

FRIENDS WOMEN ASSOCIATION

CAPACITY BUILDING

ON

MONITORING & EVALUATION

TRAINING REPORT



10th to 12th April 2019

Submitted by:

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1. Introduction

Local organizations acting as partners, generally receive financial resources to implement their non-profit operations. Accountability being a key aspect in today's partnership models, it is more than necessary that local organizations (in this case FWA Staff) act indeed in a uniform system that is in harmony and accordance with modern principles of Project Planning, Monitoring and Evaluation.

Therefore, convinced of the need to fully address this longstanding challenge of lack of proper M&E skills and tools, Friends Women Association (FWA), organized a training session for 6 of its key staff involved in project management, thanks to Segal Family Foundation that financially supported the capacity building activity.

The training on M&E took place on three consecutive days, from 10th to 12th April 2019 and was run by an external consultant, Mr. Christian NIBASUMBA.

2. Objectives of the training

The objective of this training session was not only to provide FWA Staff with a thorough overview of the best practice requirements in M&E but also to help FWA shape up its M&E tools that fit the current context and in line with the new 2017-2021 Strategic Plan.

Specifically, the main short-term rationale/key learning outcomes behind the sessions were the following

- Support FWA staff clearly define the link between planning, implementation and monitoring-evaluation in a project
- Help the 6 participants in their respective fields, choose the appropriate monitoring and evaluation instruments and tools/systems in the context of their work.

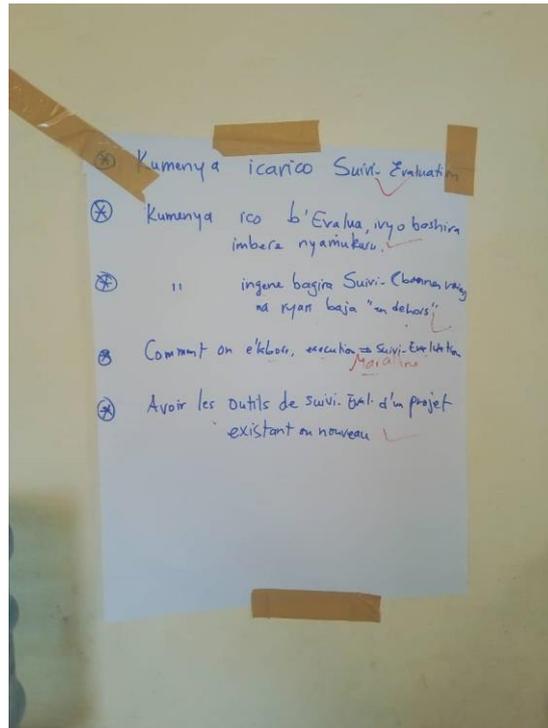
3. Methodology used

All sessions delivered ensured to keep a training approach that made the product praised for its relevance and tailor-made content, ad hoc indeed for an adult audience that aims to apply the different lessons in their own Monitoring and Evaluation worlds.

a. Sharing Expectations

At the beginning of each session, every participant was invited to publicly mention his/her expectations with respect to the specific training module they would follow.

This allowed the trainer to know beforehand, what specific aspects to stress, based on the gaps communicated, and helped in an objective measure of the real value addition, as every expectation mentioned at the start had to be revisited at the end of the very session.



A snapshot of the main expectations as communicated at start of training

Most expectations at start revolved around: acquiring the necessary M&E tools that are pertinent to their field, grasping what aspects must be absolutely evaluated for a project to thrive, and having the ability to understand the links between different cycles of Project Management (mostly the planning phase and the evaluation aspect)

b. Lecturing

The lecturing part was delivered using three main tools:

- PowerPoint presentations
- Oral explanations accompanied with examples, from both the facilitator and the audience
- Flip chart use, for hands-on illustration and for providing visual aids that consolidate the above-

The lecturing methodology used by the consultant Christian Nibasumba, remained andragogical and participatory, hence allowing all trainees with different backgrounds, experience, and from different intervention areas/programs (Health and Peace Consolidation) to mainly learn through sharing.

c. Case studies/ Group Exercises

At the end of every theoretical lesson, practical exercises were used and conducted especially through Two groups of three, mainly to provoke discussion and brainstorming. While individual practice was also used, group exercises were the most practiced where sets of heterogeneous participants were formed to allow variety of ideas and team work.



