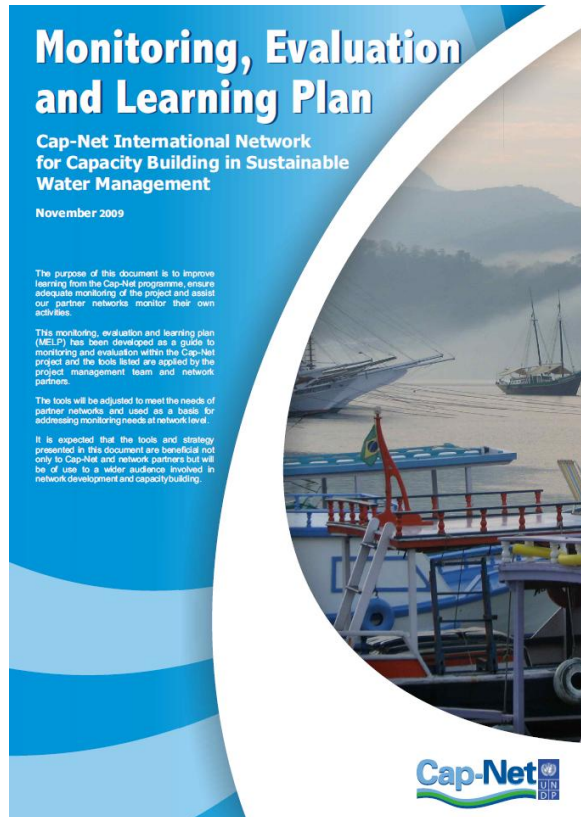


How to Implement the MELP



1. MELP implementation plan
Role of Cap-Net
Role of networks
Role of course coordinators and partners
2. Conditions and contracting and Incentives

MELP Training, 23-25 April
Delft, The Netherlands

MELP Implementation

- Reporting on Cap-Net is a collaborative effort of secretariat with partners and networks
- Monitoring, evaluation and learning as a continuous process
- Networks' annual and course reports feed into the Cap-Net annual report.
- MELP reports from the networks are the main documents that reflects the outcomes and impacts

MELP Implementation

- **Network MELP reports**
 - **When to start monitoring?**
 - **Main Tips**
 - **Follow the Participant list format (keep it excel sheet)**
 - **Maintaining database of trained members under each themes or courses (Suggestion to develop a common database in Cap-Net for experts trained by ToTs, to be start)**
 - **Maintain the activities list with number of people trained, gender distribution, countries covered, partners etc..**
 - **Follow methodology that fits to the course type, for example: Gender and water dialogs by Cap-Net Lanka – the same questionnaire does not work, have to consult a sample and ask some questions, or consult local organization activity has contributed to make a change**

Conditions and Incentives

- MELP as a condition in Network core support contract?
- Incentives ?
 - Cost is covered (USD2500)
 - Following year work plan and core support
 - Indirect incentive is satisfaction of donors...
- What will happen if the MELP report is very poor?
- Please ask for advice some one from a peer network or from the secretariat.

Contract Conditions, how it looks like..

The Contractor shall submit invoices for the work done as follows.

- **On completion of one output under the statement of works in Annex II US\$10,000. The outputs to be completed could be an updated members list, an updated website, a network self assessment, a report on any network activity in 2014;**
- **On submission of midyear progress report with progress of the planned activities US\$10,000;**
- **At any time on submission of the MELP report USD2500;**
- **In December 2014, maximum outstanding amount with the WaterCap annual report that includes MELP report, annual members meeting report, work plan for 2015, and a financial report.**

Formats and Templates required

- Electronic formats – Should they be prepared, updated and shared? Make them available in Cap-Net website?
 - Ex; all the reporting formats, participant list format, sample questionnaire etc.
- What assistance required form the secretariat?

MELP Reporting Plan

Item	Start	End	
Network course monitoring including network assessments, training materials used etc..	May	July, final MELP report	
Cap-Net MELP Report (Network Attachment)	August	October	
Cap-Net Report	May-June	November	
Others (case studies on impact)			

