M&E Roles in Project Life Cycles 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) plays a strategic and results-driven role across the entire project life cycle, ensuring accountability, learning, adaptive management, and evidence-based decision-making. From needs assessment and project design to implementation, mid-term reviews, and final evaluations, M&E systems provide the data architecture that supports results frameworks, theory of change, logframes, KPIs, and performance measurement. Strong M&E integration enhances project effectiveness, efficiency, sustainability, and impact, while aligning interventions with donor compliance, SDGs, ESG standards, and results-based management (RBM) principles.

In an era of data-driven development, digital M&E, real-time monitoring, and impact measurement, M&E professionals are no longer passive data collectors but strategic partners in program governance and learning. M&E Roles in Project Life Cycles Training Course equips participants with practical tools, analytical frameworks, and applied case studies to define, operationalize, and strengthen M&E roles at each phase of the project life cycle supporting adaptive programming, risk management, value for money (VfM), and organizational learning in humanitarian, development, and public-sector projects.

Programme Curriculum

M&E Roles in Project Life Cycles Training Course

Introduction

Monitoring and Evaluation (M&E) plays a strategic and results-driven role across the entire project life cycle, ensuring accountability, learning, adaptive management, and evidence-based decision-making. From needs assessment and project design to implementation, mid-term reviews, and final evaluations, M&E systems provide the data architecture that supports results frameworks, theory of change, logframes, KPIs, and performance measurement. Strong M&E integration enhances project effectiveness, efficiency, sustainability,

and impact, while aligning interventions with donor compliance, SDGs, ESG standards, and results-based management (RBM) principles.

In an era of data-driven development, digital M&E, real-time monitoring, and impact measurement, M&E professionals are no longer passive data collectors but strategic partners in program governance and learning. M&E Roles in Project Life Cycles Training Course equips participants with practical tools, analytical frameworks, and applied case studies to define, operationalize, and strengthen M&E roles at each phase of the project life cycle supporting adaptive programming, risk management, value for money (VfM), and organizational learning in humanitarian, development, and public-sector projects.

Course Duration

5 days

Learning Objectives

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

1. Understand M&E roles across the full project life cycle
2. Apply Results-Based Management (RBM) principles
3. Design theory of change and logical frameworks
4. Develop SMART indicators and KPIs
5. Integrate baseline, midline, and endline evaluations
6. Implement data quality assurance (DQA) mechanisms
7. Use digital M&E and data visualization tools
8. Align M&E with donor compliance and reporting standards
9. Conduct formative, summative, and impact evaluations
10. Apply adaptive management and learning loops
11. Manage risk, assumptions, and mitigation strategies
12. Integrate gender, equity, inclusion, and ESG metrics
13. Translate M&E findings into strategic decision-making

Target Audience

1. Monitoring & Evaluation Officers and Specialists
2. Project and Program Managers
3. Development Practitioners & NGO Staff
4. Donor-Funded Project Teams
5. Government Planning & Policy Officers
6. Impact Measurement & ESG Professionals
7. Humanitarian & Development Consultants
8. Research, Learning, and Knowledge Management Staff

Course Modules

Module 1: M&E in Project Identification & Design

- Role of M&E in **needs assessments**
- Stakeholder analysis and **problem trees**
- Theory of Change development
- Logframe and results chain alignment
- **Case Study:** Designing an M&E framework for a livelihoods project

Module 2: M&E Planning & System Design

- M&E plans and **performance measurement frameworks**
- Indicator selection and baselines
- Data sources and collection methods
- Risk and assumptions tracking
- **Case Study:** Building an M&E plan for a health intervention

Module 3: Monitoring During Implementation

- Routine monitoring systems
- Output vs outcome tracking
- Real-time data and dashboards
- Data quality assurance (DQA)
- **Case Study:** Digital monitoring in education projects

Module 4: Adaptive Management & Learning

- Using data for course correction
- Learning agendas and reflection loops
- Managing deviations and risks
- Knowledge management practices
- **Case Study:** Adaptive programming in humanitarian response

Module 5: Mid-Term Reviews & Evaluations

- Purpose and timing of mid-term evaluations
- Evaluation criteria (OECD-DAC)
- Mixed-method evaluation approaches
- Stakeholder feedback integration
- **Case Study:** Mid-term evaluation of a climate project

Module 6: Final Evaluation & Impact Assessment

- Summative and impact evaluations
- Counterfactuals and contribution analysis
- Sustainability and scalability analysis
- Value for Money (VfM)
- **Case Study:** Impact evaluation of a social protection program

Module 7: Reporting, Accountability & Donor Compliance

- Results-based reporting
- Donor and regulatory requirements
- ESG, SDG, and results alignment
- Data visualization and storytelling
- **Case Study:** Donor reporting for a multi-country program

Module 8: Institutionalizing M&E Systems

- Organizational M&E maturity
- Capacity building and roles

- Ethical considerations in M&E
- Integrating M&E into governance
- **Case Study:** Institutionalizing M&E in a public agency

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