M&E DATA MANAGEMENT, DATA QUALITY & EVIDENCE SYSTEMS COURSE

Introduction

This practical programme develops the knowledge and skills required to effectively manage, analyze and maintain high-quality data for Monitoring, Evaluation & Learning (MEL). It examines the complete M&E data cycle, from data planning and collection through storage, cleaning, verification, validation, analysis, interpretation and reporting. Participants explore how to establish reliable data management processes that ensure M&E information is accurate, complete, consistent, timely, relevant and credible. The programme addresses both routine programme data and evaluation data, with emphasis on developing systems that protect data integrity and support effective evidence generation. The course covers practical approaches to data collection, data organisations, database management, data cleaning, data quality assessment, verification and validation. Participants learn how to identify common data errors, manage missing or inconsistent information, strengthen quality-control procedures and establish clear responsibilities for data management. Particular attention is given to data quality assurance and evidence integrity, enabling participants to assess whether information is sufficiently reliable for programme monitoring, performance reporting, evaluation and management decision-making. The programme also examines data governance, documentation, security, confidentiality and responsible handling of M&E information. Participants further learn how to transform raw monitoring data into useful performance information and evidence through basic analysis, interpretation, visualization and reporting. Emphasis is placed on presenting findings clearly so that programme managers and other decision-makers can identify trends, understand performance gaps and take appropriate action.

Course Objectives

- Develop effective M&E data systems.
- Select appropriate data sources.
- Improve data collection.
- Establish data-quality controls.
- Verify and validate data.
- Manage M&E databases.
- Clean datasets.
- Strengthen data governance.
- Improve evidence reliability.
- Support evidence-based decisions.

Course Modules

> Module 1: M&E Data Fundamentals
- Data concepts
- Evidence requirements
- Data sources
- Data flows

> Module 2: Data Collection
- Quantitative data
- Qualitative data
- Administrative data
- Digital collection

> Module 3: Data-Collection Tools
- Questionnaires
- Checklists
- Interview guides
- Digital forms

> Module 4: Data Management
- Data organisation
- Databases
- Data storage
- Information management

> Module 5: Data Quality
- Accuracy
- Completeness
- Consistency
- Timeliness

> Module 6: Data Verification and Validation
- Data verification
- Validation
- Spot checks
- Data audits

> Module 7: Data Cleaning
- Error identification
- Missing data
- Duplicates
- Data correction

> Module 8: Data Governance
- Data ownership
- Access
- Security
- Data protection

> Module 9: Evidence Systems
- Evidence repositories
- Data documentation
- Evidence traceability
- Evidence use

> Module 10: Data for Decision-Making
- Data interpretation
- Evidence synthesis
- Reporting
- Management decisions