

TRADECOM

SUPPORT FOR THE PREPARATION,
MANAGEMENT AND IMPLEMENTATION OF THE
REC INSTITUTIONAL CAPACITY BUILDING
TRAINING PROGRAMME



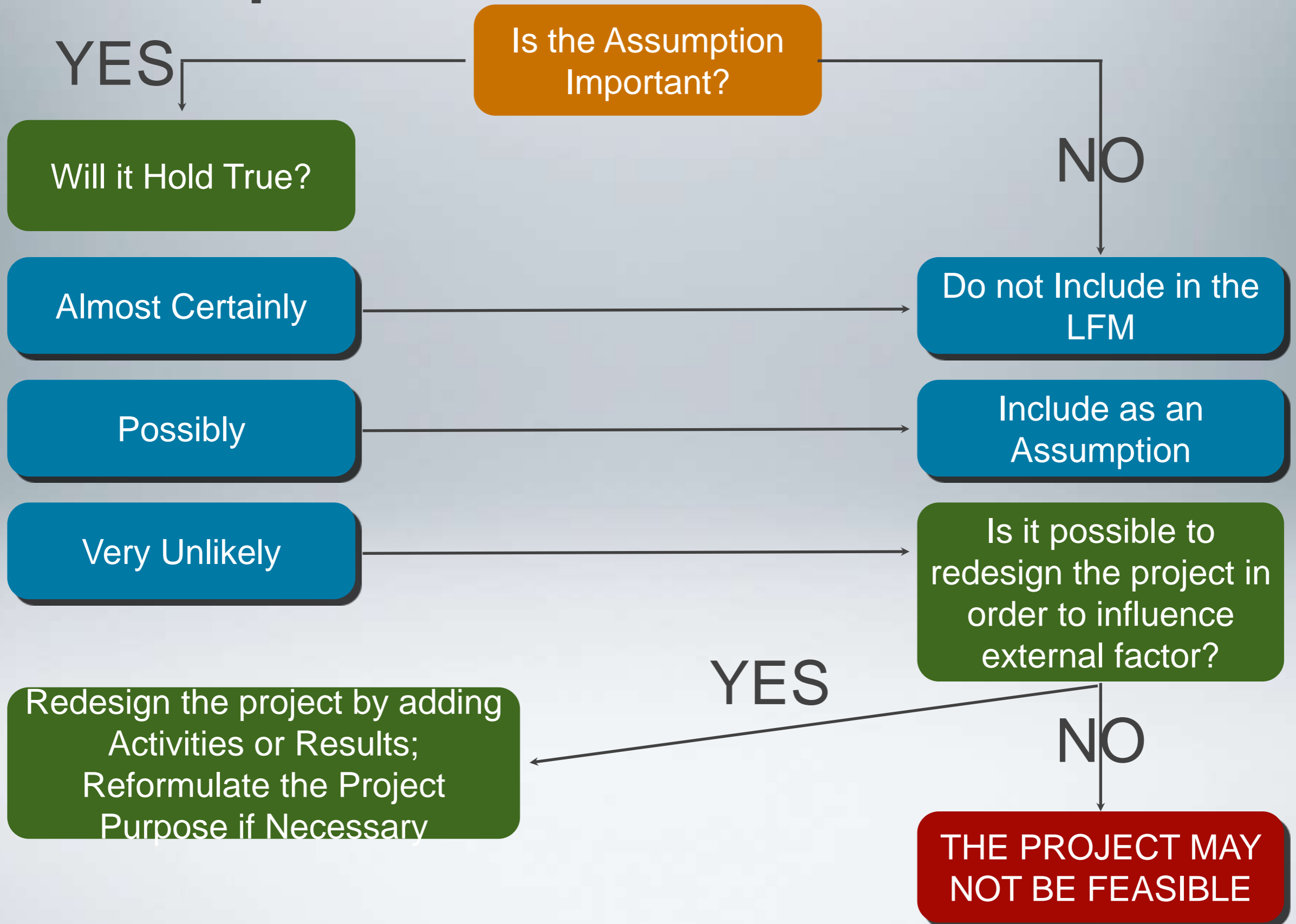
THE LOGFRAME MATRIX

INTERVENTION LOGIC	INDICATORS	SOURCES OF VERIFICATION	ASSUMPTIONS
GLOBAL OBJECTIVES Contribute to Better Information Contribute to Better Trade Policy Making	Exports Growth Rate Imports Growth Rate Trade Balance	Ministry of Trade Reports and Statistics COMTRADE Reports	
SPECIFIC OBJECTIVES Quality of Trade Statistics Improved	Nr. of New Statistical Series 20 new Statistical Bulletins Published by the end of the Project	National Bureau of Statistics bulletins Project Completion Report	Economic Agents and Politicians take the new statistical series into consideration in the decision-making processes
RESULTS R1: Adequate IT Platforms R2: Adequate Institutional Arrangements Developed R3: Training on Key Skills on Trade Statistics Issues Delivered	IT Platform Operational by the end of the project New Institutional Framework in place by the end of the project Nr. of Civil Servants Trained Training Evaluation is Good	Project Implementation Reports Manuals of the IT Platform Protocols signed between involved institutions Training Evaluation Forms Training Assessment	Involved Institutions do a proper dissemination of the new statistical
ACTIVITIES R1.1.: Contract Hardware Supplier R1.2: Contract Software Supplier R1.3.: Establish Project Management Unit			Institutions involved in Trade are committed with the establishment of a common institutional framework Training on IT Platform is assured by involved institutions

