



AGENCY COORDINATING BODY  
FOR AFGHAN RELIEF & DEVELOPMENT

ACBAR

# *Training Evaluation Report Bamyan Province*

*ACSSI, 3<sup>th</sup> Year Project 2<sup>nd</sup> Phase*



Hayatullah Ahmadi

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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 (3<sup>th</sup> year-2<sup>nd</sup> 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 Bamyan province from 06 – 10 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 and Sphere project training for the participants is to gain necessary knowledge and skills to establish and implement a successful project. The objectives of M&E and Sphere project training are as follow:

- Improve the understanding and importance of M&E to assess the relevance, effectiveness, efficiency, impact and sustainability of the project and how to develop M&E frame work
- Identifying different analysing tools used in M&E such as Indicators, Data and so on...
- Develop a reporting format to present the finds and result of M&E
- The Sphere project enables the participants to apply the standards and indicators as a tool for managing disaster response
- Sphere handbook is used for improving the quality and accountability of humanitarian actions in disaster response

## Participants profile:

A total of 21 participants attended the training program from 15 INGOs and NNGOs in Bamyan province.

Date	Province	# Participants	Male	Female	NGOs	Govt.
06 – 10 July, 2018	Bamyan	21	14	7	21	0

Table 01: Total Number of Participants in Bamyan Province

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

INGO and NNGOs' Participants									
NO	NGOs Name	# Participants			NO	NGOs Name	# Participants		
		total	M	F			total	M	F
1	CAWC	1	1	0	9	Help	2	0	2
2	SO	1	1	0	10	Action aid	2	0	2
3	AKHS,A	2	2	0	11	UNDP-MPD	1	1	0
4	AKF-A	2	2	0	12	PDCO	1	1	0
5	MOVE	1	1	0	13	IRA	1	1	0
6	APPRO	1	0	1	14	AOAD	1	0	1
7	CRS	2	2	0	15	OBTA	2	1	1
8	GHS	1	1	0					
Total # of Participants : 21									

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 and Sphere project training. This training module is structured for duration of five days with the following subjects:

M&E and The Sphere project Training Outline		
Sections	Subject	Description
01	Introduction	Introduction of participation and course objectives
02	Revision 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
	Log-Frame	Explain LFA and develop Logical framework for a project
05	M&E Plan	Develop M&E plan for a project
06	Data Collection	Develop data collection tools for monitoring
07	M&E Report	Develop quality M&E Reports
08	Sphere project	Explain the philosophy and approach of the Sphere handbook
09	Sphere Mainstreaming	How can you use Sphere in Project Cycle, Advocacy and Coordination?
10	Sphere Project Technical Chapter	Sphere technical chapter on water supply, sanitation and hygiene promotion (WASH)
Trainers: Hamid Aryan, Sima Natiq and Nawida Faizi		

Table 03: The Training 5day's contents

## Training Methodology:

The training methodology consisted of presentations (lectures), case studies, group works, open discussions, role plays, learning games, brainstorming, exercises and experience sharing.

The training presentations and additional complementary materials are prepared in one international language (English) and local languages (Farsi & Pashtu). Also additional complementary materials were prepared in forms of handouts and distributed during the group discussions in each presentation of the sections. The Sphere project handbooks are 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.

## Training Evaluation:

On 8<sup>th</sup> and 9<sup>th</sup> July, 2018, the Capacity Development department planned to accomplish an evaluation to assess the effectiveness and outcome of Bamyan province training. From the 21 participants who were fully attended the five days of training on M&E and Sphere Project, 14 of them showed their interest to take part in this evaluation. From 14 trainees, 5 were female and 9 were male which represents the 68% of all participants who attended the training.

