



MONITORING AND EVALUATION [M&E] OF PROJECTS

Three days workshop

20-22 September 2011

SDPI, Islamabad

Rs.15,000 pp investment

20% discount available

Contents

Module 1: Introduction to Monitoring and Evaluation

- Concept of monitoring and evaluation
- Monitoring and evaluation in the project cycle

Module 2: Logical Framework Analysis (LFA)

- Hierarchy of objectives
- Objectively verifiable indicators
- Means of verification
- Assumptions and risks

Module 3: Performance Measurement Framework / Work Breakdown Structure

- Designing a project monitoring framework
- Linking M & E to the work plan

Module 4: Reporting of Projects

- Progress reports and reviews
- Requirements for effective project reporting purpose
- Using LFA for reports

Module 5: Evaluating Projects

- Developing evaluation TORs
- Evaluation techniques
- Writing evaluation reports

Objectives

- Define and distinguish between monitoring and evaluation
- Use logical frameworks to monitor and evaluate projects
- Develop a monitoring and evaluation framework
- Improve progress reporting and project reviewing skills
- Learn methods to evaluate project effectiveness and impact

“It was a
complete training”

- Participant. Jan 2011.

Who Should Attend

The training workshop is designed for middle and senior level project managers, monitors, evaluators and team leaders, who are directly or indirectly involved in monitoring and/or evaluating projects, or are expected to be engaged in such activities in future. The training will be useful for participants from industry, public sector development organizations, academia, international funding agencies, NGOs and consultants.

Trainer

Ms. Rifat Shams has done MSc in Economics. She has accredited experience of over a decade in developing proposals, managing partners, capacitating local NGOs, initiating and implementing multi sectoral programmes, fund raising, publicity, advocacy and designing and developing institutional development initiatives. Her core competencies are designing and conducting training in the field of project management, gender & governance, partnership management, programme development & implementation, proposal writing, monitoring and evaluation, social mobilization and generic & specific TOTs. She has managed multi-sectoral projects in AJK and Pakistan along with long and short terms assignments with many international and national organizations including UNDP, WFP, ADBP, UNESCO, UNICEF, ISCOS, NRSP, PPAF, PRSP, SPO, agriculture departments and various national NGOs and local CBOs. She has been managing portfolio of grants for PPAF, WFP, UNDP, ISCOS CISL and CIDA at different times of her career move and has acquired a practical experience of project management. She has conducted studies for the assessment of various projects as well as the evaluation of different programs.

Discounts

20% discount will be given to two or more participants from an organization, females and HRDN members. 15% discount will be given to participants who have previously attended a SDPI workshop since 2009. One free seat will be given to a journalist [nominee] of the Press Clubs.

Register Before 14th September 2011

Asad Raza or Asif Mehmood

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REGISTRATION FORM

Training Workshop on Monitoring and Evaluation [M&E] of Projects

20-22 September 2011 | SDPI, Islamabad | Rs.15,000 pp

Name	Designation
Education	Work Experience [Yrs.]
Organization	Sector/Industry
Cell Phone	Email Address
Office Phone	Fax

Mailing
AddressCurrent Job
DescriptionExpectations
From This
Workshop

1

2

3

4

5

Payment Details [Payable to the Sustainable Development Policy Institute]	Mode of Payment	Number	Date	Amount
	Crossed Cheque			
	Bank Draft			
	Pay Order			

Signature

Date

Withdrawal Refund Policy				
	10 or more days before workshop	100%	Three days before workshop	50%
	Nine to four days before workshop	75%	Two or less days before workshop	0%

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Deadline To Register - 14 September 2011