TRAINING COURSE

MEAL in practice: putting Quality & Accountability at the centre of the crisis response

Online training course by Groupe URD & CartONG

Dates: 30 September to 6 December 2024
Duration: Ten-week training course; learner engagement up to five hours per week.
Location: 100% online training via Groupe URD's e-learning platform
Language: English
Level: Intermediary/Advanced
Maximum number of participants: 26 learners

Details about the training

LEARNING OBJECTIVES

By the end of this training course, learners will (be able to):

- Define key Quality & Accountability concepts
- Explain how to put Quality & Accountability frameworks into practice
- Explain the basics of data management
- Describe how to produce, collect and analyse qualitative data
- Describe how to build robust, field proof-IM systems

Humanitarian organisations need to be effective in emergency contexts, making the right decisions to ensure the delivery of quality aid. This means ensuring that project teams are up-to-date with existing concepts, methods and tools to ensure the quality and also the accountability of their operations

Additionally, despite ambitions to transform a large proportion of the sector's learning offer online, today, much of the learning content and services in the area of Quality & Accountability remain primarily focused on pre-Covid-19 scenarios.

This training course was designed as a ready-to-roll-out online learning path for field-based staff to help them implement Quality & Accountability commitments in a crisis response, while also making sure they are adequately equipped to manage relevant information and adapt to changing needs, contexts and resources.

In short, this training aims to support field staff in making informed operational decisions to improve Quality & Accountability.

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TRAINING PROGRAMME

The provisional training programme can be found in the appendices.

TRAINING CONTENT

This online training course will help field-based staff implement Quality & Accountability commitments in a crisis response.

Based on the revised Core Humanitarian Standard, the "MEAL in practice" training course addresses the following three questions:

- What do we need to **know** to strengthen the Quality & Accountability of a project?
- What do we need to **do** to strengthen the Quality & Accountability of a project?
- How can we **manage the information** needed to adapt to changing needs, contexts and resources?

The "MEAL in practice" training course is:

- **Context-based**. Participants will work on a case study throughout the course, whilst also building on their own real-life experience and scenarios.
- **Designed to improve coordination between different expertise**. In particular, this training course aims to build coherence and synergies between Quality and Information Management (IM).

Provisional training content

The training contains ten sections covering the following topics:
- Introduction to understanding MEAL (key concepts, related concepts, how they can be applied in practice)
- Organisational aspects (how to use existing frameworks that influence MEAL activities, MEAL roles and responsibilities in an organisation)
- Setting up the right Information Management system (stakes around data, how to set up an IM system or a joint IM system, how to prioritise data and use it responsibly during an intervention)
- Developing a relevant monitoring plan (identify the information you need, information collection methods, quantitative vs. qualitative data and how to use it, key steps of data cycle)
- Accountability and participation, with a strong focus on existing traps
- Designing and implementing a Mobile Data Collection (what is it relevant, how to do it, how to communicate with interlocutors despite language barriers)
- Implement an agile feedback mechanism (its added value, introduction to the Feedback Day method)
- Data analysis and information uses (limits of data analysis, Excel basics for analysis, tools per type of analysis)
- Sharing and interoperability issues (how to share and measure in a consortium; being aware of the different data formats and the risks of incompatibility)

WHO IS THIS COURSE FOR?

The training course is designed for field staff (national and international staff), who already have a certain knowledge of the topic:

- Technical profiles, such as M&E and MEAL staff based in the field (MEAL coordinators, etc.), or IM specialists when such a position exists in a given organisation.
- Generalist profiles, such as Programme Coordinators in the field, etc. Although they are not specialists of the subject matter, they do have a good understanding of it due to their responsibilities and experience.
- The training is also open to consultants or future consultants interested in learning more about this topic.

PREREQUISITES

- Have several years of experience in the humanitarian or development sectors
- Have a good understanding of the project cycle
- Have a working knowledge of English (spoken and written)

Participants will get more out of this training course if they have a solid working knowledge of the following activities: monitoring project results and impact, developing logical frameworks, conducting project evaluations, conducting data collection activities, managing data, drafting analysis reports, etc.

About the team & our approach

TRAINERS' REFERENCES

The trainers' qualifications and references are indicated below:

Charly Pierluigi (Masters Degree in Crisis Analysis and Humanitarian Action at the University of Savoie / Research and Evaluation Officer, Quality Adviser at Groupe URD).

Jessica Bergametti, (Masters Degree in International Political Studies at the University of Milan and the Italian Institute for International Political Studies, Italy / Information Management Officer at CartONG).

PEDAGOGICAL METHODS & MEANS

Learning methodology

This training course is built upon a logical sequence of modules. Each of the modules provides theoretical aspects and concepts, which are then put into practice by learners via the use of factual examples (practical exercises, case studies, scenarios, etc.). Various documents and teaching aids are provided to learners as the training progresses.

Our subject matter experts are all recognised trainers with solid professional experience in the various topics covered during the training. They have participated in training for trainers and adult learning courses.

The pedagogical approach of the training is designed specifically for the humanitarian working environment. The content is broken down into short, accessible learning objects to help learners engage with the training for the duration of the course, despite the time constraints emergency practitioners face.

Monitoring training course delivery

Learner participation is attested by means of an attendance sheet at each live session.

Learners' participation and engagement will be assessed continuously during the training course. The online learning platform generates reports attesting learner participation and completion of compulsory activities.

Assessment procedures

Assessment of knowledge

Various types of assessment (learning review sessions, tests, multiple-choice questions, surveys, self-assessment questionnaires, assessment of individual work, etc.) are used to check knowledge and monitor learning, with the aim of consolidating knowledge being acquired and self-assessing the extent to which learning objectives have been achieved and how learning has progressed.

