

Monitoring, evaluation and learning for Pawarim Komuniti

Monitoring, evaluation and learning (MEL) is an important aspect of all Pawarim Komuniti funded projects. MEL is helpful to understand how impactful a project has been and is an important tool to show accountability.

MEL is streamlined in all stages of the application process. It is vital for applicants to understand MEL in order to submit a successful application. The Pawarim Komuniti grant application form will ask you to explain how you approach MEL in your projects.

What is MEL?	What does it mean?
Monitoring	<p>Checking the progress of your planned work. Monitoring involves the regular collection of data about your project’s progress. You can compare your progress against targets you have set to determine if your project is on schedule. You can collect monitoring information by applying different data collection techniques including conducting a survey, or by counting things your project is doing.</p> <p>An example of monitoring could be counting the number of households where home solar kits have been installed by your project team. You could also monitor the quality of the installation to make sure the kits are being installed correctly.</p>
Evaluation	<p>Deciding if your work is making a positive difference and if you have achieved your desired project outcomes. It involves analysing data collected and against a baseline making a judgement if the result achieved was good or bad. For example, you might analyse all the monitoring information you have collected to decide if your project has helped students get better grades at school through being able to study at night using a solar powered light. You might also judge if the productivity of community members was increased by being able to do handicraft and marketing work at night.</p>
Learning	<p>Capturing and sharing the lessons about what the project did well and what could be improved next time. When you apply the lessons learnt from your monitoring or evaluation you can improve your work and deliver a better project or inform other projects to improve their impacts.</p>

Why is MEL important?

MEL helps track the progress your project is making. It alerts you to make changes to your project if things are not going according to plan. MEL helps you tell a story about your project. The story might be about the great things your project has achieved. The story could also be about why things didn’t go according to your plan and what you might do differently to achieve success in the future. MEL is also good for accountability and demonstrating you are making good use of grant funds awarded to your project.

What MEL-related work do we expect from grantees?

What we expect	Description
MEL Plan	<p>Your MEL Plan will tell us how you will collect, monitor, evaluate and share data as well as apply lessons learnt from your project. Your plan will tell us what information you will collect, how and when you will collect it, and what you will do with the information collected.</p> <p>The MEL Plan will include <i>indicators</i> that measure your work. These indicators will guide what you count or monitor in your project.</p>
Baseline information	<p>A baseline study documents what things are like in the community in relation to energy and socioeconomic conditions at the start of your project. For example, for a project focused of providing solar powered lighting, you might want to know:</p> <ul style="list-style-type: none"> – How lighting is provided in homes at night? – How many hours lighting is used in homes at night? <p>You might be able to collect baseline information from previous research your organisation has done in a community, or even better, you might conduct a survey of the community to collect new information.</p>
Monitoring reports	<p>Share progress made by your project with us via quarterly reports. This includes sharing what is working well, any problems you faced, the status of the project and what you might do differently next reporting period to improve your work.</p>
Endline information	<p>This documents what things are like in a community after your project has finished. For example, after installing the solar home systems, you might collect the same type of information used to inform your baseline survey.</p> <p>When you compare the baseline and endline information, you can see the change made by your project.</p>
Case studies	<p>Case studies are short stories that focus on a specific topic. For example, you might write a case study about how the solar home system has improved the lives of people in one household. Case studies might also document a problem experienced by the project and how you overcame the problem.</p>
Completion report	<p>The completion report provides a summary of your project including a description of what activities you completed and what positive or negative changes occurred as a result of your project. The report will also document what lessons you learnt and what recommendations you will provide for future similar projects.</p>

Help with MEL

The Pawarim Komuniti MEL team will provide you with:

- templates and guides to help you complete your MEL plan, create great case studies, and write your completion reports.
- sample surveys and interview guides to help inform your baseline and endline work.
- access to software to help you use a tablet or mobile phone to collect data.

The MEL team is also available to help you plan and do good MEL activities under your project. Before reaching out for help, we recommend you watch this video:

<https://www.youtube.com/watch?v=IR8FalapJf0>

In future, guides and templates will be provided on the Pawarim Komuniti website. Please contact the MEL team if you would like to access these resources.

If you still have questions, please contact MEL Support at info@pawarimkomuniti.org.pg or call +675 7260 8418.

If your organisation does not have the capacity to develop a MEL Plan or collect and share the required MEL information, then you can explore opportunities to partner with another organisation that has skills or expertise in this area.