

# Monitoring & Evaluation for Contracts Implementation and Project Closure

*Geneva (Switzerland)*

*9 - 13 December 2024*

UK Training

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# Monitoring & Evaluation for Contracts Implementation and Project Closure

Code: PM28 From: 9 - 13 December 2024 City: Geneva (Switzerland) Fees: 4700 Pound

## 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

- 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.

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

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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## 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.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

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