

# Certificate Course

**Monitoring, Evaluation, and Learning  
for Development Professionals**



# About the Course

As the eight-year countdown to achieving the 2030 SDGs begins, there has been a strong impetus toward improving developmental outcomes and strengthening Monitoring, Evaluation, and Learning (MEL) systems at organizational and national levels. Despite the depth of MEL expertise and extent of practice within the Global South, there have been very few practitioner-driven, knowledge exchange spaces which can facilitate perspective building and enhance the knowledge and skills of early and mid-career development professionals located in the global south. With this in mind, Sambodhi is offering an online certificate course: Monitoring, Evaluation, and Learning for Development Professionals (MEL4DP).

**Duration:**

24 June 2023 to 11 Nov 2023

**Level of Effort:**

4 hours per week

**Modality:**

Online with live-classroom sessions and group assignments

**Language:**

English

**Requirements:**

Access to laptop and internet

**Total Seats: 50**

**Course Fee and Scholarships**

- 700 USD (or its equivalent in local currency)
- Limited partial scholarships available for candidates on a merit-cum-means basis
- Discounts on course fees in case of institutional sponsorships, group enrolments, and for participants from grassroots organizations

**Last date to apply:** June 15, 2023

## The course seeks to:

- Provide conceptual clarity on MEL through a **practitioner's lens**,
- Equip participants with the knowledge and practical skills to **plan, conduct, and manage effective M&E** of programs and foster **continuous learning and program improvement**,
- **Contextualize** the application of existing MEL frameworks and approaches in a Global South context
- Build **critical perspectives** on various aspects of MEL practice and theory,
- Develop cross-sectoral and cross-disciplinary perspective to approach unique problems from a **multi-dimensional perspective**
- Create a space for **peer learning, collective thinking, and networking** for early-career development professionals.

### This 18-week course is part of Sambodhi's commitment to enhance the knowledge, skills, and dialogue of the larger evaluation ecosystem.

Sambodhi is driven by data action. We collect and analyze high-quality data using cutting-edge technology and harvest it to inspire policy change, maximize impact, and transform lives. We collaborate with data advocates, policy experts, governments, philanthropies, civil societies, and the public to reshape how we work with data to make processes and policies more responsive to the people they affect.

Central to our philosophy of data action is creating trust and co-ownership of data by democratizing it and building the capacities of professionals and communities to access, analyze and use that data for policy development.

## Course highlights:

- **Practitioners' lens:** developed and facilitated by MEL practitioners & experts, for practitioners.
- **Multi-sectoral perspective:** uses case studies & real-world examples from different sectors
- **Real-world examples:** application-based interactive learning through classroom activities
- **Context specific:** builds critical perspective for the global south
- **Merit-cum-means scholarship:** scholarships and discounts offer available
- **Mixed method approach:** uses hands on tools and approaches from quantitative and qualitative perspective. **Weekend learning for working professionals:** tailored for early career professionals with weekend classes



# Course Andragogy

Designed by development professionals, this course is rooted in practice and embedded in experiences of the Global South. Following the principles of adult learning, the course will use:

- Participatory tools,
- Experiential learning with a ‘learning by doing’ approach,
- Interactive lectures and case-studies, and
- Reflective group discussions and structured group assignments.

Participants will be divided into groups at the beginning of the course. Each group will work on a unique case study from a sector of their interest (e.g., education, livelihoods, and public health). Learnings from each module will be applied to the case studies and group activities in the virtual classroom.

At the end of the course, each group will present an MEL plan for their case study. In the process, the course will foster peer learning, collaboration, and cross-sectoral dialogue.

## Requirements for Course Completion

**Sambodhi will provide a certificate to the participants upon successful completion of the course. This would entail:**

- **50% classroom attendance,**
- **Active class participation,**
- **A minimum 50% score on module-wise assessments, and**
- **Submission and assessment of final project work.**

# Course Structure and Intended Learning Outcomes

The course consists of 9 modules spread over **5 months**. Each module consists of rich classroom discussions and case studies to help build the necessary perspectives and skills to carry out a MEL project.

