

## Monitoring and Evaluation for Program Managers

Program and project managers at subnational, program, and facility levels need systematic data to help them with their management tasks, such as improving program performance, making staffing decisions, effectively allocating resources, determining the future direction of programs, and providing timely feedback to donors and stakeholders.

### **Description**

In response to requests from the field for monitoring and evaluation (M&E) training for program managers, the 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 Program Managers. This course provides participants with a thorough grounding in the use of M&E for addressing the practical management responsibilities encountered in HIV prevention and care programs. Participants learn how to:

- relate M&E concepts and processes to their everyday practical program needs
- use M&E data to more effectively manage programs and resources.

The facilitator provides technical assistance for the course's featured activity: the development of an M&E action plan tailored to each participant's program. This action plan includes:

- a logic model
- a summary of high-priority data needs associated with specific uses of those data
- a description of data flow
- a plan for allocating staff and resources to these activities
- a timeline.

### **Audience and Format**

This course is designed for program and project managers who have little or no background in M&E and who work in one or more of the following types of programs:

- Subnational- or district-level HIV/AIDS initiatives
- HIV/AIDS programs and projects within nongovernmental, community-based, or faith-based organizations
- HIV/AIDS workplace programs
- Programs funded through multilateral and bilateral organizations
- Programs supported by national ministries and national AIDS councils
- Special prevention, care, and support programs (e.g., home-based care, orphans and vulnerable children).

The module-based course is led by a facilitator and can accommodate up to 25 participants. The modules use presentations, case studies, interactive activities, and small and large group discussions to teach and reinforce course concepts. Although the course is designed to be delivered in 4 or 5 days, it can be tailored to the needs of individual countries and programs on the basis of the audience's needs and time constraints.

Course materials are available in English and in French.

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 Program Managers: Course Module Descriptions</b>	
<b>Module</b>	<b>Focus</b>
<b>Module 1:</b> Introduction to M&E	<ul style="list-style-type: none"> <li>▪ Introduce the concept of M&amp;E</li> <li>▪ Review the history of M&amp;E</li> <li>▪ Discuss the purpose of M&amp;E</li> <li>▪ Assess the levels of M&amp;E activity in participants' organizations</li> </ul>
<b>Module 2:</b> Understand and Describe Your Program	<ul style="list-style-type: none"> <li>▪ Discuss the importance of understanding one's program</li> <li>▪ Review the key elements of a program</li> <li>▪ Discuss the use of logic models</li> <li>▪ Practice creating logic models</li> </ul>
<b>Module 3:</b> Setting Realistic Expectations	<ul style="list-style-type: none"> <li>▪ Review the various types of M&amp;E activities</li> <li>▪ Discuss setting realistic expectations for determining appropriate levels of M&amp;E effort for a given program</li> </ul>
<b>Module 4:</b> What Do You Need to Know About Your Program?	<ul style="list-style-type: none"> <li>▪ Discuss key considerations for determining what information is important to know about a program</li> <li>▪ Review the concept and purpose of data use</li> <li>▪ Discuss program stakeholders/data users and determine their information needs</li> <li>▪ Discuss and practice developing M&amp;E questions</li> </ul>
<b>Module 5:</b> Measures and Indicators	<ul style="list-style-type: none"> <li>▪ Review the concept of measures and indicators</li> <li>▪ Discuss global and national indicators</li> <li>▪ Review criteria for selecting indicators</li> </ul>
<b>Module 6:</b> Gathering the Data You Need	<ul style="list-style-type: none"> <li>▪ Review what types of program-specific data are available</li> <li>▪ Discuss data sources</li> <li>▪ Review and discuss data collection methods</li> </ul>
<b>Module 7:</b> Managing Your Data	<ul style="list-style-type: none"> <li>▪ Discuss M&amp;E data management issues</li> <li>▪ Discuss data storage and analysis issues</li> <li>▪ Discuss data quality issues</li> </ul>
<b>Module 8:</b> Sharing Your M&E Findings	<ul style="list-style-type: none"> <li>▪ Review ways of using data for management purposes</li> <li>▪ Discuss the purpose of sharing M&amp;E data</li> <li>▪ Review ways of sharing M&amp;E data</li> </ul>
<b>Module 9:</b> Developing Your M&E Action Plan	<ul style="list-style-type: none"> <li>▪ Review the purpose and content of an M&amp;E plan</li> <li>▪ Review how different M&amp;E activities will be implemented within one's program and what resources will be required to do these activities</li> <li>▪ Develop a draft M&amp;E action plan for one's program</li> </ul>