



**ONE-WEEK RESIDENTIAL TRAINING PROGRAMME
ON
MONITORING EVALUATION AND LEARNING (MEL) FOR
SENIOR IN-SERVICE GOVERNMENT OFFICERS**

18-23 JULY 2022

EVENT SCHEDULE

**ORGANIZED BY
DMEO IN COLLABORATION WITH
NILERD**

Background

As part of the larger developmental efforts, various schemes implemented and expenditures incurred by the Central and State governments in the social, economic, and infrastructure sectors directly touch the lives and livelihoods of the people. Converting these outlays into outcomes is a complex process that involves, inter-alia ensuring an effective monitoring mechanism and assessment of the impacts across various stages of the project cycle. Moreover, various policy changes, regulations of the government have profound and varied impact on different sections of the economy and society that need to be studied thoroughly and scientifically to understand the outcomes, in both the short and long run, intended and unintended. Monitoring, Evaluation, and Learning (MEL) contribute to systematically tracking and assessing the process, end results, and performance of a policy, programme, strategy to generate credible, reliable, and useful information for the implementing agencies and other stakeholders.

In India, the use of MEL by independent agencies has become an integral part of the administration and management of all schemes for higher efficacy, transparency, and impact. And hence, there has been an increasing thrust on building capacity for administering effective MEL systems. This requires a firm grip and understanding of not only the underlying concepts, tools and techniques but also the art of converting learnings into effective policies. The significance of MEL is further increased by recent emphasis on evidence-based policy-making and action thereby facilitating right interventions based on ground realities. Hence, the design, management, and execution of an effective MEL system is crucial for the success of a scheme and ultimate improvement in development and growth parameters.

Objectives of the Programme

This training course on MEL aims to improve the competency of officers, working at different levels of centre and state governments, to design and execute successful monitoring and evaluation programmes in line with the acceptable global standards, utilise the findings of the exercise for better planning, and effective delivery of public services. The specific objectives are as below:

- Enhance existing institutional and individual capacities in the government to undertake MEL
- Improve awareness about principles and components of MEL system
- Sensitize participants about the importance of robust MEL systems in public service delivery
- Introduce participants to national and global standard practices of MEL
- Build capacity of participants to successfully plan, commission, and use MEL
- Enhance competency in using MEL data and results for decision-making

Training Schedule

DAY-1: 18th July 2022		
From (Hrs IST)	To (Hrs IST)	Topic - MONITORING FUNDAMENTALS
Inaugural		
09:45	10:40	Inaugural session
10:50	11:15	Introduction to the training and ice breaker
11:15	11:30	Tea break
Exposure and learning from experts		
11:30	12:00	Introduction to outcome budgeting, and Overview of Output Outcome Monitoring Framework (OOMF)
12:00	12:40	Overview of logical framework
12:40	13:00	SMART Indicators for performance metrics in a monitoring system
13:00	14:00	Lunch break
Learning by doing		
14:00	16:00	Group work: Preparation of log-frame
16:00	16:15	Tea break
16:15	17:15	Panel discussion on challenges faced in implementing an outcome monitoring framework, and mitigation measures: Experiences from States

DAY-2: 19th July 2022		
From (Hrs IST)	To (Hrs IST)	Topic - EVALUATION FUNDAMENTALS
Exposure and learning from experts		
09:30	09:45	Recap of Day-1 and key takeaways
09:45	10:00	Short movie on evaluation [Evidence in Action]
10:00	11:00	When to monitor and when to evaluate? Looking from an OOMF and logical framework perspective

From (Hrs IST)	To (Hrs IST)	Topic - EVALUATION FUNDAMENTALS
11:00	11:15	Tea break
11:15	12:45	Concepts of evaluation - Approach (i.e., Formative, Process, Summative), Framework (i.e., RCEESI+E), Design (i.e., experimental, quasi-experimental, non-experimental), Method (primary data, secondary data, qualitative, quantitative, cross-sections, longitudinal)
12:45	13:30	Why evaluate? Concepts of attribution, contribution, and its role for influencing policy.
13:30	14:30	Lunch break
Learning by doing		
14:30	15:30	Group discussion on the feasibility of using experimental and quasi-experimental designs for evaluating public programmes
15:30	16:30	Framing your own evaluation - choosing the right approach, framework, design, and method
16:30	16:45	Tea break
16:45	18:00	Diversity in evaluation approaches and methods - Experiences from States

