

## CAPACITY BUILDING VIRTUAL WORKSHOP SERIES 2020 Co-hosted by UNICEF South Africa

***M&E skills in a changing world: Supporting post-COVID-19 recovery***  
**19-23 October 2020**

SAMEA is pleased to announce the 2020 Capacity Building Workshops. COVID-19 has forced us to rethink our biennial workshops. The impact of the pandemic on jobs and livelihood is just beginning to unfold in South Africa, and we anticipate that SAMEA members would be amongst those negatively affected. We also recognise that most of our members in the public sector face different kinds of challenges including reprioritisation of budgets. Therefore, we have partnered with UNICEF and Twende Mbele, and 14 facilitators to bring the workshops at reduced costs more so to SAMEA members.

At the same time, we recognise that not all members will have the means to access virtual workshops. The costs of data and internet connectivity in some parts of the continent remain a challenge. Therefore, we offer the workshops in a way that allows for both synchronous and asynchronous learning.

The programme consists of 14 carefully selected workshops facilitated by local, regional and international experts in the field of M&E. These workshops speak to the diverse needs of all our delegates, from new entrants to experienced M&E practitioners; and across all sectors including the public, private and development sectors. SAMEA is grateful to the 14 facilitators who have generously agreed to offer their workshops this year.

### **Workshop Tickets**

**SAMEA members** in good standing only need to register and pay **R100 for a certificate of attendance** per workshop. A limited number of spaces per workshop are reserved for SAMEA members, so please register early to avoid disappointment (first come first serve principle will be used). Each member will only be able to book up to 2 tickets in this category across the entire workshop series

**Non-members** and SAMEA members whose membership has lapsed or could not access the reserved SAMEA member tickets at the time of registration pay **R650 for a one-day workshop**; or **R1000 for a two-day workshop**. The fees include the certificate of attendance.

Please note that to minimize administration, all transactions will be paid through Electronic Funds Transfer. You will need a credit/check card enabled for online payment to be able to register.

The workshop programme and workshop descriptions follow on the next pages. Registrations will open in soon, so please watch out for the announcement via email and social media.

## **Important information about the online platform**

All workshops will be on Zoom. Once registered you will receive confirmation of your registration and workshop choice. At a later stage you will receive zoom login details for you to be able to join the workshop.

Each facilitator might have additional online facilitation tools that they will use. These will be communicated at a later stage by facilitators for participants to familiarise themselves before the workshops.

All workshops are a minimum of two hours however some of the facilitators have planned their workshops longer than two hours. Please note the time slot when choosing workshops.

All workshops will be recorded. Registered participants will have access to recorded materials after the workshop for asynchronous/self-paced learning. This option is also available for participants who are not in SAT time zone who might not be able to join the synchronous workshop. After confirmation of your workshop choice you will receive details to access the learning material. SAMEA members will be able to log on to the SAMEA website and access the learning material.

Contact SAMEA's Administrator, Marla Naidoo, at [info@samea.org.za](mailto:info@samea.org.za)

Website: [www.samea.org.za](http://www.samea.org.za) | Follow us on Twitter: @SAMEA\_ZA

