

Monitoring and Evaluation Training Course

~ Key techniques for NGOs ~

**Brussels, 6th and 7th of December 2011
(2 days)**

In an environment of increasing competition, organisations unable to show the difference they make through their work have become increasingly vulnerable. Internal monitoring systems are often developed on a project-by-project basis to respond to donor funding requirements, discouraging the development of consistent practice across organisations. The opportunity that a sound planning, monitoring and evaluation (PM&E) system offers as an internal learning tool and a way to become more efficient and effective is often overlooked. This course will equip participants with practical tools and give them basic guidance on how to develop and improve their internal PM&E systems.

Objectives

At the end of the course, participants will be able to:

- Define the main terms and concepts associated with the processes of monitoring and evaluating projects and programmes
- Understand the purposes of monitoring and evaluation, and learn how to set up systems that satisfy multiple stakeholders
- Be able to identify characteristics of an effective M&E system
- Select and use a range of tools with confidence
- Apply results of M&E processes to both accountability and organisational learning
- Design and implement an effective and contextually appropriate M&E system

Course Programme

Time	Day 1	Time	Day 2
9:00	Welcome and intro <ul style="list-style-type: none"> Objectives & Expectations Agenda 	9:00	Review and plan <ul style="list-style-type: none"> Review of day 1 Structure for day 2
9:15	<ul style="list-style-type: none"> Why do we need M&E systems? The importance of Planning Designing the M&E plan 	9:15	<ul style="list-style-type: none"> Designing an internal monitoring system
10:30	Break	10:30	Break
11:00	<ul style="list-style-type: none"> Designing a Project Stakeholder and problem analysis 	11:00	<ul style="list-style-type: none"> Analysing data Communicating results
12:30	Lunch	12:30	Lunch
13:30	<ul style="list-style-type: none"> Developing and using indicators 	13:30	<ul style="list-style-type: none"> Evaluation: criteria, relation with monitoring, how to deal with external evaluators
15:00	Break	15:00	Break
15:30 17:30	<ul style="list-style-type: none"> Data collection systems 	15:30 17:30	<ul style="list-style-type: none"> Using M&E for internal learning Q&A – Wrap up

Participants

The course is especially intended for staff from organisations in charge of M&E who are trying to improve and enhance their current systems, and/or supporting partners aiming to develop and implement effective M&E

Methodology

We run this course as an interactive session with plenty of opportunity for attendees to practice, share, and learn how to handle various monitoring and evaluation challenges. This two-day course is limited to 15 participants to ensure sufficient time to address individual needs and encourage personal development.

inProgress

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About the trainer

Sonia Herrero is an independent consultant, trainer and evaluator who has worked for over a decade for both the European Commission and the NGO sector. As a project manager for the European Commission she evaluated over twenty human rights projects. In her work as a consultant she has conducted numerous evaluations for NGOs and has helped them with the development of their internal monitoring and evaluation systems.

Practicalities

Place: Brussels

Date: 6th and 7th of December 2011, from 9.00 am to 5.30 pm

Venue: Mundo-B, Rue d' Edimbourg 26, Brussels (www.mundo-b.org)

Organiser: inProgress (www.inprogressweb.com)

Registration: Send an e-mail to training@inprogressweb.com. The course will be filled on a first-come, first-served basis up to a maximum of 10 participants. Please sign up early to ensure a space in the training.

Fee: 350 Euro (+21% VAT). Rates include official training materials, coffee breaks and lunches, as well as a subscription to our **online forum**, where you will find direct follow-up support from our team of trainers and other participants. inProgress' forum aspires to facilitate knowledge sharing not only among the non-profit community, but also between non-profits and the donors.

Special discounts: we offer **group discounts** to members of the same organization for bookings on the same training course (same date and location).

1st spot - full price

2nd spot - 10% discount

3rd spot and thereafter - 15% discount

If you have a larger number of people with a similar training requirement, you may wish to consider an in-house course. Please note that group discounts can not be used in conjunction with any other discount.

Also remember that with our **loyalty card** programme, anyone from your organization will be entitled to a **fifth FREE** training for every four events attended.

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