



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 for Donor Funded Projects

Custom Courses / Project Management, Monitoring and Evaluation

Unit Standard AATICD-0121 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the skills to design and implement effective monitoring and evaluation (M&E) systems for donor-funded projects. It covers key M&E frameworks, data collection methods, and reporting techniques to ensure accountability and impact. Participants will learn to track project progress, measure outcomes, and use evidence for decision-making.

Category	Custom Courses
Subfield	Project Management, Monitoring and Evaluation
Unit Standard	AATICD-0121
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 M&E frameworks and logical frameworks to design project monitoring plans.
- Analyze quantitative and qualitative data to assess project performance and impact.
- Evaluate donor reporting requirements and ensure compliance with funding agreements.
- Design data collection tools and methods for tracking project indicators.
- Implement participatory M&E; approaches to engage stakeholders and beneficiaries.
- Demonstrate the use of M&E; findings to improve project decision-making and accountability.

WHO SHOULD ATTEND

- This course is designed for project managers, M&E; officers, and NGO professionals involved in planning, implementing, or evaluating donor-funded projects.
- It is also suitable for government officials and consultants seeking to enhance their M&E; competencies.

COURSE OUTLINE

Day 1: Foundations of Monitoring and Evaluation

- Introduction to M&E; definitions, concepts, and importance
- The project cycle and placement of M&E;
- Key M&E; terms: indicators, baselines, targets, milestones
- Logical framework (logframe) components: goal, purpose, outputs, activities
- Results chain: inputs activities outputs outcomes impact
- Stakeholder mapping and participation in M&E;
- Ethics in M&E;: confidentiality, informed consent, do no harm

Day 2: Designing an M&E; Framework

- Theory of change: assumptions, pathways, and causal links
- Indicator selection: quantitative vs qualitative, process vs outcome
- SMART criteria for indicators
- M&E; plan components: indicators, data sources, frequency, responsibility
- Baseline studies: purpose and methods
- Setting realistic targets and milestones
- Donor reporting requirements: common frameworks (e.g., logframe, PAF)

Day 3: Data Collection and Management

- Quantitative methods: surveys, questionnaires, administrative data
- Qualitative methods: interviews, focus groups, case studies
- Participatory M&E; approaches
- Sampling techniques for M&E;
- Data quality: validity, reliability, timeliness, precision, integrity
- Data management: storage, cleaning, documentation
- Introduction to M&E; software (e.g., Excel, KoboToolbox, DHIS2)
- Data security and confidentiality protocols

Day 4: Data Analysis and Reporting

- Basic quantitative analysis: frequencies, percentages, trends
- Qualitative analysis: thematic coding, narrative analysis
- Triangulation of data sources and methods
- Report structure: executive summary, findings, conclusions, recommendations
- Data visualisation best practices
- Communicating M&E; results to non-technical audiences
- Using findings for decision-making: adaptive management, lessons learned

Day 5: Evaluation Approaches and M&E; System Sustainability

- Types of evaluation: process, outcome, impact
- Evaluation designs: experimental, quasi-experimental, non-experimental
- Evaluation management: developing ToR, selecting evaluators
- Economic evaluation: cost-benefit, cost-effectiveness
- M&E; capacity assessment and strengthening
- Institutionalising M&E;: policies, procedures, resources
- Final Q&A; and course wrap-up

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-0121) 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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