

PROJECT MONITORING AND EVALUATION for the PUBLIC SECTOR



If you can demonstrate results you can win public support!

OVERVIEW:

Globally, the performances of public sector organisations are coming under more scrutiny from the citizenry. Taxpayers are demanding that governments demonstrate value for money in the utilisation of limited resources, for the provision of public goods and services. Within this context the need to achieve results from public development interventions has become extremely important. Therefore, the need for planned and systematic monitoring and evaluation of public sector policies, projects and programmes takes on new meaning.

Another fundamental reality is the fact that Public Sector projects are faced with certain challenges which are not common to projects within the private sector. This is generally so given that private sector projects are profit-oriented and public sector projects are people-oriented. The challenges with public sector projects are linked to the following:

- Bureaucracy
- Regulations and conditions of multilateral agencies such as the World Bank;
- Large number of stakeholders; and
- Size, complexity and Cost

This training workshop will promote, among participants, the development of the necessary skills and techniques for project monitoring and evaluation. In the final analysis this will improve project design and implementation.

LEARNING OBJECTIVES

The objective of this programme is to:

- (1) Describe a basic overview of the project monitoring and evaluation process.
- (2) Show participants how to build a results-based monitoring and evaluation system.
- (3) Illustrate to participants the skills required to develop evaluation questions and to design the overall evaluation exercise.
- (4) Apply key concepts and techniques to a specific project.

Participants will be exposed to:

1. An introduction to development evaluation;
2. Front-end analysis of the evaluation process;
3. Results-based monitoring and evaluation systems;
4. Designing different types of evaluation questions; and
5. The skills for presenting the results for an evaluation exercise.

This programme on Monitoring and Evaluation (M&E) systems is structured to examine the fundamentals of project monitoring and evaluation. The programme stresses **know how applications** as opposed to **know what theory** with the emphasis being on practical examples and challenges which are common to the public sector.

The programme will be comprised of four (4) core areas:

- **Introduction to Development Evaluation;**
 - Evaluation, what it is
 - Monitoring, what it is
 - Focus of Evaluation - Strategy, Operations, Learning
 - The theory of Change
 - Overview of the Logical framework Methodology
 - Internal, External and Participatory Evaluators
 - Origins and history of Development Evaluation
 - Criteria for Evaluating Development Projects

- **Results-Based Monitoring and Evaluation;**
 - Importance and reasons for M&E systems
 - Results-Based Monitoring
 - Results-Based Evaluation
 - Ten steps to building a Results-Based M&E System
 - Readiness assessment
 - Performance outcomes to monitor and evaluate
 - Key indicators to monitor
 - Role of Baseline data
 - Planning for improvement
 - Monitoring for results
 - Role of Evaluation
 - Reporting findings
 - Using findings
 - Sustaining the M&E System within the organization

- **Designing evaluation questions**
 - Sources of Questions
 - Three types of Questions
 - Choosing Questions
 - What is Evaluation Design
 - Approach to Development Evaluation
 - Focus the evaluation
 - Design and Methodology
 - Connecting Questions to Design
 - Design Process - questions, designs, methods, analysis, reporting

- **Presentation of evaluation results**
 - Terms of Reference for the Evaluation
 - Communication Basics
 - Writing Evaluation Reports
 - Feedback
 - Recommendation Tracking

TARGET GROUPS:

This programme is geared towards person working in the public sector and in particular those involved in Project Monitoring and Evaluation.

DETAILS:

Date: November 3, 4, 5 , 2008

Registration: November 27th, 2008
Deadline

Time: 8.30am – 4.00pm

Cost: \$4,500.00

Venue: Arthur Lok Jack Graduate School of Business
Max Richards Drive, Uriah Butler Highway,
North West, Mount Hope

Contact: Indira Patel / Shadeed Ali Ph: 662-9894 x 136 / 131

projectmanagement@gsb.tt

November 3,4,5, 2008

STUDENT REGISTRATION FORM

Contacts: Fax # 662-1411

Ph # 645-6700 x 131/136

SECTION 1: PERSONAL DATA

Name: (Surname)	First Name	Other
Date of Birth:(Day)	(Month)	(Year)
Sex:	M	<input type="checkbox"/>	F	<input type="checkbox"/>	
Vehicle Reg #	ID #	DP/ ID / Passport
Job Title:				
Organization:				
Work Address:				
Home Address:				
Work Tel:	Home Tel:	Mobile Tel:
Fax:	E-mail:		
Please indicate to which address you would prefer all correspondences sent:					Home <input type="checkbox"/> Work <input type="checkbox"/>

SECTION 2: DIETARY RESTRICTIONS

Please choose one (1) of the following:

Chicken Fish Vegetarian

I am allergic to :

SECTION 3: WITHDRAWAL POLICY

Any participant withdrawing from a programme two (2) days before its' commencement will incur an administrative charge of 20% of tuition fees. If a participant has withdrawn within seven (7) days of commencement of the programme, he/she will incur a 20% administrative charge of tuition fees plus cost of classes attended.

I hereby certify that all statements on this registration form are true and correct.

<p>..... Signature</p> <p>..... Print Name</p>	<p>COMPANY STAMP/AUTHORISATION</p>
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SECTION 4: PAYMENT DETAILS

Payment Options: Linx, Certified Cheques and Company Cheques

<p><u>Payment of Fees</u></p> <p>.....</p>	<p style="text-align: center;"><u>Invoice Details</u></p> <p>Name: Designation:</p> <p>Company:</p> <p>Address:</p> <p>Tel: Fax:</p>
<p>Registration Approved</p>	
<p>Programme Co-ordinator:</p>	<p>Programme Manager:</p>

Note: Any Programmes or Seminars payments are to be made at least two (2) days in advance