



AGENCY COORDINATING BODY
FOR AFGHAN RELIEF & DEVELOPMENT

ACBAR

Training Evaluation Report Jawzjan Province

ACSSI, 2nd Year Project 2nd Phase



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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 (2nd year-2nd phase) carried out for ACBAR member NGOs, local NGOs and CSOs and some government representatives.

This evaluation report presents the outcome and feedbacks on Project Design (Proposal Writing) training held in Jawzjan province from 17th–20th September 2017. The report captures participants' impressions on different aspects of the training.

In terms of methodology, the questionnaire is prepared as per Kirkpatrick's four levels¹ 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).

¹ The Kirkpatrick four levels of evaluation highlight the following aspects: Participants Reaction, Participants learning, Job Impact & Organizational Impact

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 Project Design (Proposal Writing) training for the participants is to gain necessary knowledge and skills to establish and implement a successful project. The objectives of Project Design (Proposal Writing) training are as follow:

- Work through the steps of project design and develop a successful project proposal.
- Improve the understanding and importance of Logical framework in proposal format; how to develop and use the logical frame work
- 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 writing skills in proposal writing.

Participants profile:

A total of 21 participants attended the training program from 10 INGO and NNGOs and 1 governmental department in Jawzjan province.

Date	Province	# Participants	Male	Female	NGOs	Govt.
17-20 Sept 2017	Jawzjan	21	17	4	20	1

Table 01: Total Number of Participants in Jawzjan Province

Table# 01 show that the participation of females in comparison to males is very low.

INGO and NNGOs Participants									
NO	NGOs Name	# Participants			NO	NGOs Name	# Participants		
		total	M	F			total	M	F
1	AOEC	2	1	1	6	PAFCO	3	3	
2	DoEC	1	1		7	SAF	2	2	
3	Health NET TPO	2	2		8	SCI	2	2	
4	KCDO	3	2	1	9	WHH	3	3	
5	JDA Int	1	1		10	ZOA	2		2
Total # of Participants : 21									

Table 02: Number of participants NGOs

Training Modules:

On basis of its training needs assessments analysis carried out at the beginning of the project year, ACBAR conducted Project Design (Proposal Writing) training. This training module is structured for duration of four days with the following subjects:

Project Design Module		
Sections	Subject	Description
01	Introduction	Introduction of participation and course objectives
02	PCM	PCM Revision (a brief introduction of Initial Assessment)
03	Funding a Project	Familiarity with Proposal formats and knowing the Donors
04	Context Analysis	Stakeholder Analysis and Problem tree
05	Operational Strategy	Multi scenario planning and Objective Analysis
06	Log Frame	Designing a Log frame

07	Project Plan	Gantt Chart and Budgeting
08	Monitoring	Monitoring System
09	Developing Writing Skill	Tips and structure of proposal writing
10	Course Evaluation	Feedbacks and Evaluation of session
Trainers: Hamid Aryan and Shafiq Azimi		

Table 03: The Training 4 day'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/Dari). Also additional complementary materials were prepared in forms of handouts and distributed during the group discussions in each presentation of the sections. The Project Design: Building an interventional logic handbook is distributed to participants at end 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.

Participants' Expectations:

At the beginning of the training participants were asked to provide their expectation from the training. Accordingly the participants gave their expectations which have been summarized as below:

- understanding the importance analyzing tools (problem tree) of project design used in writing of a professional proposal
- to understand the project Cycle; from where and how a project started, designed, implemented and closed get familiar with PCM analyzing tools

Training Evaluation:

In 01 November 2017 Capacity Building department carried out an evaluation to assess the impact and effectiveness of Jawzjan Province training. There were 20 out of 21 participants that attended all four days training and of these 17 participants showed their interest to cooperate in evaluation process. This represented 85% of the actual number of participants. Among 17 participants who responded to the evaluation questionnaire - 14 were men and 3 were women. (See Annex 02, Training Evaluation Database)

Date		# Participants	Male	Female	NGOs	Govt.	Remarks		
29-30 Oct 2017		17	14	3	8	0			
No	NGOs	# Evaluated Participants			NO	NGOs	# Evaluated Participants		
		total	M	F			total	M	F
1	Health Net TPO	2	2		5	SAF	1	1	
2	KCDO	3	2	1	6	SCI	2	2	
3	JDA Int.	1	1		7	WHH	3	3	
4	PAFCO	3	3		8	ZOA	2		2
Total # Evaluated Participants: 17									

Table 04: The number of participants evaluated as per NGOs

All 20 participants were contacted via emails and phone call s to take part in training evaluation but only 17 participants who were available and accessible showed their interest to take part in evaluation and filled the questionnaire.

