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Gesellschaft für Nachhaltige Entwicklung mbH - GNE - / Association for Sustainable Development (Nonprofit Organization) offers the following training program:

## Coordinator in Monitoring & Evaluation

Development Cooperation – Humanitarian Aid/Assistance

- **Monitoring and Evaluation**
- **Project Management**
- **Internship in Companies and Institutions (12 weeks)**

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**Date: 4th of January 2021 till 31st of July 2021**

**Duration: 7 months incl. 12 weeks internship**

The program will be conducted in English and German.  
4 month **presence** in Witzenhausen/Germany

**Zertifiziert: Förderung  
durch Bildungsgutschein**

### Target Group:

We invite graduates from universities of applied sciences and universities in the fields of social sciences, economics, natural science, humanities, engineering, law, geography or with comparable degrees to apply to our program. Furthermore people with work experience in Development Cooperation, Humanitarian Aid or the non-profit sector in general who are interested in learning Project Evaluation are highly welcomed to apply.

Please consider that the field of international project Evaluation requires high mobility, flexibility and the ability to work under pressure. Also suitable for refugees and migrants with a university degree. Language skills: German B1, English B1 (aim to reach B2/C1)

Organizations and institutions of international cooperation, development cooperation and humanitarian aid / assistance looking for people who are not only competent in the respective project focus (e.g. economics, forestry, agriculture, gender, law, etc.), but at the same time also have in-depth knowledge of project management and are explicitly familiar with financial and project management.



The focus of the program is the preparation of the participants for complex and challenging work in global institutions for development cooperation and humanitarian assistance, companies ("Public-Private-Partnership") and international operating NGOs.

### **Goals of the Training:**

In the theoretical and practical lessons, participants will learn how to use the concepts and methods of Evaluation of projects in the field of development cooperation (DC) and humanitarian aid (HA).

At the end of the training, graduates have in-depth knowledge of M&E with according tools and are qualified to write and operationalize Terms of References conduct an Evaluation and submit a report.

### **Training Procedure:**

The duration of the training is 7 months in total.

Parts of the program will be conducted in collaboration with lecturers from the University of Kassel and the DITSL (German Institute for Tropical and Subtropical Agriculture). Lecturers include professionals from internationally operating institutions and companies. These lecturers also provide a direct contact to the future working environment. Parts of the program will be held in conjunction with the participants of the training course "International Project Management".

A successful access to the job market will be assisted by application trainings and assessment center training and furthermore by an internship in selected institutions and companies.

### **Phases of the training:**

- A: Seminars / Workshops / Group Work / Field Trips (17 weeks)
- B: Internship in an institution or a company (12 weeks)
- C: Final Workshop / Examination (1 week)



## I. Evaluation (M&E) in Development Cooperation (DC) and Humanitarian Assistance (HA)

- History and overview of evaluation approaches
- Theory and Methodology of Impact Evaluations (DAC Criteria)
- Planning and conducting evaluations
- Data gathering, organizing and using
- Qualitative and quantitative data collection methods in the evaluation (Statistical Concept and Research Methodology)
- Indicators
- Writing Terms of References (TOR)
- Evaluation Report
- Practical Exercise/ Workshop: M&E
- SPHERE and CHS and HA Assistant
- Reading financial audits

## II. Project Management

- Classical Project Management (DIN 69901)
- Budgeting, Calculation, Documentation and Accounting
- Procurement Procedures: Tender Offers, Customs, Regulations
- Management Instruments of DC (Logframe, Results-Based Management)
- Team Leading & Management
- Stakeholder Communication
- Participatory Approaches
- BMZ proposals
- EU-Projects

## III. Internship Institution / Organization / Company (12 weeks)

Obligatory internship (self-organized) here in Germany or abroad. Also possible in Non-EU countries in Europe, North America, Asia or Africa.

## IV. Final Assessment Week in Witzenhausen

Written Exam and final assessment in front of examination board



***We reserve the right to change parts of this program due to the curricular evolution of the program and also due to changes concerning our lecturers.***

**Fee:** 5.254,56 € - Payment in installments: 7 installments of 750,65 € each.

**Measure Number:** is requested

**Sponsorship through Education Voucher:**

The program can be supported by the German employment agency *Agentur für Arbeit* and the Job Center (ALG I or ALG II through the education voucher *Bildungsgutschein*).

**Applications for the Training Program:**

Please send a short letter of motivation (Email preferred) and your CV with photo to

Mr. Werner Gebing at the following address: [info@gne-witzenhausen.de](mailto:info@gne-witzenhausen.de)

**No Application Deadline!**

**Next Information Session for the Training Program:**

**Friday, 13<sup>th</sup> of November 2020 in Witzenhausen**

Please register for the information session via email: [info@gne-witzenhausen.de](mailto:info@gne-witzenhausen.de)

Feel free to call us for any questions.

**For further Information:**

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