

041306T4PMN

PROJECT MANAGEMENT LEVEL 6

BUS/OS/PM/CR/06/6/A

Monitor and Evaluate Projects

Nov/Dec 2024



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Candidates are provided with a separate answer booklet
4. **DO NOT** write on this question paper.

This paper consists of FOUR (4) printed pages
Candidates should check the question paper to ascertain that all
pages are printed as indicated and that no questions are missing.

SECTION A (40 MARKS)

Answer ALL the questions in this section.

1. A project manager is expected to design a monitoring and evaluation system. Highlight FOUR steps in designing a monitoring and evaluation system. (4 Marks)
2. Monitoring and evaluation is essential during project implementation phase. Distinguish between project monitoring and project evaluation. (4 Marks)
3. An Evaluation report is prepared to assess the extent to which the projects deliverables have been achieved. Mention FOUR contents of an evaluation report. (4 Marks)
4. Janice, a monitoring and evaluation officer has been contracted by organization ABC to evaluate the status of their completed project. List FOUR project evaluation tools. (4 Marks)
5. In project monitoring and evaluation various tools have been developed. Highlight FOUR benefits of logic models in monitoring and evaluation. (4 Marks)
6. Data collection tools are devices used to gather data about a project. List FOUR data collection tools. (4 Marks)
7. When carrying out project monitoring and evaluation budgeting is essential. Outline FOUR benefits of monitoring and evaluation budget. (4 Marks)
8. As a project manager in charge of projects. Mention FOUR performance indicators for monitoring project progress. (4 Marks)
9. Terms of Reference is essential when carrying out project evaluation. State FOUR items that should be included in the Terms of Reference for project Evaluation. (4 Marks)
10. As a monitoring and evaluation consultant, you are approached by a contractor to help identify key activities in project implementation. List FOUR roles of a project implementation team. (4 Marks)

SECTIONB (60 MARKS)

Answer question 11 and any other TWO questions in this Section

Skills enhancement program

11. A corporate training company launched a project aimed at developing an employee skill enhancement program to improve staff competencies through targeted training sessions. The primary goal of the program was to elevate employees' skills in key areas identified as essential for the company's growth and competitiveness. To ensure that the training sessions effectively enhanced employee skills, the company set clear performance indicators and implemented a Monitoring and Evaluation system to track progress. A monitoring and evaluation budget was carefully structured to cover all necessary expenses

Regular communication with stakeholders, such as department heads and employees, was critical to ensure that the program aligned with organizational needs and expectations. Mathew the project manager was tasked with selecting the most effective communication channels and ensuring that stakeholder communication requirements were met throughout the project.

- a. Describe TWO performance indicators that could be used to assess the employee skill enhancement program. (4 Marks)
 - b. Explain TWO factors to consider when selecting a communication channel in a project. (4 Marks)
 - c. Discuss SIX stakeholder communication requirements that should guide a project team when communicating with stakeholders. (12 Marks)
- 12.
- a. You are hired as an external monitoring and evaluation consultant for a community child labour awareness program. Explain FIVE objectives of the program evaluation. (10 Marks)
 - b. As a project manager in charge of results dissemination. Explain FIVE elements included in the result dissemination plan. (10 Marks)
- 13.
- a. At early stages of planning for monitoring and evaluation activities, data is collected for decision making. Explain FIVE challenges encountered when collecting data for large-scale projects (10 Marks)

- b. You have been appointed as a quality expert in the just developed Star link internet world wide company. Explain FIVE characteristics of data quality in monitoring and evaluation (10 Marks)
- 14.
- a. You are tasked to conduct a project evaluation for company XYZ. Explain FIVE elements that should be included in the project evaluation plan. (10 Marks)
- b. Good indicators need to be easily understood and meaningful to those who use the information they provide. Describe FIVE characteristics of a good performance indicator. (10 Marks)

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