BLACKBIRD FOR TRAINING

Modern Trends in Monitoring & Evaluation

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Accra (Ghana)

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PARTNER



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Introduction

Monitoring and Evaluation M&E are essential components in project management and performance measurement. This course offers a comprehensive guide to understanding the monitoring and evaluation process and demonstrates how it can be used to assess project outcomes, outputs, and impacts. The course provides a step-by-step approach on how to effectively monitor and evaluate performance and how to make adjustments when necessary.

While the focus of the course is on internal monitoring and evaluation, it also covers the role of external evaluations and the contribution of field teams in providing valuable feedback. The course incorporates Results-Based Management RBM, a management strategy that emphasizes performance and result-oriented project delivery. Participants will learn how to implement monitoring and evaluation best practices to improve project outcomes and ensure alignment with organizational goals.

Course Objectives

By the end of this course, participants will be able to:

- Understand and apply monitoring and evaluation techniques to measure the results of projects effectively.
- Utilize Results-Based Management RBM for improved project performance.
- Build and develop robust monitoring and evaluation systems to track project progress.
- Identify and analyze the outcomes and impacts of interventions through effective evaluation and monitoring.
- Differentiate between evaluation and monitoring and understand their distinct roles in project management.



Course Outlines

Day 1: Understanding the Importance of Monitoring and Evaluation

- Project Cycle Management: Understanding the phases of project management and the importance of monitoring and evaluation at each stage.
- Why measuring results is crucial for project success and long-term impact.
- Introduction to Results-Based Management RBM: A performance-focused approach to managing projects and achieving desired results.
- Understanding interventions, including common problems and responsibilities.
- Overview of monitoring and evaluation M&E: Key definitions, concepts, and frameworks.
- The advantages of monitoring and evaluation in tracking project progress and improving efficiency.

Day 2: Designing Measurable Projects and Programs

- The key steps in designing effective projects with measurable results.
- Design/Planning: How to plan for monitoring and evaluation at the beginning of a project.
- Log frame introduction: An essential tool for designing measurable projects.
- Formulating Objectives: How to set clear, measurable, and achievable objectives.
- Defining Activities: Identifying key activities for successful project execution.
- Establishing indicators and setting baseline data for monitoring progress.
- Identifying external factors that might influence project outcomes.
- Exploring additional programming tools for more effective monitoring and evaluation.

Day 3-4: Sampling, Monitoring, and Data Collection

- Sampling: Key terms, types of sampling, and their relevance to M&E.
- Types of monitoring: A deep dive into the various types of monitoring used in project management.
    - Activity Monitoring: Monitoring the activities in a project, scope, and how to connect data with results.
    - Situation Monitoring: Tracking the context and environment in which the project operates.
    - Result Monitoring: Measuring the actual results of project activities.
- Process of data collection: Methodology, preparation including forms, and the steps involved.
    - Data collection: Techniques for gathering and processing data.
    - Data analysis and reporting: How to analyze data and generate reports.
    - Implementation of recommendations: Using monitoring data to adjust strategies and improve project outcomes.
    - Troubleshooting: Addressing common issues during monitoring and evaluation.
    - Report writing: Crafting effective monitoring and evaluation reports for stakeholders.

Day 5: Internal and External Evaluation



- Internal Evaluation: Methodology, preparation, and data collection process for internal evaluations.
    - Preparing terms of reference and evaluation forms.
    - Data analysis and reporting the findings.
    - Implementing recommendations from internal evaluations to improve project performance.
    - Troubleshooting: Identifying and addressing challenges during the internal evaluation process.
- External Evaluation: Understanding the role of external evaluators in assessing project outcomes.
    - Introduction to the DAC Criteria Development Assistance Committee for external evaluations.
    - How field teams contribute to external evaluations and the benefits of external perspectives.
- OKRs and CFRs:
    - OKRs Objectives and Key Results: What they are, where they come from, and how they are used to measure performance.
    - Google's use of OKRs and its impact on corporate culture and performance.
    - CFRs Conversations, Feedback, and Recognition: How they complement OKRs to create a culture of continuous improvement.
    - How to implement OKRs and CFRs in your projects and organization.

Why Attend this Course: Wins & Losses!

This monitoring and evaluation training is invaluable for professionals looking to improve their project management skills, particularly in performance measurement. Whether you're involved in strategic planning, monitoring, evaluation, and learning, or simply wish to understand how to monitor and evaluate performance, this course will equip you with the skills for monitoring and evaluation necessary to drive project success.

Key benefits of attending this course include:

- Gaining a thorough understanding of the definition of monitoring and evaluation and the difference between evaluation and monitoring.
- Learning the importance of effective monitoring and evaluation and how it can help in achieving measurable results.
- Mastering the basics of monitoring and evaluation and understanding its significance in project management.
- Acquiring the tools and techniques needed to implement monitoring and evaluation best practices for continuous improvement.
- Earning a monitoring and evaluation certificate to enhance your professional qualifications.

Conclusion

Upon completing this course, you will have a solid understanding of monitoring and evaluation principles and the practical skills necessary to design, implement, and improve monitoring and evaluation systems. Whether you're working on a large-scale project or a small intervention, mastering the strategic planning, monitoring, and evaluation processes will enable you to ensure the effectiveness of your projects and achieve desired results. By applying monitoring and evaluation best practices, you can make data-driven decisions that lead to more successful, results-oriented projects.



This course will not only enhance your skills for monitoring and evaluation, but also provide you with the knowledge to evaluate your projects with confidence, ensuring both short-term and long-term success.

