Institute for Capacity Development (ICD)

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Advanced Project Monitoring and Evaluation for Development Projects

Course Objectives

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

- Develop an understanding of the characteristics of an effective M&E system
- Explore how to design and manage an effective M&E system
- Apply an M&E Framework (plan) to consider and clearly delineate the different operational aspects of M&E
- Understand the importance of, and ensure the use of effective participatory methods
- Design and implement a new or improved results based monitoring and evaluation system in organisations
- Identify key success areas and performance indicators

Target Group

- Project managers
- Project coordinators
- Senior project Analysts
- Heads of Projects
- Senior Project Officers
- Project Controllers
- Donor Coordination officers
- Development Consultants and Officers

Course Outline

- General Management Principles and Practises
- Overview of Project Management
- Overview of Monitoring and evaluation (M & E)
- Position of Monitoring and Evaluation in Project Management Phases
- Difference between monitoring and Evaluation
- The need and importance of M & E
- M&E as a Component of the Project Planning & Implementation Process
- Planning an evaluation
- Tools for project control
- Monitoring tools
- Designing a Monitoring System

- Components of monitoring and Evaluation system
- Risks and Assumptions
- Designing Logical Framework
- Structure & format of M&E Framework
- Preparing for Evaluations
- Selecting Indicators
- Deciding Data Collection Strategies
- Developing Data Collection Instruments
- Monitoring Tools, Methods and Procedures
- Evaluation Types (process evaluation, impact evaluation)
- Evaluation Models (pre and post evaluation, case control etc.)
- Evaluation Planning, Design and Implementation
- Planning the Flow of Information
- Designs for Evaluation
- Introduction to sampling
- Research Ethics and Informed Consent in M&E
- Introduction to data analysis
- Stakeholder Analysis
- Key Performance Indicators
- Responding to Monitoring Results
- Critical Success Factors
- Report writing skills
- Action Planning

Dates: 11th – 22nd March 2024

Duration: 2 weeks

Course Costs: US$3150/delegate

Venue: Windhoek, Namibia