

M&E Systems: Data Collection & Performance Indicators

Learn to design monitoring and evaluation systems, collect and analyse data, and report on performance indicators and programme impact.

10

MODULES

112

TOPICS

50

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers the principles and practices of monitoring and evaluation, including the design of monitoring and evaluation systems and the development of monitoring and evaluation plans. It addresses data collection and analysis methods, the establishment of performance indicators, and techniques for measuring performance. It also covers evaluation methods, impact assessment, reporting and communication of results, ethical and professional standards, and the use of technology, closing with the challenges and opportunities encountered in monitoring and evaluation work.

WHO THIS COURSE IS FOR

M&E Officers

Programme Managers

Development Practitioners

Project Coordinators

Data Analysts

Evaluation Specialists

LEARNING OBJECTIVES

- Explain the purpose and components of monitoring and evaluation systems
- Develop a monitoring and evaluation plan for a project
- Establish performance indicators and targets
- Apply qualitative and quantitative data collection techniques
- Analyse and interpret data to assess programme performance
- Design an impact assessment framework
- Prepare reports to communicate results to stakeholders
- Identify ethical considerations in monitoring and evaluation

10 Modules, 112 Topics

01

Lab

4 Activities

Introduction to Monitoring and Evaluation

Module 1 of Monitoring and Evaluation is an introductory course designed to provide an overview of the principles and practices of monitoring and evaluation. It covers topics such as the purpose of monitoring and evaluation, the different types of monitoring and evaluation, and the roles and responsibilities of those involved in the process. It also provides an introduction to the tools and techniques used in monitoring and evaluation, and how to develop an effective monitoring and evaluation plan.

TOPICS

- Overview of Monitoring and Evaluation
- Types of Monitoring and Evaluation
- Developing a Monitoring and Evaluation Plan
- Data Collection and Analysis
- Reporting and Using Results
- Challenges and Opportunities in Monitoring and Evaluation
- Quality Assurance in Monitoring and Evaluation
- Ethical Considerations in Monitoring and Evaluation
- Using Technology in Monitoring and Evaluation
- Capacity Building for Monitoring and Evaluation

02

Lab

4 Activities

Designing Monitoring and Evaluation Systems

Module 2 of Monitoring and Evaluation Systems is a course designed to help participants understand the principles and processes of designing effective monitoring and evaluation systems. It covers topics such as the purpose of monitoring and evaluation, the components of a monitoring and evaluation system, and the steps involved in designing and implementing a monitoring and evaluation system. The course also provides practical guidance on how to use data to inform decision-making and how to use monitoring and evaluation to improve program performance.

TOPICS

- Understanding the Monitoring and Evaluation Process
- Developing a Monitoring and Evaluation Plan
- Establishing Performance Indicators
- Collecting and Analyzing Data
- Reporting and Using Results
- Evaluating Program Effectiveness
- Using Technology for Monitoring and Evaluation
- Managing Monitoring and Evaluation Systems
- Assessing Capacity for Monitoring and Evaluation
- Integrating Monitoring and Evaluation into Program Design

Data Collection and Analysis

Module 3 of the Monitoring and Evaluation course focuses on data collection and analysis. It covers topics such as data sources, sampling techniques, data collection methods, data analysis techniques, and data visualization. It also provides guidance on how to interpret and use the data collected to inform decision-making. The module provides practical tools and techniques to help learners develop the skills needed to effectively collect and analyze data for monitoring and evaluation.

TOPICS

- Understanding the Basics of Data Collection and Analysis
- Developing a Data Collection Plan
- Designing and Implementing Surveys
- Qualitative Data Collection Techniques
- Quantitative Data Collection Techniques
- Analyzing and Interpreting Data
- Using Data Visualization Tools
- Using Statistical Software for Data Analysis
- Using Machine Learning for Data Analysis
- Using Big Data for Data Analysis
- Using Dashboards for Data Analysis
- Using Data to Monitor and Evaluate Programs

Performance Measurement

Module 4 of the Monitoring and Evaluation course focuses on performance measurement. It covers topics such as the importance of performance measurement, the different types of performance measures, and how to develop and use performance measures to evaluate the success of a program or project. The module also provides guidance on how to use performance measures to inform decision-making and improve program outcomes.

