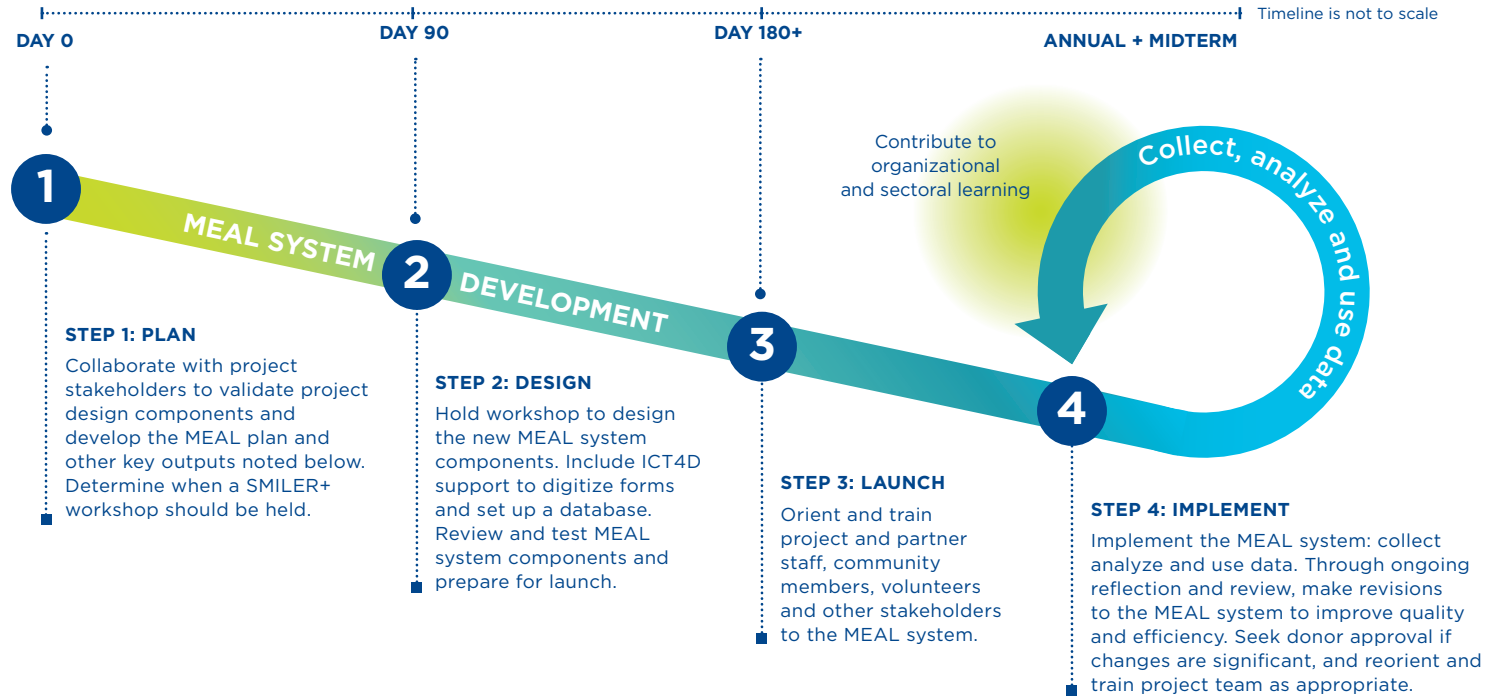




# SMILER+ MEAL System Development Process Map

## EXAMPLE PROJECT MANAGEMENT CYCLE



### PROJECT DESIGN OUTPUTS

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

### STEP 1 OUTPUTS

- MEAL policy requirements checklists
- MEAL plan (PMP or PIRS)
- Detailed Implementation Plan (DIP)
- Indicator Performance Tracking Table (IPTT)
- Partner Indicator Reporting Table
- MEAL system components checklist
- Country-level data compliance checklist
- Feedback, complaints and response mechanism planning worksheet
- Learning questions

### STEP 2 OUTPUTS

- Stakeholder communication plan
- Data flow map(s)
- Feedback, complaints and response mechanism flowchart
- Data collection forms and instructions
- Learning plan
- Reporting formats
- Reporting due dates table



### 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](#)

# 1

## STEP 1: PLAN

Collaborate with project stakeholders to validate project design components and develop the MEAL plan and key guidance documents. Determine when a SMILER+ workshop should be held.

### ACTIVITIES

#### 1 Validate project design components

As part of larger project design validation activities, include partners to review the evidence-based theory of change, refine project objectives and critical assumptions, update indicators and measurement methods, review MEAL narrative content, and ensure there is an appropriate MEAL budget in place.

#### 2 Conceptualize MEAL system components

Engage project stakeholders to create foundational components of the MEAL system. Define and incorporate all indicators identified from the project design step into the MEAL plan, including CRS Global Results and supply chain management indicators, as appropriate. Determine the focus and timing for light monitoring and document in the DIP. Review all documents for completeness and quality.

#### 3 Plan for the workshop or working sessions

Decide when the workshop can be held, and who should attend. Identify a workshop facilitator and provide them with an overview of MEAL requirements and planning decisions as per the SMILER+ workshop planning tool.



### WHO IS RESPONSIBLE?

#### Primary

- Project manager (PM) or chief of party (CoP)
- MEAL coordinator

#### Others involved

- Workshop facilitator
- MEAL technical advisor
- CRS and partner sectoral lead(s)

### COMPASS

[Standard 7](#)

# 2

## STEP 2: DESIGN

Hold 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 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
- Workshop facilitator

#### Others involved

- MEAL technical advisor
- CRS and partner sectoral lead(s)
- CRS and partner project MEAL staff

### COMPASS

[Standard 7, key action 4](#)

# 3

## 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)

# 4

## 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](#)