

# Monitoring and Evaluation and Reporting of Capacity Building Events

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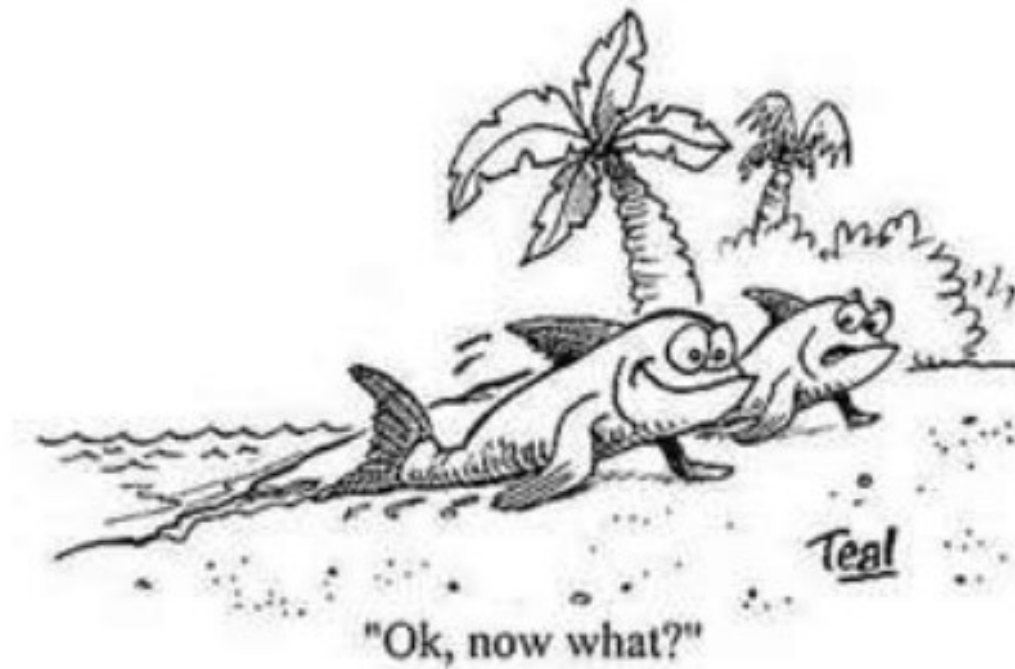
# What is coming....

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- Capacity building
- M & E
- How to measure success?
- Why to evaluate training?
- Five Steps of Training Evaluation
  - Step 1: Identify Purposes of Evaluation
  - Step 2: Select Evaluation Method
  - Step 3: Design Evaluation Tools
  - Step 4: Collect Data
  - Step 5: Analyze and Report Results

# What do you see?....

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# Capacity building



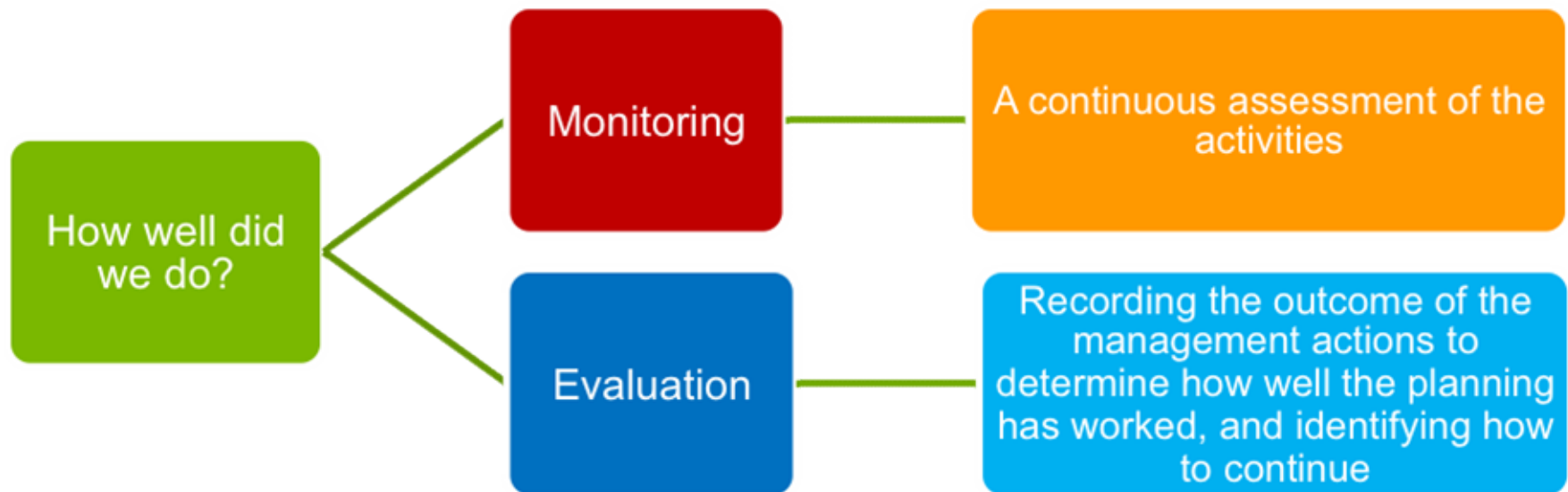
# Capacity building

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- Process by which individuals and organizations obtain, improve, and retain the skills, knowledge, tools, equipment and other resources needed to do their jobs competently or to a greater capacity... **(Wikipedia)**

# Monitoring and evaluation

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# How to measure success?

