CAPACITY BUILDING WORKSHOP SERIES 2018
22 -23 October 2018
Hilton Hotel Sandton, Gauteng

Co Hosted by

REGISTRATION IS NOW OPEN!

The South African Monitoring & Evaluation Association (SAMEA) is pleased to announce that Registration for the SAMEA Capacity Building Workshop Series 2018 is now OPEN!

The **CAPACITY BUILDING WORKSHOPS SERIES** consist of a selection of 15 different workshops, across a broad range of topics and of varying complexity levels ranging from Beginner, Intermediate and Advanced. One and two-day workshops are available. Please see below the list of workshops available as well as the description for each workshop.

To Register for the Workshops and for more information please log onto the Workshops Website at www.sameaworkshop.co.za

The Costs of the Workshops are as follows:

2 days workshops for **SAMEA members**:	R 4 200.00
2 days workshops for SAMEA non-members:	R 4 600.00
1 day workshops for **SAMEA members**:	R 2 200.00
1 day workshops for SAMEA non-members:	R 2 450.00

The following is a list of conference workshops in order of occurrence and duration. A summary of each workshop is also offered below --

WORKSHOPS

NO	WORKSHOP TITLE	PRESENTER	LEVEL	DATES
1	**An Introduction to Public Sector Evaluation in South Africa**	Mike Leslie	Beginner-Intermediate	23 Oct
2	**Creative Data Collection – Taking Your Qualitative Data Collection Competence Beyond Interviews, Focus Groups and Observations**	Lindy Briginshaw, Susannah Clarke, Fia van Rensburg and Mkhululi Mnyaka	Beginner-Intermediate	22 - 23 Oct
3	**Use of ATLAS for qualitative data analysis**	Lauren Wildschut	Intermediate	22-23 Oct
4	**Building big-scale monitoring and evaluation systems**	Dugan Fraser	Advanced	22 Oct
5	**Designing a theory of change – so much more than a pretty picture. Lessons from real life.**	Gordon Freer	Intermediate	22 Oct
6	**Integrating Systems and Design Thinking to Enhance Programme Theory.**	Epaminondas Bellos	Intermediate-Advanced	22 Oct
7	**Monitoring and Results Measurement (MRM) for Improved Project Performance**	Jamie Robertsen, Tshegofatso Kgasago and Tawney Lott,	Intermediate-Advanced	22 Oct
8	**Visualising and communicating your M&E findings effectively**	Caroline Stapleton and Ashleigh Fynn	Beginner-Intermediate	22 Oct
9	**Using Evaluation Findings for better Policy Development and Accountability**	Pulane Kole	Intermediate	23 Oct
10	**Developing an evaluation terms of reference (TOR) and managing an evaluation: Guidance for commissioners and evaluators**	Kevin Kelly	Intermediate	22-23 Oct
11	**Framing measurement and measuring frameworks: measuring programme outcomes and activities with the use of measurement frameworks**	Liezel de Waal	Intermediate	23 Oct
12	**Transformative Evaluation: A pragmatic journey for undertaking meaningful outcomes evaluation among child and youth development programs.**	Jean Elphick, Nellie Zembe and Belinda Nehwoh	Intermediate-Advanced	22-23 Oct
13	**Approaches and methods to allow wider participation in M&E**	Madri Jansen van Rensburg	Beginner-Advanced	23 Oct

14	Social Network Analysis	Jerusha Govender	Advanced	23 Oct
15	M&E Capacity Building Systems	Dena Lomofsky and Pippa Segall	Advanced	23 Oct

Workshops Descriptions

NO	WORKSHOP TITLE	BRIEF WORKSHOP DESCRIPTION
1	**An introduction to public sector evaluation in South Africa**	Th*e* workshop is aimed at public servants, emerging evaluators, consultants and recent graduates interested in learning how to conceptualise, plan and conduct evaluations in the public sector. This course will deliver a foundational understanding of the policies, good practices and role-player relationships necessary to deliver a successful public-sector evaluation. Through a series of interactive presentations, practical exercises and group work, participants will learn how policies, concepts and processes common to public sector evaluation in South Africa are applied in practice. Drawing on examples of successful public-sector evaluations, the course will prepare to you proactively address the challenges and embrace the opportunities of undertaking public sector evaluations of developmental interventions.
2	**Creative Data Collection – taking your qualitative data collection competence beyond interviews, focus groups and observations**	There is more to qualitative data collection than the trusted mainstays: key informant interviews, focus group interviews and observations. Evaluators must be conscious that the type of qualitative data required cannot always be collected through the more traditional qualitative data collection methods.
		In this workshop you will experience the excitement of creative data collection through various mapping techniques, narrative techniques, and combined visual and narrative techniques. This workshop positions creative data collection in the context of research, applied research and evaluation; and quantitative and qualitative data collection. Through engaging participatory methodology, you will get an opportunity to experiment with creative data collection, individually, and as part of a group. Each technique is unpacked and mastered through learning, application and reflection.
		Reflective practice as part of the workshop methodology ensures double-loop learning, and discussion of practical as well as ethical considerations unique to creative data collection enriches the workshop.
3	**Use of ATLAS for qualitative data analysis**	This is an introductory course dealing with qualitative data analysis (QDA) using a software programme called ATLAS.ti. Participants will learn the technical side of handling and working with qualitative data in ATLAS.ti. Specific course elements are the following: 1.Introduction to qualitative data analysis. 2.Project Management, 3.The ATLAS.ti interface, 4.Coding, 5.Writing comments and memos, 6.Simple analytic tools, 7.Network views, 8.Working with various data types, 9.Presenting QDA

