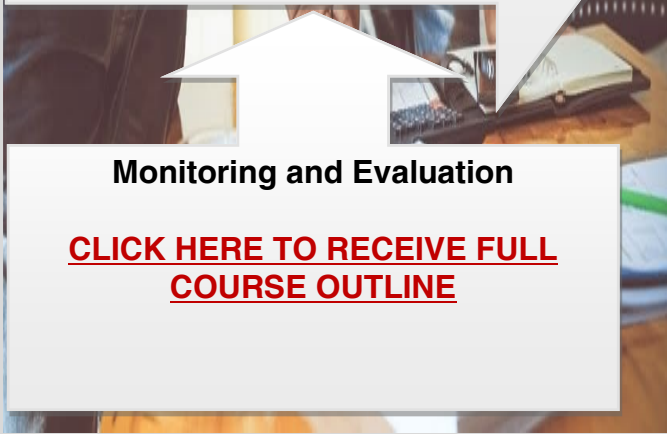




**BASED ON A SAQA registered qualification for Administrative Professionals in all Services Sectors**  
**SAQA ID: 255577 NQF Level 5, 8**



## Monitoring and Evaluation

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# Monitoring and Evaluation

This training will benefit delegates working within a local government structure, who participate in municipal governance and have been elected as municipal councillors, where the acquisition of competence against this standard will add value to one's job and managerial capabilities.

The completion of this standard will provide the delegate with the tools to design municipal plans, including analysing what should be included in the plan, implement via various stakeholders, monitor and evaluate the plan on an on going basis to ensure that plan meets overall objectives.

Delegates will also be exposed to different types of municipal plans and frameworks that will inform their planning process.

## Learning Outcome:

- ⇒ Demonstrating an understanding of the various plans in local government processes, their formulation and integration into various municipal projects.
- ⇒ Identifying and analysing needs and situations in constituency and conceptualising possible development projects related thereto.
- ⇒ Linking IDP (Integrated Development Planning) and PMS (Performance Management System) to the budget process of local government.
- ⇒ Compiling process documents for integrated development planning



## Monitoring and Evaluation

**Contact us today**  
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**Supplier Number: MAAA 0035355**  
**SETA Accreditation Number: 2643**

## Monitoring and Evaluation

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### Module One Monitoring and Evaluation System

- ◆ Understand the definitions for Monitoring and Evaluation
- ◆ Understand why Monitoring and Evaluation is important?
- ◆ Understand and use the six steps to develop a Monitoring and Evaluation System

### Module Two Plans in Local Government Processes

- ◆ The context of planning is explained at local government level
- ◆ The various plans that inform local government processes are explained with examples (Plans that inform local government processes include but are not limited to IDP (Integrated Development Planning) and LED (Local Economic Development))
- ◆ The various current projects undertaken in local government are reviewed in relation to the plans that inform them
- ◆ The key role players in the municipal
- ◆ Planning process are identified in relation to the functions they fulfill
- ◆ Plans in local government
- ◆ Planning

### Module Three Needs and Situations in Development Projects

- ◆ The legislative imperative of community participation is explained with reference to local government processes
- ◆ Public-private partnerships are identified and analysed in relation to their contribution to local government development projects
- ◆ Community needs are identified and analysed in relation to broader local government objectives and current and future projects and processes
- ◆ Special needs projects are analysed against mainstreaming objectives (Special needs include but are not limited to youth projects, disabled and gender mainstreaming projects)
- ◆ An analysis is conducted to investigate the National Spatial Development Perspective

## Monitoring and Evaluation

### Module Four Strategic Planning

- ◆ Various other prescribed planning documents are identified and reviewed for possible integration into own strategic plan
- ◆ The uses of integrated development planning in a strategic plan are identified and integrated into own strategic plan
- ◆ IDP (Integrated Development Planning) and PMS (Performance Management System) is linked to the budget process in local government within the strategic framework that is drawn up
- ◆ Ward based plans are identified, analysed and integrated into own strategic plan
- ◆ Roles and responsibilities are clarified in strategic plan and timeframes are drawn up pertaining to the functions of the various role players

### Module Five Integrated Development Planning

- ◆ A method for communicating and giving feedback during planning and implementation to constituencies is drawn up in relation to strategic plan and integrated into process documents
- ◆ IDP is utilised as a tool to collate efforts between the different spheres of government and other stakeholders in achieving objectives of municipal plans
- ◆ All the various elements required for reporting purposes are included in the process documents

## Monitoring and Evaluation



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