



# Institute for Capacity Development (ICD)

22 Hamutenya Wanahepo Ndadi Street, De Jager Building, Olympia | P O Box 10193, Khomasdal, Windhoek, Namibia |  
Phone: +264-61-401445 | Cell: +264816303279, +264813866883 | Fax: +264-61-401446 | E-mail: [coordinator@icdtraining.com](mailto:coordinator@icdtraining.com)

## Advanced Project Monitoring and Evaluation (M&E) 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 Skills
- Overview of Project Management
- Overview of Monitoring and evaluation (M & E)
- The need and importance of M & E in development projects
- Linking Project to programme and national strategies
- M&E as a Component of the Project Planning & Implementation Process
- Models of evaluation
- Planning an evaluation
- Tools for project control
- Development Project Monitoring
- Designing a Monitoring System
- Techniques of project monitoring auditing
- Evaluating project management systems and practices
- Designing management monitoring systems
- Community involvement in Projects monitoring
- Coordinating with national bodies, project steering committees, and project staff

- Evaluating social and institutional change
- Measuring results and impacts
- Assessing economic, social and environmental impact
- Selecting Indicators
- Deciding Data Collection Strategies
- Developing Data Collection Instruments
- Monitoring Tools, Methods and Procedures
- Evaluation Types (process evaluation, impact evaluation)
- Designing and Implementing Development Project Evaluation
- Planning the Flow of Information
- Dealing with multiple projects
- Stakeholder Analysis
- Key Success Areas and Logic Models
- Key Performance Indicators
- Responding to Monitoring Results
- M&E Challenges
- Critical Success Factors
- Computer applications
- Database Management
- Action Planning

Dates: 18<sup>th</sup> – 29<sup>th</sup> September 2017

Course costs: US\$3150

Duration: 2 Weeks

Venue: Windhoek, Namibia