

## ADROIT SNAPSOLUTIONS SERVICE PACKAGE

### *Practical MEL Fundamentals Training*

Empower NGOs, CSOs, and project teams with practical skills to design, run, and use effective Monitoring, Evaluation, and Learning (MEL) systems. This training transforms MEL from a donor requirement into a strategic tool for better programs and stronger learning.

#### What You Gain

- Master practical, hands-on MEL tools and techniques
- Build capacity for effective program design and evaluation
- Gain expertise in data analysis and results-based decision-making
- Align MEL activities with donor expectations and standards
- Receive actionable guidance for tailored MEL systems

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| <b>Service Category</b> | Monitoring, Evaluation, and Learning (MEL)                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Delivery Format</b>  | On-site (In-person or Virtual)                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Ideal Use Cases</b>  | <ul style="list-style-type: none"> <li>• Program Design and Evaluation</li> <li>• Capacity Building for Field Staff</li> <li>• Organizational MEL System Strengthening</li> <li>• Donor Reporting and Compliance</li> <li>• Impact Assessment and Continuous Learning</li> </ul>                                                                                                                                        |
| <b>Scope of Work</b>    | <ul style="list-style-type: none"> <li>• Tailor content through pre-training assessment</li> <li>• Cover full project cycle via comprehensive MEL curriculum</li> <li>• Include hands-on exercises using real or sample logframes</li> <li>• Provide editable MEL templates and tools</li> <li>• Offer short post-training mentorship sessions</li> <li>• Measure learning progress with pre- and post-tests</li> </ul> |
| <b>Tools Used</b>       | <ul style="list-style-type: none"> <li>• MS PowerPoint</li> <li>• Word</li> <li>• Excel</li> <li>• Zoom/Teams</li> <li>• KoBo Toolbox (for demonstration)</li> </ul>                                                                                                                                                                                                                                                    |

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| <b>Delivery Process</b>                 | <ol style="list-style-type: none"> <li>1. Needs Assessment &amp; Curriculum Design</li> <li>2. Interactive Workshops</li> <li>3. Hands-On Learning with MEL tools</li> <li>4. Monitoring Progress &amp; Engagement Tracking</li> <li>5. Post-Training Evaluation through surveys and tests</li> </ol> |
| <b>Deliverables</b>                     | <ul style="list-style-type: none"> <li>• Training Materials (slides, handouts, manuals)</li> <li>• Post-training Evaluation Report</li> <li>• Training Completion Certificate</li> <li>• MEL Action Plan Template for Organizational Integration</li> </ul>                                           |
| <b>Add-On Services</b>                  | <ul style="list-style-type: none"> <li>• Remote Consultations for Implementation</li> <li>• Ongoing MEL Support and Coaching</li> <li>• Custom Advanced MEL Packages (Data Visualization, Statistical Analysis)</li> <li>• Translated Training Materials (Dari, Pashto, English)</li> </ul>           |
| <b>Sample Size</b>                      | 10–50 participants (adaptable for large teams)                                                                                                                                                                                                                                                        |
| <b>Duration</b>                         | 2–5 days (customizable for half-day or extended courses)                                                                                                                                                                                                                                              |
| <b>Staff Time</b>                       | 1–2 facilitators per session                                                                                                                                                                                                                                                                          |
| <b>Geographic Coverage</b>              |                                                                                                                                                                                                                                                                                                       |
| <b>Pricing Structure (Individual)</b>   | Individual Clients: Base Cost Starts from USD 1,500 (minimum 10 participants)                                                                                                                                                                                                                         |
| <b>Pricing Structure (Organization)</b> | Organizational Clients: Base Cost Starts from USD 2,000 (minimum 10 participants)                                                                                                                                                                                                                     |
| <b>Pricing Logic</b>                    | Tiered pricing based on session length, participants, and location; custom quotes for larger organizations                                                                                                                                                                                            |
| <b>Team Composition</b>                 | <ul style="list-style-type: none"> <li>• MEL Specialist</li> <li>• Training Facilitators</li> <li>• Data Quality Officer</li> </ul>                                                                                                                                                                   |
| <b>Key Considerations</b>               | <ul style="list-style-type: none"> <li>• Flexible content for NGOs, government, and private sector teams</li> <li>• Delivered virtually or on-site</li> <li>• Focused on practical capacity building for daily MEL application</li> </ul>                                                             |
| <b>Lead Consultant Profile</b>          | Led by a Senior MEL Specialist with 12+ years of experience delivering capacity-building programs across South Asia and Africa. Expert in Results-Based Management, Theory of Change, and fostering learning cultures.                                                                                |

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