Monitoring, Evaluation & Reporting
Professional Training | 50 hours

Training Outline

Training Objective:

To qualify nonprofit organization staff and development practitioners with the **practical skills, tools, and methodologies** required to effectively implement **Monitoring, Evaluation, and Reporting** for development and humanitarian projects.

Training Outputs:

- Understand and apply the Theory of Change in development projects
- Differentiate between **results chain levels** and donor terminologies
- Develop a comprehensive **Monitoring & Evaluation Plan**
- Design and manage **indicators, assumptions, and risks**
- Conduct effective **project monitoring and monitoring visits**
- Clean, validate, and analyze data using **Microsoft Excel**
- Prepare **progress and technical reports** aligned with donor formats
- Identify **representative samples** among project beneficiaries
- Apply **OECD-DAC evaluation criteria** for development and humanitarian projects
- Conduct **qualitative and quantitative evaluations**
- Design surveys and data collection tools
- Analyze and report quantitative and qualitative findings
- Develop a **Knowledge Management & Learning Plan**
- Prepare a professional **evaluation report** and **Terms of Reference (ToR)** for external evaluators

Target Audience

This training is suitable for:

- Monitoring & Evaluation Officers
- Project Managers and Coordinators
- Program Officers
- Reporting and Grants Officers
- NGO senior and mid-level staff
- Consultants working in development and humanitarian sectors

Training Agenda

1. Monitoring

1ˢᵗ Day (Istanbul)	F2F (Istanbul) ǀ Online
Session 1	• Introduction to M&E
Session 2	• Theory of Change & Change Levels in the development projects
Session 3	• Result Chain Levels & Terminologies in Donors' Grant Templates

2ⁿᵈ Day (Istanbul)	F2F (Istanbul) ǀ Online
Session 1	• Result Chain: Change Levels
Session 2	• Result Chain: Intervention Levels
Session 3	• Result Chain: Advanced Exercises

3ʳᵈ Day	F2F (Istanbul) ǀ Online
Session 1	• Result Chain: Advanced Exercises
Session 2	• Result Chain: Additional Interventions
Session 3	• Logical Framework: Assumption & Risks

4ᵗʰ Day	F2F (Istanbul) ǀ Online
Session 1	• Logical Framework: Introduction to Indicators
Session 2	• Logical Framework: Indicators Exercises & SoV
Session 3	• M&E Plan

5ʰ Week	Online
Session 1	• Microsoft Excel: Data Management, Validation & Cleaning, • PIVOT & Consolidated Report.
Session 2	• Monitoring Visits
Session 3	• Progress Technical Reporting

2. Evaluation

6ʰ Week	Online
Session 1	DAC Criteria for Development: Relevance & Coherence & Efficiency & Effectiveness
Session 2	DAC Criteria for Development: Impact & Sustainability
Session 3	DAC Criteria for Humanitarian Projects

7h Week	Online
Session 1	• Qualitative Vs. Quantitative Analysis What is Generalization
Session 2	• Sampling: Probability Vs. Non-Probability
Session 3	• Sample Size Calculation

8th Week	Online
Session 1	• Survey Design
Session 2	• Survey Tools & Data Collection
Session 3	• Data Analysis

9th Week	Online
Session 1	• Statistical Terminology & Reporting (Quantitative)
Session 2	• Qualitative Tools
Session 3	• Qualitative Reporting

10th Week	Online
Session 1	• Evaluation Report
Session 2	• Knowledge Management & Learning Plan
Session 3	• ToR for External Evaluator