TOPICS

- Understanding Performance Measurement
- Developing Performance Indicators
- Establishing Performance Targets
- Assessing Performance Data
- Analyzing Performance Results
- Using Performance Measurement to Improve Program Outcomes
- Evaluating Performance Measurement Systems
- Applying Performance Measurement in Practice
- Challenges in Performance Measurement
- Best Practices in Performance Measurement

Evaluation Methods and Techniques

Module 5 of the Monitoring and Evaluation course focuses on evaluation methods and techniques. It covers topics such as the purpose of evaluation, types of evaluation, data collection methods, data analysis techniques, and reporting and communication of evaluation results. It also provides guidance on how to design and implement an effective evaluation plan.

TOPICS

- Introduction to Evaluation Methods and Techniques
- Qualitative Evaluation Methods
- Quantitative Evaluation Methods
- Mixed-Methods Evaluation
- Evaluation Design and Planning
- Data Collection and Analysis
- Evaluation Reporting and Dissemination
- Utilization-Focused Evaluation
- Cost-Benefit Analysis
- Impact Evaluation
- Outcome Mapping
- Theory-Driven Evaluation
- Participatory Evaluation
- Logic Modelling
- Evaluation Capacity Building
- Evaluation Ethics
- Evaluation Software and Technology
- Evaluation of Programs and Projects
- Evaluation of Policies and Strategies
- Evaluation of Systems and Structures

Impact Assessment

Module 6 of the Monitoring and Evaluation course focuses on impact assessment, which is the process of measuring the effects of a program or intervention on the target population. This module covers topics such as the design of impact assessments, data collection methods, and the analysis and interpretation of results. It also provides guidance on how to use impact assessment results to inform decision-making.

TOPICS

- Understanding the Principles of Impact Assessment
- Developing an Impact Assessment Framework
- Assessing the Impact of Programmes and Projects
- Measuring and Evaluating Impact
- Analyzing and Interpreting Impact Data
- Reporting and Communicating Impact Results
- Using Impact Assessment to Improve Programmes and Projects
- Integrating Impact Assessment into Monitoring and Evaluation Systems
- Using Technology for Impact Assessment
- Ethical Considerations in Impact Assessment

Reporting and Communication

Module 7 of Monitoring and Evaluation course provides an overview of the principles and practices of effective communication and reporting for monitoring and evaluation. It covers topics such as the purpose of reporting, the different types of reports, the importance of communication, and the use of visuals in reporting. It also provides guidance on how to develop effective communication plans and strategies for monitoring and evaluation.

TOPICS

- Understanding the Role of Reporting and Communication in Monitoring and Evaluation
- Developing Effective Reporting and Communication Strategies
- Writing Effective Reports for Monitoring and Evaluation
- Using Visualization Tools to Communicate Monitoring and Evaluation Results
- Using Social Media for Monitoring and Evaluation Reporting
- Developing Dashboards for Monitoring and Evaluation
- Using Technology for Monitoring and Evaluation Reporting
- Understanding the Role of Stakeholders in Monitoring and Evaluation Reporting
- Developing Strategies for Engaging Stakeholders in Monitoring and Evaluation
- Understanding the Role of Data Quality in Monitoring and Evaluation Reporting

Ethics and Professionalism in Monitoring and Evaluation

Module 8 of Monitoring and Evaluation is a course designed to provide students with an understanding of the ethical considerations and professional standards associated with monitoring and evaluation. It covers topics such as ethical principles, codes of conduct, and the importance of professional integrity. The module also explores the implications of ethical dilemmas and how to address them in a professional manner.

TOPICS

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| ■ Understanding the Role of Ethics in Monitoring and Evaluation | ■ Strategies for Ensuring Ethical Practice in Monitoring and Evaluation |
| ■ Developing an Ethical Framework for Monitoring and Evaluation | ■ Understanding the Role of Professionalism in Monitoring and Evaluation |
| ■ Professionalism in Monitoring and Evaluation | ■ Developing Professional Standards for Monitoring and Evaluation |
| ■ Ethical Considerations in Data Collection and Analysis | ■ Ethical Challenges in Monitoring and Evaluation |
| ■ Ethical Issues in Reporting and Dissemination of Results | ■ Strategies for Ensuring Professionalism in Monitoring and Evaluation |

Using Technology in Monitoring and Evaluation

Module 9 of the Monitoring and Evaluation course focuses on the use of technology in monitoring and evaluation. It covers topics such as the use of data collection tools, data analysis tools, and the use of technology to improve the accuracy and efficiency of monitoring and evaluation processes. It also covers the ethical considerations of using technology in monitoring and evaluation.

