has brought about the problem.

Solution tree

Outcome: What we expect to accomplish and contribute to population level changes

Opportunities: Means of solving a problem or dealing with a difficult situation.

Solution: Means of solving a problem or dealing with a difficult situation.



Group	Problem	Solution
Amazing persons with disabilities	Limited access to sexual and reproductive health services (SRH), information, and rights Physical, emotional, sexual violence gender-based violence and mental health issues	Capacity building on sexual and reproductive health services (SRH) and rights
Green spaces	Unclean and unhealthy living environment in Mombasa County	- Planting mangrove trees - Awareness creation and clean-up exercises
Ololoo youth hub initiative	Youths with history of drug abuse, crimes and gang violence in the community	- Counselling of youths with a history of drugs, crimes and gang violence - Capacity building on entrepreneurship, financial literacy, and life skills
Bahari Community Empowerment center	Increased teenage pregnancies in Kisauni	- Awareness campaigns on negative impacts of teenage pregnancies - Capacity-building on learning and economic empowerment opportunities
Kadzandani Creative Youth Organization	Rise in gender-based violence during COVID-19 pandemic	- Awareness raising on GBV through tweet chats with expert panel discussions - Engaging girls and boys on GBV
Monica Kahenda	Limited access to sanitary towels	Capacity building on reusable towels, information access, menstrual products, services and facilities

Project Design

Theory of Change (TOC)

Theory of Change (TOC)

- A ToC describes a *process* of desired change by making our assumptions explicit about a current problem, its underlying causes, the long-term change we seek, and what needs to happen in order for that change to occur.
- Makes clear how and why you expect or assume that certain actions will produce desired changes (for individuals, groups, communities or institutions) in the environment where the project will be implemented.
- Expressed as:

**“If we do X (action),
then we will produce Y (change),
because Z (how and why assumptions).”**

TOC Example

IF	SO1 SO2	Assumption	THEN	Project Goal	BECAUSE	Evidence base for this theory of change
IF	Returnee families earn income	Returnee families live in adequate and appropriate housing (To be delivered by other actors, used as project targeting criterion)	THEN	Returnees are socially and economically integrated into their resident communities	BECAUSE	Results and lessons learned from 20 years of CRS social housing experience have shown these are the most significant factors in successful return.
	Returnees use public and social services in their communities	The government has a supportive legal framework				

