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| **TASK** | | | **ASSIGNED TO** | **END** | **Status** | **Remark** |
| **Preparatory phase** | | |  |  |  |  |
| **Deliverable 1: Inception report** | | |  |  |  |  |
| Consultation with Dereja's leadership & technical team leadership to frame expectations | | | MERQ; Dereja | 25-Oct-23 | Completed |  |
| Drafting of the inception report, with detail action plan | | | MERQ | 30-Oct-23 | Completed |  |
| Review of the inception report | | | Dereja | 1-Nov-23 | Completed |  |
| Incorporation of the comments and finalization of the inception report | | | MERQ | 3-Nov-23 | Completed |  |
| Submission of final inception report | | | MERQ | 3-Nov-23 | Completed |  |
| **Phase 1: Design** | | |  |  |  |  |
| **Deliverable 2: Landscaping analysis report** | | |  |  |  |  |
| **Step 1: Scoping for the MEL framework** | | |  |  |  |  |
| Identification and clarification of context and evidence need | | | MERQ | 10-Nov-23 | Completed |  |
| Stakeholder mapping, and analysis | | | MERQ | 10-Nov-23 | Completed |  |
| Identification of existing frameworks across Dereja and its projects (including methods, tools, responsibilities) | | | MERQ | 13-Nov-23 | Completed |  |
| Aligning MEL framework scope and resources | | | MERQ | 17-Nov-23 | Completed |  |
| **Step 2: Developing the Theory of Action and Change** | | |  |  |  |  |
| ***Step 2.1. Developing the Theory of Action and Change*** | | |  |  |  |  |
| Consultations with the Dereja team to clarify the theory of Dereja and its major projects | | | MERQ; Dereja | 19-Nov-23 | Completed |  |
| **TASK** | | | **ASSIGNED TO** | **END** |  |  |
| Review of documents to create understanding on Dereja's projects & roles of its stakeholders | | | MERQ | 19-Nov-23 | Completed |  |
| Draft theory of theory of change | | | MERQ | 21-Nov-23 | Completed |  |
| Consultations with Dereja on the draft theory of change | | | MERQ; Dereja | 23-Nov-23 | Completed |  |
| Finalization of the theory of action and change | | | MERQ | 24-Nov-23 | Completed |  |
| ***Step 2.2. Determining the M&E Questions –*** *determining what should be known through the MEL system* | | |  |  |  |  |
| Drafting the M&E questions | | | MERQ | 27-Nov-23 | Completed |  |
| Consultations with Dereja on the draft M&E questions | | | MERQ; Dereja | 29-Nov-23 | Completed |  |
| Reaching consensus on the M&E questions | | | MERQ; Dereja | 30-Nov-23 | Completed |  |
|  |  |
| **Step 3: Setting Key Indicators, Targets, Data Sources & Methods** | | |  |  |  |  |
|  |  |
| Develop and select draft key performance indicators | | | MERQ | 5-Dec-23 | Completed |  |
| Consultation on draft key performance indicators | | | MERQ; Dereja | 6-Dec-23 | Completed |  |
| Select final set of performance indicators | | | MERQ; Dereja | 7-Dec-23 | Completed |  |
| Selecting baselines and gathering data on indicators | | | MERQ; Dereja | 12-Dec-23 | Completed |  |
| Setting result targets | | | MERQ; Dereja | 15-Dec-23 | Not completed | There is a draft target that Dereja currently uses,it requires consultation to confirm it |
| Design data collection methods and tools | | | MERQ | 18-Dec-23 | Completed |  |
| Consultation on data collection methods and tools | | | MERQ; Dereja | 20-Dec-23 | Complete | Requires verification |
| Determine roles and responsibilities for M&E | | | MERQ | 22-Dec-23 | Not complete |  |
| **TASK** | | | **ASSIGNED TO** | **END** |  |  |
| ***Step 3.2. Focusing the M&E framework for evaluation*** | | |  |  |  |  |
| Determining evaluation methods, approaches | | | MERQ | 5-Dec-23 | Not Complete |  |
| Determining the timeframe for the evaluation and responsibilities | | | MERQ | 6-Dec-23 | Not complete |  |
| Integration of monitoring and evaluation focus, indicators, schedule, targets | | | MERQ | 23-Dec-23 | Complete |  |
| Revise and approve integrated M&E focus (indicators, baseline, targets, responsibilities) | | | MERQ; Dereja | 24-Dec-23 | Complete |  |
| **Step 4: Determine data collection, management, analysis and synthesis** | | |  |  |  |  |
| Develop and determine data collection plan | | | MERQ | 25-Dec-23 | Partially complete |  |
| Develop and finalize data management plan | | | MERQ | 27-Dec-23 | Partially complete |  |
