

Workshop on the National Evaluation Plan

Supported by the M&E Learning Network

Colosseum Hotel, 410 Schoeman Street, Cnr Du Toit, Arcadia, 21 February 2012

Objective

By the end of the workshop Departments understand the Evaluation Policy Framework and National Evaluation Plan and are capable of completing the template for the Concept note for proposals for evaluations for the 2012/13 National Evaluation Plan.

This will be a practical session where departments have the opportunity to develop their concept note.

Participants

Departments interested to submit proposals for the National Evaluation Plan (or simply to understand the Policy Framework). Departments should bring the person dealing with evaluation, plus the relevant programme person(s) where they wish to do an evaluation. Each department should bring one laptop to work on their concept note.

Programme

Time	Session	Objective	Responsible
08.00	Coffee		
08.30	Welcome and introductions		Ian Goldman
08.40	Objectives and flow of the workshop		Ian Goldman
08.45	Small groups – how we understand evaluation		Ian Goldman
09.00	National Evaluation Policy Framework (NEPF)	Participants understand the approach to evaluation in the NEPF	Jabu Mathe
10.15	Content of the National Evaluation Plan (NEP)	Participants understand the content of the NEP	Thabani Buthelezi
10: 45	Coffee		
11.00	Questions and Discussion on the content of the Plan		Chair
11.30	Process for developing the National Evaluation Plan	Participants understand the process for developing the NEP, and what they have to do to submit a proposal	Ian Goldman
12.00	Questions and Discussion		Chair
12.30	Lunch (45 minutes)		
13.15	Score Sheet for the National Evaluation Plan Evaluations	Participants are familiar with how the proposals will be assessed	Jabu Mathe
13.45	Practical Exercise on developing a Concept Note (Group Work)	Participants have started to draft the concept note for a proposal for the National Evaluation Plan and identified any questions	Ian Goldman
14. 30	Coffee in groups		
15.15	Questions from depts		Chair
16.15	Closing		Ian Goldman

Resource documents provided

- National Evaluation Policy Framework (NEPF)
- Concept for National Evaluation Plan (NEP)
- Frequently Asked Questions
- Scoresheet