

GOYN MEAL WORKSHOP SESSION PLAN

Session title	Objectives	Session outputs	Resources	Facilitation Notes	Facilitator	Estimated duration
DAY ONE- 17th AUGUST 2021						
Welcome	- Participants familiarize with one another - Participants understand the workshop objectives	N/A	N/A	Opening remarks: By GDI and CRS representative (PLENARY)	James- GDI Hussein- CRS	10 mins
		N/A	N/A	Participant introductions: Participant's self-introduction- Name and hobby (PLENARY)	Emmanuel/ Phoebe	15 mins
		N/A	N/A	Workshop introduction: Introduce workshop objectives and agenda and basic virtual meeting functions (PLENARY)	Emmanuel/ Phoebe	5 mins
Introduction to MEAL	Introduce MEAL to participants	N/A	MEAL DPro Guide MEAL DPro Introduction to MEAL CRS Project Management Standards	Introductory session on MEAL and why it is important (PLENARY)	Emmanuel/ Phoebe	10 mins
Project design: Problem statement and analysis	Participants understand how problem and solution trees feed	N/A	Propack 1 Project Design FSN Network TOC Resources	Take participants through problem definition, analysis and conversion of	Emmanuel/ Phoebe	30 mins

	into project design • Participants identify problems and solutions from Changemaker proposals			problem tree to solution tree (PLENARY) Participants validate the problems and solutions from Changemaker proposals (PLENARY by group)		
Theory of Change	• Participants are introduced to theories of change • Participants identify TOCs from Changemaker proposals	N/A	Propack 1 Project Design FSN Network TOC Resources	Take participants through TOC introduction and examples (PLENARY) Participants validate the TOCs from Changemaker proposals (PLENARY by group)	Emmanuel/ Phoebe	25 mins
Results Framework	• Participants are introduced to results framework • Participants develop results frameworks based on Changemaker proposals (Homework)	Changemaker Results Frameworks	Propack 1 Project Design	Take participants through RF introduction and examples (PLENARY) Participants develop individual RFs from Changemaker proposals (HOMEWORK to be done by each group and submitted by noon on 18 th August)	Emmanuel/ Phoebe	25 mins
DAY TWO 19th AUGUST 2021						
Welcome and Recap	• Recap from day 1	N/A	N/A	Ask each participant to mention one	Emmanuel/ Phoebe	15 mins

				thing they remember from the previous session		
Results Framework (Continued from previous session)	RF recap from previous session	N/A	Propack 1 Project Design	Do brief recap on RFs before inviting each group to present their RF (PLENARY)	Emmanuel/ Phoebe	30 mins
Logical Framework	- Participants are introduced to logical frameworks - Participants identify TOCs from Changemaker proposals	N/A	Propack 1 Project Design FSN Network TOC Resources	Take participants through logical frameworks introduction and examples (PLENARY) Participants validate the logframes from Changemaker proposals (PLENARY by group)	Emmanuel/ Phoebe	45 mins
Reporting	- Participants are taken through good reporting practices. - Participants are taken through GOYN reporting template - Participants are taken through photography tips	N/A	Checklist for high quality communication and submissions to donor CRS photo tips and guidelines	Global fund reporting requirements Reporting template Guide towards quality reports	Emmanuel/ Phoebe	30 mins
Closing remarks	N/A	N/A	N/A	Closing remarks: By GDI and CRS representative (PLENARY)	James- GDI Hussein- CRS	10 mins

