MEAL & Knowledge Management

COAST AGM, 4-5 August 2023, Principal Office, Dhaka
Review Methodology

- Online discussions
- In person and hybrid workshop
- Consultant’s review
Monitoring [Review]

What we had around in 2000:
- Advance plan
- Onsite monitoring
- Hard copy-based progress Report
- Project review format
- Meeting Minutes

What we have in 2023:
- MEAL Policy
- PPMM
- Onsite & Offsite Monitoring tools
- Plan and Review
- Activity Progress Report
- Meeting Minutes
- Hard & Soft copy-based reporting
- Data Segregation Report
- Newsletter
- Zoom use in Monitoring & PPMM
Evaluation [Review]

What we had around in 2000:
- Fewer internal project evaluation
- Participatory review

What we have in 2023:
- Regular internal project evaluation system initiated
- Participatory review guideline
- Evaluation lead by MEAL section
- Research
Accountability [Review]

What we had around in 2000:

- CRM Policy
- Mobile no. Available
  [Passbook, diary, clubs.]
- Annual Report
- Newsletter distribution

What we have in 2023:

- Staff Code of Conduct
  Do & Don’t
- Onsite & Offsite Monitoring tools
- CRM policy, mob. no. available
  [...visiting card]
- Transparency
  [web and local publishing]
- Newsletter distribution
- Comm. Engagement & Exit Strategy
Learning [Review]

What we had around in 2000:

- Learning system + -
- Stakeholder consultation
- Participatory review
- Learning log

What we have in 2023:

- Stakeholder consultation for learning
- Beneficiary feedback
- Risk assessment
- M&E

- Post Distribution Monitoring [PDM]
- Participatory review
SWOT Analysis:
Strength

Supportive management for strengthening MEAL sector

MEAL Policy

M&E Section

Offsite and Onsite Monitoring tools to meet CHS std. in programs

Data segregation reporting system

Online PPMM

Available project information on the website
Weakness

- Poor data validation system
- Lack of result-based monitoring system
- Poor learning sharing and documentation
- Manual system
- MEAL capacity development training
- Proper addressing of feedback, risks and challenges
- Data manipulation
- Wrong data posting
Opportunity

Introduce digitalization & real time monitoring

Learning option from WVI, IR and BRAC

Training

Threat

Wrong beneficiary selection
# MEAL course of action to achieve Strategic Plan

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Issue</th>
<th>Deadlines</th>
<th>Responsibilities</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Orientation/training on MEAL and it’s function in field levels.</td>
<td>3-Months</td>
<td>JD-MEAL&amp;R</td>
<td>1st done in 22 2nd in Aug. 23</td>
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<td>2.</td>
<td>MEAL Policy review</td>
<td></td>
<td>JD-MEAL&amp;R</td>
<td>Done</td>
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<td>3.</td>
<td>Orientation on CHS application in projects</td>
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<td>JD-MEAL&amp;R</td>
<td>Done</td>
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<td></td>
<td>Feedback address when, where, and who does</td>
<td></td>
<td>Head-MEAL</td>
<td>Ongoing</td>
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<td>5.</td>
<td>Yearly learning sharing events</td>
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<td>JD-MEAL&amp;R,</td>
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<td>6.</td>
<td>Plan &amp; Leadership review</td>
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<td>JD-MEAL&amp;R, Head-MEAL&amp; SD</td>
<td>December 22</td>
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<td>7.</td>
<td>Project evaluation</td>
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<td>MEAL team</td>
<td>Ongoing</td>
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<td>8.</td>
<td>Exit strategy development while writing a proposal</td>
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<td>PC/PM, M&amp;E</td>
<td>1st Done</td>
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Let us discuss!