US Office: 1405 West Beech Street, 104, Urbana, IL 61801
Pakistan Office: Suite 03, First Floor, Capital Trade Centre, F-10 Markaz, Islamabad
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Three-day training workshop on

"Monitoring, Evaluation, Accountability and Learning (MEAL): Tools and Methodologies"

Dates: December 10-12, 2025

Apply by 02 December 2025.

Venue: Islamabad, Pakistan

Register HERE

Monitoring, Evaluation, Accountability, and Learning (MEAL) is a core component of program management, without which project success cannot be fully realized. Over time, this field has evolved significantly, with international development organizations establishing their own monitoring and evaluation (M&E) models and frameworks. Understanding how a MEAL system is formalized, established, and operates; how monitoring differs from evaluation; and what constitutes the essential components of an M&E Framework is crucial for effective program implementation, learning, and adaptive management to be effective.

Based on the best global practices, Research Analytics International (RAI) is continuously developing comprehensive training modules in research, monitoring, and evaluation. The focus is on sharing globally recognized and field-tested modules that reflect successful case studies, skills, and innovations. This training emphasized experiential learning through active engagement, applying interactive and participatory group methodologies to maximize the workshop learning outcomes.

We are also running the needs assessment to understand training needs better:
Click here to participate.

Learning outcomes:

- Explain the purpose, principles, and key components of MEAL system in development and humanitarian projects.
- Distinguish between monitoring, evaluation, accountability, and learning functions and describe how they interact and are interlinked.
- Design an M&E Framework, including indicators, data collection tools, and reporting mechanisms, and identify and use associated tools with them.
- Apply practical tools for data collection, analysis, and visualization for program monitoring, performance evaluation and learning.
- Understand approaches for integrating accountability and learning into project and organizational practices.
- Utilize participatory and results-based methods to enhance project performance and stakeholders engagement.

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Who should attend?

- Development and humanitarian professionals involved in project design, implementation, or reporting.
- MEAL officers, program managers, and researchers seeking to strengthen their technical skills,
- Staff of NGOs, government agencies, and international organizations responsible for program performance and accountability.
- Students and early-career professionals aspiring to enter the fields of monitoring, evaluation, and learning.

Training Modules[1]

Day 1—Foundation of MEAL (Dec 10, 2025)

1. **Overview of MEAL** (Definition, purpose, evolution of MEAL; link to project cycle)
2. **Components of MEAL** (Distinction between Monitoring, Evaluation, Accountability, and Learning)
3. **The MEAL Framework** (Theory of Change, Logical Framework–logframe, Results-Based Management)
4. D**eveloping Indicators** (Type of indicators (input, output, outcome, impact); SMART criteria)
5. **Recap and Reflections**

Day 2—Monitoring and Evaluation in Practice (Dec. 11, 2025)

1. **M&E Plan & KPIs** (Setting baselines, targets, frequency, responsibilities)
2. **Data Collection Tools** (Quantitative vs qualitative methods, checklists, surveys, FDGs, KIIs)
3. **Sampling for M&E** (probability & non-probability, sample determination & implementation)
4. **Data Quality & Management** (Data validation, triangulation, storage ethics, etc.)
5. **Evaluation Basics** (Types of evaluation–baseline, mid-term, end-line, impact, evaluation questions–OECD criteria, formative & summative assessments)
6. **Developing an M&E Plan** (Integrating monitoring & evaluation components into one plan)

Day 3—Accountability and Learning (Dec. 12, 2025)

1. **Accountability to Affected Population (AAP)** (Core Humanitarian Standards, Feedback and Complaint System)
2. **Designing Feedback Mechanism** (Channels–suggestion boxes, hotlines, digital, and managing responses)
3. **Learning and Knowledge Management –Data Analysis:** (Turning data into learning, after-action reviews, reflection sessions)

[1] Training content can overlay between days

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4. **Integrating MEAL in the Project Cycle** (Institutionalizing MEAL, link with program design and reporting)
5. **Adaptive Management, Action Planning & Closing** (Participants develop group MEAL improvement action plans)

Last date to apply:
December 02, 2025

Training dates:

Training will be held from **December 10–12, 2025,** in Islamabad in a hotel (the venue will be shared with registered participants).

Note: We encourage people to apply well on time before the last date, as we will be having a limited number of participants to ensure quality training delivery and to ensure learning outcomes are adequately achieved.

Training fee and discounts:

The training fee for one participant for three-day participation is PKR 61,500. For local NGOs, there is a standard discount of 10%.

This fee includes training material, trainers' fee, certificates of participation, lunches and refreshment. This also includes one-month standard free consultations after training.

The following are the discounts[2] applicable:

- Five percent (5%) discount for early bird registration with payment before 25 November.
- Five percent (5%) for 2–3 delegates from the same organization.
- Seven percent (7%) discount for 4–5 delegates from the same organization.
- One participant free on registration of five or more delegates from the same organization.

This fee covers the cost of the trainer, training content and material, and food (lunches and two teas) during the training days. This also includes two weeks of post-training support. The training fee needs to be paid in advance to secure the place.

The **fee payment** can be made through an online bank transfer, demand draft, or cross-check named to Research Analytics International (IBAN: PK24 UNIL 0109 0002 0368 6098)—underlined numbers constitute a non-IBAN account number.

For more information or questions about payment and how to pay, you can contact accounts@researchanalyticsintl.org.

Terms and Conditions:

- Registration will be confirmed upon receipt of the fee payment.

[2] Some discounts are mutually exclusive. Be in touch to clarify and get the invoice.

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- In case training is cancelled, a full fee will be reimbursed. In case training is rescheduled, the delegates will be given the option to keep the registration or request a full reimbursement.
- All registration cancellations by delegate(s) intimated within 10 working days before the start of the training will be entertained, and the full fee will be reimbursed. No cancellation will be possible after it; however, replacements are possible anytime before the start of the training.
- All delegates need to bring their laptops.

About Research Analytics International

Research Analytics International's mission is to enhance the policymaking process across both the public and private sectors. It supports government agencies and other organizations in strengthening their capacity to develop development and humanitarian plans and monitor and evaluate them. It focuses on improving agency-level M&E and RBM systems, adopting and embracing innovative solutions, and providing workforce training to ensure the adoption of the most up-to-date skills and capabilities.

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