

## Monitoring & Evaluation

This course provides you with the key elements needed to make your M&E system work. Learn to develop, maintain and implement an M&E system. Including SMART indicators, data collection, analysis and communicating results. Emphasis on participatory methods to promote stakeholder commitment for sustainability.

On completion of this course, why not consider our ME02 course for people with organisational M&E responsibilities.

### Benefits for your organisation

Improved M&E practices

Better able to measure project and programme results

More efficient use of organisational resources

### Course Objectives

Apply a structured process to effectively develop or improve an M&E system

Select and make use of relevant SMART indicators

Implement the Logical Framework as an active tool for M&E

Gather and analyse qualitative and quantitative information, and communicate it effectively

Identify and address key challenges faced by M&E practitioners

### Course Outline

#### Monday

M&E Roles and Purposes  
Problem Trees

#### Tuesday

Stakeholder Analysis  
Logical Framework

#### Wednesday

Developing Indicators and MoVs

#### Thursday

Monitoring Systems and Processes

#### Friday

Tools for Gathering Data

#### Monday

Evaluation Frameworks  
Teams for M&E

#### Tuesday

Baselines  
Impact Assessment

#### Wednesday

Practical Evaluation

#### Thursday

Getting your Ideas Implemented  
Communicating M&E Findings

#### Friday

Presentations  
Action Plans



## Who should participate

This course is suitable for any development professional with M&E responsibilities.

## What our participants say:

The quality of training was very high. The approach to M&E training by the IMA team brings out very useful insights to the placement of M&E in the entire development planning project cycle.

*Japheth Mbuvi, World Bank.*

The M&E in Development course really helped me to understand better the concepts of M&E. The topics cover all the elements of M&E in development. What makes it more interesting and educative is that it is a practical course and you can relate to your work throughout the course. I loved it!!

*Vimbainashe Ndoro, UNICEF.*

## Enrolment details

Course code	ME01	Maximum class size	22 participants
Course duration	10 days	Course fee	£2550*
Course dates	14-25 April	Brighton, UK	Application deadline** 03/03/08
	7-18 July	Cape Town, S A	Application deadline** 26/05/08
	10-21 November	Bangkok, Thailand	Application deadline** 15/9/08

Multiple applications from an organisation are welcomed and eligible for discounts. Please enquire for details.

\* Discounts available for early payment 8 weeks before course start dates.

\*\* All documents must be received by the application deadline. This includes your application form and official confirmation of sponsorship from your organisation.

To offer more flexibility, we no longer offer accommodation; however, we can suggest suitable accommodation for each of our courses.

IMA International reserves the right to cancel a course, at the latest 4 weeks prior to the start of the course. We therefore recommend that flights and accommodation are booked within 4 weeks of the start of the course and not before.

VAT at 17.5% will be added to all invoices sent to a UK address.

We can also tailor this course to your organisational needs and deliver it at a time and venue convenient to you. Call or e-mail for details.



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