The training is evaluated face to face and by email that they provide their feedbacks, to see the improvement and declared the impact of the training on their daily career. (See Annex 02, Training Evaluation Database)

Date		# Participants	Male	Female	NGOs	Govt.	Remarks		
08-09 July 2018		14	9	5	14	0	3 submitted by Email		
No	NGOs	# Evaluated Participants			NO	NGOs	# Evaluated Participants		
		total	M	F			total	M	F
1	AKHS-A	2	2		6	AOAD	1	0	1
2	CRS	2	2	0	7	ActionAid	2	0	2

3	OBTA	2	1	1	8	Move	1	1	0
4	APPRO	1	0	1	9	PDCO	1	1	0
5	GHS	1	1	0	10	IRA	1	1	0
<b>Total # Evaluated Participants: 14</b>									

**Table 04: The number of participants evaluated as per NGOs**

The evaluator contacted all 21 participants via email and phone calls to participate in this evaluation but only 11 trainees were available face to face to take this evaluation and 3 others filled the questionnaires through email.

### Participants Reactions:

The feedbacks are provided by the evaluation forms and completed by participants and there was no compulsion for participants to complete these forms, as it is mentioned above, 14 participants showed their interest to take part face in evaluation program.

The five days M&E and Sphere Project training was conducted successfully in Bamyan province. The facilitators were well prepared and the participants were enthusiastic to gain knowledge, improve their skills and capacity on M&E and Sphere project was a new theme for them. The training participants were very happy from this training and they suggested such trainings should be conducted in the future, because it is a good opportunity to learn and improve the betterment of their humanitarian performance. Here are the following feedbacks coming from the participants:

#### Feedback 01:

Based on the completed evaluation, 87% 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:

83% of the participants indicate that the objectives of the training were clearly presented and all parts of the training's contents were well explained including good examples.

#### Feedback 03:

According to the participants, 77% 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:

73% 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 very 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: Bamyan TE Evaluation Database, Ranking sheet)**

S/No	Items	Scoring (%)
1	Was the training content explored, relevant to your current responsibilities	75
2	How much of the information you learned in the training, was useful	72
3	To what extent the training met your expectations	66
4	The training contents and materials were relevant	72

5	Your skills/knowledge of the subject before the training	47
6	Your skills/knowledge of subject after the training	69
<b>Trainers Evaluation Scoring</b>		
1	Knowing of the subject	79
2	Answered/solved the questions in a proper way	69
3	Respected the knowledge, Opinions and experience of the participants	73
4	Provide a clear descriptions and examples	67
5	Used an effective mix training methods and exercise	69
6	Generated a desire for learning and involved participants in each topic	73
7	Providing time for follow up and group discussion	75
8	Had a professional demeanor	70
<b>Overall Average</b>		<b>70</b>

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 performed in participatory approach. According to the participants, the M&E, Indicators, group works, M&E Plan, 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%.( See Annex 01: Bamyar TE Evaluation Database, Training Contents Rating)**

S/No	Training Contents of M&E and Sphere project, N=14	Scoring (%)
1	Monitoring and Evaluation General illustration	79
2	Explanation of Indicators	70
3	Logical Frame work ( Log frame)	73
4	Designing a M&E plan or framework	73
5	General explanation of Data ( Collection, Methods and Analysis)	63
6	Introduction to Sphere ( Humanitarian Charter and Minimum Standards in Humanitarian Responses)	67
7	Mainstreaming of Sphere ( Sphere in Project Cycle, Advocacy and Coordination)	75
8	Technical Chapters of Sphere ( WASH..... ect)	70
9	Group works, practical exercises	83
10	Sharing of Information and Experience by Participants in Groups or Individual)	73
<b>Overall Average</b>		<b>73</b>

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"> <li>The trainers good behavior and skills</li> <li>Good training contents and using practical work</li> <li>Good topic which were relevant to our job and duties</li> <li>Prepared and organized materials of training</li> <li>Good time management</li> </ul>	<ul style="list-style-type: none"> <li>Luck of time</li> </ul>

### 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:

- As usual, the participants suggested increasing the time and duration of the training so they could work more on group activities.
- The participants suggested more training on different subjects that could help them to improve their work performance in the future

### Participants Learning:

At the beginning of the training a pre-test was taken from participants in order to identify the capacity and awareness of the participants regarding M&E and Sphere project 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 15% 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 77%. The comparing results of pre-test and post-test shows 63% improving of the skills and knowledge.

