



**Agano Consulting Inc.**  
 1011 Upper Middle Road East, Suite 1124  
 Oakville, Ontario, Canada L6H 5Z9  
 Phone: +1-888-587-1150  
[info@aganoconsulting.com](mailto:info@aganoconsulting.com)  
[www.aganoconsulting.com](http://www.aganoconsulting.com)

**Agano Consulting (K) Ltd**  
 Moi Avenue, Ufundi Plaza, 5<sup>th</sup> Floor  
 P. O. Box 62423-00100, Nairobi, Kenya  
 Phone: +254 101 915 260  
[info@aganoconsulting.com](mailto:info@aganoconsulting.com)  
[www.aganoconsulting.com](http://www.aganoconsulting.com)

**4-day Training on Monitoring & Evaluation<sup>1</sup>**

Results-based monitoring and evaluation (M&E) is a powerful management tool that can be used to help policy and decision makers track progress and demonstrate the impact of a given project, programme, or policy. Monitoring and evaluation (M&E) is an essential component of any intervention, project, or programme that provides assurance regarding expected outcomes. Unlike traditional implementation-focused M&E, results-based M&E moves beyond an emphasis on inputs and outputs to a greater focus on outcomes and impacts.

This course discusses the main components of a typical M&E system. The course aims at providing trainees with a clear overall picture of M&E is about; including appreciating key concepts and practices needed to tackle advanced topics.

Objectives	Who Should Attend
<ul style="list-style-type: none"> <li>- Understand what M&amp;E entails and related terminologies;</li> <li>- Identify the key purposes and scope of M&amp;E;</li> <li>- Explain key M&amp;E processes;</li> <li>- Differentiate between monitoring functions and evaluation functions;</li> <li>- Describe the functions of an M&amp;E plan;</li> <li>- Discuss how information can be used for decision making &amp; how to analyze the information;</li> <li>- Undertake M&amp;E reporting and communication and demonstrate capacity to write reports;</li> <li>- Communicate and present on M&amp;E related aspects</li> </ul>	<ul style="list-style-type: none"> <li>- Professionals interested in M&amp;E in the public, private or non-governmental sector;</li> <li>- Managers (including project and programme managers) and supervisors interested in effective management of their projects and programmes;</li> <li>- Students and people interested in a career in project management or monitoring and evaluation (M&amp;E)</li> <li>-</li> <li>-</li> </ul>
Expected Outcomes	Qualifications
<ul style="list-style-type: none"> <li>- Participants will have a good understanding of M&amp;E concepts and processes.</li> <li>- They understand what M&amp;E is, how it is implemented and why it is needed by an organization.</li> <li>- They will appreciate the application of M&amp;E to programmes, projects and results-based endeavours.</li> </ul>	<ul style="list-style-type: none"> <li>- Preferably university graduate or under-graduate</li> <li>- Good command and understanding of English language</li> <li>- No prior experience of project management is required, although this will be an advantage</li> </ul>

DAY ONE	DAY TWO
<ul style="list-style-type: none"> <li>- Understanding Monitoring and Evaluation Systems               <ul style="list-style-type: none"> <li>• Results based M&amp;E defined</li> <li>• Factors to consider when setting up</li> <li>• Integrating M&amp;E in the Project Cycle</li> <li>• Significance of M&amp;E to a sales and marketing team</li> </ul> </li> <li>- Designing Monitoring and Evaluation Systems               <ul style="list-style-type: none"> <li>• Results framework &amp; Indicator development</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Components of M&amp;E plan</li> <li>- Data management               <ul style="list-style-type: none"> <li>• Collection</li> <li>• Storage</li> <li>• Analysis</li> <li>• Interpretation</li> </ul> </li> </ul>
DAY THREE	DAY FOUR
<ul style="list-style-type: none"> <li>- Designing an evaluation: factors to consider; types of evaluation; Steps of conducting an evaluation</li> <li>- Budgeting for M&amp;E systems: cost components of an M&amp;E system; characteristics of M&amp;E budgets</li> <li>- Contracting M&amp;E services: contracting arrangements; factors to consider when sourcing for M&amp;E services</li> </ul>	<ul style="list-style-type: none"> <li>- Dissemination and Use               <ul style="list-style-type: none"> <li>• Report writing and presentation skills</li> <li>• Communication strategies for M&amp;E</li> <li>• Use of reports</li> </ul> </li> <li>- Sustaining M&amp;E in the organization</li> </ul>

Fees	Contact
\$1100 (KES 90,000) + VAT. Covers: 4-day workshop: morning tea-break snack, lunch, afternoon tea-break snack + learning material: presentation.	<ul style="list-style-type: none"> <li>• <a href="mailto:info@aganoconsulting.com">info@aganoconsulting.com</a></li> <li>• <a href="mailto:training@aganoconsulting.com">training@aganoconsulting.com</a></li> <li>• Phone: +254 101 915 260</li> </ul>
Sample Participant Comments	Sample Participant Comments
<i>Trainers were knowledgeable; Applicability on our daily work; Training was relevant; Interaction between trainer and trainees; Group work and presentation</i>	<i>Excellent Training; Very educative; Precise and to the point; Well trained and trainers were very interactive; Excellent trainers I will recommend for other trainings</i>

<sup>1</sup> Also available for in-house training; contact us ([info@aganoconsulting.com](mailto:info@aganoconsulting.com)) for terms and pricing.