

DEMYSTIFYING M&E: An action journey

Why come on the M&E Journey?

How do we know we are making a difference with our work? How do our funders know what difference we are making? M&E for learning, planning and thinking about results has become central to development practice. M&E has become a field all of its own, and a complicated and sometimes intimidating one. It does not have to be.

Impact Consulting has designed an interactive process that explains the major concepts of M&E in simple, sensible terms, and gives participants a chance to assess the status of M&E for their own programmes and in practice.

The M&E Journey workshop gives you a starting point for implementing M&E in a quick, painless and fun session, setting your organisation up to build its M&E capacity.

Who is this workshop for?

Organisations. Programmes. Projects. This is an ideal workshop to get staff on the same page with their M&E process. It works very well when there is an internal M&E officer on board.

What will be achieved in the workshop?

After the workshop, participants will:

- have an understanding of M&E terminology

- be introduced to concepts of “theory of change” and “theory of action”, as well as a logic model
- have an overview of how M&E processes fit together, both in theory and for your organisation/project/programme
- have time to reflect on the value of M&E for your organisation and projects
- review your own M&E practices and processes
- understand the roles of different staff/departments in terms of M&E
- identify gaps in your current M&E processes
- identify M&E priorities
- develop a phased action plan to address the M&E gaps, with timeframes and responsibilities.

What will the workshop experience be like?

The workshop is highly interactive and participatory, with Impact Consulting acting as facilitators and giving a structure for the organisation to reflect on what their organisation already knows about the impact of their work, what they still need to know and how to enhance their learning and improve their programmes. The workshop includes individual, small group and big group work. The facilitation style is light, with plenty of space for the group to have internal discussions as necessary. Each workshop is customised to the current M&E activities and knowledge in the organisation, and to the nature of its programming.

How many people can participate?

Between 6 and 14 people is ideal, from different parts of the organisation. Try to invite operational, leadership and M&E team members.



How will Impact Consulting work with me?

If you are interested in holding such a workshop, Impact Consulting will hold an initial meeting with key staff to understand the organisation's needs, current M&E system and procedures, and to set the dates and venue for the workshop. After the workshop, it is useful to spend additional time with the team to keep momentum and assist in implementing plans set during the workshop.

How much will it cost?

Below is a budget for the standard 6-14 pax workshop:

Item	Description	Total
Preparation	Initial meetings, review of documents, customisation of programme, logistics arrangements	R 4 000.00
Facilitation of session	2 days	R 11 000.00
Post-workshop support	1 day of support to implement key actions	R 5 000.00
TOTAL		R 20 000.00

Please note that any travel outside of the Cape Metropole will be charged for separately. Travel costs can be handled on a fixed cost or reimbursed budget or your organisation can handle them directly, as preferred.

How have others received this workshop?

Feedback from other clients has been very positive. They have indicated that the workshop was extremely helpful for increasing knowledge, changing attitudes and identifying tangible actions that can improve their organisation learning, as well as for team-building. They particularly enjoyed the interactive nature of the workshop and the facilitation style:

"The workshop was very useful, the facilitation and use of colourful visual aids made the workshop very engaging and helped capture the creative side of individuals throughout the process."

- Programme Manager at Sonke Gender Justice

Who is Impact Consulting?

Impact Consulting partners with social development organisations to assist them to maximise their positive impact. Impact Consulting is a 100% black-owned, woman-owned and managed social development consultancy (an SMME with a closed corporation legal status). We have extensive monitoring, evaluation expertise and experience, and highly qualified team members who are seasoned facilitators. We believe that M&E is about learning and are committed to helping organisations learn.

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