ACBAR

AGENCY COORDINATING BODY
FOR AFGHAN RELIEF & DEVELOPMENT

M&E
Training Evaluation Report
Nangarhar Province

ACSSI, 3th Year Project 3th Phase

peace winds JAPAN

JIVC Japan International Volunteer Center

AAR Japan Association for Aid and Relief, Japan

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Table of Contents

Preface

Evaluation of training is an important component of a training program. It provides the trainer and the management useful information in order to further improve the training materials and objectives. Evaluation should be carried out through the whole time of a training activity, after end of each training session, and sometimes after a series of sessions as well. This type of evaluation is called feedback.

The purpose of this report is to assess the effectiveness and outcomes of the ACSSI training programs (3th year-3th phase) carried out for ACBAR member NGOs, local NGOs and CSOs and some government representatives.

This evaluation report presents the outcome and feedbacks on M&E and Sphere Project training held in Nangarhar province from 8th –10th July, 2018. The report captures participants' impressions on different aspects of the training.

In terms of methodology, the questionnaire is prepared as per Kirkpatrick's four levels of evaluation which is used comprised of brief structured questions on various aspects of the training which is circulated to the participants and questionnaire is consisting of closed, opened, multiples and scaled questions.

The evaluation questionnaire is prepared in one international language (English) and local languages (Farsi & Pashtu).

Objectives of the training:

Project Objective: strengthen and build the capacity of Afghan Civil Society Organizations (ACSSI)

The basic concept of ACBAR training is to bring changes in specific areas of knowledge, skills and attitudes in order to prepare NGO staff for better job performance. Objective of M&E training for the participants is to gain necessary knowledge and skills to establish and implement a successful project. The objectives of M&E training are as follow:

➢ Improve the understanding and importance of Logical framework in proposal format; how to develop and use the logical frame work of M&E
➢ Identifying different analysing tools of Project Cycle Management (stakeholder analysis, problem tree), and operational strategies
➢ write a formal document to display the project activities in order to control from the project implementation
➢ Improve the participants of M&E training how they carry out the M&E in their organizations and how they measure the project.

Participants profile:

A total of 22 participants attended the training program from 15 INGOs and NNGOs in Nangarhar province.

Date	Province	# Participants	Male	Female	NGOs	Govt.
8ᵗʰ – 10ᵗʰ Jul, 2018	Nangarhar	22	19	3	22	

Table 01: Total Number of Participants in Nangarhar Province

Table# 01 show that the participation of female was low in comparison to other provinces and recent training.

NO	NGOs Name	# Participants total	M	F	NO	NGOs Name	# Participants total	M	F
1	DAO	1	1	0	9	PU-AMI	1	1	0
2	SCI	1	1	0	10	MADERA	2	2	0
3	Oxfam	1	1	0	11	APA	2	1	1
4	OHW	1	1	0	12	PIN	1	1	0
5	RRAA	2	2	0	13	RI	1	1	0
6	Afghanaid	2	1	1	14	NCRO	2	2	0
7	NRC	2	2	0	15	ACTED	2	2	0
8	AWE	1	0	1					
Total # of Participants : 22									

INGO and NNGOs, Government Participants

Table 02: Number of participants

Training Modules:

On basis of its training needs assessments analysis carried out at the beginning of the project year, ACBAR conducted M&E training. This training module is structured for duration of 3 days with the following subjects:

Sections	Subject	Description
	M&E and Sphere project Module	
01	Introduction	Introduction of participation and course objectives
02	Revision of PCM	Explain the project Cycle and project Cycle management on M&E

03	M&E Definition	Define Monitoring and Evaluation and distinguish between them
04	Indicators	How to measure the progress of activities toward objectives
05	Log-Frame	Explain LFA and develop Logical framework for a project
06	M&E Methods	Explain the methods used in M&E
07	M&E Plan	Develop M&E plan for a project
08	Data Collection	Develop data collection tools for monitoring
09	M&E Report	Develop quality M&E Reports
Trainers: Hamid Aryan and Mohammad Shafiq Azimi		

Table 03: The Training 3day's contents

Training Methodology:

The training methodology consisted of presentations (lectures), case studies, group works, discussions, role plays, games, brainstorming, practical and problem tree exercises and sharing live experiences.

The training presentations and additional complementary materials were prepared in two languages (English/Pashto). Also additional complementary materials were prepared in forms of handouts and distributed during the group discussions in each presentation of the sections. The M&E handbooks are distributed to participants at the beginning of training session.

At the beginning of training a pre-test and at the end post-test was taken from participants in order to assess the skills, knowledge and improvement of the training and at the end an evaluation questionnaire was distributed in order to evaluate the training results and its success amongst the participants as well.

Training Evaluation:

From 17th-18th Sept.2018, the capacity development department planned to accomplish an evaluation to assess the impact, effectiveness and outcome of Nangarhar province training. From the 22 participants who were fully attended the 3 days of the training, 11 of them showed their interest to take part in this evaluation. From 11 trainees, 1 was female and 10 were male which represents the 50% of all participants who attended the training.

