



AGENCY COORDINATING BODY  
FOR AFGHAN RELIEF & DEVELOPMENT

ACBAR

# *M&E Training Evaluation Report Badakhshan Province*

*ACSSI, 3<sup>th</sup> Year Project 2<sup>nd</sup> 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 (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 Monitoring and Evaluation training held in Badakhshan province from 12<sup>th</sup> – 14<sup>th</sup> August, 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 M&E 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 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 30 participants attended the training program from 20 INGOs, NNGOs, CBOs (Shura) and Government in Badakhshan province.

Date	Province	# Participants	Male	Female	NGOs	Govt.	CBO
12 – 14 Aug, 2018	Badakhshan	30	8	22	18	1	1

Table 01: Total Number of Participants in Badakhshan Province

Table# 01 show that the participation of females in comparison to males is high and it is the fact that women have a strong role in the economic and educational development in Badakhshan province compared to other provinces in Afghanistan. Out of 18 NGOs only two INGOs are member of ACBAR (NRC & AKF) the rest 16 are local NGOs which are only active in Badakhshan province.

INGO and NNGOs’ Participants									
NO	NGOs Name	# Participants			NO	NGOs Name	# Participants		
		total	M	F			total	M	F
1	NRC	1	1		11	DoEc	1	1	
2	JFAO	1		1	12	CBOs ( Shura)	1		1
3	SALEH	1	1		13	AWSVO	1		1
4	BVWO	3	1	2	14	RIAW	2		2
5	NEI- Badakhshan	1		1	15	SPSSWO	2		2
6	AKF	2	2		16	SADAT org	1		1
7	Life Roots	2	2		17	SDVSO	2		2
8	NACO	1		1	18	ACWO	1		1
9	BVASSO	3		3	19	WNO	1		1
10	BBWO	2		2	20	BDLO	1		1
Total # of Participants : 30									

Table 02: Number of participants based on NGOs

There are also newly established local NGOs which are implementing Women Human Rights, Capacity Building, Advocacy and humanitarian projects which are mostly leaded by females in Badakhshan province.

## 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 was structured for duration of three days with the following subjects:

M&E 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
Trainers: Hayatullah Ahmadi and Mohammad Shafiq Azimi		

Table 03: The Training 3 day's contents

## Training Methodology:

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

The training presentations and additional complementary materials were 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.

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 18 September, 2018, the Capacity Development department planned to accomplish an evaluation to assess the effectiveness and outcome of Badakhshan province training. From the 30 participants who were fully attended the three days of training on M&E, 18 of them showed their interest to take part in this evaluation. From 18 trainees, 12 were female and 6 were male which represents the 60% of all participants who attended the training.

The training was evaluated face to face with the participants to obtain their feedback and to see the improvement and declared the impact of the training in their daily work. (See Annex 02, Training Evaluation Database)

Date		# Participants	Male	Female	NGOs	Govt.	Remarks		
18 Sept 2018		18	6	12	18	0			
No	NGOs	# Evaluated Participants			NO	NGOs	# Evaluated Participants		
		total	M	F			total	M	F
1	RIAW	1		1	8	WNO	1		1
2	SDVSO	1		1	9	BVWO	2	1	1
3	NACO	1		1	10	Life of Roots	2	2	
4	AKF	2	2		11	BDLO	1		1

5	BVASSO	3	3	12	NRC	1	1
6	ACWO	1	1	13	NEI-BDN	1	1
7	BBWO	1	1	14			
<b>Total # Evaluated Participants: 18</b>							

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

The evaluator contacted all 30 participants via phone calls to participate in this evaluation but only 18 trainees were available face to face to take this evaluation.

### Participants Reactions:

The training was evaluated through the questionnaire provided by Capacity Development team and the evaluation forms were completed by 18 participants and there was no compulsion for participants to complete these forms. The participants shared their feedbacks and helped us to analyze the outcome of the training.

The three days M&E training was conducted successfully in Badakhshan province. The facilitators were well prepared and the participants were enthusiastic to gain knowledge, improve their skills and capacity on M&E. All the participants felt their expectations were met and indicated that the design and methodology of the training contributed to this.

Participants were asked to rate different aspects of the training; these aspects were showing the relevancy, training objectives, expectations, content, skills and overall assessment of trainers' activity to know and analyze outputs of the training. The below rating shows the total percentage of each outputs. Based on evaluation forms, the participants indicated that the 96 % of training objective were met by clear explanation group works and live examples and 86 % indicated that the training was relevant to their current working area. **(See Annex 01: Badakhshan TE Evaluation Database, Ranking sheet).** These are the summarized ratings from the participants:

S/No	Items	Scoring (%)
1	Overall, how would you rate the training facilities, contents and management?	93
2	Was the training content explored, relevant to your current responsibilities	86
3	How much of the information you learned in the training, was useful	83
4	The objectives of the training was clearly presented	96
5	To what extent the training met your expectations	79
6	Organization of the training in terms of scheduling, duration & Handouts	90
7	The training contents and materials were relevant	86
8	The illustrations, PPTs and group works were well organized & satisfactorily performed	90
9	Your skills/knowledge of the subject before the training	46
10	Your skills/knowledge of subject after the training	82
11	Knowing of the subject	92
12	Answered/solved the questions in a proper way	92
13	Respected the knowledge, Opinions and experience of the participants	88
14	Provide a clear descriptions and examples	92
15	Used an effective mix training methods and exercise	88
16	Generated a desire for learning and involved participants in each topic	81
17	Providing time for follow up and group discussion	89
18	Had a professional demeanor	86
<b>Overall Average</b>		<b>85</b>

