



Course Topics and Course Objectives for Abuja MEL Bootcamp - November 4 to November 8, 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, and 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		
Field Work Management	Using SPSS to carry out inferential statistics on Survey Data	Analyzing Qualitative Survey Data using MAXQDA
Hiring the Field Team	Understand SPSS work environment	Analyse qualitative data using MAXQDA
Ensuring Data Quality during Field Work	How to Input and import their data into SPSS	Plan and carry out new research work based on your research interest
Tools for Field Work Management	How to analyze data using T-test and ANOVA in SPSS	Do data analysis accurately and present the results in standard format
Deploying Kobo Collect for Data Collection	Designing Participatory Methods for Learning Purpose	How to use Excel to Analyse Survey Data



Understand how to set up 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 survey 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
Day 3		
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 individual interview entails	Carry out thematic Analysis with AI
How to conduct an 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 4		
Strategies for responding to grant proposals	How to use R for Data Visualization	Human-Centered Design Approaches to Project Execution
How to research and identify the right funder for your project	Understand the basics of ggplot2/	Understanding the concepts of design research, analysis & synthesis
Understanding the key elements that make up a winning grant proposal	Convert continuous and categorical data into visual scales	The role of creativity
Following up: Importance of keeping funders informed of your progress and how to do it	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
Day 5		
Strategies for Landing a Job in M&E	How to use Storytelling in Communication	Crafting your CV/Cover Letter to Start a Career in M&E
Understanding the M&E Career Path	Using storytelling to improve engagement and connection with your audience.	Align your objective with the job description
How to Join and Penetrate M&E Networks	How to achieve persuasion and influence with your story.	What is necessary in your CV: Highlight your qualifications and skills



How to apply and secure M&E jobs	Importance of Clarity and Simplification in Communication.	Guide to being Concise, Clear and Focused
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