NO	WORKSHOP TITLE	PRESENTER	LEVEL	DATE (see master for time slots)	NON-SAMEA MEMBERS FEES
1.	<b>Developing a Theory of Change – A Step by Step Process</b>	D. Lomofsky, C. Chames	Beginner - Intermediate	19 & 20 Oct	R1000
2.	<b>Integrating Gender and Social Inclusion into Evaluations</b>	P. Browne, K. Molebatsi	Intermediate	19 Oct	R650
3.	<b>Adapting Your Systems and Processes to Promote Evidence Use</b>	I. Goldman, M. Pabari	Beginner - Intermediate	19 Oct	R650
4.	<b>Mobile Data Collection: Form Development, Quality Control and Data Visualisation</b>	J. Schenk	Intermediate	22 & 23 Oct	R1000
5.	<b>Evaluative Thinking for a Changing World</b>	T. Archibald, J. Buckley	All Levels	19 & 21 Oct	R1000
6.	<b>Strengthening Evaluation Data Analysis &amp; Visualization Using Advanced Microsoft Excel</b>	V. Kiwujja, J. Kimera	All Levels	19 & 20 Oct	R1000
7.	<b>How to Transform Your Report into a 2-Page Infographic Summary</b>	J. Govender	Beginner	20 Oct	R650
8.	<b>Blue Marble Evaluation for Global Systems Transformation</b>	M.Q. Patton	Intermediate	20 Oct	R650
9.	<b>Introduction to Setting up an Independent Evaluation Consulting Firm</b>	J. Bisgard	Intermediate	21 & 22 Oct	R1000
10.	<b>Introduction to NVivo Qualitative Data Analysis Software</b>	C. Hartley, T. Sibiya	Beginner	22 & 23 Oct	R1000
11.	<b>Outcome Harvesting: What, Why and How?</b>	B. Klugman	Beginner	23 Oct	R650
12.	<b>An Introduction to Public Sector Evaluation in South Africa</b>	M. Leslie	Beginner	23 Oct	R650
13.	<b>Evaluating in the Times Of COVID-19</b>	J. Mwangi	Beginner	21 Oct	R650
14.	<b>Made in Africa Evaluation: Decolonizing our thought and practice</b>	M. Frehiwot, G. Aidoo	Beginner- Intermediate	20 Oct	R650

## Workshop Descriptions

NO	WORKSHOP TITLE	BRIEF WORKSHOP DESCRIPTION
1.	<b>Developing A Theory of Change – A Step by Step Process</b>	<p>The workshop series provides a brief introduction to Theory of Change as both a product and a process. Participants go through the ToC process, working on a case study and leave with a good idea of the product</p> <p>This workshop is aimed at participants from Government, Foundations, funders, and NGOs who are planning to develop – or who are already implementing a monitoring and evaluation system and would like to share their experiences. Some knowledge and experience in monitoring and evaluation would be an advantage. Participants can be beginners in the MEL field or at the intermediate level.</p>
2.	<b>Integrating Gender and Social Inclusion into Evaluations</b>	<p>The workshop will cover key steps in setting up an evaluation that is gender responsive and integrates issues related to social inclusion. The workshop aims to provide practical guidance for those wishing to address social inclusion – and specifically, gender – in the design and execution of evaluations, and is aimed at those with an existing knowledge of evaluation.</p> <p>Participants will learn about various approaches from engendering Terms of Reference, to ensuring the evaluation team and data collection processes are gender responsive, and to how to make use of gender-related findings, recommendations and lessons learnt to inform future decision making.</p>
3.	<b>Adapting Your Systems and Processes to Promote Evidence Use</b>	<p>This workshop is intended for M&amp;E practitioners, as well potentially as sector staff from government or civil society. Core content builds on the book <i>Using Evidence in Policy and Practice – lessons from Africa</i>, and an electronic version will be made available to participants.</p> <p>It will support M&amp;E practitioners and sector staff to build on the work they are currently doing and how to strengthen evidence use, considering their context.</p> <p>Participants will reflect on how to manage their context, how to stimulate the demand for evidence, and how to use different evidence use interventions before, during and after the actual evidence generation to encourage use. Key elements will be how to maximize the ownership of programme staff and senior managers of the evidence, and trust of the people generating evidence.</p> <p>Particular attention will be placed on strengthening participants' understanding of and ability to identify internal factors that influence and appropriate interventions to strengthen use.</p>

