



**CONCEPT NOTE**

# M&E Training of UNDP programme staff and key IPs

**Date: 11th - 13th of June 2018**

**Venue: OCHA Conference Room, UNDP Country Office, Kigali**

1. **BACKGROUND AND CONTEXT**

UNDP Rwanda is currently formulating a new cycle of programmes for 2018-2023. In line with the priorities of the Government of Rwanda’s national development plan, National Strategy for Transformation (NST1) 2017-2024, the United Nations Development Assistance Plan (UNDAP) 2018-2023, the UNDP strategic plan (SP) 2018-2021 and the sustainable development goals (SDGs), the new country programme comprises of two portfolios: inclusive sustainable growth and transformational governance for development. As informed by the above strategic frameworks, the new cycle should focus particularly on developing national and subnational capacities to implement, monitor and evaluate the implementation of the country programme in a rigorous manner. This includes developing the frameworks, collect data and develop analysis tools for monitoring outputs and progress towards expected results. The objective is to improve the current and future management of activities, outputs, outcomes and impacts by establishing regular feedback loops into planning and management systems to pave the way for successful project implementation. Achieving results requires not only skills in programme and project management, but also specific expertise and competencies in managing for results and monitor progress made on a regular basis. Specifically, staff and IPs engaged in pursuing development results must have a strong understanding of the concepts of results management combined with practical skills in data collection and knowledge of analysis tools to monitor progress towards expected results. The monitoring component is intended to provide regular feedback to effective planning and management.

UNDP Rwanda Country Office (CO) will host a mission from the UNDP Regional Service Center for Africa of a Monitoring and Evaluation Specialist, to present and train key project staff in M&E.

The 3-day training will provide the basis for understanding and planning for monitoring and evaluation of UNDP projects and programmes and project staff need to do to successfully manage and monitor for results.

1. **OBJECTIVES OF THE WORKSHOP**

The overall objective of the training is to provide project staff with skills to adequately monitor the new programmes/projects in the upcoming Country Programme Document cycle. The training aims at providing practical experience and tools to apply, focusing mainly on the monitoring element, although evaluation will also be covered during the training.

More specifically the objectives of the training include the following:

1. Presentation of the UNDP Monitoring Policy;
2. Project Quality Assurance of projects – presentation of what it entails and a practical exercise
3. Overview of Results Framework, focusing on how to formulate project outputs and indicators;
4. Learn about monitoring of projects, including important tools for tracking progress made towards expected results;
   * Formulating M&E plans for each project
   * Learning about the Transparency Initiative – the importance of publishing qualitative information in Atlas for monitoring progress towards results;
5. Results Based Reporting including data collection and management and reporting on the UNDP programming principles such as gender mainstreaming, Human-Rights Based Approach, South-South Cooperation, Innovation, Leaving No One Behind etc;
6. Evaluation of projects
   * Different types of evaluations
   * Presentation of the UNDP Evaluation Policy
   * Demonstration of the Evaluation Resource Center (ERC).
7. **EXPECTED RESULTS OF THE WORKSHOP**

The expected results for the training is that the participants have acquired adequate knowledge and skills about the following:

1. The UNDP Monitoring and Evaluation Policies;
2. Project Quality Assurance – what it means and how it is done during project implementation;
3. Understanding of the alignment of UNDP projects to the UNDP Strategic Plan Results Framework (IRRF);
4. How to formulate project outputs for a quality Results Framework
5. Monitoring project progress based on the M&E plan, including key elements and important tools;
6. Results based reporting – how to manage and collect data in the field and how to report on the UNDP programming principles;
7. Project evaluation – UNDP Evaluation Policy and different types of evaluations.
8. **Methodology**

The workshop will take the form of a workshop using a mix of presentations, practical group work and plenary sessions. The M&E Specialist from RSC will facilitate and lead the sessions, as well as make presentations. M&E staff from the CO will assist with logistics and facilitation wherever necessary. The participatory working methodology includes working on M&E plans for each project to put theory into practice. A draft agenda and the required documentation for the different sessions will be prepared by the UNDP Rwanda CO together with Regional Service Center for Africa, UNDP Rwanda CO.

1. **Participation**

The participants in the 3-day training will be UNDP programme Heads of Units, Programme Analysts and M&E staff from units and the Management Support Unit (MSU). Programme staff from the key Implementing Partners will also participate. Expected number of participants is around 30.

1. **Funding and Logistics**

Costs for travel and DSA for the M&E Specialist from the UNDP Regional Service Center for Africa will be covered by the CO.