TOPICS

- Introduction to Technology-Based Monitoring and Evaluation
- Benefits and Challenges of Technology-Based Monitoring and Evaluation
- Types of Technology Used in Monitoring and Evaluation
- Designing Technology-Based Monitoring and Evaluation Systems
- Data Collection and Analysis Using Technology
- Using Technology to Communicate Monitoring and Evaluation Results
- Best Practices for Implementing Technology-Based Monitoring and Evaluation
- Ethical Considerations for Technology-Based Monitoring and Evaluation
- Case Studies of Technology-Based Monitoring and Evaluation
- Future Trends in Technology-Based Monitoring and Evaluation

Challenges and Opportunities in Monitoring and Evaluation

Module 10 of the Monitoring and Evaluation course focuses on the challenges and opportunities associated with monitoring and evaluation. It covers topics such as the importance of monitoring and evaluation, the different types of monitoring and evaluation, and the challenges and opportunities associated with each. It also provides guidance on how to develop effective monitoring and evaluation plans and strategies.

TOPICS

- Understanding the Role of Monitoring and Evaluation in Program Management
- Developing Effective Monitoring and Evaluation Plans
- Utilizing Data Collection and Analysis Techniques
- Assessing Program Performance and Impact
- Identifying and Addressing Challenges in Monitoring and Evaluation
- Leveraging Technology for Monitoring and Evaluation
- Developing Strategies for Effective Communication and Reporting
- Understanding the Role of Stakeholders in Monitoring and Evaluation
- Exploring Opportunities for Continuous Improvement
- Integrating Monitoring and Evaluation into Program Design and Implementation

Practise What You Learn

#	MODULE	LAB	AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO
01	Introduction to Monitoring and Evaluation	By engaging in this case study exercise, students will develop a deeper understanding of the critical role that monitoring and evaluation (M&E) plays in the success of programs and projects within their respective domains. Through collaborative brainstorming and analysis, they will not only identify key facts and findings but also gain practical experience in applying M&E concepts to real-world scenarios. This exercise will enhance their ability to design, implement, and refine effective M&E plans, ultimately contributing to the continuous improvement and impactful outcomes of their future professional endeavours.	■ Understand the purpose and importance of monitoring and evaluation in the context of development projects ■ Identify the key components of a monitoring and evaluation system ■ Develop a monitoring and evaluation plan for a project ■ Utilize data collection and analysis techniques to assess the progress and impact of a project
02	Designing Monitoring and Evaluation Systems	By working on domain-specific case studies, students will gain valuable insights into designing effective monitoring and evaluation (M&E) systems tailored to their unique environments. This exercise will foster critical thinking and collaborative problem-solving as they brainstorm and conclude key facts and findings. Ultimately, this hands-on experience will equip students with the skills and knowledge necessary to develop robust M&E systems that drive continuous improvement and ensure the success of programs and projects within their fields.	■ Understand the principles and concepts of designing a monitoring and evaluation system ■ Develop a monitoring and evaluation plan that is tailored to the specific needs of the project or program ■ Identify and select appropriate indicators for monitoring and evaluation ■ Utilize data collection and analysis techniques to assess the progress and impact of the project or program
03	Data Collection and Analysis	Through this case study exercise, students will actively engage in brainstorming and practical application of data collection and analysis within monitoring and evaluation (M&E) systems relevant to their specific domains. By	■ Understand the importance of data collection and analysis in monitoring and evaluation ■ Develop data collection tools and techniques for monitoring and evaluation

#	MODULE	LAB	AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO
		working with real-world scenarios, they will enhance their understanding of how to effectively gather, analyze, and interpret data to inform decision-making processes. This hands-on experience will not only strengthen their technical skills but also prepare them to design and implement robust M&E systems that drive improvement and accountability in their professional environments.	- Analyze data collected for monitoring and evaluation purposes - Interpret and present data collected for monitoring and evaluation purposes
04	Performance Measurement	Through this case study exercise, students will engage in brainstorming and practical application to measure the performance of monitoring and evaluation (M&E) systems within their specific domains. By working with real-world scenarios, they will learn how to assess the effectiveness and efficiency of M&E processes, identify key performance indicators, and analyze relevant data. This hands-on experience will equip students with the skills needed to evaluate and enhance M&E systems, ensuring they can effectively support continuous improvement and achieve meaningful outcomes in their professional environments.	- Understand the importance of performance measurement in monitoring and evaluation - Develop performance indicators and metrics to measure progress and success - Analyze data to identify trends and areas for improvement - Create reports to communicate performance results to stakeholders