		<p>Participants will work practically in breakout groups using their real examples to assess what can be done and how to do it. They will have a video to watch prior to the actual session, and some questions to answer.</p>
<p>4.</p>	<p><b>Mobile Data Collection: Form Development, Quality Control and Data Visualization</b></p>	<p>This workshop will provide a solid introduction to mobile data collection systems based on Open Data Kit (ODK). It is aimed at M&amp;E practitioners interested in using mobile data collection in practice, e.g. for beneficiary surveys (face-to-face, phone and online), site audits, learner assessments etc. ODK is an open-source industry standard for the rapid development and deployment of offline mobile forms for data collection of all sorts (e.g. surveys, audits, stocktaking etc). For the training we will be using a commercial derivate of ODK called SurveyCTO but the lessons learnt will be applicable to other ODK-based solutions.</p> <p>The aim of the workshop is to highlight the advantages of mobile data collection vs paper-based systems in terms of automation, quality control, data management and reporting. It will cover the following topics:</p> <ul style="list-style-type: none"> <li>• Overview of the most common mobile data management tools</li> <li>• Introduction to XLSForm, a standard for mobile form authoring</li> <li>• Semi-automated quality control using Google Sheets and Integromat</li> <li>• Exporting data for analysis (e.g. Stata, SPSS)</li> <li>• Automated data visualization and reporting using maps and graphs</li> <li>• Integration with third-party software</li> <li>• Examples of mobile data collection in M&amp;E</li> </ul> <p>The course will be interactive and hands-on. Before the workshop, the participants should set up their own trial accounts with SurveyCTO and Integromat and have access to Google Drive.</p>
<p>5.</p>	<p><b>Evaluative Thinking for a Changing World</b></p>	<p>How does one “think like an evaluator”? How can program implementers and administrators learn to think like evaluators? In a changing world, with numerous and overlapping ‘wicked problems’ and crises such as COVID-19, climate change, and systemic racism, the need for critically reflective and evaluative thinking seems greater than ever. Recent years have witnessed an increased use of the term “evaluative thinking,” yet this particular way of thinking, reflecting, and reasoning is not always well understood. Patton warns that as attention on evaluative thinking has increased, we face the danger that the term “<i>will become vacuous through sheer repetition and lip service</i>” (2010, p. 162).</p> <p>This workshop can help avoid that pitfall. Drawing from our many years of research and practice in evaluation capacity building, in this online workshop we use mini-lectures, group dialogue, and hands-on practical activities to help attendees learn:</p> <p>(1) What evaluative thinking (ET) is and how it pertains to their context; (2) How to promote and strengthen ET among individuals and organizations with whom they work;</p>

		<p>(3) How to use ET specifically to rethink problem representation in evaluation; and</p> <p>(4) How to use ET to identify assumptions, articulate program theory, and conduct evaluation with an emphasis on learning and adaptive management to be more resilient in the case of crises and change.</p>
6.	<b>Strengthening Evaluation Data Analysis &amp; Visualisation capacity Using Advanced Microsoft Excel</b>	<p>This workshop has been specially designed to provide you with a thorough understanding of data management processes, and a pragmatic step-by-step process for conducting data analysis as well as visualization using Advanced Functions of Microsoft Excel. The workshop will cover two main data analysis &amp; visualization strategies i.e. Data analysis and interpretation using Pivot tables (Conducting Bivariate analysis, Cross tabulations, multi variable analysis, Pivot graphs, Pivot Slicers, Creating PivotChart Reports from Scratch and development of strategic decisions and policies from M&amp;E data) and Data Visualization &amp; Dashboard creation working with Visuals, Composition Visuals, Comparison Visuals, Visualizing relationships and qualitative data, creating automated visuals, creating interactive dashboards etc.). Delegates will need to be familiar with the basics of Microsoft Excel.</p>
7.	<b>How to Transform Your Report into A 2-Page Infographic Summary</b>	<p>The workshop will be presented as an introduction to data communication concepts and use a sample report to walk participants through the process and tools in creating an infographic summary. The presenter will highlight the importance of structure, how to be strategic in summarizing information without oversimplifying the content, and data viz concepts such as charts, colour and font. The workshop will be facilitated as a Masterclass however, allow participants to independently follow the steps using Piktochart and other freely available tools. The aim is to provide participants with tools, tips, and guidelines to use in their own reporting.</p>
8.	<b>Blue Marble Evaluation for Global Systems Transformation</b>	<p>Blue Marble refers to the iconic image of the Earth from space with no borders, boundaries, or sector silos. Blue Marble Evaluation is about crossing borders and silos in support of global systems transformation. Traditional evaluation is focused on assessing logic models and goal attainment of projects and programs. But the concern now is not how to improve projects but how to change systems. For example, racism is understood now as a systemic and structural problem, not something changed through a project. Likewise, sustainability involves transforming complex dynamic systems that cut across political, economic, cultural, and natural (environmental/ecological) systems.</p> <p>Participants in this session will learn the principles of Blue Marble Evaluation for equity and sustainability, with special emphasis on connecting the local (South Africa) with the global. The session will be online but highly interactive.</p>