Participants Reactions:

The feedback is provided via an evaluation form completed by participants and there was no compulsion for participants to complete these forms, as it is mentioned in above 17 participants showed their interest to take part in evaluation program.

The participants attended all four days of training and they were satisfied with this course and the training was somehow relevant to their job responsibilities. This training has been provided a friendly environment of discussion about developing a professional proposal, designing logical frame work, Analysis of stakeholder & Problem tree, Gantt chart, writing scenarios and analyzing operational strategies.

They were satisfied with the training and they expressed their happiness regarding the ethical behavior of the trainers and practical exercises and group discussions which helped them for better understanding of the theory concepts of the training. The training were met all the required standards.

The participants were asked to assess the overall performance and the extent to which the training objectives were met, how they rate the training, the relevance and usefulness of the training, performance of the trainers, the appropriateness of the training methodologies, usefulness of the distributed materials, the effectiveness and impact at workplace and finally the location and meals. The aforementioned issues are explored in the following feedbacks:

Feedback 01:

The majorities of participants, who take part in evaluation and filled the form, are senior managers at provincial level and explored that 97% of the training contents, were relevant to their job responsibilities.

Feedback 02:

The expectations of the participants generally matched the objectives of four days training. As per collected data; 78% of the participants indicated that their expectations and needs had been met by the programs. Only 22% participants thought their expectation and needs were not completely met.

Feedback 03:

82% of the participants indicated that the training was well managed in terms of scheduling, training contents, materials and supplements and they were up to date and provided excellent information.

Feedback 04:

87% of the participants rated the training was excellent in terms of content and methodology. Individual lectures were considered informative. Group works, discussions and training supporting materials and case studies were rated very well.

Feedback 05:

All participants expressed their satisfaction in feedback session about trainers and training methods. They added that the program was effective and it will affect their managerial activities. The overall outputs of the training are presented in below table. **The overall rating of the training and trainer. (See Annex 01: Jawzjan TE Evaluation Database, Ranking sheet)**

S/No	Items	Scoring (%)
1	Overall rating of the training	88
2	Registration Process	94
3	The objective of the training was clearly clarified	90
4	The illustrations, PPTs and group works were organized & satisfactorily performed	87
5	The distributed training manuals were helpful and beneficial	91

6	Reading/reflection/written communication	100
7	The state of visibility and hearing, Light & Heating	75
8	Tea Break, Lunch and Praying time	82
Trainers Evaluation Scoring		
1	Knowing of the subject	90
2	Answered/solved the questions in a proper way	87
3	Respected the knowledge, Opinions and experience of the participants	93
4	Provide a clear descriptions and examples	90
5	Used an effective mix training methods and exercise	88
6	Generated a desire for learning and involved participants in each topic	93
7	Providing time for follow up and group discussion	94
8	Had a professional demeanor	88
Overall Average		89.3

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

Feedback 07:

The below table shows that the participants rated the quality of training contents, and they indicated that group works and sharing information and experience among them were very effective and useful to them. **Overall rating percentage of the training contents which is presented in theory and practice is 78 %.**(See Annex 01: Jawzjan TE Evaluation Database, Training Contents Rating)

S/No	Training Contents of Project Design (Proposal Writing), N=20	Scoring (%)
1	Project Cycle Management (PCM)	82
2	Understanding Donors & Proposal Format	79
3	Analyzing Tools	81
4	Scenario Planning	76
5	Logical Frame Work (Log) Frame	86
6	Project Planning	82
7	Developing Writing Skills	67
8	Group Works	76
9	Sharing Information and Experience	82
10	Learning Games	72
Overall Average		78

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
<ul style="list-style-type: none"> the training was followed according to the agenda the training materials were managed well the trainers explained the contents very well trainers were well prepared and expert it was well designed and informative Good time management of training and group works Good ethical behavior and communication of trainers 	<ul style="list-style-type: none"> Training Hall was not comfortable Lack of time for training Some training contents were not explored well Refreshment was not managed properly

Feedback 09:

The participants were asked whether they have attended similar training before, their responses are summarized as below:

- “Yes, Almost the same training was conducted by Counterpart International but ACBAR training was comprehensive, up to date and participatory.” (Omid Mohammadi, KCDO, Admin Officer)

Feedback 10:

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

- Increase the duration of the training and allocate more time for practical and group works The M&E section of the training should be detailed more
- Conduct such trainings properly in order to enhance the capacity of NGOs’ employees in Jawzjan province

Feedback 11:

47% of the participants indicated that the training level was advance as per their experience and knowledge and 29% said it as above intermediate.

