

PROJECT MONITORING AND EVALUATION

UNIT CODE: BUS/CU/PM/CR/03/5/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Monitor and Evaluate Projects

Duration of Unit: 90 hours

Unit Description

This unit covers the competencies to monitor and evaluate projects. It involves reviewing project design, identifying performance indicators, developing M & E System, developing M&E methods and tools, budgeting for M&E, identifying M&E project team and conducting monitoring & Evaluation.

Summary of Learning Outcomes

1. Review project design
2. Identify performance indicators
3. Develop M & E System
4. Develop M&E methods and tools
5. Budget for M&E
6. Identify M&E project team
7. Conduct monitoring & Evaluation

Learning Outcomes, Content and Methods of Assessment

Learning Outcome	Content	Methods of Assessment
1. Review project design	<ul style="list-style-type: none">• Methods of project design<ul style="list-style-type: none">✓ Theory of change✓ Project design thinking• Types of log frames• Process of developing log frame	<ul style="list-style-type: none">• Oral questioning• Written tests
2. Identify performance indicators	<ul style="list-style-type: none">• Performance indicators• Types of indicators• Methods of measuring performance indicators• Process of developing indicators• Qualities of good indicators	<ul style="list-style-type: none">• Oral questioning• Written tests
3. Develop M & E	<ul style="list-style-type: none">• Assumptions and preconditions	<ul style="list-style-type: none">• Oral questioning

System	<ul style="list-style-type: none"> • Components of M & E systems • Characteristics M & E systems 	<ul style="list-style-type: none"> • Written tests
4. Develop M&E methods and tools	<ul style="list-style-type: none"> • Meaning of M&E tools • Types of M&E tools <ul style="list-style-type: none"> ○ Questionnaires ○ Interview guides ○ Observation guidelines • Development of M&E tools • Application of M&E tools 	<ul style="list-style-type: none"> • Oral questioning • Written tests
5. Budget for M&E	<ul style="list-style-type: none"> • Meaning of budget • Budgetary/expenditure items • Criteria for allocation of funds • Budget preparation • Preparation of M&E expenditure report 	<ul style="list-style-type: none"> • Oral questioning • Written tests
6. Identify M&E project team	<ul style="list-style-type: none"> • Preparation of job descriptions • Preparation of job specifications 	<ul style="list-style-type: none"> • Oral questioning • Written tests
7. Conduct monitoring & Evaluation	<ul style="list-style-type: none"> • Elements of • Methods of conducting monitoring • Difference between monitoring and evaluation • Types of monitoring • Types of evaluation • Commissioning an evaluation and monitoring • Reporting and dissemination 	<ul style="list-style-type: none"> •

Suggested Methods of Instruction

- Instructor led facilitation of theory
- Demonstration by trainer
- Field work by the trainee
- Field trips
- Viewing of related videos
- Expert guest speakers
- Case studies

Recommended Resources

- Computers with relevant software and applications
- Communication devices

- Recorders
- Internet
- Cameras
- Stationery
- Transport means
- Sample documents
 - Project plan
 - Proposals
 - Sample M&E reports
 - Relevant legislations and M&E guides