



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

Monitoring and Evaluation

Custom Courses / Project Management, Monitoring and Evaluation

Unit Standard AATICD-0120 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to design, implement, and manage effective monitoring and evaluation systems within their organisations. Learners will understand how to track progress, measure outcomes, and use data to inform decision-making and improve programme performance.

Category	Custom Courses
Subfield	Project Management, Monitoring and Evaluation
Unit Standard	AATICD-0120
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

- Demonstrate understanding of the principles and concepts of monitoring and evaluation
- Design a monitoring and evaluation framework for a specific programme or project
- Develop appropriate indicators and data collection tools to measure performance
- Apply data analysis techniques to interpret monitoring and evaluation findings
- Evaluate the effectiveness of a programme or project using monitoring and evaluation data
- Implement recommendations based on monitoring and evaluation results to improve programme outcomes

WHO SHOULD ATTEND

- This course is intended for managers, project coordinators, programme officers, and anyone responsible for monitoring and evaluating projects or programmes in the public, private, or non-profit sectors.

COURSE OUTLINE

Day 1: Foundations of Monitoring and Evaluation

- Introduction to M&E; definitions and scope
- The M&E cycle: planning, data collection, analysis, reporting, learning
- Key concepts: indicators, targets, baselines, outputs, outcomes, impact
- Distinction between monitoring and evaluation
- Stakeholder engagement in M&E;
- Ethical considerations in M&E;

Day 2: Designing M&E Frameworks

- Logical framework approach: inputs, activities, outputs, outcomes, impact
- Theory of change: causal pathways and assumptions
- Indicator selection: quantitative and qualitative
- Setting baselines and targets
- Data sources: primary vs secondary
- Introduction to data collection methods: surveys, interviews, focus groups

Day 3: Data Collection and Management

- Designing questionnaires and interview guides
- Sampling methods: random, purposive, stratified
- Data quality assurance: validity, reliability, completeness
- Mobile data collection: ODK, Kobo Toolbox
- Data entry and storage best practices
- Data cleaning and verification

Day 4: Data Analysis and Interpretation

- Quantitative analysis: descriptive statistics, frequencies, cross-tabulations
- Qualitative analysis: thematic coding, content analysis
- Data visualisation: charts, graphs, dashboards
- Interpreting results: comparing with targets and baselines
- Triangulation of data sources
- Reporting preliminary findings

Day 5: Reporting, Learning, and Utilisation

- Report structure: executive summary, methodology, findings, conclusions, recommendations
- Tailoring reports to stakeholders: donors, management, beneficiaries
- Presentation skills: data storytelling, visual aids
- Learning and adaptive management: feedback loops
- Utilisation-focused evaluation
- M&E sustainability: capacity building, institutionalisation

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-0120) 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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