- 1) Need to have a clear purpose at the beginning
- 2) What do we measure?
- 3) Did what we measured fulfilled the purpose?



# Planning and monitoring training



# 1) Have a clear purpose at the beginning

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- Are we building specific skills among individuals?
- Is it the specific capacity within an organization?
- Is it to build the capacity of an institution to be independent?

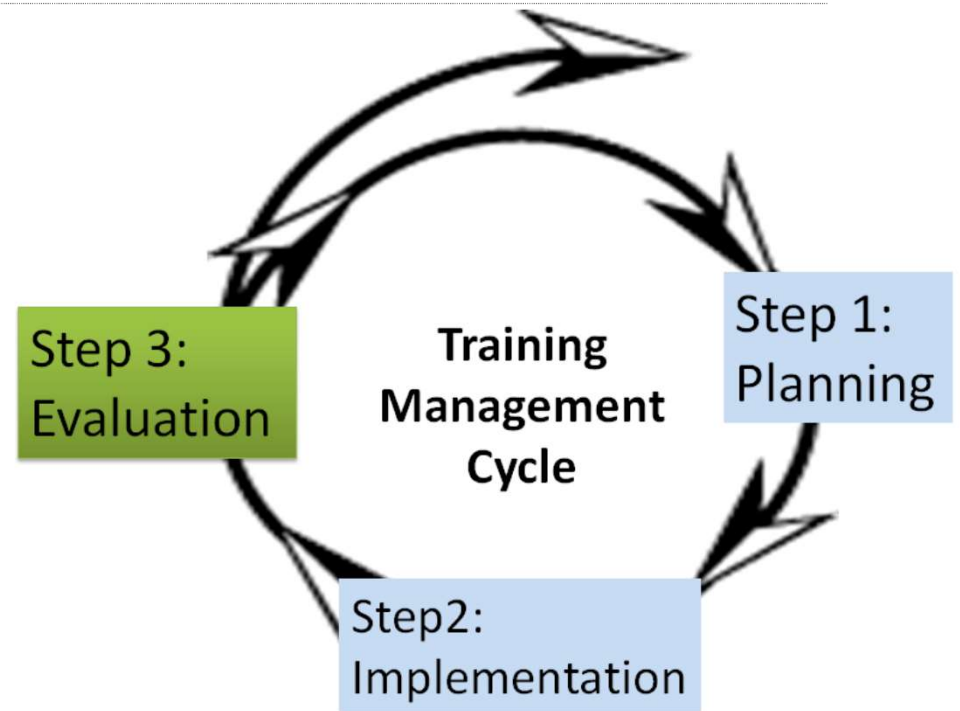
## 2) What do we measure?

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- Quantitative: e.g. numbers of people or institutions
- Qualitative: e.g. application of new knowledge, uptake of new policies
- A combination

# Why to evaluate training?

- The evaluation is the final step of the training management cycle
- The results of the training evaluation are reflected in the next phase of training planning to improve future training programs



# Five steps of training evaluation

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## ***Step 1: Identify the purposes of evaluation***