#	MODULE	LAB	AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO
05	Evaluation Methods and Techniques	Through this case study exercise, students will engage in brainstorming and practical application to evaluate programs within their specific domains using various evaluation methods and techniques. By working with real-world scenarios, they will gain hands-on experience in selecting appropriate evaluation approaches, designing evaluation plans, and analyzing outcomes. This process will enhance their ability to conduct thorough and effective evaluations, ultimately contributing to the improvement and success of programs in their professional environments.	■ Understand the different types of evaluation methods and techniques and how to apply them in the context of monitoring and evaluation ■ Develop an evaluation plan that includes appropriate data collection methods and analysis techniques ■ Analyze and interpret evaluation data to draw meaningful conclusions and make recommendations ■ Utilize evaluation results to inform decision-making and improve program performance
06	Impact Assessment	Through this case study exercise, students will engage in brainstorming and practical application to assess the impact of programs within their specific domains using monitoring and evaluation (M&E) systems. By working with real-world scenarios, they will develop the skills to design and implement effective M&E strategies, collect and analyze data, and interpret results to measure program impact. This hands-on experience will enhance their ability to ensure that programs achieve their intended outcomes and drive meaningful improvements in their professional environments.	■ Understand the importance of impact assessment in monitoring and evaluation ■ Identify the key components of an impact assessment ■ Develop an impact assessment plan and design an impact assessment framework ■ Analyze and interpret data from an impact assessment to draw meaningful conclusions

#	MODULE	LAB	AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO
07	Reporting and Communication	Through this case study exercise, students will engage in brainstorming and practical application to prepare reports and effectively communicate findings to stakeholders within their specific domains. By working with real-world scenarios, they will develop the skills necessary to compile comprehensive reports, utilize data visualization tools, and present their conclusions clearly and persuasively. This hands-on experience will enhance their ability to convey critical information and insights, ensuring that stakeholders are well-informed and engaged in the decision-making process.	■ Understand the importance of effective communication and reporting in monitoring and evaluation ■ Develop and implement a communication and reporting plan for monitoring and evaluation activities ■ Utilize appropriate communication and reporting tools to effectively disseminate monitoring and evaluation results ■ Analyze and interpret monitoring and evaluation data to inform decision-making
08	Ethics and Professionalism in Monitoring and Evaluation	This case study empowers students to execute monitoring and evaluation steps within their domain while emphasizing ethical and professional conduct. Through practical exercises and brainstorming, students gain hands-on experience in applying these principles, fostering both their practical skills and ethical decision-making abilities. This approach cultivates competent evaluators who prioritize ethical standards, ensuring they're well-prepared for the challenges of their future careers.	■ Understand the ethical considerations and implications of monitoring and evaluation activities ■ Develop strategies to ensure ethical practices in monitoring and evaluation ■ Identify and apply professional standards and best practices in monitoring and evaluation ■ Develop a code of conduct for monitoring and evaluation activities

#	MODULE	LAB	AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO
09	Using Technology in Monitoring and Evaluation	This case study offers students an opportunity to explore monitoring and evaluation within their domain while leveraging the latest technologies available. Through brainstorming and practical application, students will develop strategies for integrating cutting-edge technology into each step of the monitoring and evaluation process. This hands-on approach equips students with the skills needed to navigate modern challenges and maximize the efficiency and effectiveness of their evaluations.	■ Understand the role of technology in monitoring and evaluation processes ■ Identify and select appropriate technology tools for monitoring and evaluation ■ Develop strategies for using technology to collect, store, analyze, and report data ■ Utilize technology to improve the accuracy and efficiency of monitoring and evaluation activities
10	Challenges and Opportunities in Monitoring and Evaluation	In this case study, students will delve into the challenges encountered during monitoring and evaluation (M&E) within their domain. Through brainstorming and problem-solving exercises, they will identify potential hurdles and develop strategies to address them effectively. By navigating these challenges, students will uncover opportunities for improvement and innovation in M&E practices, ensuring that their evaluations are not only rigorous but also transformative, leading to positive outcomes in their respective fields.	■ Understand the importance of monitoring and evaluation in the development sector ■ Develop a comprehensive monitoring and evaluation plan for a project or program ■ Identify and analyze challenges and opportunities in monitoring and evaluation ■ Utilize appropriate tools and techniques to measure and evaluate the success of a project or program

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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