

How to plan Capacity Development Activities

Learn how to plan Capacity Development Activities (CDAs) in MEL



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Go to mel.cgiar.org and login to your account

How to plan Capacity Development Activities (CDAs)

Use your email and password to login

Click on «Forgot password?» if you need to change your credentials



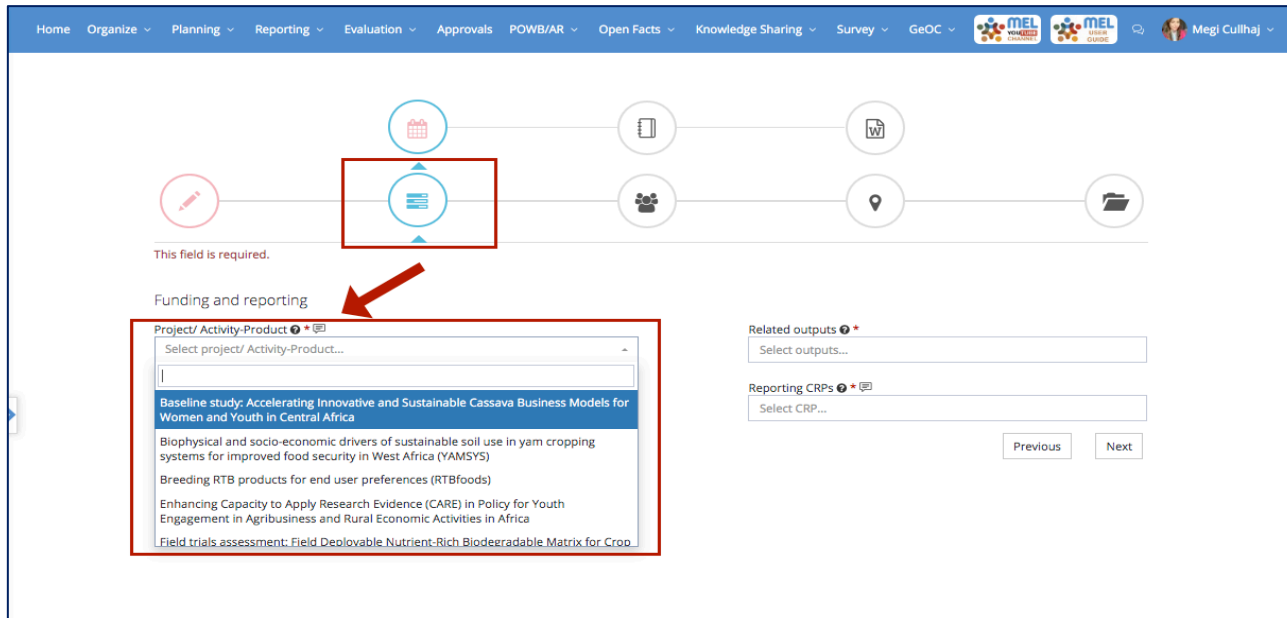


Before you start

Remember that:

- 1) Only cluster leaders and co-leaders and product leaders and co-leaders may create new deliverables through the Activity/Product Manage section.
- 2) Everyone can add Capacity Development Activities at CRP level. The platform gives the option to link CDAs with relative projects or products (see *below how to do this*).

How to plan Capacity Development Activities (CDAs)



- 3
- * Once you have clicked on Add New, it will open a window with 5 steps - each asking necessary information. On **step 2** (Funding info) you can specify the Project or Product and corresponding output(s) under which the CDA is produced/linked to.