TOC for GOYN

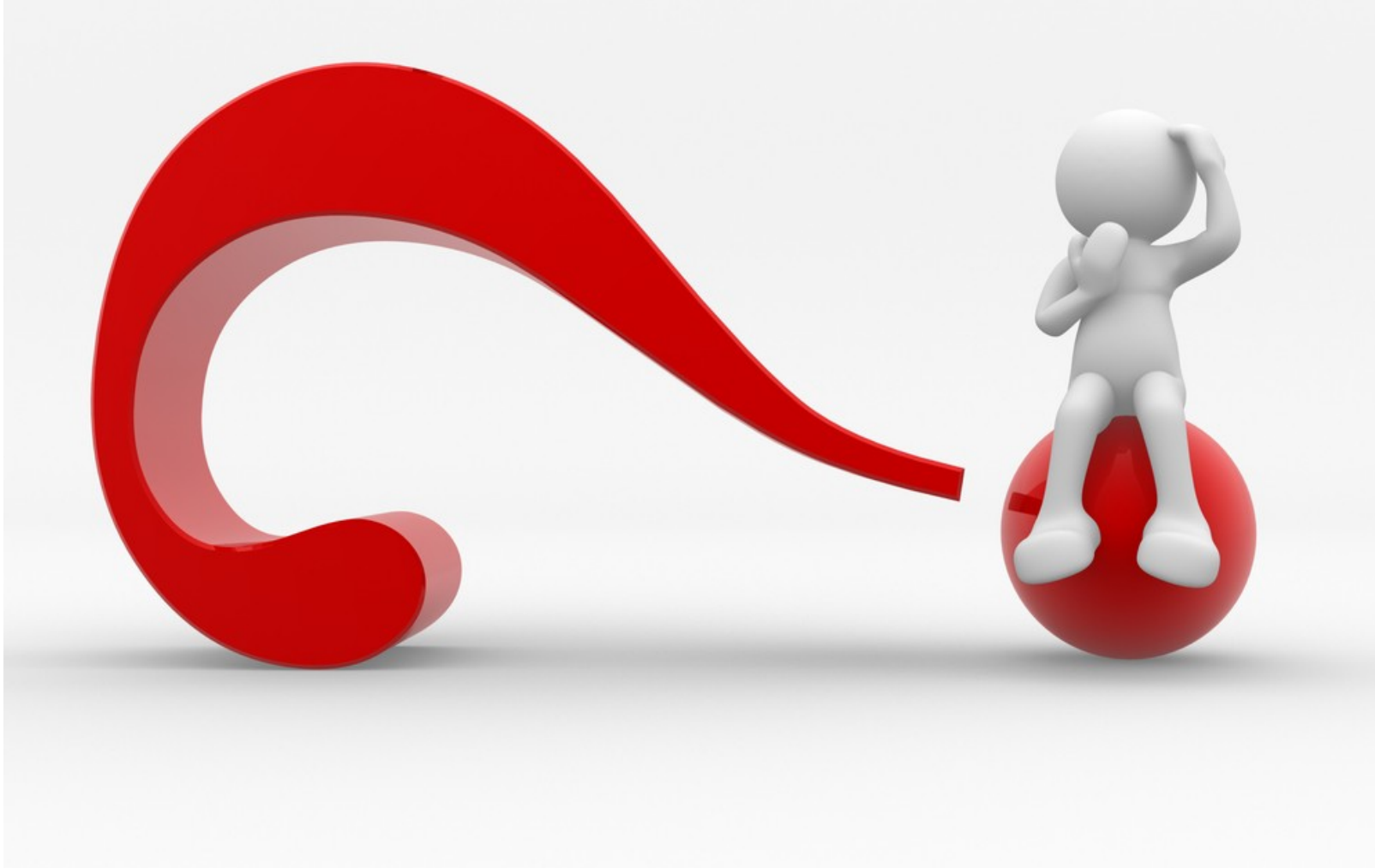
IF	Outcomes	Assumption	THEN	Project Goal	BECAUSE	Evidence base for this theory of change
IF	Youth have access to diversified and quality work	AND the government has a supportive legal framework Partners have necessary systems to implement interventions	THEN	Youth in Mombasa will have increased access to opportunities, employability and freedom of expression	BECAUSE	
	Collaborative infrastructure is enhanced to include collaborative building and youth voice, trust and feedback loops in the system					
	There are systemic shifts including policy, engagement and improved social indicators					

Changemakers TOCs

No.	Group projects	Theory of Change
1.	Amazing PWDs	IF PWDs are trained on sexual and reproductive health and rights AND the society acts to address their sexuality and reproductive concerns THEN physical, emotional, sexual violence, gender-based violence and mental health issues will be reduced and PWDs will live dignified lives.
2.	Green spaces	IF inhabitants of Moroto have increased awareness on appropriate waste management and importance of mangrove trees AND have improved environmental management practices THEN Mombasa County will have a clean and healthy living environment.
3.	Ololoo youth hub initiative	IF youths with history of drugs, crime and gang violence are counselled and have improved capacities on entrepreneurship, financial literacy and life skills AND they utilize the new skills THEN they will be easily re-integrated into the society resulting in peaceful co-existence amongst the people of Likoni.

Changemakers TOCs Cont's

No.	Group projects	Theory of Change
4.	Bahari Community Empowerment center	IF youth have increased knowledge on the effects of teenage pregnancies and access to learning and economic empowerment opportunities AND they utilize the opportunities THEN incidences of teenage pregnancies will be reduced in Kisauni Sub County and its environs
5.	Kadzandani Creative Youth Organization	IF the community has increased awareness on GBV AND duty bearers, girls and boys are involved in GBV prevention and response THEN there will be reduced GBV cases in Mombasa County.
6.	Monica and team from Changamwe	IF girls have access to and gain knowledge on reusable sanitary towels AND they have improved menstrual hygiene practices THEN there will be improved sanitation, hygiene and dignity amongst girls in Changamwe Sub County.



