



INTRODUCTION TO MONITORING AND EVALUATION

Monitoring and evaluation is an intrinsic part of the program cycle. In order to improve the work that we do, we need to look to see if our intervention is achieving its intended result, and if not, we need to modify our actions. Monitoring and evaluation help as see if we are on track and provides information to help us steer the intervention towards a desired direction.

LEARNING OUTCOMES

By the end of the course participants will understand:

- key monitoring and evaluation concepts and terminology including how monitoring and evaluation fits with the program cycle
- how program logic is used to clarify outputs and outcomes
- how to develop key evaluation questions
- how to develop a monitoring and evaluation plan
- how monitoring and evaluation contributes to continuous improvement.

METHOD

One day interactive face-to-face workshop where participants are facilitated by a trainer to work through the process of developing a monitoring and evaluation plan for a project or program.

A case study will be used throughout the session to gradually build an example evaluation plan. The training is conducted in a large room using visual planning tools pinned-up on the walls.

CORE CONTENT

1. What is monitoring and evaluation? Theory and concepts
2. Steps for developing a monitoring and evaluation plan:
 - a. Scope the monitoring and evaluation plan
 - b. Clarify the logic
 - c. Revise/ set measures of success
 - d. Develop a meaningful monitoring system
 - e. Strategic evaluation studies
 - f. Effective reporting
 - g. Reflection, learning and improvement strategies

NUMBER OF ATTENDEES

Eight (8) to sixteen (16) attendees

PRIOR KNOWLEDGE

There is no prior knowledge required.