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**COURSE: GRANTS MANAGEMENT**

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**FINAL EXAMINATION**

1. **Discuss five functions of an evaluation in a project.**

Evaluation in a project helps determine how much the objectives have been achieved.

When evaluating, one is able to reform or change the objectives, strategies and policies to suit what is required in its best form.

The process of evaluation determines how viable a project is and also facilitates decision making if more resources are to be committed into the project.

Evaluation is important because the team can identify the problems associated with the planning an implementation of the project.

Evaluation contributes to better designed programs, improved management and a better assessment of their impact.

1. **Discuss the five components of a good monitoring and evaluation design.**

A good monitoring and evaluation design comprises of adequate human capacity. This means that a good number of staff with the required knowledge, experience and capacity for the Monitoring and evaluation. It is also important to ensure that these employees keep receiving training so that they are updated with emerging trends in the field.

For every project/program there are costs related to them and therefore a budget has to be set. A monitoring and evaluation work plan shows how resources set aside wil;l be used in order to achieve the goals and objectives of the program.

A routine program monitoring is done through collecting data and reporting it continuously. This is done for accountability plus also shows if the activities are on the right track.

Evaluation and Research are important components of a monitoring and evaluation design .Evaluation is done in the middle and at the end of a project to show if the desired objectives have been achieved and also as a learning curve for the shareholders.

A logical framework outlines all indicators used to measure the objectives inputs, output and outcomes of the intended project. It is important as it links the processes with the objectives and enables the staff to know what to measure and how to measure it.

1. **Critically discuss the issues you will pay attention to when managing project finance**

It is important to understand the needs and wants of the shareholders first, their goals and desires for the project. The needs of the project should be identified, documented and confirmed with the shareholders so that they are satisfied as the project commences. This is important to ensure that as the budget is set, there are no ambiguous and miscellaneous expenses.

Make room for a few things that may not be in the budget as project estimates are rarely 100% accurate. There could be inflation as the project goes on hence escalating costs. Ensure that the budget can cover for such mishaps and surprises. Make a contingency budget and ensure you can get funding.

Establish your key performance indicators so that you are able to keep track of how much you have spent as the project goes on. With this, one is able to tell where the difference in the budget is coming from and how it can be covered in the future.

It is mandatory to keep all the shareholders and staff informed and accountable so that they don’t feel left out. A well informed team feels like it is part of the ongoing project and works towards saving cost and ensure that there are no gray areas with the spending.

1. **Distinguish between outputs, outcomes, and impacts**

According to Roche C, (1999) Output is defined as the results achieved immediately after an activity has been undertaken. It shows what you produced as an organization and is no way a measure of impact.

Outcome is seen as the level of performance as a result of the services offered. E.g if an organization offers training for its members of staff, the outcome will be seen in their change of behavior.

Impact is basically long term results that may be seen after several years. It is the influence that is made in a community after a project is finished.

1. **Compare and contrast any four methods of collecting evaluation data.**

Observation: Information is collected by listening and seeing. With this method one can view operations as they happen.

Interviews: this method includes talking to people and having them offer information that is needed as they will like in a conversation. You are able to get experiences and impressions from the interviewees.

Group Assessment: This is where groups like community forums are used to collect and evaluate information. Group discussions are best used in gathering reactions to an experience.

Existing data: Documents with information that has been collected before are analyzed and summarized .the purpose for this is to find out what other investigators gathered before. This method provides a lot of information in a short period of time.

1. **Discuss the importance of conducting situation analysis for purpose of designing a development project.**

A situation analysis helps you assess the public’s perception of your project,by this you are able to know if it will be well received by the community or not.

It also helps you develop a plan that will align with all the goals and objectives of the project.

1. **Briefly discuss four factors to consider when writing a problem statement of a development project proposal.**

The extent of the problem: A clear picture of the problem is portrayed for faster and better understanding.

One is expected to address the causes of the problem and the needs of the client. Give an account for every one of these and how the resources given will be used on them.

Consider how much impact the problem has on the client and the community at large and also how much they will benefit from the project.

1. **Describe Five benefits of HR planning in an organization**

The organization is able to make decisions that are related to hiring and training more manpower so that there are no gaps or shortage in the various departments.

It is important for making future plans in the case of manpower and aslo anticipating vacancies that may arise in the near future.

Training the members of staff could go a long way in determining the manpower planning and hence the training can be done accordingly.

With the Human Resource Planning, the organization can invest in the employees by training them and developing opportunities for their growth.

Human Resource planning helps manage costs of hiring and training by being able to forecast manpower imbalance that could be difficult manage.

1. **ABC Ltd management had noted increased errors in employees work and poor performance for the last one year, until a consultant advised them to try a training programme for the employees. Describe to the management of ABC Ltd the benefits of training employee**.

Training new staff shows them that the organization is serious about what it does and encourages them to be serious about their new role.

For the veteran staff, it increases their knowledge of the field by keep them up to date with the new and upcoming trends in the field.

Proper training helps new staff have a boost in their confidence and ability to do their jobs.

The staffs maintain Enthusiasm and interest in their work and therefore they are not stale and bored with doing the same thing all the time.

A good training for the staff keeps organizational effectiveness going and keeps it increasing.

1. **Why is understanding Financial Management an asset to a Grant Management officer?**

It will save the organization a lot having someone who can do a comprehensive budget for the project with accounting and financial skills in mind e.g understanding about the tax status whether exempt or not among others.

A grants officer with financial management knowledge is able to know when to remit taxes and ensure that financial reporting requirements are handled in good time.

He will be able to understand where illegal and unethical dealings are going on.

The officer may also undertake audit duties as well as he prepares the audit files and financial documents to be used during the process.

A grants Officer is able to forecast on the organisations financial future by keeping track of the spending and funding that comes into the organization.

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