



United Nations  
**RWANDA**  
Unity in Diversity



Ref: 2018/07/1

May 25, 2018

Dear Head of Institution,

**RE: INVITATION TO A MONITORING AND EVALUATION (M&E) TRAINING, 11-13<sup>th</sup> 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 **11-13<sup>th</sup> of June (Monday-Wednesday)**. It will start at 8:30 on the 11<sup>th</sup> and end at lunch time on the 13<sup>th</sup>. The location for the training is **OCHA 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](mailto:gabrielle.tillberg@undp.org) before 6<sup>th</sup> of June.

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

Yours sincerely,

  
Stephen Rodrigues  
Country Director

