



**GLOBAL**  
Futurewise GF LTD



## **TRAINING WORKSHOP ON EFFECTIVE MONITORING AND EVALUATION OF PROJECTS**

**22nd to 25th October 2009 - Jumuia conference and country home - Limuru, Nairobi**

### **Three Days Workshop outline**

#### **Introduction**

Many projects suffer from variances between planned schedules, allocated budgets and actual implementation outcomes. Absence of valid and reliable baseline data makes it extremely difficult to evaluate the impact of any project. Only verifiable indicators can facilitate the success of a project. To address and rectify such problems, project directors/managers must have accurate and timely information about the real progress of their projects so that necessary decision can be made in time to correct deviations and variances. This workshop is designed to develop participants' skills required to identify and collect relevant data through effective monitoring and then using it to ensure success of their projects.

#### **Who should attend?**

The training workshop is designed for middle and senior level project managers, monitors, evaluators and team leaders, who are directly or indirectly involved in monitoring and/or evaluating projects, or are expected to be engaged in such activities in future. The training will be useful for participants from industry, public sector development organizations, academia, international funding agencies, NGOs and consultants.

#### **Objectives**

By the end of the workshop the participants will be able to:

- Define and distinguish between monitoring and evaluation;
- Use logical frameworks to monitor and evaluate projects;
- Develop a monitor and evaluation framework;
- Improve their progress reporting and project reviewing skills; and
- Learn methods to evaluate project effectiveness and impact

#### **Methodology and Workshop Format**

The training methodology will involve a mix of methods, including lectures/slides, case studies, application of skills to actual projects, and group work. Participants will review their existing monitoring and reporting formats and will adapt them to methods learnt in the workshop. In teams, participants will implement some team projects and evaluate them for efficiency and effectiveness. Reference Material like notes etc. will be provided to serve as an ongoing reminder and reference, covering all parts of the M and E Process and behavioral styles as and when necessary.

#### **Workshop content**

##### **Module 1: Introduction to Monitoring and Evaluation**

- Concept of monitoring and evaluation
- Monitoring and evaluation in the project cycle

##### **Module 2: Logical Framework Analysis (LFA)**

- Hierarchy of objectives
- Objectively verifiable indicators
- Means of verification
- Assumptions and risks

##### **Module 3: Work Breakdown Structure**

- Designing a project monitoring framework
- Linking M & E to the work plan

##### **Module 4: Monitoring Projects**

- Progress reports and reviews
- Requirements for effective project reporting

##### **Module 5: Evaluating Projects**

- Developing evaluation TORs
- Evaluation techniques
- Writing evaluation reports



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### **Medium of instructions**

English will be the medium of instruction for this workshop.

### **Resource person**

Mr. Adieri Bwibo - An expert trainer in project management and Lecturer University of Nairobi.

### **Deadline for registration**

Please return registration form to the Training Coordinator, by 9 October 2009 at the latest via fax or mail. Global Futurewise GF Ltd will confirm the registration upon receipt of fee. Please use a separate registration form for each nominee. Seats are limited; the applicants will be registered on a first come, first serve basis. Bookings will close for registration if all the seats are taken up before the last date.

### **Registration fee**

USD 500 per person Full Residential  
USD 350 per person Day Attendance

### **Discount**

10% discount is available to the following:

- Members of Registered M and E Professional organizations
- Students registering through their institutions
- Other organizations registering two or more persons

### **Cancellation/postponement**

Global Futurewise GF Ltd reserves the right to cancel or postpone the workshop if circumstances require. In such an event, Global Futurewise GF Ltd will ensure that registered participants are informed as soon as possible. Global Futurewise GF Ltd will also refund registration fees according to our refund procedures.

### **Award of certificates**

Trainees successfully completing 85 percent of the instructional sessions will be awarded completion certificates.

### **Time**

8:00 a.m. to 5:30 p.m. (daily)

### **Further information**

For further details, please contact Ben Mang'eni, Training Coordinator, Global Futurewise GF Ltd at Tel. + 254 020 3 555 360 Day time (East African Time) or E-mail: [ben@globalfuturewise.com](mailto:ben@globalfuturewise.com)

Actual course content, pre-training evaluation and a list of all confirmed participants will be sent 1 week to the workshop day.

# GLOBAL FUTUREWISE GF LIMITED

Training Order Form – On line

No.....

<b>INVOICE ADDRESS:</b> ..... ..... .....	<b>ORGANIZATION TO BE TRAINED(IF DIFFERENT)</b> ..... ..... .....
<b>CONTACT NAME:</b> .....	<b>CONTACT NAME</b> .....

<b>ADDRESS.....CODE.....</b>	<b>TOWN.....</b>	
<b>TEL.....</b>	<b>CELL.....</b>	<b>FAX.....</b>
<b>E-MAIL.....</b>	<b>WEB SITE.....</b>	

<b>DELEGATE NAME (S)</b>	
<b>1.....</b>	<b>4.....</b>
<b>2.....</b>	<b>5.....</b>
<b>3.....</b>	<b>6.....</b>

<b>COST PER DELEGATE USD.....</b>	<b>NUMBER.....</b>	<b>TOTAL AMOUNT.....</b>
<b>PLEASE POST OR THIS FORM TO GLOBAL FUTUREWISE GF LTD</b>	<b>PAYMENTS DETAILS:</b> <ul style="list-style-type: none"> <li>ALL CHEQUES TO BE ADDRESSED TO GLOBAL FUTUREWISE GF LTD</li> <li>BANK DETAILS ATTACHED</li> </ul>	

**GLOBAL FUTUREWISE GF LTD.**  
**Twiga Towers, 4th Floor, Suite 407.P.O. Box 5342, 00100, Nairobi, Kenya.**  
**Tel/ Fax: +254 733 916 966**  
**Email: ben@globalfuturewise.com. Website : www.globalfuturewise.com**

# BANK DETAILS FORM

## 1. Company information

Full Company Name: **Global Futurewise GF LTD**

Full postal address: **P.O. Box 5342, 00100 GPO, Nairobi.**

Email address for remittance advice: **ben@globalfuturewise.com**

## 2. Payment details:

Amount & currency to be PAID: **USD ..... or Kenya Shillings equivalent as per Invoice**

Original Invoice/Order No:

Reason for payment: **EFFECTIVE MONITORING AND EVALUATION OF PROJECTS**

## 3. Bank account details:

Bank name and address: **Credit Bank Limited  
P.O.BOX 61064 NAIROBI 00200.**

Account name: **Global Futurewise GF LTD**

Account number: **0 100 785 005**

IBAN number: **GB95 SCBL 60 910 412 505 908**

Routing or Branch number: **Nairobi Branch - 001**

SWIFT code: **CRBTKENA**

### Intermediary or Correspondent Bank

Bank name: **Standard Chartered Bank (37, Grace Church Street, London EC3V OBX, UK)**

Swift code: **SCBL GB2L**