



## Workshop on Monitoring, Evaluation, Accountability, & Learning (MEAL) System and Report Writing

March 10 – 14, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

September 8 – 12, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 USD for foreign  
Participants**

### Program overview:

This course is designed to equip participants with the essential skills and knowledge necessary for effective monitoring, evaluation, accountability, and learning within development projects and organizations. The focus will be on understanding the MEAL framework and its practical application in improving project outcomes and accountability.

### For Whom:

This program is designed for project managers, monitoring and evaluation officers, managers, Non-profit organization staff, NGO staff, development practitioners and Government officials involved in development projects.

### Learning objectives:

At the end of the program, participants will be able to:

- gain a comprehensive understanding of the components of MEAL (Monitoring, Evaluation, Accountability, Learning) and their interrelationships.
- design and implement effective monitoring systems to track project progress, outputs, and outcomes.
- explore different evaluation techniques and methodologies to assess the impact and effectiveness of projects.
- explain the importance of accountability in project management and learn how to establish mechanisms to ensure transparency and stakeholder engagement.
- explore strategies for fostering a culture of learning and continuous improvement within project teams and organizations.

**Learning outcome:** By the end of the course, participants will have gained the knowledge and skills necessary to design, implement, and manage effective MEAL systems, as well as write comprehensive reports that communicate project outcomes and impact to stakeholders.

### Course Outline

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: [www.hcaglobalconsult.com](http://www.hcaglobalconsult.com): Email: [info@hcaglobalconsult.com](mailto:info@hcaglobalconsult.com), [hcaglobalconsult@gmail.com](mailto:hcaglobalconsult@gmail.com)

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

## Day 1: Introduction to MEAL Concepts and Frameworks

### Overview of MEAL

- Introduction to Monitoring, Evaluation, Accountability, and Learning
- Importance of MEAL in project management

### MEAL Frameworks and Models

- Understanding logical frameworks
- Results-based management in MEAL

### Setting Up MEAL Systems

- Designing MEAL systems for different projects
- Integrating MEAL into project cycles
- Case Study: Developing a MEAL Framework
- Participant analyze and develop a MEAL framework

## Day 2: Data Collection Techniques in MEAL

- Quantitative Data Collection Methods
- Surveys, questionnaires, and structured interviews
- Sampling techniques in quantitative research

### Qualitative Data Collection Methods

- In-depth interviews, focus group discussions, and participant observation
- Ethical considerations in qualitative research

### Technology in Data Collection

- Introduction to mobile data collection tools
- GIS mapping for MEAL
- Case Study: Implementing a Data Collection Strategy
- Participant design a data collection strategy

## Day 3: Data Management and Analysis

- Data Management and Cleaning
- Organizing and cleaning data for analysis
- Data security and privacy

### Statistical Analysis in MEAL

- Descriptive statistics and inferential statistics
- Using statistical software for analysis

### Qualitative Data Analysis

- Coding, thematic analysis, and narrative synthesis
- Software tools for qualitative analysis
- Case Study: Analyzing and Interpreting Data
- Participant practice data analysis on a hypothetical project.

## Day 4: Reporting and Communication in MEAL

- Effective Report Writing
- Components of a MEAL report
- Visual representation of data
- Using Technology in Reporting

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**  
In-plant Fee Negotiable

### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
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### **Data visualization tools**

- Dashboards for MEAL reporting
- Feedback and Accountability Mechanisms
- Establishing feedback loops with beneficiaries

### **Handling complaints and providing responses**

- Case Study: Drafting a Comprehensive MEAL Report
  - Participant develop a MEAL report

### **Day 5: Learning and Adaptation in MEAL**

- Learning and Adaptive Management
- Using MEAL data for project improvement
- Adjusting project strategies based on findings

### **Knowledge Management in MEAL**

- Capturing and sharing lessons learned
- Institutionalizing knowledge within organizations
- Incorporating Sustainability in MEAL Practices
- Ensuring the longevity of MEAL systems

### **Building capacity for continuous improvement**

- Final Case Study: Applying MEAL Principles to a Sustainable Development Project
- Participant apply MEAL principles to a comprehensive sustainable development project.

### **Training Methodology:**

Lectures and Presentations: Expert-led sessions to introduce concepts and frameworks.

Case Studies: Real-world examples to illustrate best practices and challenges.

Group Exercises: Practical activities to apply learning to hypothetical scenarios.

Role-Playing: Simulated situations to practice report writing and communication skills.

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