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

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 75 %.( See Annex 01: Badakhshan TE Evaluation Database, Training Contents Rating)

S/No	Training Contents of M&E N=18	Scoring (%)
1	Monitoring and Evaluation General illustration	83
2	Explanation of Indicators	81
3	Logical Frame work ( Log frame)	70
4	Designing a M&E plan or framework	71
5	General explanation of Data ( Collection, Methods and Analysis)	79
6	Group works, practical exercises	85
7	Sharing of Information and Experience by Participants in Groups or Individual)	72
8	Learning Games ( Energizer)	58
Overall Average		75

Table 06: Overall rating of training contents and methodology

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>Effective and useful group activities</li> <li>Clear explanation of contents from trainers</li> <li>Training module was designed as per need of participants</li> <li>The duration and time of training was sufficient</li> <li>Possession of trainers on subject</li> <li>Good communication and ethical behavior of trainers</li> <li>Fresh and updated training module</li> <li>Relevancy of the training to participants' workforce</li> <li>Well management of the training</li> <li>Active participation of Women in this training</li> </ul>	<ul style="list-style-type: none"> <li>35 % of participants said The training duration was long</li> <li>Out of 18 participants who completed the evaluation 4 of them mentioned that The training venue in terms of air condition, chairs, managing of round tables were not comfortable</li> <li>45% of the participants were coming very late</li> </ul>

Table 07: Overall strength and weakness of the training and trainers

### 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 the participants only had 12% knowledge and awareness of M&E before conducting the training and at the end of training their skills and knowledge was improved to 89%. The comparing results of pre-test and post-test shows 77% improving of the skills and knowledge.



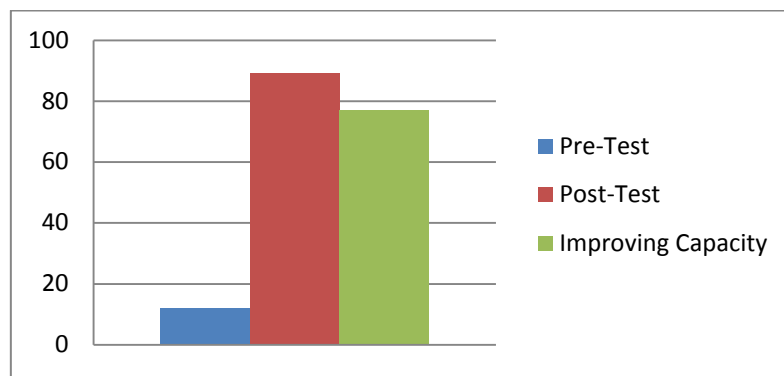


Figure 08: Participants Learning as per Pre-Test & Post-Test

As the table 08, shows Pre-Test and Post Test consist of same five questions which are answered by 30 participants and each questions have 10 points which totally are marked 50 points. The result of pre-test to each question shows that the level of knowledge among participants on M&E training which very is low than 50% and even they did not have much information about 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=30			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What are the differences between Monitoring and Evaluation?	17	89	72
What is Indicator?	10	87	77
What are the main components of a log frame that M&E focuses on?	9	85	76
Please name M&E data collection tools?	13	91	78
What are types of Data?	10	94	84
<b>Overall Average</b>	<b>12</b>	<b>89</b>	<b>77</b>

Table 09: Pre-Test and Post Test results

The above table indicates that participants' capacity significantly improved in using 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:

- *"This training helped me to improve my knowledge on how to develop an M&E plan framework and designing data collection tools more efficiently and with better performance and greater accountability by applying a clear Logical Framework to plan, manage and measure an intervention with a focus on the results you want to achieve."*  
(Mr. Hamidullah Khalili, M&E Intern, NRC-Badakhshan)
- *"Before this training I did not have a clear direction and understanding how to set the project indicators and develop an M&E plan and Log frames while writing a proposal; now have a sufficient knowledge how to develop the project M&E framework and prepared a proper M&E reporting format for our projects. I would transfer my gained knowledge and understanding*



to the rest of my team."( Ms. Zhulia Akbarzada Yaftali, Director, New Afghanistan Cultural Org (NACO)

- "It was really a good learning opportunity for all local NGOs' employees and they have started putting what they learned into daily practice. We all appreciated your facilitation skills that turned the impossible into the possible."  
(Mr. Sayed Jawad, Project Manager, BVWO (Badakhshan Volunteer Women Org)

## Issues and Challenges:

A few challenges are noticed during the training and evaluation process which is as follows:

- The capacity of local NGOs in Badakhshan were very low in M&E training
- Late coming of participants on first day of training is identified as a big issue and challenge for training team
- It was planned to evaluate at least 80% of participants, unfortunately most of the female participants were not reachable even by phone calls.

## 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.

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.

## Recommendations and Suggestions:

- Participants suggested to increase the duration of the training
- A proper training hall should to be provided
- Conduct more trainings mainly on fundraising, Project Management, Data Management, Proposal Writing, Office Administration

## ANNEX:



- **Cover photo:** The participants are receiving M&E training certificates.