

## TRAINING

### Participatory Program Monitoring & Evaluation

#### 26 – 28 April 2017

*“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 26 – 28 April 2017.

### 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 4,500,000 (four million five hundred thousand) 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.
- For the first 10 registrants are given a special discount, and only Rp 4,000,000 (four million) per participant.

## Registration

Registration starts since the public announcement of the training, and will be closed on 20 April 2017 at 16.00/ 04.00 PM. We will close the registration before 20 April 2017 if the maximum number of participants, which is 20 people has been fulfilled.

## 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](mailto:office@circleindonesia.or.id) or [reina.major@circleindonesia.or.id](mailto:reina.major@circleindonesia.or.id)
- Due to limited seats (a maximum of 20 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](mailto:office@circleindonesia.or.id) or [reina.major@circleindonesia.or.id](mailto:reina.major@circleindonesia.or.id)

+62 (0) 274-623896 or

+62 +62(0) +62 812 2569 7207 during working hours, Monday-Friday

## Annex

### TOPIC, SUBJECT AND SCHEDULE OF TRAINING

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