RISK MANAGEMENT MATRIX

Risks	Potential Adverse Impact	Risk Level	Risk Management Strategy	Responsibility
Lack of Basic Trade Skills	Lack of basic knowledge to absorb the training contents	M	Careful selection of participants	Partner Organisation
Institutional conflicts between PA Bodies	Disagreement concerning the institutional arrangements deemed necessary	H	Create a Steering Committee with Top Officials from all concerned Institutions	Partner Organisation
Inadequate Content of the Training of Trainers Program	No Qualified Trainers at the end of the Project	L	Conduct a training needs assessment exercise	Contractor

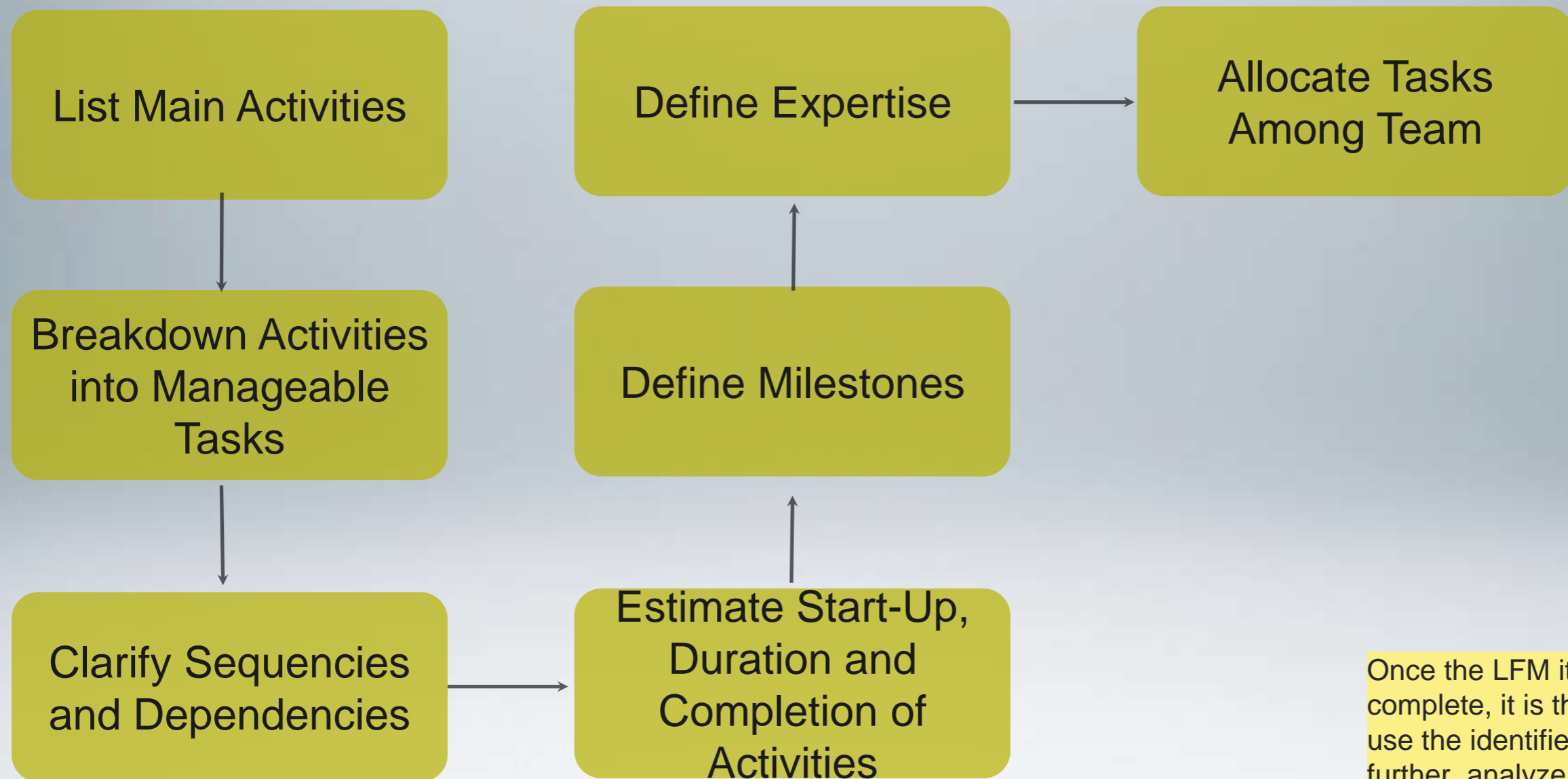
Assumptions





THE PLANNING STAGE

ACTIVITIES SCHEDULE



Once the LFM itself is complete, it is then possible to use the identified activities to further analyze issues of timing, dependency and responsibility using an activity scheduling format

