



# INSTITUTE OF ACCOUNTANCY ARUSHA



## SHORT COURSE ANNOUNCEMENT ON PROJECT DESIGNING, MONITORING AND EVALUATION A PRACTICAL VIEW

### 1. Background and rationale

Tanzania is committed to ensure development of its people; both in rural and urban areas. Efforts to realize broad-base development of Tanzania as a nation are evidenced in the National Five Year Development Plan 2016/17 to 2020/21 (FYDP II) and budgetary commitment among others. In addition, the Government of Tanzania works with different local and international partners in development projects which are going on in various parts of the country. Nonetheless, effective planning and management remain to be major challenges in the process of implementing those projects. In particular, junior project officers lack skills to write feasible project proposals, prepare TOR for baseline and evaluation surveys, prepare and update result frameworks/matrices, as well as skills to prepare and administer context-fit monitoring tools. Also, field experience has indicated that junior officers are often unable to correctly report project progress in their monthly and quarterly reports.

Premised on the above rationale, this training is intended to equip participants from government and non-government projects with practical knowledge to plan, implement and manage development projects.

### 2. Course Objective and Outcome

The overall objective of this course is to equip the participants with practical knowledge on project designing, efficient monitoring project progress and effective management of project baseline and evaluation surveys.

#### 2.1 Outcomes

At the end of the workshop participants will be able to:

- (1) Write feasible project proposals which can be funded by reputable institutions/organizations
- (2) Prepare TOR for baseline, midterm and final evaluation surveys
- (3) Prepare and update projects' Results Frameworks by using inputs from baseline, mid and final evaluation surveys
- (4) Prepare customized monitoring tools for specific projects
- (5) Prepare standard monthly, quarterly and annual project progress reports

### 3. Course Content

- a) Overview of project management cycle (formulation through evaluation)
- b) Conducting feasibility studies
- c) Formulating project objectives with SMART approach
- d) Monitoring and evaluation concepts and applications
- e) SMART qualitative and quantitative project performance indicators
- f) Logical Framework Approach (LFA)

- g) Preparation of Project Result Framework
- h) Technical and logistical issues in managing baseline, midterm and final evaluations (methodological sophistications)
- i) Technical issues with TOR for baseline, midterm and final evaluation

#### **4. Target Participants**

This short course is intended for Project Officers, Program Managers as well as other stakeholders who wish to become experts in formulation, management and evaluation of projects.

#### **5. Course Delivery Methodology**

This intensive and practical training will be facilitated by a group of experts with vast and practical or field-based experiences in project designing, planning, management and evaluations. The course will be delivered through series of lecturers, case studies, participants' presentations, discussions and field visits.

#### **6. Fees**

The fee for the workshop is **TZS 900,000/=** (nine hundred thousand only) to cover for course materials, tea/coffee, and lunch. Payment may be in cash, cheques or bankers draft addressed to the Rector, Institute of Accountancy Arusha or directly to our Bank Account **No. 014103007130 NBC, Arusha** Branch. A discount of 3% will be offered to those who will sponsor 3 or more participants.

#### **7. Dates & Venue**

This course will be conducted from **20<sup>th</sup> -24<sup>th</sup> November 2017** at the Institute of Accountancy Arusha (IAA) located at Njiro Hill.

#### **8. Contact Persons**

For more details you may contact the following:

##### **7.0 Contact Persons**

For more details don't hesitate to contact any of the following:

##### **Dr. Paul Salia (Course Director)**

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##### **Course Administrator - Ms. Lilian Minja**

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#### **APPLY TO:**

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