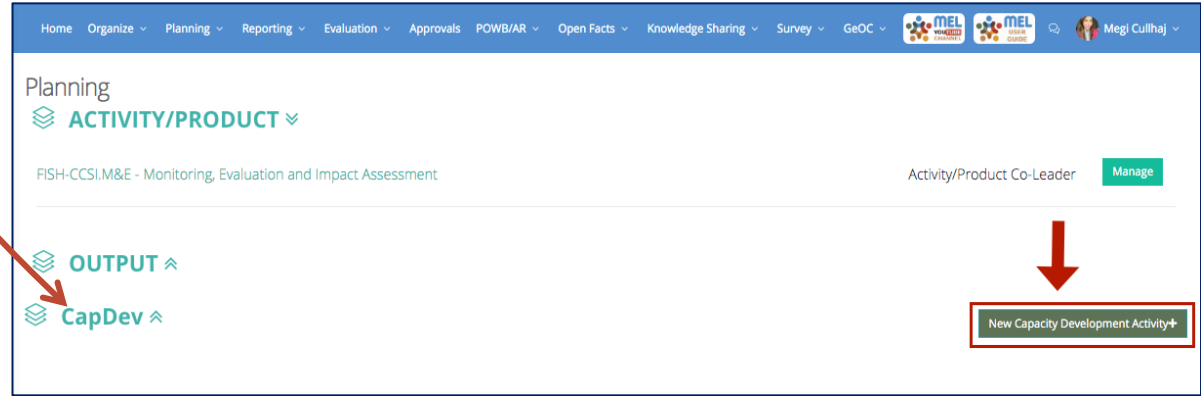
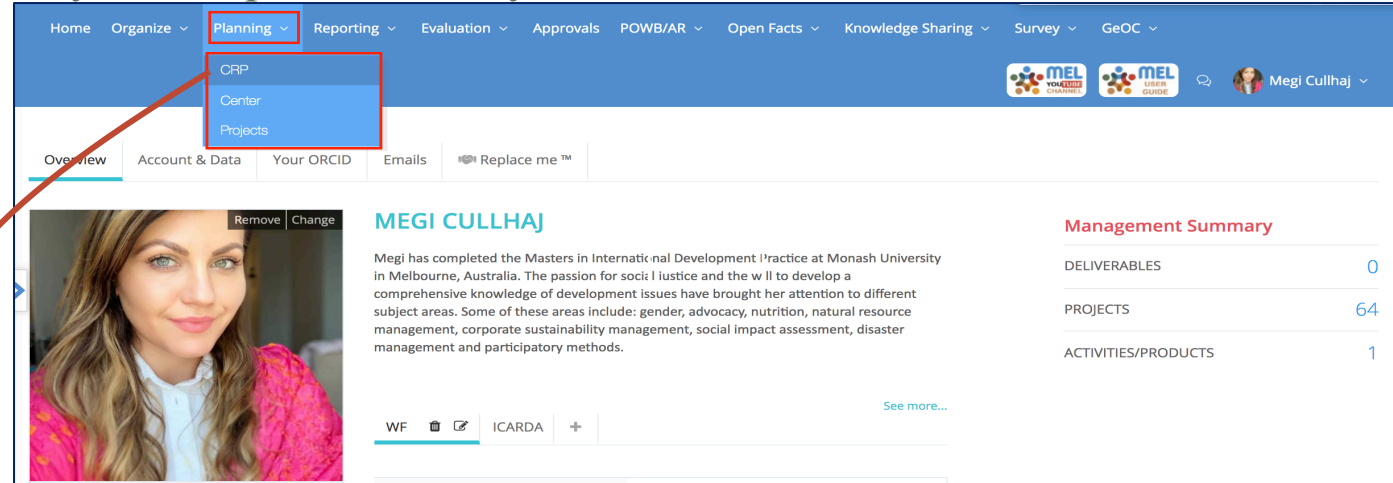




Option 1: Click on the Planning menu and then on <<New Capacity Development Activity>>

You can use the list of Capacity Development activities displayed in the planning dashboard under the section CapDev to plan for a new activity by clicking on "New Capacity Development Activity".

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Option 2: Click on the "Manage" button next to the desired *Activity/Product*.

Product leaders/co-leaders can add or edit CDAs through the <<Manage>> functionality beside the Product of interest.

How to plan Capacity Development Activities (CDAs)

Home Organize **Planning** Reporting Evaluation Approvals POWB/AR Open Facts Knowledge Sharing Survey GeOC

CRP
Center
Projects

Overview Account & Data Your ORCID Emails Replace me™

MEGI CULLHAJ

Remove Change

Megi has completed the Masters in International Development Practice at Monash University in Melbourne, Australia. The passion for social justice and the will to develop a comprehensive knowledge of development issues have brought her attention to different subject areas. Some of these areas include: gender, advocacy, nutrition, natural resource management, corporate sustainability management, social impact assessment, disaster management and participatory methods.

WF ICARDA + See more...

Management Summary

DELIVERABLES	0
PROJECTS	64
ACTIVITIES/PRODUCTS	1

Home Organize Planning Reporting Evaluation Approvals POWB/AR Open Facts Knowledge Sharing Survey GeOC

Planning

ACTIVITY/PRODUCT

FISH-CCSI.M&E - Monitoring, Evaluation and Impact Assessment

Activity/Product Co-Leader **Manage**

OUTPUT

CapDev

New Capacity Development Activity+





Click on the <<New Capacity Development Activity>> & Fill in the 5 Steps.

