AGENCY **C**OORDINATING **B**ODY
FOR **A**FGHAN **R**ELIEF **&** **D**EVELOPMENT

ACBAR

Training Evaluation Report
Herat Province

ACSSI, 3th Year Project 2nd Phase

peace winds
JAPAN

JVC
Japan
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Volunteer Center

AAR Japan
Association for Aid and Relief, Japan

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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 (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 M& training held in Herat province from 7th – 9th Oct, 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 logical frame work of M&E
➢ 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 26 participants attended the training program from 21 INGOs, NNGOs in Herat province.

Date	Province	# Participants	Male	Female	NGOs	Govt.
7th –9th Oct, 2018	Herat	26	10	16	21	0

Table 01: Total Number of Participants in Herat 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 Herat province compared to other provinces in Afghanistan.

INGO and NNGOs, Government Participants								
NO	NGOs Name	# Participants			NO	NGOs Name	# Participants		
		total	M	F			total	M	F
1	JRS	1	1	0	12	PIN	1	0	1
2	RAADA	1	1	0	13	COMAC-USAID	1	1	0
3	ARC	2	0	2	14	AWEC	2	0	2
4	AREA	1	1		15	SDO	2	0	2
5	CHA	1	1	0	16	AWFVO	2	0	2
6	HI	1	1	0	17	WVI	1	1	0
7	SNaPP2	1	1	0	18	ACBAR	2	0	2
8	VWO	1	0	1	19	HOPE	1	1	0
9	AHDAA	1	0	1	20	IWSWO	1	0	1
10	HEWAD/ AYSO	1	1		21	EWHG	1	0	1
11	M A	1	0	1					
Total # of Participants : 26									

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 training. This training module is structured for duration of 3 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 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 M&E handbooks are distributed to participants at the beginning 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:

From 6th-7th Nov 2018, the capacity development department has planned to accomplish an evaluation to assess the impact, effectiveness and outcome of Herat province training. From the 26 participants who were fully attended the 3 days of the training, 13 of them showed their interest to take part in this evaluation. From 13 trainees, 8 were male and 5 were female which represents the 50% of all participants who attended the training.

The training is evaluated face to face that they provide their feedbacks, to see the improvement and declared the impact of the training on their daily career and as usual, some were not available and they were in the field then we evaluated through email. (**See Annex 02, Training Evaluation Database**)

Date	# Participants	Male	Female	NGOs	Govt.	Remarks		
6th-7TH Nov 2018	13	7	6	13	0			

No	NGOs	# Evaluated Participants			NO	NGOs	# Evaluated Participants		
		total	M	F			total	M	F
1	JRS	1	1	0	7	HANDICAP	1	1	0
2	CHA	1	1	0	8	COMAC	1	1	0
3	AWEC	2	0	2	9	WVI	1	1	0
4	SDO	1	0	1	10	HEWAD	1	1	0
5	RAADA	1	1	0	11	ARC	1	0	1
6	AHDAA	1	0	1	12	HEWAD	1	1	0

As evaluator I have contacted all 26 participants via email and phone calls to participate in this evaluation but only 13 trainees were available to evaluate.

Participants Reactions:

The feedback is provided by sending the evaluation forms through email and completed by participants and there was no compulsion for participants to complete these forms.

As we see in the attached evaluation databases, the training participants are very happy from this training and they suggested such training in the future, because this is a good opportunity to learn and improve their M&E skills. The aforementioned issues are explored in the following feedbacks:

Feedback 01:
Based on the completed evaluation, 83% 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:
81% 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, 73% 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:
96% 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:
Besides few problems, also 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 effective, almost 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: Herat TE Evaluation Database, Ranking sheet)

