



Certified Monitoring and Evaluation Professional Course

Introduction:

This is a 3 months **Certified Monitoring and Evaluation Professional Course** that aims at making you an expert in M&E. We will first meet physically for 3 days, then continue online for 3 months, meeting once a week for one and a half hours. For maximum learning, this course will be delivered through a combination of live and E-Learning sessions

Live Sessions

We will meet for 3 days (9am to 5pm) and learn everything that we need to in order to become Certified Monitoring and Evaluation Professionals. This will be a practical training, and every participant will be guided through the process of developing an entire M&E plan for a project of their choice. The sessions will be highly interactive and lively.

E-Learning Sessions

Every participant will be registered on an E-learning Platform. Here, we have a host of prerecorded sessions, PPT notes, M&E toolkits, templates, samples, links etc all aimed at equipping participants with the most current M&E skills. After each session, a self-assessment quiz is provided to reinforce learning. Once a participant completes a session including the quiz, the system opens the following session.

Course Completion

In order for you to be considered to have completed the course, you will need to fulfill the following criteria:

1. Attend the physical training (or join the class virtually)
2. Develop complete M&E Plan
3. Complete 15 E-Learning lessons and pass 5 quizzes
4. Clear the fees

A certificate will be issued upon completion of the course, which will make you eligible to join Vantage Africa M&E Professionals Association (VAMEPA).

Pre-Training Sessions (Online)

Immediately participants register, they will be taken through the following sessions online, in preparation of the physical sessions

Topic 1	The Rationale for Monitoring and Evaluation <ul style="list-style-type: none">- Explain why M&E is a critical component of every project management process- Understand the place of M&E in the Project Cycle- Appreciate the value of M&E in our personal life projects- Appreciate the role of M&E in developing Transformational Leaders
Topic 2	Case Studies Selection <ul style="list-style-type: none">- Participants will be guided through the selection and refining of case study projects. Each participant will develop an entire M&E Plan for the project selected. <div data-bbox="256 814 1528 1241" style="border: 1px solid black; padding: 10px; text-align: center;"><p><i>The purpose of the case study is to enable participants develop an M&E Plan. Please select a project that you are passionate about, or one you are already implementing. Hypothetical but practical projects are acceptable. The facilitator will guide you on a step by step basis until you have a complete M&E Plan</i></p></div>
Topic 3	Overview of Project Management <ul style="list-style-type: none">- Define key terms in project management- Differentiate between Projects and Organizational Operations- Understand the relationship of project management and other management disciplines- Understand the key phases of the project cycle- Appreciate the concept of Project Management Triangle
Topic 4	M&E in the Global and Continental Arena <ul style="list-style-type: none">- Global and continental outlook of M&E- Evolution of M&E in the Global South- Adoption of M&E by Governments in Africa- Where you fit in as an aspiring M&E Professional

Day 1

8.30am-9.00am	Registrations <ul style="list-style-type: none"> - Participants arrive at the venue and are registered. Learning materials are distributed
9.00am-9.30am	Introductions <ul style="list-style-type: none"> - Participants introduce themselves and share their expectations. Class rules agreed on
9.30am-10.30am	M&E Demystified <i>By the end of this session, participants will:</i> <ul style="list-style-type: none"> - Understand what M&E is - Explain the Differences between Monitoring and Evaluation
Tea Break	
11.00am-11.30am	Theory of Change <ul style="list-style-type: none"> - Appreciate the importance of TOC and Design a theory of change for case study project
11.30am-1.00pm	Key Concepts in M&E For your case study project, you will be guided to develop the following: <ul style="list-style-type: none"> - Baseline, Indicator, Target, Goal, Objective, Output, Inputs, Results, Outcomes, Impact, Activities, Assumptions - Explain clearly the meaning of the following: Effectiveness, Efficiency, Validity, Reliability, Sustainability, Reporting, and Feedback.
Lunch Break	
2.00pm-2.30pm	Formulating Goals, Objectives and Objectively Verifiable Indicators- OVI s <ul style="list-style-type: none"> - Formulate Goals for the case study project - Develop SMARTER objectives for the project - Explain the key types of indicators and appreciate the concept of Objectively Verifiable Indicators (OVIs). Develop OVIs for the case study project
2.30pm-4.00pm	M&E Frameworks and Practical Designing of a Logframe <ul style="list-style-type: none"> - Explain the key components of the 3 M&E frameworks - Appreciate the importance of these frameworks in an M&E setting - Design the Logframe for your case study project with all its key components
Tea Break	
4.15pm-5.00pm	Performance Monitoring and Performance Evaluation Plans <ul style="list-style-type: none"> - Develop Performance Monitoring Plan for your case study project, indicating outputs and activities, output indicators, means of verification, frequency of reporting and targets - Develop a Performance Evaluation Plan, with rows for both Impacts and Outcomes

