

# **BEST PRACTICES IN MONITORING AND EVALUATION**

**DATE: 11<sup>TH</sup> - 14<sup>TH</sup> JULY 2022**

**VENUE: BOMA HOTEL, NAIROBI**

**COST: KSHS 87,500 EXCLUDING VAT PER PERSON**

**NITA REGISTERED: NITA/TRN/916 & IHRM ACCREDITED**

## **INTRODUCTION**

The gist of this training is to greatly enhance the project monitoring and evaluation skills for effective and efficient project implementation. Our monitoring and evaluation for Project Management course will introduce participants to best practices in monitoring and evaluation of projects/programmes with a view to creating sustainable value to stakeholders, including shareholders, owners, project implementation teams, donors, funders, supervisors or the general public. The course will enable delegates to prepare the ground for undertaking monitoring and evaluation and analyzing the results.

The programme emphasizes the importance of the evaluation process in the analysis and interpretation project's bringing out the relationships between the results of the project/programme. This pragmatic course will provide top notch conceptual frameworks for mixed tools use in monitoring and evaluation. This training will interrogate methodological and implementation challenges and opportunities as well practical applications in program assessment, impact, development, interventions, and overall implementation.

## **TRAINING OBJECTIVES**

The objective of this capacity building program in monitoring and evaluation is to equip participants with the knowledge and expertise to be able to conduct their own monitoring, evaluation and reporting or to be able to guide project implementers in doing so.

A key objective is to increase the capacity of the organisations or companies 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 delegates to learn from each other by sharing knowledge and experiences.

## **TRAINING OUTCOMES**

After completion of this training participants will have:

1. An appreciation of the purpose and benefits of monitoring & evaluation including understanding of the key concepts in monitoring, evaluation and reporting.

2. Knowledge of how to plan a project using the Logical Framework Approach and develop a result-based monitoring and evaluation framework.
3. Knowledge of the various stages of evaluation and understanding of the different types of evaluation.
4. Internalized how to identify and develop “SMART” objectives and “DVARP” indicators.
5. The ability to undertake stakeholder analysis, objectives analysis, alternatives analysis, problem analysis.
6. Mastered the art of identifying appropriate qualitative and quantitative data collection techniques.
7. To improve Report writing skills for internal and external audiences including project/evaluation reports.
8. To gain practical knowledge of developing a monitoring and evaluation system and a continuous review.

## BENEFITS TO ORGANIZATIONS

Organizations will benefit as follows:

- a. Improved operation and management of the Project Monitoring & Evaluation function
- b. Increased use of current data management tools and effectiveness of Monitoring & Evaluation process
- c. Greater achievement of desired development goals and ensure ‘early warning’ to prevent failures
- d. Improved design and preparation of terms of reference and evaluation reports including enhanced analysis of risks.
- e. Increased ability to implement strategic analysis and align projects with strategic objectives

## COURSE DURATION

The course duration is five (5) days that will run as per our proposed 5-day training programme (Timetable). The length of the training is adequate to cover the entire course as shown in the timetable below. Over the duration of the training, participants will *"Learn how to monitor, evaluate and report on the implementation of a project"*. In addition, they will learn the best skills, strategies and techniques to ensure that monitoring and evaluation gives organizations strategic competitive edge.

## YOUR INVESTMENT

We shall offer this training at a professional fee of **Kshs 87,500 per person excluding VAT**, for the entire duration of the course. This fee will cover our charges, costs of course preparations and training materials. This cost does not cater for transport and accommodation for participants.

## TARGET GROUP

This course is tailor-made to suit anyone seeking training in best practices in monitoring and evaluation. The course is designed to benefit anyone who in project design, monitoring, evaluation, implementation and reporting. The target group for this course includes:

- Monitoring & Evaluation Directors
- Monitoring & Evaluation Managers

- Monitoring & Evaluation Executives
- Monitoring & Evaluation Team Leaders
- Monitoring & Evaluation Officers
- Head of Monitoring & Evaluation
- Project Managers
- Project Supervisors
- Program Officers
- Project Implementation Leaders
- Monitoring & Evaluation Specialists
- Other professionals involved in monitoring & evaluation process

## OUR TRAINING METHODOLOGY

At DGMB, we have spent a couple of years developing and refining our training approach. Our proposed training methodology is laid out below. Our team of facilitators will adopt a practical and experimental approach. This will include supervised micro-training sessions and feedback provided. In addition, our consultants conduct supervised group discussions, exercises and role plays. The training approach is based on the principles of adult learning. Our methodology has several features that will ensure you experience a robust and relevant program; one that strengthens team dynamics and helps our clients deliver improved results. Some of the highlights of our unique approach are:

- **Reduced Emphasis on Formal Training**

We base our course designs on the 70:20:10 paradigms. Research indicates that about 70% of what adults learn is through on-the-job experience, 20% through social learning, and 10% through formal training. We present information in ways that engage participants and generate plenty of discussion and sharing of experiences. We also provide individual and group assignments that encourage participants to integrate new concepts into their daily work.

- **Practical and Relevant Content**

In assessing and designing course offerings, we remember Hermann Ebbinghaus' famous 'forgetting curve' that shows we forget 50% of learned material within one hour unless it is put into practice. Our needs analysis and instructional design practices produce engaging, real-world learning materials, customized so that participants relate fully with the content.

