



11th -13th August 2021

Via Zoom



Introduction

The programme will provide an introduction to the essentials of Monitoring and Evaluation. This practical course will be based on the publication “Ten Steps to a Results-Based Monitoring and Evaluation System (Kusek and Rist, published by the World Bank, 2004). A number of case studies will be used to enhance the delegates learning opportunities. Delegates will be given the opportunity to build their own examples of Monitoring and Evaluation using a practical spreadsheet-based tool.

Benefits of attending

- Gain a broad understanding of Monitoring & Evaluation
- Learn a World Class framework for M & E
- Learn how to select indicators
- Learn how to set targets and monitor them
- Develop M & E specific skills
- Acquire practical tools for M & E implementation

Who should attend

The programme will be targeted at Monitoring and evaluation Managers, Monitoring and evaluation Team Leaders, Monitoring and evaluation Practitioners, Project Managers, Project Team Leaders. Any manager or executive involved with planning, monitoring evaluation and reporting activities within the organisation will benefit by attending this specialised training programme.

Facilitator

Dr. Peter Tobin has extensive experience in the Project Management and Monitoring and Evaluation fields as a practitioner, consultant, researcher, conference speaker, educator, and coach. He has delivered numerous Project Management workshops to clients across the Southern Africa region including in Botswana, Namibia, South Africa (SA), Zambia and Zimbabwe. His work in the Project Management field has been funded by the European Union (in South Africa and Botswana) and the World Bank (in Zambia). Following nineteen years working with IBM on two continents, he was an academic for thirteen years at three of SA's leading business schools and has extensive experience in designing and facilitating learning interventions at all levels of expertise, for groups both large and small.

Dr Tobin is a graduate of four universities, gaining his first degree at the University of York (England), following this with a Post-Graduate Diploma in Management Studies at the University of East London (England). He also holds the prestigious MBA awarded by Henley Business School, graduating top of his class. He later completed his Doctorate in the field of Knowledge Management at the University of Pretoria, conducting research into the use of stories and storytelling as tools for knowledge sharing in organisations. Whilst with IBM (SA) he qualified as a Project Management Professional (PMP®) with the US-based Project Management Institute in 1998. He has maintained his PMP® status, having already recertified

to 2020. In 2014 he was awarded certified status “Certified in the Governance of Enterprise IT” by ISACA. Copies of Dr Tobin’s qualifications and certifications are available on request.

Fees

Institutions are requested to pay a registration fee of USD50.00 per participant to cover the costs of tuition.

Application Procedure

If you are interested or have any further queries on the programme, please do not hesitate to contact Kingsley Thapelo Mmipi on kmmipi@sadc-dfrc.org or Lila Oratile Mannathoko on lmannathoko@sadc-dfrc.org

DAY 1	
0900 - 1000	<ul style="list-style-type: none"> • Introduction and Objectives • Concepts and definitions: what is Monitoring and Evaluation? • Introduction to the 10 Step Method for M & E
1000 - 1015	Refreshments break
1015 - 1300	<ul style="list-style-type: none"> • Step 1: Conducting a Readiness Assessment • Step 2: Agreeing on Outcomes to Monitor and Evaluate • Step 3: Selecting Key Performance Indicators to Monitor Outcomes • Video-based case study and review
DAY 2	
0900 - 1000	<ul style="list-style-type: none"> • Step 4: Setting Baselines and Gathering Data on Indicators • Step 5: Planning for Improvement—Selecting Results Targets
1000 - 1015	Refreshment Break
1015 - 1300	<ul style="list-style-type: none"> • Step 6: Monitoring for Results • Step 7: Using Evaluation Information to Support a Results-Based Management System • Video-based case study and review
DAY 3	
0900 - 1000	<ul style="list-style-type: none"> • Step 8: Reporting the Findings • Step 9: Using the Findings
1000 - 1015	Refreshment Break
1015 - 1300	<ul style="list-style-type: none"> • Step 10: Sustaining the M&E System within the Organisation • Personal action plan • Workshop closure
1300	Closure