

“Performance Monitoring and Evaluation”

Duration: 40 hours

Course Overview: This course offers a comprehensive introduction to the principles, tools, and practices of PM&E. Participants will learn how to design monitoring frameworks, develop indicators, collect and analyse data, and conduct various types of evaluations. The course also emphasizes integrating PM&E into the policy and program management cycle to support continuous learning, improve service delivery, and demonstrate results to stakeholders.

Target Audience:

This course is designed for individuals and teams involved in the planning, implementation, oversight, and assessment of public programs, development projects, and institutional policies

Training Methodology:

Participant Involvement: We will introduce regular opportunities for participant involvement, including discussions, feedback sessions, and reflection exercises, to ensure that the training remains interactive and relevant to their needs.

Module 1: Introduction to Performance Monitoring and Evaluation

- Definition and Importance
- Distinction between Monitoring and Evaluation
- Role of PM&E in Program and Policy Management

Module 2: The PM&E Framework

- Logical Framework Approach (LogFrame)
- Theory of Change
- Results-Based Management (RBM)

Module 3 :Monitoring: Concepts and Components

- Purpose and Principles of Monitoring
- Monitoring Plans and Indicators
- Data Collection and Management
- Tools and Techniques for Monitoring
- Real-time and Adaptive Monitoring

Module 4: Evaluation: Concepts and Types

- Purpose and Scope of Evaluation
- Types of Evaluation (Formative, Summative, Process, Impact)

- Evaluation Criteria (OECD DAC – Relevance, Effectiveness, Efficiency, Impact, Sustainability)
- Designing an Evaluation Plan
- Timing and Frequency of Evaluations

Module 5 : Developing Indicators and Performance Metrics

- SMART Indicators
- Qualitative vs. Quantitative Indicators
- Baselines and Targets
- Data Sources and Validation Methods

Module 6 :Data Collection and Analysis in PM&E

- Data Collection Tools (Surveys, Interviews, Focus Groups, Observations)
- Sampling Methods and Data Quality Assurance
- Data Analysis Techniques (Statistical, Thematic, Comparative)
- Visualization and Reporting of Results

Module 7 :Integrating PM&E into Program and Policy Cycles

- Linking PM&E to Planning and Budgeting
- Using M&E Findings for Decision-Making
- Feedback Loops and Learning Systems

Module 8 :PM&E Systems and Institutional Frameworks

- National M&E Systems
- Roles of Government, Donors, and Stakeholders
- Capacity Building for PM&E
- Organizational Structures for M&E Units

Module 9 :Stakeholder Engagement in PM&E

- Participatory Monitoring and Evaluation
- Community-Based M&E
- Managing Stakeholder Expectations and Feedback

Module 10 :Ethical and Quality Standards in PM&E

- Principles of Ethical Evaluation
- Ensuring Objectivity and Transparency
- Addressing Bias and Confidentiality Issues

Module 11 :Challenges and Limitations in PM&E

- Common Operational and Methodological Challenges
- Dealing with Incomplete Data and Attribution Problems
- Strategies to Overcome Institutional Resistance

Module 12 :Case Studies and Best Practices

- National and International PM&E Examples

- Lessons Learned from Effective Monitoring Systems
- Success and Failure in Evaluation Utilization

Module 13 :Tools and Technologies for PM&E

- Digital M&E Platforms
- Mobile Data Collection Tools
- Dashboards and Real-Time Monitoring Systems

Module 14 :Conclusion and Future Directions

- Innovations in PM&E
- Strengthening PM&E for Sustainable Development
- PM&E in the Context of SDGs and Public Accountability
- Effective Communication of Policies
- Monitoring and Evaluation Frameworks
- Handling Resistance to Policy Changes
- Role of Leadership and Change Management