



## **CAPACITY BUILDING WORKSHOP SERIES**

### **22 – 23 October 2018**

#### **CALL FOR WORKSHOP PROPOSALS**

**Proposal submission date: 19 June 2018**

SAMEA's **Monitoring and Evaluation Capacity Building Workshops** will be held in **Johannesburg on 22 – 23 October 2018**. The Workshop series will coincide with the annual AGM of SAMEA.

The organisers call for proposals from local and international M&E experts, individual consultants, universities, South African government organisations, private sector training providers, and NGOs to facilitate professional development workshops. It is envisioned that approximately 10 workshops will be offered in parallel sessions over each of the two days. Proposals for both one day and two-day workshops are invited. Workshops will be offered at competitive rates to encourage maximum participation from both existing SAMEA members as well as the wider target audience of students, new professionals, programme managers, M&E practitioners, academics, consultants and more.

**The presenters should select one of the workshop themes below:**

1. **Implementing M&E systems in different contexts: challenges and solutions** e.g. Integrated Results Based Monitoring & Evaluation System, strengthening data management system, overcoming data gathering challenges, improving the quality of data analysis and reporting.
2. **Applying evaluation theories and methodologies** e.g. use of systems thinking, use of programme logic and TOC in evaluation, selecting appropriate evaluation designs to address evaluation questions.
3. **Innovation in data analytics and technology for M&E.** e.g. data visualisation, using big data, communicating data.
4. **Managing evaluations both from perspective of the commissioner and the evaluator** e.g. developing terms of reference, assessing the inception report, providing critical, constructive feedback, communicating the evaluation findings.
5. **Using evaluation findings** – e.g. promoting evaluations as a source of evidence for legislative oversight, using data in policy development, interpreting and applying data in real life contexts, challenges in communicating data to inform decision makers, evaluation and oversight: utilising evaluations in legislatures.

**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)
7. 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
8. 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

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**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.

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**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.

9. Workshop description (including learning outcomes, key themes, training methodology). Training should make use of interactive methodologies.
10. Programme of activities

Workshops must please adhere to the following daily schedule:

Time	1 or 2 Day Workshop
09:00-10:00	Morning Session
10:00-10:30	Tea Break
11:30-13:00	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 **12 October 2018** 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 Conference secretariat [info@sameaconference.co.za](mailto:info@sameaconference.co.za) by **19 June 2018**. 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 **Wednesday 04 July 2018**. The deadline for the submission of full workshop material is **12 October 2018**.

SAMEA will pay an honorarium per accepted workshop (not per facilitator) as follows: R7000 for a 1-day workshop and R14000 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.

**Traditionally SAMEA has offered stipends to the workshop presenters, however; this year we are proposing to prioritise workshops that are sponsored, provided they meet our quality standards.**

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

Queries on workshop proposals may be forwarded electronically to the training workshop committee.

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## **CONTACT**

### **Conference Secretariat:**

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