How to plan Capacity Development Activities (CDAs)

The screenshot shows the MEL system interface. At the top, there are navigation tabs: Home, Organize, Planning, Reporting, Evaluation, Approvals, POWB/AR, Open Facts, Knowledge Sharing, Survey, and GeOC. A user profile for Megi Cullhaj is visible. The main heading is 'Monitoring, Evaluation and Impact Assessment'. A yellow note states 'Note: Impact Pathway is not complete'. A blue button labeled 'New Capacity Development Activity' is highlighted with a red box and an arrow. Below this is a table of 'Capacity Development Activities' with columns for Training Type, Information, Start Date, End Date, Supervisor, Status, and Actions. The table contains three rows of data. Below the table is a detailed view of a CDA form for 'CRP: "FISH-CCSI,M&E - Monitoring, Evaluation and Impact Assessment"'. The form is divided into five numbered steps: 1. Edit (pencil icon), 2. List (list icon), 3. People (group icon), 4. Location (location pin icon), and 5. Resources (folder icon). The 'Resources' section includes fields for 'Related File', 'Type' (set to 'Course Program(Agenda)'), and three sections for uploading CNA templates, certificates, and results. Each upload section has 'View File' and 'Delete File' buttons and lists allowed extensions: pdf, doc, docx and zip. At the bottom right, there are 'Previous' and 'Submit' buttons.

Training Type	Information	Start Date	End Date	Supervisor	Status	Actions
3844 Non-Formal Activities	Other on MEL Training in (Malaysia , Penang) (Male:0, Female:1)	2019-04-10	2019-04-12	Cristiano Rossignoli	PLAN-APPROVED	Edit, Postpone, Cancel
4016 Non-Formal Activities	Other on MEL User Training in (Myanmar) (Male:1, Female:1)	2019-06-18	2019-06-18	Megi Cullhaj	PLAN-APPROVED	Edit, Postpone, Cancel
4017 Non-Formal Activities						
4018 Non-Formal Activities						

If you do not have accurate information for filling in all the 5 steps, then **Save as Draft**. This allows to edit the information successively. If the information is updated and accurate, and you are ready to report it, click on <<Submit>>. Once submitted it is no longer possible to edit. The CDA will then go for review and approval to the Cap Dev coordinator.





Edit the Capacity Development Activity

The Edit Action allows to check and modify the information entered to ensure completion an accuracy.

How to plan Capacity Development Activities (CDAs)

Monitoring, Evaluation and Impact Assessment Manage Product

Note: Impact Pathway is not complete

New Capacity Development Activity+

Capacity Development Activities

20 records

ID	Training Type	Information	Start Date	End Date	Supervisor	Status	Actions
3844	Non-Formal Activities	Other on MEL Training in (Malaysia , Penang) (Male:0, Female:1)	2019-04-10	2019-04-12	Cristiano Rossignoli	PLAN-APPROVED	Edit Postpone Cancel
4016	Non-Formal Activities	Other on MEL User Training in (Myanmar) (Male:1, Female:1)	2019-06-18	2019-06-18	Megi Cullhaj	PLAN-APPROVED	Edit Postpone Cancel
4017	Non-Formal Activities	Other on MEL Training in (Malaysia , Penang) (Male:2, Female:0)	2019-06-13	2019-06-13	Cristiano Rossignoli	PLAN-APPROVED	Edit Postpone Cancel
4018	Non-Formal Activities	Other on MEL training in (Malaysia , Penang) (Male:2, Female:0)	2019-06-19	2019-06-19	Cristiano Rossignoli	PLAN-APPROVED	Edit Postpone Cancel
4026	Non-Formal Activities	Other on MEL Training - Communications in (Malaysia , Penang) (Male:0, Female:3)	2019-06-21	2019-06-21	Megi Cullhaj	PLAN-APPROVED	Edit Postpone Cancel

CRP: "FISH-CCSLM&E - Monitoring, Evaluation and Impact Assessment" - Capacity Development: Regional Face to face Training Course on Monitoring Evaluation and Learning and MEL web-based platform - MEL Community of Practice Focal Points Training in (Malaysia , Penang) (Male:?, Female:5) - PLAN-DRAFT

1 2 3 4 5 Resources

Resources

Related File View File Delete File Type: Course Program(Agenda) Allowed extensions: pdf, doc, docx and zip

Did you conduct a Capacity Need Assessment (CNA) for this CapDev Intervention? Yes No

Certificate requested by the end of this CapDev Activity? Yes No

Please upload the CNA template/methodology if available View File Delete File Allowed extensions: pdf, doc, docx and zip

Please upload the CNA results if available View File Delete File Allowed extensions: pdf, doc, docx and zip

Available Resources Project Report template

Previous Submit

7 For a detailed guideline on how to add /edit a *New Capacity Development Activity*, follow up the steps described in [Add New Capacity Development \(CapDev\) Activity](#) page.





For more detailed information on how to use MEL please use the [online guide](#)

You need support?

Chat with us  or send us an email 

Thanks for using  **MEL**
monitoring
evaluation and
learning