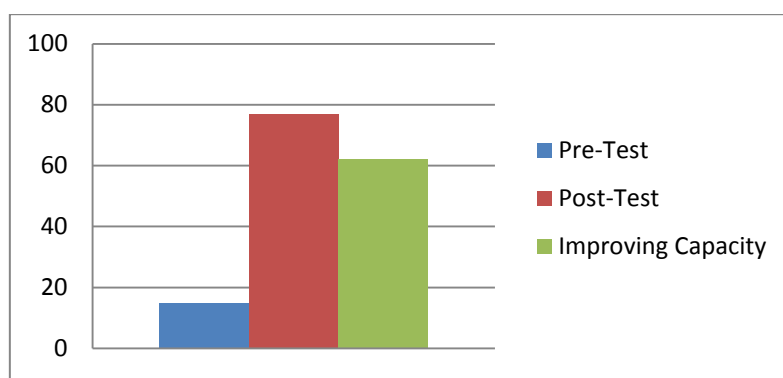


Figure 07: Participants Learning as per Pre-Test & Post-Test

As the table 08, shows Pre-Test and Post Test consist of same eight questions which are answered by 14 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 and Sphere project 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 50%.

N=21			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What are the differences between Monitoring and Evaluation?	31	91	60
What is Indicator?	20	81	61
What are the main components of a log frame that M&E focuses on?	14	80	66
Please name M&E data collection tools?	15	93	78
What are types of Data?	10	92	82
What is your understanding of Sphere?	13	60	47
What does Quality and Accountability means in Sphere?	5	61	56
What is Humanitarian Advocacy in Sphere project?	10	60	50
<b>Overall Average</b>	<b>15</b>	<b>77</b>	<b>63</b>

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:**

Through this training the participant's level of knowledge were improved and they showed 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 also sphere project. Some of successful impact stories of the participants are briefed as below:

#### **Successful Impact Stories:**

- *"Receiving of this training had good impact on my job and I used form the methods of monitoring and evaluation for my colleagues and subordinates, for example: how to motivate employee and make them happy from their duties, giving feedback on the time when they need, awarding and punishing system, using of data for writing proposal, and generally how to act in the emergency situation" (Ghulam Ali Mahdawi, Nursing Manager, AKHS-A)*
- *"As a researcher for the area where I am working, this training had full impact on my job, because when I had monitoring of government projects and human rights activities in our province before I tried to keep impartiality but after receiving this training according to principles of monitoring I did my monitoring. But its noteworthy to mention the indicators discussion was very good and now it's very clear for me."(Fatima Khawari, Recherche, APPRO)*
- *"As a MEAL technical advisor, I provide training to the field team about Monitoring and evaluation, data collection methods and analysis of the data. This training helped me a lot and shared the knowledge that I gained through this training with my colleagues via training and field visits."(Sayed Hussain Husaini, MEAL and Nutrition Advisor, CRS)*

### **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 working in remote area of Bamyan province and we couldn't reach them

### **Conclusions:**

The evaluation which was carried out by this department and the overview of the outcome of our training shows that the training had a great positive impact on the participants' careers and the improvement of their knowledge. Also, the feedback of the participants helped us to figure out the strengths and weakness of the training and made us to perform better to overcome of the weaknesses that we had in the training. This report clearly shows that what part of the training implemented well and what else needed to be improved in order to meet the expectations of participants and achieve the objectives of the training properly.

### **Recommendations:**

- Participants suggested to conduct more trainings mainly on fund raising, finance, and other related to Project Management

## ANNEX:



Bamyan M&E TE  
Database.xlsx



Bamyan Training  
Evaluation Database. M&E training Record.:



May 2018 Bamyan  
M&E training Record.:



Updated M&E TE  
English FG.docx