M&E SYSTEM DESIGN, FRAMEWORK DEVELOPMENT & INSTITUTIONALIZATION COURSE

Introduction

This comprehensive programme is designed for professionals responsible for establishing, strengthening, managing or institutionalising Monitoring and Evaluation (M&E) systems within organisations, programmes and projects. Rather than focusing only on individual M&E tools and techniques, the programme takes a systems-level approach to examine how effective M&E structures are designed, implemented, governed, coordinated, maintained and continuously improved. Participants gain a deeper understanding of how an integrated M&E system connects organisational strategy, programme planning, results frameworks, performance measurement, data collection, analysis, reporting, evaluation and organisational learning. The programme explores how organisations can develop coherent systems that generate timely, accurate and useful information throughout the programme and organisational performance cycle. Key areas include the development of M&E frameworks, results chains, indicators, baselines, targets, data flows, information requirements, reporting structures and evaluation plans. Participants also examine the design of M&E policies, procedures, roles and responsibilities, coordination mechanisms and institutional arrangements required to ensure that M&E becomes an integral part of organisational management rather than a stand-alone reporting function. The programme places strong emphasis on data quality, evidence management and information systems, enabling participants to understand how reliable data can be collected, verified, analysed and transformed into useful performance information. It also examines digital M&E systems, dashboards, reporting mechanisms and the use of evidence to support management decisions. Participants further explore M&E governance, institutional capacity, stakeholder responsibilities and organisational ownership, including strategies for overcoming common challenges such as weak data systems, fragmented reporting, unclear responsibilities, poor indicator design and limited utilisation of M&E findings. The

programme also addresses the institutionalisation of M&E by examining how organisations can build sustainable M&E capacity, strengthen staff competencies, establish effective review mechanisms and create a culture in which evidence is routinely used for planning, resource allocation, accountability, programme improvement and strategic decision-making.

Course Objectives

- Design institutional M&E systems.
- Develop comprehensive M&E frameworks.
- Establish indicator systems.
- Design data flows and reporting structures.
- Develop evaluation plans.
- Establish M&E governance.
- Strengthen data quality systems.
- Develop M&E policies and procedures.
- Institutionalise M&E practices.
- Build sustainable M&E capacity.

Course Modules

> Module 1: M&E Systems and Institutional Performance

- M&E concepts
- M&E system architecture
- Organisational performance
- M&E maturity

> Module 2: Results Frameworks

- Results chains
- Results frameworks
- Outcomes
- Impact pathways

> Module 3: Indicator Architecture

- Indicator hierarchies
- Indicator selection

- Indicator definitions
- Indicator reference sheets

> Module 4: Data Systems and Information Flows
- Data sources
- Data flows
- Data responsibilities
- Information requirements

> Module 5: M&E Data Collection Systems
- Data-collection methods
- Monitoring tools
- Digital collection
- Field systems

> Module 6: M&E Reporting Systems
- Reporting structures
- Reporting schedules
- Performance reports
- Management dashboards

> Module 7: Evaluation Systems
- Evaluation planning
- Evaluation calendars
- Evaluation governance
- Evaluation quality

> Module 8: Data Quality and Assurance
- Data-quality standards
- Verification
- Validation
- Data-quality assessments

> Module 9: M&E Governance and Institutionalisation
- M&E policies
- Roles and responsibilities
- Capacity development
- Institutional ownership

> Module 10: M&E System Implementation and Improvement

- Implementation planning
- System review
- M&E maturity assessment
- Continuous improvement