

**WAZIMA DEVELOPMENT SOLUTIONS
FUNDAMENTALS OF M&E TRAINING COURSE**

Anticipated topics for this training workshop are:

TRAINING DAY	TOPIC	FURTHER EXPLANATION OF SESSION
Day 1: Laying the Foundation	Introduction to M&E data	Understanding what is good M&E; importance of good M&E; uses of M&E data
	Audience Analysis	Identifying different audience information needs, both internal and external audiences. Consideration of who needs to have, or would benefit from, having your project data
	Theory of Change & Results Framework	Understanding the Theory of Change approach to programme implementation and M&E framework structuring (Input-activity-output-outcome-impact progression). This serves as a backbone to the training and understanding the different levels of results
	Indicator Development	Designing appropriate indicators and/or increasing utility of existing indicators for management by defining key concepts, setting disaggregation priorities, etc
	Bringing it all together	Ordering of indicators in hierarchical manner, illustrating the different levels of results and thereby the anticipated data collection and management frequency
Day 2: Managing Data	Data Management Process	Understanding the pathway and handling of data for each indicator, from source of data (and unit of measure), as well as outlining procedures for collection, collation, analysis, reporting and use
	Data Quality Parameters	Incorporating data quality parameters into each step of the data management process; creating a data quality plan for indicators
Day 3: Monitoring Tools	Data Collection Instrument Design	Understanding different kinds of data and which will best provide you with the information you require; getting familiar with different question types and getting to know the most common types of data collection instruments Emphasis will be placed on collection instrument design consideration and knowing what your instrument needs to look like in consideration of your data needs
	Data Collation Instrument Design	Addressing the importance of keeping appropriate disaggregations through the collation process. Emphasis will be placed on collation instrument design considerations based on the level of detail you require for capture and report
	Database Considerations	Practical considerations to keep in mind when commissioning work for M&E databases design
	Reporting of M&E Data	Highlighting practical methods of reporting M&E data to assist in results based management

OBJECTIVE OF THE TRAINING

The overriding objective of the training will be for participants to be able to come away from the training having drafted an M&E framework or improved upon their existing one to make it more management orientated while being fully compliant to donor needs.

OUTCOMES OF THE TRAINING

Participants will gain the understanding to, and begin to develop their own:

- Results Framework with appropriate indicators
- Audience analysis
- Data management plan
- Data quality plan
- Draft data collection instruments
- Draft data collation instruments
- Understanding of its M&E database design needs
- Reporting of M&E data

DESIGN OF THE TRAINING

The design of the training will be as follows:

- Theoretical, knowledge based sessions introducing the M&E concepts explained through ample real-life examples
- Followed by practical group work to allow for contextualized learning and results in practical outputs for participants.

WHO SHOULD ATTEND

The training is targeting M&E related staff, programme managers and data based decision makers within the organisation. Due to the interactive nature of the training and hands-on work with programme's individual contexts, it is highly advisable for two or more staff members from each organisation to attend. Wazima views this to be pivotal to the transmission of concepts being delivered in this training.

This training is intended to supplement the need for external M&E consultants who would come in to an organisation to design an M&E framework/system or assist with data management.

TRAINING DATES

Wazima will be offering two, three-day, Fundamentals of M&E trainings in Johannesburg, on:

- 12 – 14 April, 2010
- 19 – 21 April, 2010.

COST OF THE TRAINING

The cost for the training per participant is R6 000. The maximum number of participants at each training will not exceed 12, so as to allow for adequate individual time with each participant / organisation. A group discount will apply if three or more individuals from an organisation attend.



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