ACTIVITIES SCHEDULE

MAIN ACTIVITIES

TASKS

SEQUENCIES & DEPENDENCIES

START-UP AND DURATION

Prepare Technical Specifications

1^o

1 Month in January

Launch Tender

2^o

1 Week in February

Evaluate Offers

3^o

2 Weeks in April

Negotiate Contract

4^o

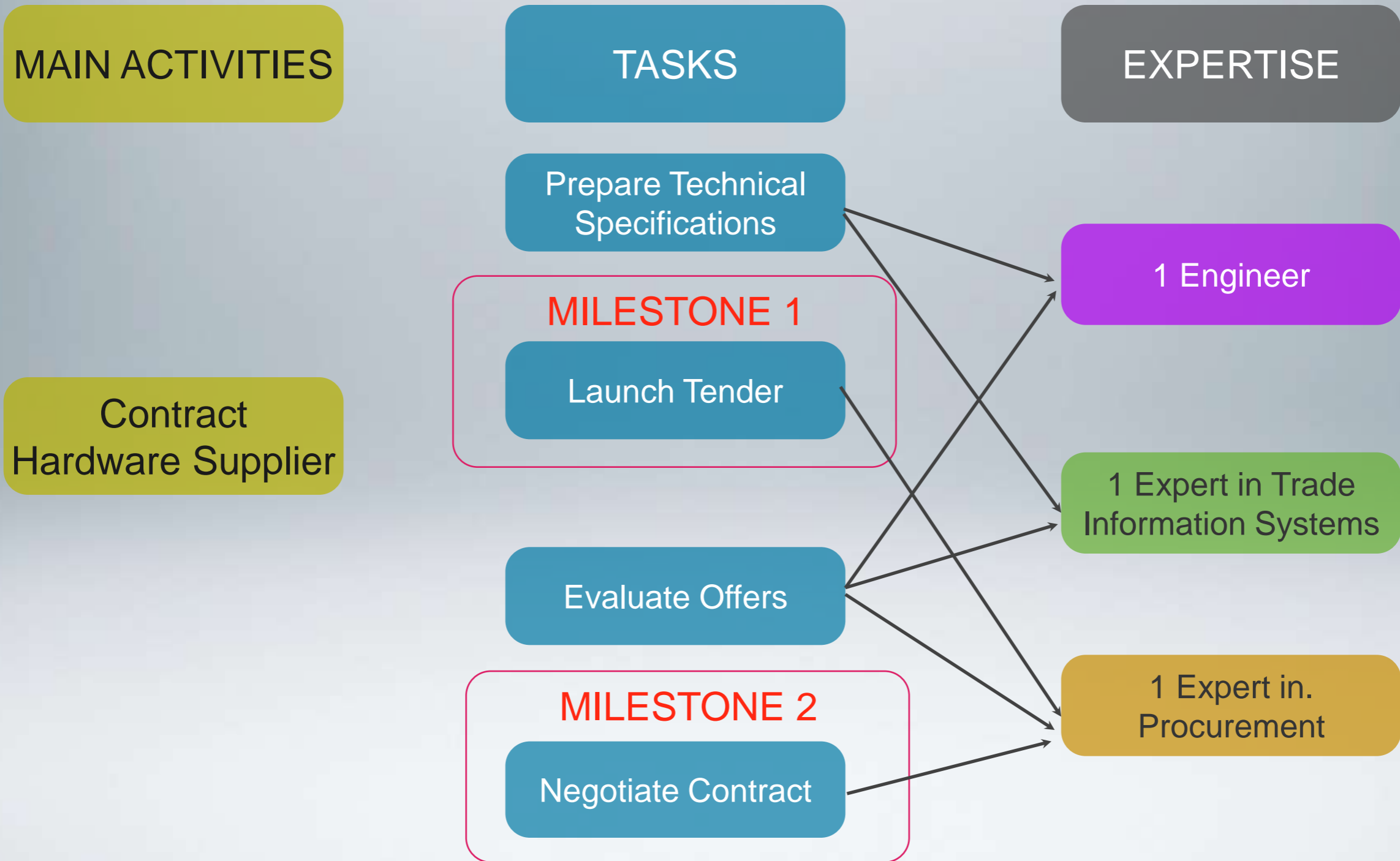
1 Week in April

Contract Hardware Supplier

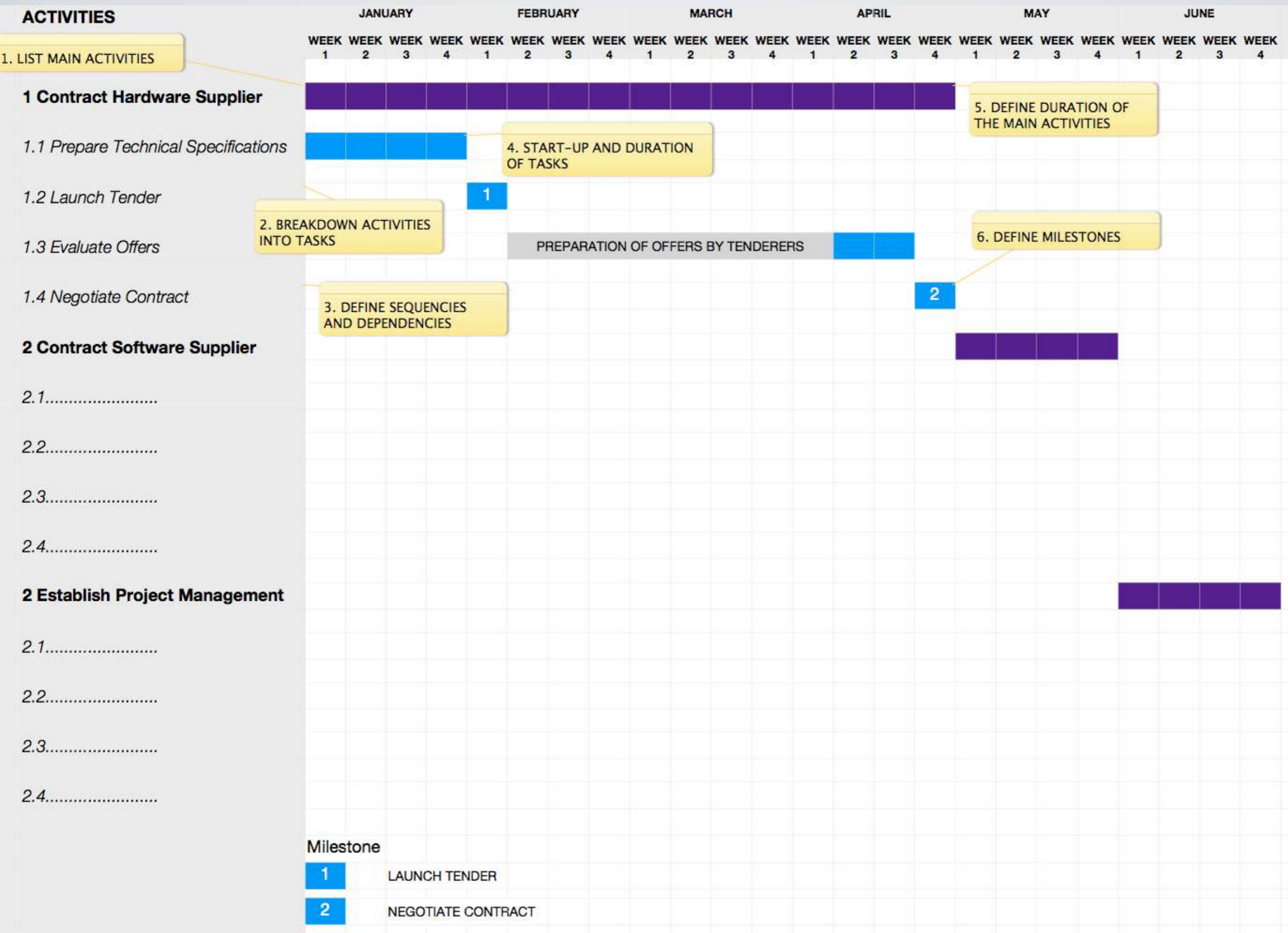
Contract Software Supplier

Establish PMU

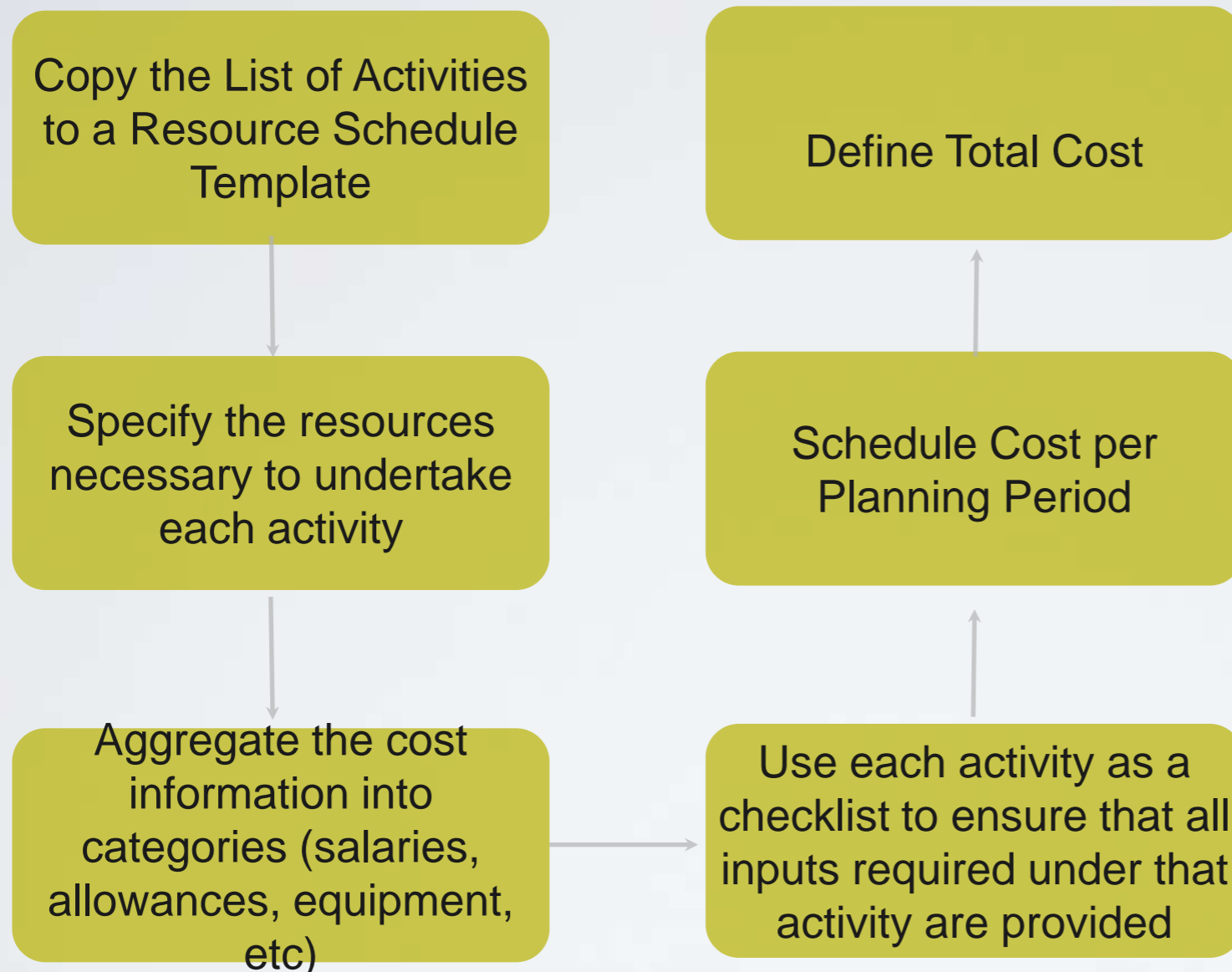
ACTIVITIES SCHEDULE



ACTIVITIES SCHEDULE



RESOURCE SCHEDULE



