MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Procurement and Supply Chain Management

Procurement, Monitoring and Evaluation

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2712	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

The Procurement, Monitoring, and Evaluation course offered by Magna Skills is designed to provide professionals with comprehensive knowledge and skills in the areas of procurement management, project monitoring, and evaluation. This course covers essential concepts, methodologies, and best practices to ensure effective procurement processes, continuous monitoring, and thorough evaluation of projects. Participants will learn how to manage procurement activities, monitor project progress, and evaluate project outcomes to enhance efficiency, accountability, and impact.

Course Outcomes

1. **Understanding Procurement Processes:** Gain insights into the principles, processes, and strategies of effective procurement management.
2. **Developing Monitoring Frameworks:** Learn how to design and implement monitoring frameworks to track project progress and performance.
3. **Conducting Evaluations:** Acquire skills in conducting project evaluations to assess outcomes, impact, and overall effectiveness.
4.

Enhancing Efficiency and Accountability: Understand how to optimize procurement activities, ensure compliance, and maintain transparency and accountability.

5. **Utilizing Tools and Techniques:** Explore various tools and techniques for procurement, monitoring, and evaluation to improve project management practices.

Course Outline / Curriculum

Module 1: Introduction to Procurement Management

- Overview of procurement principles and processes
- Key elements of effective procurement management

Module 2: Procurement Planning and Strategy

- Developing procurement plans and strategies
- Identifying procurement needs and setting objectives

Module 3: Procurement Methods and Procedures

- Overview of different procurement methods and their applications
- Procurement procedures and documentation requirements

Module 4: Supplier Selection and Management

- Criteria for selecting suppliers and managing supplier relationships
- Evaluating supplier performance and ensuring quality

Module 5: Introduction to Monitoring and Evaluation (M&E)

- Importance of monitoring and evaluation in project management
- Key concepts and components of M&E frameworks

Module 6: Designing Monitoring Systems

- Steps to design and implement effective monitoring systems
- Selecting indicators and setting baselines

Module 7: Data Collection and Analysis

- Methods for data collection and analysis in monitoring
- Tools and techniques for data management and reporting

Module 8: Conducting Project Evaluations

- Approaches to project evaluation: formative, summative, and impact evaluations
- Designing evaluation plans and developing evaluation questions

Module 9: Reporting and Using M&E Results

- Preparing and presenting M&E reports
- Utilizing M&E findings for decision-making and project improvement

Module 10: Best Practices and Case Studies

- Best practices in procurement, monitoring, and evaluation
- Analysis of real-world case studies and lessons learned

Who Can Attend:

- Procurement managers and officers
- Project managers and coordinators
- Monitoring and evaluation specialists
- Program managers and development professionals
- Anyone involved in procurement, project monitoring, or evaluation activities

Summary: The Procurement, Monitoring, and Evaluation course provides participants with the essential knowledge and skills to manage procurement processes, monitor project progress, and evaluate project outcomes effectively. Through a combination of theoretical learning, practical exercises, and real-world case studies, participants will learn how to enhance procurement efficiency, ensure accountability, and improve project impact, ultimately contributing to the success of their organizations.

Target Audience

All procurement personnel and other parties interested in gaining knowledge on procurement monitoring and evaluation

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Procurement, Monitoring and Evaluation
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____