



Monitoring and evaluation are among the key stages in the process of project cycle management. They provide an opportunity for solving the problem as it is encountered, facilitate the process of planning future activities, and make the results of the activities evident.

Monitoring is a regular collection and analysis of information regarding the progress during the implementation of the project. Its functions are: documenting the process of implementation; facilitating the decision making by the management; undertaking corrective actions and learning from experience/foundation for the planning.

The evaluation can be defined as an objective assessment of an on-going or completed project or program, in terms of the influence and/or results of the value chosen for this assessment. The most common reasons to apply the evaluation are: it was planned; a decision needs to be checked (for example, continuing a project); there are problems; political issues require an answer (for example, the influence of a development program).

Contents:

Monitoring

- Project/program monitoring in every stage of the project cycle;
- Tasks and responsibilities in monitoring;
- Indicators for monitoring;
- Defining the need for information and flow of information;
- Techniques for collecting data and analysis;
- Organizational learning based on monitoring;

Evaluation

- Introduction to the project/program and organizational evaluation;
- Evaluation criteria;
- Key indicators for evaluation;
- Evaluation tools and instruments;
- Description of evaluation competencies;
- Lessons on organizational learning and development of policies.