The MEL Design tool helps to guide decisions around what are the key data sources, what methods are the most efficient / suitable to capture data from these sources, and what approach we should consider in the next stage of proposal development. **You can use this form to gather—in the spirit of brainstorming—your ideas about your next data collection exercise. Jot down your thoughts in any or all of the categories below.**

In general, it is advisable to collect data from:

- ➥ Those who experience the change (e.g. target individual / groups or organizations / communities)
- ➥ Those who are the gatekeepers (e.g. powerholders, opinion-makers etc.)
- ➥ Those who mediate the change (e.g. service providers, project staff etc.)
- ➥ Those left behind (those individuals / groups or organizations/ communities, who fulfill criteria for selection, but for some reason haven't been selected)

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MEL Design Wizard

1

DATA SOURCES
Who should the project collect data from?
List **critical** people, groups, organizations, institutions, project staff or other sources of data

2

DATA COLLECTION METHODS
What methods might be used to collect data?
List methods of data collection that suit the data sources listed above.

SPUR CHANGE | Capacity-Building & Knowledge Sharing for Small and Medium Organizations (SMO)

salanga

Canada

inter-council network | Provincial & Regional Councils for International Cooperation

3

MATCHING SOURCES AND METHODS

Match Data Sources and suitable Data Collection Methods and for combination consider the appropriate approach(es) (e.g. project-led, community-led, outcome harvesting, participatory... See handouts on Community-led MEL and on Data Collection Approaches and Methods for more info.).

Please carefully consider the scope and time-frame of the project and your resources and prioritize 1-3 data collection methods.

Data Collection Method	Data Source	Approach

4

DATA COLLECTORS

Who will collect the data?

What characteristics/capacities/training should the data collectors have?

5

FOCUS
What type of questions or key themes might you focus on during data collection?

6

PROCESS
What considerations might you take into account as you plan how to collect your data in a gender-sensitive/feminist and participatory/community-led way?

7

ANALYSIS, SHARING AND UTILIZATION
What might you take into account in order to analyze, share and use the data in a gender-sensitive/feminist and participatory/community-led way?