Participant presenting the HIV Project Results Framework as she reports from Group work sessions

Each group would then appoint a spokesperson to publicly share their feedback to the whole class and trigger critical thinking. During group discussions and practical exercises, participants showed a higher level of interest, in learning from their peers.

Major tools that derived from the different group exercises are:

- An agreed upon Theory of Change for each of the two Program/Intervention Areas (Health and Peace Consolidation)
- A Results Framework for each and every project within the two programs
- An M&E dashboard to be used for data collection in each project
- A Delivery plan for the next 4 months to come

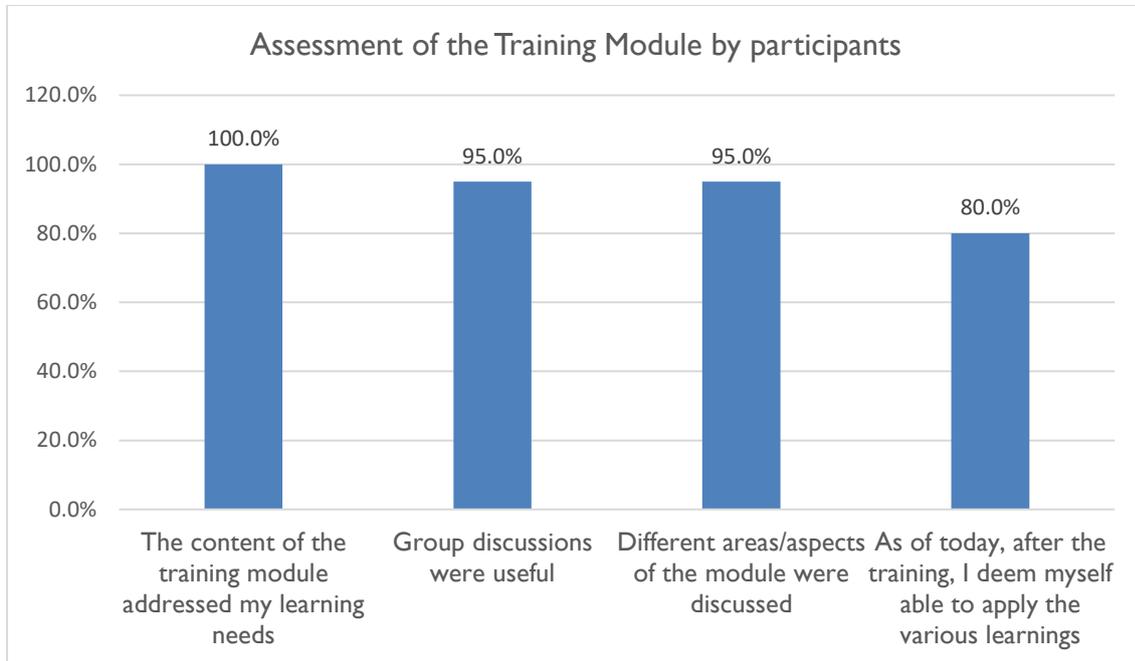


Participants in their groups drawing their Data Collection Dashboards

4. Evaluation of the training

At the end of the 3 day session, an assessment of the entire 3 day session was conducted by the consultant through evaluation sheets filled by participants.

