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No: 23 /TB-SDTC

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HCMC, November 02<sup>nd</sup> 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 30<sup>th</sup> 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"><li>• Overview of the project cycle and the position of M &amp; E in the cycle.</li><li>• The difference between M &amp; E.</li><li>• The ranking system of project.</li></ul>
	Afternoon	<ul style="list-style-type: none"><li>• The project logical framework and its components.</li><li>• Applied exercises to build logical intervention.</li></ul>

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

❖ **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, ACDI/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
- Tel: (08) 2242 6789 – Fax: (08) 3840 4894
- Email: [sdtc@tdt.edu.vn](mailto:sdtc@tdt.edu.vn) or [trungbao2011@gmail.com](mailto:trungbao2011@gmail.com) – Website: <http://sdtc.tdt.edu.vn>
- **Deadline for registration: November 15, 2010**

**Director of SDTC  
(has signed)**

**PhD. Tang Huu Tan**