Project Design

Results Framework (RF)

Results Framework (RF)

- Logic model that provides a visual representation of the identified need (s) and the changes you want to see happen through the project.
- Organizes the expected results of a project into a series of “if-then” relationships.
- Has the following components:
 - a. Goal
 - b. Strategic objective
 - c. Intermediate results (IRs)/ Outcomes
 - d. Outputs
 - e. Activities

Goal: Highest level desired end results or impacts to which project contributes

Strategic Objective: How to achieve the goal

Outcomes or Intermediate results: What the project expects to accomplish at the beneficiary level and contribute to population level changes

Outputs: Tangible deliverables resulting from project activities

Activities: Actions undertaken

RF Example 1

Goal: Vulnerable children in the Coastal region of Kenya live with dignity

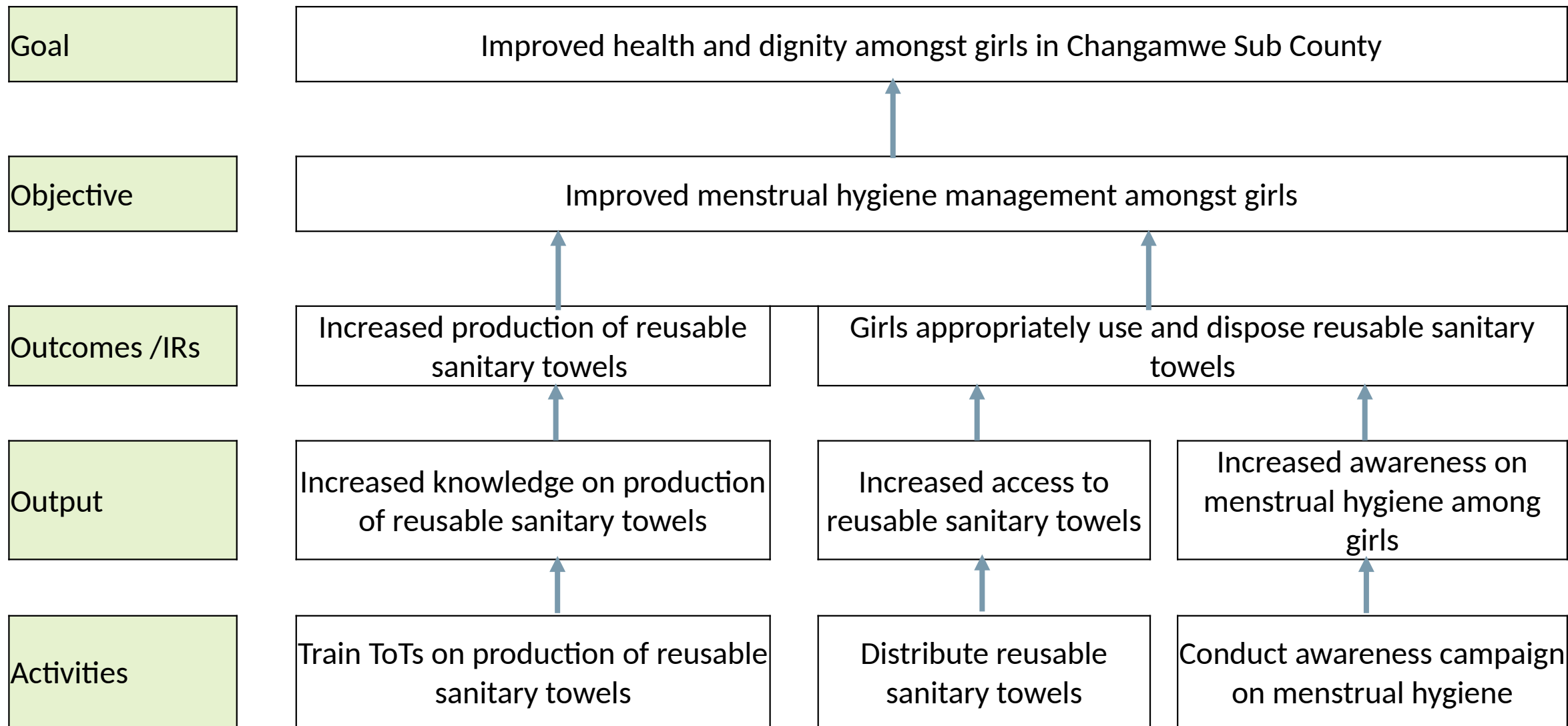
Strategic Objective: Reduction in child abuse

