

Course Contents

Module 1 - Overview of PME

Module 2 - Preliminary Need Assessment and Planning

Module 3 - Monitoring

Module 4 - Evaluation

Module 5 - Institutionalising PME

Module 6 - Tools for Monitoring

Course Pedagogy

- **Lecture:** Video Lectures will be uploaded on the website by the faculties.
- **Discussion Forum:** The topic for discussion forum will be uploaded on the website on a weekly basis by the faculty. The students can post their answers and opinions on the website.
- **Web Conferencing (Chat Room Sessions + Video Conferencing):** Virtual class room sessions will be held through Video Conferencing by the faculties. The teaching sessions will be interactive in nature and will be broadcasted on a particular topic.

Fee Structure

Category of Applicants	Amount
Indian applicants	INR 35,000+Service Tax
Applicants from SAARC countries	800 USD
Applicants from other than SAARC countries	1,000 USD

Faculty Details

The faculties have an extensive experience of working in the development sector. They also have a rich expertise in financial monitoring, system review, project management, outcome and impact assessment and developing PME systems.

The pool of faculties assigned for the course are as follows:

- Ms. Anke Schuermann
- Ms. Rosemary Viswanath
- Mr. Easwar Prasad
- Mr. Sandeep Sharma



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Certificate Course on Planning, Monitoring & Evaluation

-an initiative of CPA Services



Introduction

The certificate course in PME is a six months online programme. It focuses on Planning, Monitoring and Evaluation of development projects. The course participants will be provided with comprehensive study and reference material developed by experts in the field of PME. Apart from the material, the course involves teaching and coaching by an expert faculty, online working groups, interaction among students and faculties, video conferencing, virtual classrooms and assignments. This course promotes active and participatory learning with an emphasis on reflective and collaborative learning. Participants would need to study the material for each virtual session, participate in the virtual group seminars and prepare a final project work. The maximum number of students per batch is 25. Students who successfully complete the course will be rewarded a certificate.

Rationale

The PME course intends to promote a broad understanding on planning, monitoring and evaluation and its relevance in the context of project management and implementation. It aims to enhance the ability and skills to build a project or programme design and a PME framework and develop and utilise appropriate indicators for measuring project or programme goals, objectives and their effectiveness. Further, the course would help in understanding

quantitative and qualitative data collection methods and the ability to use them in project or programme PME and also provide necessary skills to document the data and write reports. The course will include suggestions and recommendations in the context of institutionalising PME.

Objectives/ Expected Outcomes

1. Participants understand the meaning, concept and process of planning, monitoring and evaluation for their work.
2. Participants acquire skills to conduct planning, monitoring and evaluations independently.
3. Participants are in a position to increase the impact of their projects by practicing the PME methods and tools
4. Participants will gain knowledge on the resources required and pre-requisites to integrate PME systems into organisations and projects.

Scope

The course will be open for candidates across the globe.

Best Suited For

1. PME officers, program officers, project managers and any other professionals who

are involved in the monitoring and evaluation process, subject matter specialist such as social worker, agricultural engineers, etc.

5. Students aspiring to work in development sector
6. Any individual who is keen to learn about the project planning monitoring and planning aspects of the NGO sector

Course Design

- This is a six-month web-based course.
- The course is divided into 6 modules.
- Discussion forum and assessment will be a part of regular learning process.
- An assessment will be conducted online after the completion of the sixth module and the dates for examination will be shared beforehand.
- Each student is required to undertake a project and submit a project report. The topic for the same will be assigned by the faculty.
- The study material for each module will be parked on the website for the online access of the students. It can be downloaded by the students.