Dear Head of Institution,

RE: INVITATION TO A MONITORING AND EVALUATION (M&E) TRAINING, 11-13th of JUNE, 2018

In preparation for our new programme cycle which will start in July, UNDP is organizing a two-and-a-half-day training on Monitoring and Evaluation. The overall objective of the training is to strengthen skills and knowledge pertaining to monitoring and evaluation of projects, in order to adequately track progress towards impactful results. The training will focus mainly on the monitoring element but also cover evaluation of projects.

The two-and-a-half-day training is scheduled to take place between **11-13th of June (Monday-Wednesday)**. It will start at 8:30 on the 11th and end at lunch time on the 13th. The location for the training is **OCIIA Conference Room, UNDP compound, Kigali**. Please find the concept note including an agenda for the training attached for further details and information.

Against this background, I am pleased to invite you as one of our Implementing Partners to participate in the training. For us, it is of great importance that we continuously build our collective capacity in monitoring and evaluation and we therefore look forward to hosting a nominated representative from your institution. Kindly nominate a participant for the training by sending a confirmation email to gabrielle.tillberg@undp.org before 6th of June.

Lastly, I take this opportunity to thank you for your continued cooperation as usual.

Yours sincerely,

[Signature]

Stephen Rodrigues
Country Director