- **Employing the Wisdom of Renowned Management Thinkers**

We employ the wisdom of renowned academics and authors on business and management like Henry Mintzberg who believes that:

- ✓ management should emphasize teamwork, rather than rely on heroic individualism
- ✓ effective staff are reflective in the context of taking action
- ✓ management development works best as social learning in small groups

- **Research-supported Methods**

Our training delivery is always informed by research on adult learning principles and by

our experience as organizational development consultants, instructional designers and facilitators. Consequently, we include plenty of opportunities for learners to apply key concepts, using scenarios and simulations, personal action plans, accountability partners, and other techniques. These methods ensure participants retain what they have learned, apply what they have learned quickly, refine their approach, and internalize learning for long-term use.

○ **Uncommon Focus**

Few training firms follow good design principles consistently because it takes time, sustained focus and clarity. Compared to other strategies and methodologies, DGMB programmes will:

- ✓ Help you build strong internal communities
- ✓ Help staff learn more rapidly
- ✓ Build in a lasting change through reflection.

**PRE-REQUISITES**

To achieve the full benefits of this course, interactive 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.

**TIMETABLE**

Find below the programme for this training:

<b>DAY ONE</b>	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	The Project Management Cycle- Where M&E Fits
10:30 am – 11:00 am	<b>Mid-morning Break and Refreshments</b>
11:00 am – 1:00 pm	Introduction to Monitoring and Evaluation, Concepts, Practices and Principles
1:00 pm – 2:00 pm	<b>Lunch Break</b>
2:00 pm – 4:00 pm	Types of Monitoring and Evaluation (Situation and Activity & Result Monitoring)
4:00 pm – 4:15 pm	<b>Coffee/Tea, Wrap Up &amp; End of Day One</b>
<b>DAY TWO</b>	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Scoping the M&E framework, Stakeholder Mapping & Evaluation Capacity
10:30 am – 11:00 am	<b>Mid-morning Break and Refreshments</b>
11:00 am – 1:00 pm	The Monitoring Plan: Designing Measurable Projects
1:00 pm – 2:00 pm	<b>Lunch Break</b>
2:00 pm – 4:00 pm	Tools for Monitoring
4:00 pm – 4:15 pm	<b>Coffee/Tea, Wrap Up &amp; End of Day One</b>
<b>DAY THREE</b>	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Collecting, managing, Analyzing and Synthesizing Data to reach Evaluative Conclusions-Using various M&E Frameworks
10:30 am – 11:00 am	<b>Mid-morning Break and Refreshments</b>
11:00 am – 1:00 pm	The Evaluation Plan (Internal & External Evaluation)
1:00 pm – 2:00 pm	<b>Lunch Break</b>
2:00 pm – 4:00 pm	Learning, Reporting & Dissemination Strategies
<b>DAY FOUR</b>	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Planning for Implementation of M&E Frameworks

Learn. Internalize. Apply



10:30 am – 11:00 am	<b>Mid-morning Break and Refreshments</b>
11:00 am – 1:00 pm	MER Group work
1:00 pm – 2:00 pm	<b>Lunch Break</b>
2:00 pm – 4:00 pm	Case Studies in Project Planning
<b>DAY FIVE</b>	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Best Practices & Emerging Trends in Monitoring and Evaluation
10:30 am – 11:00 am	<b>Mid-morning Break and Refreshments</b>
11:00 am – 1:00 pm	The Role of Emotional Intelligence
1:00 pm – 2:00 pm	<b>Lunch Break</b>
2.00pm- 4.00pm	Course Review and Wrap up
2:00 pm – 4:00 pm	<b>Graduation, Cocktail and End of Seminar</b>

## ADMINISTRATION DETAILS

Dates: 11<sup>th</sup> to 14<sup>th</sup> July 2022

Time: 8:00 a.m. – 5:00 p.m.

Attire:

Smart Casual

Venue: Boma Hotel, Nairobi

For enquiries or registration call [David](#) or [Betty](#) on: (+254) 722 352 680/ (+254) 787 352 680 alternatively Email: or [training@dgmbtraining.co.ke](mailto:training@dgmbtraining.co.ke) or [dgmbfinance@gmail.com](mailto:dgmbfinance@gmail.com)

## QUALITY ASSURANCE

DGMB Training Solutions Ltd strives to provide participants with the most productive, pragmatic and value for money training experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival.

## CERTIFICATE OF PARTICIPATION

Participants will be awarded certificates after attending this course.

## TERMS AND CONDITIONS

**Disclaimer:** All registrations are subject to session availability. All speakers, sessions and prices were confirmed and correct at the time of printing. DGMB Training Solutions Limited reserves the right to change speakers and program details as required in addition to making changes to the schedules, venue or cancel the event altogether. **Privacy notification:** DGMB Training Solutions Limited respects the privacy of individuals, their sponsors, Organizations and acknowledges that the information you provide on registration form is confidential and third parties would not have access to. DGMB Training Solutions. Limited collects this information for purposes of processing your registration and providing you information (via email and/ or mail) on upcoming events, specific products and services provided by or associated with DGMB Training Solutions Limited. Kindly register by 5pm, two working days prior to the training to enable us to cater for your course materials and catering requirements.

Learn. Internalize. Apply



**Notice of withdrawal:** Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. However, DGMB Training Solutions Limited accepts replacement(s) or substitution, made in writing, prior to the commencement date of the Seminar. However, no substitution of participant(s) is allowable after the commencement of the training.

### HOW TO PAY

1. Issue Cheques in the name of “DGMB Training Solutions Ltd” or
2. Remit the Training fees via RTGS or Electronic Funds Transfer (EFT) to our Bank, the details are: - Account Name: - DGMB Training Solutions Limited, Bank: Cooperative Bank of Kenya, Branch: City Hall Branch, Nairobi, Account Number: - 01148231039600 and Branch Code: -11049.
3. Our PIN is P051349463P