



# *P*roject Monitoring and Evaluation

<b>Programme</b>	<i>Annual International Training Course, Thai - Colombo Plan Secretariat Trilateral Cooperation Programme</i>
<b>Course Title</b>	<i>Project Monitoring and Evaluation</i>
<b>Duration</b>	<i>April 23 - May 11, 2007 *</i>
<b>Closing Date for Application</b>	<i>January 31, 2007</i>
<b>Number of Participants</b>	<i>25</i>
<b>Invited Countries</b>	<i>Afghanistan, Bangladesh, Burkina Faso, Egypt, Ethiopia, Cambodia, CARICOM Member States, China, Colombo Plan Developing Member Countries, Jordan, Kenya, Madagascar, Mauritius, OAS Member Countries, Senegal, Timor Leste and Thailand *</i>

*\* Subject to change by further notifications*

## Objectives

This course aims at enhancing the understanding and capacity of participants in project planning and the use of monitoring and evaluation tools in order to assess how well a project has been achieved. It also emphasises and fosters the promotion of communication, understanding, trust and cooperation among participants who come from different countries.

## Qualifications

This course is tailored for senior level government officials and/or development practitioners who are involved directly in project cycle management, project implementation and project monitoring and evaluation. Hence, participants for this course must:

- be a mid to senior level government official involving in a development project; or a development practitioner/ academic who directly involve in project cycle management, particularly monitoring and evaluation parts;
- possess a relevant educational background related to project cycle management; monitoring and evaluation; policy making, or other relevant disciplinary. Familiarisation with statistics will also be useful;
- possess at least 7 to 10 years of related work experience;
- be able to communicate professionally in written and spoken English;
- be in good health, both physically and mentally, and able to attend the entire course. (Those having other commitments and able to attend only part of this course should not apply.)



111

## Course Content

The training will cover the holistic approach that is relevant to the understanding of project monitoring and evaluation, starting from the brief overview of project cycle management, implementation and later on focus on monitoring and evaluation parts. A participatory approach will be used and field visits will also be organised for participants in order to apply theoretical part into practices.

### I Outlines

**Module 1** examines project planning framework as a prerequisite for project monitoring and evaluation. First, participants need to understand the concept of project and project planning as well as a diversity of stakeholders involved in a development projects. An understanding on the crosscutting issues such as environment; poverty; gender; governance; and regional cooperation will also be covered. An understanding on how project planning tools are used for effective project monitoring and evaluation will be finally highlighted.

- Overview of Project and Project Life Cycle
- Project Planning Matrix (PPM)
- Project Planning Tools such as

- a ) PPM or Logframe
- b ) Problem tree
- c ) Work breakdown structure (WBS)
- d ) Activity Estimate Sheet or Statement of Work
- e ) Programme Evaluation Review Technique (PERT)
- f ) Gantt Chart

- Monitoring and Evaluation Function of the Project Team
- Methods of Generating Information/ Data

**Module 2** builds on project design and reviews hands-on application used to strengthen evaluation process. Wide variety of evaluation tools and techniques will be covered to enable participant to measure progress and performance of a project. Group exercises will be given to provide participants with opportunity to develop some skills in basic statistics design and analysis.

- Monitoring and Evaluation Approaches
- Evaluation Tools and Methods such as
  - a ) Basic Statistical Concepts
  - b ) Criteria - Variability, Tolerable Error & Confidence Level
  - c ) Survey Design
  - d ) Data Analysis for monitoring and evaluation
- Preparation of evaluation data and reporting

## **II. Practices**

A variety of learning activities will achieve the course objectives. The methods employed will maintain participant enthusiasm and interest and build an environment of trust, friendship and co-operation. These activities and methods are planned as follows:

- seminars and class discussion
- course assignments
- group and individual presentations
- field research visits
- library and internet research
- Country Reports

## **III. Study Trips/Field Trips**

During this course, at least two field research visits to locally and internationally-run development projects. These visits will be used to gather information and research for use in the various course assignments.

There will also be course related social and recreational activities which include

- weekend social and recreational trips
- welcome and farewell receptions
- visits to downtown area in Khon Kaen



#### **IV. Advance Assignments**

Course assignments will require participants to practice professional skills and integrate concepts of project monitoring and evaluation. In addition, as participants will work in multinational groups these activities will promote communication and collaboration and foster a professional network of contacts among participants. Participants will be required to bring background material, readings, data, and country/regional statistics from their country of origin in order to be able to complete the following assignments during the course:

- 1) Country Reports
- 2) Reading Assignments
- 3) Project Assignments

#### ***The course will be conducted by:***

*Mekong Institute*  
Khon Kaen 40002  
THAILAND  
Tel.: (66 43) 202 411 to 2  
Fax: (66 43) 343 131  
E-mail: [information@mekonginstitute.org](mailto:information@mekonginstitute.org)

***Institution***