Cost estimates should be based on careful and thorough budgeting. They will have significant influence over investment decision at project appraisal and subsequently on the smooth implementation

RESOURCE SCHEDULE

MAIN ACTIVITIES	SPECIFY RESOURCES	AGGREGATE COSTS	SPECIFY UNITS
	Fees	Fees and Direct Expenses	Person / Month
Contract Hardware Supplier	DSA		Calendar Day
	Office Consumables	Equipment and Materials	Month
	Office Space		Month
Contract Software Supplier			
Establish PMU			



RESOURCE SCHEDULE

SPECIFY QUANTITIES

Engineer
1,5 P/M

Expert in Trade IS
1,5 P/M

Procurement
0,5 P/M

DSA=15 D

Office Space = 4 M

Consumables = 4 M

SPECIFY UNIT COST

1P/M= € 10 000

Day= € 200

Month= € 1 500

Month = € 400

COST PER PLANNING PERIOD

€ 20 000

€ 0

€ 5 700

€ 15 000

€ 3 000

€ 1 900

Prepare Tender

Total Cost
€ 45 600

Negotiate
Contract

By the End of this Topic you should be....

- ★ Familiar with the key concept of "Viability" as a realistic approach to time and cost
- ★ Capable of defining a time span for a particular project
- ★ Capable of preparing Activities Schedules taking as a basis a delivered template



By the End of this Topic you should be....

