



## Monitoring & Evaluation

*Training Manual*

Institutional Capacity Building Program  
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# Monitoring & Evaluation

### Theme

This workshop intends to provide practical guidelines to the participants on methods, tools and approaches in monitoring and evaluation. The logical framework approach is maintained throughout the workshop. The workshop also involves practical monitoring of a project.

### Desired participants

- Humanitarian aid workers (Development, Monitoring, Evaluation, Grants, Management & Coordination, etc.)
- Students of Management Sciences

### Expected Outcomes

This training workshop will facilitate the participants in understanding:

- Defining the terms
- The Logical Framework approach
- Performance indicators
- Planning
- Monitoring
- Participatory monitoring
- Rapid appraisal
- Evaluation
- Self evaluation
- External evaluation
- Impact evaluation
- Cost-benefit and Cost-effectiveness analysis
- Surveys
- Reporting

### Duration

3 days (8 hours a day)

### Cost

Rs. 25000 per participant that includes:

- Training Manual and required stationery
- Compact Computer Disk
- Practical work
- Certificate of participation
- Group photo
- Lunch, tea & refreshments