*List of Invited Institutions*

Rwanda Governance Board (RGB)

National Electoral Commission (NEC)

Media High Council (MHC)

Ministry of Justice (MINIJUST)

Rwanda National Police (RNP)

National Unit and Reconciliation (NURC)

Rwanda Bar Association (RBA)

Rwanda Corrections Services (RCS)

Ministry of Local Government (MINALOC)

Ministry of Environment (MoE)

Ministry of Youth (MINIYOUTH)

Rwanda Environment Management Authority (REMA)

Ministry of Finance and Economic Planning (MINECOFIN)

Meteo Rwanda

Ministry of Disaster Management and Refugee Affairs (MIDIMAR)

1. **Date and Location**

The proposed dates for the 3-day training are from 11th to 13th of June 2018. The training will take place in UNDP OCHA Conference Room in the UNDP compound (TBC).

**All participants are requested to confirm their attendance by sending an email to** [gabrielle.tillberg@undp.org](mailto:gabrielle.tillberg@undp.org) **(+250 787323621) by 6th of June 2018.**

1. **Draft Agenda**

Facilitator: Sophie Boutin, Monitoring Specialist, UNDP Regional Service Center for Africa

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| **Day 1 (Monday 11th June 2018)** | | | |
| **Time** | **Activity** | | **Presenter/Facilitator** |
| 8:30-9:00 | Registration | | UNDP |
| 9:00-9:10 | Opening remarks | | Stephen Rodriques, Country Director UNDP Rwanda |
| 9:10-9:30 | Introduction of participants & sharing objectives and expectations of the workshop | | UNDP/Participants |
| 9:30-10:30 | Presentation of the UNDP Monitoring Policy | | Sophie Boutin, Monitoring Specialist |
| ***10:30-11:00*** | ***Coffee break*** | | |
| 11:00-12:30 | Results Framework – focus on formulation of project outputs and exercise with participants | | Sophie Boutin, Monitoring Specialist |
| **12:30-13:30** | ***Lunch*** | | |
| 13:30-15:30 | Results framework – how to formulate SMART indicators and practical exercise | | Sophie Boutin, Monitoring Specialist |
| 15:30-15:45 | ***Coffee break*** | | |
| 15:45 – 16:30 | Presentation: Key elements of project monitoring plan and important tools for tracking progress | | Sophie Boutin, Monitoring Specialist |
| 16:30-17:30 | Group exercise: Work on M&E plan for projects | | Participants |
|  | End of day 1 | |  |
| **Day 2 (Tuesday 12th June 2018)** | | | |
| 9:00-11:00 | Recap of day 1 – Continue to work on the M&E plan for the projects | | Participants |
| **11:00-11:30** | ***Coffee Break*** | | |
| 11.30-12:30 | Presentation by groups on the M&E plan for projects | | Participants |
| ***12:30-13:30*** | ***Lunch*** | | |
| 13:30-14:30 | Presentation: *Results Based Reporting*   1. Data collection and management – field monitoring 2. Reporting on programming principles (gender mainstreaming, Environment, LNOB, SSC etc.) including presentation of updated report template | | Sophie Boutin, Monitoring Specialist/MSU UNDP |
| 14:30-16:00 | Presentation: UNDP Evaluation Policy  Including different types of evaluations | | Sophie Boutin, Monitoring Specialist |
| 15:30-15:45 | ***Coffee Break*** | | |
| 15:45-16:45 | How to develop quality TOR for project evaluation | | Sophie Boutin, Monitoring Specialist |
| 16:45-17:00 | Demonstration of the online Evaluation Resource Center (ERC) | | Sophie Boutin, Monitoring Specialist |
|  | End of day 2 | |  |
| **Day 3 (Wednesday 13th June 2018)** | | | |
| 9:00-10:30 | Case study: Presentation of Results Framework of the new MIDIMAR/Meteo programme including feedback | Nicolas Schimds | |
| 10:30-10:45 | ***Coffee Break*** |  | |
| 10:45-12:15 | Case study: Presentation of Results Framework of the new Support to ENR sector programme including feedback | Reina Otsuka | |
| 12:15-12:30 | Wrap up training with IPs, including feedback from IPs | UNDP CO/Sophie Boutin, Monitoring Specialist | |
| 12:30-13:30 | ***Lunch*** | | |
| 13:30-14:00 | Presentation: Project Quality Assurance (PQA) –quick practical exercise | Sophie Boutin, Monitoring Specialist | |
| 14:00-15:00 | Presentation: Transparency Initiative – the importance of quality information and results reporting | Sophie Boutin, Monitoring Specialist | |
| 15:00-15:15 | ***Coffee break*** | | |
| 15:15- 16:30 | Group exercise: Transparency Initiative - how to improve quality of information and reporting on results | Sophie Boutin, Monitoring Specialist | |
| 16:30-17:00 | Wrap up and closing of training including feedback from participants | UNDP CO/Sophie Boutin, Monitoring Specialist | |