



Vantage Africa

School of Leadership



Certified Monitoring & Evaluation Professional Course

For more information or to enroll contact:

Tel: +254 725 303 645

Email: info@vantageafricaleaders.com

Location: C603, 6th Floor Astrol Business
Center Thika Road Nairobi



Introduction

This is a 5 weeks Certified Monitoring and Evaluation Professional Course that aims at making you an expert in M&E. We will meet for 3 days each week for 5 weeks. For maximum learning, the course is delivered through a combination of live and E-Learning sessions

Live Sessions

Live sessions are held via Zoom. These are highly interactive sessions where participants are guided on key M&E skills, especially in the process of developing an M&E System.

E-Learning Sessions

Here, we have a host of prerecorded sessions, PPT notes, M&E toolkits, 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:

- ☑ Develop complete M&E Plan
- ☑ Complete E-Learning lessons and class assignments
- ☑ Clear the fees

N/B - A certificate will be issued upon completion of the course.

Course Outline

Week 1		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 1	Overview of Project Management	<ul style="list-style-type: none"> ☑ Define key terms in project management ☑ Understand the relationship of project management and other management disciplines
Day 2	Theory of Change	<ul style="list-style-type: none"> ☑ Appreciate the importance of TOC ☑ Design a theory of change for case study project
Day 3	M&E Demystified	<ul style="list-style-type: none"> ☑ Understand what M&E is ☑ Explain the Differences between Monitoring and Evaluation
Online Self-Assessment Quiz 1		

For more information or to enroll contact;

Tel: +254 725 303 645

Email: info@vantageafricaleaders.com

Location: C603, 6th Floor Astrol Business Center Thika Road Nairobi

**Week 2**

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 4	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
Day 5	Key Concepts in M&E	<ul style="list-style-type: none"> ☑ Explain clearly the meaning of the following concepts in relation to M&E; Baseline, Indicator, Qualitative, Quantitative, Target, Goal, Objective, Output, Input, Results, Outcome, Impact, Activity, Assumptions, Effectiveness, Efficiency, Validity, Reliability, Sustainability, Reporting, Feedback.
Day 6	Formulating Goals, Objectives and Objectively Verifiable Indicators- OVIs	<ul style="list-style-type: none"> ☑ Appreciate the concept of contributory nature of goals ☑ Formulate Goals for the case study project ☑ Develop SMARTER objectives for the project ☑ Explain the key types of indicators ☑ Appreciate the concept of Objectively Verifiable Indicators (OVIs) ☑ Develop OVIs for the case study project

Online Self-Assessment Quiz 2**Week 3**

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 7	M&E Frameworks and Practical Designing of a Logframe	<ul style="list-style-type: none"> ☑ Explain the key components of both the M&E frameworks ☑ Appreciate the importance of these frameworks in an M&E setting ☑ Design the logframe table with all its key components ☑ Develop inputs, activities, outputs and outcomes for the case study project
Day 8	Performance Monitoring and Evaluation Plans	<ul style="list-style-type: none"> ☑ Appreciate the importance of an M&E plan ☑ Understand the key components of an M&E Plan ☑ Develop Performance monitoring plan, performance evaluation plan and results performance results report ☑ Develop an M&E plan for the case study project
Day 9	Developing of a Performance Results Report	<ul style="list-style-type: none"> ☑ Design a quality Performance Results Report using standardized format

Online Self-Assessment Quiz 3

For more information or to enroll contact;

Tel: +254 725 303 645

Email: info@vantageafricaleaders.comLocation: C603, 6th Floor Astrol Business Center Thika Road Nairobi

**Week 4**

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 10	Data Management	<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 ☑ Develop a data quality plan
Day 11	Developing a comprehensive M&E Report	<ul style="list-style-type: none"> ☑ Appreciate the concept of impact harvesting ☑ Develop impactful project and M&E reports ☑ Develop results documentation and dissemination plans ☑ Appreciate the concept of stakeholder engagement
Day 12	Participatory M&E Approaches	<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

Online Self-Assessment Quiz 4**Week 5**

Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 13	Sustaining M&E System in Organizations	<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
Day 14	M&E Consultancy and Careers in M&E	<ul style="list-style-type: none"> ☑ Discuss the consulting process including the consultant-client relationships ☑ Describe types of consulting organizations ☑ Explain consultancy strategy and marketing ☑ Cost consultancy services ☑ Respond to request for consultancy services ☑ Develop Terms of Reference for a consultancy assignment ☑ Appreciate the career paths available for M&E experts ☑ Understand how to penetrate the M&E field ☑ Draft a professional CV and Cover letter in response to M&E job adverts
Day 15	Emerging Issues in M&E	<ul style="list-style-type: none"> ☑ Design a quality Performance Results Report using standardized format

Online Self-Assessment Quiz 5

For more information or to enroll contact;

Tel: +254 725 303 645

Email: info@vantageafricaleaders.com

Location: C603, 6th Floor Astrol Business
Center Thika Road Nairobi