Course Topics and Course Objectives for Abuja MEL Bootcamp - July 22 to July 24, 2024

Morning	Afternoon	Evening Session
Day 1		
Introduction to Monitoring and Evaluation	**How to develop evaluation questions**	**Developing Key Indicators**
Key concepts of Monitoring and Evaluation (M&E)	Differences between evaluation questions and survey questions	Understand the impact of KPI's on your project
Importance of M&E in project management and development work	Open Ended and Closed Ended Evaluation Questions	Define, develop, and facilitate the KPI's Selection Process, and its Documentation
Key differences between monitoring and evaluation	Contextualizing Evaluation Questions	Practical application of the learnings
Designing Theory of Change	**Sampling methods and Techniques**	**Designing Household Surveys**
Understanding Theory of Change	Understand the objectives of a sample survey	Survey Design, Planning, and Household Mapping
Designing the Process	Sampling methodology used in research and government surveys	Survey tool development
Refining and Implementing your Theory of Change	Design and implement your own survey	Preparing fieldwork and data collection
Introduction to Statistics STAT 101	**Designing Survey Beneficiary Questions**	**Conducting and Managing Baseline Assessment**
Understand foundational concepts such as population, sample, variable, data types	Understand the basic elements of designing and evaluating survey beneficiary questions	Understand what a Baseline Assessment is
Measures of central tendency (mean, median, mode) and measures of dispersion (range, variance, standard deviation)	Testing and distributing your survey	Understand the importance of Baseline Assessment
Understand Graphical Representations and Sampling Distributions	Analysing and compiling the results of your survey	How to Conduct a Baseline Assessment
Day 2		
Using STATA to carry out inferential statistics on Survey Data	**Strategies for Starting a Career in M&E**	**How to use Storytelling in Communication**
Perform statistical tasks using Stata software	Understanding the M&E Career Path	Using storytelling to improve engagement and connection with your audience.
Perform data analysis tasks with STATA	How to join and Penetrate M&E Networks	How to achieve persuasion and influence with your story.
Create powerful publication-quality graphs	How to apply and secure M&E jobs	Importance of Clarity and Simplification in Communication.
Deploying Kobo Collect for Data Collection	**Designing Participatory Methods for Learning Purpose**	**How to use Excel to Analyse Survey Data**

Understand how to setup an account in KoBoToolbox	Understanding the meaning and significance of participatory methods	Understanding Excel functions
Collect data on mobile devices and browsers	Common Participatory Methods for Learning Purpose	Applying analysis techniques to surver datasets in Excel.
Visualize, manage, and analyze data in KoBoToolbox	How to design and select the right participatory method	How to use Pivot Tables and Pivot Charts to streamline your workflow in Excel
Evaluation Designs for Impact Evaluation	**Designing Individual Interview Guides**	**Use AI for qualitative Analysis and Research**
Understanding the concepts of Evaluation Designs and Impact Evaluation	Understand what an Indidual Interview entails	Carry out thematic Analysis with AI
How to conduct impact evaluation of a development project	Scheduling and Preparing for Individual Interviews	Write a blog post with AI
Understanding the different methodologies for conducting impact evaluation	Designing Instrumentation for Interviews	Use AI to carry out research
Day 3		
Strategies to responding to grant proposals	**Using SPSS to carry out inferential statistics on Survey Data**	**Analyzing Qualitative Survey Data using MAXQDA**
How to research and identify the right funder for your project	Understand SPSS work environment	Analyse qualitative data using MAXQDA
Understanding the key elements that make up a winning grant proposal	How to Input and import their data into SPSS	Plan and carry out new research work based on your research interest
Following up: Importance of keeping funders informed of your progress and how to do it	How to analyze data using T-test and ANOVA in SPSS	Do data analysis accurately and present the results in standard format
Crafting your CV/Cover Letter to Start a Career in M&E	**How to use R for Data Visualization**	**Human Centered Design Approaches to Project Execution**
Align your objective with the job description	Understand basics of ggplot2	Understanding the concepts of design research, analysis & synthesis
Whats necessary in your CV: Highlight your qualifications and skills	Convert continuous and categorical data into visual scales	The role of creativity
Guide to being Concise, Clear and Focused	Establish geometries used in scatter plots, bar charts and line plots.	Human Design processes and Approaches
Designing Focus Group Discussion Guide	**Synthesizing and Interpreting Evaluation Findings**	**Writing Evaluation Reports**
Understand what an FGD entails	Triangulating information	Understand the outline of an evaluation report
Conducting and Managing an FGD	Writing effective conclusions	Formatting an evaluation report
Designing Instrumentation for FGDs	Different ways to communicate Evaluation Findings	Writing the important sections in a report