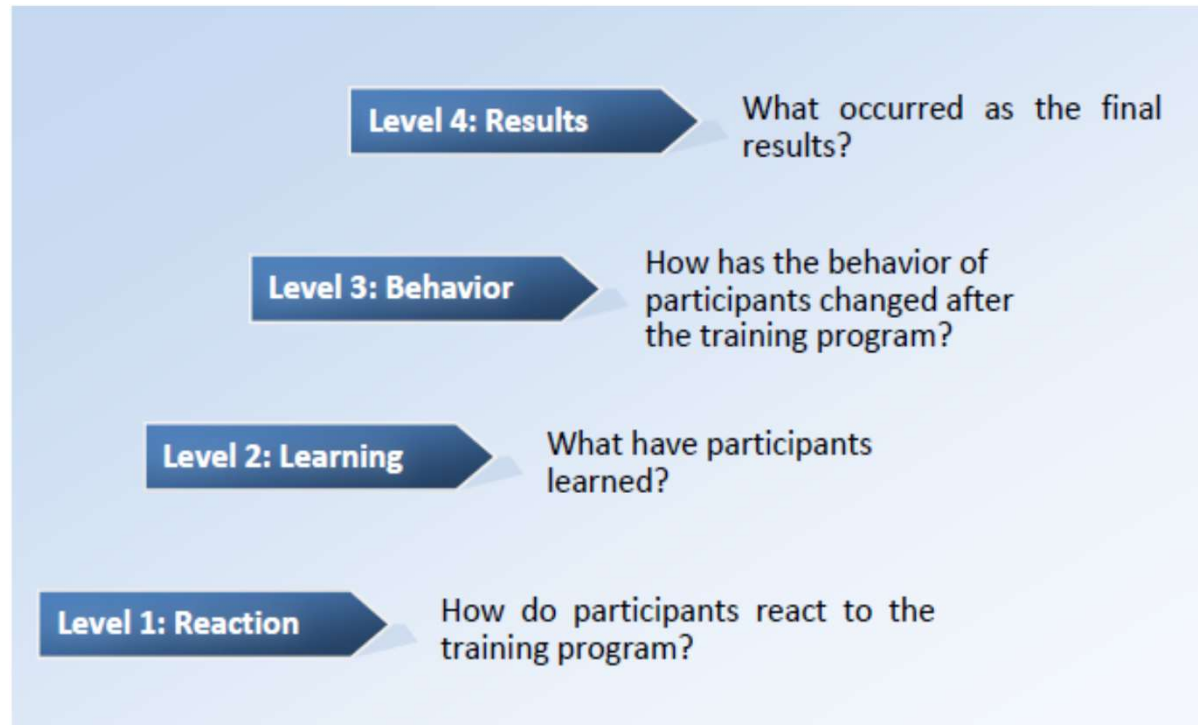
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- Before developing evaluation systems, the purposes of evaluation must be determined.
- Why do we want to evaluate training programs?

## Step 2: Select Evaluation Method

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- Kirkpatrick's four levels of evaluating training programs
- Reaction, learning, behavior, and result



## Step 3: Design evaluation tools

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- Questionnaire
- Pre/Post Test
- Impact Survey

Level 1: Reaction	Level 2: Learning	Level 3: Behavior & Level 4: Results
Questionnaire	Pre/Post Test	Impact Survey

## ***Step 4: Collect data***

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- Who, when, how to collect data?
  - Questionnaire
  - Pre/post tests
  - Semi-structured interview for impact survey



# Questionnaire

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- Keep responses anonymous if no reason to know each participant
- Distribute questionnaire forms in advance
- Explain the purpose of the questionnaire and how the information will be used
- Allow enough time for completing the questionnaire

# Pre & post training



## Pre-Test

First Day of Training  
Before all the sessions



## Sessions



## Post-Test

Last Day of Training  
After all the sessions

<https://www.google.com/forms/about/>

Post training assessment : ToT on Land Cover Mapping using EO Data

Section 1 of 6

Post-training assessment: ToT on Land Cover Mapping using EO Data

Thank you for your participation in this training course. We hope that you found this training course useful for you and your organization. We will appreciate if you could fill in the below form. Your participation for assessing this training program would be great contribution for effective design and management of similar training in the future. It will support us to follow up and overall evaluation of the capacity building effort in coming days. Please respond as appropriate.

Email address \*

Valid email address

This form is collecting email addresses. [Change settings](#)

After section 1 [Continue to next section](#)

Section 2 of 6

A. RELEVANCY OF THE TRAINING AND TRAINING QUALITY

Description (optional)

# Semi-structured interview for impact survey

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- Introduction
- Positive attitude
- Probe answers on open-ended questions
- Tracer studies & organizational capacity assessment (e.g. OCAT tool)

## ***Step 5: Analyze and report results***

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- Evaluation data analysis
- Reporting

# Evaluation data analysis

## • Data input

- Excel
- Google form
- Database

Purpose of Participation in the training



Table 1 Responses (in %) of the participants for Relevancy of the Training and Training Quality

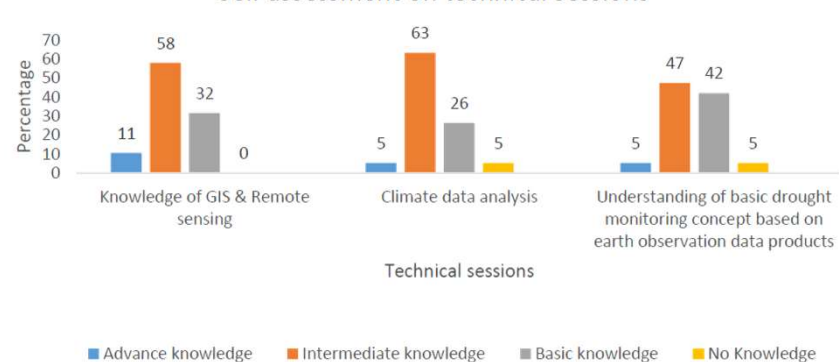
S. No.	Relevancy of the training and training quality	Extremely High (%)	High (%)	Medium (%)	Low (%)
1	The presentation was clear and to the point	60	30	10	0
2	The training was interactive	60	40	0	0
3	The presenter(s)/facilitator(s) were highly knowledgeable of the subject material	70	30	0	0

