FY19 Regional MEAL Workshop

*The Middle East and North Africa (MENA) Regional Office*

**29 July-1 August 2019**

**Amman, Jordan**

# **WHY**

In Middle East and North Africa (MENA) region, CARE operates in 11 countries or sub-regions which include: Balkans (Albania, Azerbaijan, Bosnia and Herzegovina, Croatia, Kosovo, Macedonia, Montenegro, Romania, and Serbia), Caucasus (Armenia, and Georgia), Egypt, Iraq, Jordan, Lebanon, Morocco, Occupied Palestinian Territories (West‐Bank & Gaza), Syria (Northwest-Turkey, Northeast-Iraq, Beirut-Lebanon, and Central-Jordan), Turkey, and Yemen. While the size and scope of programming vary considerably from one country office to another, sectors that are consistently targeted in MENA include in humanitarian responses and development programs: sexual and reproductive health; water, sanitation and hygiene (WASH); shelter; food security, women and youth’s economic empowerment, gender-based violence (GBV), life free from violence, gender equality and women’s voice; inclusive governance and building resilience.

CARE has approximately 50 monitoring, evaluation, accountability, and learning (MEAL) staff in the MENA region[[1]](#footnote-1), supporting almost 166 projects/ initiative[[2]](#footnote-2). Given the geographic breadth of the region and the nature of CARE’ work, opportunities for in-person exchange and learning between MEAL staff is often limited to within-country program or sub-region teams. There are seldom occasions for staff from across the region who work in the same sector(s) to share their experiences; for MEAL staff, this also means that there are few chances for intentional discussion and reflection with a wider group of peers on supporting MEAL work.

# **WHAT**

A 4-day MEAL workshop involving MEAL staff or equivalent from across MENA country offices and sub-regions are planned for the purpose of *fostering community and learning among MENA program quality staff*. The workshop will be facilitated by MENA’s Regional MEAL Specialist, with other co-facilitators from MENA Region, CARE-USA and CARE International Secretariat.

# **WHAT FOR**

***Goal:*** CARE deepens its expertise in the core competency of monitoring, evaluation, accountability, and learning.

***Outcomes/ Strategic Objectives:***

1. The professional network and informal community among MENA’s MEAL staff are strengthened.
2. MEAL staff’s capacity is strengthened for the improved practice of priority MEAL tasks and responsibilities.

***Intermediate Results***:

1. Participants exchange experience and learning through a series of formal and informal exercises and reflections.
2. Participants’ knowledge and skills related to priority MEAL learning topics[[3]](#footnote-3) are improved.
3. Participant’s knowledge and skills related toPIIRS data program quality and impact are improved.

***Expected Outputs:***

* Deepened relationships among participating MEAL staff;
* Resources/tools to support the practice of priority MEAL tasks/responsibilities;
* Workshop report documenting key discussions, decisions, recommendations and action plan(s).

# **HOW**

The workshop will use adult learning principles that enable participants to share and build upon their existing experience, knowledge, and skills. The event will rely extensively on group work and input from participants, with active engagement and contribution expected of all.

The workshop will be structured around a series of “deep dive” discussions, exchange & skills-building sessions on priority learning topics, and “fail fests.”

* **Deep Dives** are longer, structured discussions and reflections on key MEAL issues—including those which are highlighted by MENA MEAL staff during capacity needs assessment as a major capacity gap. These sessions will also include experience sharing opportunities (lessons learned and challenges) from the MENA country offices.
* **Fail Fests** are opportunities for participants and facilitators to openly share, in a supportive and non-judgemental environment, work initiatives, or experiences *that* *did not go well or did not go to plan*. Fail Fests are meant to actively cultivate the practice of honestly confronting and openly sharing less-than-successful efforts *to learn* from what has not worked and, ultimately, improving the quality and impact of the work we do.
* **ICT marketplace** is a short-session where MEAL staff from 3-4 COs will showcase the innovative ICT solutions they are using in their CO(s). In this session, staff will share how ICT solution is implemented in their CO and sharing good practices and lessons learned with participants in case they are interested in implementing a similar solution in their CO.

**Pre-workshop reading and exercises:**

Prior to the workshop, participants MUST complete:

1. The learning backwords podcast: Make sure all participants listen to this podcast before coming to the workshop <https://careinternational.podbean.com/e/learning-backwards-how-decisions-we-need-to-make-should-drive-learning-agendas/>.

Further pre-workshop reading will be shared with participants by no later than **15th July 2019**.

The proposed workshop agenda is available in [**Annex 1**](#_Annex_1_–).

