



Monitoring and Evaluation (M&E)
Course



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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 an instrumental 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 effectively evaluate projects within their respective sectors.

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 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:

- 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.

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.



Istanbul - Turkey: +90 539 599 12 06

Amman - Jordan: +962 785 666 966

WhatsApp London - UK: +44 748 136 28 02

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.