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# Foundation Monitoring and Evaluation Online Training



Do you need to build effective monitoring and evaluation into project and programme work for both accountability and learning? This course will strengthen your skills in supporting the monitoring and evaluation of projects and programmes from programme design through to evaluation.

M&E is an essential component of international NGOs, NGOs and civil society organisations striving to continually improve their work and have greater accountability. Given the high demand in the sector, this foundation course is designed to develop you understand what M&E entails, why it is so vital, and how to do it well and in a participatory way. This course ensures that those who are new to M&E have a thorough understanding of M&E concepts and have built up the practical skills and the confidence needed to do M&E effectively. You will learn to use a range of M&E tools and activities that will help you improve accountability, learning and effectiveness of projects and programmes.

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## 1 Objectives of the course

By the end of the training participants will:

- Define the main terms and concepts associated with the processes of monitoring and evaluating projects and programmes
- Articulate the key purposes of effective M&E and be able to prioritise according to the context
- Select and use a range of M&E tools with confidence
- Apply results of M&E processes to both accountability and organisational learning and explore some of the challenges that can arise from these processes.
- Reflect on your own role in bringing about improved M&E in your projects and your organisation.

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## 2 Intended audience

This course is a foundation level for those who are new to M&E. Consultants working within the sector who have little or no M&E experience often attend these courses as do those managing staff responsible for M&E. If you have some experience of M&E, the advanced face to face training course may be more appropriate for you. It will be suitable to those based both in the UK and overseas<sup>1</sup>.

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<sup>1</sup> Exact timings of the blended learning trainer led modules will depend on the location of the participants and the spread of time zones the programme will cover.

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### 3 Core content areas

- Definitions used in M&E
- Purpose of doing M&E
- How it fits into the project cycle
- Hierarchy of objectives (including log framing)
- Developing Indicators
- Approaches and methods to M&E
- How to select and use various methods and tools for data collection
- Basic skills required for effective M&E
- Drawing up a terms of reference
- Effective and purposeful reporting
- Ensuring M&E leads to organisational learning

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### 4 Course format and costs

This course includes training delivered remotely on live webinar by a highly experienced trainer, one to one coaching to support attendees as they apply the learning to their current work and access to INTRAC's e-learning platform.

These courses provide flexibility and allow you to take part in an INTRAC course with others without travelling. Timing of the course is adapted to the location of participants.

#### **Part One: Trainer-led and self-directed**

In week 1, participants 'remotely' attend four days of training including three hours of trainer-delivered content (via webinar) per day, and one-two hours of self-directed and peer learning. Participants then devise action plans for incorporating learning into their work.

#### **Part Two: One-to-one coaching**

In week 5, participants have a 50 minute one-to-one coaching session (via skype) with the trainer. This time is tailored to the needs of each participant. Examples of use of the coaching time include reviewing learning and considering how to integrate it into current work or having contextual/issue-specific support

#### **Part Three: Trainer-led**

In week 8, participants attend a final three-hour webinar to consolidate learning, share their reflections on the challenges or successes of applying learning to the workplace, cover any outstanding learning needs, and discuss action plans.

**The cost of this course is £550.**

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### 5 More information

Please contact the INTRAC Training Team:

Phone: +44 (0)1865 263040/201851

Email: [training@intrac.org](mailto:training@intrac.org)

Web: [www.intrac.org/how-we-work/training/](http://www.intrac.org/how-we-work/training/)

INTRAC is accredited as a non-collegiate provider by the British Accreditation Council for Independent Further and Higher Education.

