AGENCY COORDINATION BODY
FOR AFGHAN RELIEF & DEVELOPMENT

ACBAR

M&E
Training Evaluation Report
Balkh Province

ACSSI, 3ᵗʰ Year, Project 2ⁿᵈ Phase

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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-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 Monitoring and Evaluation training held in Balkh province from 16th – 18th December, 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 25 participants attended the training program from 18 INGOs, NNGOs, and Government in Balkh province.

Date	Province	# Participants	Men	Women	NGOs	Govt.	CBO
16 – 18 December, 2018	Balkh	25	14	11	25	0	0

Table 01: Total Number of Participants in Balkh Province

Table# 01 show that the participation and comparison of both women and men is satisfactory and the participation of women were good. We still were emphasizing on more women trainees in the next trainings since they have a strong role in the civil society and educational development compared to other provinces in Afghanistan. Out of 18 NGOs only 12 INGOs are members of ACBAR (HIH, COAR, CCA, DACAAR, ACTED, SCI, SDO, CARE, PRB, IAM, OHW, CA) the rests are local NGOs which are only active in Balkh province.

INGO and NNGOs' Participants								
NO	NGOs Name	# Participants			NO	NGOs Name	# Participants	
		total	M	F			total	M	F
1	YPM	3		3	11	COAR	1	1	
2	SDO	1	1		12	CARE	1	1	
3	APRO	2	1	1	13	MCCBO	2	1	1
4	ACTED	2	1	1	14	IAM	2	1	1
5	ORD	1	1		15	HIH	1	1	
6	DACAAR	1	1		16	CA	2	2	
7	PRB	1		1	17	SAPEDA	1		1
8	SCI	1		1	18	PVADO	1		1
9	CCA	1	1						
10	OHW	1	1						
Total # of Participants : 25								

Table 02: Number of participants based on NGOs

There are also newly established local NGOs which are implementing Disability and Election awareness, Capacity Building trainings, Advocacy and humanitarian projects which in Balkh 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 & Sima Natiq		

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 14-15 Jan 2019, the Capacity Development department planned to accomplish an evaluation to assess the effectiveness and outcome of Balkh province training. From the 25 participants who were fully attended the three days of M&E training, 17 of them showed their interest to take part in this evaluation. From 17 trainees, 10 were women and 7 were men which represents the 68% of all participants who attended the training.

The training was evaluated face to face, via email and phone call 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	Men	Women	NGOs	Govt.	Remarks		
18 Dec 2018	17	7	10	17	0	one responded via email and one by phone call		
No	**NGOs**	**# Evaluated Participants**		**NO**	**NGOs**	**# Evaluated Participants**		
		total	M	F			total	M	F
1	CARE	1	1		8	OHW	1	1	
2	PVADO	1		1	9	HIHAO	1	1	

3	SCA	1	1		10	MCCBO	1	1
4	APPRO	1		1	11	SCI	1	1
5	ACTED	2	1	1	12	YPM	3	3
6	DACAAR	1	1		13	SAPEDA	1	1
7	PRB	1		1	14	SDO	1	1
Total # Evaluated Participants: 17								

Table 04: The number of participants evaluated as per NGOs

The evaluator contacted all 25 participants via phone calls to participate in this evaluation but 17 trainees were available to take this evaluation face to face, one trainee responded via email and one was interviewed by phone call.

Participants Reactions:

The training was evaluated through the questionnaire provided by Capacity Development team and the evaluation forms were completed by 17 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 M&E training despite of minor challenges, was conducted successfully in Balkh province. The facilitators were well prepared and the participants were enthusiastic to improve their skills and capacity on M&E.

The key points that the participants have learnt and practiced well from this training were M&E work plan, developing of Logical frame work, M&E tools and methods and Data collection process and analysis. The participants have applied to improve their own skills as well as their organization performances.

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 70 % of training objective were met by clear explanation group works and live examples and 81 % indicated that the training was relevant to their current working area. **(See Annex 01: Balkh 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?	**79**
2	Was the training content explored, relevant to your current responsibilities	**81**
3	How much of the information you learned in the training, was useful	**69**
4	To what extent the objective of the training were clearly presented?	**70**
5	To what extent the training met your expectations	**59**
6	The illustrations, PPTs and group works were well organized & satisfactorily performed	**75**
7	Knowledge of the subject	**76**
8	Answered/solved the questions in a proper way	**72**
9	Respected the knowledge, Opinions and experience of the participants	**82**
10	Provide a clear descriptions and examples	**74**
11	Used an effective mix training methods and exercise	**69**
12	Generated a desire for learning and involved participants in each topic	**75**
13	Providing time for follow up and group discussion	**82**
	Overall Average	**74**

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

Comments on the Table:

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.

