Planning, Monitoring, Evaluation & Reporting (PMER)

About the Workshop

The aim of this workshop is to develop your skills in the field of program/project monitoring and evaluation. The workshop will cover roles, responsibilities and activities of the monitoring and evaluation team(s) within the seven areas of the program/project cycle approach.

Learning Objectives

Upon completion of workshop participants will be able to:
- Describe and understand the stages of project cycle approach
- Use situation analysis tools effectively
- Develop a framework that links project activities to outcomes and impacts (goals)
- Design SMARTER indicators that effectively identify progress toward project outcomes
- Prepare a M&E plan
- Create a system to collect and compile data
- Differentiate and apply quantitative and qualitative methods
- Demonstrate the ability to use evaluation methods to identify problems and implement changes

Target Audience

This workshop is designed for staff members who are involved in monitoring projects, collecting data, analysing data and evaluating projects (e.g., supervisors, program staff, community workers and management).

Sodeco Road, Sodeco Square, Block B, 8th & 10th Floor
Tel: +961 1 611 111 Fax: +961 1 611 111 ext: 120
E-mail: info@formatech.com.lb Website: www.formatech.com.lb

Antelias Highway, Antonin Bldg., Block A, 2nd Floor
Tel: +961 4 444 611 Fax: +961 4 444 611 ext:220
E-mail: antelias@formatech.com.lb Website: www.formatech.com.lb

Dubai Knowledge Village, Block 2B,1st floor, F27/28
Tel: +971 43695391 Fax: +971 43697094
E-mail: info@formatech.ae Website: www.formatech.ae

Topics Covered

1. **Introduction to Project Cycle Approach**
   a. Stages of Project Cycle Approach
   b. What is Project Cycle Approach?
   c. The Importance of Project Cycle Approach
2. **Introduction to M&E Concepts and Notion**
   a. What is Monitoring and Evaluation System?
   b. The Importance of Monitoring and Evaluation
3. **Monitoring and Evaluation Terminology**
   a. Situational Analysis
      i. What is Situation Analysis?
      ii. The Importance of Situation Analysis
   b. Situational Analysis Tools
      iii. Needs Assessment
      iv. Stakeholder Analysis
      v. SWOT Analysis
4. **Project Design and Strategy Development**
   a. Program Framework and Objectives
   b. Log Frames
   c. SMART (ER) Indicators
5. **Monitoring and Evaluation Plan Design**
   a. The Purpose of the Monitoring and Evaluation Plan
   b. What is the Monitoring and Evaluation Plan?
6. **The monitoring and evaluation plan content**
   a. Quantitative and Qualitative Methods
   b. Differences Between Quantitative and Qualitative Methods
   c. Quantitative Tools (Surveys)
   d. Qualitative Tools (Focus Group Discussions, Key Informant Interviews)
7. **Baseline, Implementation, and Monitoring**
   a. Methods to Set Project Baselines
   b. Monitoring Implementation Plan
   c. Day to Day Monitoring Activities
   d. Monitoring Tracking System
8. **Evaluation and Reporting**
   a. Types of Evaluation
   b. Evaluating Projects
   c. Capturing and Documenting Lessons Learned
   d. Reporting

Methodology

- Learning Concepts/Presentations
- Group Activities and Discussions
- Tips and Tools
- Individual and Team Exercises
- Role Plays/Case Studies
- Educational Videos
- Action Plan to ensure Application of the Learning

Duration: 10 hours

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