

Monitoring, Evaluation & Reporting Professional Training | 50 hours

Training Outline

Training Objective: Qualifying nonprofit profit organizations Staff in project monitoring, reporting and evaluation

Training Outputs:

- Understanding the concept of the Theory of Change
- Understanding the Result Chain levels and donors' different terminologies
- How to develop an M&E Plan & Risk Plan
- How to monitor projects and validate and clean data through Excel
- How to prepare the progress & technical reports
- How to identify the representative sample among project beneficiaries
- Understanding the evaluation criteria, including Relevance, Efficiency, Effectiveness, Impact & Sustainability
- How to conduct qualitative & quantitative evaluation
- How to develop a Knowledge Management Plan (Learning)
How to prepare the evaluation report

Training Agenda

1. Monitoring

1st Day (Istanbul) Week 1 (Online)	F2F (Istanbul) Online
Session 1	<ul style="list-style-type: none"> • Introduction to M&E & Theory of Change
Session 2	<ul style="list-style-type: none"> • Develop the Change Levels
Session 3	<ul style="list-style-type: none"> • Result Chain Levels & Terminologies in Donors Grant Templates
2nd Day (Istanbul) Week 2 (Online)	F2F (Istanbul) Online
Session 1	<ul style="list-style-type: none"> • Result Chain: Develop Change Levels
Session 2	<ul style="list-style-type: none"> • Result Chain: Develop Intervention Levels
Session 3	<ul style="list-style-type: none"> • Result Chain: Advanced Exercises
3rd Day (Istanbul) Week 3 (Online)	F2F (Istanbul) Online
Session 1	<ul style="list-style-type: none"> • Logical Framework: Assumption & Risks
Session 2	<ul style="list-style-type: none"> • Logical Framework: Indicators
Session 3	<ul style="list-style-type: none"> • Logical Framework: SoV

4th Day (Istanbul)	F2F (Istanbul) Online
Week 4 (Online)	
Session 1	<ul style="list-style-type: none"> • Baseline & Target
Session 2	<ul style="list-style-type: none"> • M&E Plan
Session 3	<ul style="list-style-type: none"> • Risk Plan & Budget Types
5th Week	Online
Session 1	<ul style="list-style-type: none"> • Microsoft Excel: Data Management, Validation & Cleaning, PIVOT & Consolidated Report.
Session 2	<ul style="list-style-type: none"> • Monitoring Visits
Session 3	<ul style="list-style-type: none"> • Progress Technical Reporting

2. Evaluation

6th Week	Online
Session 1	<ul style="list-style-type: none"> • DAC Criteria: Relevance & Coherence
Session 2	<ul style="list-style-type: none"> • DAC Criteria: Efficiency & Effectiveness
Session 3	<ul style="list-style-type: none"> • DAC Criteria: Impact & Sustainability
7th Week	Online
Session 1	<ul style="list-style-type: none"> • Sampling: Probability Sampling
Session 2	<ul style="list-style-type: none"> • Sampling: Non-Probability Sampling
Session 3	<ul style="list-style-type: none"> • Treatment & Control Groups
8th Week	Online
Session 1	<ul style="list-style-type: none"> • Quantitative Evaluation
Session 2	<ul style="list-style-type: none"> • Quantitative Evaluation
Session 3	<ul style="list-style-type: none"> • Quantitative Evaluation
9th Week	Online
Session 1	<ul style="list-style-type: none"> • Qualitative Evaluation
Session 2	<ul style="list-style-type: none"> • Qualitative Evaluation
Session 3	<ul style="list-style-type: none"> • Qualitative Evaluation
10th Week	Online
Session 1	<ul style="list-style-type: none"> • Preparing Data for SPSS Analysis
Session 2	<ul style="list-style-type: none"> • Most Significant Change & Evaluation Report
Session 3	<ul style="list-style-type: none"> • Knowledge Management & Learning Plan