



PanAfrica Annex

SCHOOL OF LEADERSHIP

LEAD • INSPIRE • IMPACT

CERTIFIED SUPERVISORY SKILLS PROFESSIONAL COURSE (CMEP)



Live Online Sessions



**Practical Case
Studies**



Professional Certification

PanAfrica Annex School of Leadership

Developing Africa's Future Leaders Through Practical Learning

Introduction

This 5-week Certified Monitoring & Evaluation Professional (CMEP) course is designed to equip participants with practical skills in monitoring, evaluation, data management, results reporting, and digital M&E tools. The training combines live online sessions, practical exercises, assessments, and project-based learning to prepare participants for professional M&E roles.

Live Sessions

Interactive online sessions delivered by experienced facilitators, focusing on practical M&E skills, tools, and real-world project applications.

Self-Paced Learning

Participants receive notes, templates, practical exercises, recordings, and assessment questions to reinforce learning and support continuous progress.

Course Completion Requirements

- ✓ Complete weekly assessments
- ✓ Participate in live sessions
- ✓ Submit practical assignments
- ✓ Complete the final practical project
- ✓ Fulfill registration requirements

Note: A CMEP Certificate will be awarded upon successful completion.

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WEEK 1

DAY	TOPIC	KEY LEARNING AREA
DAY 1	Introduction to CMEP	• Foundations of Monitoring & Evaluation • Monitoring, Evaluation & Project Life Cycle • Role of M&E in Organizational and Project Performance
DAY 2	Core Concepts in CMEP	• Results Chain (Inputs, Outputs, Outcomes & Impact) • Indicators, Baselines & Targets • Performance Measurement Concepts
DAY 3	Goals, Objectives & Indicator Development	• SMART Objectives Development • Indicator Design & Measurement • Performance Tracking & Reporting
Online self-assessment Quiz 1		



WEEK 2

DAY	TOPIC	KEY LEARNING AREA
DAY 4	Theory of Change & Results-Based Management	• Theory of Change Development • Results Chain Mapping • Assumptions, Risks & Performance Results
DAY 5	Logical Framework Approach (Logframe)	• Logframe Matrix Development • Results and Indicator Mapping • Means of Verification & Assumptions
DAY 6	Practical M&E Framework Design	• Performance Measurement Frameworks • Indicator Reference Sheets • Monitoring Tools & Results Frameworks

Online self-assessment Quiz 2



WEEK 3

DAY	TOPIC	KEY LEARNING AREA
DAY 7	Developing a Practical Monitoring & Evaluation Plan	• Components of an M&E Plan • Monitoring Schedules & Data Flow Systems • Roles, Responsibilities & Accountability
DAY 8	Practical Data Collection Methods & Tool Design	• Data Collection Tools & Questionnaires • Quantitative & Qualitative Methods • Sampling, FGDs & KIIs
DAY 9	Data Quality, Analysis & Visualization	• Data Quality Assurance & Verification • Data Analysis & Visualization • Data Interpretation for Decision Making

Online self-assessment Quiz 3



WEEK 4

DAY	TOPIC	KEY LEARNING AREA
DAY 10	Performance Monitoring & Tracking Systems	• Performance Measurement Frameworks • KPI Development & Tracking • Monitoring Dashboards & Reporting Systems
DAY 11	Evaluation Approaches & Participatory M&E	• Baseline, Midline & Endline Evaluations • Evaluation Design & Tools • Participatory Monitoring & Stakeholder Engagement
DAY 12	Professional M&E Reporting & Results Communication	• Professional M&E Report Writing • Data Storytelling & Visualization • Results Communication & Documentation

Online self-assessment Quiz 4

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WEEK 5

DAY	TOPIC	KEY LEARNING AREA
DAY 13	Digital Tools for Monitoring & Evaluation	• KoboToolbox & Google Forms • Digital Data Collection Systems • Dashboards & Reporting Platforms
DAY 14	CMEP Consultancy & Career Development	• Career Pathways in Monitoring & Evaluation • Consultancy Proposal Development • Personal Branding & Professional Networking
DAY 15	Emerging Trends in Monitoring & Evaluation	• Artificial Intelligence in M&E • Adaptive Management & Real-Time Monitoring • Final Practical Project Presentation

Online self-assessment Quiz 5

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