



Southern Hemisphere

SUPPORTING MEANINGFUL CHANGE

Planning, Monitoring, Evaluation and Reporting for Development Projects

Trainers:

NANA DAVIES, Master Degree in Law,
University of Copenhagen
DENA LOMOFKY, MA Social Development,
UWC
WILMA WESSELS, BA (Hons) Organisational
Psychology, University of South Africa
ANDRIES MANGOKWANA, MA Social
Planning and Development, UCT

Next course:

7 – 11 March 2016, Cape Town

16 – 20 May 2016, Namibia

22 - 26 August 2016, Johannesburg

Cost:

**R9,300.00 + 14% VAT (if applicable) =
R10,602** (incl. comprehensive course materials,
refreshments & lunch, certificate). **Special discounts
apply for groups of 3 people or more, of
10%, early bird registration applies**

In House Courses:

- Available upon request.

- Min 5 persons.

Contact: Southern Hemisphere Training

PO Box 3260, Cape Town, 8000 ; Tel: + 27 (021) 422 0205 Fax: + 27 (021) 424 7965

Email: training@southernhemisphere.co.za www.southernhemisphere.co.za

Workshop Programme

Topics to be covered

Module 1	 Purpose and benefits of planning, monitoring and evaluation
	 Definitions of planning, monitoring and evaluation
	 The project cycle
Module 2	 Introduction to LFA
	 Accountability and stakeholder analysis
	 Problem analysis
	 Objective analysis
	 Alternative analysis
	 Project elements (description column)
	 Assumptions
	 Theory of change
	 Plan of action
Module 3	 Key concepts: Effectiveness, efficiency, Impact, Relevance, Sustainability
	 Key concepts: Outcomes versus outputs
Module 4	 Indicators
	 Means of verification
Module 5	 Planning for data collection
	 Planning for data analysis
	 Planning for reporting
	 The monitoring and evaluation framework and system
Module 6	 Stages of evaluation
	 Participatory vs non-participatory
	 Key concepts: Values of development work - Accountability
	 The evaluation report
	 Developing a terms of reference and a proposal

Outcomes

Having completed the course the participant will have:

- An appreciation of the purpose and benefits of planning, monitoring, evaluation and reporting
- An improved workable understanding of the key concepts in planning, monitoring, evaluation and reporting
- An understanding of the importance of integrating monitoring, evaluation and reporting into project planning, and an understanding of where they fit into the project cycle
- Knowledge of how to plan a project using the Logical Framework Approach
- Knowledge of how to develop a result-based monitoring and evaluation framework
- Knowledge of the different stages of evaluation
- An improved understanding of the different types of evaluation
- A basic knowledge of data collection and analysis techniques, and their relationship to the different types of evaluation

Participants will also be able to:

- Develop targets against which performance is measured
- Monitor their projects and the achievement of objectives
- Be identify and develop “SMART” objectives and indicators
- Do a stakeholder analysis, objectives analysis, alternatives analysis, problem analysis
- Select an appropriate framework for conducting an evaluation
- Identify appropriate qualitative and quantitative data collection techniques
- Construct a terms of reference and an evaluation report

Participants will leave the course with:

Knowledge and skills of how to plan a development project, using the Logical Framework Approach, and how to design an M&E plan.

Objectives

The objective of this course in planning, monitoring and evaluation is to equip development practitioners with the knowledge and expertise to be able to conduct their own planning, monitoring, evaluation and reporting or to be able to guide project partners in doing so.

A key objective is to increase the capacity of the development sector to deliver project outcomes that are efficient and effective, and to be able to measure and evaluate these outcomes.

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 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.

Requirements

To achieve these outcomes full participation is required. There will be no passive learning. Participants will get opportunities to share their experiences and best practices regarding monitoring, evaluation and reporting. The expected outcomes from each module will focus the discussion and learning.