Outcome or Intermediate result: Community members have increased utilization of child protection services

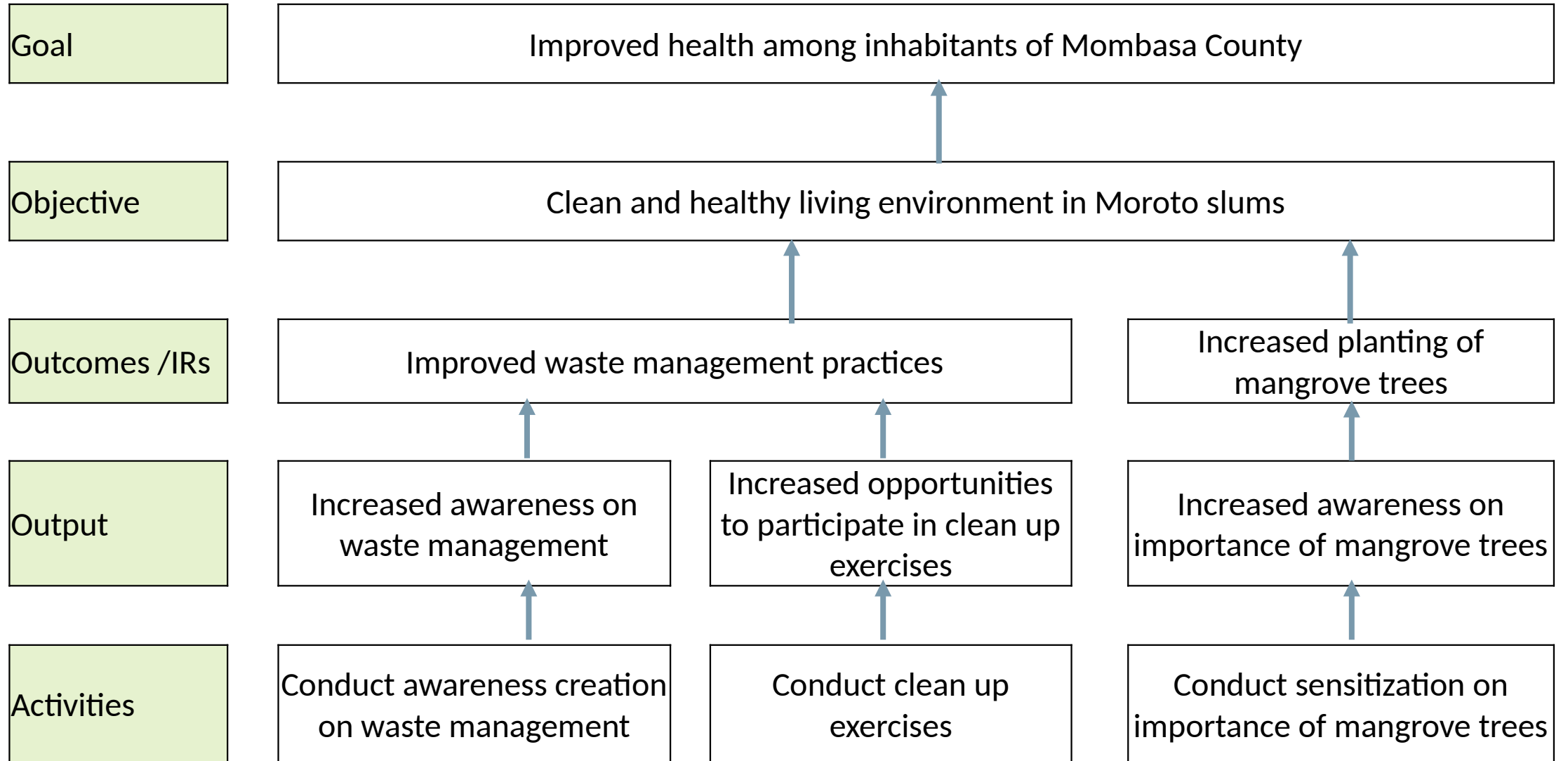
Output: Community members have increased awareness on and access to child protection services

Activity: Sensitize communities on child abuse and child protection services

Menstrual Hygiene Project – Monica and Team from Changamwe



Environment project - Green Spaces



Project Design

Logical Framework/ Logframe/
Proframe

What is a Logical Framework?

