

ONLINE

MONITORING AND EVALUATION

MONITORING AND EVALUATION CERTIFICATION PROGRAMME

DESIGN AND OPERATE M&E SYSTEMS: TURN EVIDENCE INTO BETTER DECISIONS

ONLINE DISTANCE LEARNING

International Labour Organization

ITC International Training Centre

> **Good M&E is not just about collecting data. It is about building a system that turns data into evidence — and evidence into action.**

OVERVIEW

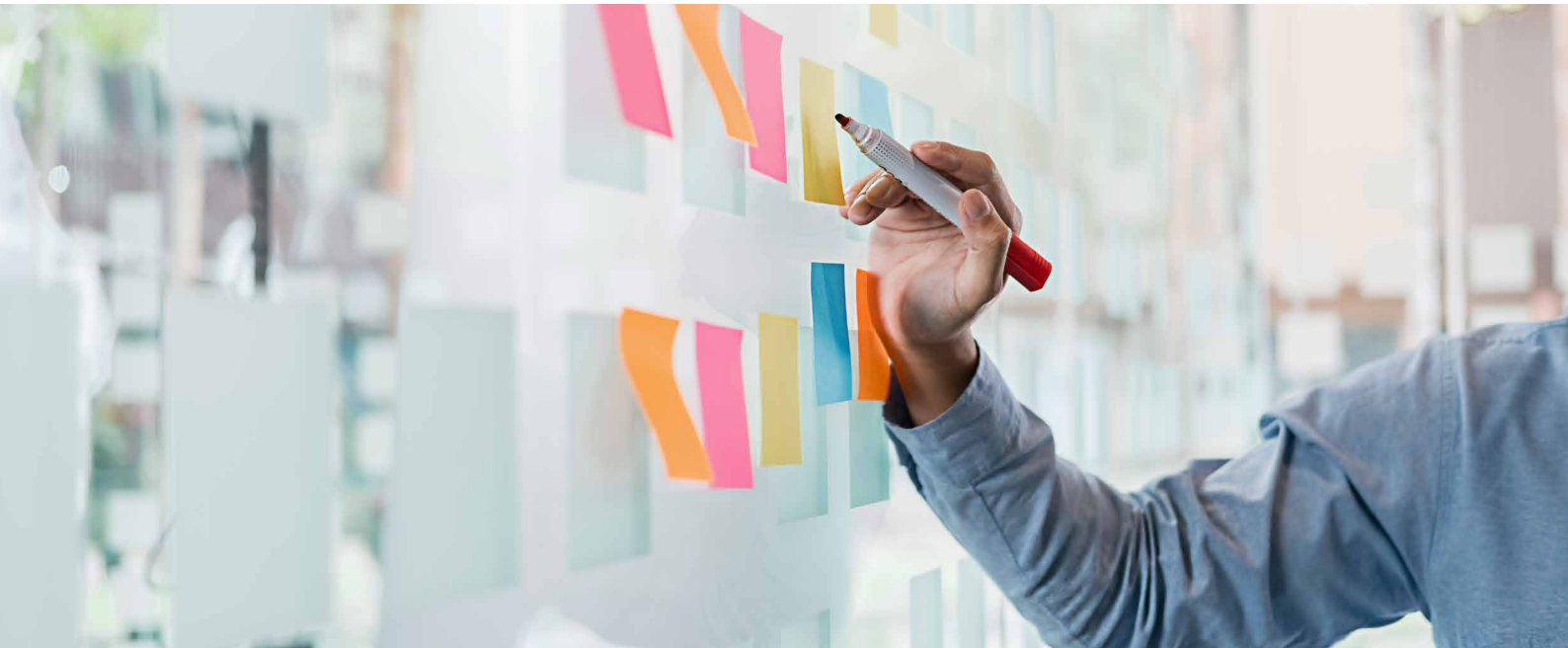
Mission-driven organizations are expected to demonstrate results, learn from implementation, strengthen accountability and use evidence to make better decisions. Yet monitoring and evaluation only **create** value when the information they generate is **relevant, credible and used**.

Effective M&E therefore starts with people: **who needs information, what do they need to know, why do they need to know it, and how will they use it?** From there, a coherent M&E system connects users and their information needs with results frameworks, indicators, data collection and management, analysis, reporting and evaluation—ensuring that evidence supports accountability, learning, decision-making and programme improvement.