| Determine data synthesis plan | | | MERQ | 28-Dec-23 | Partially complete |  |
| Revise and approve the data collection, management, analysis and synthesis plan | | | MERQ; Dereja | 29-Dec-23 | Partially complete |  |
|  |  |
| **Step 5: Defining learning, reporting and dissemination strategy** | | |  |  |  |  |
| Determine reporting type and content | | | MERQ | 31-Dec-23 | Not complete |  |
| Define dissemination strategy plan | | | MERQ | 1-Jan-24 | Not complete |  |
| Revise the learning, reporting and dissemination strategy and build consensus | | | MERQ; Dereja | 2-Jan-24 | Not complete |  |
| **Step 6: Finalizing the MEL framework** | | |  |  |  |  |
| Agree on the draft outline of the MEL framework | | | MERQ; Dereja | 2-Jan-24 | Not complete |  |
| Draft the different sections of the framework | | | MERQ | 3-Jan-24 | Not complete |  |
| Compile the draft MEL framework | | | MERQ | 6-Jan-24 | Not complete |  |
| Submit the draft MEL framework | | | MERQ | 6-Jan-24 | Not complete |  |
| **TASK** | | | **ASSIGNED TO** | **END** |  |  |
| **Phase 2: Build** | | |  |  |  |  |
| **Deliverable 5: A functional and user-friendly Dashboard** | | |  |  |  |  |
| Understand the existing data architecture and create a design document specification (DDS) | | | MERQ | 17-Nov-23 | Completed |  |
| Create and design a workflow (SOP) according to the developed DDS and projected outcomes | | | MERQ | 21-Nov-23 | Partially complete |  |
| Choosing the right and best suited technology for development and scalability throughout the system development life cycle and work thoroughly using SDLC | | | MERQ | 24-Nov-23 | Completed |  |
| Writing code according to the DDS (Design document specification) | | | MERQ | 15-Dec-23 | Partially complete |  |
| Start development cycle by using continuous integration and continuous development (CI/CD) | | | MERQ | 23-Dec-23 | Completed |  |
| Create an automation workflow by using agile development process such as Ideation, Inception, Iteration, Release and Retirement (IIIRR) | | | MERQ | 3-Jan-24 | Completed |  |
| Create various methodologies and approaches for ETL modules to extract transform and load data from the existing data model or architecture | | | MERQ | 9-Jan-24 | Completed |  |
| Go over multiple and core system components for both Backend and Frontend system development segments | | | MERQ | 9-Feb-24 | Partially complete |  |
| Develop data storage system and data capturing system: server | | | MERQ; Dereja |  | Partially complete | It’s only done on MERQ Servers  We need access to Dereja’s Infrastructure and webserver |
| **Deliverable 6: Standard Operating Procedure Manual** | | |  |  |  |  |
| Develop self-learning guide for users | | | MERQ | 5-Mar-24 | Partially complete |  |
|  | | |  |  |  |  |
| **TASK** | | | **ASSIGNED TO** | **END** |  |  |
| **Phase 3: Embed** | | |  |  |  |  |
| **Deliverable 7: Assign key experts for 6 months** | | |  |  |  |  |
| **Assign key experts for 6 months to share knowledge and build capacity for internal staff** | | |  |  |  |  |
| Provide ongoing technical assistance to foster adoption and impact | | | MERQ | 28-Apr-24 |  |  |
| **Step 7: Planning for implementation of the MEL framework** | | |  |  |  |  |
| Identify the program and organizational structure, technology, administrative system and procedures | | | MERQ | 27-Dec-23 |  |  |
| Develop implementation plan | | | MERQ | 30-Dec-23 |  |  |
| Review and approve the plan | | | MERQ; Dereja | 1-Jan-24 |  |  |
| **Step 8: Validation (Testing and Roll-out) of the MEL Framework and Dashboard** | | |  |  |  |  |
| Piloting the implementation of the framework | | | MERQ; Dereja | 14-Jan-24 |  |  |
| Documenting lessons from the piloting | | | MERQ; Dereja | 14-Jan-24 |  |  |
| Conduct consultations on the areas of improvement | | | MERQ; Dereja | 18-Jan-24 |  |  |
| Revise and finalize the framework based on the piloting | | | MERQ | 22-Jan-24 |  |  |
| Submission of final MEL framework (written document) | | | MERQ | 23-Jan-24 |  |  |
| Provision of training for key staff | | | MERQ | 29-Jan-24 |  |  |
| Provision of the training | | | MERQ; Dereja | 23-Feb-24 |  |  |
| Create a regular update with enhanced features with version control | | | MERQ; Dereja | 28-Apr-24 |  |  |