



## Planning, Monitoring, Evaluation and Learning for Development Projects

### Objectives

This 5 day course equips development practitioners with the knowledge and expertise to conduct planning, monitoring, evaluation and reporting or to guide project partners. A key objective is to increase the capacity of the development sector to deliver and measure project outcomes that are efficient and effective.

It is also critical that organisations are able to use the evidence from the MEL efforts for programme improvement.

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

### Methodology

Trainers are experienced MEL practitioners with excellent facilitation skills. The course merges theory and practice and 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. Debate, discussion and sharing amongst participants will be encouraged.

### Outcomes

***Having completed the course, the participant will have:***

- An appreciation of the purpose, benefits and key concepts in planning, monitoring, evaluation and learning
- An understanding of the importance of integrating monitoring, evaluation, reporting and learning into the project cycle
- Knowledge of how to plan a project and develop a monitoring, evaluation and learning plan using the Logical Framework Approach
- Knowledge of the different types and stages of evaluation
- A basic knowledge of data collection and analysis techniques
- Appreciation of data utilisation and learning for improvement

***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 a monitoring, evaluation and learning plan.



## Workshop Programme

### Module 1

- Purpose and benefits of planning, monitoring, evaluation and Learning
- Definitions of planning, monitoring, evaluation and Learning
- 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
- Planning for utilization and learning
- The monitoring and evaluation framework and system

### Module 6

- Stages of evaluation
- Participatory vs non-participatory evaluation
- Key concepts: Values of development work - Accountability
- The evaluation report
- Developing a terms of reference and a proposal

### TRAINERS

Nana Davies, MA Law (University Of Copenhagen)  
Dena Lomofsky, MA Social Development, (UWC)  
Tracey Phillips, MPhil Development Studies (UCT)  
Wilma Wessels-Ziervogel, MPhil Monitoring & Evaluation Methods (Stellenbosch)  
Andries Mangokwana: MA Social Planning And Development (UCT)  
Cathy Chames: MA Social Development (UCT)

### COST

**R11,842.11 + 14% Vat (If Applicable) = R13,500** (Including comprehensive course materials, refreshments and lunch, plus Certificate Of Attendance).  
**Special discounts apply for groups of 3 people or more, plus we offer early bird registration discounts.**

### IN HOUSE COURSES

Available Upon Request | Minimum 5 Persons

**Visit the website** to complete a registration request or contact us for more information:  
Southern Hemisphere Training, PO Box 3260, Cape Town, 8000  
Tel: + 27 (021) 422 0205 | Fax: + 27 (021) 424 7965 | Email: [training@southernhemisphere.co.za](mailto:training@southernhemisphere.co.za)

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