EXECUTIVE COURSE – MONITORING AND EVALUATION – PLANNING & PRACTICE

Contact Persons

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Course Name:	**Executive Course in Monitoring and Evaluation – Planning & Practice**
Total Course hours:	**24 hours (In class=18, Exercises=6)**
Language:	**English**
Training type:	**Hands on training and use of case studies**

INTRODUCTION

The growing International demand for transparent and quantifiable development results has led to pressure to measure intervention results and improve program responses. M&E are symbiotic processes that are used to measure results and thereby improve aid effectiveness. Monitoring and Evaluation is crucial in supporting programme and project implementation, contributing to organizational learning, upholding accountability, providing opportunities for stakeholder feedback to be captured and promoting evidence-based decision making.

Lida Africa, has therefore organized a training aimed at equipping participants with knowledge and skills for designing and implementing effective Monitoring and Evaluation within their programmes/projects.

This workshop focuses on the planning and practice of monitoring and evaluation (M&E) in the development sector. This course will provide a thorough understanding of M&E concepts, paradigms and principles and a pragmatic step-by-step training for designing, implementing and operationalization of impact oriented M&E systems in developmental programs. Participants will be imparted with insights for justifying investments in M&E, developing logical & results framework with clear goals, outcomes, outputs, and activities, writing clear & useful indicators, identifying & evaluating data sources, data collection methods, and data quality, conducting various types of evaluation methodologies and disseminating M&E results for learning throughout the project cycle.

WHO SHOULD ATTEND?

This training is ideal for managers and researchers from development organizations, foundations, governments and non-governmental organizations, as well as M&E professionals and students. It's for people wanting to have a wide exposure to project monitoring, evaluation and learning. **No Prior attendance of any M&E course is required.**

LEARNING OBJECTIVES
- To equip trainees with the understanding of concepts, tools and processes for Monitoring and Evaluation of projects and Programmes.
- To equip participants with skills of designing impact oriented M&E systems for projects, programme& interventions.
- To share knowledge, experiences& best practices in M&E.

COURSE SESSIONS
Session 0: Introduction to the course
- Registration, Introduction , Expectations, General norms, Pre-test
- Workshop goals & Time table

Session 1: M&E concepts and Principles
- Introduction to Monitoring &Evaluation

- Rationale for M&E

Session 2: Designing Projects & their Linksto M&E
- Problem Analysis
- Goal setting and objectives

Session 3: M&E frameworks
- Logical framework Approach,
- Theory of change,
- Results framework
- Developing CREAM indicators

Session 4: Setting up Functional M&E
- The 12 components of an M&E system
- Participatory M&E
- Steps of setting up M&E System

Session 5: Conducting Developmental Evaluations – the Road to Results
- Types of Evaluations
- Evaluation methodologies
- Working with a counterfactual
- Designing and conducing an Evaluation Survey

Session 6: Data collection, Quality Assurance &Data Storage
- Understanding M&E Data, its Concepts, types & variables
- Sample size determination and sampling methodology
- Data sources, collection methods and techniques
- Data storage and security

Session 7: Data analysis and M&E Report Writing
- Conducting Univariate, Bivariate analysis & Cross tabulations
- Creating pivot graphs and charts
- Updating & formatting PivotTable
- Data Use, dissemination and feedback

Session 8: Workshop Closure
- Participant presentations, Final assessment
- Post-test &Final workshop evaluation