

Monitoring and Evaluation

Welcome to this journey of turning yourself from ZERO to HERO in monitoring, Evaluation, Accountability and Learning

The beginner to expert training in Monitoring, Evaluation, Accountability and Learning Course. It covers all the topics necessary to declare yourself expert as Monitoring and Evaluation specialist.



**INFOPORT
AFRICA**
SIMPLIFY YOUR LIFE

Who this course is for:

Beginners and Experts who are curious in project monitoring and Evaluation world

WHAT YOU'LL LEARN

What Monitoring really is
What Evaluation really is
Why Monitoring and Evaluation is Important
How Monitoring and Evaluation is done
Who conducts Monitoring and Evaluation

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WHAT'S INCLUDED

Expert Facilitator
Training Material
Certificate of Completion

Monitoring and Evaluation

This training equips you with basic knowledge on Monitoring and Evaluation.

After this course, you will:

- know what Monitoring and Evaluation a programme, policy or service is.
- understand the difference between monitoring and evaluating.
- understand that measuring is about reducing uncertainty.
- know the difference between data, information and knowledge.
- work with a results chain in the context of development and governance programmes, policies or services.
- understand inputs, activities, outputs, outcomes and impact.
- understand the difference between quantitative and qualitative data.
- understand the difference between secondary and primary data.
- know some key tools to collect data yourself.
- know how to design high-quality, effective indicators .

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Day One

Welcome

What is monitoring?

What are evaluations?

How do we measure?

Reducing uncertainty

What are results?

What is Data?

Data, information and knowledge

Quantitative and qualitative data

What are indicators?

Why indicators?

Elements of an indicator

Position of Monitoring and Evaluation in Project Management Phases

Evaluation Criteria

Types of Evaluation

Objectives of Monitoring and Evaluation

Difference between monitoring and Evaluation

Components of monitoring and Evaluation system

Who should be involved in M&E Activities?

Introduction to results chain

Results chain in details

What is logical Framework?



Description of logical Framework

Means of verification

Risks and Assumptions

Background to logical framework

Designing Logical Framework

When do we use logical framework?

Introduction to M&E Framework

Format and structure of M&E Framework

Introduction to Monitoring and Evaluation Methods

Surveys/Interviews Method

Direct Observation Method

Focus Group discussion Method

Data Triangulation

Monitoring and Evaluation Tools

Data types

Questionnaire

Designing Questionnaire

Tips on questionnaire designing

Practical questionnaire designing

Focus Group Discussion Guide

Practical Focus Group Discussion guide designing

Key informant interview guide

Observation Checklist

Day Two

The concept of effective M&E

Setting objectives & targets that facilitates effective M&E

M&E Methods and tools

Results-based M&E

Participatory M&E

Logical Framework Analysis (LFA)

Earned Value Analysis

Collecting, analyzing and storing M&E information

Communicating and Reporting M&E findings

Result Based Management

Interventions: problems & responsibilities

Results-Driven intervention

Types of monitoring

Activity Monitoring

Scope of activity monitoring

Connecting data with results

Situation Monitoring

Result Monitoring

Preparation (forms)

Data collection/processing/analysis and reporting

Implementation of recommendations

Preparation (terms of reference/forms)

Implementation of recommendations

Troubleshooting

Result based M&E outline

Essential actions to build result based M&E

Result based M&E cycle

The power of measuring results

Formative research

Situation analysis

Needs assessment

Tools to conduct a needs assessment

Illustrative examples of situation analysis and mappings

The result chain

Impact path ways

Logical framework vs. Theory of change

Developing a theory of change

Components of a theory of change

Why are M&E frameworks important?

Considerations when developing an M&E framework

Steps in developing and M&E framework

Results frameworks

Logical frameworks

What does an M&E plan include?

Important considerations for an M&E plan

When should M&E be undertaken?

When monitoring activities should be carried out?

Day Three

When should evaluations be conducted?

Can M&E plans be amended?

Evaluation questions

Steps to developing evaluation questions

Designing evaluations for stakeholder benefit and use

Choice and use of qualitative and quantitative collection instruments

Participatory data analysis

Communicating findings meaningfully for comprehensive stakeholder learning

What is baseline data and how is it collected?

Needs assessment versus baseline study

Questions to ask about a baseline plan

What kind of baseline data is necessary, useful and practical to collect?

Examples of baseline surveys

Quantitative data

Methods for collecting quantitative data

Challenges and limitations of quantitative methods

Qualitative data

Methods for collecting qualitative data

Pre/post intervention focus group discussions

Pre/post intervention interviews

Illustration and example with selected participatory methods

Developing a communications strategy based on evaluation findings.

Communicating findings to bring about change.

Presenting M&E results using different media.

Different uses of M&E results

To whom to give feedback

When to give feedback

How to give feed back

Embedding learning for personal and organizational benefit

Becoming change agents for M&E.

Becoming an M&E champion

END OF TRAINING



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