- ✪ Knowledge of the project budgeting tools
- ✪ Capable of preparing a project's budget
- ✪ Capable of preparing Cost Schedules taking as basis a delivered template





Monitoring & Evaluation

M&E SYSTEMS MONITORING & EVALUATION: DIFERENÇAS

FOCUS

MONITORING

EVALUATION

WHO

INTERNAL
MANAGEMENT
RESPONSIBILITY

INVOLVES EXTERNAL
INPUT (OBJECTIVITY)

WHEN

ONG-GOING
(PERMANENT)

PERIODIC (EX-ANTE,
MID-TERM,
CONCLUSION)

WHY

ASSESS PROGRESS,
INTRODUCE
CORRECTIVE
MEASURES, UPDATE
PLANS

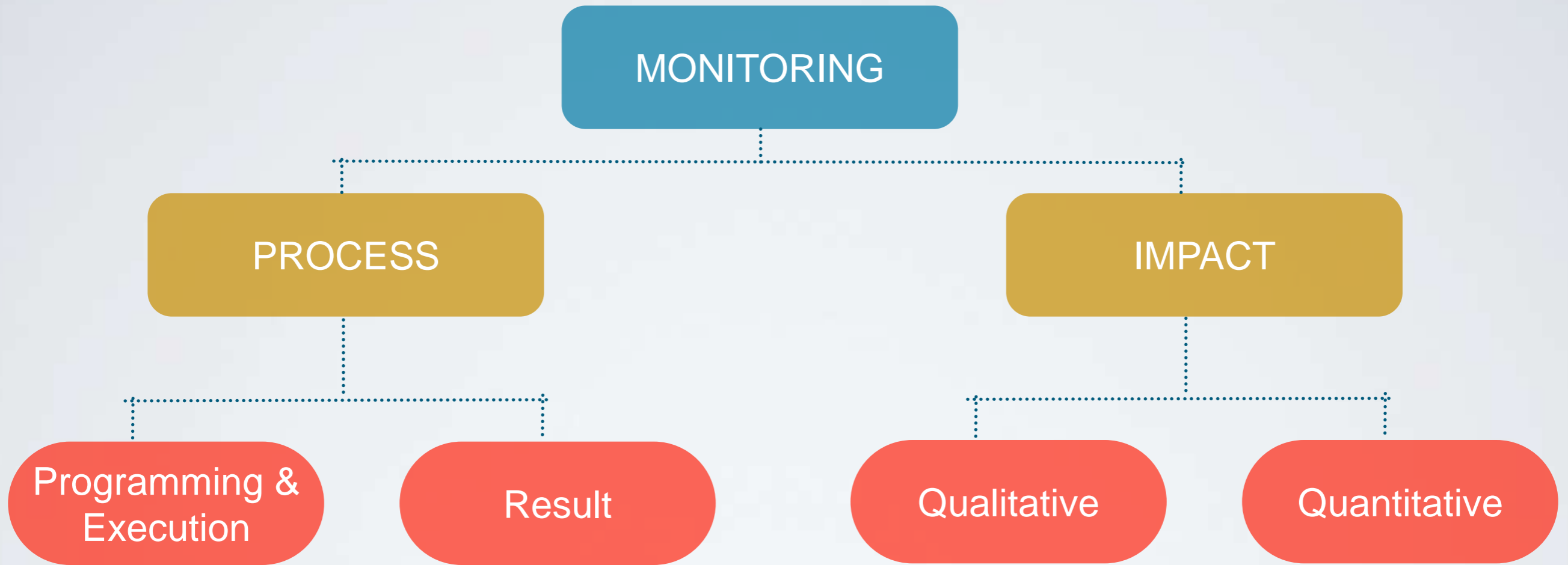
TAKE LESSONS FOR
FUTURE PROJECTS

CONNECTION WITH LFM

INPUTS, ACTIVITIES,
RESULTS

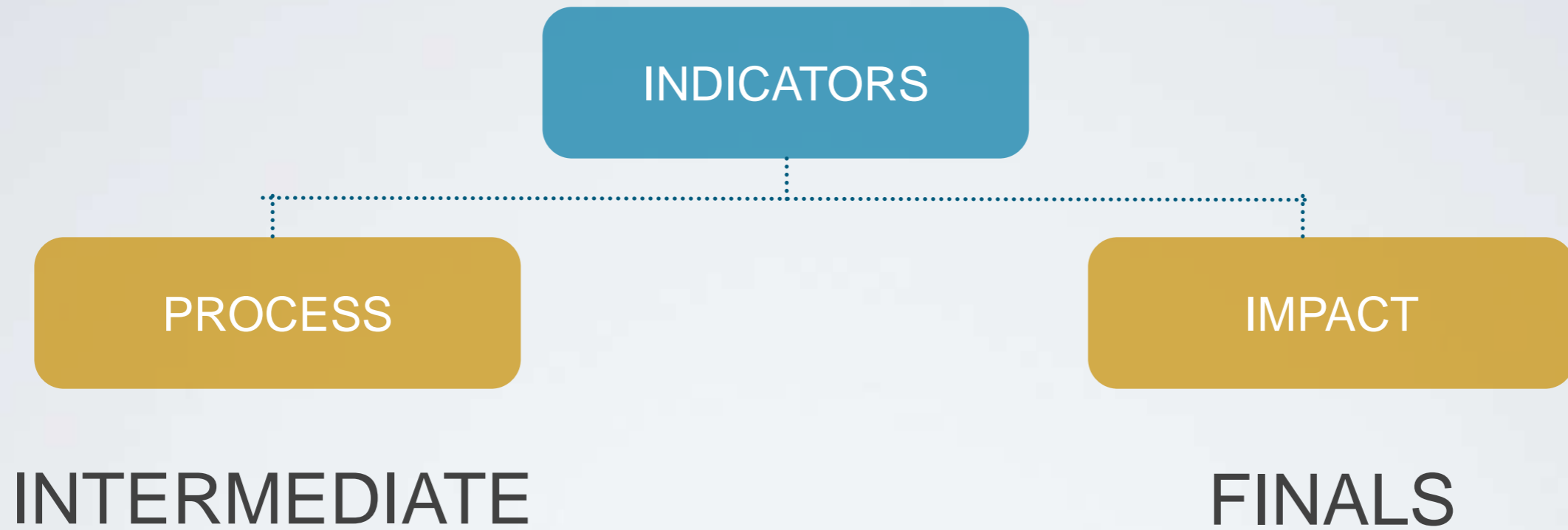
RESULTAS, PURPOSE,
GLOBAL OBJECTIVE

TYPES OF MONITORING

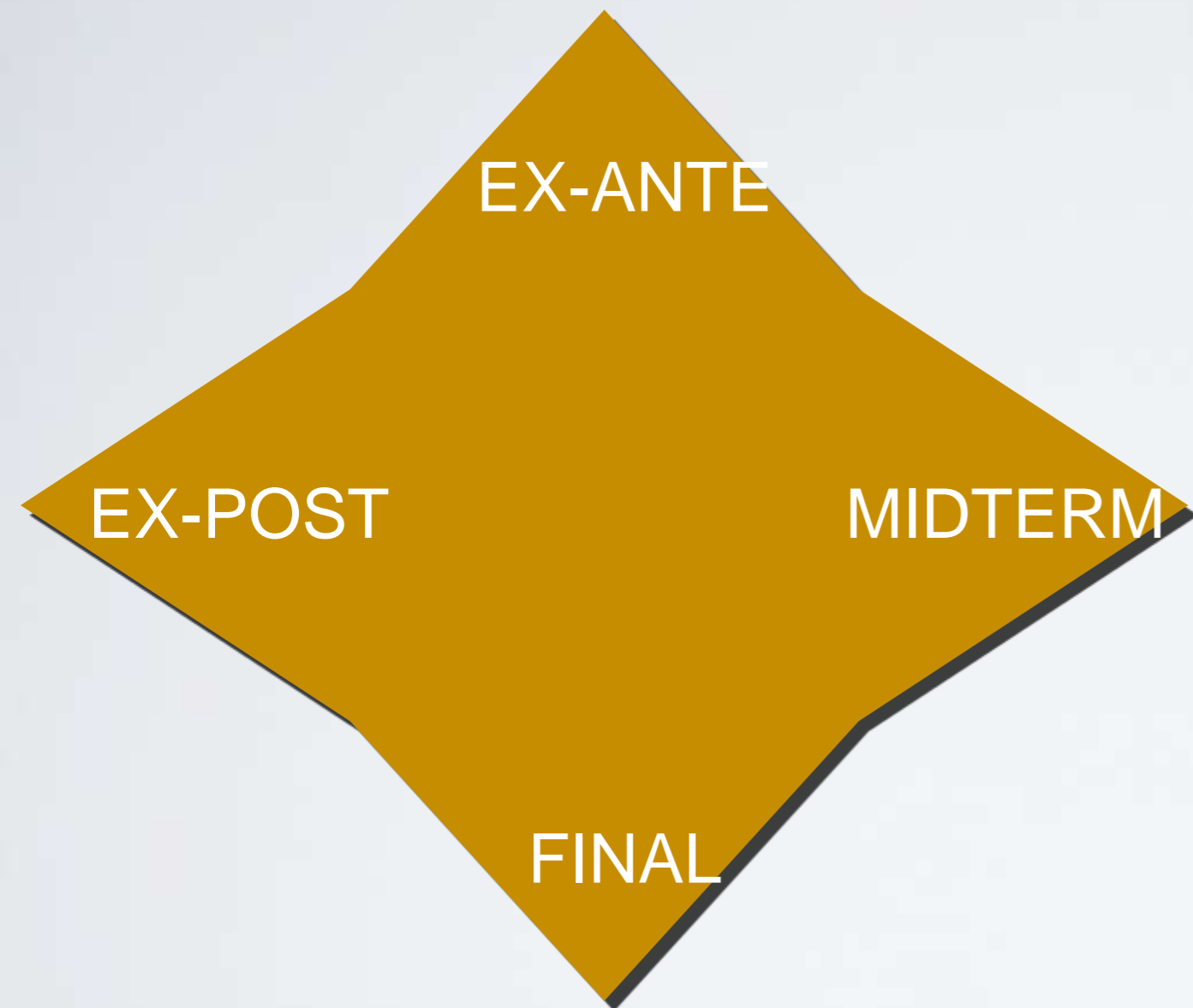


M&E SYSTEMS

TYPES of monitoring indicators



M&E SYSTEMS TYPES OF EVALUATION