4	**Building Big-Scale Monitoring and Evaluation Systems**	The workshop is intended as a Master class for people working on the development of big-scale M&E systems in either big institutions or in institutional hubs. It will provide a detailed description of what kind of big-scale systems can be developed and reflects on the facilitator's experiences in specific cases. It proposes a set of principles (based on Michael Patton's GUIDE framework) to support the development of big-scale systems and the principles are used to lead the subsequent discussion. A key focus will be on the development of evaluation capacity to support the system. The South African Government's National Evaluation System is used as a case study and participants will be contacted in advance and invited to share their own experiences.
5	**Designing A Theory of Change – So Much More Than a Pretty Picture. Lessons from Real Life.**	The primary audience of this workshop is programme managers and programme directors who have some exposure to monitoring and evaluation but limited exposure to the monitoring and evaluation thinking behind the design and use of a TOC. This course will target intermediate M&E users. However, beginners who have an interest in learning more about TOC will be welcomed and accommodated. The programme will use both lecture style and plenary interaction to outline the background and thinking of using a TOC. This will be interspersed with smaller group, interactive learning where participants will be required to develop their own TOC for hypothetical programmes. It is anticipated that by the end of the workshop the participants will have a broader understanding of the process of TOC design and an awareness of its use as a programme design and monitoring too. At the end of the workshop it is expected that the participants will understand: • The purpose and rationale for developing a theory of change for a programme, • How to develop a TOC to inform the design of a programme • How to manage the use of a TOC within a programme
6	**Integrating Systems and Design Thinking to Enhance Programme Theory.**	This workshop will explore systems approaches and complexity theory to enhance program theory development by means of design thinking. Today, complexity and uncertainty are the rule- they are contexts, not just risks (OECD,2017). As Cohen et al, (1994) note, normal science demonstrates how complex conditions can be understood from simple laws; chaos theory explains how simple laws can have unpredictable consequences, and complexity theory show how complex causes can produce simple effects (in Anderson,1999). In this workshop complex adaptive systems will be highlighted because they help us to understand the interplay between physical and human systems in the public policy arena. These are the entities that can adapt at the level of individuals or types rather than follow fixed rules.
7	**Monitoring and Results Measurement (MRM) for Improved Project Performance**	This workshop is highly interactive and consists of a number of sessions that balance theory, discussion and practice. The workshop aims to enable participants to use their own experiences, combined with the workshop material, to find solutions that will enhance their MRM practice post-workshop.

8	**Visualising and communicating your M&E findings effectively**	In this Workshop the facilitators will guide the participants step-by-step through the process of creating several unique and impactful graphs and dashboards that do not feature in the set of built-in Excel graphs, but can be easily created using standard Excel tools – no special data visualisation software will be required! Additionally, the facilitators will provide the participants with useful tips to enhance their PowerPoint presentations so that M&E findings are not only depicted in visually appealing ways, but also communicated effectively. This workshop will be highly participatory and hands on, leaving the participants with a set of tangible new skills.
9	**Using Evaluation Findings for Better Policy Development and Accountability**	Evidence-based policy making is deemed the necessary requirement for better policy development and a potent vehicle for transparency and accountability within the public sector throughout the globe. The underlying feature of evidence-based policy making entails to put to use the findings drawn from scientific research articles and evaluation-research findings. An inference to evidence should be construed to imply the knowledge base to be drawn on by policy makers to inform policy decisions. Since 2009, a strong M&E system has been built in South Africa as they are M&E Units virtually in all government departments. This workshop will focus on the following themes; The role of M&E in the policy cycle of planning, implementation and review; Utilization of evaluation findings for legislative oversight by legislatures (Parliament and Provincial Legislatures); Evaluations results as evidence for policy development; How to access the scientific databases for evidence, interpreting and applying data to real life contexts and how to overcome factors impeding the use of evidence?
10	**Developing an Evaluation Terms of Reference (TOR) and Managing an Evaluation: Guidance for Commissioners and Evaluators**	The course aims to provide guidance to programme managers responsible for developing evaluation ' terms of reference' and managing evaluation processes within their organisations or programmes. It also targets evaluation practitioners in providing guidance on the design, selection of appropriate methods, planning and execution of evaluations. The content is relevant to participants from government, civil society organisations and the private sector. Basic understanding of M&E principles and processes will be assumed.
11	**Framing Measurement and Measuring Frameworks: Measuring Programme Outcomes and Activities with The Use of Measurement Frameworks**	We often only really interrogate the nature of our data once it has been collected. We look at the hardcopies and then wonder why on earth we asked for all of this in the first. Sometimes we even realise that the data we have collected is not going to be a useful source of evidence in our reporting processes. To avoid wasting time, money and resources, it is important to develop a framework that guides the measurement of progress, the data collection strategy and data reporting processes. The purpose of the workshop is therefore to provide an overview of measurement frameworks in terms of how they guide measurement and how measurement influences the development of a measurement framework. By the end of the one-day workshop, participants will know: • What measurement frameworks are • What processes need to be followed to develop a measurement framework • How measurement frameworks determine which data to collect • How to draw up a data management plan • How to embed data quality checks • How to present synthesised data that informs findings and recommendations

