Monitoring and Evaluation Systems and Quality Improvement  

HOREX LTD Training Opportunity_ A Call for Registration before Aug 8, 2019

The Horizon of Excellence (HOREX) Ltd is a research, consulting and training company legally registered in 2011 under Rwandan Company Law No. 07/2009 of 27/04/2009. It is mostly involved in capacity development activities for individuals and interested organizations to access and make use of the competitive advantages, and to do their professional jobs in effective and efficient ways. By so doing, the company is recognized to organize and deliver well focused professional learning opportunities in Monitoring and Evaluation with or without the use of statistics.

It is in this framework that HOREX LTD informs the public that, from 10 to 17 August 2019, it is organizing a training in M&E systems and Quality Improvement that will be delivered in three sessions as below:

✓ ODK/SurveyCTO: 10-11 August 2019
✓ Quality Improvement: 13-14 August 2019
✓ Building an Effective M&E System and Dashboards: 15-17 August 2019

The venue for the workshop is Great Apartment Hotel, Remera, Kigali, Rwanda.

1. ODK/SURVEYCTO

You will collect data using forms, which might be survey forms, registration forms, inspection checklists, or pretty much anything else you might imagine. Everything about how these forms should look and how they should work are contained in spreadsheet documents that you can easily edit, save, back up, collaborate on, copy and paste, and generally manage. You can edit these documents directly in Microsoft Excel or Google Sheet, or you can use the online drag-and-drop form designer to edit your forms.

ODK/SurveyCTO offers many advantages, including:
- Easy online drag and drop form creator
- Online monitoring tools
- End-to-end encryption and cloud-based data storage
- You do not need to set-up the server
- It automatically generates a Stata do-file that labels and organizes all of your data
Training objectives
The training aims at coaching the participant on how to design the survey forms, collect data using smart phones and monitoring the quality of the collected data as well as the performance of the enumerators.

Course outline

Part 1: Overall understanding around the surveys
✓ Definition of the survey
✓ Why surveying?
✓ Survey tools and forms
✓ Arranging and implementing surveys

Part 2: Design survey forms
✓ Install and setting SurveyCTO
✓ Introduction to Form design
✓ Creating online forms
✓ Exporting the forms to/from Excel

Part 3: Collect data
✓ Install and setting SurveyCTO Collect
✓ Assigning specific roles to data collection team
✓ Data collection using smart phones

Part 3: Monitoring data
✓ Inspecting submissions and data collected
✓ Doing descriptive statistics to understand data
✓ Data cleaning: edit or remove
✓ Doing relationship summaries to check the enumerator performance
✓ Doing data filtering exercises
✓ investigate and handle outliers
✓ setting automatic quality checks

2. QUALITY IMPROVEMENT

From our experience, the concept of Quality Improvement (QI) has been misunderstood by different development practitioners and sometimes it is confused with data quality assurance. This is the reason why several organizations have not integrated QI program and some that have managed to introduce it in their programming, for different reasons including the need to comply with donor requirement, their QI programs do not work properly. Besides the donor requirement to have a QI program with a qualified multidisciplinary team, when an organization implements an effective QI program, the result can be a balance of quality, efficiency and profitability in achievement of organizational goals. In concrete terms, the organization that implements a QI program experiences a range of benefits, including:

- Improved outcomes that involve both process and program outcomes;
- Improved efficiency of managerial and program processes;
- Avoided costs associated with process failures, errors and poor outcomes
- Proactive processes that recognize and solve problems before they occur ensure that systems are reliable and predictable.
- Improved communication with resources that are internal and external to an organization, such as, funders, civic and community organizations

**Training objectives**
The training will help the participants in:
- Raising their understanding of the concept of quality improvement, its importance and how well the organization should be prepared to be able to effectively introduce a QI program
- Understanding how different QI models can be leveraged to accomplish improvements effectively and efficiently
- Understanding and practicing a step-by-step guide to implement quality improvement
- Leveraging Microsoft excel and/or Power BI functions to support the QI Program with visualization tools and dashboards that help track the performance

As a result, we believe that participants’ knowledge will be used by their respective organizations. By so doing, several organizations will start setting up effective QI programs and enjoying the benefits mentioned above.