# **WHERE**

The regional MEAL workshop will be held at Hilton Dead Sea, Jordan. The meeting venue and accommodations for out-of-town participants will be at:

**Hilton Dead Sea Resort and Spa, Jordan**

Address: DEAD SEA ROAD, HOTELS AREA, SWEIMEH, 11953, JORDAN

Tel: +962-5-3493000  
Website: <https://www3.hilton.com/en/hotels/jordan/hilton-dead-sea-resort-and-spa-AMMDSHI/index.html>

MENA RMU will book a block of rooms for the out-of-town participants.

**Visa:** Participants who are traveling from outside Jordan, and would need a pre-arrival visa, you will need to send a color copy of your passport bio page to Moiez @([Moiez.ahmed@care.org](mailto:Moiez.ahmed@care.org)) by **Friday 24 May 2019.**

**Completion of pre-arrival forms:** All participants who are traveling outside of Jordan need to complete the pre-arrival forms on the following link ([https://form.jotform.me/CareVisit/pre-arrival-form](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fform.jotform.me%2FCareVisit%2Fpre-arrival-form&data=02%7C01%7CMoiez.Ahmed%40care.org%7C3a6b94f0a7f844c87de208d6d92b3c7f%7Ce83233b748134ff5893ff60f400bfcba%7C0%7C0%7C636935177056926333&sdata=htIhwbGKjA2wQ%2BqhhF19AYtNi%2FXXb2qMydNJiQNdzRk%3D&reserved=0) ) by Monday 1st of July, 2019.

Out-of-town participants are asked to plan their travel so that they are in Amman in time for the workshop’s **8:30 am start** on **Monday 29th July**. Arrival on Sunday 28th July is encouraged. The workshop is expected to continue until 3:30 pm on Thursday 1st August. Participants from outside of Jordan should plan their departure for either 8:00 pm on 1st August or on 2nd August.

**Costs**:

MENA RMU is responsible for covering all the **cost of the MEAL workshop** including roundtrip air/ ground fare, visa, hotel accommodation (5 nights) and venue, and per diem for **2 participants from each country office.**

Participants should work with their CO finance department to get travel advances and book flights. RMU will NOT be giving cash per diems or any other reimbursement to participants on arrival. You are responsible to take care of your expenses through your COs. **For non-CARE USA COs, please use the same accounting codes but reimbursement will be done through invoice to the MENA RMU.** All the cost for the MENA MEAL workshop will be charged to the following account codes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BU | FC | PID | Dept ID | AID |
| USA01 | US2D5 | MSKWUS0003 | US0290 | 8 |

|  |  |  |  |
| --- | --- | --- | --- |
| Breakfast | Lunch | Dinner | Incidentals |
| $12.75 | $21.25 | $29.75 | $21.25 |

**NOTE**: A buffet breakfast is included in the cost of hotel accommodations, and lunch will be provided for participants from Monday to Thursday as part of the workshop. **Out-of-town participants are only eligible for per diem for meals (and incidentals) that are *not* otherwise covered by accommodation or meeting costs**. The per diem daily rate for Jordan is detailed below:

# **WHEN**

**Regional MEAL Workshop Dates*:***

29th July– 1st August 2019

(Monday to Thursday)

**Daily Event Hours*:***

**Start**: 8:30

**Lunch**: 13:00 – 14:00

**Close**: 17:00 (Days 1 – 3)

**Close**: 15:30 (Day 4)

# **WHO**

The MEAL workshop targets **2 participants from each country office**: For continued learning and capacity strengthening, **participants are expected to share** the learning, discussions, and decisions from the MEAL workshop with more junior-level MEAL staff, as well as provide updates to Heads of Programs, Program Quality Lead and non-MEAL program staff, upon returning to their country office/sub-region of the assignment.

