IMSIMBI

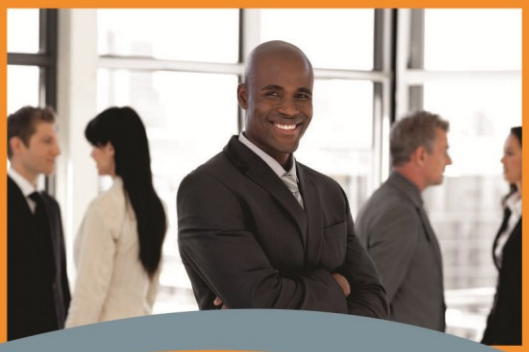
TRAINING

UNLEASHING YOUR POTENTIAL







Imsimbi Training proudly presents

Monitoring and Evaluation – 3 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

This course is accredited by the Services Seta and material covers unit standards 252034 and 252032 at NQF level 5 worth 16 credits.

SERVICES SETA

julius@imsimbi.co.za - tammy@imsimbi.co.za - margaret@imsimbi.co.za - prince@imsimbi.co.za - gloria@imsimbi.co.za

011 678 2443 WWW.IMSIMBI.CO.ZA

COURSE OBJECTIVES

Monitoring & Evaluation is an important management function in today's business, NGO and government landscape. Monitoring and Evaluation systems essentially focus on the tracking and evaluation of organisational **performance.** Government, as well as business managers are increasingly challenged to provide evidence for whether their projects or policies are achieving clearly defined outcomes and impacts.

The Government has committed themselves to an ambitious set of development targets with clear time frames. The successful achievement of these targets and the meeting of outcome based objectives as planned and budgeted for in terms of the Medium-Term Expenditure Framework (MTEF), require a collaborative and transparent national and provincial monitoring and evaluation system in support of sound performance management and strategic management. The building and efficient functioning of a credible and effective government-wide monitoring and evaluation system has become an important component in the performance management system of the South African Government. Monitoring and evaluation has been identified as pivotal to the fulfilment of the "People's Contract".

Results-based monitoring and evaluation systems provide feedback on the actual outcomes and goals of government programmes and projects. Results-based systems require answers to questions like:

- What higher-order objectives and expected outcomes has the department set?
- Have measurable outcomes and impacts been achieved?
- Are these outcomes and impacts sustainable?

From this point of departure, it is essential that leaders, managers, teams and individuals in organizations, public and private, develop their skills to understand, track and report on monitoring and evaluation. This course on Monitoring & Evaluation will empower you to understand, direct and implement the phases of a robust and results-based M&E framework. The following learning outcomes will be included:



COURSE OUTCOMES

Upon completing this course, participants should be able to:

- Develop an understanding of monitoring & evaluation and how these tools fit into the related processes of strategic management, project management and policy implementation;
- Learn about the Government-wide M&E framework and other related guidelines (Stats SA, Presidency indicators etc)
- Understand key M&E concepts, processes and practices
- Understand a results based management approach
- Understand and apply problem analysis tools
- Design a results chain and work-breakdown structure and Gantt Chart
- Understand M&E indicators
- Understand data collection and data analysis for M&E
- How to set up an M&E Framework
- Evaluation types, concepts and tools

Course programme:

<u>Day 1</u>:

- Introduction and course overview
- Organisational performance management
- Monitoring and evaluation concepts and context
- Preparing for M&E in your work processes and projects
- Developing a work-breakdown structure
- Developing and selecting appropriate indicators for project outputs and outcomes;
- Linking your indicators to baselines, milestones and targets



Day 2:

- Setting up a monitoring and evaluation framework;
- Build capacity for M&E in your teams – responsibilities, delegations and quality
- Facilitate team performance improvements using assessment findings;
- Establish performance standards and monitoring systems – linking individual and organizational processes

Day 3:

- Understand methods and tools for basic data collection;
- Understand methods and tools for basic data analysis;
- Understand the key uses of monitoring data: project management, evaluation and reporting;
- Understand the difference between process and outcome evaluation practices; and
- Develop project evaluation reports.

COURSE CONTENT

- ✓ Module 1: Orientation
- ✓ Module 2: Performance management
- ✓ Module 3: Overview of M & E
- ✓ Module 4: Starting the M&E Process



- ✓ Module 5: Understanding Indicators for M&E
- ✓ Module 6: Developing indicators
- ✓ Module 7: Communicating the M&E Framework
- ✓ Module 8: Implementing the M&E Framework
- ✓ Module 9: Building capacity for M&E
- ✓ Module 10: Data collection & analysis for M&E
- ✓ Module 11: Identifying data sources
- ✓ Module 12: Evaluation
- ✓ References

