**Terms of Reference (ToR) for MEAL Training (Annex4)**

**1. Background:**

This Terms of Reference (ToR) outline the framework for conducting a comprehensive Monitoring, Evaluation, Accountability, and Learning (MEAL) training program. MEAL is crucial for ensuring the effectiveness and accountability of projects and programs within organizations. This training aims to enhance participants' understanding and skills in MEAL methodologies, processes, and tools.

**2. Objectives:**

The main objectives of the MEAL Training are:

* To deepen participants' knowledge of Monitoring and Evaluation (M&E) concepts, principles, and frameworks.
* To strengthen participants' skills in designing and implementing MEAL systems, including data collection, management, analysis, and reporting.
* To enable participants to assess the effectiveness and impact of projects and programs through MEAL activities.
* To foster a culture of accountability, learning, and continuous improvement within the organization.

**3. Scope of Training:**

The MEAL Training will cover the following key topics:

* Introduction to MEAL: Concepts, principles, and importance.
* Designing MEAL Systems: Developing MEAL frameworks, indicators, and data collection tools.
* Data Collection Methods: Qualitative and quantitative data collection techniques, including surveys, interviews, focus groups, and participatory approaches.
* Data Management and Analysis: Data storage, cleaning, analysis, and interpretation using software tools.
* Reporting and Communication: Presenting MEAL findings effectively to inform decision-making and learning.
* Utilizing MEAL for Program Improvement: Using MEAL data to identify strengths, weaknesses, and areas for improvement in projects and programs.

**4. Target Participants:**

The training is designed for individuals involved in project management, monitoring and evaluation, program implementation, and organizational learning within the organization. Participants should have a basic understanding of project management and data analysis concepts.

**5. Duration and Logistics:**

Duration: The training will span five days, allowing for an in-depth exploration of MEAL concepts and methodologies.

Venue: [MSIA Head office Training Hall]

Dates: [26 May 2024].

Language: The training will be conducted in [Dari Language].

**6. Methodology:**

The training will employ a combination of interactive presentations, case studies, group discussions, practical exercises, and hands-on activities to facilitate learning and knowledge retention.

**7. Evaluation:**

Participants' understanding and skills will be assessed through pre-and post-training evaluations, as well as ongoing feedback sessions throughout the training.

8. Resource Person(s):

Qualified trainers with expertise in MEAL methodologies and practical experience in project implementation and evaluation are encouraged to apply and facilitate the training sessions.

09. Point of Contact:

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