



**AGENCY COORDINATING BODY  
FOR AFGHAN RELIEF & DEVELOPMENT**

ACBAR

# ***M&E Training Evaluation Report Daikundi 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 Daikundi province from 10<sup>th</sup> – 12<sup>th</sup> November, 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 23 participants attended the training program from 12 INGOs, NNGOs, and Government in Daikundi province.

Date	Province	# Participants	Male	Female	NGOs	Govt.	CBO
10 – 12 Nov, 2018	Daikundi	23	12	11	22	1	0

Table 01: Total Number of Participants in Daikundi Province

Table# 01 show that the participation of females in comparison to males is equal and it is the fact that women have a strong role in the civil society and educational development compared to other provinces in Afghanistan. Out of 12 NGOs only 5 INGOs are member of ACBAR (CAWC, SO, DACAAR, AHDAA & EPD) the rests are local NGOs which are only active in Daikundi province.

INGO and NNGOs' Participants									
NO	NGOs Name	# Participants			NO	NGOs Name	# Participants		
		total	M	F			total	M	F
1	CAWC	1	1		8	AHDAA	2	1	1
2	SO	1	1		9	DWISJC	3	1	2
3	DACAAR	2	2		10	EPD	2		2
4	AWRO	1	1		11	ANHBF	2	1	1
5	RCDC	1	1		12	EHDO	1		1
6	CODPPA	2	1	1	13	Government	1	1	
7	NMAWO	4	1	3					
Total # of Participants : 23									

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 Daikundi 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: Sayed Rahim Sadat, Nawida Faizi, 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 December 19, 2018, the Capacity Development department planned to accomplish an evaluation to assess the effectiveness and outcome of Daikundi province training. From the 23 participants who were fully attended the three days of M&E training, 15 of them showed their interest to take part in this evaluation. From 18 trainees, 9 were female and 6 were male which represents the 65% 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	Male	Female	NGOs	Govt.	Remarks		
18 Dec 2018		15	6	9	15	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	CAWC	1	1		7	AWRO	1	1	
2	DACAAR	1	1		8	RCDC	1	1	
3	ANBF	1		1	9	DWSIJC	2		2
4	CODPPA	2	1	1	10	EHDO	1		1
5	NMAWO	2	1	1	11	AHDAA	1		1

**Total # Evaluated Participants: 15****Table 04: The number of participants evaluated as per NGOs**

The evaluator contacted all 23 participants via phone calls to participate in this evaluation but 13 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 15 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 Daikundi 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 82 % of training objective were met by clear explanation group works and live examples and 73 % indicated that the training was relevant to their current working area. **(See Annex 01: Daikundi 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?	88
2	Was the training content explored, relevant to your current responsibilities	73
3	How much of the information you learned in the training, was useful	78
4	To what extent the objective of the training were clearly presented?	82
5	To what extent the training met your expectations	67
6	The illustrations, PPTs and group works were well organized & satisfactorily performed	87
7	Knowledge of the subject	87
8	Answered/solved the questions in a proper way	78
9	Respected the knowledge, Opinions and experience of the participants	88
10	Provide a clear descriptions and examples	90
11	Used an effective mix training methods and exercise	78
12	Generated a desire for learning and involved participants in each topic	80
13	Providing time for follow up and group discussion	80
<b>Overall Average</b>		<b>81</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.

S/No	Training Contents of M&E N=15	Scoring (%)
1	Monitoring and Evaluation General illustration	85
2	Explanation of Indicators	82
3	Logical Frame work ( Log frame)	75
4	Designing a M&E plan or framework	73
5	General explanation of Data ( Collection, Methods and Analysis)	77
6	M&E report writing Format	75
7	Group works, practical exercises	85
8	Sharing of Information and Experience by Participants in Groups or Individual)	77
9	Learning Games ( Energizer)	60
Overall Average		76

Table 06: Overall rating of training contents and methodology

Overall rating percentage of the training contents which is presented in theory and practice is 76 %.( See Annex 01: Daikundi 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=15	
<ul style="list-style-type: none"> <li>Effective and useful group activities</li> <li>Clear explanation of training 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>Well management of the training</li> </ul>	<ul style="list-style-type: none"> <li>20 % of participants said The training duration was short</li> <li>All the participants mentioned that the training venue was not comfortable and the space was small for group works</li> <li>35% 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.

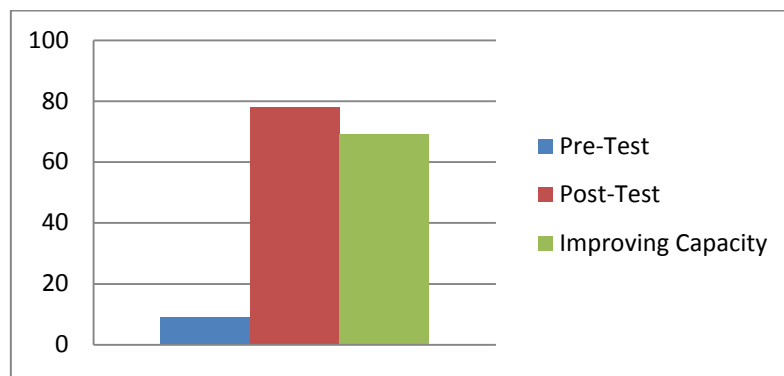


Figure 08: Participants Learning as per Pre-Test & Post-Test

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 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=23			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What are the differences between Monitoring and Evaluation?	27	87	60
What is Indicator?	7	76	69
What are the main components of a log frame that M&E focuses on?	1	61	60
Please name M&E data collection tools?	7	83	76
What are types of Data?	3	83	80
<b>Overall Average</b>	<b>9</b>	<b>78</b>	<b>69</b>

Table 09: Pre-Test and Post Test results

The above table in Pre-test indicates that participants' capacity was very and did not have much information and 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:

- "After obtaining the training, we prepared M&E plan and applied it on our Advocacy project and we find out the gaps and deviation we had in our project and brought the necessary adjustment and improvements on the project." (Mr. Sayed Talib Moswai, Admin Manager, CODDPA, Daikundi)
- "M&E training had a positive impact on our career and projects, before this training we did not have the knowledge of M&E and how to prepare an M&E plan but now we are enabled and prepared M&E framework to our project and designed the reporting format as well to explore



*our findings to donors in a proper way."(Ms. Raihana Hashimi, Deputy Director, Afghanistan's New hope for better Future (ANBF), Daikundi)*

## Issues and Challenges:

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

- Due to official visit of Afghanistan's President, all hotels were booked for accommodation in advance and there were not any space for training hall, therefore; NMAWO local NGO provided training hall for ACBAR
- The capacity of local NGOs in Daikundi 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

## 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:

- 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:



M&E Daikundi.xlsx



07 Daikundi  
November 2018 M&E



M&E TE  
database.xlsx

- **Cover photo:** *The participants and trainers group photo.*