

# Online Monitoring and Evaluation Systems

4 week online training course  
September - October 2024



## Course summary

Are you interested in strengthening the monitoring and evaluation (M&E) processes and practices within your organisation so that high quality information is collected and shared to enable learning and accountability? INTRAC's new online course on Monitoring and Evaluation Systems aims to provide participants with the knowledge and skills to be able to develop an effective M&E system for your project, programme or organisation.

The course will set out the key components of an effective M&E system and how these differ for projects, complex programmes and organisations. It will discuss the different influences on a M&E system and how to manage these, the steps to take to diagnose and rectify problems with an M&E system, how to make decisions on what information to collect, how to summarise and aggregate that information, and how to ensure the information is used for learning, accountability and management decision making.

## Who is this training course suitable for?

This course is intended for those who are responsible for developing and managing effective M&E systems in the context of international development. This is an advanced course and some knowledge and experience of monitoring and evaluation is required in order to understand the terms and content discussed in the course. The course has been designed to build on and enhance participants' skills and understanding of M&E and work through some of the practical challenges commonly faced in designing and managing M&E systems.

## What are the objectives?

By the end of the training participants will:

- have discussed the main influences on and key elements of effective M&E systems at project, programme and organisational level
- Be able to identify ways of managing common challenges with complex M&E systems
- Have explored different approaches to summarising and aggregating data in M&E systems
- Have examined ways of ensuring M&E information is used for accountability, learning and management decision making
- Be able to apply the learning from the course to their own case studies/ MEL systems

## What is the course format?

The online Monitoring and Evaluation Systems course is a facilitated, interactive and collaborative e-learning course.

- Four interactive live sessions via Zoom every Wednesday, from 13:00 to 15:00 UK time. Sessions are facilitated by our highly experienced consultants and online learning producer. The sessions include small groups discussions and exercises
- Access to all course materials on the INTRAC elearning platform, including self-paced individual and group activities, as well as recommended readings and resources
- Opportunities to interact with other participants on the course through the platform discussion forum, live sessions and Triad exercises\*
- One 1-hour individual mentoring session on challenges that participants face with M&E systems in their projects, programs or organisations

\*More on Triads in the section below "What is the time commitment?"

## Course calendar

Session	Topic	Date
	<i>Pre-course activities - preparation of case study/M&amp;E challenge</i>	<i>26 September - 24 October 2024</i>
1	Elements of effective M&E systems	Thursday 3 October 2024
2	Complex M&E systems – common challenges and how to deal with these	Thursday 10 October 2024
3	Approaches to aggregating and summarising data in M&E systems	Thursday 17 October 2024
4	Using M&E information for learning, accountability and management decision-making; sharing case study outputs.	Thursday 24 October 2024

All sessions take place on Thursdays, and start from 1:00 pm until 3:00 pm UK time.

## Course fee

The fee for this course is **£575**. Training access scholarships are available for small NGOs /civil society organisations. [For more information, please visit our FAQ.](#)

## What is the time commitment?

The course will run over the course of 4 weeks. On average, we estimate participants should set aside 3-4 hours per week for this course. Participants will need to read one document before the course as well as prepare a short case study on the challenges they face with MEL systems in their projects, programs or organisations.

All participants of the course will be assigned to Triad groups (3 learners in each group), based on the analysis of the written M&E System challenges that they submitted. It is a way of providing participants with an opportunity for peer learning and support alongside the live sessions led by INTRAC trainers.

As a Triad, participants are required to meet three times via an online call in between live sessions to discuss and start to address the specific challenges. We expect each Triad's session to last approximately 1 hour, i.e. about three hours in total for this group activity over the course.

## What are the IT requirements?

You will need a laptop and ideally also a headset, as well as access to broadband and internet. You will need to be able to download software (Zoom) to join the live sessions. INTRAC's e-learning platform (Moodle) is accessible via a browser. If you have any questions about these requirements, please do get in touch.