Regular exchange between learners and the trainer will allow learners to consolidate new knowledge and to assess to what extent their learning is progressing as well as they are meeting the learning objectives.

- Learning journal and action plan

At the end of the training course, the learners will submit a learning journal and action plan (not assessed).

Assessment of learner satisfaction at the end of the course

An assessment form is completed by each learner at the end of the course.

This "on-the-spot" evaluation form allows us to capitalise on learners' feedback, to assess to what extent learners have met the learning objectives and gauge the impact on their practices. It will also provide valuable feedback on the relevance of the content and sequencing, the learning materials, the environment and how the training is organised.

Certificate of completion

At the end of the training course, each learner will receive a certificate of completion, subject to continuous attendance and completion of key activities.

Practical information

TRAINING FEES

Course fee 1 = €1,300   Organisations with an annual turnover over €2M

Course fee 2 =   €950   Organisations with an annual turnover less than €2M

Course fee 3 =   €550   Individuals

Discounts

- 10% discount for a group of 3 to 4 people registering from the same organisation
- 15% discount for a group of 5 or more people registering from the same organisation
- 10% "Early bird" discount for applications that are completed at least ten weeks before the start of the training course. Deadline: 15 July 2024

N.B. The "Early bird" discount applies to all above fees, but cannot be combined with discounts for group bookings.

HOW TO APPLY?

To register for this training course, please fill in the online registration form: https://forms.office.com/e/iJFXnYNEyf

Application deadline: 16 September 2024. Please take note that we may close the applications before the deadline once the course gets fully booked.

CONTACT

formation@urd.org

Provisional training programme

SECTION SE00: ARE YOU READY?					
Pre-training	Monday 23/09	Tuesday 24/09	Wednesday 25/09	Thursday 26/09	Friday 27/09
morning	Connect to plateforme	Self-paced online	Self-paced online	Self-paced online	Self-paced online
afternoon					

SECTION SE01: THEORY – UNDERSTANDING MEAL-CHS					
Week 1	Monday 30/09	Tuesday 01/10	Wednesday 02/10	Thursday 03/10	Friday 04/10
morning	Individual / group work	Individual / group work	Individual / group work	Self-paced online	2h Live ssesion
afternoon			Deadline		Individual / group work

SECTION SE02: ORGANISATION – WELCOME ON BOARD!					
Week 2	Monday 07/10	Tuesday 08/10	Wednesday 09/10	Thursday 10/10	Friday 11/10
morning	Individual / group work	Individual / group work	Individual / group work	Self-paced online	2h Live ssesion
afternoon			Deadline		Individual / group work

SECTION SE03: SETTING UP THE RIGHT INFORMATION MANAGEMENT SYSTEM					
	Monday 14/10	Tuesday 15/10	Wednesday 16/10	Thursday 17/10	Friday 18/10
morning	Individual / group work	Individual / group work	Individual / group work	Self-paced online	2h Live ssesion
afternoon			Deadline		Individual / group work

SECTION SE04: DEVELOPING RELEVANT MEL & ANALYSIS PLAN					
	Monday 21/10	Tuesday 22/10	Wednesday 23/10	Thursday 24/10	Friday 25/10
morning	Individual / group work	Individual / group work	Individual / group work	Self-paced online	2h Live ssesion
afternoon			Deadline		Individual / group work

SECTION SE05: OPERATIONALISING ACCOUNTABILITY: THE 'A' IN MEAL					
	Monday 28/10	Tuesday 29/10	Wednesday 30/10	Thursday 31/10	Friday 01/11
morning	Individual / group work	Individual / group work	Individual / group work	2h Live ssesion	Bank holiday
afternoon			Deadline	Self-paced online	

SECTION SE06: DESIGN AND IMPLEMENTATION OF MOBILE DATA COLLECTION					
	Monday 04/11	Tuesday 05/11	Wednesday 06/11	Thursday 07/11	Friday 08/11
morning	Individual / group work	Individual / group work	Individual / group work	Self-paced online	2h Live ssesion
afternoon			Deadline		Individual / group work

SECTION SE07: DATA COLLECTION - EVALUATION					
	Monday 11/11	Tuesday 12/11	Wednesday 13/11	Thursday 14/11	Friday 15/11
morning	Bank holiday	Individual / group work	Individual / group work	Self-paced online	2h Live ssesion
afternoon			Deadline		Individual / group work

SECTION SE08: DATA ANALYSIS AND USING INFORMATION - PART 1					
	Monday 18/11	Tuesday 19/11	Wednesday 20/11	Thursday 21/11	Friday 22/11
morning	Individual / group work	Individual / group work	Individual / group work	Self-paced online	2h Live ssesion
afternoon			Deadline		Individual work (assessed)

SECTION SE09: DATA ANALYSIS AND USING INFORMATION - PART 2					
	Monday 25/11	Tuesday 26/11	Wednesday 27/11	Thursday 28/11	Friday 29/11
morning	Individual work (assessed)	Individual work (assessed)	Individual work (assessed)	Self-paced online	2h Live ssesion
afternoon			Deadline		Individual work (assessed)

SECTION SE10: WRAP UP AND CONCLUSION					
	Monday 02/12	Tuesday 03/12	Wednesday 04/12	Thursday 05/12	Friday 06/12
morning	Individual work (assessed)	Individual work (assessed)	Individual work (assessed)	Self-paced online	2h Live ssesion
afternoon			Deadline		

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