**Monitoring & Evaluation M&E of Enterprises & TVET Institutions**

**Course Title**

**Monitoring & Evaluation M&E of Enterprises & TVET Institutions**

**Speaker**

**Eng. Moustafa Wahba – Competency Assurance & TVET Consultant**

**Course Description**

**This course can be taken alone as a 5-day course, or joined with and at the last of the two courses for Strategic & Quality Assurance Management of Enterprises & Technical and Vocational Education and Training TVET Institutions.**

**Course Objectives**

**This course is designed to help the participants to:**

1. **Introduce a step-by-step process for designing and implementing new or improved sustainable M&E System as essential part of the Result Based Management RBM for an Enterprise, in general, or a TVET Institution (Institute, College, Centre, School, etc.) in particular.**
2. **Explain how a Result Based Monitoring & Evaluation RBM&E System is increasing accountability, transparency and enhancing the effectiveness of managing an Enterprise or TVET Institution.**
3. **Explain how to conduct stakeholder and organizational analysis and Identify key success areas and performance indicators for different Enterprises and TVET Institutions.**
4. **Reconcile diverse stakeholder interests in M & E Systems**

**Specific Course Outline**

**The following are the topics covered in the course:**

**Section A: Setting Up of M&E Systems for Enterprises and TVET Institutions**

1. **Introduction to Evaluation - Summative and Formative Evaluation**
2. **Evaluation of Training in TVET Institution**
3. **Results Based Management RBM**
4. **M & E as Essential Part of RBM**
5. **How to Build a Result Based Monitoring & Evaluation RBM&E System**
6. **Building Strategy of a Result Based Monitoring & Evaluation RBM&E System**
7. **Building a Sustainable Result Based Monitoring & Evaluation RBM&E System**
8. **Readiness Assessment as Part of a Result Based Monitoring & Evaluation RBM&E System**
9. **Quality & Updating Result Based Monitoring & Evaluation RBM&E System**
10. **Systematic Moves Toward Result Based Management RBM and M&E of a TVET System**
11. **Purpose and Benefits of Result Based Monitoring & Evaluation RBM&E Systems**

**Section B: Monitoring & Evaluation M&E Tools, Methods and Approaches**

1. **Benchmarking**
2. **Key Performance Indicators KPIs**
3. **The Logical Framework Approach**
4. **Theory Based Evaluation**
5. **Formal and User Satisfaction Surveys**
6. **Rapid Appraisal Methods**
7. **Participatory Methods**
8. **Public Expenditure Tracking Surveys**
9. **Cost Benefit and Cost Effectiveness Analysis**
10. **Impact Evaluation**

**Training Methodology:**

1. **Interactive/practical training**
2. **Two way communication**
3. **Exercises / Assignments**
4. **Brain Storming**
5. **Case Studies**
6. **Open Discussions**
7. **Ready to use samples**

**Venue / Training Location:**

**To be advised**

**Who Should Attend?**

1. **From TVET Institutions**

**Principals, Managers, Directors, Heads of Training Departments, Master Trainers, Instructors / Trainers / Teachers, Assessors, Observers & Verifiers**

1. **From Enterprises & Employers**

**Managers, Head of Departments, Planners, schedulers, Trainers (Engineers & Supervisors) & Career Development Section Leaders**

1. **From TVET Stakeholders**

**Representatives from: Federations, Chambers, Training Councils, General Unions of Trainees, Workers, Private Training Institutes, Technical Schools, etc.**

**Language**

1. **The training materials for the participants will be in English.**
2. **The language of instruction will be in English**