



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Project Monitoring and Evaluation

Custom Courses / Project Management, Monitoring and Evaluation

Unit Standard AATICD-0115 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively monitor and evaluate project performance, ensuring alignment with objectives and timely corrective actions. Participants will learn to apply monitoring and evaluation frameworks, analyze project data, and report on progress to stakeholders. The course emphasizes practical techniques for tracking milestones, managing risks, and enhancing project outcomes.

Category	Custom Courses
Subfield	Project Management, Monitoring and Evaluation
Unit Standard	AATICD-0115
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply monitoring and evaluation principles to track project progress against objectives.
- Analyze project data to identify variances, risks, and areas for improvement.
- Evaluate project outcomes and impact using appropriate tools and techniques.
- Design monitoring and evaluation plans that align with project goals and stakeholder requirements.
- Demonstrate the ability to report findings and recommend corrective actions to stakeholders.

WHO SHOULD ATTEND

- This course is designed for project managers, team leaders, and professionals involved in project implementation who need to strengthen their monitoring and evaluation capabilities.
- It is also suitable for individuals seeking to improve project accountability and performance measurement.

COURSE OUTLINE

Day 1: Foundations of Project Monitoring and Evaluation

- Introduction to M&E; definitions, purpose, and benefits.
- Differences between monitoring and evaluation.
- The M&E cycle: planning, data collection, analysis, reporting, and use.
- Stakeholder identification and engagement.
- M&E frameworks and logic models.
- Linking M&E to project lifecycle (initiation, planning, execution, closure).

Day 2: Developing M&E Plans and Indicators

- Results framework and logframe analysis.
- Types of indicators: input, output, outcome, impact.
- Setting baselines and targets.
- Developing a performance monitoring plan.
- Data collection methods: quantitative and qualitative.
- Tools for data collection: surveys, interviews, focus groups, observations.
- Ethical considerations in data collection.

Day 3: Data Collection, Management, and Quality Assurance

- Designing questionnaires and interview guides.
- Sampling techniques for M&E;
- Data collection planning and logistics.
- Mobile data collection tools (e.g., ODK, Kobo Toolbox).
- Data entry, storage, and security.
- Data quality assurance: validity, reliability, timeliness, precision, integrity.
- Data cleaning and validation techniques.
- Introduction to data analysis software (e.g., Excel, SPSS, Stata).

Day 4: Data Analysis, Interpretation, and Reporting

- Quantitative analysis: descriptive statistics, trends, comparisons.
- Qualitative analysis: thematic analysis, coding.
- Interpreting data: triangulation and drawing conclusions.
- Report writing structure: executive summary, methodology, findings, recommendations.
- Data visualization: charts, graphs, dashboards.
- Communicating results to stakeholders.
- Using M&E findings for decision-making and adaptive management.

Day 5: Advanced M&E Topics and Practical Integration

- Evaluation designs: randomized control trials, difference-in-differences, case studies.
- Outcome and impact evaluation methods.
- Participatory M&E; involving beneficiaries.
- Gender-sensitive and human rights-based M&E;
- Using M&E for learning and accountability.
- Developing a full M&E plan: integrating all components.
- Presentation and defense of M&E plans.
- Course wrap-up and evaluation.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0115) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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