12	**Transformative Evaluation: A Pragmatic Journey for Undertaking Meaningful Outcomes Evaluation Among Child and Youth Development Programs.**	This 2-day workshop is designed to share M&E processes that are practical, participatory, efficient and transformative, by drawing on Afrika Tikkun's M&E practices. The organisation's M&E processes are mostly embedded within existing programs as a way of ensuring effective participation and overcoming capacity challenges that most local NGOs experience. The workshop will provide practical guidelines on how to simplify monitoring and evaluation in a way that has enabled us to achieve a buy in from the program staff members and realise measurable transformation in our programs that focus on Child and Youth Development. Learning outcomes: After the 2-day workshop, participants would have had experience of:
		1. Planning a Theory of Change workshop for ground-level workers.
		
		2. Engaging with change management theory in the context of introducing evaluation to child and youth development programs.
		
		3. Developing evaluation tools using participatory methods including;
		   a. Participatory focus group discussions.
		   b. Group discussion topic guides.
		   c. Using Google forms and tablet-based surveys.
		   d. Screening tools.
		
		4. Engaging with ways of collaborating with ground-level staff and beneficiaries to collect and analyse data and disseminate findings.
		5. Developing effective ways of communicating evaluation findings so that they can inform improved practice.
		
		6. Discussing ways of continuously raising the bar.
		
		7. Reflecting on the inclusiveness, gender and trauma-sensitive nature of evaluation practice among organisation that work with children. Key themes: program strategy, transformative evaluation processes, participatory tool – development methods, ensuring quality, resourceful evaluations and capacity-building. Training methodology: A participatory workshop format will be centred on sharing and learning from case studies and practical exercises for participants to collaborate on.

13	**Approaches and Methods to Allow Wider Participation in M&E**	The Participatory Methods Workshop will focus on the importance of participatory methods in monitoring and evaluation. It will enable practitioners to include methods that enhance the voice of all stakeholders. Through a step-by-step process the development and use of participatory tools for different groups will be illustrated. The different methods will be used during the workshop sessions with participants both participating and facilitating aspects of different tools. The objectives of the workshop are to: • Illustrate the importance of using participatory methods • Provide guidelines to identify and enable stakeholder groups who are often overlooked as data sources due to challenges regarding participation. • Equip participants with basic skills to prepare and use participatory methods for different types of stakeholders (e.g. children, less assertive groups, large diverse groups). It is expected that at the end of this workshop participants will be able to identify stakeholder groups at risk to be left out of evaluations and address the challenges to enhance their participation. The workshop will include theoretical understanding of key concepts, awareness of the appropriate collection and use of data to be more participatory and the development of basic tools to aid participation of different groups.

14	**Social Network Analysis**	Using Social Network Analysis in evaluation to understand the nature and changes of networks Social network analysis (SNA) is a method and set of metrics to measure, visualize and draw inferences on the characteristics of a group or groups of individuals. It has been used for various kinds of networks but is particularly useful in evaluating leadership networks. The SNA data collected for can be analysed using an open-source software programme called "Gephi." This is a novel and useful method to be integrated into evaluation. The workshop learning outcomes include: • Understanding SNA theory, methodology and metrics • Able to apply SNA in evaluation • Designing SNA data collection tools • Able to format an SNA dataset • Create basic network map, run metric analysis and interpret your findings
15	**M&E Capacity Building Systems**	This workshop purpose is to introduce the participants to the process of developing a monitoring, evaluation and learning (MEL) system, and to provide participants with a space to discuss their experience and challenges and identify possible solutions. It is designed for MEL practitioners tasked with implementing MEL systems. Having completed the course, the participant will have: • An understanding of the inter-relationship between planning, monitoring and evaluation • Key steps for designing a MEL system • An understanding of the components of a MEL system • Identifying practical solutions for key challenges arising out of analysis • See the benefit of participatory approaches to design

CONTACT
Conference Secretariat:
ILIOS Conferences (PTY) Ltd
Tel.: 021 836 8315
Mail: info@sameaconference.co.za

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