

MEL Framework Checklist

A practical checklist for making monitoring, evaluation, and learning useful while programs are still running.

1. Foundation checks

- Define the decisions the MEL system must inform, not only the indicators it must report.
- Map data owners, review cadence, data quality risks, and feedback loops.
- Separate output indicators, behavior signals, trust signals, and learning questions.
- Agree how evidence will trigger program adaptation.

2. Minimum viable dashboard

Signal	Frequency	Use
Reach and exposure	Weekly or monthly	Identify whether the program is reaching the intended segment.
Behavior proxy	Monthly	Show whether target actions are moving before final outcomes arrive.
Community feedback	Continuous	Surface trust barriers, rumors, confusion, and inclusion risks.
Partner performance	Monthly	Adjust coaching, tools, and delivery routines.

3. Learning rhythm

A useful MEL system has a recurring learning meeting, a short decision memo, assigned owners, and visible follow-up. Without that rhythm, data becomes reporting rather than management intelligence.

Prepared as a practical lead-generation resource for prospective Laki Consortium consulting engagements.