a. Evaluation of the modules

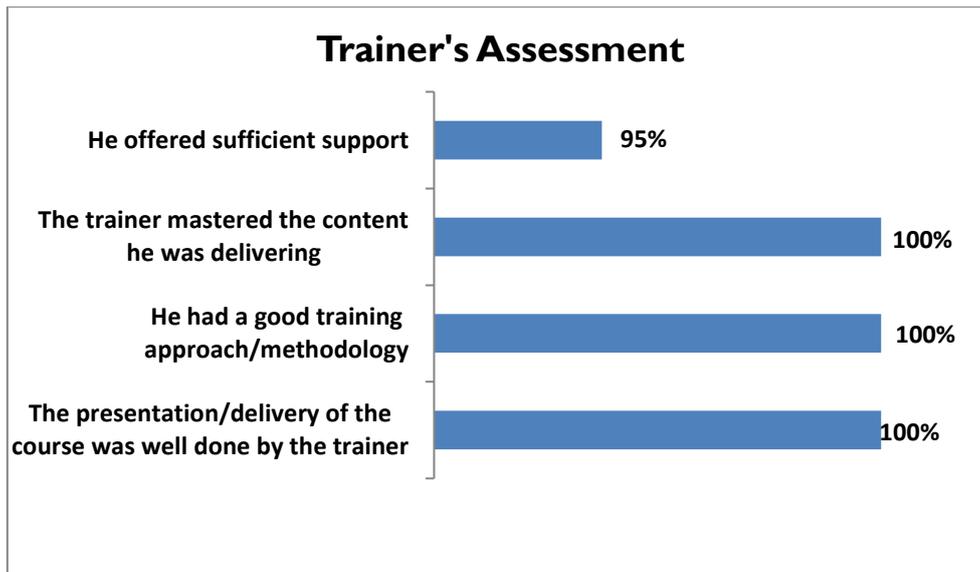


From the above and graph, it is shown that all participants valued the fact that the content of the module was pertinent while the group discussions/exercises were also appreciated at a rate of 95%.

b. Assessment of the Trainer

After evaluating the content and methodology of the modules, the evaluation went further to assess performance of the selected Trainer Christian Nibasumba.

On average, it has shown that participants much appreciated the fact that the trainer mastered his content and that his approach and methodology were well convenient, while a slightly less score was attributed to the amount of support provided during exercises (eventually mainly due to short timing of the course)



c. Assessment of the Workshops' organization

From the evaluation sheets, it has been clear that the logistics behind the whole workshop (organization and choice/relevance of venue and equipment used) were very much appreciated by the participants and that the choice of the training topic coincided with the participants needs.

d. Open questions/Suggestions

Most of the open-ended questions that sought 'general suggestions' from participants yielded the following main answers (as shown on the evaluation sheets):

- What aspect/tool/topic did you appreciate the most?
 - *The Projects delivery plans as they will help us know what to do, when to do it and who is held responsible*
 - *Data collection dashboard and the delivery plan*
 - *Data collection dashboard*
 - *The Results Framework*
 - *Elaboration of Project Objectives and the M&E Dashboard*
- What specific area would you like additional support on?
 - *Data collection dashboard and Results Framework*
 - *How to elaborate questionnaires used during a project evaluation*
- Which topic do you deem as the one you would mostly start applying in your day to day work?
 - *Ensuring that the key evaluation criteria are taken into account: efficiency, effectiveness, pertinence, impact, etc.*
 - *Delivery plan & Evaluation criteria*
 - *Identification of Specific Objectives within a project*
 - *Doing some team work to come up with a clear Results Framework for a given project*
 - *M&E Dashboard*
- Additional comments/suggestions
 - *It would be great if this session is disseminated amongst other members of FWA*
- Elaborate more on different tools used in Monitoring and Evaluation, such as:
 - *The ToC-Theory of Change*
 - *and deeper analysis of the M&E Tools*

5. Lesson learned & Recommendations

After the 3 day training, some few key lessons and recommendations are worth sharing. These key lessons/recommendations are mainly to FWA:

- Plan a Training Needs Analysis of their members in order to better grasp the current skills gaps
- Disseminate the learning outcomes to other members of FWA that did not attend the session
- Ensure through an ad hoc team meeting, that the different tools are validated and properly understood by all project officers

6. Conclusion

In summary, in view of all the above, we can assuredly affirm that this training workshop was indeed a major success and attracted much enthusiasm. Feedback collected from participants remains generally positive as requests for similar capacity building opportunities in the near future were also raised.

At the end of the 3-day session, Mrs Parfaite Ntahuba, the FWA Coordinator, thanked the facilitator and all participants for such a successful session, as she exhorted her colleagues to fully grasp the different aspects covered.



Mrs Parfaite Ntahuba thanking all participants, at the end of training session

7. Annex- List of Participants

| | Names of Participants | Position/Role | Email contact |
|---|------------------------------|---|--|
| 1 | Parfaite NTAHUBA | Coordinatrice | pntahuba@gmail.com |
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