- Visual representation of the project that describes its key features and the specific logical linkages between them.
- Intended to communicate the purpose and main components of a project as clearly and simply as possible.
- Has the following components:
 - Objective statements
 - Performance indicator statements
 - Measurement methods/ Data sources
 - Critical assumptions- Factors or conditions outside of the project design team's control yet the existence of which is critical to allowing the project to achieve its next-highest-level objective e.g., natural hazards, political stability, security situation, disease outbreaks.

LogFrame Template

	Objectives statements	Performance indicator statements	Measurement methods/Data sources	Critical assumptions
Goal (Then)	↓ 1	10	10	
Strategic objectives (Then, IF)	↓ 2	11	11	↑ 9
Intermediate results (Then, IF)	↓ 3	12	12	↑ 8
Outputs (Then, IF)	↓ 4	13	13	↑ 7
Activities (IF)	↓ 5	14	14	↑ 6

Menstrual Hygiene Project – Monica and Team Changamwe

	Objectives Statements	Performance Indicators	Means of verification/ Data sources	Risks/ Critical Assumptions
Goal	Improved health and dignity amongst girls in Changamwe Sub County	Reduced number of menstrual hygiene related illnesses	Health facility records	Materials for production of reusable towels will be available
Objective	Improved menstrual hygiene management amongst girls	% of girls reporting improved hygiene practices as a result of information access, reusable sanitary towels	Survey report	
Outcome / IR	Increased production of reusable sanitary towels	Number of reusable sanitary towels produced	Stock and supply documents	
	Girls appropriately use and dispose reusable sanitary towels	Number of girls who demonstrate appropriate use and disposal of reusable sanitary towels	Survey report	Insecurity incidences do not hinder project activities
Output	Increased knowledge on production of reusable sanitary towels	Number of girls with increased knowledge on making reusable sanitary towels	Training report/ Participants list	
	Increased access to reusable sanitary towels	Number of girls accessing reusable sanitary towels	Activity reports/ Distribution list	
	Increased awareness on menstrual hygiene among girls	Number of people reached with key menstrual hygiene messages	Activity report	
Activities	Train Trainer of Trainees (TOTs) on production of reusable sanitary towels	Number of TOTs trained on production of reusable sanitary towels	Training report/ Participants list	
	Distribute reusable sanitary towels	Number sanitary towels distributed Number of girls receiving reusable sanitary towels	Activity reports/ Distribution list	
	Conduct awareness campaigns on menstrual hygiene	Number of awareness campaigns on menstrual hygiene conducted	Activity report	

Environment Project – Green Spaces

	Objective Statements	Performance Indicators	Means of verification/ Data sources	Risks/ Critical Assumptions
Goal	Improved health among inhabitants of Moroto slums in Mombasa County	Reduced number of hygiene related illnesses	Health facility records	Insecurity incidences do not hinder project activities
Objective	Clean and healthy living environment in Mombasa County			
Outcomes/ IRs	Improved waste management practices	Number of people demonstrating appropriate waste management practices	Survey report	
	Increased planting of mangrove trees	Number of mangrove trees planted	Activity report	
Outputs	Increased awareness on importance of mangrove trees	Number of people reached with key messages on important of mangrove trees	Activity report	
	Increased opportunities to participate in clean up exercises	Number of people participating in clean up exercises	Activity report	
	Increased awareness on waste management	Number of people reached with key messages on waste management	Activity report	
Activities	Conduct sensitization on importance of mangrove trees	Number of sensitization meetings/forums held on importance of mangrove trees	Activity report, Radio spot checks	
	Conduct clean up exercises	Number of clean up exercises conducted	Activity report	
	Conduct awareness creation on waste management	Number of awareness creation meetings/forums/campaigns held on waste management	Activity report, Radio spot checks	