The training is evaluated face to face that they provide their feedbacks, to see the improvement and declared the impact of the training on their daily career and some were not available and they were in the field then we evaluated through email. (**See Annex 02, Training Evaluation Database**)

Date	# Participants	Male	Female	NGOs	Govt.	Remarks		
17th-18TH Sep 2018	11	10	1	11	0			
No	**NGOs**	**# Evaluated Participants**			**NO**	**NGOs**	**# Evaluated Participants**	
		total	M	F			total	M	F
1	Oxfam	1	1	0	6	OHW	1	1	0
2	PU-AMI	1	1	0	7	Afghanaid	1	1	0
3	ACTED	2	2	0	8	RRAA	1	1	0
4	APA	2	1	1	9	NRC	1	1	0
5	SCI	1	1	0					
Total # Evaluated Participants: 11								

Table 04: The number of participants evaluated as per NGOs

The evaluator contacted all 22 participants via email and phone calls to participate in this evaluation but only 11 trainees were available face to face and two trainees were not available to present then we did it through email to take this evaluation and filled the questionnaires.

Participants Reactions:

The feedback is provided by sending the evaluation forms through email and completed by participants and there was no compulsion for participants to complete these forms, as it is mentioned above, 11 participants showed their interested to take part face to face and tow trainees through email in evaluation program.

As we see in the attached evaluation databases, the training participants were very happy from this training and they suggested such training in the future, because this is a good opportunity to learn and improve their M&E skills. The aforementioned issues are explored in the following feedbacks:

Feedback 01:
Based on the completed evaluation, 82% of the trainees have said that the training facilities, contents, and management were very good, although the time was not sufficient for the training, it was well managed.

Feedback 02:
93% of the participants indicated that the objectives of the training were clearly presented and all parts of the training's contents were well explained including with good live examples.

Feedback 03:
According to the participants, 91% of them said that the training was effectively scheduled, they were happy with the time and duration of the training and the handouts were prepared based on their needs.

Feedback 04:
95% shows that the illustrations and PPTs were prepared with the full details and were understandable, the group activities were performed effectively and all the participants were satisfied and expressed their happiness with these parts.

Feedback 05:
Overall, the participants expressed their satisfaction in feedback session about trainers' skills, knowledge to the subject, training methods, contents, materials, and management. Based on the participants, the training was quite effective, met their expectations, and was relevant to their field and it will definitely have its positive impact on their jobs. To know the overall outputs of the training please refer to the below table. **The overall rating of the training and trainers. (See Annex 01: Nangarhar TE Evaluation Database, Ranking sheet)**

S/No	Items	Scoring (%)
1	Was the training content explored, relevant to your current responsibilities	**95**
2	How much of the information you learned in the training, was useful	**93**
3	To what extent the training met your expectations	**86**
4	The training contents and materials were relevant	**95**
5	Your skills/knowledge of the subject before the training	**80**
6	Your skills/knowledge of subject after the training	**91**
Trainers Evaluation Scoring		
1	Knowing of the subject	**80**
2	Answered/solved the questions in a proper way	**89**
3	Respected the knowledge, Opinions and experience of the participants	**82**
4	Provide a clear descriptions and examples	**82**
5	Used an effective mix training methods and exercise	**91**
6	Generated a desire for learning and involved participants in each topic	**80**
7	Providing time for follow up and group discussion	**75**
8	Had a professional demeanor	**80**
	Overall Average	**82**

Table 05: The participants generally rated the training session and trainers

Feedback 07:
The below table shows that the training contents were effectively trained and most of the below contents were participatory performed. According to the participants, the M&E, Indicators, group works, Planning, sharing information and experiences and Log Frame were the most interesting and useful parts of the training. **Overall**

rating percentage of the training contents which is presented in theory and practice is 73.5 %.(See Annex 01: Nangarhar TE Evaluation Database, Training Contents Rating)

S/No	Training Contents of M&E, N=11	Scoring (%)
1	Monitoring and Evaluation General illustration	64
2	Explanation of Indicators	78
3	Logical Frame work (Log frame)	82
4	Designing a M&E plan or framework	80
5	General explanation of Data (Collection, Methods and Analysis)	73
6	Group works, practical exercises	75
7	Sharing of Information and Experience by Participants in Groups or Individual)	70
8	Learning Games (Energizer)	66
Overall Average		**73.5**

Table 06: Overall rating of training contents and methodology

Feedback 08:

Participants, who completed the evaluation forms, were asked to identify strengths and weaknesses of the overall training and the trainer. The table below summarizes the responses.

Strengths	Weakness
• Good training contents • Good topic which were relevant to our job and duties • Prepared and organized materials of training	• Luck of time and duration limited • Small space or location of training

Feedback 9:

Here the participants were asked to identify their suggestions for improving the training programs, the suggestions and improving tips are summarized as below:

- Include an exercises on writing a short report
- As usual, the participants suggested to increasing the time and duration of the training, more example and exercises needed, so they could work more on group activities as well as field visit
- The participants suggested more training on different subject that could help them with their careers in the future which we can see the suggestion in database of attached.