*Table 3: Participant list*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name | Country Office | Position | Email |
| 1 | Fasil Demeke | Yemen | Program Quality Coordinator | [Fasil.Demeke@care.org](mailto:Fasil.Demeke@care.org) |
| 2 | Waleed Alamrani | Yemen | MEAL Advisor | Waleed.Alamrani@care.org |
| 3 | Ola Fattah | Yemen | MEL Officer Hajjah | [Ola.Fattah@care.org](mailto:Ola.Fattah@care.org) |
| 4 | Abdallah Rabah | Lebanon | MEAL Specialist | [abdallahrabah@careliban.org](mailto:abdallahrabah@careliban.org) |
| 5 | Diala El Moheb | Lebanon | MEAL Assistant | [Dialaelmoheb@careliban.org](mailto:Dialaelmoheb@careliban.org) |
| 6 | Moayad Zarnaji | Turkey | Program Quality Coordinator | [Moayad.Zarnaji@care.org](mailto:Moayad.Zarnaji@care.org) |
| 7 | idil borekci | Turkey | MEAL Coordinator | [idil.borekci@care.org](mailto:idil.borekci@care.org) |
| 8 | Manon Abadie | Morocco |  | [abadie@caremaroc.org](mailto:abadie@caremaroc.org) |
| 9 | Bouazza Hrida | Morocco | MEAL Specialist | [hrida@caremaroc.org](mailto:hrida@caremaroc.org) |
| 10 | Dilman Amo | Iraq | MEAL Coordinator | [amo@care.de](mailto:amo@care.de) |
| 11 | Kavi Saifadeen | Iraq | MEAL Assistant | [saifadeen@care.de](mailto:saifadeen@care.de) |
| 12 | Christopher | Syria | CO MEAL and partnership advisor | [Christopher.WynnMitscherlich@care.org](mailto:Christopher.WynnMitscherlich@care.org) |
| 13 | Wafa AlAmaireh | Syria | Syria Resilience Program MEAL Manager | [Wafa.AlAmaireh@care.org](mailto:Wafa.AlAmaireh@care.org) |
| 14 | Firas Izzat | Jordan | Program Quality Director | [Firas.Izzat@care.org](mailto:Firas.Izzat@care.org) |
| 15 | Irina Karic | Jordan | MEAL Manager | [Irina.Karic@care.org](mailto:Irina.Karic@care.org) |
| 16 | Natia Katsia | Caucasus | Operations Coordinator | [Natia.Katsia@care.org](mailto:Natia.Katsia@care.org) |
| 17 | Medea Ioseliani | Caucasus | M&E Coordinator | [Medea.Ioseliani@care.org](mailto:Medea.Ioseliani@care.org) |
| 18 | Zvjezdana Batković | Balkan | GE Programme Coordinator | [zbatkovic@care.ba](mailto:zbatkovic@care.ba) |
| 19 | Maja Petek | Balkan | Project Coordinator | [mpetek@care.ba](mailto:mpetek@care.ba) |
| 20 | Cindy nabil Youssef aziz | Egypt | MEAL Officer | cindy.youssef@care.org |
| 21 | Moustafa yamada | Egypt | MEAL Officer | Moustafa.osama@care.org |
| 22 | Ayman Shuiabi | OPT | Program Manager | Ayman.Shuaibi@CareInternational.onmicrosoft.com |
| 23 | Diaa Salamah | OPT | Program Manager | [Diaa.Salamah@CareInternational.onmicrosoft.com](mailto:Diaa.Salamah@CareInternational.onmicrosoft.com) |
| 24 | Moiez Ahmed | RMU | Regional MEAL Specialist | [moiez.ahmed@care.org](mailto:moiez.ahmed@care.org) |
| 25 | Khatuna Madurashvili | RMU | Regional GBV Advisor | [Khatuna.Madurashvili@care.org](mailto:Khatuna.Madurashvili@care.org) |
| 26 | Robert Beer | RMU | Strategy and Innovation Director-Syria Response | [Robert.Beer@care.org](mailto:Robert.Beer@care.org) |
| 27 | Amira Hussein | RMU | Regional Advocacy Coordinator | [Amira.Hussein@care.org](mailto:Amira.Hussein@care.org) |
| 28 | Martin Mylius | RMU | Regional Humanitarian Coordinator | [Mylius@careinternational.org](mailto:Mylius@careinternational.org) |
| 29 | Joanne Fairley | RMU | Regional DD Impact and Change Management | [Joanne.Fairley@care.org](mailto:Joanne.Fairley@care.org) |
| 30 | Anan Kittaneh | RMU | Senior Director, Economic Empowerment and Innovation | Anan.Kittaneh@care.org |
| 31 | Margaux Saillard | Rapid Response Team | Emergency Response Specialist - Monitoring, Evaluation, Accountability & Learning | [margaux.saillard@care.ca](mailto:margaux.saillard@care.ca) |
| 32 | Ximena Echeverría | CI | MEAL Coordinator | [Echeverria@careinternational.org](mailto:Echeverria@careinternational.org) |
| 33 | Emily Janoch | CARE USA | Director of Knowledge Management and Learning | [Emily.Janoch@care.org](mailto:Emily.Janoch@care.org) |