By the end of this course, participants will be able to:

- Differentiate between Monitoring, Evaluation, and Learning, and gain a nuanced understanding of MEL vocabulary, contextualize **MEL in Program Cycles**, and define pathways of change using **Theory of Change approaches**,
- Gain an understanding of different **monitoring typologies**, use publicly available datasets for monitoring, and **construct interactive monitoring** dashboards,
- Define and **utilize different evaluation approaches, frameworks, and designs** and Keep pace with **contemporary trends in evaluations**,
- Practically **implement an evaluation** by developing an understanding of Evaluation Cycles, Implementation, Designs, Methods, and Tools, and
- **Harvest learnings** from evaluations, and utilize them for continuous program improvement.

The course will also offer two optional workshops to enhance the participants' practical skills in **Quantitative Data Analysis** and **Visualization & Storytelling**. The course will conclude with a seminar where participants will present their respective case study-based projects.

Each week, there will be 3 hours of online classes (on Saturdays) by course facilitators and an hour of self-paced reading, assignments, or project work.

## Modular learning outcomes:

### Introduction to MEL

1 week

- Explain the distinction between monitoring, evaluation, research, and learning,
- Describe the role of MEL in policymaking and program design, and
- Explain the evolution of MEL as a practice in Global South.

### Locating MEL in a project cycle and theory of change

3 weeks

- Describe a project cycle and locate MEL within a project cycle,
- Explain the different terms associated with MEL and list different types of MEL,
- Identify different stakeholders associated with a program, and
- Construct a ToC and Results Framework.

## Contexts of Monitoring and Evaluation

1 week

- Describe how power and social-cultural contexts might characterize stakeholder groups and influence M&E,
- Describe what gender, equity, and intersectionality perspective means in M&E, and
- Describe and engender an evaluation cycle.

## Monitoring for Program and Policy Ecosystems - I

1 week

- Learn how to utilize different monitoring typologies
- Develop a monitoring plan and monitoring indicators.

## Monitoring for Program and Policy Ecosystems - II

1 week

- Learn how to utilize publicly available datasets for monitoring
- Create basic monitoring dashboards

## Evaluation approaches and frameworks

1 week

- Develop evaluation questions, and
- Utilize the OECD-DAC criteria and compare them with other criteria.

## Evaluation approaches and frameworks *(continued)*

2 weeks

- List different evaluation approaches and their strengths/weaknesses
- Select evaluation approaches for different evaluations
- Explain contemporary trends in evaluation approaches

## Evaluation Design

2 weeks

- List and describe types of evaluation designs,
- Set up experimental and quasi-experimental evaluations, and
- Select evaluation designs based on evaluation objectives, context, and resources.

## Doing evaluation: Data collection, methods, sampling, and analytics

4 weeks

- Construct and pilot tools for surveys, FGDs, interviews,
- Develop sampling strategies, especially multi-stage sampling and compute sample sizes,
- Conduct basic descriptive (quant) and content and thematic (qual) analysis, and
- Describe the ethics of data collection.

## Workshop I

Quantitative analysis

Optional

## Learning and utilization of evaluation

1 week

- Design actionable recommendations from the evaluation,
- Explain how M&E feeds into program learning and improvement,
- Describe the role of effective reporting to support evaluation use, and
- Describe the importance of taking M&E learnings to stakeholders, including project participants.

## Workshop II

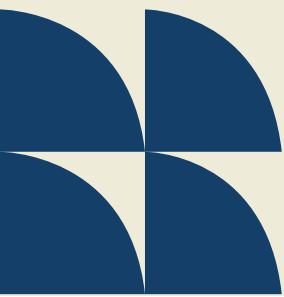
Data visualization and storytelling

Optional

## Capstone Project and Convocation

1 week

- Presentation of group projects
- Convocation Ceremony



# Who Can Apply?

- Young and emerging evaluators and early and mid-career development professionals
- Persons of all nationalities
- Persons with 1-6 years of relevant experience

- Professionals seeking to build skills in MEL, set up MEL systems within organizations, or mark a career transition to MEL.
- Professionals with experience in development – working across consulting firms, think tanks, research firms, government departments, impact investing firms, NGOs, and donor organizations will find this course helpful.

