



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

ACBAR

M&E Training Evaluation Report Takhar Province

ACSSI, 3th Year Project 2nd 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 (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 Takhar province from 27th – 29th October, 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 12 INGOs, NNGOs, and Government in Takhar province.

Date	Province	# Participants	Male	Female	NGOs	Govt.	CBO
27 – 29 Oct, 2018	Takhar	25	11	14	24	1	0

Table 01: Total Number of Participants in Takhar Province

Table# 01 show that the participation of women compared to men is high and it is an indication that women have a strong role in the civil society and educational development in Takhar province Compared to other provinces in Afghanistan. Out of 14 NGOs, 4 INGOs were members of ACBAR (TDH, AKF, ACTED & ME), the rest were local NGOs that are active in Takhar, Kunduz and Badakhshan provinces.

INGO and NNGOs' Participants									
NO	NGOs Name	# Participants			NO	NGOs Name	# Participants		
		total	M	F			total	M	F
1	DNIO	1		1	9	WAW	1		1
2	TDH	2	2		10	HHWO	2		2
3	AKF	5	3	2	11	SLF	2	1	1
4	ACTED	2	1	1	12	GTDO	1		1
5	Mission East	1		1	13	HCDFLO	2		2
6	CLO	1	1		14	AWWD	1	1	
7	HODA	2	1	1	15	DoEc	1	1	
8	JFAO	1		1					
Total # of Participants : 25									

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 Takhar province.

Training Modules:

On basis of its training needs assessments analysis, ACBAR conducted M&E trainings for NGOs in local level. 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 & Hamid Aryan		

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 a post-test was taken from participants in order to assess the skills, knowledge and improvement of the training participants 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 November 19, 2018, the Capacity Development department planned to accomplish an evaluation to assess the effectiveness and outcome of Takhar province training. From the 25 participants who were fully attended the three days of M&E training, 16 of them showed their interest to take part in this evaluation. From 16 trainees, 8 were female and 8 were male which represents the 64% 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		
19 Nov 2018		16	8	8	16	0			
No	NGOs	# Evaluated Participants			NO	NGOs	# Evaluated Participants		
		total	M	F			total	M	F
1	HHWO	1		1	6	WAW	1		1
2	AKF	5	3	2	7	SLA	1	1	
3	HCDFLO	1		1	8	TDH	2	2	
4	ACTED	2	1	1	9	DNIO	1		1
5	CLO	1	1		10	ME	1		1
Total # Evaluated Participants: 16									

Table 04: The number of participants evaluated as per NGOs

The evaluator contacted all 25 participants via phone calls to participate in this evaluation, 16 trainees (64% of participants) -were available for this face to face evaluation.

Participants Reactions:

The training was evaluated through the questionnaire provided by Capacity Development team and the evaluation forms were completed by 16 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 was conducted successfully in Takhar province. The facilitators were well prepared and the participants were enthusiastic to improve their skills and capacity on M&E.

The participants well understood on how to develop M&E plan, prepared M&E reporting, developed data collection tools (questionnaires, checklists) and enhanced their skills and understanding on logical frame work.

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 86 % of training objective were met by clear explanation group works and live examples and 92 % indicated that the training was relevant to their current working area. **(See Annex 01: Takhar 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?	89
2	Was the training content explored, relevant to your current responsibilities	92
3	How much of the information you learned in the training, was useful	86
4	The objectives of the training was clearly presented	86
5	To what extent the training met your expectations	75
6	Organization of the training in terms of scheduling, duration & Handouts	71
7	The illustrations, PPTs and group works were well organized & satisfactorily performed	91
8	Knowledge of the subject	86
9	Answered/solved the questions in a proper way	83
10	Respected the knowledge, Opinions and experience of the participants	86
11	Provide a clear descriptions and examples	88
12	Used an effective mix training methods and exercise	89
13	Generated a desire for learning and involved participants in each topic	88
14	Providing time for follow up and group discussion	95
Overall Average		86

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=16	Scoring (%)
1	Monitoring and Evaluation General illustration	91
2	Explanation of Indicators	73
3	Logical Frame work (Log frame)	72
4	Designing a M&E plan or framework	83

5	General explanation of Data (Collection, Methods and Analysis)	80
6	M&E report writing Format	88
7	Group works, practical exercises	92
8	Sharing of Information and Experience by Participants in Groups or Individual)	83
9	Learning Games (Energizer)	95
Overall Average		84

Table 06: Overall rating of training contents and methodology

Overall rating percentage of the training contents which is presented in theory and practice is 84 %.(**See Annex 01: Takhar 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=16	
<ul style="list-style-type: none"> • Possession of trainers on subject • Effective and useful group activities • Clear explanation of training contents from trainers • Good communication and ethical behavior of trainers • The training was well managed 	<ul style="list-style-type: none"> • The training duration was short • Most of the participants mentioned that the training venue was not comfortable and the space was small for group works • Some of the participants were coming late

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 14% knowledge and awareness of M&E before conducting the training and at the end of training their skills and knowledge was improved to 69%. The comparing results of pre-test and post-test shows 55% improving of the skills and knowledge.

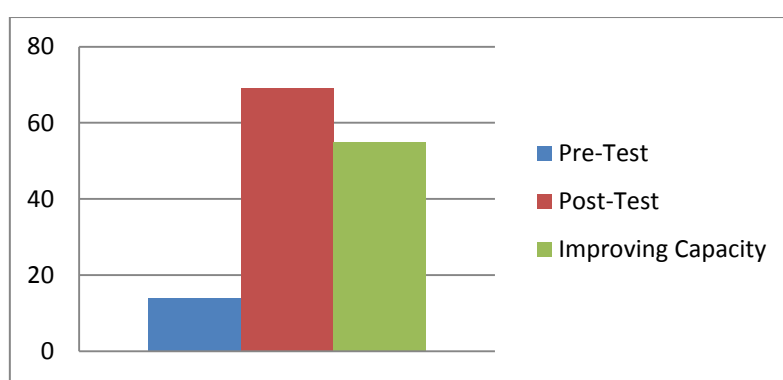


Figure 08: Participants Learning as per Pre-Test & Post-Test

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=25			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What are the differences between Monitoring and Evaluation?	27	70	43
What is an Indicator?	11	57	46
What are the main components of a log frame that M&E focuses on?	6	51	45
Please name M&E data collection tools?	12	66	54
What are types of Data?	16	65	49
Overall Average	14	69	55

Table 09: Pre-Test and Post Test results

The above table in Pre-test indicates that participants' capacity was very low and they 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:

- *"Thank you for this effective and important training. Great presentations with lots of group work live examples which all made for a really enjoyable and informative training."* (Mr. Sayed Agha Sadeed, M&E Officer, AKF, Takhar)
- *"I have gained lots thing from trainers and understood what M&E is and I applied on my work and improved the M&E plan and questionnaires."*(Ms. Rona Ghafori, M&E assistant, Mission East, Takhar)

Issues and Challenges:

Only one challenge is noticed during the training:

- Late coming of participants on first day of training is identified as a challenge for training team

Conclusions:

The participants appreciated and satisfied with M&E training related to the training 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
- Conduct more trainings mainly on Project Management, Data Management, Proposal Writing

ANNEX:



- **Cover photo:** *the 2nd day of training, the participants are doing a group activity on designing logical frame work.*