



Institute for Capacity Development

Suite 3B, Third Floor, Capital Centre Building, Werner List Street, Windhoek, Namibia;
PO Box 10193, Khomasdal, Windhoek, Namibia;
Phone: +264-61-401445; Fax: +264-61-401446; Cell: +264-81-3866883; Cell, +264-81-4219013;
Email: enrol@icdtraining.com
Website: www.icdtraining.com

PROJECTS MONITORING AND EVALUATION

Course Objectives

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

- Recognizing basic elements for the planning of M&E.
- Identify the critical attributes of well-formulated Indicators.
- Identifying the critical attributes of well-formulated Assumptions that can be monitored.
- Distinguishing between project monitoring, formative evaluation and summative evaluation.
- Plan a monitoring and evaluation project
- Develop evaluation questions that address stakeholders needs
- Effectively communicate monitoring and evaluation data.
- Provide tools for project control and evaluation

Target Group

- Project managers
- Project coordinators
- Senior project Analysts
- Senior Project Officers
- Project Controllers
- Donor Coordination officers
- Development Consultants and Officers
- Development Project Officers in Government, Private Sector and NGO's

Course Outline

- Project management concepts and principles
- Project Cycle management
- Problem Diagnosis techniques –Project stakeholder analysis
- Analysis of Institutional Framework
- Resource and Activity planning and scheduling
- Project Risk Analysis
- Tools for project Implementation
- Tools for communication management
- Tools for Human Resources Management
- Tools for project control
- Monitoring tools
- M&E as a Component of the Project Planning & Implementation Process
- Monitoring Tools, Methods and Procedures
- Evaluation Types (process evaluation, impact evaluation)
- Evaluation Models (pre and post evaluation, case control)
- Evaluation Planning, Design and Implementation
- Project evaluation techniques
- Dealing with multiple projects

- Tender and contract management
- Report writing skills
- Writing project reports and proposals
- Documentation and Report Presentation Skills
- Tools for project closure
- Project success and failure factors
- Computer applications
- Action Planning

Dates: 19th – 30th July 2010

Duration: 2 Weeks

Course Costs: US\$3150

Venue: Windhoek, Namibia



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Application/ Nomination Form

Organisation _____

Department _____

Email address _____

Postal address _____

Phone numbers

Course Title/ Code _____

Attendance Month/ Dates

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

Attach a separate list in cases where the delegates are more than six (Applications can also be submitted online or by email).

Expected Benefits from participation

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Authorised Signature: _____ Position _____ Date: _____