Monitoring and Evaluation and Reporting of Capacity Building Events

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What is coming....

• 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?....

"Ok, now what?"
Capacity building

- 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)
Capacity building

• 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

How well did we do?

Monitoring

A continuous assessment of the activities

Evaluation

Recording the outcome of the management actions to determine how well the planning has worked, and identifying how to continue
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

- 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?

- 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

1. **Step 1:** Identify Purposes of Evaluation
2. **Step 2:** Select Evaluation Method
3. **Step 3:** Design Evaluation Tools
4. **Step 4:** Collect Data
5. **Step 5:** Analyze and Report Results
Step 1: Identify the purposes of evaluation

• Before developing evaluation systems, the purposes of evaluation must be determined.

• Why do we want to evaluate training programs?
Step 2: Select Evaluation Method

- Kirkpatrick’s four levels of evaluating training programs
- Reaction, learning, behavior, and result
Step 3: Design evaluation tools

- Questionnaire
- Pre/Post Test
- Impact Survey
Step 4: Collect data

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

• 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/
Semi-structured interview for impact survey

- Introduction
- Positive attitude
- Probe answers on open-ended questions
- Tracer studies & organizational capacity assessment (e.g. OCAT tool)
Step 5: Analyze and report results

- Evaluation data analysis
- Reporting
Evaluation data analysis

- **Data input**
  - Excel
  - Google form
  - Database

- **Data analysis**
  - Frequency distribution and average
  - Using figures to present data

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Relevancy of the training and training quality</th>
<th>Extremely High (%)</th>
<th>High (%)</th>
<th>Medium (%)</th>
<th>Low (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The presentation was clear and to the point</td>
<td>60</td>
<td>30</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>The training was interactive</td>
<td>60</td>
<td>40</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>The presenter(s)/facilitator(s) were</td>
<td>70</td>
<td>30</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Self assessment on technical sessions**

<table>
<thead>
<tr>
<th>QN</th>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Has your capacity increased because of the training?</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>Will you be able to apply the knowledge learned?</td>
<td>100</td>
<td>0</td>
</tr>
</tbody>
</table>
Reporting

• 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!