

ADROIT SNAPSOLUTIONS SERVICE PACKAGE

MEL Framework Design & Enhancement

Tailored MEL frameworks with donor-aligned logframes, indicators, and reporting tools, ideal for INGOs, donor-funded programs, and project teams seeking structured, audit-ready monitoring systems that support learning, compliance, and strategic decision-making.

What You Gain

- Donor-aligned MEL tools including logframes, indicators, and disaggregated data protocols.
- Ready-to-use MEL templates and reporting formats to reduce setup time.
- Tailored outputs based on program size, sector, and evaluation needs.
- Expert support in defining targets, setting baselines, and structuring learning loops.
- Digital integration-ready MEL systems that support both field and HQ-level use.

Service Category	Monitoring, Evaluation, and Learning (MEL)
Delivery Format	Hybrid (Virtual workshops + in-person consultations)
Ideal Use Cases	• New project start-ups needing MEL design • Proposal development for donor calls • Program scale-up and expansion planning • Audit or compliance response preparation • Cross-site or multi-donor harmonization of MEL
Scope of Work	• Design Theory of Change based on goals and stakeholder input (if required) • Develop logframe with outputs, outcomes, indicators, and assumptions • Define indicators with disaggregation and data collection frequency • Draft MEL calendar outlining timelines, roles, and reporting cycles • Structure data flow protocols and reporting templates per donor needs • Conduct validation reviews and two feedback cycles for the MEL toolkit • Apply QA checks to ensure SMART indicators and logframe coherence

Tools Used	• MS Excel • MS Word • PowerPoint • Results Framework Templates • SPSS (optional)
Delivery Process	1. Conduct desk review and MEL planning consultations with key staff 2. Draft MEL framework aligned to EU, SDC, or other donor formats 3. Develop indicators using SMART criteria with disaggregation guidance 4. Share drafts via collaborative docs for team input and donor alignment 5. Host virtual feedback sessions to review indicators and logframe logic 6. Integrate feedback and finalize MEL calendar, formats, and flowcharts 7. Package the final MEL toolkit for reporting, proposal, or startup use
Deliverables	• MEL Logframe (Excel/Word) • Indicator Matrix with definitions and disaggregation • M&E Calendar (quarterly/monthly) • Reporting formats and flowcharts (Word/PDF)
Add-On Services	• Theory of Change graphic (PowerPoint/Visio) • Slide deck for donor presentation • MEL digital tracker (Excel/Power BI optional)
Sample Size	1 Project
Duration	2–4 weeks, depending on scope and number of stakeholders
Staff Time	~16 hours
Geographic Coverage	• National • Multi-country programs (remote + in-person formats available)
Pricing Structure (Individual)	Range Cost: 1,920 – 2,112 (Negotiable)
Pricing Structure (Organization)	Range Cost: 2,400 – 2,640 (Negotiable)
Pricing Logic	Pricing varies by indicator count, ToC inclusion, design, and number of stakeholder consultations

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Team Composition	• MEL Specialist • Data Manager • Graphic Designer (for visual deliverables)
Key Considerations	• Mid-level MEL package ideal for growing programs • Includes 2 feedback cycles • All frameworks reflect ethical and inclusive design. • Output formats aligned with EU/SDC templates
Lead Consultant Profile	Led by a MEL Systems Architect with 15+ years of experience designing logframes and indicator systems for major donors, including EU, SDC, USAID, and UN agencies. Expert in ToC, indicator design, and M&E reporting flows.

Past Experience

Afghanaid Climate Change Adaptation & Rural Livelihood (CARL) Project	Developed MEL toolkit across 4 provinces aligned with EU and SDC standards. Delivered logframe and calendar in under 4 weeks. Framework adopted by Afghanaid and validated by EU/SDC during proposal and implementation phase. Learn More
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