Humanitarian Program Evaluation Basics 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

Humanitarian Program Evaluation Basics Training Course equips participants with practical skills, frameworks, and methodologies to assess program effectiveness, efficiency, and sustainability in humanitarian settings. Participants will gain hands-on experience in designing monitoring tools, analyzing qualitative and quantitative data, and applying evidence-based insights to improve program delivery. This course emphasizes practical learning, case-based analysis, and global best practices in humanitarian monitoring and evaluation (M&E).

By the end of this course, participants will be proficient in core evaluation concepts, capable of interpreting program results, and ready to contribute to data-driven decision-making in humanitarian organizations. The training integrates real-world case studies, participatory learning, and scenario-based exercises, empowering participants to understand the nuances of evaluating interventions in complex humanitarian contexts. Participants will develop skills to enhance project accountability, optimize resource allocation, and ultimately strengthen the resilience of communities served.

Programme Curriculum

Humanitarian Program Evaluation Basics Training Course

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Course Objectives

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

1. Understand the fundamentals of humanitarian program evaluation and monitoring.
2. Apply evidence-based evaluation methodologies in humanitarian contexts.
3. Design robust monitoring and evaluation frameworks for diverse programs.
4. Conduct data collection using qualitative and quantitative tools.
5. Analyze program data and interpret results to inform decision-making.
6. Assess program impact, efficiency, and sustainability effectively.
7. Integrate ethical standards and accountability measures in evaluations.
8. Utilize digital tools and technology for real-time program monitoring.
9. Develop actionable evaluation reports for stakeholders and donors.
10. Implement participatory approaches to involve communities in M&E.
11. Identify challenges and risks in program evaluation and propose solutions.
12. Apply best practices from international humanitarian organizations.
13. Leverage evaluation insights to improve program design and policy advocacy.

Target Audience

1. Humanitarian program managers and coordinators
2. Monitoring and Evaluation officers
3. NGO and INGO staff involved in project management
4. Field staff and project implementers
5. Policy analysts in humanitarian organizations
6. Development professionals seeking M&E skills
7. Donor agency personnel and program reviewers
8. Graduate students in development studies, public policy, or related fields

Course Modules

Module 1: Introduction to Humanitarian Program Evaluation

- Definition, principles, and purpose of humanitarian evaluation
- Types of evaluations: formative, summative, impact, process
- Key evaluation standards and guidelines
- Ethical considerations in humanitarian contexts
- Case study: Evaluation of emergency food aid program

Module 2: Humanitarian Context and Program Design

- Understanding humanitarian crises: natural disasters and conflicts
- Program design considerations in fragile contexts
- Linking program objectives to evaluation indicators
- Stakeholder analysis and engagement
- Case study: Shelter program in post-disaster recovery

Module 3: Monitoring and Evaluation Frameworks

- Theory of change and logical frameworks
- Results-based management in humanitarian programs
- Indicators: selection, measurement, and tracking
- Linking M&E frameworks to program outcomes
- Case study: Water, Sanitation, and Hygiene (WASH) program

Module 4: Data Collection Methods

- Qualitative and quantitative approaches
- Surveys, interviews, focus group discussions
- Sampling techniques and tools
- Remote data collection in field settings
- Case study: Nutrition program monitoring in refugee camps

Module 5: Data Analysis Techniques

- Quantitative data analysis: basic statistics
- Qualitative data coding and thematic analysis
- Data visualization and reporting
- Identifying trends, patterns, and insights
- Case study: Health program evaluation in conflict zones

Module 6: Evaluation Planning and Design

- Developing evaluation questions and objectives
- Designing evaluation methodologies
- Budgeting and resource allocation
- Timeline and workplan development
- Case study: Multi-sectoral humanitarian program evaluation

Module 7: Participatory Approaches in Evaluation

- Community-based monitoring and feedback mechanisms
- Engaging beneficiaries in evaluation
- Tools for participatory evaluation
- Benefits and challenges of participatory methods
- Case study: Participatory evaluation of education programs

Module 8: Ethics and Accountability

- Humanitarian principles and ethical considerations
- Ensuring confidentiality and informed consent
- Safeguarding vulnerable populations
- Accountability to affected populations (AAP)

- Case study: Ethical challenges in refugee program evaluation

Module 9: Risk Management in Evaluation

- Identifying risks in humanitarian programs
- Evaluating program vulnerabilities
- Mitigation strategies and contingency planning
- Crisis management during field evaluations
- Case study: Evaluation in volatile conflict zones

Module 10: Reporting and Dissemination

- Writing evaluation reports for diverse audiences
- Visualizing findings for impact and decision-making
- Dissemination strategies for stakeholders
- Lessons learned documentation
- Case study: Sharing evaluation results in donor-funded programs

Module 11: Digital Tools for M&E

- Mobile data collection apps and platforms
- Data management and cloud storage solutions
- Dashboard creation for program tracking
- Real-time monitoring and reporting
- Case study: Using digital tools in refugee nutrition programs

Module 12: Program Impact Assessment

- Defining and measuring program impact
- Attribution vs. contribution
- Cost-effectiveness and efficiency analysis
- Long-term program outcome tracking
- Case study: Health impact evaluation in emergency response

Module 13: Lessons Learned and Best Practices

- Documenting lessons learned from evaluations
- Applying best practices to improve programs
- Benchmarking against international standards
- Creating knowledge-sharing mechanisms
- Case study: Best practices in multi-country humanitarian evaluations

Module 14: Policy Influence and Advocacy

- Using evaluation results to inform policy
- Advocacy strategies based on evidence
- Engaging government and donor stakeholders
- Communicating actionable recommendations
- Case study: Evidence-based policy change in refugee protection

Module 15: Capstone Exercise and Simulation

- Simulated humanitarian program evaluation exercise

- Team-based data collection and analysis
- Developing a final evaluation report
- Presentation and feedback session
- Case study: Integrated M&E simulation of disaster response program

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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