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Step 2: Understand MEAL requirements in the s/EAP template and assessment criteria

If your National Society is working on s/EAPs as your approach to anticipatory action, everyone involved in monitoring and evaluating your s/EAP interventions should understand the minimum requirements set out in the s/EAP template and be involved in deciding how to meet them. Requirements for the sEAP and full EAP are slightly different. Monitoring, evaluation, accountability, and learning are referenced in two areas of a full EAP: section 7 requires you to outline your plans for monitoring, evaluating, and learning from EAP activations and the IFRC Operational tables require you to plan activities and processes for Community Engagement and Accountability. Quality criteria for the full EAP require you to have a plan for the following:

1. assess the impact of the early actions and the extreme event after each activation;
2. identify if all activities were carried out as planned and document how early actions were;
3. learn from the process to improve the system in the future.

Despite requesting a plan for evaluating impacts and the implementation process, at present, the IFRC-DREF only requires that National Societies conduct a (mandatory) lessons learned workshop following activation. The lessons learned workshop can provide insights into implementation (objective two) and can be used to learn from the process (objective three), but it cannot by itself be used to assess impacts.

Instead the lessons learned workshop gathers actors involved in the activation to share experiences, identify and discuss achievements and challenges, and develop recommendations on how to improve future activations or subsequent versions of the s/EAP. When well designed, the workshop is an opportunity to engage external stakeholders and foster collaboration, buy-in and/or team building among relevant actors. IFRC guidance on how to conduct such a workshop and what it should cover is available in the [toolbox](#). The activities and agenda are designed to be accessible to National Societies, should not require outside expertise or facilitation (unless desired), and can be planned after the activation has been completed. Examples of high-quality lessons learned workshop reports can be found in the [toolbox](#).



Time to complete DREF-funded MEAL activities

If DREF funds will be used to fund an s/EAP lessons learned workshop or other MEAL activities, they must be completed within the operational timeframe. This timeframe is generally the lead-time plus 3-months, though the lead time for fast-onset events is included in the timeframe, as indicated below. National Societies may ask for a no-cost extension of up to three months if they are responding to the disaster that prompted the EAP activation or another hazard event. This allows them additional time to pay the expenses but does not increase the budget. National Societies may still complete lessons learned workshop or other activities after the end of the operational timeframe, but any associated costs cannot be paid by the IFRC-DREF.

Hazard Lead Time	Operational Timeframe
3-7 days	3 months
3 months	3 months + 3 months = 6 months
6 months	6 months + 3 months = 9 months

Requirements for the sEAP are somewhat lighter. Like the full EAP, an sEAP should include plans for monitoring, evaluation and community engagement and accountability in the operational matrix and budget. The only quality criterion explicitly required and considered in monitoring and evaluation section of the sEAP is that the protocol “must include a reasonable budget for a lessons learned workshop with partners and IFRC.” The objectives and guidance for the workshop are the same as for the full EAP (see above).