



i-TEC TRAINING ON FUNDAMENTALS OF PERFORMANCE MONITORING & EVALUATION

COURSE OVERVIEW

This certificate course is aimed at building the basic skills and knowledge needed by individuals whose responsibilities include not only monitoring and evaluation but also using the information generated for their own performance management needs. The course also covers the basics of evaluating the effectiveness and impact of projects and programs. More details can be found in the macro course design at our website at www.evaltrain.com

The training is delivered by M&E professionals who have over 20 years' experience not only working with governments, international agencies (World Bank, UN Agencies, USAID, and teaching at universities, but also providing technical assistance in M&E to international NGOs such as the Bill and Melinda Gates Foundation.

The target audience for this program includes:

- Senior Managers
- Program and Project Managers
- Program and Project M&E officers
- Project Partners
- Researchers
- Policy Makers
- Data Managers and more

PROGRAM ADMISSION AND COSTS

You are eligible for admission into the program if you meet the following requirements:

- At least a university degree in any field, but those in social sciences, statistics, and economics have an added advantage.
- Fluent in English
- Course fees are charged per individual/head
- For organizations, we take a minimum of 15 participants and fees are negotiable.

COURSE CONTENT:

MODULE 1: Contextualizing M&E in the National Country Strategy

- The National Development Plan (NDP)
- Understanding the NDP Policy Cycle
- The difference between projects and programmes within the National Strategy, NDP
- Application of M&E in the NDP project/programme cycles

MODULE 2: Introduction to General Principles & Glossary of Key Terms in M&E

- Definition of Key Terms in M&E
- Definitions of the following terms:
 - Performance Management
 - Results Based Management
 - Performance Indicator
 - Learning, etc.

MODULE 3.1: Formulation of a Development Hypothesis

- Definition of a Development Hypothesis
- How to develop a Hypothesis to solve a development problem
- Causal logic chains from activities to Project Goal
- Result Statements – Results logic
- RF rules – Necessary and Sufficient Rule
- Programming for Gender Results & Formulating Results Statements that reflect gender

MODULE 3.2: How to formulate Performance Indicators

- Formulating indicators
- Indicator characteristics
- Developing Gender-sensitive indicators
- Indicator selection exercise

MODULE 4.1: Establishing Baselines and Setting Performance Targets

- Definitions of Baseline and Target
- Factors to consider in establishing baselines
- Analytic (rigorous) methods for target setting
- Targets focused on Gender
- Expression of Targets
- Benefits and Challenges of using Targets

MODULE 4.2: Planning for Data Collection & Analysis

- Developing an M&E System
- Understand steps involved in planning and conducting data collection
- Make appropriate choices for data collection methods
- Understand the various Rapid Appraisal Methods
- Know when to apply different analytical techniques
- Presentation of Findings

MODULE 4.3: Data Quality Assessment (DQA)

- Understand data quality standards
- Importance of Data Quality
- Relevance of linking indicators to data quality standards
- How to conduct a Data Quality Assessment

MODULE 4.4: Development Hypothesis Analysis

- Objectives of the Development hypothesis analysis
- Structuring the Data analysis and use
- Interpretation of data to inform findings
- Understanding of project or program contributions
- Analysis of Data against Results Framework

MODULE 5: Enhancing Utilization of M&E Findings (Performance Management)

- Enhancing Use of M&E findings by involving stakeholders
- Data analysis and various techniques of presenting data (**Data Visualization**).
- When to involve Stakeholders in the design, monitoring and evaluation processes

MODULE 6: Overview on Evaluations

- Difference between Research and Evaluation
- Triggers for Evaluation
- Elements of an Evaluation SOW/TOR
- Formulating Evaluation Questions
- Types of Impact Evaluation Designs e.g. Randomized Control Trials (RCTs)

COURSE AVAILABILITY

The course is available upon request, at i-TEC Offices in Lugogo House, 3rd Floor.

COURSE DURATION

This course is a five-day program. All participants in the program who wish to attain the certificate must complete all modules.

CONTACT INFORMATION

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