**Facilitators:**

* Joanne Fairley (Regional Deputy Director of Impact and Change Management)
* Moiez Ahmed (Regional MEAL Specialist-MENA)
* Emily Janoch (Director of Knowledge Management and Learning- CARE USA)
* Ximena Echeverría (Monitoring and Evaluation Coordinator-CI Secretariat)
* Amira Hussein (Regional Advocacy Coordinator)
* Khatuna Madurashvili (Regional GBV Advisor)
* Margaux Sailard (Emergency Response Specialist - MEAL)

# **Annex 1 – Proposed Agenda**

The following is a proposed agenda for MENA’s FY19 Regional MEAL Workshop.

| **Regional MEAL Workshop**  **(29 July– 1 August 2019)** | |  |
| --- | --- | --- |
| **Time** | **Session Title** |  |
| **Day 1 –Monday, 29 July 2019** | | ***Facilitator*** |
| *Morning* | |  |
| 8:30 – 9:30 | Welcome, Introductions, Security Briefing | Moiez & Joanne |
| 9:30 – 9:50 | Meeting objectives & agenda | Moiez |
| 9:50 – 10:30 | **Deep Dive 1:** Roll-out PIIRS FY19 guidance | Ximena |
| *10:30 - 10:45* | *Tea Break* |  |
| 10:45-12:30 | **Deep Dive 1:** Roll-out PIIRS FY19 guidance | Ximena |
| *12:30- 1:30* | *Lunch* |  |
| *Afternoon* | |  |
| 1:30 – 3:00 | **Practice:** PIIRS’s Reach Form, Impact form, and AIIR form | Ximena |
| *3:00 – 3:15* | *Tea Break* |  |
| 3:15 – 4:55 | **Practice**: PIIRS’s Reach Form, Impact form, and AIIR form | Ximena & Amira |
| 4:55 – 5:00 | Day 1 Evaluation | Moiez |
| *5:00* | *Adjourn* |  |
| **Day 2 – Tuesday, 30 July 2019** | |  |
| *Morning –* | |  |
| 8:30 – 8:45 | Day 1 Recap | Dilman and Kavi |
| 8:45-10:15 | **Priority Learning Topic 1:** CARE Markers: Use and future of markers | Khatuna |
| 10:15-10:30 | *Tea Break* |  |
| 10:30-12:30 | **Priority Learning Topic 2**: Logic Model | Ximena & Moiez |
| *12:30- 1:30* | *Lunch* |  |
| *Afternoon* | |  |
| 1:30 – 3:00 | **Priority Learning Topic 3:** Theory of change | Ximena & Moiez |
| 3:00 – 3:15 | *Tea Break* |  |
| 3:15- 4:45 | **Priority Learning Topic 4:** Responsible data | Moiez |
| 4:55 – 4:50 | Day 2 Evaluation |  |
| *4:50* | *Adjourn* |  |
| **Day 3 – Wednesday, 31 July 2019** | |  |
| *Morning –* | |  |
| 8:30 – 8:45 | Day 2 Recap | Natia and Medea |
| 8:45–10:30 | **Priority Learning Topic 5:** Evaluation | Emily |
| *10:30-10:45* | *Tea Break* |  |
| 10:45–12:30 | **Priority Learning Topic 6**: Learning agenda | Emily |
| *12:30 – 1:30* | *Lunch* |  |
| *Afternoon* | |  |
| 1:30 – 3:00 | **Deep Dive 2:** Feedback and Complaint Mechanism | Margaux |
| 3:00 – 3:15 | *Tea Break* |  |
| 3:15 – 4:55 | **ICT Marketplace** | Moiez |
| 4:55 – 5:00 | Day 3 Evaluation |  |
| *5:00* | *Adjourn* |  |
| **Day 4 – Thursday, 1 August 2019** | |  |
| *Morning –* | |  |
| 8:30 – 8:45 | Day 3 Recap | Waleed and Ola |
| 8:45 – 10:30 | **Update on CARE 2020 and Global Program Teams** | Joanne |
| *10:15- 10:30* | *Tea Break* |  |
| 10:30–12:30 | **MEAL Clinic** | All Facilitators |
| *12:30 – 1:30* | *Lunch* |  |
| *Afternoon -* | |  |
| 1:30 – 2:30 | **Country office team planning** | Moiez & Joanne |
| 2:30 – 3:00 | Workshop Evaluation & Close |  |
| 3:00-3:30 | *Adjourn to tea break – end of the meeting.* |  |

1. *According to MEAL capacity needs assessment March 2019* [↑](#footnote-ref-1)
2. *According to PIIRS FY18 results* [↑](#footnote-ref-2)
3. *Priority MEAL learning topics are finalized based on the MENA MEAL capacity needs assessment for the region.* [↑](#footnote-ref-3)