**UNITED NATIONS IN MALAWI**

**Participatory RBM: M&E Training**

**Draft Programme**

Dates: February 16-18, 2016 Venue: Annie’s Lodge, Zomba

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|  | **TIME** | **SESSION** | **RESPONSIBLE PARTY** |
| **DAY ONE: 16 FEBRUARY, 2016** |
| 1 | 8:30 – 9:00 | Arrival at venue and registration | Participants |
| 2. | 9:00 – 9:20 | Welcome and Opening Remarks | Project Management |
| 3. | 9:20 – 10:00 | Session 1: **Introductions, Training objectives, structure and expectations** | Facilitators - PK |
| **4** | **10:00 – 10:15** | **TEA/COFFEE BREAK** | Project Management |
| **5.** | **10.15 – 10:45** | **Session 2: Introduction to Participatory Monitoring and Evaluation** | Facilitators = Pk |
| 7. | 10:45 – 12:00 | **Session 3 Overview of Results-Based M&E System*** Preparedness for M&E
* M&E Policy
* Results and Indicators
* Information and data collection
* Reporting
* Evaluation
* Performance management: Feedback mechanisms and programme improvement
* Sustaining M& E system
 | BM |
| 8 | **12:00 – 13:00** | **LUNCH** | Project Management |
| 9. | 13:00 – 13:45 | **Session 4 – Core Elements of Results Based Management (RBM)**: * Results Chains and results matrices (Logfram)
* Inputs, Outputs, Outcomes, Impacts
 | Facilitators - PK |
| 10. | 13:45 – 14:30 | Group work on formulating Outcomes and outputs | Facilitators |
| 11. | 14:30 – 15:00 | Group reports on outcomes and outputs | Facilitators |
| 12. | 15:00 – 15:30 | **TEA/COFFEE BREAK** | Project Management |
| 13. | 15:30 – 16:00 | **Session 5: Key Performance Indicators: what makes a good indicator?**  | Facilitators - BM |
| 14. | 16:00 – 16:45 | Group work on formulating indicators | Facilitators |
| **DAY TWO: 17 FEBRUARY, 2016** |
| 15. | 8:00 – 8:30 | Group reports on indicators |  |
| 16. | 8:30 – 9:15 | **Session 6 – Assumptions and Risks*** Assumptions: explicit, implicit, underlying assumptions; being aware of assumptions made; how to build them into the programme design
* Risks: identifying and assessing risks; risk mitigation and program design
 | Facilitators - BM |
| 17. | 9:15 – 9:45 | Group work on identifying and analysing risks assumptions | Facilitators |
| 18. | 9:45 – 10:15 | Group reports on risks and assumptions | Facilitators |
| 19. | 10:15 – 10:30 | **TEA/COFFEE BREAK** | Project Management |
| 20. | 10:30 – 12:30 | **Session 7 – Monitoring and Evaluation** * What is participatory monitoring? What is participatory evaluation?
* Why do M&E?
* What different types of M&E are there?
* How to plan and build it into the project
* How to report and use findings?
* How to sustain M&E systems in the organisation?
 | Facilitators PK |
| **21.** | **12:30 – 13:30** | **LUNCH** | Project Management |
| 22. | 13:30 – 14:00 | **Session 8 - Field monitoring visits**: * Tools
* Reporting
 | Facilitators PK |
| 23. | 14:00 – 15:00 | **Session 9 - Results-Based Reporting** | Facilitators - BM |
| 24. | 15:00 – 15:15 | **TEA/COFFEE BREAK** | Project Management |
| 25. | 15:15 – 16:00 | **Session 10 - Managing Evaluations** | Facilitators - PK |
| **DAY THREE: 18 FEBRUARY, 2016** |
| 26. | 8:00 – 8:30 | Recap of Day 2 |  |
| 27. | 8:30 – 10:00 | **Session 10 - Developing an M&E Plan for the Project in Groups*** Defining project milestones and targets
* Assigning roles and responsibilities
* Preparing M&E budgets
* Developing an indicators tracking table
 | Facilitators |
| **28.** | **10:00 – 10:15** | **TEA/COFFEE BREAK** | Project Management |
| 29. | 10:15 – 12:00 | **Session 10 –continued*** Group reports, Plenary and refinement of Plan and Budget
 | Facilitators |
| **30.** | **12:00 – 13:00** | **LUNCH** |  |
| 31. | 13:00 – 15:00 | * Data collection and management arrangements
* Partnerships for accessing information
* Reporting plan
 | Facilitators |
| **32.** | **15:00 – 15:15** | **TEA/COFFEE BREAK** | Project Management |
| 33. | 15:15 – 15:30 | Way forward  | Facilitators |
| 34. | 15:30 – 16:00 | Training Evaluation and closing | Facilitators |