The **Monitoring and Evaluation Certification Programme** prepares participants to **design, deploy and operate an M&E system**, while also developing the competencies required to manage and conduct evaluations in real-world contexts.

The learning journey begins with the foundations of Results-Based Management and progresses to the practical work of defining the purpose, scope and users of an M&E system; reviewing results frameworks and validating indicators; planning data collection and management; analysing quantitative and qualitative data; and transforming findings into reporting and communication that respond to users' information needs. Participants then strengthen their capacity to manage evaluations and to design and conduct evaluations while navigating the time, budget, data and stakeholder constraints that M&E professionals encounter in practice.

The programme concludes by looking beyond tools and processes to the **capacities that make M&E work effectively and sustainably**. Participants consider organizational readiness for M&E, capacity needs at the individual, organizational and enabling-environment levels, as well as M&E roles and responsibilities and human-resource capacity. They also explore approaches to strengthening these capacities to support sustainable M&E practice and the effective use of evidence over time, **before concluding with a discussion on the emerging role of AI in M&E**.



2,000+ PROFESSIONALS CERTIFIED

Join a global community of professionals who have completed the ITCILO Monitoring and Evaluation Certification Programme.

OBJECTIVE

The programme develops the practical competencies required to design, deploy and operate M&E systems, manage and conduct evaluations, and strengthen the capacities needed for M&E to function effectively and sustainably.

WHO IS THIS PROGRAMME FOR?

The programme is relevant to professionals who perform, support or increasingly need to take responsibility for monitoring, evaluation, results and evidence functions in development projects and programmes or in mission-driven organisations. This includes project and programme staff, M&E practitioners and professionals seeking to consolidate practical M&E competencies.

A PROFESSIONAL M&E LEARNING JOURNEY

The programme develops an integrated professional capability rather than treating monitoring and evaluation as a collection of isolated tools.

1: Design & Operate the M&E System

Build the foundations of an M&E system; define its purpose, scope and users; design or validate results frameworks and indicators; plan data collection and management; analyse and interpret data; and design reporting and information-use processes.

2: Manage & Conduct Evaluations

Plan and manage evaluation processes and develop the judgement needed to design and conduct credible evaluations in real-world contexts, including situations constrained by time, budget, data and stakeholder realities.

3: Build M&E Capacity

Assess readiness and capacity needs at the individual, organizational and enabling-environment levels, identify measures to strengthen sustainable M&E practice, and explore the emerging role of AI in M&E.



WHAT WILL YOU BE ABLE TO DO?

- Rebuild and appraise results chains, logic models and assumptions, and distinguish the roles of monitoring and evaluation.
- Define the purpose, users and scope of an M&E system and apply a structured methodology to M&E planning.
- Review evaluability and validate performance indicators using criteria and checklists.
- Plan indicator monitoring, data collection and data management, including quantitative and qualitative approaches and triangulation.
- Process and analyse quantitative and qualitative data to answer performance and evaluation questions.
- Plan reporting, dissemination and information use so that evidence supports decision-making.
- Manage evaluation processes and apply ethical and practical considerations.
- Design and conduct evaluations that respond to real-world constraints and information needs.
- Assess organizational readiness for M&E and contribute to sustainable M&E capacity development.

FROM LEARNING TO PROFESSIONAL PRACTICE

Build the competencies to perform core M&E functions - from system design to evaluation and organizational capacity.

THEMATIC LEARNING JOURNEY

01: M&E Foundations

Results-Based Management; results chains and logic models; assumptions; monitoring and evaluation concepts; evidence-based decision-making.

02: Planning the M&E System

A structured M&E planning process; purpose, scope and users; evaluability; indicators; M&E requirements and rituals.

03: Data Collection & Management

Data-collection methods; quantitative and qualitative data; triangulation; sampling; monitoring matrices; Data Management And Risk Considerations.

04: Data Processing & Analysis

Planning analysis; stakeholder engagement; bias; data preparation, verification, quantitative and qualitative analysis; interpretation.

05: Reporting, Dissemination & Use

Reporting strategies and schedules; communication formats; dissemination; review processes; decision-making and evidence use.

