

TRAINING

Participatory Program Monitoring & Evaluation

15-17 November 2016

“The most serious mistakes are not being made as a result of wrong answers. The truly dangerous thing is asking the wrong question” (Peter Drucker)

“One of the great mistakes is to judge policies and programs by their intentions rather than their results” (Milton Friedman)

The above quotes very well relate how monitoring & evaluation can sometimes be misleading in the absence of appropriate and accurate design for monitoring & evaluation. In many cases, after monitoring is carried out or after involvement in evaluation, reflective questions still remain whether monitoring and evaluation have been conducted properly.

To bridge the gaps in knowledge and skills on monitoring and evaluation, especially using participatory approach, CIRCLE Indonesia has been providing training courses on Participatory M & E since 2016 either on regular basis and which are tailored to the specific requests and needs of clients.

CIRCLE Indonesia offers a training course on Participatory Monitoring & Evaluation in 2016 with modules that have been developed more intensively in response to the inputs and feedbacks from the participants of the previous training courses.

Name of Training

Participatory Program Monitoring & Evaluation

Objectives

At the end of the course, the participants are expected:

- To have better understanding on M&E.
- To have better skills in developing project M&E design.

Materials

- Understand M & E
- The methodology on M & E
- Data analysis
- Writing reports
- Participatory approach

- Participatory tools on M & E
- Designing M & E

Who should join the training?

This training will be very useful for practitioners for the organizations that implement development program (NGOs, CSR, etc.) in various sectors, particularly who held the following post:

- Project (Program) officer / coordinator / manager
- Project Development officer / manager
- M & E officer / coordinator / manager
- Project Team leader
- Program Director
- Management of Organization (Director/Oversight Committee)
- Those involved in planning, monitoring and evaluation

Training Duration and Schedule

- The training is schedules to take place in 3 days, with 7.5 effective learning hours each day.
- The training will be held on 15-17 November 2016.

Learning Methods

Sharing or participants experience, participatory approach, and interactive learning will be the basis of the training processes. A number of methods will be used alternately, including presentation, brainstorming, group discussion and assignment, games, case study, cross review & role play.



Group discussion

Games

Sharing of experience

Tools and Materials

- Presentation materials
- Flipchart paper
- Metaplan paper
- Marker
- Paper masking tape
- Origami papers in different colours
- Pictures/photos
- Crayon

Training fee

- The fee for participation in the training is IDR 4,000,000,00 per participant for the whole 3 days and includes lunch, two refreshment breaks during the training, training materials, documentation, and certificate.
- Training fee is exclusive of participant's accommodation. The organising committee can help with reserving a suitable accommodation.

Registration

Registration starts since the public announcement of the training, at the latest 2 week before the training starts on **1 November 2016**.

How to Register

- ❓ Send an expression of interest for participation indicating the participant's name, sending organisation, contact number, or fill in the registration form and send it to office@circleindonesia.or.id or reina.major@circleindonesia.or.id
- Due to limited seats (a maximum of 18 participants), CIRCLE Indonesia will confirm availability of seats and send the invoice for participation fee when seat is available.
- Make payment of the training fee at the latest 7 days after the invoice is sent by CIRCLE Indonesia
- Confirm payment to CIRCLE Indonesia

Registration Information

For any questions or inquiries, please contact
Reina Asmedi

office@circleindonesia.or.id or

reina.major@circleindonesia.or.id

+62 (0) 274-623896 or +62 (0) 877 3902 4910 during working hours, Monday-Friday

Annex

TOPIC, SUBJECT AND SCHEDULE OF TRAINING

Topic	Subject	Time
Day 1		
Training Orientation	<ul style="list-style-type: none"> ▪ Introduction ▪ Description of training flow and objectives ▪ Expectations ▪ Learning agreement 	08:30 – 09:30
About M&E	<ul style="list-style-type: none"> ▪ Definition of M&E ▪ Similarity and difference of M&E ▪ Why M&E? ▪ When to do M&E? ▪ Stages of M&E ▪ Aspects in M&E 	09:30 – 11:00
	▪ <i>Morning Break</i>	11:00 – 11:15
Methodologies in M&E	<ul style="list-style-type: none"> ▪ Types of data ▪ Methods and tools for data collection ▪ Sampling 	11:15 – 12:30
	▪ <i>Afternoon break</i>	12:30 – 13:30
	▪ <i>(Continued)</i> Methodologies in M&E	13:30 – 14:45
Data Analysis	<ul style="list-style-type: none"> ▪ Understanding of data analysis ▪ Steps in conducting data analysis ▪ Techniques in data analysis 	14:45 – 15:45
	▪ <i>Evening break</i>	15:45 – 16:00
	▪ <i>(Continued)</i> Data analysis	16:00 – 17:00
Day 2		
	▪ Review of day 1	08:30 – 09:00
Report writing	<ul style="list-style-type: none"> ▪ Techniques in writing monitoring reports ▪ Techniques in writing evaluation reports 	09:00 – 11:00
	▪ <i>Morning break</i>	11:00 – 11:15
Introduction to Participatory Approach	<ul style="list-style-type: none"> ▪ Definition of participation ▪ Importance of participation ▪ Difference of participatory M & E and “conventional” (non-participatory) M&E 	11:15 – 12:30
	▪ <i>Afternoon break</i>	12:30 – 13:30
Participatory tools in M&E	▪ Participatory Learning & Action (PLA)	13:30 – 15:00
	▪ <i>Evening break</i>	15:00 – 15:30
	▪ A brief description on the Use of Most Significant Change in M&E	15:30 – 17:00
Day 3		
	▪ Review of day 2	08:30 – 09:00
<i>(Continued)</i> Participatory tools in M&E	▪ The Use of Theory of Change in M&E	09:00 – 10:30
	▪ <i>Morning break</i>	10:30 – 10:45

Designing M&E	▪ Designing a Monitoring	10:45 – 12:15
	▪ <i>Afternoon break</i>	12:15 – 13:15
	▪ Designing an Evaluation	13:15 – 15:15
	▪ Evaluation of the Training	15:15 – 16:00
	▪ Evening break & closing	16:00 – 15:30