Participants Learning:

At the beginning of training a pre-test was taken from participants in order to identify the capacity and awareness of the participants regarding M&E training. At the end of training the participants were given a post-test which was focused on same topics in pre-test in order to assess the acquired knowledge and capacity of the participants.

The pre-test results indicate that 30% of participants had the knowledge and awareness of M&E and Sphere project before conducting the training and at the end of training their skills and knowledge was improved to 67%. The comparing results of pre-test and post-test shows 37% improving of the skills and knowledge.
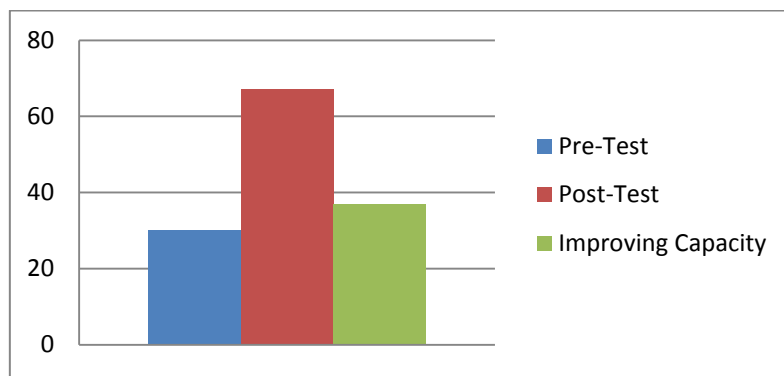
Figure 07: Participants Learning as per Pre-Test & Post-Test

As the table 08, shows Pre-Test and Post Test consist of same eight questions which are answered by 11 participants and each questions have 10 points which totally eight questions are marked 50 points. The result of pre-test to each question shows that the level of knowledge among participants on M&E training is lower than 50% and even they did not have much information about how they use sphere project in their organizations and systematic M&E system in their routine works. The post test result shows the significant improvement on their learning and knowledge which is more than to 37%.

N=22			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What are the differences between Monitoring and Evaluation?	45	84	39
What is Indicator?	28	59	31
What are the main components of a log frame that M&E focuses on?	22	59	37
Please name M&E data collection tools?	27	77	50
What are types of Data?	27	57	30
Overall Average	**30**	**67**	*37*

Table 08: Pre-Test and Post Test results

The above table indicates that participants' capacity significantly improved in using sphere project, M&E system, M&E planning, log-frame and other contents as mentioned on above. **(See Annex 03: Pre-Test & Post Test analyzing sheet)**

Job Impact:

The purpose for carrying out the evaluation was to understand how the learning impacted the trainees' work environment. The key questions explored in evaluation were: did you apply the training in working place and how do you share the knowledge and skills which obtained from the training with your colleagues?

Through this evaluation, we identified that the participant's level of knowledge were improved and they explored their satisfaction from this training. Some of the participants applied this training concept in their area of working which were directly relevant to their jobs and they expressed that this training had considerably enhanced their knowledge and capacity in monitoring and evaluation. Some of successful impact stories of the participants are briefed as below:

Successful Impact Stories:

- *"We are most appreciative of the training that ACBAR office conducted for us and now we have the capability of working very well regarding planning and designing of M&E system, both individually and as a team. My line manager's feedbacks and results are evidences of my ability to stay current and to successfully meet my organization and job improvement. (Sayed Tawfiq, M&E Officer, NCRO)*
- *"The biggest challenge before the training for me was identifying of M&E indicators, designing of logical framework, data analysis and writing report, fortunately, now I am able to do all these individually in my work and organization."(Khatera, Field Monitor, APA)*

- *"It was very good opportunity and I have learned a lot, especially the training components were very good organized and designated as a presentation and handout that I can use it for sharing to my colleagues and others through conducting training, events, workshops... **(Rafiullah, Area M&E Officer, ACTED)***

Issues and Challenges:

As the training is evaluated remotely through phone calls, emails, and face to face a few challenges are noticed during the evaluation process which is as follows:

- Some of the participants were out of the province and we couldn't evaluate them face to face and we precede it through email.
- Some of the participants' phones were off and we couldn't reach them for evaluation

Conclusions:

Overall, the responses from trainees were positive. The learning events were well received by participants who attended the training. It was clear from the outcome outlined in this evaluation that most of trainees improved their understanding and knowledge of M&E. As a result, it was not surprising to see that improvement had been made with regards to raising awareness of M&E through training to civil society organizations staff. Besides, some of trainees applied this training in their working environments as well.

However, while the outcome of the evaluation demonstrates progress with regards to M&E, it means that we have reached to some of our project objectives and progresses.

Recommendations:

In order to further improve these training initiatives and more effectiveness, participants suggested conducting more training mainly on; projecting management, human resource management, fundraising, and other related to humanitarian Projects.

ANNEX:

*Cover photo: *The participants are in a group work preparing a Checklist (M&E tools).*