S/No	Items	Scoring (%)
1	Was the training content explored, relevant to your current responsibilities	**90**
2	How much of the information you learned in the training, was useful	**75**
3	To what extent the training met your expectations	**85**
4	The training contents and materials were relevant	**92**
5	Your skills/knowledge of the subject before the training	**54**
6	Your skills/knowledge of subject after the training	**83**
Trainers Evaluation Scoring		
1	Knowing of the subject	**77**
2	Answered/solved the questions in a proper way	**81**
3	Respected the knowledge, Opinions and experience of the participants	**88**
4	Provide a clear descriptions and examples	**79**
5	Used an effective mix training methods and exercise	**85**
6	Generated a desire for learning and involved participants in each topic	**87**

7	Providing time for follow up and group discussion	**65**
8	Had a professional demeanor	**88**
	Overall Average	**81**

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 participatory performed. According to the participants, the M&E, Indicators, group works, Planning, 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 81 %.(See Annex 01: Herat TE Evaluation Database, Training Contents Rating)**

S/No	Training Contents of M&E Sphere project, N=13	Scoring (%)
1	Monitoring and Evaluation General illustration	85
2	Explanation of Indicators	75
3	Logical Frame work (Log frame)	73
4	Designing a M&E plan or framework	81
5	General explanation of Data (Collection, Methods and Analysis)	79
9	Group works, practical exercises	79
10	Sharing of Information and Experience by Participants in Groups or Individual)	73
	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
• Good training organized • Good materials prepared • Good topic which were relevant to our job and duties •	• Luck of time and duration limited

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:

- Increasing the time and duration of training
- Include their province for the next phase of training
- participants suggested more time on group activities as well as field visit
- The participants suggested more training on different subject that could help them with their careers in the future which we can see the suggestion in database of attached.

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 M&E 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 21% of participants had the knowledge and awareness of M&E before conducting the training and at the end of training their skills and knowledge was improved to 65%. The comparing results of pre-test and post-test shows 44% improving of the skills and knowledge.
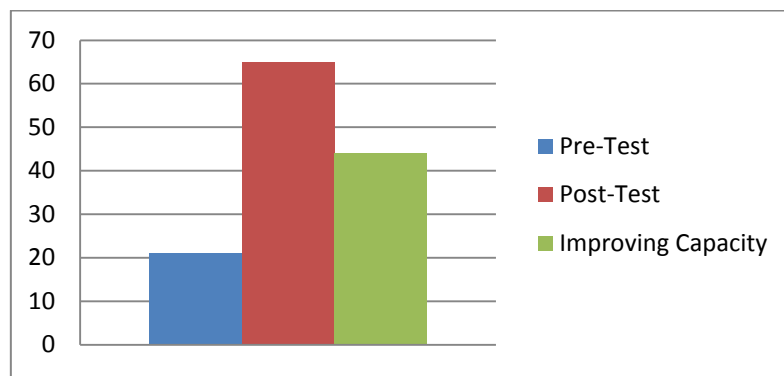
Figure 07: Participants Learning as per Pre-Test & Post-Test

As the table 08, shows Pre-Test and Post Test consist of same eight questions which are answered by 26 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 training is 21% which is very low and even they did not have much information about the systematic M&E system in their routine works. The post test result shows the significant improvement on their learning and knowledge which is 65%.

N=26			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What are the differences between Monitoring and Evaluation?	33	70	37
What is Indicator?	21	58	37
What are the main components of a log frame that M&E focuses on?	16	58	42
Please name M&E data collection tools?	20	69	49
What are types of Data?	15	68	53
Overall Average	**21**	**65**	**44**

Table 08: 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:

The purpose for carrying out the evaluation was to understand how the learning impacted the trainees' work environment. The key questions explored in evaluation were: did you apply the training in working place and how do you share the knowledge and skills which obtained from the training with your colleagues?

