



# Monitoring & Evaluation Course Outline

## Overview of the course

Effective monitoring and evaluation (M&E) is a prerequisite for results-based, adaptable relevant Programming. **The *training workshop on monitoring and evaluation* offers a comprehensive, hands-on guide to current approaches and tools for measuring project progress and results.** Participants will refresh their knowledge and skills of the basics of M&E, critically review Theories of Change and results frameworks in preparation for M&E, learn how to plan and collect data for measuring results, improve their skills for interpreting data, learn how to plan and manage an external evaluation, and understand how to effectively communicate findings from M&E to a variety of interested parties.

## Participants:

**Project officers, project coordinators and M&E officers** from Non-Governmental Organizations, the United Nations and governmental agencies, wanting to improve or acquire a set of skills and practical knowledge how to effectively monitor and manage evaluations in their day-to-day work.

## Learning Methodology

Effective learning requires an **active engagement** of training participants. The workshop will include interactive presentations, practical exercises and case studies. Participants will be asked to select a project they are familiar with and design or improve upon an M&E plan with indicators and data collection methods throughout the five-day workshop. As a result, participants will not only have acquired apply skills and knowledge covered during the workshop, but will also be leaving with an improved **M&E strategy for their own project(s)**.

## Duration:

- Day 1: Saturday 2 March. (9:00 - 11:00) - (2 hours)
- Day 2: Saturday 9 March. (9:00 - 1:30) - (4.5 hours)
- Day 3: Saturday 16 March. (9:00 - 1:30) - (4.5 hours)
- Day 4: Saturday 23 March. (9:00 - 1:30) - (4.5 hours)
- Day 5: Saturday 30 March. (9:00 - 1:30) - (4.5 hours)

## Learning Objectives

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

- develop a context specific **plan** for effective monitoring and evaluations
- **collect** data for measuring results
- **interpret** data for measuring results
- effectively **communicate** findings from M&E to different audiences
- adapt these approaches and tools to situations of **conflict and displacement**
- discuss **ethical** issues in M&E

## Course Themes

### 1. REFRESHER: THE BASICS OF MONITORING AND EVALUATION

- We know we are doing well: why do we need to measure it?
- What is monitoring? What are evaluations?
- Monitoring and evaluation and the results chain
- Monitoring and evaluation in complex emergencies and/or conflict settings
- Why and how to engage communities in monitoring and evaluations?
- How to consider ethics and dignity in monitoring and evaluations?

### 2. HOW TO PLAN FOR MONITORING AND EVALUATIONS

- STEP 1: Engaging the community in planning for monitoring and evaluations
- STEP 2: Review (and revise) planned results
- STEP 3: Define what we need to know, who needs to know it and when
- STEP 4: Select an effective mix of quantitative and qualitative data for monitoring
- STEP 5: Select secondary and primary data, including innovative and technology-based tools for M&E
- STEP 6: Select tools for collecting primary data

### 3- HOW TO PLAN FOR MONITORING AND EVALUATIONS

- STEP 7: Design measurement: pre-, post-test, comparison groups
- STEP 8: Define sampling strategies for quantitative and qualitative data collection
- STEP 9: Select and define a set of indicators

- STEP 10: Plan and prepare for external evaluations
- STEP 11: Agree on an effective, realistic and costed Monitoring and Evaluation plan

#### 4- HOW TO RETRIEVE AND COLLECT DATA

- How to use your Monitoring and Evaluation Plan
- How to assess validity and reliability of collected data
- How to deal with potential biases during data collection
- How to store and manage data
- How to use an indicator tracking sheet for monitoring
- How to use remote data collection in an emergency/conflict setting

#### 5- HOW TO ANALYSE AND INTERPRET DATA

- Who interprets? Engaging communities and multiple stakeholders and disciplines
- How to review evidence and assess data quality
- How to find causal relations: evidence for attribution or contribution
- How to analyze quantitative data
- How to analyze qualitative data
- Conduct simple Value-for-Money calculations
- How to triangulate different types of data
- How to effectively manage external evaluations

#### Confirm Your Attendance

- To reserve a seat in the course kindly pay 1750 EGP fees in office or 1800 Vodafone cash
- Method of Payments:
  1. Visit our office: Cairo Center for Development Benchmarking, Cairo Center for Development Benchmarking, 2 Othman Towers, El-Maadi, Cournish El-Nile Cairo
  2. **Pay on Vodafone cash:** 01001067920

#### Contact Us

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