

## DMEL Phase 2

In an effort to continually provide LWR staff and partners with useful and high quality Monitoring and Evaluation tools, the M&E Unit is launching DMEL Phase 2. The structure of the DMEL toolkit will be familiar to everyone, as it still follows the project management cycle. The update includes three new tools and simpler language in the existing tools. It also includes guidance for more thoroughly incorporating gender considerations into projects. See the next page for a chart showing these changes.

### ***New Tools***

The toolkit now includes three new tools: **Needs Assessment**, **Baseline**, and **Monitoring**. The **Needs Assessment** tools include guidance for planning a needs assessment as well as a way to track data collection and triangulation. The **Baseline** tool is part of the Detailed M&E Plan and provides guidance to collect baseline data. The **Monitoring** tool will help LWR Country, Regional, and Headquarters staff plan ahead for trips to visit projects and partners, with specific guidance for developing M&E objectives. There is also an **M&E Budgeting Tool** to help estimate M&E project costs.

In addition to the new tools, each process in the DMEL toolkit has a Checklist, which will help project teams ensure they have done everything necessary before they move on to the next process. These checklists are not required but should be useful to busy project teams.

### ***Updated Tools and Gender Integration***

The purpose of the existing DMEL tools remains the same as ever, but the tools have been edited slightly to make them more user-friendly. The Progress Report has been especially edited to reflect feedback from staff members, with a more focused section on project indicators (with accompanying flow chart) and with a new section about participant accountability. In addition to these edits, LWR is working to equip staff and partners with tools that reflect our commitment to gender-inclusive projects, which we believe enable higher-quality, more sustainable project outcomes. We acknowledge that making our projects more gender-inclusive is a process that will take time and more support than just updates to the DMEL, but the gender considerations included in the DMEL tools are practical ways LWR staff and partners can incorporate gender perspectives. A “Learning for Gender Integration” manual will be made available soon and has been written to accompany DMEL tools.

### ***Review and Feedback***

Before publicly launching DMEL Phase 2 online in January 2016, the M&E Unit invites all LWR staff and partners to test the new and updated tools for a period of six months, from May to September 2015. The M&E Unit requests your feedback on the new tools, checklists, updated tools, and the gender-inclusive approach of the tools.

The DMEL Phase 2 tools are available online after May 4, 2015, at a password protected site: <http://dmel.lwr.org/dmel-framework-phase-2.html#/>. The password to access the site is **lwr1945**. This testing site does not include updated Process Overviews; those will be updated and made available with the public launch in January 2016. Please send your feedback on DMEL Phase 2 to Garrett Schiche, Senior Technical Advisor for M&E ([gschiche@lwr.org](mailto:gschiche@lwr.org)), and Wendi Bevins, Program Associate for M&E ([wbevins@lwr.org](mailto:wbevins@lwr.org)). The M&E Unit would like to thank Wesley Laytham, 2015 Spring Intern for M&E, for his hard work to make this update happen and the Regional M&E Managers for their contributions to the new tools.

Project Cycle	Type	Name	Changes
Initiating	Tool	<b><u>Needs Assessment Planning</u></b>	New tool added for use in conducting a needs assessment
	Tool	<b><u>Needs Assessment Documentation</u></b>	New tool added for use in conducting a needs assessment
	Additional Resource	Problem Tree Template	Updated with simpler guidance and gender considerations. Removed Objective Tree Template
	Tool	Project Design Workbook	Updated with simpler guidance gender considerations. Removed Objective Analysis.
	Tool	Results Framework	Updated with simpler guidance and gender considerations.
	Additional Resource	Logframe Cheat Sheet	Updated with simpler guidance and gender considerations.
	Additional Resource	Logframe Guidance	Updated with simpler guidance and gender considerations.
	Additional Resource	Logframe Master Translator	Updated to include current peer, donor, and partner organizations.
	Tool	M&E Proposal Checklist	Updated with simpler guidance.
	Tool	<b><u>M&amp;E Budgeting Tool</u></b>	New tool added to help estimate M&E related costs during project.
	Additional Resource	<b><u>Initiating Process Checklists</u></b>	
Planning	Tool	<b><u>Baseline Table</u></b>	New tool added for use in gathering and documenting baseline data
	Tool	<b><u>Baseline Study Report Guide</u></b>	New tool added as template and guide for baseline study reports.
	Tool	Detailed M&E Plan	Updated with simpler guidance and gender considerations. Includes linked Baseline documentation tab.
	Additional Resource	<b><u>Detailed M&amp;E Plan Tip Sheet</u></b>	New resource to ensure all aspects of the M&E Planning process are considered.
	Additional Resource	<b><u>Planning Process Checklists</u></b>	
Implementing	Tool	<b><u>Monitoring</u></b>	New Tool is a checklist to guide planning and conducting Monitoring visits.
	Additional Resource	Reflection Meeting Guidance	Updated with gender considerations.
	Tool	Progress Report Instructions	Simplified based on LWR staff feedback.
	Additional Resource	Progress Report Analysis Flow Chart	New resource to guide reflection meeting discussions and completion of progress report.
Evaluating	Additional Resource	Project Evaluation Criteria Recommendations	Updated with simpler guidance.
	Additional Resource	Evaluation Questions Guidance	Updated with simpler guidance.
	Tool	Evaluation Use Plan	Updated with simpler guidance.
	Tool	Evaluation TOR Guidance	Updated with simpler guidance.
	Tool	Evaluation Report Guidance	Updated with simpler guidance and gender considerations.
	Tool	Evaluation Management Response Plan	Updated with simpler guidance.
	Additional Resource	<b><u>Evaluating Process Checklists</u></b>	