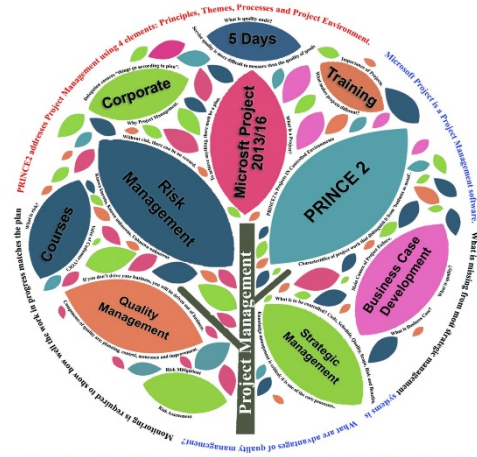




Monitoring & Evaluation Course Outline



- **Course Duration options:**
 - ✓ **Online training** – 6 weeks (2 days a week @ 2 hours per session)
 - ✓ **5 day training** (Mon – Friday)
- **Cost:** £500 UK and US\$500 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