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| **FOUR MODULES ONLINE CERTIFICATE COURSE ON PROJECT MONITORING AND EVALUATION (PME)** |
| ***A Concept Note*** |

**SUBMITTED BY:**

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1. Title

Four modules online Certificate course on Project Monitoring and Evaluation (PME)

1. Implementing Agencies:

The whole program will be implemented by CPA Services Pvt. Ltd. CPA Services Pvt. Ltd is an organisation “to promote accountability and sustainability amongst organisations in the non-profit & CSR sector”. It is promoted by Centre for Promoting Accountability (CPA) and is a part of FMSF family. CPA assists civil society organisations to achieve development effectiveness by promoting transparency and accountability. CPA achieves this through an integrated process of accompaniment, systems development in financial management and governance, training and capacity building, research and publication, reviews and evaluations. CPA also provides advisory services to Non-profit organisations in the areas of Financial Management, Legal issues and governance. It operates in South Asia.CPA firmly believes on the values of accountability, transparency and good governance. CPA is also involved in research and publication of materials that promotes accountability and involved in information dissemination on financial management, governance and legal regulations.

1. Background

It is a known reality that organizations funding development projects seek accountability for the funds they provide. Development organizations are more likely to receive future funding if they can deliver and show results. Drawing up a Project Monitoring and Evaluation (PME) system will help organizations to think about how they can carry a PME over the lifetime of a project. A good PME system enhances the contribution of an organization by establishing a clear link between past, present and future initiatives and development results. A good PME system gives importance to stakeholder involvement and good communication. Without a good PME system, it would be impossible to judge/assess the progress of the project and how future efforts might be improved.

Organizations are always on the look-out for people with specialized skill in Project Monitoring and Evaluation (PME) and they are also willing to enhance the capacity and understanding of existing staff in this area. Further, the existing pool of experts in PME is handful considering the number of development projects that is being implemented in the Indian Subcontinent. Having such specialized knowledge immensely helps in assessing a project’s performance and its lasting impact.

1. Rationale behind initiating the online course on Project Monitoring and Evaluation (PME)

CPA Services Pvt. Ltd. has been involved in capacity building initiatives in the form of reviews, evaluations & assessment; accompaniment process and trainings & capacity building in the areas of financial management, legal regulations & governance. Drawing experience from such associations with development organizations, CPA Services Pvt. Ltd. has observed a crucial need for intervention in the area of Project Monitoring and Evaluation (PME). It was found that a severe departure in what a project implementation plan looks like to how it is actually implemented as a result of lack of conceptual clarity on PME system. It was also found that organizations followed inadequate strategies for monitoring the program. The huge gap in demand and supply of trained PME professionals in development sector also poses a serious problem. To address these burgeoning issues, CPA Services Pvt. Ltd. has decided to initiate an online course on Project Monitoring and Evaluation (PME) for development sector. Further, the presence of an existing online course running platform has also motivated CPA Services Pvt. Ltd. in taking forward this initiative.

Senior PME experts like KT Suresh, Rosemary Viswanath and Khilesh Chaturvedi have shown interest in being a part of this endeavor. They are willing to provide their support in developing the module, teaching the modules and reviewing the modules. We look forward to PME experts from BdfW, Germany office for providing back-stopping and quality support during the entire course of the project.

1. Project Summary
   1. Objectives

* Understand the principles underlying the selection of an appropriate design for program evaluation and monitoring;
* Understand how to design research tools, identify data sources and methods used to acquire information to assess program impact;
  1. Scope:

Currently, the course will be open for candidates across the globe.

* 1. Expected Outcome:
* At the end of the course, participants will be able to design a strategy to monitor a program and/or assess impact. They will also be able to critically analyze opportunities and limitations that emerge during program monitoring and evaluation
  1. Target group:
* Monitoring and Evaluation Officers, Program Officers, Project managers and any other professionals who are involved in the monitoring and evaluation process
* Fresher who want to start a career in development or are just starting a job in a development project

**Note:** Students will benefit if they know the type of work that occurs in development organizations and development projects, or have experience working on a project.

* 1. Total Intake in a Batch: 50
  2. Course Design

The curriculum of the program shall be designed in a very systematic way which tries to capture all the aspects of a PME system. In order to provide a wholistic approach, practical case studies will be included in the course curriculum.

* The course will be completely web-based.
* The whole course will be divided into four modules. Each module will be taught for a period of one month.
* Internal Assessments and assignments will be scheduled for each module.
* Study material will be developed for each module and will be parked on the website for the online access of the students. It can be downloaded by the participants.
* Considering the internal assessments and final examination, the course will be completed in 6 months time.
* On successful completion of the course, participants will be provided a Certificate in Project Monitoring and Evaluation.

1. Pedagogy - The course will be taught via internet. The teaching methods will be interactive online discussions with the faculties, webinars and uploading of videos by the faculties. The facility of having a virtual classroom for all the enrolled students will be provided. Each faculty will be allotted a specific time schedule for online coaching through the virtual classroom.
2. Examination - After the completion of each module, an Internal Assessment shall be conducted. One final examination will be held after completion of all four modules. The examination will be held online. In all there will be four exams during the course to assess and evaluate the learning of the students during the course.
3. For participants, there are no requirements to take this course except for a good internet connection. As a convenience to the remote students, they will be able to download the course material to read offline.
   1. Course Content:

The outline of the modules on PME course has been given below:

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| **Module I – The Project Concept  and Project Design**  Project Concept  Problem Analysis  Stakeholder Mapping  Theory of Change  Logframe Matrix  Project Proposal | **Module II - Project Planning**  SWOT Analysis  Monitoring Plan  Roles and Responsibilities  Project Management Plan |
| **Module III - Project Monitoring**  Baseline Data  Information Management  Monitoring Activities and Outputs  Monitoring Outcomes and Assumptions | **Module IV – Project Evaluation**  Evaluation Terms of Reference  Formative and Summative Evaluations  Managing Evaluations  Reporting Project Progress and Findings |

(This is only a tentative content)

1. Methodology

* Since it will be an online program, the entire registration & admission process will be conducted online.
* For the purpose of monitoring & evaluating the program, a board of studies will be constituted. The board of studies will include the faculty members and other eminent persons from the Voluntary Sector. They will regularly monitor the progress of the course and evaluate it at the end of every academic session (1 year) and will come out with a report and suggest ways & means to further add value to the program.

1. Budget:
   1. Investment:

Initial Investment cost: Rs: **12,50,000**/- . The detail of the initial investment cost is annexed (Annexure A)

Program Running Cost: Rs. **10,75,000/-** (The detailed program running cost is annexed (Annexure B)

* 1. Course Fee:

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| For Indian candidates | INR 20,500 |
| For Applicants from SAARC and other developing countries | US$ 600 |
| For Applicants from developed countries |  |

Assuming that 70% will be Indian candidates and 30% will be International students, the amount to be received from course fees: Rs. (7,17,500/- + 3,78,000) = **Rs. 10,95,550/-**

**Note\*: Additional discounts to be offered for groups from development organizations.**

1. Financial Assistance Required
2. CPA Services Pvt. Ltd. seeks financial assistance for the initial investment cost of the program. The whole concept behind this course is that the program running cost would be covered by the course fees received from the participants. However, during the first three years FMSF would not be able to fully cover the operating costs of the Program. The first year of the course will be the Preparatory phase wherein the Module content finalization, Final Course Module development and procedure for rolling out the course shall be discussed and finalized. Therefore, in Year I we seek 100% financial assistance. In Year II and Year III, we propose to cover 50% of the running cost and seek support for the other 50% of the program running cost in these years. The exact financial requirement are given below: