

## **Monitoring and Evaluation for National Program Planning and Management**

With the steady growth of HIV/AIDS has come an increased commitment to fighting the epidemic in many countries and a need to build staff capacity to monitor and evaluate programs at district, provincial, and national levels. These efforts have created a global demand for a greater focus on accountability, program improvement, and assessments of what works and why.

### **Description**

The Monitoring and Evaluation (M&E) Team of the Centers for Disease Control and Prevention/Global AIDS Program contracted with ICF Macro to assist in the development of Monitoring and Evaluation for National Program Planning and Management. This course is designed to provide participants with a practical framework for understanding M&E concepts, approaches, and methods and integrating them into program planning, implementation, and management. The course emphasizes the development of useful knowledge and skills that will allow participants to use M&E to generate meaningful program data for supporting decision making within the context of a country's national HIV/AIDS strategy.

Through the use of exercises, small group work, large group discussions, and facilitator-led presentations, participants gain hands-on experience in the fundamentals of M&E, which can be applied at various levels. The course's exercises introduce content or reinforce concepts covered within a course module. Small group work and large group discussions provide participants with opportunities to share their various perspectives on the concepts covered and clarify their level of understanding. Participants are given tools for planning program-specific M&E and assessing M&E readiness, which can provide a starting point for developing M&E action plans.

### **Audience and Format**

This course is designed for individuals who have little or no background in M&E and who represent one or more of the following types of organizations:

- National-, provincial-, and/or district-level governments
- Countrywide, regional, or districtwide nongovernmental organizations responsible for management, M&E, and reporting of HIV/AIDS programs
- Umbrella organizations that provide technical assistance to support programmatic capacity and M&E
- U.S. Government country teams responsible for the coordination of national- or provincial-level HIV technical programs and/or strategic information (SI) activities
- Other multilateral and bilateral agencies responsible for the coordination of national- or provincial-level HIV technical programs and the management of SI activities.

Generally, one or two facilitators deliver the content of the course during a period of 3 to 5 days. Local facilitators may be needed to deliver additional content that is specific or unique to the country context. Training-of-trainer activities may require an additional day for covering content specific to course delivery and facilitation methods. The course can easily be tailored for specific country contexts and audiences and modified on the basis of an audience's needs and time constraints.

Additional information on this course can be obtained by contacting Lela Baughman ([lbaughman@icfi.com](mailto:lbaughman@icfi.com)) or Noreen Qualls ([nlq0@cdc.gov](mailto:nlq0@cdc.gov)).

## Monitoring and Evaluation Course Description

<b>Monitoring and Evaluation for National Program Planning and Management: Course Module Descriptions</b>	
<b>Module</b>	<b>Focus</b>
<b>Module 1:</b> What Is M&E?	<ul style="list-style-type: none"> <li>▪ Introduce the concept of M&amp;E</li> <li>▪ Discuss the purpose of M&amp;E</li> </ul>
<b>Module 2:</b> Understanding M&E Terms and Models	<ul style="list-style-type: none"> <li>▪ Review common M&amp;E terms and their definitions</li> <li>▪ Practice distinguishing between different M&amp;E activities</li> <li>▪ Review M&amp;E models</li> <li>▪ Identify various levels of M&amp;E activities</li> </ul>
<b>Module 3:</b> PEPFAR in the Context of the National Response	<ul style="list-style-type: none"> <li>▪ Discuss the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) in the context of the national response</li> </ul>
<b>Module 4:</b> Using a Logic Model to Describe Your Program	<ul style="list-style-type: none"> <li>▪ Review the importance and components of a program logic model</li> <li>▪ Discuss logic model examples</li> <li>▪ Practice distinguishing the different components of a program logic model</li> </ul>
<b>Module 5:</b> Developing Goals and SMART Objectives	<ul style="list-style-type: none"> <li>▪ Review the definitions for goals and objectives</li> <li>▪ Distinguish between process and outcome objectives</li> <li>▪ Review the framework for writing “evaluable” objectives that are specific, measurable, appropriate, realistic, and time-based (SMART)</li> <li>▪ Practice writing SMART objectives</li> </ul>
<b>Module 6:</b> M&E Data Uses and Users	<ul style="list-style-type: none"> <li>▪ Review the key principles for writing M&amp;E questions</li> <li>▪ Use a tool for prioritizing M&amp;E questions</li> <li>▪ Review how data are used for program decisions</li> <li>▪ Discuss various stakeholders’ uses of M&amp;E data</li> </ul>
<b>Module 7:</b> Measures and Indicators	<ul style="list-style-type: none"> <li>▪ Review the definitions and purposes of measures, indicators, baselines, and targets</li> <li>▪ Discuss global and national indicators</li> <li>▪ Review the criteria for selecting indicators</li> </ul>
<b>Module 8:</b> Data Sources and Data Collection Methods	<ul style="list-style-type: none"> <li>▪ Review data sources for various M&amp;E activities</li> <li>▪ Review M&amp;E data collection issues</li> </ul>
<b>Module 9:</b> Data Management	<ul style="list-style-type: none"> <li>▪ Review the key elements of the data flow process</li> <li>▪ Review the principles of data management</li> <li>▪ Discuss data processing and storage issues</li> <li>▪ Discuss data quality issues</li> <li>▪ Discuss data analysis issues</li> </ul>
<b>Module 10:</b> Sharing M&E Findings	<ul style="list-style-type: none"> <li>▪ Review the importance of sharing M&amp;E findings</li> <li>▪ Discuss what, with whom, when, and how to share M&amp;E data</li> <li>▪ Review different ways to share M&amp;E data</li> </ul>
<b>Module 11:</b> Building M&E Capacity and Assessing Readiness	<ul style="list-style-type: none"> <li>▪ Discuss the importance of building M&amp;E capacity</li> <li>▪ Review a framework for an M&amp;E system</li> <li>▪ Discuss considerations for developing an M&amp;E plan</li> <li>▪ Assess M&amp;E readiness</li> <li>▪ Discuss the importance of assessing M&amp;E readiness</li> <li>▪ Review key considerations in assessing readiness</li> <li>▪ Complete questions on an M&amp;E readiness assessment</li> </ul>