MEAL SYSTEM CHECKLIST

Section	No	Task
PROGRAMME DESIGN & PLANNING	1	Review the Theory of Change to ensure it reflects programme goals and pathways to impact.
	2	Ensure the logical framework includes SMART indicators for outputs, outcomes, and impact.
	3	Confirm alignment of project objectives with national and donor priorities.
	4	Define baseline values and realistic targets for each indicator.
	5	Integrate cross-cutting themes (gender, disability inclusion, environment, governance) in the design.
	6	Ensure data needs for monitoring and evaluation are identified during project design.
	7	Develop an M&E budget and include it in the overall project budget.
	8	Validate the M&E plan with programme staff and partners before implementation.
M&E FRAMEWORK DEVELOPMENT	1	Develop a clear M&E framework that links inputs, outputs, outcomes, and impacts.
	2	Ensure that the M&E framework aligns with the programme's results framework.
	3	Define data sources, collection frequency, and responsible persons for each indicator.
	4	Develop standard operating procedures (SOPs) for data collection, verification, and reporting.
	5	Establish data quality assurance (DQA) protocols and review mechanisms.
	6	Ensure that the framework includes feedback loops for adaptive learning and programme improvement.
INDICATOR DEVELOPMENT & MANAGEMENT	1	Develop a comprehensive indicator reference sheet (IRS) for all programme indicators.
	2	Define disaggregation parameters (sex, age, location, disability, etc.) for each indicator.
	3	Ensure indicators are measurable within the project's lifespan and budget.
	4	Map indicators to data collection tools and reporting templates.
	5	Develop an Indicator Performance Tracking Table (IPTT).
DATA COLLECTION & MANAGEMENT	1	Develop and pre-test data collection tools for both quantitative and qualitative data.
	2	Select appropriate data collection methods (surveys, FGDs, KIIs, routine monitoring).
	3	Digitize data collection using tools like KoboToolbox, ODK, or CommCare.
	4	Establish data management protocols (naming conventions, version control, backups).
	5	Train staff and enumerators on data collection, ethics, and quality control.
	6	Set up secure data storage systems with restricted access.
	7	Ensure compliance with data protection and confidentiality policies.
DATA QUALITY ASSURANCE (DQA)	1	Conduct regular DQAs (quarterly or bi-annually) at field and central levels.
	2	Verify data accuracy, reliability, timeliness, and completeness.
	3	Compare reported results against source documents and evidence.
	4	Document DQA findings and corrective actions taken.
	5	Provide feedback to field teams and follow up on implementation of recommendations.

MONITORING	1	Develop a monitoring schedule with clear timelines and responsibilities.
	2	Conduct routine monitoring visits and prepare field monitoring reports.
	3	Use monitoring data to assess progress against indicators and targets.
	4	Update the IPTT or dashboard regularly with verified data.
	5	Facilitate monthly or quarterly data review meetings with project teams.
	6	Track implementation of recommendations from monitoring visits.
	1	Develop Terms of Reference (ToR) for baseline, midterm, and endline evaluations.
	2	Select appropriate evaluation designs and methodologies (quasi-experimental, participatory, etc.).
	3	Ensure evaluations address relevance, effectiveness, efficiency, sustainability, and impact.
	4	Facilitate stakeholder validation of evaluation findings.
	5	Develop management response and action plan based on evaluation recommendations.
ACCOUNTABILITY & LEARNING	1	Establish a functional Feedback and Complaints Response Mechanism (FCRM).
	2	Ensure communities are aware of their rights, entitlements, and feedback channels.
	3	Document lessons learned and integrate them into ongoing programming.
	4	Facilitate after-action reviews and learning events.
	5	Develop and disseminate knowledge products (case studies, briefs, learning notes).
	6	Promote adaptive management using evidence from M&E data.
CAPACITY BUILDING & COORDINATION	1	Conduct M&E capacity assessments for staff and partners.
	2	Develop and implement a capacity-building plan for M&E staff.
	3	Organize regular refresher training on data collection, analysis, and reporting.
	4	Foster collaboration between M&E, technical, and finance teams.
	5	Participate in national and donor-level M&E coordination forums.
REPORTING & COMMUNICATION	1	Ensure timely submission of periodic M&E reports (monthly, quarterly, annual).
	2	Develop data visualization products such as dashboards, scorecards, and infographics.
	3	Prepare evidence-based reports for donors and management.
	4	Ensure M&E findings inform strategic decisions and programme planning.
	5	Document and share success stories, case studies, and outcome summaries.

Knowledge Management Checklist for an M&E System

Knowledge Generation
• M&E tools and data collection instruments capture qualitative and quantitative learning elements (e.g., success stories, lessons).
• Regular reflection sessions are conducted after key activities or reporting periods.
• Staff and partners are encouraged to document learning and adaptive practices.
• Field monitoring reports include sections for lessons learned and good practices.
• Outcome and evaluation reports integrate clear learning and recommendations.
2. Knowledge Documentation

• Standard templates exist for documenting case studies, success stories, and lessons learned.
• Data and reports are archived in a centralized digital repository.
• Metadata and version control are maintained for M&E documents and datasets.
• Knowledge products (reports, briefs, infographics) are formatted and reviewed for accuracy before dissemination.
• There is a clear tagging or categorization system for easy retrieval of knowledge materials.
3. Knowledge Sharing
• Regular learning and sharing sessions are held (e.g., quarterly learning forums, brown bag sessions).
• M&E findings are shared across departments and partners through briefs or presentations.
• Lessons learned are integrated into future planning and decision-making.
• A knowledge-sharing culture is promoted across staff and implementing partners.
• Stakeholders have access to dashboards, data visualizations, or knowledge portals.
4. Knowledge Utilization
• Evidence and learning from M&E inform program design and adaptation.
• Policy briefs or learning notes are produced from M&E findings.
• Recommendations from evaluations are tracked for implementation.
• Data insights are used in strategic reviews and proposal development.
• Adaptive management processes are in place to respond to lessons learned.
5. Knowledge Storage & Accessibility
• There is a shared digital platform or database for storing M&E data and documents (e.g., SharePoint, Google Drive, DHIS2).
• Access rights are clearly defined to ensure security and confidentiality.
• Information is easily retrievable by staff and stakeholders.
• Backups of M&E data and reports are regularly created and secured.
6. Capacity Strengthening
• Staff are trained on data management, analysis, and knowledge documentation.
• A KM focal person or M&E learning champion is designated.
• Continuous learning is embedded in team performance goals.
• Staff are supported to publish or present M&E findings in external forums.
7. Monitoring & Evaluation of Knowledge Management
• KM indicators are included in the M&E framework (e.g., number of lessons documented, learning sessions held).
• Regular KM performance reviews are conducted.
• User feedback is collected on the usefulness and accessibility of shared knowledge.
• KM processes are adapted based on evidence and user needs.