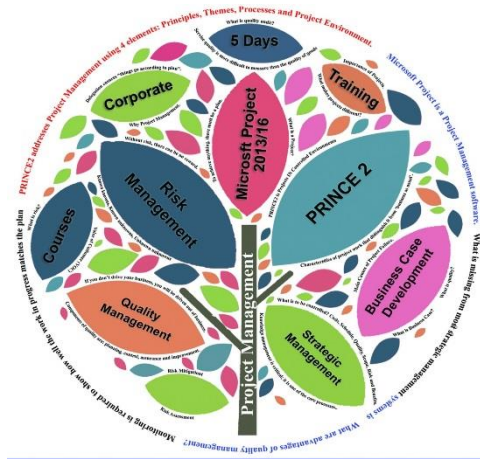




Monitoring & Evaluation Course Outline



- **Course Duration options:**
 - ✓ **Face-to-face training** – 6 weeks (2 days a week @ 2 hours per session)
 - ✓ **5 day training** (Mon – Friday)
- **Cost:** £300 UK and US\$300 for international

Monitoring & Evaluation (M& E) is a project management technique which uses the project life cycle to strengthen project planning and implementation to enhance stakeholder engagement. M& E strategy outlines the evaluation of project milestones, methodology/framework, monitoring outputs, outcomes and impacts. The M&E plan details project objectives and implementation procedures.

At the heart of M& E system are tools, techniques and models that support decision-making, planning, analysing, reporting interlinked activities and processes. These are theory of change, frameworks, objectives and indicators.

All projects require **monitoring**. However, we tend to focus more on the direct project management activities and seem to forget the role of M&E that that's place in the background as the project team work on the project. Though used mainly in development organisations (NGOs), M&R tools are vital to every project manager.

1. Introduction to M&E Lifecycle

- Designing the logic models
- Planning for M&E
- Collecting Data

- Analysing Data
- Using the Data

2. Designing Phase

- Needs identification
- Theory of Change (ToC) tools
- ToC logic mechanism
- How to use ToC
- Designing Results Framework
- Designing Logical Framework
- Assessing project performance using Indicators
- Quantitative and qualitative measurement methods

3. Planning Phase

- Performance Management Plan
- Designing Evaluation Plan
- Summary Evaluation Table tool
- Terms of Reference tool
- Communication Plan
- Feedback & Response mechanisms
- Developing a Learning Plan

4. Data Collection Phase

- Designing Quantitative Data Collection tools
- Designing Qualitative Data Collection tools
- Data sampling

5. Data Analysis

- Conducting data analysis and interpretation
- Data visualisation
- Quantitative analysis
- Qualitative analysis

6. Data Use

- Decision making
- Learning from project
- Getting new ideas (increasing benefits)
- Understanding how new product works