

Monitoring and Evaluation (5 days)

How to prepare and successfully implement a monitoring and evaluation plan

Course overview

Monitoring and evaluation provide answers to questions regarding the output, effects and impact of the project or program in the life of the target population. It establishes the necessary linkage among a set of activities undertaken in project planning and management: identification of problems, feasibility study, design of the project/program, approval process, organization, implementation and supervision processes, completion, evaluation and follow-ups.

Information secured through monitoring and evaluation must be relevant, i.e. geared to specific needs of program and project administrators; timely, i.e. available and accessible at the time decisions are taken; and accurate, i.e. reliable and empirically verifiable.

The course helps the participants to determine the relationship between program inputs, activities and outputs as well as the influence of external factors on program performance. It provides tools for improving project and program management. This course aids the participants in determining the results attained by the project activities designed to accomplish goals and objectives.

During the course, the participants will develop monitoring and evaluation plans in work groups or individually. The results will be presented by the participants and debated. The course is highly interactive and will enable the participants to develop tools that will help them to monitor, assess and evaluate their projects on a periodic basis.

Who should attend

The course will benefit in particular:

- Project managers
- Supervisors and department heads who lead the project planning process
- Team leaders of a project
- NGO staff, community leaders and officers involved in designing and implementing a project

Learning objectives: How you and your organisation will benefit

On this course, participants will be able to:

- Understand the role and challenges of NGOs vis-à-vis the development concerns of the community
- Become familiar with the project development cycle
- Describe the different criteria of donor agencies in supporting and assessing a project or program
- Define the key concepts of monitoring and evaluation
- Illustrate the framework of monitoring and evaluation
- Discuss the different methodologies and tools for monitoring and evaluation
- Design and formulate tools for monitoring and evaluating programs and projects.

Course programme

Day 1	<p>Introduction</p> <ul style="list-style-type: none"> • Development Perspectives and Goals • Donor Criteria for successful Project and Program Management • Project Development Cycle • Definition of the Key Concepts • Logical Framework Analysis <p>Overview Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Definition of the Key Concepts • Logical Framework Analysis
Day 2	<p>Methodology for Monitoring</p> <ul style="list-style-type: none"> • Qualitative Indicators and Methods - Review of Facilitating Skills • Quantitative Indicators and Methods - Review of Interviewing Techniques • Combination of qualitative and quantitative methods <p>Methodology for Evaluation</p> <p>Five key evaluation questions:</p> <ul style="list-style-type: none"> • Relevance • Effectiveness and Efficiency • Impact and Sustainability • Differences in the use of these criteria among international agencies
Day 3	<p>Designing the Monitoring and Evaluation Plan</p> <ul style="list-style-type: none"> • Organization and Coordination • Developing Performance Indicators • Formulating the Terms of Reference and the Questionnaire • Preparing Monitoring Forms and Accomplishment Reports <p>Workshops on Developing Monitoring and Evaluation Plans</p> <ul style="list-style-type: none"> • Group work on case studies
Day 4	<p>Continuation of Workshops on Development of Monitoring and Evaluation Plans</p> <ul style="list-style-type: none"> • Group work on case studies • Presentation of monitoring and evaluation proposals • Discussion of proposals
Day 5	<p>Troubleshooting</p> <ul style="list-style-type: none"> • Monitoring of information and information flow • Indicators and Evaluations • Implementation of recommendations • Summary of good practices and lessons learned

Individual consultations

Participants obtain an individual consultation from the trainer during or after the course on how to further develop a project of your own, or on another subject of their choice.

Course venue

Check the course dates at the NMS website for the updated list of courses. If there is no course in your country yet, your and your organisation can bring courses on NGO management directly to NGOs in your country rapidly and easily. For information about the partnership approach, the benefits for partner organisations and the three simple steps which are necessary to organize the first training course for NGOs in your community, please refer to the NMS website.