



FIRE PROGRAMME - Workshop on Project Monitoring and Evaluation 1- 3 June 2014, Djibouti.

The Fund for Internet Research and Education (FIRE) Programme will host a **Project Monitoring and Evaluation Workshop** for the 2014 FIRE Grant winners in Djibouti from **1-3 June 2014**.

The workshop will be held during the **Africa Internet Summit (AIS) 2014** and the **AFRINIC 20 Meeting**. This event, which takes place from 25 May – 6 June, is hosted by AFRINIC, AFNOG and Djibouti Telecom under the high patronage of the Ministry of Communications in charge of Posts and Telecommunications.

About the Workshop

The workshop's main objective is to provide the newly selected **2014 FIRE Grant winners** with the tools needed to complete their financial and technical reports according to the Memorandum of Grant Conditions signed with AFRINIC.

During the workshop, the 2014 FIRE Grant winners will be provided with a project report template to ensure that objectives, milestones and achievement timelines are clearly highlighted.

At the end of the workshop, the recipients will be able to define a project to be financed by their donors. They will also be able to understand the main steps of the monitoring and evaluation process throughout the lifecycle of a project. Finally, they will be able to understand and provide the information required for their project reports.

The workshop will be conducted in English. Transport and accommodation costs as well as basic living-expenses are covered by the FIRE Programme.

Capacity Building in Africa

The FIRE Programme encourages innovative approaches to Internet infrastructure development in Africa by using the small grants funding mechanism to enable local organisations to implement creative ICT initiatives. FIRE programme recipients are encouraged to share their knowledge and learned experiences in their local communities so that others can benefit from applying innovative solutions to their unique challenges.

AGENDA

Day 1 – June 01 - 2014	Time	Topic
	09h30-10h30	<ul style="list-style-type: none"> • Introduction • Program and project management <ul style="list-style-type: none"> • Definitions
10h30-11h00 : Tea-Coffee Break		
	11h00-12h30	<ul style="list-style-type: none"> • Program and project management <ul style="list-style-type: none"> • Programs and Project characteristics • Projects life cycles
12h30 – 13h30 LUNCH		
	13h30-15h30	Monitoring and evaluation in projects and programs <ul style="list-style-type: none"> • Definitions • Concepts
15h30-15h45: Tea - Coffee Break		
	15h45-17h15	Monitoring and evaluation in projects and programs <ul style="list-style-type: none"> • Evaluation types • Monitoring and evaluation processes

Day 2 – June 02 - 2014	Time	Topic
	09:00 – 10:30	Opening Ceremony
10h30-11h00: Tea - Coffee Break		
	11h00-13h00	Presentation of the new evaluation report template

		for FIRE program funded projects
13h00 -14h00: LUNCH		
	14h00-15h30	Presentation of the new evaluation report template for FIRE program funded projects
15h30 – 16h00		
	16h00-18h00	Application of the new framework on participants' projects

Day 3 – June 03 - 2014	Time	Topic
	08h30-11h00	<ul style="list-style-type: none"> • Application of the new framework on participants' projects • Q&A • Wrap up discussions
11h00 END		

For more information about the FIRE Programme, please visit:
<http://www.fireafrica.org/>