## • Data analysis

- Frequency distribution and average
- Using figures to present data

QN	Description	Yes	No
14	Has your capacity increased because of the training?	100	0
15	Will you be able to apply the knowledge learned?	100	0

Self assessment on technical sessions



# Reporting

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- Who needs to know what?
- Forms of communicating evaluation findings
- Evaluation report

# Reporting format

## **Summary**

- Purpose of evaluation
- Evaluation audiences
- Major findings and recommendations

## **Program Description**

- Program background
- Program goals/objectives
- Program participants
- Program activities

## **Evaluation Design and Methods**

- Purpose of the evaluation
- Evaluation designs
- Data collection methods

## **Findings and Results**

- Description of how the findings are organized (e.g., by evaluation questions, themes/issues)
- Results of analyses of quantitative and/or qualitative data collected

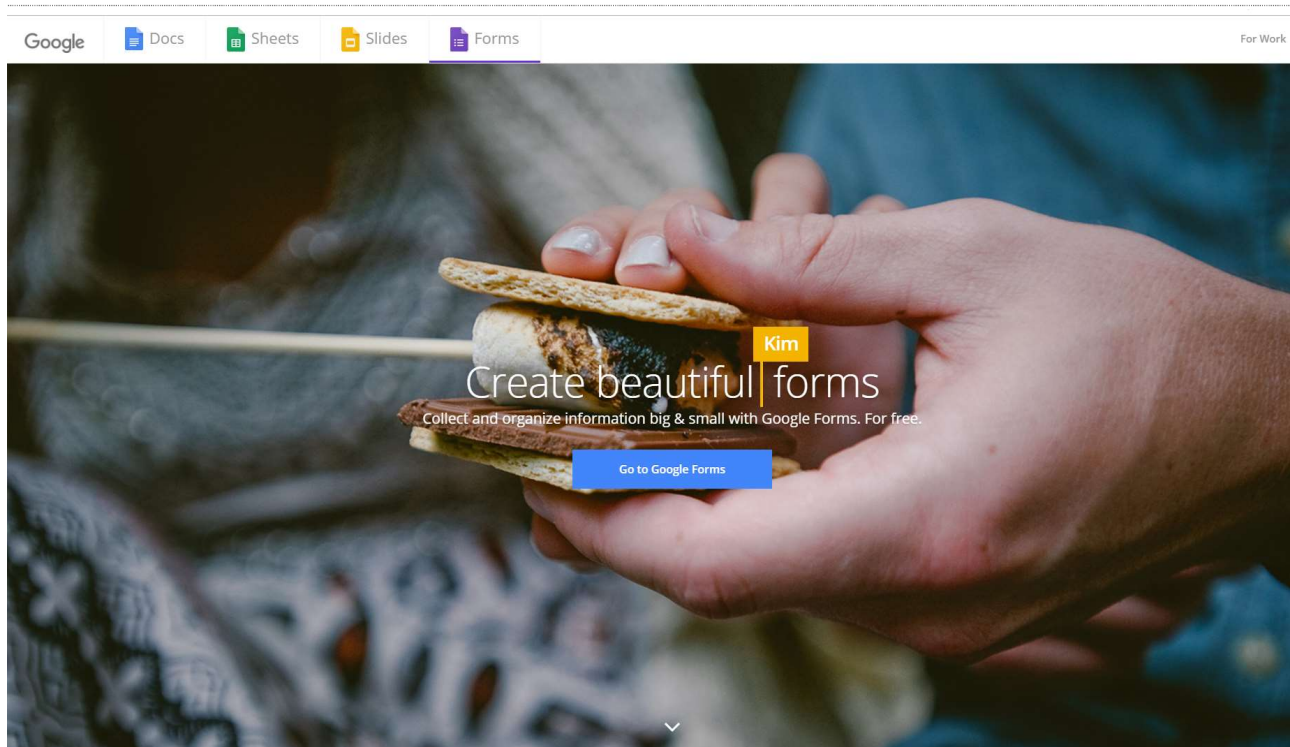
## **Recommendations/ reflection/feedback**

- Recommendations for action based on these conclusions

## **Appendices**

- List of participants
- Seminar/training materials
- Questionnaires, pre/post tests
- Program expenditure summary

# Using google form



<https://www.google.com/forms/about/>



# Thank you!

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