## How to Apply?

If you meet the eligibility criteria and are willing to commit adequate time to this course, please apply by filling out the form by **June 15, 2023**:

Link: <https://sambodhi.co.in/capacity-building/application-form/>

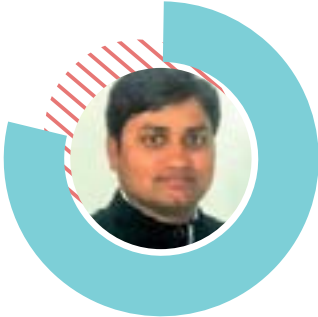
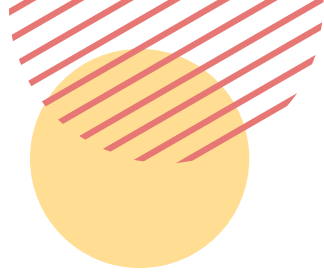
*Note: Since this is a facilitated course with group assignments and classroom discussions; students are expected to engage with the course actively to gain the most out of it.*

## Scholarship And Fees

The course is priced at USD 700 which can be paid in easy **installments** and any currency. To enhance access to the course, especially for early-career professionals, we will offer:

- **Partial scholarships** to a few participants (request for a scholarship must be specified in the application form),
- Discounts in case of any **institutional sponsorship** and **group enrollments**, and
- Discounts to participants working with **grassroot organizations** in the Global South.





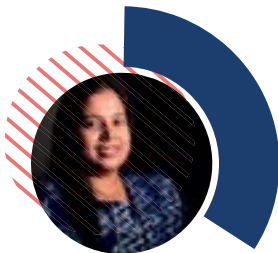
This training course is beyond my expectations. These tools and methodology & principles have opened my eyes to how to be effective and ethical! Honestly speaking I wanted to be a Researcher but, due to a lack of knowledge and guidance it was difficult for me (I was thinking) but, after attending the course I really found the path that how I have to initiate. Thanks, Sambodhi, and their amazing teacher/ trainer(s). Looking forward to putting all those learning things into my professional and personal practices. Thanks again!

**Abhinav Pandey**  
**Associate Sector Lead- HCL Foundation**



MEL4DP Program has immensely helped me in getting clarity on MEL through a clear practical lens. The course taught me various aspects of MEL practice and theory and dashboard making by drawing examples from different case studies. I strongly recommend this course to beginner and mid-level professionals interested in monitoring and evaluation. A big thank you to Sambodhi and my mentors for providing me with a scholarship to pursue this course.

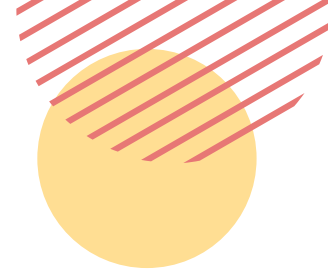
**Hashir P.V**  
**Centre for Research in Schemes and Policies**



I have been a development practitioner for six years. I, however, felt the need to understand the “change” that was coming from the immense work we all were doing. I switched my career to M&E in sambodhi. We were offered a course that was so deep yet easy to understand the gist, which was bliss to a professional like me from the field. Right from the history of monitoring and evaluation to all the techniques and technicalities, this course is a complete package for any professional wanting to get into the domain of M&E. This course also offers some learning while doing which is great and easy to cope with regular office work.

**Abha**  
**Senior Research Manager- Sambodhi**





It was my pleasure to be enrolled in this course. This is the first professional training conducted on M&E after my graduation in Economics. I was assigned to the unit of M&E but was interested in getting professional training to perform my duty well. I was just Googling for M&E materials, then I came across your brochure. I was skeptical because I thought the call for application was a scam, but later on I applied. Now I am really happy with my decision because I have gained concepts and practical skills in M&E which I am using for my professional growth.

Thanks a lot Sambodhi for organizing such training.

Talking about facilitators- I have attended classes of Dr. Akashi, Dr. Rajib, and Vijay. They are real professors. They have love and interest in impacting others with their knowledge. They don't get tired or annoyed from repeated questions. They are highly skilled and knowledgeable.

**Peter Mazed**  
**Ministry of Agriculture and Food security**  
**South Sudan**



I highly recommend the MEL4DP course as it provides a great learning experience. The case studies and group sessions also allow one to view MEL issues from various points of view and facilitate networking.

**Petronella Magadzire**  
**Social scientist**



The diverse experts from the field and the hands-on activity in this course makes this a comprehensive course perfect for aspiring professionals to learn more about MEL and use it to strengthen evidence-based decision making for their programmes/projects. The SAMBODHI team also ensures a conducive learning environment through continuous support provided to all participants.

**Ugyen Samdrup Lhamo**  
**Program, Bhutan Center for Media & Democracy, Civil Society**  
**Organisations**



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