**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 |