



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON

ANALYSIS OF PROJECT PLANNING, MONITORING AND EVALUATION TOLLS FOR
DESIRED IMPACT REALIZATION

(17th – 21st June, 2019 - IAA ARUSHA CAMPUS, ARUSHA)

1.0 BACKGROUND

While the selection of an apt tool is considered essential by planners, a number organizations fail to realize their intended results as they fail to select the proper tools for project planning, M&E. The designed training intends to introduce the important considerations to adhere to when choosing a tool for use in project planning, Monitoring and Evaluations under different project settings for a desired impact realization.

2.0 COURSE OBJECTIVE

By the end of this course participants will be able to:

- Employ different tools in Projects Planning, M&E
- Use Key Principles for M&E in projects
- Determine project outputs / outcomes and their verifiable indicators
- Choose the appropriate tools for use in project planning, M&E
- Produce the reliable M&E reports for projects re-plan

3.0 COURSE CONTENTS

During the course the following areas will be covered;

- Conceptualizing terms (Project; Project Impact; M&E)
- Key principles and process for M&E in Projects
- Analysis of projects hierarchy of goals and key success indicators
- Assessment of project planning, monitoring and evaluation (M&E) Tools
- Criteria for the choice of project planning, monitoring and evaluation (M&E) tools
- Conditions impairing the suitability of project planning, M&E tools and available remedies
- Writing an appropriate M&E report

4.0 METHODOLOGY

The course uses a blend of interactive techniques such as brief presentations by the consultant and the participants, group exercises and case studies. This stimulating program will maximize the understanding and learning through Interactive lectures, Worked examples, Case Studies and Discussions.

5.0 TARGET PARTICIPANTS

The training on analysis of project planning, M&E tools is necessary to a wide range of project planning and management professionals, trainers and allied stakeholders who need to bridge their Project Planning, M&E knowledge gaps. However, the designed training will greatly benefit the following categories of stakeholders:

- Project managers and executives in both private and public organizations
- community economic and development projects practitioners (District Community Development officers and TASAF Officials)
- Government and Non-governmental project designers, as well as M&E personnel / professionals
- Any civilian with thirst in Project Planning, M&E skills

6.0 COURSE FEES & MODE OF PAYMENT:

The fee for the course is **TZS 1,500,000/=** (say **One Million Five Hundred 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.**

7.0 Date, Duration and Venue:

This course will be conducted in Arusha from **17^h – 21st June, 2019 (5 days)** at the IAA Main Campus, located at Njiro Hill Arusha.

8.0 Contact Persons

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

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