M&E Data Quality Assurance 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

In today’s results-driven development landscape, ensuring the accuracy, reliability, and integrity of monitoring and evaluation (M&E) data is critical for evidence-based decision-making, strategic planning, and impactful program implementation. M&E Data Quality Assurance Training Course equips participants with advanced skills to assess, validate, and enhance data quality across various projects, programs, and organizations. Leveraging cutting-edge methodologies, participants will gain hands-on experience in data verification, consistency checks, validation protocols, and error detection, fostering a culture of accountability and transparency.

This course emphasizes practical, field-tested techniques, combining theoretical frameworks with real-world case studies from health, education, humanitarian, and development sectors. By mastering data quality assessment tools, standard operating procedures, and data integrity audits, participants will strengthen their ability to deliver high-quality, actionable insights that inform policy, improve interventions, and enhance organizational performance. The course is designed for professionals aiming to optimize M&E systems, drive performance improvements, and uphold rigorous data governance standards.

Programme Curriculum

M&E Data Quality Assurance Training Course

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Course Duration

5 days

Course Objectives

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

1. Apply data quality assurance (DQA) frameworks to M&E systems.
2. Conduct systematic data verification and validation for program monitoring.
3. Identify and correct data inconsistencies, errors, and anomalies.
4. Implement standard operating procedures (SOPs) for data quality.
5. Assess data integrity and reliability across multiple sources.
6. Develop and execute data quality audits and verification plans.
7. Utilize digital data collection and validation tools effectively.
8. Strengthen organizational data governance and accountability.
9. Interpret M&E performance indicators for actionable insights.
10. Apply statistical techniques for quality control and monitoring.
11. Integrate beneficiary feedback and field-level checks into DQA.
12. Prepare comprehensive data quality assessment reports.
13. Promote a culture of continuous improvement in M&E data systems.

Target Audience

1. M&E Officers and Specialists
2. Program Managers
3. Data Analysts and Statisticians
4. Project Coordinators
5. Field Monitoring Officers
6. NGO and Development Professionals
7. Government Program Implementers
8. Research and Evaluation Consultants

Course Modules

Module 1: Introduction to Data Quality Assurance

- Principles and importance of DQA in M&E
- Key data quality dimensions: accuracy, timeliness, completeness, reliability
- Overview of data quality frameworks and standards
- Common data errors and their impact on decision-making
- Case Study: DQA practices in a health program

Module 2: Designing Effective Data Quality Systems

- Establishing SOPs for data collection and management
- Setting quality benchmarks and indicators
- Developing validation and verification protocols
- Roles and responsibilities in data quality management
- Case Study: DQA system design in education sector projects

Module 3: Data Verification Techniques

- Cross-checking source documents and digital records
- Spot checks, audits, and field verification
- Using logic and consistency checks
- Corrective actions for data discrepancies
- Case Study: Data verification in a nutrition intervention

Module 4: Data Validation Tools and Software

- Introduction to digital data collection platforms
- Automated validation checks and field constraints
- Dashboard monitoring for real-time data validation
- Error logging and reporting mechanisms
- Case Study: Using digital tools for real-time DQA in humanitarian projects

Module 5: Statistical Approaches for Data Quality

- Basic descriptive and inferential statistics for DQA
- Sampling methods for quality checks
- Identifying outliers and anomalies
- Trend analysis for quality monitoring
- Case Study: Statistical DQA in water and sanitation programs

Module 6: Data Quality Audits

- Planning and executing data audits
- Audit checklist and scoring methodologies
- Data reconciliation techniques
- Reporting and follow-up actions
- Case Study: Audit of national vaccination data

Module 7: Integrating Beneficiary Feedback in DQA

- Collecting and analyzing beneficiary feedback
- Using qualitative and quantitative methods for verification
- Feedback loops for continuous improvement
- Ethical considerations in field-level validation
- Case Study: Incorporating community feedback in social protection programs

Module 8: Reporting and Continuous Improvement

- Preparing actionable data quality reports
- Recommendations for system enhancements

- Implementing quality improvement cycles
- Institutionalizing a data quality culture
- Case Study: Continuous improvement in a multi-sectoral development project

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