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 Project Design (Proposal Writing) 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 28% of participants had the knowledge and awareness of project design and at the end of training their skills and knowledge was improved to 80%. The comparing results of pre-test and post-test shows 52% improving of the skills and knowledge.

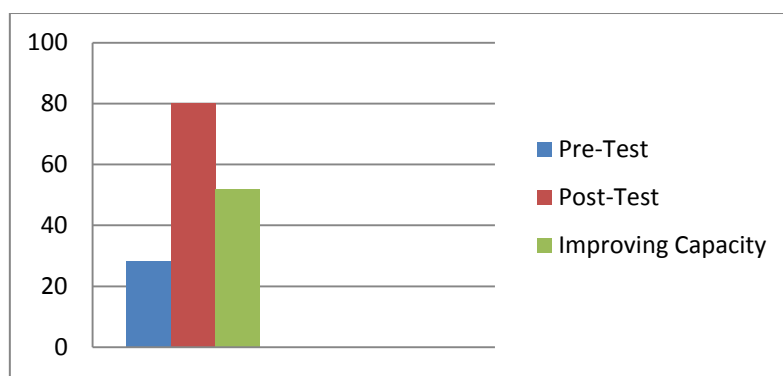


Figure 02: Participants Learning as per Pre-Test & Post-Test

As the table 08, shows Pre-Test and Post Test consist of same five questions which are answered by 24 participants and each questions have 10 points which totally five questions are marked 50 points. The result of pre-test to each question shows that the level of knowledge among participants on Project Design is low then 50% and even they did not have much information about how they use Gantt chart and stakeholder analysis, Problem tree and Log frame. The post test result shows the significant improvement on their learning and knowledge which is more to 50%.

N=20			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What is Project Cycle Management?	40	80	40
What is the main objective of stakeholders' analysis?	30	80	50

How do you describe the problem tree?	30	80	50
What are the main components of the Log Frame?	20	80	60
Why do we use the Gantt chart?	20	80	60
Overall Average	28	80	52

Table 07: Pre-Test and Post Test results

The table below indicates that participants' capacity significantly improved in Log frame the most essential part of project design and proposal writing and PCM components. **(See Annex 03: Pre-Test & Post Test analyzing sheet)**

Job Impact:

This level determines how learning from the project design training has been applied to the workplace. The participants were asked to tell what was the most significant they learnt and what would be used in workplace. The evaluated participants mentioned that the training had considerably increased their knowledge and capacity in project design and hopefully they would contribute in designing of projects, writing proposals and scheduling the project activities. Some of successful impact stories of the participants are briefed as below:

Successful Impact Stories:

- *"The training was well designed and presented by trainers, before I did not know much information regarding project designing. This training helped me to increase my skills and knowledge and it was very useful for me. I am willing to apply in my working career."* (Mr. Abdul Qudus Azizi, SCI, CP Coordinator)
 - *"The training was conducted as per agenda and the trainers met the training objectives very well. The majority of the participants are working on projects; this training was an opportunity to enhance the capacity and skills of employees in designing of project and analyzing problems in the community in a better way."* (Mr. Jalaluddin, SAF, Project Manager)
 - *"The training materials were well managed and the trainers explained each contents of the training very well. It was very effective for me and I learned new things and enhanced my skills in terms of analyzing problems and how to select the objective of the project."* (Ms. Narges Naibi, ZOA, Provincial Manager)
- (See Annex 01: Jawzjan TE Evaluation Database)**

Conclusions:

The expectations of the participants generally matched the objectives of the training. This training give a comprehensive guideline to the participants, they improved their knowledge in project design and proposal writing.

Somehow the participants expressed their satisfaction with training contents, method and trainer. They requested to conduct such trainings and allocate more time for the group works and assign the qualified, professional and relevant trainers.

Recommendations:

- The participants suggested including additional future trainings on Report Writing, Project Management, Organizational Behavior, and Business Communication.
- We will carry on a Training Needs Assessment (TNA) in all provinces in order to identify the needs and demands of NGOs' employees to our next session which hopefully will be started next year.

ANNEX:



Jwazjan TE
Database.xlsx



Training Evaluation
Database.xlsx



Pre&Post Tests
Analyzing Sheet 17-1