



**THE UNITED REPUBLIC OF TANZANIA  
INSTITUTE OF ACCOUNTANCY ARUSHA**



**SHORT COURSE ANNOUNCEMENT  
ON  
PROJECT MONITORING AND EVALUATION (PME)**

**(15<sup>th</sup> – 20<sup>th</sup> October 2018 - IAA Arusha Campus, Arusha)**

**1.0 Course Background**

Monitoring and project control are universal activities indispensable to effective and efficient operations of the project. The development of a monitoring and evaluation programme will ensure that waste of resources during project implementation is avoided, and that the project will stay on course. In the absence of a functional monitoring framework, project managers often find themselves not having control over events. Many organizations have learnt that it is important to track the progress in implementation of projects so that remedial measures can be taken in time. This course offers essential training for programme and project managers in the area of monitoring and evaluation.

**2.0 Statement of Learning Outcomes**

At the end of the course, participants will be able to demonstrate:

- (1) How to use the terms of reference;
- (2) Produce evidenced based monitoring and evaluation report for decision making
- (3) How to prepare evaluation plans;
- (4) An understanding of the concepts, types and procedures of monitoring;
- (5) How to use the Logical Framework in the context of M&E;
- (6) Methodology and approaches to M&E;
- (7) How to implement the performance monitoring system;
- (8) An understanding of Impact Evaluation Study;
- (9) How to compile Project Monitoring Reports;
- (10) How to write Evaluation Reports;
- (11) How to utilize Monitoring and Evaluation Report; and
- (12) How to use data for monitoring and evaluation

**3.0 METHODOLOGY**

The course outcomes will be achieved through lectures, discussions and case studies analysis.

**4.0 Target Group**

This course is intended for project/programme officers and coordinators, managers and consultants and any one charged with the responsibility of monitoring and evaluation of projects.

## **5.0 Fees & Mode of Payment:**

The fee for the course is 950,000/- (Nine Hundred and Fifty Thousand Only) per participant to cover for tuition fee, training materials, tea/coffee and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

## **6.0 Date, Duration and Venue:**

This course will be conducted from **15<sup>th</sup> – 20<sup>th</sup> October, 2018 (5 days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

## **7.0 Contact Persons**

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

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## **APPLY TO:**

The Rector

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