

CALL FOR APPLICATION FOR A TRAINING ON PLANNING, MONITORING, EVALUATION, & PROJECTS' REPORTING

Event: Planning, Monitoring, Evaluation, & Projects' Reporting Training

Date: 14th Sept – 18th Sept 2026 (Evening: 5h30pm-9pm)

Venue: EPRN Training Centre (Gikondo)

Details & Bookings: Email info@epnrwanda.org

1. Background

Planning, Monitoring, Evaluation, & Reporting is an integral part of every intervention. When systematically done, Monitoring, Evaluation, & Reporting makes it easy to articulate a project's theory of change and to determine if envisaged results are being achieved. It also enables program staff to draw lessons from what is working and recommend appropriate measures for what is not working. Though Monitoring, Evaluation, & Reporting is beneficial, many organizations and project staff shy away from it because many see it as technical in nature, others find it time consuming and yet others fear negative appraisals. In spite of this, it is important for project staff to be equipped with the necessary knowledge and skills that would in turn allow them to effectively engage in Monitoring, Evaluation, & Reporting for the growth of their projects and their organizations.

2. Course objectives

- i. Introduce participants to Planning, Monitoring, Evaluation, & Projects' Reporting.
- ii. Enhance participants' understanding of the various contextual tools of analysis applied in Monitoring, Evaluation, & Reporting.
- iii. Build participants' understanding of a project's Theory of Change.
- iv. Enhance participants' skills in developing an evaluation and a learning agenda for their projects.

3. The Course Content

- i. **Introduction to Planning, monitoring and evaluation:** In this session, participants will be introduced to Planning, Monitoring, Evaluation of Reporting.
- ii. **Contextual analysis tools:** This session will introduce participants to the different contextual analysis tools used in Monitoring, Evaluation, & Reporting.
- iii. **Developing effective monitoring tools for different projects:** In this section, participants will be taken through the process of developing a Monitoring, Evaluation, & Reporting plan for their specific projects. The session will focus on creating a common understanding of what a

Monitoring, Evaluation, & Reporting plan is, what it is used for, who is involved in its designing, the most appropriate time for its designing and who it is used for

- iv. **Developing a Theory of Change:** the session will focus on understanding what a Theory of change is, how it is developed, its relationship to the project cycle and who really should be involved in its designing. This session will enable participants to broaden their knowledge of the project cycle and the logical linkages from one stage to the other. The session will examine how proposed project activities lead to the desired social change. At the end of the session, participants should be able to identify and expound on the various theories of change that inform their projects.
- v. **Evaluation and developing a learning agenda:** The session will take participants through the concept of evaluation and its importance and applicability in projects, the different types of evaluation and audiences will also be discussed including how to develop an evaluation schedule for a project. At the end of the session, participants should be able to develop an evaluation schedule for their projects and to identify some learning agenda questions for their projects.

4. Tuition and Fees

The training cost is **Rwf 60,000** for members and **100,000 Rwf** for non-members per participant which will cover the tuition fees, learning materials, certification, refreshments at the training venue. Any Further information will be provided upon inquiry.

5. Payment process

To book your space, kindly proceed by paying the training fees through the following bank details:

- Bank Account: **00040 06945750 07** RWF (Bank of Kigali)
- Title of the Account: Economic Policy Research Network

Scan the bank slip and send it to: info@eprnrwanda.org OR bring the hard copy of bank slip to EPRN office at University of Rwanda- Gikondo Campus (former SFB).

You can also pay through MTN MOMO PAY (*182*8*1*030683#) or through PayPal on our website (www.eprnrwanda.org) and notify us through info@eprnrwanda.org

6. Tailor-made training option

We can provide your organization with tailor-made training with similar content but addressing your specific needs. In case you want to explore this option, you can contact us to share with you a proposal for that training.

7. Application process

Interested Applicants are requested to make further inquiries and bookings via this email address; info@eprnrwanda.org or direct call to: +250788357648. To secure your sitting space, first process payment of training fees through *momo* or *bank* as indicated in section 5 above.

Kigali, August 19, 2026

Mr. Seth KWIZERA
Executive Director