9.	<b>Introduction to Setting up an Independent Evaluation Consulting Firm</b>	<p>This workshop will take participants through an interactive process to address key entrepreneurial issues that the presenter has seen throughout 25 years of conducting evaluations. At the end of the workshop, participants will be better placed to embark on or improve their independent consulting practice. There are four stages of establishing and running an evaluation company, which will be discussed during the workshop. The stages are:</p> <ol style="list-style-type: none"> <li>1. Inception</li> <li>2. Survival</li> <li>3. Growth and Development</li> <li>4. Maturity</li> </ol> <p>During the workshop there will assignments, such as identifying an evaluation niche for the new business, branding and identity, and understanding and setting pricing.</p>
10.	<b>Introduction to Nvivo Qualitative Data Analysis Software</b>	<p>The task of analyzing a big volume of qualitative data can seem overwhelming. But with the right tools and approach, a good qualitative dataset yields powerful insights that are supported by sound, systematic methods. NVivo is one of the leading software packs for computer-assisted qualitative data analysis. It helps users to organize, efficiently analyze, and generate insights from unstructured data. Users who grasp the basic concepts and functions of NVivo can generate valuable results efficiently. This is a hands-on software training course. It aims to equip new users to use NVivo confidently and effectively for basic qualitative data analysis. It is aimed at new qualitative researchers, mixed methods M&amp;E practitioners who are ready to step up their qualitative game, and the commissioners of mixed-methods evaluations. Participants should install a free trial version of NVivo on their computer before the workshop.</p>
11.	<b>Outcome Harvesting: what, why and how?</b>	<p>This workshop will be relevant to people who have to evaluate advocacy or other interventions that aim to influence other individuals or institutions.</p> <p><i>“Outcome Harvesting is an approach in which harvesters identify, formulate, verify, analyze and interpret ‘outcomes’ of interventions in contexts where relations of cause and effect were not fully understood when planning or implementing. Faced with this uncertainty, and unlike other monitoring and evaluation approaches, Outcome Harvesting does not necessarily measure progress towards predetermined objectives or outcomes, but rather, collects evidence of what has changed and, then, working backwards, determines whether and how an intervention contributed to these changes.”</i> ((Wilson-Grau 2019)</p>
12.	<b>An Introduction to Public Sector Evaluation in South Africa</b>	<p>This workshop will deliver a foundational understanding of the policies, good practices and role player relationships necessary to deliver a successful public sector evaluation. Through an interactive</p>

		<p>workshop presentation, participants will learn how policies, concepts, and processes common to public sector evaluation in South Africa are applied in practice.</p> <p>Drawing on examples, the workshop will prepare participants to proactively address the challenges and embrace the opportunities of undertaking public sector evaluations of developmental interventions. The workshop will entail a two-hour interactive presentation. Participants will be expected to complete practical exercises based on the presentation and a reading. Facilitated discussions and group reflections will also complement the presentation and support application of course content.</p>
<b>13.</b>	<b>Evaluating in the Times of COVID-19</b>	<p>In the past few months, UNICEF evaluation function has initiated different evaluative activities to capture the learning from COVID-19 implementation so as to enhance its programme work. These have included the following:</p> <ul style="list-style-type: none"> <li>• Adapting planned/ongoing evaluations to include COVID-19, to enhance their relevance and timeliness</li> <li>• Evaluative evidence for continuous learning and adaptive management</li> <li>• Iterative Rapid Assessments /real-time evaluations, and reviews</li> </ul> <p>The 2-hour session will focus on the following and the participants will:</p> <ul style="list-style-type: none"> <li>• Reflect on the importance of evaluating in the times of COVID-19.</li> <li>• Learn about some of the methods that UNICEF is using to assess implementation of COVID-19 programming.</li> </ul>
<b>14.</b>	<b>Made in Africa Evaluation: Decolonizing our thought and practice</b>	<p>This workshop will consist of a theoretical discussion and practical engagement of decolonizing “Made in Africa Evaluation”. It will interrogate the following concepts: decolonization, return to the source, ideology, culture, indigenous knowledge, and Made in Africa Evaluation. The course will center the work of Amilcar Cabral, Frantz Fanon, Kwame Nkrumah, Issa Shivji and other prominent Pan-African scholars to situate Made in Africa Evaluation theoretically. It will have a component where participants in groups discuss the feasibilities and possibilities of MAE. There will also be a section for participants to apply a four-stage “Made in Africa Evaluation” theory to a real-life evaluation challenge.</p> <p><i>Note: Participants will be asked to read some materials prior to the workshop to prepare.</i></p>



