



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

Advanced Project Monitoring and Evaluation (M&E)

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 Practises
- Overview of Project Management
- Overview of Monitoring and evaluation (M & E)
- The need and importance of M & E
- M&E as a Component of the Project Planning & Implementation Process
- Models of evaluation
- Planning an evaluation
- Tools for project control
- Designing a Monitoring System
- Preparing for Evaluations
- Selecting Indicators
- Deciding Data Collection Strategies
- Developing Data Collection Instruments
- Monitoring Tools, Methods and Procedures
- Evaluation Types (process evaluation, impact evaluation)
- Evaluation Models (pre and post evaluation, case control etc.)
- Evaluation Planning, Design and Implementation
- Planning the Flow of Information
- Designs for Evaluation
- 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
- Report writing skills
- Computer applications
- IT and D-Base Management
- Action Planning

Dates : 07th – 18th November 2011

Duration : 2 weeks

Course Costs : US\$3250

Venue : Pretoria, South Africa.



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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 _____

Authorised Signature: _____ Position _____ Date: _____