



Institute for Capacity Development

Suite 3B, Third Floor, Capital Centre Building, Werner List Street, Windhoek, Namibia;
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Results Based Monitoring and Evaluation of Development Projects

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

- Recognizing the elements for the planning of Monitoring and Evaluation systems.
- Identify national and firm projects and programmes to be implemented
- Identify the different stakeholders and their roles.
- Define key results and develop a logic model to show how they are connected.
- Develop indicators and obtain data.
- Design a system to gather, store, transmit and use information.
- Anticipate and overcome challenges
- Identifying the critical attributes of well-formulated Assumptions that can be monitored.
- Plan a monitoring and evaluation instrument
- Develop evaluation questions that address stakeholders needs
- Effectively communicate monitoring and evaluation data.
- Use the developed monitoring and Evaluation for effective policy implementation

Target Groups

- Project managers
- Project coordinators
- Senior project Analysts
- Senior Project Officers
- Economists
- Policy Planners
- Donor Coordination officers
- Development Consultants and Officers
- Development Project Officers in Government

Course Outline

- Introduction to RBM – Monitoring and Evaluation(RBME)
- RBME Conceptual framework
- Understanding how organisation-level M&E differs from project-level M&E.
- Analysing the main features of a results-based M&E system.
- Identifying the six stages of building or reforming a results-based M&E system.
- Comparing your organisation's existing approach to a results-based M&E system
- Monitoring and the project cycle
- Purpose of monitoring
- Knowing the Results Chain
- Undertaking a Readiness Assessment
- Linking Project to programme and national strategies
- Preparing the Logical Framework for Monitoring and Evaluation
- Using and understanding the Logical Framework for project design, monitoring and evaluation
- Formulating indicators and using baseline data

- Undertaking Stakeholder Mapping and Analysis
- Tools for Result Based Project Monitoring and Evaluation
- Designing the system and preparing to implement it
- Planning for implementation
- Developing organisational structures and processes to make optimal use of M&E data.
- Tools for collecting data and engaging stakeholders
- Monitoring Activities, Outputs, Assumptions and Stakeholder responses
- Data capture and recording
- Review monitoring templates
- Who, how and when to collect monitoring data
- Formative and Summative Evaluation
- Preparing the Narrative Report
- Reporting project progress and findings
- Post project evaluation
- Mainstreaming project results
- Database Management
- Action planning

Duration: 2 weeks

Course Costs: US\$3250

Dates: 03rd – 14th October 2011

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: _____