
No: 23 /TB-SDTC

HCMC, November 02nd 2010

NOTICE

About enrolling the training course “Project Monitoring & Evaluation”

Pursuant to the regulations of Social Development Training Center (SDTC) owned by Ton Duc Thang University

Pursuant to the Planning No. 03 /KH-SDTC about opening training courses in the third and fourth quarter of 2010 of SDTC dated July 30th 2010; With the consent of Ton Duc Thang University, SDTC is going to organize the training course “*Project Monitoring & Evaluation*” with the following information:

❖ COURSE OBJECTIVES:

The course will introduce participants the basic elements in the work of monitoring and evaluation (M & E) of development projects. Project cycle is also introduced to help participants clearly see the relationship and position of the M & E in the project cycle. At the end of this course, participants are able to:

- Explain and illustrate the project and the project cycle.
- Understand and distinguish Tracking / Monitoring and Evaluation; the process of data and information.
- Understand and analyze the logical framework of the project and its components.
- Understand and build the indexes, the assumptions for the different levels of the project.
- Build M & E framework for the project and monitor the activities of the project.

❖ TARGET PARTICIPANTS

The course is designed for project staff, project managers, local partners who are responsible for the implementation and monitoring of project activities.

❖ COURSE CONTENTS

Time: November, 17–19, 2010
- Morning : 08h00 – 11h30
- Afternoon : 13h30 – 17h00
Place : Ton Duc Thang University (HCMC)
Language : Vietnamese
Trainer: Expert Ha Minh Tri

Date	Session	The main contents
1	Morning	<ul style="list-style-type: none">• Overview of the project cycle and the position of M & E in the cycle.• The difference between M & E.• The ranking system of project.
	Afternoon	<ul style="list-style-type: none">• The project logical framework and its components.• Applied exercises to build logical intervention.

2	Morning	<ul style="list-style-type: none"> • Index and method of constructing index. • Applied exercises of Index
	Afternoon	<ul style="list-style-type: none"> • Method of building the assumptions of the project. • Data & information and its process.
3	Morning	<ul style="list-style-type: none"> • Some basic skills in gathering information. • Practical exercises.
	Afternoon	<ul style="list-style-type: none"> • Apply to M & E framework. • Review and finish course.

❖ **LEGALITY:** Participants will be offered a **certificate provided by Ton Duc Thang University** if they successfully finish an examination at the end of each course.

❖ **TUITIONS:**

- **19 USD / day** (including study materials, tea-break).
- Certificate costs: **5,5 USD** (In case participants take an unsuccessful examination or absence, they will be provided a certificate of attendance by Social Development Training Center since SDTC will not refund this costs).

❖ **TRAINER'S INFORMATION:** Expert HA MINH TRI

- At the present, Mr. Tri is a PhD student, majoring in Monitoring & Evaluation system at Institute of Development Policy and Management – University of Antwerp, Belgium. Mr. Tri has expertise in various fields such as Research & Survey, Project design & management, capacity building, monitoring & evaluation, database...
- Mr. Tri has over 12-year experience working and conducting various consultancy missions for international projects, GOs & INGOs such as Heifer International, Room to Read, CARE, SCF/ UK, Oxfam America, NMA, ACIDI/VOCA, WWF, Ministry of Agriculture and Rural Development, Ministry of Construction, Western Michigan University, UNDP, USAID primarily for socio-economic research/survey, database and M&E system establishment, project management, participatory planning, capacity building in M&E, GIS application...

❖ **TRAINING APPROACH:** Active learning method (learner-centered training approach, case studies, group discussion, brain storming, individual & group exercises, role play, etc.) will be used throughout the training course.

❖ **FOR ENQUIRIES AND REGISTRATION, PLEASE CONTACT**

- **Mr. Bao – 093 797 5445 or Ms. Quyen – 0903 111 284**
- Ton Duc Thang University, R. 604, 98 Ngo Tat To St., Ward 19, Binh Thanh Dist., HCMC
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- Email: sdtc@tdt.edu.vn or trungbao2011@gmail.com – Website: <http://sdtc.tdt.edu.vn>
- **Deadline for registration: November 12, 2010**

**Director of SDTC
(has signed)**

MA. Tang Huu Tan