



Southern Hemisphere

SUPPORTING MEANINGFUL CHANGE

IMPLEMENTING A RESULTS-BASED M&E SYSTEM

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Next course: 6 – 8 September 2016, Johannesburg

Cost: R6,700.00 + 14% VAT = R7,638.00
Special discounts apply for groups
Min 3 persons of 10% (incl. comprehensive
course materials, refreshments & lunch, certificate).
**Additional discounts apply, if you attend both the
PM&E and M&E systems courses.**

In House Available upon request.
Courses: Min 5 persons. Reduced fees for in-house
course.

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Workshop Programme

Topics to be covered

Modules

- 1
 - Overview of an monitoring and evaluation system (M&E System)
 - What are the necessary foundations for an M&E system
- 2
 - 7 steps to developing an M&E system
 - Preparation
 - Step 1: Building commitment and cooperation
 - Step 2: Conducting a situation analysis for the design of an M&E system
- 3
 - Design
 - Step 3: Methods for designing the M&E plan
 - Step 4: Design of M&E forms (means of verification)
 - Step 5: Design of reporting formats
- 4
 - Standardisation:
 - Step 6: Developing guidelines for indicator definitions, data gathering, analysis and reporting
- 5
 - Institutional arrangements for implementation and using M&E data
 - Step 7" Institutional arrangements
 - Hints and tips for successful design & implementation of an M&E system

Outcomes

Having completed the course the participant will:

- Understand of the components of an M&E system
- Understand what supporting institutional arrangements need to be in place for successful monitoring, evaluation and reporting
- Understand how to operationalise the M&E system i.e. how to make your M&E plan come alive
- Be familiar with the process of implementing an M&E system
- Be aware of the challenges and solutions for getting compliance to your data collection, analysis and reporting
- See the benefit of participatory approaches to design
- Have an overview of the Government Wide M&E System
- Understand who your key partners are in M&E
- Be able to identify roles and responsibilities for M&E role players.

Participants will also be able to:

- Develop means of verification
- Develop reporting formats
- Conduct a stakeholder and situation analysis for the design of an M&E system

Requirements

Participants should have a solid understanding of basic concepts in M&E and know how to develop M&E plans, including the identification of indicators & means of verification. To achieve the outcomes above full participation is required. There will be no passive learning. Participants will get opportunities to share their experiences, challenges and solutions for the implementation of monitoring, evaluation and reporting systems. The expected outcomes from each module will focus the discussion and learning.

Objectives

Southern Hemisphere has for some years now been leading in the design of M&E systems in South Africa. Our experience is drawn from a range of different clients, including NGO's, South African Government and multi-lateral organisations. Learning by doing has given us very practical insights into the steps to follow and each step is designed to maximise commitment and compliance. As you know, the best system needs the commitment of people to implement it.

The objective of this course in M&E system design is to equip development practitioners with the knowledge and expertise to be able to design and manage a process of developing and operationalising (implementing) an M&E System.

This course builds on the foundations of our course in Planning, Monitoring and Evaluation, which has been hugely successful, and kicks off where that course ends.

The course will provide a space for development practitioners to learn from each other by sharing knowledge and experiences.

Methodology

The training course will be run in a workshop style with a high degree of participant involvement. Group work will be interspersed with an input sessions. Adult learning methodologies will be employed, and participants will not be passive. Debate and discussion will be encouraged. The trainers are expert facilitators, and while they will be sharing their own experiences of P,M&E with you, they do not pretend to have all the answers. Under their guidance, the participants will also be able to learn from and share with each other.

Some key clients we have assisted with their M&E systems

- UNICEF South Africa
- Office of the Premier, Limpopo Provincial Government
- Department of Social Development, Western Cape
- GoLD Peer Education (Award Winning M&E system)
- Cape Action for People and the Environment (C.A.P.E)
- Department of Environmental Affairs and Development Planning, Western Cape Provincial Government (DEA&DP)
- Salesians Southern Africa Projects Office
- Life Choices programme