06: Managing Evaluations

Managing the evaluation process, including the practical, administrative and ethical dimensions required to commission and oversee evaluations.

07: Designing & Conducting Evaluations

Designing and conducting evaluations in real-world contexts, with attention to feasibility, constraints, evidence needs and credible approaches to assessing change.

08: M&E Capacity Development

Assessing M&E capacity at the individual, organizational and enabling-environment levels; organizational readiness; M&E roles and human-resource capacity; approaches to strengthening and sustaining M&E practice; and the emerging role of AI in M&E.

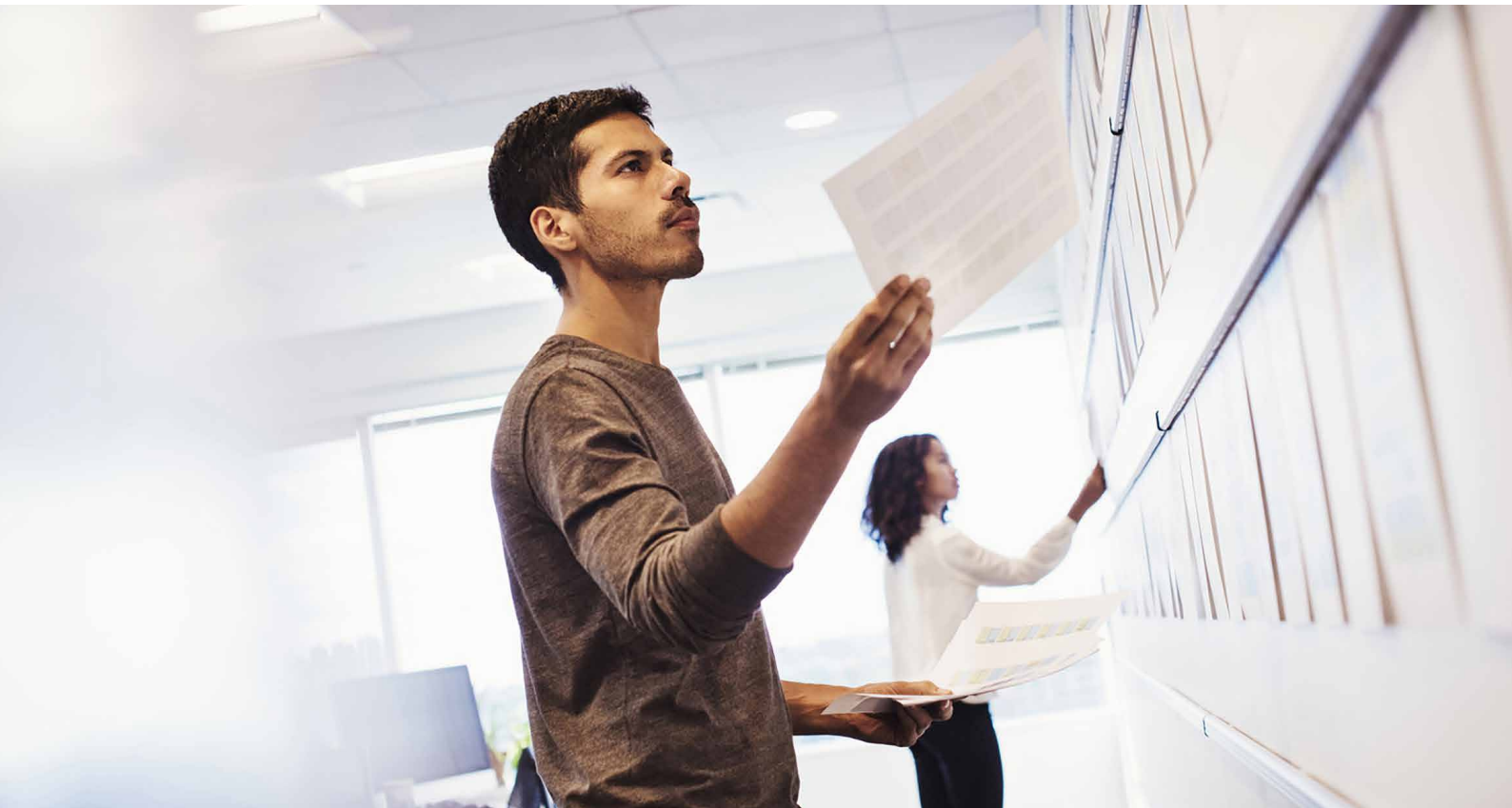
PRACTICAL COMPETENCIES

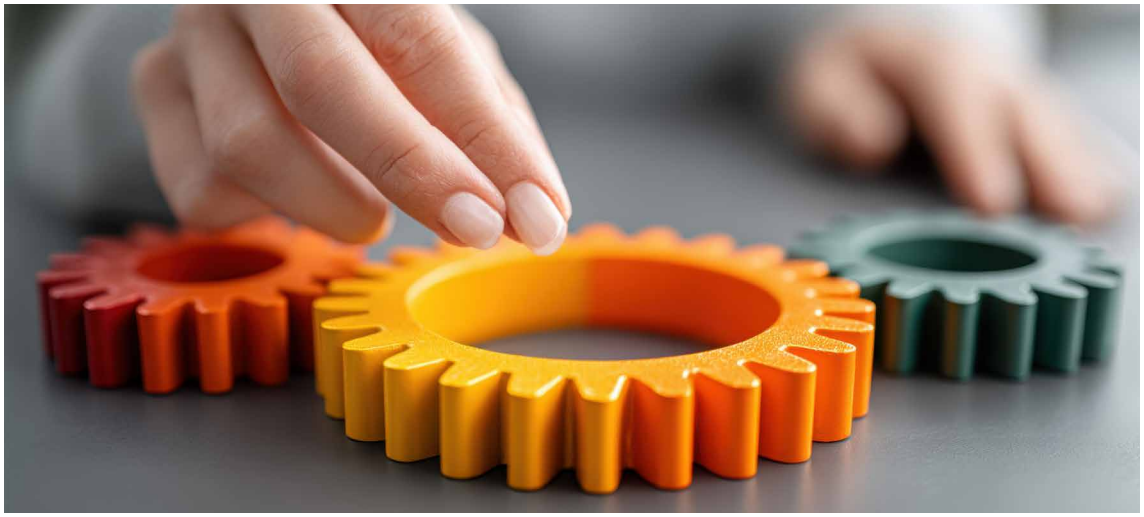
Throughout the programme, participants work with the tools and decisions that form part of day-to-day M&E practice. Based on the programme competency framework, these include:

- Logic models, results chains and assumptions
- Evaluability assessment and indicator validation
- M&E system purpose, scope, users and planning
- Monitoring matrices, baselines, targets and data-collection planning
- Quantitative and qualitative data analysis
- Reporting schedules and evidence-use processes
- Evaluation management and evaluation terms of reference
- Evaluation design in constrained real-world settings
- Organizational M&E readiness, capacity development and the emerging role of AI

CAREER RELEVANCE

