

TRAINING PROGRAMME

Monitoring and Evaluation

~ Key techniques for NGOs ~

Copenhagen, 17th and 18th of Sept. 2013 (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	Day 2
9.00-10:30	Introduction What is Monitoring? What is Evaluation? Why do we do it?	What is an M&E system? Who is involved?
11.00-12:30	What do we monitor?	Sources of verification Communicating Data and learning from Monitoring
13:30-15:00	Designing results	Developing your own M&E system
15:30-17:00	Developing Indicators	Developing your own M&E system Action plan: what are the next steps? Evaluation of the course Closure

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.

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

Date: 17th and 18th of September 2013, from 9.00 am to 5.00 pm

Venue: KulturHusets, Islands Brygge 18, 2300 Copenhagen S, Denmark

Organiser: inProgress UG (www.inprogressweb.com)

Fee: Band A: 540,00 € (+25% VAT)

Band B: 450,00 € (+25% VAT)

Rates include all training materials, documents, lunch and refreshments; as well as a help-desk distance support, which allows you to call or email the trainer if you require further assistance after the course.

Explanation of Bands:

Band A:	<ul style="list-style-type: none">• NGOs and agencies with an annual income more than 12 million Euro• Commercial organisations• Donors
Band B:	<ul style="list-style-type: none">• NGOs with an annual income of less than 12 million Euro• NGO staff who must pay the course fee themselves• Independent consultants• Unemployed people

Special Discounts:

Pay before 16th August 2013 and receive our 5% **early bird discount**.

We offer **group discounts** to members of the same organisation for bookings for the same training course (same date and location).

1st spot - full price

2nd spot - 10% discount

3rd spot and thereafter - 15% discount

With our **loyalty card** programme, anyone from your organisation will be entitled to a **fifth FREE** training for every four events attended.

Please note that group discounts cannot be used in conjunction with any other discount.

If you have a larger number of people with similar training requirement, you may wish to consider an in-house course.

Registration:

To reserve your place in this training, simply complete our online booking request form by clicking 'Sign Up' on the course outline page, and we will contact you within two working days to proceed with your registration. The course will be filled on a first-come, first-served basis up to a maximum of 15 participants. So please sign up early to ensure your place in the training. If you have any questions regarding the course content or practicalities, feel free to contact us at training@inprogressweb.com