

Monitoring & Evaluation for Contracts Implementation and Project Closure

Berlin (Germany)

4 - 8 November 2024

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Introduction

Project monitoring and evaluation M&E is the very cornerstone of reporting requirements under many projects being implemented across the globe. Consistent and quality reports require that M&E systems are strengthened to sufficient levels that allow for a thorough analysis of findings, cross learning, and measuring the impact of project interventions.

Course Objectives of Monitoring & Evaluation for contracts implementation

- Develop an understanding of the characteristics of an effective M&E system
- Explore how to design and manage an effective M&E system
- Identify national and firm projects and programmes to be implemented
- Understand the importance of, and ensure the use of effective participatory methods
- Design and implement a new or improved monitoring and evaluation system for Development projects
- Develop evaluation questions that address stakeholders needs
- Identify key success areas and performance indicators

Monitoring & Evaluation for contracts implementation Course Outlines

Day 1

Introduction to M&E

- Overview of Project Management
- Overview of Monitoring and evaluation M & E
- The need and importance of M & E in development projects
- M&E as a Component of the Project Planning & Implementation Process

Day 2

Projects Stakeholders

- Community involvement in Projects monitoring
- Stakeholder Analysis
- Coordinating with national bodies, project steering committees, and project staff

Day 3

Data collection, management and data quality

- Deciding Data Collection Strategies

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- Developing Data Collection Instruments
- Monitoring Tools, Methods and Procedures
- Evaluation Types process evaluation, impact evaluation
- Designing and Implementing Development Project Evaluation

Day 4

Projects Evaluation

- Planning the Flow of Information
- Dealing with multiple projects
- Key Success Areas and Logic Models
- Key Performance Indicators
- Responding to Monitoring Results
- Models of evaluation
- Planning an evaluation
- Tools for project control
- Development Project Monitoring
- Designing a Monitoring System
- Techniques of project monitoring auditing
- Evaluating project management systems and practices
- Evaluating social and institutional change
- Measuring results and impacts
- Assessing economic, social and environmental impact
- M&E Challenges

Day 5

Structure and types of indicators

- Design a M&E framework
- Monitoring the M&E framework
- Communicating the M&E framework
- Understanding the roles of key practitioners in the maintenance of the framework
- Facilitate team performance improvements using assessment findings;
- Establish performance standards and monitoring systems - linking individual and organizational processes

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