Monitoring and evaluation is a distinct professional function across development projects, programmes and mission-driven organizations. The certification is designed to strengthen competencies associated with M&E practice and can support professionals who already perform M&E responsibilities as well as those seeking to move towards more specialized monitoring, evaluation, results or evidence-related roles.





HOW DOES THE PROGRAMME WORK?

The programme is delivered through distance learning on the ITCILO e-Campus, combining flexible self-paced learning with practical application and personalized support.

Participants apply their learning through weekly assignments, reviewed by experienced tutors who provide individual feedback and guidance. One-to-one coaching offers additional support to address specific challenges and connect learning to participants' professional contexts.

Live webinars, peer exchange and practical resources complement the learning journey, creating an interactive experience that combines flexibility with sustained expert support.

CERTIFICATION

The programme follows a competency-based certification approach. Throughout the programme, participants demonstrate their knowledge through assessments and their practical skills through applied assignments, which are reviewed by tutors and supported through individualized feedback and coaching. The programme also addresses the professional attitudes required for effective M&E practice.

Participants who successfully complete the certification requirements are awarded a certificate attesting that they have developed the knowledge, skills and attitudes required to design and operate M&E systems and contribute effectively to M&E practice.

INFO

FOR FURTHER INFORMATION PLEASE CONTACT

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