S/No	Training Contents of M&E N=17	Scoring (%)
1	Monitoring and Evaluation General illustration	84
2	Explanation of Indicators	81
3	Logical Frame work (Log frame)	72
4	Designing a M&E plan or framework	72
5	General explanation of Data (Collection, Methods and Analysis)	78
6	M&E report writing Format	71
7	Group works, practical exercises	81
8	Sharing of Information and Experience by Participants in Groups or Individual)	78
9	Learning Games (Energizer)	60
	Overall Average	75

Table 06: Overall rating of training contents and methodology

Overall rating percentage of the training contents which is presented in theory and practice is 75 **%.(See Annex 01: Balkh TE Evaluation Database, Training Contents Rating)**

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
N=17	
- Trainer communication was excellent and had good behavior with the trainees - The training was very effective and helpful to all trainees - Training had good group activities to better understanding the subject - The participatory methodology of training and trainer was very good and helped participants to be more involved	- The trainer's voice was low and those participants who sat at the end could not hear clearly - Training hall was far from the city - Include interesting and learning games to keep training environment more attractive

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 19% knowledge and awareness of M&E before conducting the training and at the end of training their skills and knowledge was improved to 75%. The comparing results of pre-test and post-test shows 56% improving of the skills and knowledge.
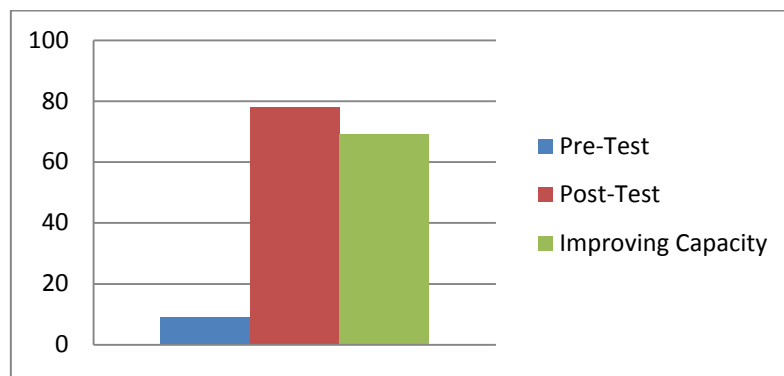
Figure 08: Participants Learning as per Pre-Test & Post-Test

As the table 08, shows Pre-Test and Post Test consist of same five questions which are answered by 25 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 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=25			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What are the differences between Monitoring and Evaluation?	31	82	51
What is Indicator?	13	66	53
What are the main components of a log frame that M&E focuses on?	12	66	54
Please name M&E data collection tools?	21	79	58
What are types of Data?	17	81	64
Overall Average	**19**	**75**	*56*

Table 09: Pre-Test and Post Test results

The above table in Pre-test indicates that participants' capacity was weak and they did not have much knowledge on Indicators, Log frame, M&E data collection tools and what is data. But the participants' knowledge and skills significantly improved in using M&E system, M&E planning, log-frame and other contents as mentioned on above Post-test column. **(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 the participants applied the training to improve their own skills as well as their organization's performance. The participants have developed M&E frame work, revised their logical frame work and developed M&E and data collection tools such questionnaire and checklists. Some of successful impact stories of the participants are briefed as below:

Successful Impact Stories:

- *The training had a very positive and good impact on my performances as I am practically work in the field* ***(Ms. Momina Ansary, MCCBO, Balkh)***

- *Yes. I have applied [the lessons from the course]; I made an evaluation plan to evaluate the activities of the project 2018 to find out the impact of our projects implemented in districts of Balkh province.* ***(Kobra Sultani, Admin Officer, APPRO)***

Issues and Challenges:

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

- Training hall was far from the city

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. Generally, the participants appreciated and satisfied with M&E training related to the venue, materials and supplements and exercises through the results shown within the evaluation table and listed points as above.

The participants have learnt a lot from the trainers as they captured the main contents of the training very well and applied for better improvements. They also learnt from their group discussion and the questions from the participants. Moreover, the participants have committed to share the training with their colleagues and other relevant stakeholders.

Recommendations and Suggestions:

- A training hall should be chosen in accessible place that all participants reach on time to the training.
- Conduct more trainings mainly on fundraising, improving Communication skills, Proposal Writing

ANNEX:

M&E Balkh .xlsx   08 Balkh December   M&E TE
                         2018 M&E Training Re   database.xlsx

- Cover photo: ***A group photo with training participants at the end of training session.***