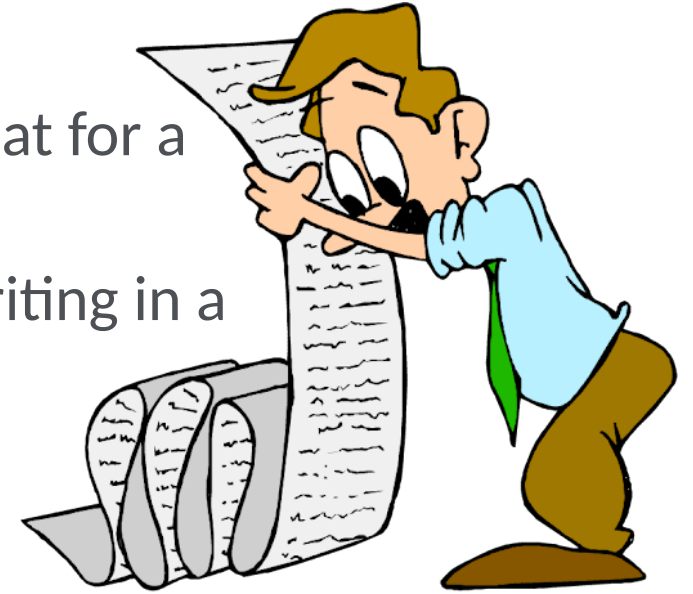




Reporting

What is a report?

- Document that presents information in an organized format for a specific audience and purpose.
- Accounts for actions taken by the organization through writing in a document that meets requirements either by donor or an adopted format.



Why reports?

- Tell your story and share successes – Achievement and Impact.
- Record what is working, what is not, and why
- Provide transparency and accountability to stakeholders
- Facilitate learning and dialogue among stakeholders
- Create institutional memory
- Promote a better understanding of the project among stakeholders
- Help document and manage financial aspects of the project

Preparation for report writing

1. What information is needed? Decide which kind of information needs to be in the report. For donors, four types of information are usually needed:-

- Results (impact)
- Implemented activities in accordance with project proposal/ work plan
- How was the money spent? (finance/budget information)
- Information about the organization and project staff.

2. Why the progress report? Is it to inform others so that they become interested in the project? Or is it a presentation of the results of the project to e.g., your donor?

3. What is the format? Check whether the report needs to be written in a compulsory layout (e.g., headings footings, standardized form/ template, etc.)

4. Who are your audience? The contents need to be adjusted to the people who will read it, e.g. How much information do they already have about the project?

Preparing for report writing

5. **What structure is there?** Check how the contents of the report need to be arranged.
6. **How long should the report be?** Determine the maximum number of pages in consultation with whoever commissioned the report.
7. **How often (Time span)?** Check out when the report needs to be ready. Then make a time plan for writing the report (date for completing the first draft, date for having it checked by a senior colleague etc.).

GOYN Report template

Program Name	Global Opportunities Youth Network
Location (city, Country)	Mombasa
Date	27 th August 2021
Youth innovator name (project name)	Gender based Violence Project by Kadzandani Creative Youth Organization
Project progress report	Activities implemented
Accomplishments	Outputs/Outcomes: What has been achieved as a result of the activities Opportunities to build on success Plans for the Next Reporting Period
Challenges	What were the constraints and possible solutions

Please include 3 photos from the project.

Photography

- What do we know about taking a good photo?
- What do we need to take a good photo?
- What opportunities are there for us to take photos within our project?

Telling stories with photos

Ask yourself

- **Why** am I taking this photo?
- **What** is my message?
- **What** do I want the viewer to understand/ feel?

