



MEAL PLAN – MT. KENYA GRASSROOTS CIVIC ENGAGEMENT FOR JUST, GREEN, AND INCLUSIVE DEVELOPMENT (MK-GCID)

1. PURPOSE OF MEAL PLAN

The MEAL plan will ensure effective tracking of progress, accountability to stakeholders, and continuous learning throughout the project (Oct 2025 – Jan 2027). It aligns with META’s objectives of meaningful engagement and transformative action by embedding inclusivity, transparency, and adaptive learning across all project phases.

2. MEAL OBJECTIVES

- To systematically monitor project implementation against agreed outputs, outcomes, and impact.
- To evaluate effectiveness of activities in strengthening grassroots CSO engagement and influencing policy dialogue.
- To ensure accountability to communities, partners, and donors through transparent reporting and feedback mechanisms.
- To generate lessons and best practices for scaling and sustainability beyond the grant cycle.

3. RESULTS FRAMEWORK (LOGFRAME)

Level	Indicators	Means of Verification	Frequency	Responsibility
Impact	Increased grassroots CSO visibility and influence in EU–Kenya dialogues (30% increase by endline)	Endline evaluation; EU-CSO reports; media coverage	Baseline & Endline	MEAL Officer with FEMNET
Outcome 1	At least 6 structured dialogues held with EU Delegation & county actors	Dialogue reports, attendance lists, media briefs	Semi-annual	Project Officer
Outcome 2	50+ CSO members (≥60% women/youth) trained on governance, digital advocacy, green transition	Training reports, pre/post-tests, participant feedback	Quarterly	Gender Officer & Administrator
Outcome 3	500+ community members mobilized (youth, women, IPs, PWDs) with 40% repeat participation	Mobilization records, photos, community scorecards	Quarterly	Community Facilitators
Outcome 4	4 knowledge products (policy briefs, podcasts, infographics) produced and disseminated	Publications, digital analytics, dissemination lists	Annual	Communications Officer
Outputs	- 4 Policy Engagement Forums held - 2 Multi-stakeholder Platforms established - 3 joint CSO advocacy initiatives conducted	Activity reports, attendance, press coverage	Ongoing	Project Team

4. MONITORING TOOLS & METHODS

- **Activity Tracking Forms:** Standard templates for trainings, forums, and mobilizations.
- **Pre/Post Tests:** To measure capacity change among CSOs and community leaders.
- **Community Scorecards:** Participatory accountability tools to track governance and policy implementation.
- **Digital Analytics:** Social media and SMS platform analytics to track reach and engagement.
- **Field Monitoring Visits:** Monthly visits by project staff and quarterly by Board representatives.

5. EVALUATION

- **Baseline Study (Month 1–2):** Establish benchmarks on CSO participation, policy awareness, and inclusivity.
- **Mid-term Review (Month 9):** Assess progress, identify challenges, and adapt strategies.
- **Endline Evaluation (Month 16):** Measure overall achievement, document impact, and recommend sustainability pathways.

6. ACCOUNTABILITY

- **Community Feedback Mechanisms:** Suggestion boxes, SMS hotlines, and quarterly community meetings.
- **Transparency:** Sharing project plans, budgets, and results summaries in local languages via radio, forums, and posters.
- **Donor Accountability:** Quarterly progress and financial reports aligned with FEMNET/EU requirements.

7. LEARNING

- **Quarterly Reflection Sessions:** Internal team reviews to capture lessons and adapt activities.
- **Knowledge Sharing:** Dissemination of best practices via policy briefs, podcasts, and cross-county exchanges.
- **Documentation:** Case studies of community-led advocacy and success stories.

8. ROLES & RESPONSIBILITIES

- **MEAL Officer (with FEMNET mentorship):** Lead data collection, analysis, reporting.
- **Project Officer & Gender Officer:** Implement monitoring tools during activities.
- **Communications Officer:** Track digital engagement and knowledge product reach.
- **Board Representatives:** Provide oversight, validation, and learning reviews.
- **Community Champions:** Support grassroots data gathering and feedback.

9. REPORTING SCHEDULE

- **Monthly Activity Reports** – from field staff to MEAL Officer.
- **Quarterly Narrative & Financial Reports** – to FEMNET/EU.
- **Mid-term Evaluation Report** – Month 9.
- **Final Evaluation Report** – Month 16 (Jan 2027).

This MEAL Plan ensures structured monitoring, participatory accountability, and adaptive learning so that MKNF and partners achieve meaningful impact while remaining transparent to donors and communities.

