

Monitoring and Evaluation in Development

- Prove the value and impact of your project or programme by measuring its results better.
- Improve M&E practices in your workplace to utilise resources more effectively.
- Cut out the inefficiencies and make sure funds are being well spent.
- Use participatory approaches to ensure stakeholder commitment.

Course Objectives

- Identify the key elements needed to make your M&E system work.
- Practise using the logframe approach as an active tool for M&E.
- Select and make use of relevant SMART indicators.
- Learn to gather and analyse qualitative and quantitative information, and communicate it effectively.
- Identify and address key challenges faced by M&E practitioners.

Course Outline

Monday	M&E roles and purposes
	M&E in your organisation
Tuesday	Problem and objective trees
	Stakeholder analysis
	The logical framework
Wednesday	Developing and using indicators
	Identifying MOVs and monitoring tools
Thursday	Steps for designing an M&E system
	Critical reflection and learning
Friday	Tools for gathering qualitative and quantitative data

Monday	Managing evaluations
	Teams for M&E
Tuesday	Baselines and impact assessment
	Eliminating gender bias
Wednesday	Practical evaluation
Thursday	Communicating M&E findings
	Getting your ideas implemented
Friday	Presentations
	Action planning

Quick Facts

Duration	10 days	Course Fee	£2650	Maximum Participants	20
Scheduled Venues	Brighton	Apr 20-May 1	Application Deadlines	Mar 9	
	Bangkok	May 18-29		Apr 6	
	Cape Town	June 22-July 3		May 11	
	Brighton	Sep 28-Oct 9		Aug 17	
	Bangkok	Nov 16-27		Oct 5	
Who it's for	Any development professional with either limited or extensive M&E responsibilities.				
Tailor-made	Have this course tailored to your specific needs, at a time and place that suits you. Call or e-mail us for a free quote, or complete our online enquiry form .				



"The course has offered me useful and constructive insights on how to integrate and improve M&E aspects in our projects. Learning from the wide-ranging experience of teachers as well as other course participants intensifies the practical value of the contents."

Caren Stelz,
German Red Cross
Indonesia

"This training will help me to set up an M&E system, and implement a professional M&E process. Very focused on practicalities, which will help me when putting theories into action. The trainers were very motivating...I could not resist being active and contribute!"

Silvia Szekeres, Open Society Institute, Hungary

Thinking of combining courses?

Our programme is designed for you to benefit from different courses running close to each other. If you'd like to combine two or even three courses into a longer programme, or link courses at different times, here are some suggested combinations:

This course can follow our **Planning Development Projects** course to give you an all-round grasp of project management.

You can also add our 3-day **Working with Logframes** course if you need practice in setting up and using logframes for your M&E system.

Practical Information



Our course fees include:

- All tuition: presentations, group activities and one-to-one support
- Optional social and cultural programme including final dinner
- Comprehensive training materials (course folder and CD)
- Light refreshments
- Certificate of attendance and course photo
- IMA pen, conference bag and gift
- Continuous and ongoing support and advice from the IMA team



All our courses are priced on a non-residential basis to enable participants to choose accommodation to match their needs. Upon enrolment we can suggest accommodation options wherever possible; we generally recommend our training venues for your accommodation, which range from £40 to £75 per night.

Please budget for all daily expenses including meals and incidental expenses (laundry, post, phone, e-mail). Depending on location, we suggest £20-£40 per day (excluding accommodation). Payment of the course fees is made by bank transfer; our bank details are shown on your invoice once you are enrolled.



To offer greater flexibility, flights and transport are left to participants to organise. We can give advice on airport transfers where necessary.

IMA International reserves the right to cancel a course, at the latest 4 weeks prior to the start of the course. We therefore recommend that flights and accommodation are booked within 4 weeks of the start of the course and not before.

VAT at 15% will be added to all invoices sent to a UK address.

Discounts available on all 2009 courses!

3 for 2 Discount: Send three participants on a course together and pay for only two places, if payment is received 8 weeks before the course start date. The three participants must be sponsored by the same organisation.

Multiple Courses Discount: Attend two or more courses consecutively and receive 15% off the total fee, provided payment is received 8 weeks before the course start date.

Early Payment Discount: Receive 10% off the price of your course if payment is received 8 weeks before the course start date.

Alumni Discount: If you have attended an IMA scheduled course previously and joined our alumni network, you are now eligible to receive a 15% discount on any course in 2009, provided payment is received 4 weeks before the course start date.



**Apply
Online**

Simply complete our online application form at
www.imainternational.com