



23-27 OCTOBER 2017, SANDTON, JOHANNESBURG, SOUTH AFRICA

6th Biennial Conference Sandton, 23-27 October 2017

CALL FOR WORKSHOP PROPOSALS Proposal submission date: 15 June 2017

SAMEA takes pleasure in inviting you to take part in its 6th Biennial SAMEA Conference to be held at the Hilton Hotel in Sandton, Johannesburg, South Africa from 23-27 October 2017.

The theme for this year's conference is: '**Purpose-driven Monitoring and Evaluation**'

This Conference is a key pillar of the SAMEA strategy to broaden the evaluation community and to increase commitment amongst evaluation users and decision-makers to use quality evidence for informed decision making. The Conference outcomes and strands are as follows:

Outcome 1: Monitoring and Evaluation stakeholders from across sectors have an improved understanding of purposive performance monitoring systems, data management and data visualization for informed decision making.

Conference Strand 1: Strengthening Performance Monitoring Systems

Conference Strand 2: Enhancing Data Management and Visualisation

Outcome 2: Evaluation users, decision-makers and evaluation managers, commissioners, development partners will have a better understanding of how fit for purpose monitoring and evaluation can be used for policy-making, oversight, accountability, and changes to interventions that ultimately lead to efficient and effective development.

Conference Strand 3: Using M&E for informed evidence based decisions

Outcome 3: Evaluators of all levels will have deepened their knowledge and skills to apply purposive evaluation approaches, designs and methods for better quality evaluations.

Conference Strand 4: Lessons learnt from evaluation case studies

Outcome 4: The evaluation field in South Africa is strengthened through the development of purposive M&E frameworks, ethics, standards and competencies.

Conference Strand 5: Strengthening the Monitoring and Evaluation Profession

Submissions need to focus on any one of the conference strand above, and need to be contextually located within one of the sectors described below.

Social Development	<ul style="list-style-type: none"> • Education • Health • Food security • Social protection
Inclusive Growth and Employment	<ul style="list-style-type: none"> • Employment/work • Economic infrastructure • Regional integration
Governance	<ul style="list-style-type: none"> • Responsive accountable, effective and efficient local government system, • Efficient, effective and development oriented public service
Environmental Sustainability	<ul style="list-style-type: none"> • Sustainable human settlements and improved quality of household life and well protected environmental assets • Sustainable use of natural resources

Through this theme of the conference there will be discussions and debates on the use of evaluation as it pertains to measurable improvements in the human condition.

The Conference will bring together commissioners, practitioners and researchers as part of SAMEA's mandate to grow a community of SA evaluators and to strengthen the evaluation community. The M&E community will be provided an opportunity to take stock of what others are doing in the field and engage with the state of development of M&E in South Africa with international comparisons; stimulate debate and research around M&E practice, promote the integration of theory and practice in M&E, and its role in society, given the specific development and service delivery challenges South Africa faces. The Conference also provides a platform for SAMEA as a VOPE to promote its national and international profile.

SAMEA hereby invites all stakeholders - M&E practitioners from the public, private and development spheres to submit paper, panel, or infographic abstracts presenting M&E systems, processes and practices within the broad theme of the conference; to submit a proposal for the pre-conference workshops on contemporary M&E paradigms, methods and tools, or scarce skills; or to register for the conference to learn from international and local experts.

Proposals for training workshops should not exceed 3 pages and must clearly articulate:

1. Workshop title
2. Facilitator/s name, background, affiliation, qualifications and prior experience
3. Description of experience in training in the field and history of the workshop
4. Contact details of the presenting entity or facilitator
5. Workshop length (1-day or 2-days)
6. Target group indicate appropriate target group/s e.g. M&E Practitioners, M&E Managers, Programme managers, Decision Makers (e.g. executive management, legislature), Evaluators, Commissioners of evaluations
7. Complexity level (indicate the course as either beginner, intermediate or advanced and note clearly any special expertise required by participants in order to benefit from the course: e.g. stats background, experience in M&E)

Complexity level:

(Indicate the appropriate level)

Beginner:

The beginner course is intended for individuals who are new in the field of M&E, who have limited or no prior knowledge or experience of M&E, the course will help individuals to understand and learn about M&E concepts

Intermediate:

The intermediate course is intended for individuals who have limited experience and some knowledge of M&E. For individuals who are currently working as a programme manager using monitoring and reporting tools for management practice. For individuals who intend to commission and manage, or conduct an evaluation study. For individuals seeking to build on, apply or enhance knowledge in evaluations.

Advanced:

The advanced course is intended for individuals with experience and knowledge in the M&E. For individuals with greatly developed knowledge and seeking to heighten and advance their knowledge in M&E. For individuals seeking the most up- to-date knowledge in M&E. For individuals who could be deemed an expert in the field.

8. Workshop description (including learning outcomes, key themes, training methodology). Training should be interactive, use hands-on case examples.
9. Programme of activities

Workshops must please adhere to the following daily schedule:

Time	1 or 2 Day Workshop
09:00-10:00	Opening Session
10:00-10:30	Tea Break
10:30-13:00	Second Session
13:00-14:00	LUNCH
14:00-15:30	Third Session
15:30-16:00	Tea Break
16:00-17:00	Closing Session

11. Accreditation if applicable (accrediting body, level of accreditation, number of credits, description of assessment requirements that need to be met, certification options and certifying body).
12. Ideal and maximum number of participants. Preference will be given to workshops that can accommodate at least 20 participants in the session.
13. Special requirements (e.g. training venue set-up, data projector and other training equipment required, equipment or software required by participants)

14. Description of the course materials to be used and distributed. SAMEA will print up to 40 pages per participant per workshop for materials for your workshop. However, material must be provided to the workshop coordinators by **16 October 2017** as a single file (pdf format preferred, or a word file if there are no formatting concerns). Multiple attachments will not be accepted. SAMEA can only do standard copying and collating in black and white on white paper.

Workshop and training proposals must be forwarded to the workshop coordinators by **15 June 2017** [email to both: victor@dpme.gov.za and info@samea.org.za]. All proposals will be considered and during the selection of workshops, *preference will be given to accredited courses, to (non-accredited) scarce-skills development courses and workshops offered by presenters with exceptional international experience in M&E training.* Feedback on the acceptance of each proposal received will be given by Monday **18 July 2017**. The deadline for the submission of full workshop material is **16 October 2017**.

SAMEA will pay an honorarium per accepted workshop (not per facilitator) as follows: R7000 for a 1-day workshop and R14 000 for a 2-day workshop. This fee is intended to defray some of the costs incurred by the facilitators. Payments will be made via direct deposit to the workshop facilitator's account 30 days after the presentation of the workshop.

Please note that SAMEA will only continue with a workshop if at least **10 people** register and pay for the workshop by **10 October 2017**. SAMEA will confirm the expected number of attendees for each workshop to the respective presenters one week prior to commencement of the workshop series.

Queries on workshop proposals may be forwarded electronically to the training workshop conference chair Prof. Victor Naidu using the details below:

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