

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. Please consider the scope and time-frame of your project as well as available resources.

3 DATA COLLECTION TOOLS
 Match Data Sources and suitable Collection Methods and for each Data Collection Tool consider the appropriate approach(es) (e.g. project-led, community-led, outcome harvesting, participatory... See handouts 3 and 5 for more info.).
 Please carefully consider the scope, time-frame and the scope of the project.

Data Source	Method	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?