**2020 VIRTUAL CAPACITY BUILDING WORKSHOPS MASTER PROGRAMME**

Time	19 Oct (Mon)		20 Oct (Tue)		21 Oct (Wed)		22 Oct (Thu)		23 Oct (Fri)	
	Stream A	Stream B	Stream A	Stream B	Stream A	Stream B	Stream A	Stream B	Stream A	Stream B
<b>08:45</b>	<b>Log in to sessions</b>		<b>Log in to sessions</b>		<b>Log in to sessions</b>		<b>Log in to sessions</b>		<b>Log in to sessions</b>	
<b>09:00-10:30</b>	<b>Session 1:</b> Introduction to use of Excel in data analysis <b>(Unit 1)</b>	<b>Session 4:</b> Adapting Your Systems & Processes to Promote Evidence Use	<b>Session 6:</b> Made in Africa Evaluation: Decolonizing our thought and practice	<b>Session 9:</b> Intermediate & Advanced data analysis by Excel <b>(Unit 2)</b>	<b>Session 11:</b> Integrating Gender & Social Inclusion into Evaluations <b>(Unit 2)</b>	<b>Session 12:</b> Introduction to Setting up an Independent Evaluation Consulting Firm <b>(Unit 1)</b>	<b>Session 15:</b> Introduction to Setting up an Independent Evaluation Consulting Firm. <b>(Unit 2)</b>		<b>Session 19:</b> Outcome Harvesting: What, Why and How?	<b>Session 22:</b> Using NVIVO <b>(Unit 2)</b>
<b>10:30 - 11:00</b>	<b>Break-No live session</b>		<b>Break-No live session</b>		<b>Break-No live session</b>		<b>Break-No live session</b>		<b>Break-No live session</b>	
<b>11:00 - 13:00</b>	<b>Session 2:</b> Integrating Gender & Social Inclusion into Evaluations <b>(Unit 1)</b>	<b>Session 5:</b> Developing a Theory of Change <b>(Unit 1)</b>	<b>Session 7:</b> How to Transform Your Report into a 2-Page Infographic Summary	<b>Session 10:</b> Developing a Theory of Change <b>(Unit 2)</b>	<b>Annual General Meeting 12:30-14:00</b>		<b>Session 16:</b> Introduction to NVIVO <b>(Unit 1)</b>		<b>Session 20:</b> An Introduction to Public Sector Evaluation in SA	
<b>13:00 - 14:00</b>	<b>LUNCH No live workshops</b>		<b>LUNCH No live workshops</b>				<b>LUNCH No live workshops</b>		<b>LUNCH No live workshops</b>	
<b>14:00 -16h00</b>	<b>Session 3:</b> Evaluative Thinking for a Changing World <b>(Unit 1)</b>		<b>Session 8:</b> Blue Marble Evaluation: Michael Quinn Patton		<b>Session 13:</b> Evaluating in the Times Of COVID-19	<b>Session 14:</b> Evaluative Thinking for a Changing World <b>(Unit 2)</b>	<b>Session 17:</b> A debate on the role of power and rank in the M&E field (Open session)	<b>Session 18:</b> Mobile Data Collection: Form Development, Quality Control & Data Visualisation <b>(Unit 1)</b>	<b>Session 21:</b> Mobile Data Collection: Form Development, Quality Control and Data Visualisation <b>(Unit 2)</b>	