



## **TRAINING ON EFFECTIVE MONITORING & EVALUATION FOR PUBLIC AND DONOR-FUNDED PROGRAMMES**

### **INTRODUCTION**

This training introduces key principles and practices in the management, monitoring, and evaluation of international development projects, and equips participants with project management, Monitoring, and Evaluation skills. The training blends planning and management principles with skill development related to data collection and analysis.

### **FOR WHOM IS THIS TRAINING INTENDED?**

This training is intended for Project Management Officials, government officials, department heads and program managers; policy makers and program implementers; development practitioners and activists and NGO and CSO members, University Researchers among others.

### **TRAINING DURATION**

10 days.

### **OBJECTIVES**

The training is aimed at introducing and equipping participants with skills in;

- Understand the concepts of monitoring and evaluation
- Designing M&E systems and frameworks
- Understand the framework
- Preparation and implementation of monitoring and evaluation
- Determine relevant indicators and data necessary for evaluation
- Defining realistic expected results based on appropriate analysis
- Monitoring progress toward results and resources consumed with the use of appropriate indicators

### **TRAINING CONTENT**

#### **Module 1: Basic Concepts in monitoring and evaluation**

- Introduction to M&E
- M&E and the project/programme cycle
- Importance of M&E
- Purposes and uses of M&E
- Identifying gaps in M&E
- Barriers to effective M&E
- Introduction to Problem Analysis

#### **Module 2: Results-based M&E**

- Definition of Result Based M&E
- Why results-based management?
- Results-based M&E outline and cycle
- How to use results-based management M&E

- Result Based M&E tools
- The performance Indicators and performance measurement framework
- Steps to complete a Performance Measurement Framework

## **Module 3: Readiness Assessment & Determination of Outcomes for M&E**

### **Readiness Assessment**

- M&E readiness assessment and its significance
- Aspects of M&E readiness assessment
- How to conduct Readiness Assessment

### **Determination of Outcomes**

- The Importance of Outcomes
- Issues to Consider in Choosing Outcomes to Monitor and Evaluate
- Selecting Key Performance Indicators to Monitor Outcomes
- How to choose Good Performance Indicators
- The Use of Proxy Indicators
- The Pros and Cons of Using Predesigned Indicators
- Constructing Indicators
- Setting Indicators

## **Module 4: Baseline Assessment**

- What is baseline assessment?
- Importance of baseline assessment
- Setting baselines and indicators
- Gathering data on baseline Indicators
- Use of Baseline data on indicators
- Examples of baseline study

## **Module 5: M&E Systems and Frameworks**

- Principles of M&E system
- Identifying the purpose and scope of the M&E system
- Design & set up of M&E system
- Practical on designing the M&E system
- Definition of M&E frameworks
- Developing and implementing M&E frameworks
- Linking M&E frameworks to indicators

## **Module 6: Performance M&E for Results**

- Types and Levels of Monitoring
- Links between Implementation Monitoring and Results Monitoring
- Needs of Every Results-Based Monitoring System
- Evaluation techniques



- Gender disintegration in M&E planning
- Communicating M&E findings
- The Use of Monitoring and Evaluation Findings
- Assessing program impact

## **Module 7: Statistical Concepts, Research Methodology, Data Collection and Management**

- Meaning Qualitative and quantitative data
- Types of variables (Numerical, discrete variables, dummy variables,
- Determination of research designs
- Sampling techniques and sample size
- Designing research tools, Data collection techniques
- Entering categorical and continuous data
- Defining and labeling variables
- Validation and Sorting variables
- Transforming, recording and computing variables

## **Module 8: Tabulation and graphical presentation of data**

- Descriptive Statistics
- Frequency tables
- Tables for categorical data
- Graphs and charts

## **Module 9: Data analysis and interpretation for M&E**

- Hypothesis testing
- Comparing Means.
- Regression and Correlation Analysis
- Interpreting the data
- Introduction to analyzing qualitative data and qualitative data analysis software (NVivo)

## **Module 10: Mobile Based Data Collection (ODK) and mapping**

- Introduction to mobile phone data collection
- Advantages and challenges of Mobile Applications
- Components of Open Data Kit (ODK)
- ODK platforms and formats
- Downloading and install ODK Collect into mobile devices or using APK file
- Designing and creating Forms
- ODK Aggregate Server
- Transform data and Using GPS Coordinates for Mapping/Visualizing

## **CUSTOMIZED TRAINING**

This training can also be customized for your institution upon request. You can have it delivered your preferred location.

P.O. Box 0739167709-00100

Tel: +254 739 167 709

E-mail: [training@versedpro.com](mailto:training@versedpro.com)

[inquiries@versedpro.com](mailto:inquiries@versedpro.com)

Twitter: @VersedPro

Facebook: Versed Professional Services

LinkedIn: Versed Professional Services

Website: [www.versedpro.com](http://www.versedpro.com)



For further inquiries, please contact us on details below:

Tel: **+254 (0) 739167709.**

Email: [training@versedpro.com](mailto:training@versedpro.com)

## **REQUIREMENTS**

Participants should be reasonably proficient in English.

## **TRAINING FEE**

The course fee covers the course tuition, training materials, two break refreshments, lunch, and study visits.

All participants will additionally cater for their, travel expenses, visa application, insurance, and other personal expenses.

## **ACCOMMODATION**

Accommodation is arranged upon request. For reservations contact us below.

Email: [training@versedpro.com](mailto:training@versedpro.com)

Mob: **+254 7739167709**

## **PAYMENT**

Payment should be transferred to Versed Professional Services account through bank 7 days before commencement of training.

Send proof of payment to [training@versedpro.com](mailto:training@versedpro.com)

## **CANCELLATION POLICY**

- All requests for cancellations must be received in writing.
- Changes will become effective on the date of written confirmation being received.
- The appropriate cancellation charge will apply based on the cost of your booking, as shown below.
- In the event of an individual named on the booking form cannot attend, we will accept substitution of another delegate on the condition that written notification of the substitution has been received by us prior to the course date and an administration fee of \$ 34 plus VAT has been paid.

## **COURSE PROVISIONS**

- Accommodation and travel are the responsibility of the candidate.
- A buffet lunch and two teas are provided on all full day courses during training dates unless otherwise stated. The cost is included in the price quoted. Any special dietary requirements need to be notified in writing to VPSL in advance before commencement of the training

## **FORCE MAJEURE**

P.O. Box 0739167709-00100

Tel: +254 739 167 709

E-mail: [training@versedpro.com](mailto:training@versedpro.com)  
[inquiries@versedpro.com](mailto:inquiries@versedpro.com)

**Twitter:** @VersedPro

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**Website:** [www.versedpro.com](http://www.versedpro.com)



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## **REGISTRATION LINK**

<https://versedpro.com/index.php/training-events/project-management-monitoring-evaluation-training/training-on-effective-monitoring-evaluation-for-public-and-donor-funded-programmes-3i-4/individual-registration>

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