



# Institute for Capacity Development (ICD)

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## Methods and Tools for Project Monitoring and Evaluation

### Course Objectives

On completion of the course, participants should be able to:

- Understand methods for assessing economic, social, environmental and institutional impact
- Plan a monitoring and evaluation project
- Develop evaluation questions that address stakeholders needs
- Effectively communicate monitoring and evaluation data.
- Explain the role of community leadership in project development
- Provide tools for project control and evaluation
- Improve professional capacity to formulate, monitor and evaluate projects
- Understand consultation procedures for effective communications and coordination
- Develop own Monitoring and Evaluation Action Plan to implement on-the-job

### Target Groups

- Project managers
- Project coordinators
- Senior Project Officers
- Development Project Officers in Government, Private Sector and NGO's
- Officials from Project Management Units, Project M&E Units, Contract Compliance/Performance Monitoring Units, and Procurement Units

### Course Outline

- Project management concepts and principles
- Project Cycle management
- Project stakeholder analysis
- Tools for project Implementation
- Tools for project control
- Defining scope of monitoring and evaluations
- Monitoring Tools, Methods and Procedures
- Evaluation Types (process evaluation, impact evaluation)
- Evaluation Models (pre and post evaluation, case control )
- Evaluation Planning, Design and Implementation
- Performance indicators and common rating systems
- Techniques of project monitoring auditing
- Project evaluation techniques
- Evaluating project management systems and practices

- Designing management monitoring systems
- Measuring results and impacts
- Assessing economic, social and environmental impact
- Post-project evaluation
- Monitoring & Evaluation Indicators and Measurements
- The LOGFRAME Approach
- Gantt Charts and PERT Analysis
- Formal surveys
- Rapid appraisal methods
- Participatory methods
- Conducting surveys and other social studies
- Monitoring & Evaluation Systems and Tools
- Organizational issues in managing information and data
- Monitoring and Evaluation Data Analysis and Interpretation
- Determining and presenting data outputs
- Consultative communications with stakeholders
- Developing the Project Performance Audit Report
- Database Management
- Action planning

Dates: 05<sup>th</sup> – 16<sup>th</sup> June 2017

Duration: 2 Weeks

Course Costs: US\$2850/delegate

Venue: Pretoria, RSA