Day 2

8.30am-9.00am	Recap <ul style="list-style-type: none">- Participants share their experiences and learning points from the previous day
9.00am-10.30am	Performance Monitoring and Performance Evaluation Plans (Continued) <ul style="list-style-type: none">- Provide an Operational Definition of your Impact and Outcome Indicators- Provide an explanation for calculation of performance in relation to your indicators Developing of a Performance Results Report <ul style="list-style-type: none">- Design a quality Performance Results Report using standardized format- Understand the key components of a quality M&E Report- Appreciate the value of understanding your audience in reporting

Tea Break

11.00am-1.00pm	Developing a Complete M&E Plan <ul style="list-style-type: none">- Design a Data Collection and Delivery Plan- Develop a Data Quality Plan- Create a Documentation Plan- Design a Results Dissemination Plan
----------------	--

Lunch Break

2.00pm-4.00pm	E-Learning Platform <ul style="list-style-type: none">- Attempt 5 Self-Assessment Quizzes- Question and Answer Session
---------------	--

Participants will be enrolled on the E-Learning Platform. They will study 5 modules in the platform. After each module, there is a self-assessment quiz. The subsequent module opens automatically once you pass the current module. The process takes about 2 hours and once complete, your certificate will become available

Tea Break

4.15pm-5.00pm	<ul style="list-style-type: none">- Review of Participants M&E Plans- Personalized guidance on your M&E Plan
---------------	---

Graduation and Award of Certificates

Day 3: Post-Certification Sessions (Online, Self-Paced)

Online Post-Training Sessions start here. Day 3 will be self-paced learning

<p>9.00am- 10.30am</p>	<p>Role of M&E in Strategic Resource Mobilization</p> <ul style="list-style-type: none"> - Resource Mobilization Planning - Resource Mobilization Strategies - Developing a Concept note and Proposal - Building Relationships with Donors
	<p>Data Management</p> <ul style="list-style-type: none"> - Identify key data sources for both primary and secondary data - Develop a data collection and delivery plan - Appreciate the importance of data quality in M&E - Explain the key dimensions of data quality and develop a data quality plan
<p>Tea Break</p>	
<p>11.00am- 1.00pm</p>	<p>Participatory M&E Approaches</p> <ul style="list-style-type: none"> - Appreciate the concept of Participatory M&E - List down the differences between Participatory and Conventional M&E - Appreciate the key participatory M&E approaches
	<p>Impact Harvesting</p> <ul style="list-style-type: none"> - Appreciate the concept of impact harvesting - Understand the key approaches to Impact Harvesting - Develop impact reports - Develop results documentation and dissemination plans - Appreciate the concept of stakeholder engagement
<p>Lunch Break</p>	
<p>2.00pm- 4.00pm</p>	<p>Sustaining M&E System in Organizations</p> <ul style="list-style-type: none"> - Appreciate the strategies for winning senior management support for M&E functions - Embedding M&E in organizational structure and culture
	<p>M&E Consultancy and Careers in M&E</p> <ul style="list-style-type: none"> - Discuss the consulting process including the consultant-client relationships - Explain consultancy strategy and marketing and cost consultancy services - Respond to request for consultancy services and Develop Terms of Reference (TOR) - Appreciate the career paths available for M&E experts and how to penetrate the field - Draft a professional CV and Cover letter in response to M&E job adverts

3 Months Online M&E Training Schedule

Week	Topic (Zoom Link to be Provided)- Every Tuesday Evening, 1.5 hours
Week 1	Data Analysis and Visualization: <i>Our role in facilitating Data Driven Interventions (Practical Data Analysis Training)</i>
Week 2	Advanced Indicator Development: <i>An advanced approach in Measuring Everything (Focus on Impact Level Indicators)</i>
Week 3	M&E in the age of Artificial Intelligence: <i>What it means for you as a professional (And how to take advantage of AI)</i>
Week 4	M&E Consulting: <i>Where to start, and how to thrive as an M&E Consultant (Practical Guidance from Seasoned Consultants)</i>
Week 5	Impact Harvesting: <i>Reporting our achievements accurately and powerfully to inspire action</i>
Week 6	Advanced Data Management Techniques: <i>"Unleashing the Power of Data: Strategies for Effective Data Collection, Analysis, and Utilization in M&E."</i>
Week 7	Theory-Based Evaluation: <i>"From Theory to Action: Leveraging Theoretical Frameworks for Evidence-Based Decision Making in Monitoring and Evaluation."</i>
Week 8	Results-Based Management: <i>"Driving Success through Results: Aligning Monitoring and Evaluation with Strategic Goals for Measurable Impact."</i>
Week 9	Advanced Participatory M&E: <i>"Empowering Stakeholders, Amplifying Impact: Engaging Communities in Meaningful Monitoring and Evaluation Processes."</i>
Week 10	Advanced Reporting and Communication: <i>"Beyond Numbers: Crafting Compelling Narratives and Visualizations for Enhanced Reporting and Stakeholder Engagement."</i>
Week 11	Advanced Impact Evaluation: <i>"Uncovering Impact: Evaluating Effectiveness, Efficiency, and Sustainability for Lasting Social Change."</i>
Week 12	Induction into Vantage Africa M&E Professionals Association (VAMEPA)