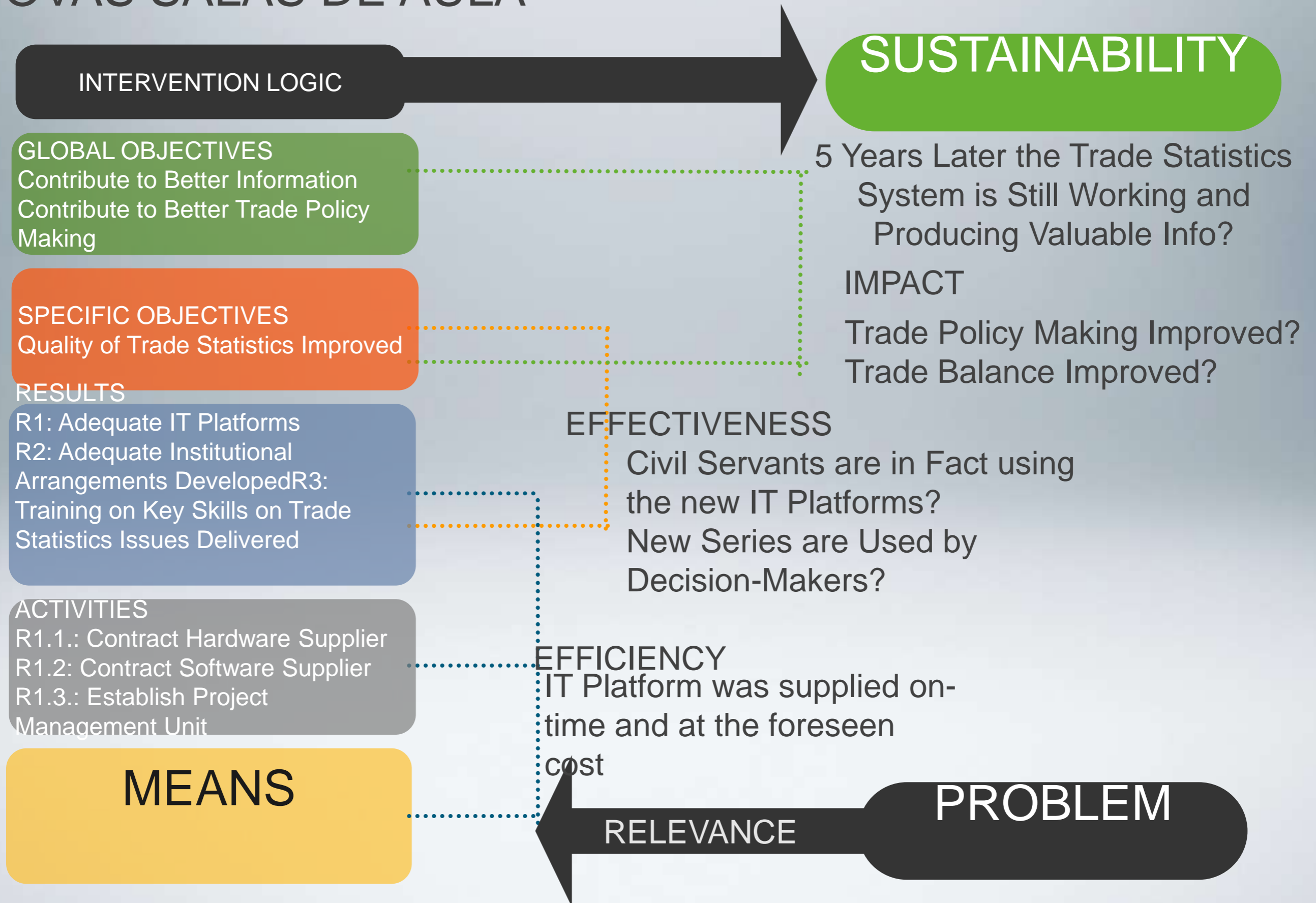
M&E SYSTEMS

Types OF Criteria



Mexico

M&E SYSTEMS ARTICULATION WITH THE LFM - NOVAS SALAS DE AULA



By the End of this Topic you should be....

- ★ Capable of Differentiating Monitoring and Evaluation
- ★ Familiar with the different types of M&E indicators
- ★ Familiar with Evaluation Criteria



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