SMILER+ MEAL System Development Process Map

EXAMPLE PROJECT MANAGEMENT CYCLE

PROJECT DESIGN OUTPUTS
- Theory of change (ToC)
- Results framework (RF)
- Proframe (or logframe)
- MEAL narrative
- MEAL budget

STEP 1: PLAN
Collaborate with project stakeholders to validate project design components and develop the MEAL plan and other key outputs noted below. Determine when a SMILER+ workshop should be held.

STEP 2: DESIGN
Hold workshop to design the new MEAL system components. Include ICT4D support to digitize forms and set up a database. Review and test MEAL system components and prepare for launch.

STEP 3: LAUNCH
Orient and train project and partner staff, community members, volunteers and other stakeholders to the MEAL system.

STEP 4: IMPLEMENT
Implement the MEAL system: collect, analyze and use data. Through ongoing reflection and review, make revisions to the MEAL system to improve quality and efficiency. Seek donor approval if changes are significant, and reorient and train project team as appropriate.

KEY RESOURCES FOR ALL STEPS
- Guide to the MEAL DPro
- CRS Responsible Data Value and Principles
- SMILER+ Facilitation Manual
- ProPack I
- Guidance on monitoring and evaluation
- MEAL Policies and Procedures
- Compass: CRS Project Management Standards
STEP 2: DESIGN
Hold a workshop to design the new MEAL system components. Include ICT4D support to digitize forms and set up a database. Review, test, and finalize MEAL system components.

ACTIVITIES
1. Prepare staff and partners to participate in the SMILER+ process
Orient participants to SMILER+ and to key themes, such as safeguarding, responsible data, or basic MEAL concepts, and assign pre-workshop reading as needed.

2. Draft MEAL system components
Hold a workshop to create MEAL system components. Develop an action plan to complete components, and review and test as needed after the workshop.

3. Test and refine
Test and finalize the data collection tools and report formats. Work with ICT4D staff to configure standard platforms to meet the project's unique data and visualization requirements.

WHO IS RESPONSIBLE?
Primary
• Project manager or chief of party
• MEAL coordinator

Others involved
• Project manager or chief of party
• MEAL technical advisor
• CRS and partner sectoral lead(s)

STEP 3: LAUNCH
Orient and train project and partner staff, community members, volunteers, and other stakeholders to the MEAL system.

ACTIVITIES
1. Orientation
Orient project and partner staff, community members, and other stakeholders to the MEAL system, highlighting how it will meet their information needs and provide opportunities for engaging in interpretation of results.

2. Training
Train project and partner staff, volunteers, and other stakeholders with MEAL responsibilities, so they can fulfill their roles and responsibilities during implementation. Plan for refresher trainings throughout the project implementation.

WHO IS RESPONSIBLE?
Primary
• MEAL coordinator

Others involved
• Project manager or chief of party
• CRS and partner project MEAL staff
• CRS and partner sectoral lead(s)

STEP 4: IMPLEMENT
Implement the MEAL system: collect, analyze, and use data. Through ongoing reflection and review, make revisions to the MEAL system to improve quality and efficiency. Seek donor approval if changes are significant, and reorient and train project team as appropriate.

ACTIVITIES
1. Review and revise
Conduct light data quality checks through regular field visits, and include questions about data quality and use during ongoing project meetings. Communicate any challenges or suggested fixes with stakeholders.

2. Reflection events
Discuss MEAL system effectiveness during reflection events and include questions about the MEAL system in midterm evaluations. Update the MEAL system to meet evolving information needs and enhance data quality to ensure its contribution to adaptive management and program quality and impact. Communicate changes with stakeholders, seek donor approval, and reorient and retrain staff.

WHO IS RESPONSIBLE?
Primary
• MEAL coordinator
• Project manager or chief of party

Others involved
• CRS and partner project MEAL staff
• MEAL technical advisor

COMPASS
Standard 11, key action 3
Standard 11, key action 4