

Detailed Outline

Advanced Training on

“Logframe Optimisation and Concepts of Monitoring” AG Globale Verantwortung

Target group:

Participants are aware of advanced concepts of the PCM approach and Objective Oriented Project Planning (having followed the PCM Introduction or similar workshop) and are in a position to implement and/or coach projects or programmes, with special reference of EC application procedures.

Topic:

Judging the **quality of the planning and monitoring process** of a potential development project proposal and/or an on-going development intervention based on detailed planning, a completed Logical Framework and an operational Monitoring Systems as implicit tools in the PCM approach.

Practical review of existing projects (up to three/four) of participants' logical frameworks, annual work plans and monitoring/evaluation reports.
Based on the assessments, concrete steps in defining the main levels and criteria to judge **expected and unexpected effect, outcome and eventual impact** will be elaborated, presented, discussed and optimised.

Objective:

Participants should be aware of relevant tools and concepts to adequately assess logical frameworks, annual work plans and be able to define simple monitoring systems in order to facilitate an **independent and/or external assessment of a development intervention**.

Contents:

Based on complete and assessed logical frameworks and work plans and participants will discuss and refine

- Detailed **checklists and control mechanisms** (i.e. monitoring systems) for ongoing monitoring and annual reviews, including responsibilities, indicators with units and targets, the timeline, milestones and external factors.

**Advanced Training
on
“Logframe Optimisation and Concepts of Monitoring”**

21.01. to 23.01 2009

Programme

Thursday, 17 September – Optimisation of Logical frameworks

9.30	<p>Welcome and presentation of participants</p> <p>Purpose and methodology of the seminar</p>
10.00	<p>Presentation</p> <ul style="list-style-type: none"> • Quality criteria of a sound Logical Framework and link to the content of the current EC application procedure (Concept Note and Full Proposal 2009) • Importance of indicators and external factors for the entire phase • Questions, discussion
12.00	<ul style="list-style-type: none"> ▪ Participant’s review of existing practices and problems/bottlenecks currently faced in project reality concerning planning and monitoring ▪ Presentation of participants’ case studies (3/4 existing real projects)
13.00 – 14.00	Lunch
14.00	<p>Group exercise and discussion of findings</p> <ul style="list-style-type: none"> • Review of logical frameworks and cross-checking their validity to monitor <i>effectiveness and efficiency</i> • Are we well prepared to implement the intervention?
17.30 – 18.00	Daily evaluation

Friday, 18 September - Operational Planning and Monitoring

9.00	Review of Day 1
9.30	<p>Presentation</p> <ul style="list-style-type: none"> ▪ Principles and Tools of Annual Operational Planning, based on assessed log frames ▪ Annual indicators, milestones and external factors as basis for a simple and efficient monitoring system
10.00	<p>Group Exercise</p> <ul style="list-style-type: none"> ▪ Elaboration and Optimisation of annual work plans to ensure results- and objective-based implementation and operational monitoring
13.00 – 14.00	Lunch
14.00	<p>Presentation Monitoring at various levels</p> <ul style="list-style-type: none"> • Efficiency, feasibility and viability at activity and result level – be prepared for annual reviews and a midterm evaluation (internal) • Effectiveness, impact and sustainability at result and objective level – be prepared for an evaluation (external)
15.00	<p>Group Exercise</p> <p>Concrete Elaboration of the main elements required for Monitoring</p> <ul style="list-style-type: none"> • Management Structure: definition of information needs and information flows (internal and external) • Review of the importance of milestones and external factors at activity and results level • Special emphasis on indicators, specific and objectively verifiable and their importance at various levels concerning efficiency, effectiveness, relevance, impact and sustainability • How to monitor at objective level and prepare for mid-term and final evaluations
16.30 – 17.00	<p>Seminar evaluation</p> <p>End of workshop</p>