

# ADROIT SNAPSOLUTIONS SERVICE PACKAGE

## *MEL Framework Design & Enhancement*

Tailored MEL frameworks with donor-aligned logframes, indicators, and reporting tools, ideal for INGOs, donor-funded programs, and project teams seeking structured, audit-ready monitoring systems that support learning, compliance, and strategic decision-making.

### What You Gain

- Donor-aligned MEL tools including logframes, indicators, and disaggregated data protocols.
- Ready-to-use MEL templates and reporting formats to reduce setup time.
- Tailored outputs based on program size, sector, and evaluation needs.
- Expert support in defining targets, setting baselines, and structuring learning loops.
- Digital integration-ready MEL systems that support both field and HQ-level use.

<b>Service Category</b>	Monitoring, Evaluation, and Learning (MEL)
<b>Delivery Format</b>	Hybrid (Virtual workshops + in-person consultations)
<b>Ideal Use Cases</b>	<ul style="list-style-type: none"> <li>• New project start-ups needing MEL design</li> <li>• Proposal development for donor calls</li> <li>• Program scale-up and expansion planning</li> <li>• Audit or compliance response preparation</li> <li>• Cross-site or multi-donor harmonization of MEL</li> </ul>
<b>Scope of Work</b>	<ul style="list-style-type: none"> <li>• Design Theory of Change based on goals and stakeholder input (if required)</li> <li>• Develop logframe with outputs, outcomes, indicators, and assumptions</li> <li>• Define indicators with disaggregation and data collection frequency</li> <li>• Draft MEL calendar outlining timelines, roles, and reporting cycles</li> <li>• Structure data flow protocols and reporting templates per donor needs</li> <li>• Conduct validation reviews and two feedback cycles for the MEL toolkit</li> <li>• Apply QA checks to ensure SMART indicators and logframe coherence</li> </ul>

<b>Tools Used</b>	<ul style="list-style-type: none"> <li>• MS Excel</li> <li>• MS Word</li> <li>• PowerPoint</li> <li>• Results Framework Templates</li> <li>• SPSS (optional)</li> </ul>
<b>Delivery Process</b>	<ol style="list-style-type: none"> <li>1. Conduct desk review and MEL planning consultations with key staff</li> <li>2. Draft MEL framework aligned to EU, SDC, or other donor formats</li> <li>3. Develop indicators using SMART criteria with disaggregation guidance</li> <li>4. Share drafts via collaborative docs for team input and donor alignment</li> <li>5. Host virtual feedback sessions to review indicators and logframe logic</li> <li>6. Integrate feedback and finalize MEL calendar, formats, and flowcharts</li> <li>7. Package the final MEL toolkit for reporting, proposal, or startup use</li> </ol>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• MEL Logframe (Excel/Word)</li> <li>• Indicator Matrix with definitions and disaggregation</li> <li>• M&amp;E Calendar (quarterly/monthly)</li> <li>• Reporting formats and flowcharts (Word/PDF)</li> </ul>
<b>Add-On Services</b>	<ul style="list-style-type: none"> <li>• Theory of Change graphic (PowerPoint/Visio)</li> <li>• Slide deck for donor presentation</li> <li>• MEL digital tracker (Excel/Power BI optional)</li> </ul>
<b>Sample Size</b>	1 Project
<b>Duration</b>	2–4 weeks, depending on scope and number of stakeholders
<b>Staff Time</b>	~16 hours
<b>Geographic Coverage</b>	<ul style="list-style-type: none"> <li>• National</li> <li>• Multi-country programs (remote + in-person formats available)</li> </ul>
<b>Pricing Structure (Individual)</b>	<b>Range Cost:</b> 1,920 – 2,112 (Negotiable)
<b>Pricing Structure (Organization)</b>	<b>Range Cost:</b> 2,400 – 2,640 (Negotiable)
<b>Pricing Logic</b>	Pricing varies by indicator count, ToC inclusion, design, and number of stakeholder consultations.

<b>Team Composition</b>	<ul style="list-style-type: none"> <li>• MEL Specialist</li> <li>• Data Manager</li> <li>• Graphic Designer (for visual deliverables)</li> </ul>
<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>• Mid-level MEL package ideal for growing programs</li> <li>• Includes 2 feedback cycles</li> <li>• All frameworks reflect ethical and inclusive design.</li> <li>• Output formats aligned with EU/SDC templates</li> </ul>
<b>Lead Consultant Profile</b>	Led by a MEL Systems Architect with 15+ years of experience designing logframes and indicator systems for major donors, including EU, SDC, USAID, and UN agencies. Expert in ToC, indicator design, and M&E reporting flows.

## Past Experience

<b>Afghanaid Climate Change Adaptation &amp; Rural Livelihood (CARL) Project</b>	<p>Developed MEL toolkit across 4 provinces aligned with EU and SDC standards. Delivered logframe and calendar in under 4 weeks. Framework adopted by Afghanaid and validated by EU/SDC during proposal and implementation phase.</p> <p><a href="#">Learn More</a></p>
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## Contact

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