

MONITORING AND EVALUATION

TIMETABLE – NOV/DEC 2020

Below is the timetable for the online Monitoring and Evaluation course. All individual and group work outside of the live sessions will be hosted on our e-learning platform.

Small modifications may be made to the timetable prior to the start of the training course.

DATE AND TIME	TOPICS
Prior to course start	Individual work
Live Session 1 – Monday 30 th November (08:30-11:30 GMT/ 10:30-13:30 EET)	Purpose of monitoring and evaluation (M&E)
	M&E and the project cycle
	Needs Assessment
Between Live Sessions 1 and 2	Individual work
	Group work
Live Session 2 – Tuesday 1 st December (08:30-11:30 GMT/ 10:30-13:30 EET)	M&E during project design and proposal writing
	M&E during project design and proposal writing – Indicators
Between Live Sessions 2 and 3	Individual work
Live Session 3 – Wednesday 2 nd December (08:30-11:30 GMT/ 10:30-13:30 EET)	Planning
	Bias and ethics
	Sampling
Between Live Sessions 3 and 4	Group work
Live Session 4 – Thursday 3 rd December (08:30-11:30 GMT/ 10:30-13:30 EET)	Interview and other data collection methods
	Organising, analysing and describing data
Between Live Session 4 and 5	Individual work
Live Session 5 – Friday 4 th December (08:30-11:30 GMT/ 10:30-13:30 EET)	Evaluation
	Reporting
After Live Session 5	Individual work