

BASIC PROJECT MONITORING AND EVALUATION TRAINING

Monitoring and Evaluation is an integral part of development work. M&E processes begin with project design through planning, project implementation and impact assessment. M&E systems help track plans and provide verifiable indicators for activities planned and implemented. A very important activity in decision-making processes affects the success or failure of a project. As such, the ability of a developmental worker to develop, and effectively implement, a comprehensive M&E plan is a vital skill for any project / program's success.

The course takes the learners through M&E results chain from project planning outputs and outcomes, through impact. The course will help participants to understand the key elements of M&E such as information gathering, data collection and knowledge management, which are key attributes in decision making for effective project / program interventions.

The course will introduce learners to tools and techniques to measure and report project / program results to the stakeholders. At the end of the course, the participants will become familiar with the component of an effective monitoring and evaluation plan, and methods and tools to conduct data collection, statistical analysis and reporting, and will help participants understand the key components for effective M&E in order to improve management performance and evidenced based decision-making.

Course Contents:

1. Introduction to M&E
 - Understand the differences between monitoring and evaluation, and the specific roles they play in the project cycle.
 - Be familiar with different evaluation foci and types through the project cycle.
2. Theory of Change & Logical Framework
 - Learn how to develop a Theory of Change.
 - Learn how to translate a Theory of Change into a Logical Framework.
3. Indicators
 - Understand what an indicator is.
 - Learn how to design M&E indicators.
 - Be familiar with the organization's Core Indicators.
4. Data collection
 - Understand what data to collect for M&E and how.
 - Learn commonly used quantitative and qualitative data collection methods.
 - Be familiar with the most common sampling methods.
5. M&E and project planning
 - Learn how to develop an actionable M&E plan.
 - Learn how to prepare an Annual Workplan and Budget.

Course Objectives:

By the end of training, participants will be able to:

- ✚ Identify the main purpose of monitoring and evaluation (M&E).
- ✚ Understand fundamental M&E concepts and terminology.
- ✚ Develop Theories of Change and Logical Frameworks.
- ✚ Design indicators and apply common data collection methods.
- ✚ Understand how to link M&E to project planning effectively.

Course Methodology:

This training includes in-depth lectures, workshops, group and individual work, and plenary presentations. Participants will provide with a handbook, templates, and toolkits. There will be a pre-test and post-test to assess knowledge and skills.

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