DAY-3: 20th July 2022		
From (Hrs IST)	To (Hrs IST)	Topic - BRASS TACKS OF EVALUATION DESIGN
Exposure and learning from experts		
09:00	09:30	Group Photograph and Interaction with DG, DMEO and DG, NILERD
09:30	09:45	Recap of Day-2 and key takeaways
09:45	11:00	Utilization of evaluation results
11:00	11:15	Tea break
11:15	12:15	Preparing research objectives and questions - Examples from UCSS evaluations and other studies
12:15	13:15	Overview of sampling for primary survey

From (Hrs IST)	To (Hrs IST)	Topic - BRASS TACKS OF EVALUATION DESIGN
13:15	14:00	Lunch break
Learning by doing		
14:00	15:00	Prepare a sampling methodology for the prepared evaluation design
15:00	16:00	Special lecture on techniques for analysing quantitative primary data - descriptive and inferential
16:00	16:15	Tea break
16:15	18:15	Computer Assisted Field Survey

DAY-4: 21st July 2022		
From (Hrs IST)	To (Hrs IST)	Topic - ADMINISTRATIVE DATA AND MEL CYCLE
Exposure and learning from experts		
09:30	09:45	Recap of Day-3 and key takeaways
09:45	10:30	Overview of MEL cycle - When to do what?
10:30	11:30	Preparing an MEL plan - When to monitor and what? When to evaluate and what?
11:30	11:45	Tea break
11:45	13:00	Effective MIS for Effective Scheme/ Programme Performance
13:00	14:00	Lunch break
Learning by doing		
14:00	15:00	Strengthening administrative data - Learnings from the Data Governance Quality Index (DGQI)
15:00	16:00	Techniques to monitor quality of data
16:00	16:15	Tea break
16:15	17:00	Fun with data - checking the quality of a sample dataset

DAY-5: 22nd July 2022		
From (Hrs IST)	To (Hrs IST)	Topic - COMMISSIONING AND USING EVALUATIONS
Exposure and learning from experts		
09:30	09:45	Recap of Day-4 and key takeaways
09:45	10:45	Preparing a design for Institutional Evaluation
10:45	11:00	Tea break
11:00	12:00	Overview of NITI Aayog
12:00	13:00	Process of commissioning evaluations - learnings from DMEO
13:00	14:00	Lunch break
Learning by doing		
14:00	14:45	Preparing a Terms of Reference (ToR)
14:45	15:45	Preparing Terms of Reference for Evaluation
15:45	16:00	Tea Break
16:00	17:00	Preparing an M&E strategy
17:00	18:00	Valediction

DAY-6: 23rd July 2022- Local sight-seeing

About DMEO

The Development Monitoring and Evaluation Office (DMEO) is an attached office of NITI Aayog. As the apex monitoring and evaluation (M&E) office in the country, DMEO supports the Government achieve the national development agenda through M&E of government policies and programs. Since its inception in 2015, the office aims to support rigorous, data-driven, citizen-centric, and outcomes-driven program management and policymaking.

DMEO has been mandated to actively monitor and evaluate the implementation of Government of India (GoI) programmes and initiatives so as to strengthen their implementation and scope of delivery on an ongoing basis. Additionally, DMEO undertakes evaluation of selected programmes/schemes, suo-moto or on the request of the Prime Minister's Office (PMO) or programme implementing Ministries/ Departments of the Government of India. Broadly, DMEO functions can be categorized into i) Monitoring, ii) Evaluation, and iii) Strategic Initiatives encompassing partnerships and capacity building.

About NILERD

The National Institute of Labour Economics Research and Development (NILERD), an autonomous institute under NITI Aayog, has evolved as a centre of excellence in the field of labour and development and gained worldwide recognition over the years.

The primary objectives of NILERD include research, consultancy, education and training, and monitoring and evaluation. Various issues in the field of development have become the central focus in the backdrop of which inclusive growth and welfare are looked into meticulously

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