Developing Monitoring & Evaluation (M&E) Plans Training Course

Professional Development Training Course Outline

Category	Monitoring and Evaluation	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Monitoring and Evaluation (M&E) Plans are the backbone of results-based management, evidence-driven decision-making, and accountability frameworks across development, humanitarian, and corporate programs. A well-designed M&E plan enables organizations to systematically track performance, measure outcomes, assess impact, and generate actionable insights aligned with logframes, theory of change, and Sustainable Development Goals (SDGs). In an era of adaptive management, data transparency, and donor compliance, robust M&E systems are no longer optional they are mission-critical.

Developing Monitoring & Evaluation (M&E) Plans Training Course equips participants with practical tools, methodologies, and real-world case studies to design, implement, and manage comprehensive M&E plans. The course emphasizes SMART indicators, data quality assurance (DQA), learning loops, digital data collection, and impact measurement. Participants will strengthen their capacity to design M&E plans that enhance program effectiveness, organizational learning, and strategic decision-making across sectors including development, humanitarian response, public policy, and social impact initiatives.

Programme Curriculum

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Course Duration

5 days

Course Objectives

By the end of this course, participants will be able to:

1. Design comprehensive Monitoring and Evaluation Plans
2. Apply Results-Based Management (RBM) principles
3. Develop clear Theory of Change and Logical Frameworks
4. Formulate SMART, gender-sensitive indicators
5. Align M&E plans with donor requirements and compliance standards
6. Integrate SDG-aligned indicators into project M&E
7. Establish data collection and data management systems
8. Apply data quality assurance (DQA) frameworks
9. Use M&E findings for adaptive management
10. Conduct performance monitoring and outcome tracking
11. Strengthen learning, accountability, and transparency
12. Utilize digital M&E tools and dashboards
13. Communicate results through evidence-based reporting

Target Audience

1. Monitoring & Evaluation Officers and Specialists
2. Project and Program Managers
3. NGO and INGO Technical Staff
4. Government Planning & Policy Officers
5. Donor-Funded Project Teams
6. Research and Learning Professionals
7. Social Impact and CSR Managers
8. Consultants and Development Practitioners

Course Modules

Module 1: Foundations of Monitoring & Evaluation

- M&E concepts and global standards
- Results-Based Management (RBM) principles
- Difference between monitoring, evaluation, and learning
- Role of M&E in accountability and performance
- **Case Study:** Donor-funded health project improving service delivery

Module 2: Theory of Change & Logical Frameworks

- Developing a robust Theory of Change
- Problem analysis and results chains
- Logframe components and assumptions
- Risk analysis and mitigation strategies
- **Case Study:** Education program improving learning outcomes

Module 3: Indicators & Performance Measurement

- Output, outcome, and impact indicators
- SMART and disaggregated indicators
- Gender, equity, and inclusion metrics
- Indicator reference sheets
- **Case Study:** Gender-sensitive indicators in livelihoods projects

Module 4: Data Collection & Management

- Quantitative and qualitative data methods
- Digital data collection tools (Kobo, ODK)
- Sampling techniques and baseline studies
- Data storage and security protocols
- **Case Study:** Mobile data collection in humanitarian response

Module 5: Data Quality Assurance (DQA)

- Data quality dimensions (validity, reliability, timeliness)
- Verification and validation techniques
- Data audits and spot checks
- Ethical data collection practices
- **Case Study:** Improving data credibility in multi-country programs

Module 6: Monitoring Systems & Reporting

- Designing monitoring schedules and plans
- Performance dashboards and scorecards
- Donor reporting formats and compliance
- Visualization and data storytelling
- **Case Study:** Real-time dashboards for program tracking

Module 7: Evaluation Methods & Learning

- Formative, summative, and impact evaluations
- Mixed-methods evaluation approaches
- Learning agendas and knowledge management
- Utilizing findings for adaptive management
- **Case Study:** Mid-term evaluation influencing project redesign

Module 8: Using M&E for Decision-Making

- Evidence-based decision-making frameworks
- Feedback loops and adaptive programming

- Communicating results to stakeholders
- Sustainability and scale-up strategies
- **Case Study:** Using evaluation results to inform policy reform

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com