

Training workshop on “Monitoring & Evaluation of Projects”

April, 09-11, 2014 ✨ Islamabad ✨



Monitoring and evaluation (M&E) of development activities provides development managers, government officials, and civil society with better means for learning from past experience, improves service delivery, facilitates in planning and allocation of resources, and demonstrates results. It promotes the culture of accountability amongst the stakeholders at individual and organization level as well as ensures the effectiveness of projects. There is a strong focus on achievement of results within the development community: this helps explain the growing interest in M&E. Yet there is often confusion about what M&E entails? The purpose of this M&E training workshop is to enhance awareness and develop interest in carrying out result based M&E of projects and clarifies what it entails. The proposed training will provide an overview of a sample of M&E tools, methods, and approaches with emphasis on Result Based Monitoring.

Objectives of Workshop

The main objective of workshop is to equip participants with the concepts and tools of result based monitoring, evaluation and reporting system.

The specific objectives of training are to help participants to:

- understand the basics of monitoring & evaluation;
- Difference of monitoring and evaluation;
- Types of monitoring and evaluation
- Use of logical framework Matrix as a monitoring tool;
- Develop performance measurement framework (PMF) of projects using LFM
- Use PMF for conduct of monitoring in field
- Report monitoring visits effectively and precisely
- Report progress while reflecting results



Proposed Contents

The proposed contents of the workshop are as follows:

a) Monitoring & Evaluation (Tools and Methodologies)

- Conceptual clarity about M & E, level of M & E
- Using LFA as a planning, monitoring and reporting tools
- Other monitoring techniques/tools
- Advantages and disadvantages of various monitoring techniques
- Gender sensitive project monitoring, evaluation and reporting
- Evaluating projects through LFAs

b) Performance Measurement Framework (PMF)

- Introduction to Performance Measurement Framework (PMF) to gauge the performance of project during execution of project
- Scope and Responsibilities of Monitoring

- Development of PMF
- Conduct of monitoring using PMF
- Individual Monitoring Plans

c) Gathering, Managing Information and Reporting

- Deciding what information you need to gather during monitoring visits
- Writing Monitoring Reports
- Developing progress reporting format to monitor the results not activities

Resource Person:

Rifat Shams: Lead Trainer,
Executive Director HRLC;
having 16 years work
experience to her credit
and had worked with CIDA, PPAF, UNDP, WFP and
many other organizations



Methodology:

During the training interactive and participatory methodology will be adopted. An array of different training methodologies including plenary sessions, exercises, role plays, brainstorming techniques, group work, individual presentations, and ice breakers will be introduced. **Timing:** 0900 – 1700 hrs daily with extended hours for group work and home assignments

Training Fee:

PKR **20,000** per person including training cost, resource person fee, training material, refreshment and lunch during work hours.

Registering more than two persons would enable you get **10%** off on training fee for each person.

Registration:

Please download the registration form from our website (www.hrlc.org.pk) and send it to **Mr. Adeel Gul Training and Capacity Building** adeel@hrlc.org.pk training@hrlc.org.pk or call him on 0322-9403507 or 051- 4900485-6



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