**Course outline**

**Part 1: Quality Improvement and its Importance:**
- Quality improvement
- Principles for QI
- What is a QI Program?
- Why is a QI program essential to an organization?

**Part 2: Establishing an organizational foundation for QI**
- The role of organization leadership
- Key staff roles in a QI Program
- Readiness assessment-preparing for a change

**Part 3: How can QI models be leveraged to accomplish improvements effectively and efficiently?**
- Questions to be answered
- Care Model
- Lean Model
- Model for Improvement
- FADE QI Model
- Six Sigma

**Part 4: Step-by-step guide to implement QI**
- Getting started
- Guide for the Model for Improvement
- Guide for Six Sigma
3. BUILDING AN EFFECTIVE MONITORING AND EVALUATION SYSTEM AND DASHBOARDS

This training aims at equipping participants with the fundamental knowledge and practical skills for program Monitoring and Evaluation. It includes theoretical and practical parts. The theoretical part outlines all the requirements for an effective M&E system while the practical one involves the processes and tools to use.

COURSE OUTLINE

The workshop is organized under 5 parts such as M&E plan and framework, Using Excel Analysis Tool Pak for evidence-based decision making, Excel Data Summarization and Visualization, Dashboards with Power BI Desktop, and M&E Reporting.

Part 1: M&E Plan and frameworks
✓ Monitoring vs evaluation
✓ Defining an M&E system
✓ Understanding a M&E plan and components
✓ Understanding the difference between:
  o Conceptual framework
  o Logical framework
  o Results framework
✓ Understanding the difference between:
  o theory of change, and
  o logical framework
✓ Using a web application to design and manage a logical framework

Part 2: Using Excel Analysis Tool Pak for evidence-based decision making
✓ Descriptive statistics to understand monitoring or evaluation data/numbers
✓ Evaluating the program performance and/or impacts using excel built-in statistical tests
✓ Evaluating the determinants/factors of the performance of the intervention using Excel
✓ Sampling using Excel

Part 3: Excel Data Summarization and Visualization
✓ Pivot tables, slicers and Pivot charts
✓ Using Excel to create dynamic geographical maps
✓ Understanding and Creating Pareto Charts
✓ Understanding and creating Sunburst charts
✓ Using boxplots and/or histograms for comparative and evaluative purposes

Part 4: Dashboards with Power BI Desktop
✓ Installing the Power BI and exploring its components and uses
✓ Understanding Power BI Desktop environment
✓ Creating simple dynamic dashboards
Part 5: M&E Reporting
✓ A guide to writing stories using numbers: how to write good stories, examples of very well-written stories
✓ A guide to presenting statistics in the report: using tables, charts, maps, statistics
✓ A guide to writing a program implementation success story

TARGETED PARTICIPANTS AND REQUIREMENTS:
The training targets the following categories of people:
✓ M&E practitioners
✓ Program managers and officers
✓ Anyone interested to learn M&E and basic statistics applied to M&E

The prospective trainee/student should fulfil the following requirements:
✓ Having a bachelor’s or higher degree
✓ Having basic skills in Excel
✓ 100% access on laptop with Microsoft Excel 2016 is highly encouraged
✓ Having paid a training fee
✓ Having access on internet or Wi-Fi to download materials and access on systems and tools.

AWARD
Candidates who will successfully complete the course will be awarded certificates of completion.

APPLICATION PROCESS
To apply for EACH of the three training sessions above, please provide an original deposit slip of Frw 50,000 (VAT exclusive) by 8th August, 2019:
I&M Bank:
- Account holder: Horizon of Excellence (HOREX) Ltd
- Account number: 504225601-06
Bank of Kigali:
- Account holder: Horizon of Excellence (HOREX) Ltd
- Account number: 256-07737215-85

CONTACTS:
HORIZON OF EXCELLENCE (HOREX) LTD
Tel.: (250) 785730503/786669501
Umukindo Center Building, 3rd Floor at Gisozi/ Gakinjiro
P.O. Box: 377 Kigali
Email: horizonexcel@horizon-excel.com; horizon.excel@gmail.com
Website: www.horizon-excel.com