M&E Training TOR

Introduction:

Monitoring and evaluation are essential to any project or program. Through this process, organizations collect and analyze data, and determine if a project/program has fulfilled its goals. As SDN JR3 is concerned in building the capacity of national NGOs through joint actions activities, partners in Khartoum agreed to have training on M&E which is an important thing during their work in implementing project activities.

Aim:

To strengthen the capacity of SDN JR Khartoum partners (NNGOs and local authorities) on M&E

Objectives:

To acquire the JR3 partners with the required knowledge and:

1. To enable SDN JR3 partner to establish M&E plan, system for their projects
2. To provide SDN JR3 partners with knowledge regarding M&E and result based management
3. To raise SDN JR partners awareness on indicators and means of verifications
4. To acquire skills on use different tools to gather data in project context

Duration:

This training can be facilitated in 5days (7hours/day including the breaks). The duration allocated for each session during this training is ranging between 1:30 hours to 2 hours according to session contents. It proposed from 9:00 AM to 4:00 PM.

Venue:

The training proposed be held on 24th - 28th October 2021

Methodology:

During the training the facilitator will used different methodology which will help him/her to facilitate the work with the participants. The following methods will be used
- Interactive lecture
- Focused group discussion/ Homework/tasks
- group work

Facilitators: the ideal numbers of facilitator to conduct this taring is two individual minimum and should be have a good experience in M&E and project management.

Participants: the suitable number of participant to be involved in the training about 20 Members (4 from each NNGO and 3 from local authorities and line ministries), to enable them to acquire knowledge and to practice all the activities get a maximum benefits.

Training Modules:

Module One: Principles of M&E for Results
- M&E fundamentals and principles
- M&E ethics and standards and cross cutting themes
- Result framework or the logical framework

- M&E plan and budget
- project cycle management

Module Two: Results framework

- develop logic frame
- work with and beyond log frames
- Plan International Sudan MERL policy and guidelines
- Plan International's Research Policy and Standards – as guidance

Module Three: Developing M&E frameworks

- criteria for indicators
- develop project indicators
- identify means of verification

Module Four: Gathering data/information

- quantitative and qualitative approaches and instruments
- data quality and developing data collection tools
- data organization, quality assurance and analysis
- design baseline, evaluation and impact studies
- how to create samples, random and purposive sampling
- data analysis and presentation

Module Five: M&E system and plan

- develop M&E system

Module six: Embedding key M&E practices and applying these to a local organization

- practice data gathering tools
- use different tools to gather data in project context
- Field work reflection.

Module seven: Theory of Change

- develop a theory of change from the live data gathered during fieldwork
- relate theory of change thinking to M&E

Module eight: Information for decision-making

- review monitoring data
- Use M&E information and evidence for decision-making.
- Adaptive management

Expected outcomes:

1- The participants acquire skills to monitor and evaluate projects
2- clarify key results at the Programme-level using logic models
3- plan a project M&E using the logical framework
4- be able to develop indicators and targets
5- acquire skills of using participatory methods for data collection and analysis
6- be able to combine qualitative and quantitative approaches to gather and interpret data