
New E-Learning Monitoring and Evaluation Training



Do you need to build effective monitoring and evaluation (M&E) 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 and impact assessment.

Good M&E is essential for all civil society organisations – large or small, international, local or community based – to be able to learn from and improve the work that they do and to be more accountable to their donors and supporters and to the people and communities that they work with. Given the high demand in the sector, this course is designed to develop your understanding of the principles and practice of effective M&E, share examples of M&E approaches and tools appropriate to different types of interventions and contexts, and help you to tackle M&E challenges that you may be facing. This course ensures that those who are relatively new to M&E have a thorough understanding of M&E concepts and have built up both the core practical skills and the confidence needed to do M&E effectively.

1 Objectives of the course

By the end of the training you will be able to:

- Define the main terms and concepts associated with the processes of monitoring and evaluating projects and programmes
- Articulate the main purposes and key characteristics of effective M&E, in different contexts
- Select and use a range of M&E tools with confidence
- Apply results of M&E processes for improving 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, programmes and organisations.

2 Intended audience

This course is aimed at staff of NGOs and CSOs who are relatively new to M&E, whether you are directly responsible for implementing M&E or are managing others with the responsibility to improve M&E in your organisation. Consultants working within the sector who have little or no M&E experience often attend this course. This course is suitable for those based both in the UK and overseas¹ and is designed to be able to fit around the demands of your day to day work. You will need to have good internet connectivity to get the maximum benefit from this course.

¹ 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.

3 Core content areas

- Jargon busting: definitions used in M&E
- Purposes of doing M&E
- Core characteristics of effective M&E
- How M&E fits with project cycle management
- Hierarchy of objectives (including log framing)
- Developing Indicators
- Selecting and using appropriate methods and tools for data collection
- Conducting and managing effective evaluations, including developing Terms of Reference
- Effective and purposeful reporting
- Closing the loop: ensuring M&E leads to organisational learning and improvement

4 Course format and costs

Our holistic approach to Monitoring and Evaluation provides approximately 35 hours of training over 5 weeks. The training consists of a blend of ‘real time’ webinars led by our highly experienced trainers, collaborative group activities, opportunities to interact with participants on the course through discussion forums on the INTRAC learning platform and individual coaching to enable attendees to apply the learning to their work.

This course provides flexibility and enables you to take part in an INTRAC course with others without travelling. The timing of the course is adapted to the location of participants.

You will be expected to spend between 5-10 hours a week of learning and training (except during week 2 when additional study will be required of around 15 hours).

Week 0 Course Introduction (4-5 hours, mostly self-paced)

In week 0 you will meet other participants and your tutor, share expectations, and attend a welcome webinar. You will complete pre-course exercises that will allow you to start thinking through M&E challenges and concepts. If you need it, the tutor will provide support to use the technology and make sure you are ready to make the most of the training.

Week 1: Webinar-based training part 1 (12 hours, time of webinar depends on participants’ time zones. Webinars sessions are recorded and can be viewed at a later time)

In week 1 you will attend webinar sessions facilitated by the trainer. The webinars will be followed by break-out room activities to engage in discussions and complete practical exercises with a buddy.

Week 2: Collaborative task (4-5 hours, mostly self-paced)

Week 2 will be the opportunity to concretely apply your freshly acquired knowledge through working on a case study with a group of participants.

Week 3: Individual Mentoring (4-5 hours, mostly self-paced)

In week 3 you will have a 50 minute one-to-one coaching session (via Skype) with the trainer. This time is tailored to your needs. Examples of how you may use the coaching time include reviewing learning and considering how to integrate it into current work or having contextual/issue-specific support.

In addition to your individual mentoring session, the third week of training includes another group activity to inspire and be inspired by others: participants to INTRAC's training are practitioners themselves, and are a reservoir of experiences and good practice.

Week 4: Webinar based training, part II (7 hours, time of webinar is set depending on participants' time zones)

Similar to week 2, week 4 will include webinar sessions followed by break-out room discussions and exercises. In this last week of training, the last practical exercises will ensure you are on your way to apply what you have learned to your work.

The cost of this course is £550.

5 More information

Please contact the INTRAC Training Team:

Phone: +44 (0)1865 263040/201851

Email: training@intrac.org

Web: www.intrac.org/how-we-work/training/