As we see the database, only about 50% of the training participants that attended in evaluation and completed the questionnaires form. Through this evaluation, we identified that the participant's level of knowledge were improved and they explored 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. Some of successful impact stories of the participants are briefed as below:

Successful Impact Stories:

- *"I would like to thank you for the last week useful, informative and practical training on monitoring and evaluation. By participation in M&E training which was conducted by respected ACBAR professional trainers, I could gain a greater knowledge about monitoring and evaluation and understand its implementation into projects and programs. I appreciate using different methods by knowledgeable trainers in order to represent the topic to participants. The point I found great in this training was, sharing and working on different exercises which were good examples for better understanding of the topic. By solving these exercises we could practice our learning and evaluate the level of understanding.*

Moreover, the group working activities on different topics was really interesting and it was the best tool to gain the trained subjects. Beside of the subject of training, the trainers made us familiar with different management terms and tools, for example we could practice preparing project logical framework which was the first experience for many of participants. The materials of the training were really organized and the presentation was to the points, thanks for sharing those useful materials with us." (Huda Mujaddedi, Program Officer, SDO)

- *"The monitoring and evaluation workshop which was organized by the AKBAR Office in Herat was one of the most effective programs that I participated in. I learned a lot from that M&E Workshop and I Will use most of its points in my office. I work in RAADA as a M&E officer and such programs are very useful for me and area of my position. The program was completed in three days which the Trainers covered important topics on the M&E filed such as, Making and log frame, M&E plan and so on. Just the place of the training is a little small. Thanks from your services and wish you all the best."(Barakatullah Masoudi, M&E officer, RAADA)*

- *"Since I have participated as a member of an active NGO in Herat province in the Monitoring and Evaluation training conducted on 7-9 October, 2018, I have found the training very useful especially the M&E methods, their differences, log frame … were the very crucial parts of the training which I really needed to learn them. Then, I have participated in the two days Sphere training on 10-11 October, 2018. Since my office is mostly providing humanitarian services and as Afghanistan is a country always facing natural crises, I have learnt the humanitarian standards, indicators, and how to take action in emergency situations and help other affected people. I am happy for participating to this trainings and I hope ACBAR conduct such trainings in the future especially in the provinces where mostly people don't have technical knowledge of the subjects such as M&E also they are not aware on how to adapt and come over the problems and deal the natural crises."(Gita Mohammadi, Medical Doctor, ARC)*

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 out of the province and we couldn't evaluate them face to face and we evaluated them through email.
- Some of the participants' phones were off and we could to find them for this evaluation

Conclusions:

Training for the purpose of Monitoring and Evaluation for participants was carried out in the period from 6th to 7th Nov 2018. Training was conducted for 26 participants- representatives of NGOs and INGO.

During my evaluation from the training participants, there are many changes from the point of learning environments and discussion among participants. It can directly increase the humanitarian and civil society activities effects.

Therefore I conclude that the M&E training had many benefits to the project beneficiaries even some of them could to apply and use it for their project activities and working areas.

However, interest for this training was exceptionally great, so we had 26 representatives of NGOs and government from high level of managerial function that they took part in Effective System of Training. As usual this training was conducted according to training department plan, which represents valorization of findings in the analysis of training needs.

Training was structured through five modules, which cover all phases of project cycle and M&E system. Each module consisted of few sessions and lasted for 3 days within module. Participant's feedbacks shows that they were very satisfy and improved their knowledge and experiences through this training which is confirmed by high marks given during the evaluation.

Compared to the results of pre-test, knowledge about the topics discussed was improved for 44%. The highest increase is identified regarding knowledge about monitoring plan, logical framework, data collection system and identifying professionally the indicators.

Generally speaking, it can be concluded that the responses from trainees were positive and envisaged objectives have been almost achieved.

Recommendations:

According to the participants' feedbacks and evaluation conclusion, there is a weakness of the training duration that most of the participants suggest that we should increase the time and duration of training. So, we should think about and find solution that how we increase and make longer the duration of our trainings especially group works and field visit for practical works.

In order to further improve these training initiatives and more effectiveness, participants suggested conducting more training mainly on; Projecting Management, HR, Fund Raising, and other related to humanitarian Project.

ANNEX:

Copy of Herat
database.xlsx

M&E HRT Training
Record.xlsx