Ethics Review Boards and M&E Protocols Training Course

Professional Development Training Course Outline

Category	Monitoring and Evaluation	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Ethics Review Boards (ERBs) are pivotal in ensuring accountability, transparency, and integrity in monitoring and evaluation (M&E) practices. Ethics Review Boards and M&E Protocols Training Course equips professionals with the knowledge, frameworks, and practical tools to navigate ethical complexities in program evaluation while ensuring compliance with global standards. Participants will explore the principles of research ethics, risk assessment, informed consent, data privacy, and stakeholder engagement, building competencies that strengthen the credibility and impact of M&E initiatives.

Through interactive sessions, case studies, and practical exercises, this course empowers participants to design, implement, and review M&E protocols with a strong ethical foundation. Participants will gain hands-on experience in drafting ethical review submissions, understanding regulatory requirements, and applying ethical decision-making frameworks in diverse programmatic contexts. By the end of the course, learners will confidently align M&E practices with international ethical standards, enhancing the overall quality, accountability, and sustainability of programs.

Programme Curriculum

Ethics Review Boards and M&E Protocols Training Course

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Course Objectives

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

1. Understand the roles and responsibilities of Ethics Review Boards (ERBs) in M&E.
2. Apply international ethical standards to monitoring and evaluation protocols.
3. Conduct comprehensive ethical risk assessments for programs.
4. Design informed consent processes that protect participants' rights.
5. Ensure compliance with data privacy, confidentiality, and protection laws.
6. Develop robust M&E protocols that align with ethical guidelines.
7. Integrate stakeholder engagement and community participation ethically.
8. Identify and mitigate potential conflicts of interest in M&E processes.
9. Evaluate the ethical implications of program data collection and reporting.
10. Navigate ethical challenges in digital and remote M&E systems.
11. Apply ethical decision-making frameworks in complex programmatic contexts.
12. Draft clear and effective ERB submissions for program approval.
13. Strengthen accountability and transparency in evaluation processes.

Target Audience

- Monitoring & Evaluation Officers
- Program Managers
- Research Coordinators
- Ethics Review Board Members
- Data Analysts
- NGO and CSO Staff
- Policy and Compliance Officers
- Academic and Research Institutions

Course Modules

Module 1: Introduction to Ethics in M&E

- Definition and principles of ethics in M&E
- Historical context and global standards
- Roles of ERBs in program evaluation
- Ethical accountability in program design
- Case study: Ethical lapses in M&E and lessons learned

Module 2: Ethics Review Boards (ERBs) Overview

- Composition and responsibilities of ERBs
- Standard operating procedures of ERBs
- Evaluating protocols for compliance
- Stakeholder communication and reporting
- Case study: ERB decision-making in controversial evaluations

Module 3: Ethical Principles and Guidelines

- Respect for persons, beneficence, and justice
- International guidelines
- Local regulatory requirements
- Integrating ethics into program planning
- Case study: Applying international standards in local programs

Module 4: Designing M&E Protocols

- Components of an ethical M&E protocol
- Risk assessment and mitigation strategies
- Participant recruitment and engagement
- Ethical documentation and reporting
- Case study: Designing protocols for high-risk interventions

Module 5: Informed Consent Processes

- Principles and importance of informed consent
- Developing consent forms and communication strategies
- Special considerations for vulnerable populations
- Ensuring comprehension and voluntary participation
- Case study: Challenges in informed consent in field evaluations

Module 6: Data Privacy and Confidentiality

- Understanding data protection laws
- Secure data collection and storage
- Managing sensitive information ethically
- Anonymization and de-identification techniques
- Case study: Data breaches and ethical implications

Module 7: Ethical Risk Assessment in M&E

- Identifying ethical risks in programs
- Risk prioritization and management
- Tools for risk assessment in evaluations
- Monitoring and auditing ethical compliance
- Case study: Managing risks in community-based interventions

Module 8: Conflict of Interest Management

- Recognizing conflicts of interest
- Disclosure and mitigation strategies

- Ethical decision-making frameworks
- Maintaining objectivity in evaluations
- Case study: Conflict of interest in donor-funded programs

Module 9: Stakeholder Engagement and Participation

- Ethical engagement with stakeholders
- Community-based participatory evaluation
- Balancing power dynamics and equity
- Feedback mechanisms and accountability
- Case study: Engaging marginalized groups ethically

Module 10: Ethics in Digital and Remote M&E

- Remote data collection ethical considerations
- Technology and digital consent challenges
- Ethical implications of AI and automated data tools
- Managing privacy in digital systems
- Case study: Remote evaluation of health programs

Module 11: Reporting and Dissemination Ethics

- Ethical reporting standards
- Avoiding misrepresentation of data
- Transparency in findings and limitations
- Sharing results with stakeholders responsibly
- Case study: Ethical dilemmas in public reporting

Module 12: Ethical Decision-Making Frameworks

- Utilitarian vs. deontological approaches
- Structured ethical analysis tools
- Balancing ethical principles in complex scenarios
- Practical exercises and simulations
- Case study: Ethical decision-making in emergency interventions

Module 13: Drafting ERB Submissions

- Key elements of submission documents
- Common pitfalls and best practices
- Aligning protocols with ERB expectations
- Review and feedback processes
- Case study: Successful ERB submissions

Module 14: Monitoring Ethics in Practice

- Continuous monitoring of ethical compliance
- Indicators and reporting mechanisms
- Corrective actions and learning loops
- Auditing ethical adherence in programs
- Case study: Ethical audits in multi-country programs

Module 15: Building an Ethical M&E Culture

- Leadership and ethical role modeling
- Embedding ethics in organizational policies
- Training staff on ethical standards
- Sustainability and institutionalization of ethical practices
- Case study: Establishing a culture of ethical evaluation

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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