

AgriFoSe2030

Agriculture for Food Security 2030

Translating Science Into Policy & Practice

AgriFoSe2030 Phase 2.5: Monitoring, Evaluation and Learning (MEL) User Guide

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1. Introduction

This document sets out the User Guide for implementing MEL (Monitoring, Evaluation and Learning) in the extension phase of AgriFoSe2030 (2025–2027). It is intended for Hub and Change Project teams to have a quick guide to the MEL tools and templates they will be using, and when to use them.

The guide includes a description for each tool, when it should be used, and a link to the tool on the AgriFoSe2030 Teams site.

Summary of the MEL strategy

The main objectives of the MEL strategy are to:

1. Provide progress tracking of the establishment of the Hubs and the transition process.
2. To stimulate, encourage, and facilitate participatory self-reflection and learning at Hub, Change Project and programme level.
3. Demonstrate the contribution of the programme toward desired outcomes as formulated in the ToC (Theory of Change) documents at programme, Hub and Change Project level, in terms of smaller scale outcomes and larger scale outcomes, and ultimately, in promoting impact.
4. Document and show-case learning, outcomes and impact from AgriFoSe2030 Extension Phase, in terms of both successes and learning.

2. Overview of MEL at different levels

The Programme, Hub and Change Project ToCs provide the architecture for the MEL approach. The ToCs are nested, so that the Change Project ToC's map to the Hub ToC, which in turn, map to the programme level. This enables the programme to trace and map outcomes up to the overall programme level. The MEL strategy will be implemented at all three levels.

A suite of standardised MEL tools and processes (further described below and in [annex 3 in the MEL strategy](#)) will be used at each level, to document and track how activities, outputs and outcomes are progressing towards the envisioned impact and catalysing the desired change processes.

Figure 1 shows the MEL tools and frequency of use at each level.

The **Southeast Asia Network** works slightly different compared to the Hubs. As a much smaller entity, the SEA team have periodic check-ins with the C&E team, based on a MEL reflection checklist. They then also use the Project Annual Report and Change Stories.

3. Tools and templates

3.1 Annual reporting to Sida – Workplan and follow-up on activities for projects, hubs and programme

[Link to Sida Annual report template on Teams](#)

The annual report to Sida (The Swedish International Development Cooperation Agency) has two parts, the annual results matrix and an annual narrative report. The reporting to Sida uses a standard template which team leaders will use at different levels to summarise the main outcomes for the past year.

Task 1: Annual reporting to Sida – Part 1 Matrix

Level: Programme

MEL tool to be used: Workplan matrix

Who is responsible: The reporting is a joint effort between the management group; Hub Leads and the C&E team to compile the matrix. The management group lead the process.

Who contributes: Swedish facilitators and Change Project leaders.

Period and frequency: Reporting is carried out annually in March.

Task 2: Annual reporting to Sida – Part 2 Narrative Report

Level: Programme

Task/approach and process to be used: Narrative report template

Who is responsible: The reporting is a joint effort between the management group; Hub Leads and the C&E team to compile the matrix. The management group lead the process.

Who contributes: Swedish facilitators and Change Project leaders.

Period and frequency: Annually

3. Hub level MEL

There is a co-designed tool for the Hubs to report on their progress developing and establishing the Hubs, and progress with their workplans.

1. [Link to Hubs Tracking tool – Full Guidance](#)

2. [Link to the Hubs Tracking Tool – template only for completion and submission](#)

3. [Link to the Change Story template](#)

Task 1: Hubs annual report

Level: Hubs

Task/approach and process to be used: Annual report template and AgriFoSe2030 Hub Development Tool (see [annex in the MEL strategy](#) for guidance and templates)

Who is responsible: Hub Leaders. An annual project report is produced by the Hub Leader and Hub C&E lead, which includes a review of the ToC, using the Annual Hub Report Template.

Annual reports are supported by the AgriFoSe2030 MEL tools by Hub teams, and the reports should include information from two reflections using the Hubs Tracking tool per year, plus at least one change story.

A six-monthly update is required. However, this is not in a report format but can be only highlights or similar, sent to the C&E team in preparation for the mid-point review meeting.

Who contributes: Hub Leaders discuss the draft report with their teams, adjust it, and pass it on to the C&E team.

Period and frequency: Annual main report, check-in every sixth month

Task 2: Hubs tracking of institutionalisation process

Task/approach and process to be used: AgriFoSe2030 Hub Development Rubrics Tool is used to guide and capture a group reflection. There should be a team discussion to assess progress against the rubric ratings set out in the tool. An assessment of progress against each Hub dimension is made and a narrative justification provided.

Who is responsible: Hub Leader. The Hub leader should convene two reflection events using the Hubs Tracking tool at 6 monthly intervals.

Who contributes: Hub Leaders, members of the Hub team, Swedish facilitator, and any other relevant individuals.

Period and frequency: Every 6 months.

Future task 3: Change stories for Hubs

Task/approach and process to be used: *Change stories capture emerging and more established outcomes, contributed to by the Hub's work.*

Who is responsible: *Hub Leader and C&E Lead. The Hub leader and C&E lead should ensure the documenting of 2-3 change stories per year. More guidance is provided in the template.*

Who contributes: *Hub Leaders, members of the Hub team, Swedish facilitator, and any other relevant individuals.*

Period and frequency: *2-3 Change Stories annually.*

4. Change Project MEL

Change Projects continue to capture their progress along their ToCs using the tools established in Phase 2.

[1. Link to Project Annual Report template](#)

[2. Link to 6 monthly ToC checklist](#)

[3. Link to Change Story Template](#)

[4. Link to After Action Review](#)

[5. Link to Key Meetings Tracker](#)

[6. Link to End of Project Report](#)

Task: Change Project reporting

Level: Change Project

Task/approach and process to be used: Annual report template and AgriFoSe2030 MEL Tools.

Who is responsible: Swedish Facilitator with Change Project team leader: An annual project report is produced by the project Team Leader, which includes a review of the ToC, using the Annual Project Report Template.

Annual reports are supported by the AgriFoSe2030 MEL tools by project teams, and the reports should include information from a minimum of four MEL activities per year, including at least one change story.

A six-monthly update is required. However, this is not in a report format but can be only highlights or similar, sent to the C&E team and Hub leaders in preparation for the mid-point review meeting.

Who contributes: Swedish facilitators discuss the draft report with the project team, adjust it, and discuss with the C&E team.

Period and frequency: Annual main report, check in every sixth month; MEL Tools 4 per year