



**Workshop on Monitoring, Evaluation, Accountability, & Learning (MEAL) System
and Report Writing**

April 20 – 24, 2026, 1st Run: Lagos & Port Harcourt

October 19 – 23, 2026, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: Lagos: N350, 000,

Abuja / Port Harcourt: N400, 000 per Participant

Delivery Mode: In-person / Live Virtual / Hybrid

Online course fee: N300, 000 per Participant

Available for In-plant Training

**700 U\$D for foreign
Participants**

Program overview:

This course is designed to equip participants with the essential skills and knowledge necessary for effective monitoring, evaluation, accountability, and learning within development projects and organizations. The focus will be on understanding the MEAL framework and its practical application in improving project outcomes and accountability.

For Whom:

This program is designed for project managers, monitoring and evaluation officers, managers, Non-profit organization staff, NGO staff, development practitioners and Government officials involved in development projects.

Learning objectives:

At the end of the program, participants will be able to:

- gain a comprehensive understanding of the components of MEAL (Monitoring, Evaluation, Accountability, Learning) and their interrelationships.
- design and implement effective monitoring systems to track project progress, outputs, and outcomes.
- explore different evaluation techniques and methodologies to assess the impact and effectiveness of projects.
- explain the importance of accountability in project management and learn how to establish mechanisms to ensure transparency and stakeholder engagement.
- explore strategies for fostering a culture of learning and continuous improvement within project teams and organizations.

Learning outcome: By the end of the course, participants will have gained the knowledge and skills necessary to design, implement, and manage effective MEAL systems, as well as write comprehensive reports that communicate project outcomes and impact to stakeholders.

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: www.hcaglobalconsult.com; Email: info@hcaglobalconsult.com, hcaglobalconsult@gmail.com

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

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Course Outline

Day 1: Introduction to MEAL Concepts and Frameworks

Overview of MEAL

- Introduction to Monitoring, Evaluation, Accountability, and Learning
- Importance of MEAL in project management

MEAL Frameworks and Models

- Understanding logical frameworks
- Results-based management in MEAL

Setting Up MEAL Systems

- Designing MEAL systems for different projects
- Integrating MEAL into project cycles
- Case Study: Developing a MEAL Framework
- Participant analyze and develop a MEAL framework

Day 2: Data Collection Techniques in MEAL

- Quantitative Data Collection Methods
- Surveys, questionnaires, and structured interviews
- Sampling techniques in quantitative research

Qualitative Data Collection Methods

- In-depth interviews, focus group discussions, and participant observation
- Ethical considerations in qualitative research

Technology in Data Collection

- Introduction to mobile data collection tools
- GIS mapping for MEAL
- Case Study: Implementing a Data Collection Strategy
- Participant design a data collection strategy

Day 3: Data Management and Analysis

- Data Management and Cleaning
- Organizing and cleaning data for analysis
- Data security and privacy

Statistical Analysis in MEAL

- Descriptive statistics and inferential statistics
- Using statistical software for analysis

Qualitative Data Analysis

- Coding, thematic analysis, and narrative synthesis
- Software tools for qualitative analysis
- Case Study: Analyzing and Interpreting Data
- Participant practice data analysis on a hypothetical project.

Day 4: Reporting and Communication in MEAL

- Effective Report Writing
- Components of a MEAL report
- Visual representation of data

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- Using Technology in Reporting
- Data visualization tools**
- Dashboards for MEAL reporting
- Feedback and Accountability Mechanisms
- Establishing feedback loops with beneficiaries
- Handling complaints and providing responses**
- Case Study: Drafting a Comprehensive MEAL Report
 - Participant develop a MEAL report

Day 5: Learning and Adaptation in MEAL

- Learning and Adaptive Management
- Using MEAL data for project improvement
- Adjusting project strategies based on findings

Knowledge Management in MEAL

- Capturing and sharing lessons learned
- Institutionalizing knowledge within organizations
- Incorporating Sustainability in MEAL Practices
- Ensuring the longevity of MEAL systems

Building capacity for continuous improvement

- Final Case Study: Applying MEAL Principles to a Sustainable Development Project
- Participant apply MEAL principles to a comprehensive sustainable development project.

LOCATIONS

- 1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria
- 2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.
- 3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250
Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8051365946, 234-7087578814

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Training Methodology:

Lectures and Presentations: Expert-led sessions to introduce concepts and frameworks.

Case Studies: Real-world examples to illustrate best practices and challenges.

Group Exercises: Practical activities to apply learning to hypothetical scenarios.

Role-Playing: Simulated situations to practice report writing and communication skills.

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