When taking a photo consider

- Details
- Portraits
- Scenes

Tips for interesting photos

- Vary angles
- Take different frames - horizontal and vertical
- Take more than one photo considering context, angle and frame



Photography

1. Light

- Ensures clarity.
- Bad light causes loss of details.
- Shoot during sunrise and before sunset
- Take advantage of cloud cover
- Use flash even during daylight



2. Background

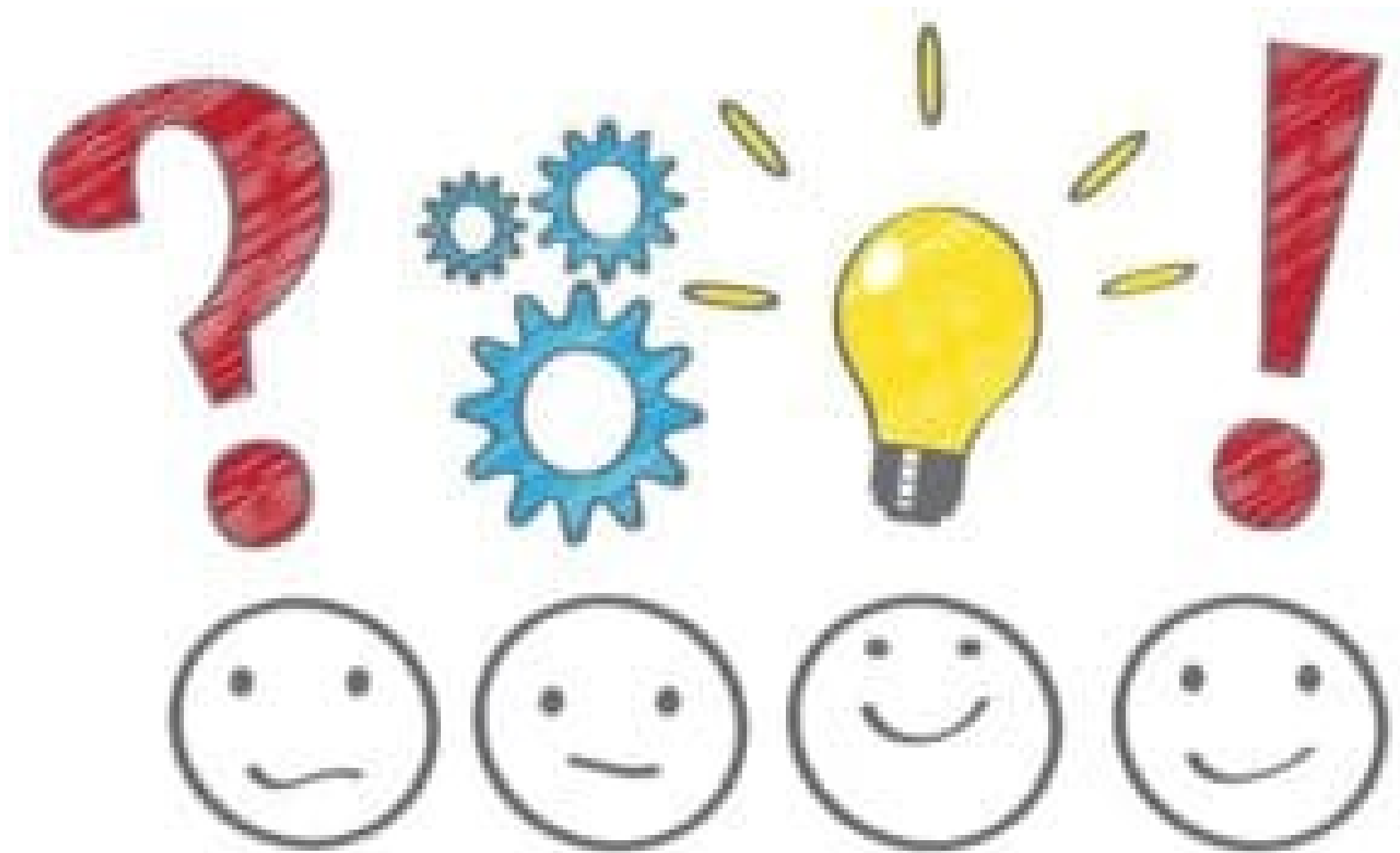
- Sky makes a good background. Others- wall, curtain hangings etc.
- Background should not have much distraction



3. Moment

- Look for human emotion or interaction
- Talking photo





"THANK YOU" IN SEVERAL AFRICAN LANGUAGES



End of GOYN MEAL



Thank you

