

# Monitoring & Evaluation for Contracts Implementation and Project Closure

*Kigali (Rwanda)*

*18 - 22 November 2024*

UK Training

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Code: PM28 From: 18 - 22 November 2024 City: Kigali (Rwanda) Fees: 3700 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 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

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it. The text 'UK Training PARTNER' is overlaid on the board.

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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

A graphic of a chessboard with several chess pieces (a king, a pawn, 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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