MERCURY

Monitoring and Evaluation (M&E) Course

15 – 19 March 2027
Vienna (Austria)



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Ref: 15762_1079940 **Date:** 15 – 19 March 2027 **Location:** Vienna (Austria) **Fees:** 5900 Euro

Introduction:

Monitoring and Evaluation M&E is vital to effectively managing projects, particularly within the public and private sectors. This course will delve into the intricacies of project monitoring, emphasizing its significance in enhancing the outcomes and accountability of various initiatives. In this context, we will explore the implementation of the Public Sector Pay Policy, a crucial framework designed to optimize the management of the public sector wage bill.

This policy aligns with the mandate of the Commission established to oversee these fiscal strategies, ensuring a balanced approach to public compensation. The Monitoring and Evaluation Department plays a role in assessing the implementation of this policy, providing insights that drive improvements and inform decision-making processes. In this Monitoring and Evaluation M&E course, participants will understand M&E principles and practices, equipping them with the skills to monitor and evaluate projects within their sectors.

The Monitoring and Evaluation M&E course equips participants with essential skills and knowledge in monitoring and evaluation. They will explore the definition of monitoring and evaluation and its role in assessing project performance. They will learn about monitoring and evaluation components, including the monitoring and evaluation framework, methodologies, and techniques for effective assessment. Understanding monitoring and evaluation is fundamental to ensuring projects achieve their intended outcomes.

The Monitoring and Evaluation M&E training emphasizes the importance of monitoring and evaluation by discussing its advantages, improving decision-making, and enhancing projects. Learners engage with monitoring and evaluation methodologies and best practices that facilitate the process. They gain insights into budget monitoring and evaluation and the role of impact monitoring and evaluation in assessing project success. It explains monitoring and evaluation, recognizes its benefits, and applies its fundamentals in real-world scenarios to enhance their skills and responsibilities. It empowers them to implement monitoring and evaluation strategies that drive project success.

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Targeted Groups:

- Government officials and policymakers.
- Project managers and coordinators.
- Development practitioners and field staff.
- Non-governmental organization NGO professionals.
- Private sector project leaders.
- Academics and researchers in social sciences.
- Community-based organization CBO members.
- Monitoring and evaluation specialists.
- Financial analysts and budget officers.
- Stakeholders involved in public sector initiatives.

Course Objectives:

At the end of this Monitoring and Evaluation M&E course, the participants will be able to:

- Enhance understanding of the principles and practices of Monitoring and Evaluation in project management.
- Develop skills for designing and implementing effective M&E frameworks for public and private sector projects.
- Equip participants with the tools necessary for monitoring the implementation of the Public Sector Pay Policy.
- Foster the ability to analyze data and assess project outcomes effectively.
- Encourage the application of M&E findings to improve decision-making and policy formulation.
- Promote collaboration among stakeholders in monitoring and evaluation processes.
- Cultivate ethical practices and considerations in the field of Monitoring and Evaluation.
- Facilitate knowledge sharing and best practices in project monitoring across sectors.
- Strengthen the capacity to report and communicate M&E results to various audiences.
- Prepare participants to contribute to effectively managing the public sector wage bill through rigorous evaluation practices.

Targeted Competencies:

By the end of this Monitoring and Evaluation M&E training, the participant's competencies will:

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- Understanding of M&E concepts and frameworks.
- Skills in project design and implementation.
- Ability to develop M&E plans and indicators.
- Proficiency in data collection and analysis methods.
- Competence in using M&E tools and software.
- Knowledge of public sector policies and frameworks.
- Expertise in stakeholder engagement and communication.
- Capacity to assess project impact and effectiveness.
- Skills in report writing and presentation of findings.
- Understanding of ethical considerations in M&E practices.

Course Content:

Unit 1: Introduction to Monitoring and Evaluation:

- Define Monitoring and Evaluation and their significance in project management.
- Explore the relationship between M&E and project success.
- Discuss the types of M&E: formative, summative, and developmental.
- Introduce key M&E concepts, terminology, and frameworks.
- Examine the role of M&E in public and private sector projects.
- Highlight the importance of stakeholder involvement in M&E processes.

Unit 2: Designing Effective M&E Frameworks:

- Learn how to develop M&E plans tailored to project goals.
- Identify and formulate SMART indicators Specific, Measurable, Achievable, Relevant, Time-bound.
- Understand the components of a logical framework log frame.
- Discuss methods for data collection and analysis.
- Explore tools and techniques for monitoring progress.
- Emphasize the importance of baseline data in M&E design.

Unit 3: Implementation of the Public Sector Pay Policy:

- Provide an overview of the Public Sector Pay Policy in Zambia.
- Explain the role of the Commission in managing the public sector wage bill.
- Discuss the Monitoring and Evaluation department's responsibilities in this context.
- Examine case studies of M&E practices related to public sector policies.
- Analyze challenges faced in implementing the Public Sector Pay Policy.
- Explore best practices for monitoring policy implementation.

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Unit 4: Data Collection and Analysis Techniques:

- Introduce qualitative and quantitative data collection methods.
- Discuss surveys, interviews, focus groups, and observational techniques.
- Explore the use of software tools for data analysis.
- Emphasize the importance of data quality and reliability.
- Learn about data triangulation to enhance validity.
- Understand the ethical considerations in data collection and analysis.

Unit 5: Reporting and Utilizing M&E Findings:

- Learn how to prepare clear and concise M&E reports.
- Discuss effective communication strategies for presenting findings.
- Explore how to engage stakeholders with M&E results.
- Understand the role of feedback loops in M&E processes.
- Discuss how to use M&E findings for decision-making and policy adjustments.
- Emphasize the importance of continuous improvement based on M&E insights.