



Designing and Managing Evaluations for Development Projects

Training Workshop

Designing and Managing Evaluations for Development Projects is a 3-day course to assist evaluators and those commissioning evaluations to design appropriate and robust evaluations. The course helps evaluation practitioners and managers to conceptualise evaluations; choose appropriate evaluation methodologies; implement an entire evaluation process using a participatory, capacity building approach; and use evaluations to facilitate learning.

The three day programme is based on the principles of *utilised focused evaluation* approaches, and is aligned to the *Standards for evaluation in government* (DPME, 2014).

The course focusses on building the technical competencies related to designing evaluations and participants will receive a toolbox of methodologies. It also focusses on building the process competencies required to get maximum benefit out of the evaluation process. The course is informed by years of experience of conducting evaluations for the South African (and other) Governments, International Donors and NGOs (local and international).

Objectives

The objectives of this course are to increase **understanding** of:

- evaluation design as having both technical and process perspectives
- how to select an appropriate approach for an evaluation, including both qualitative and quantitative approaches such as document/literature review, most significant change, outcome harvesting, contribution analysis and quasi-experimental evaluation designs
- sampling and data analysis methods
- the use of participatory processes to improve utilisation and learning

The course will also:

- Improve the ability of those commissioning or managing evaluations to better articulate their evaluation requirements and assess the appropriateness of an evaluation proposal in terms of its design and quality of evaluation deliverables/process
- Improve the ability of evaluators to choose an appropriate design for an evaluation

Methodology

This course will be run in a workshop-style using adult learning methodologies. Group work is interspersed with input sessions. Workshops provide a space for participants to learn from each other by sharing knowledge and experiences.

Requirements

Participants should have a good understanding of monitoring and evaluation.

To achieve these outcomes full participation is required. There will be no passive learning.

The course is aimed at: monitoring and evaluation managers, young and emerging evaluators, evaluation consultants/practitioners, directors/managers of NGOs, Evaluation Steering Committee members, and those commissioning evaluations.



Outcomes

Participants will have an:

- improved understanding of utilisation focused evaluation and how these can be practically applied
- improved understanding of the different types of evaluations and how this influences the evaluation design e.g. design evaluation, implementation evaluation, summative evaluation, impact evaluation
- ability to develop an appropriate evaluation framework
- improved ability to choose appropriate methods to respond to key evaluation questions
- improved understanding of the “indicators” of a good quality evaluation process (from the development of a terms of reference through to the utilisation of the evaluation)

Workshop Programme

Module 1

Introduction to evaluation design

Key theoretical principles: Utilization focused evaluation
Evaluation design: Technical and process considerations

Module 2

Defining what is to be evaluated

Evaluation and the project cycle: When to evaluate and what to evaluate
The DAC criteria: effectiveness, efficiency, sustainability, impact, relevance
Developing key evaluation questions

Module 3

Designing an evaluation – technical perspective

Step 1: Deciding on an evaluation framework
Step 2: Unpacking key evaluation questions
Step 3: Evaluation Methods (methodology toolbox): Conducting document/literature review;
Qualitative evaluation approaches - Most significant change, outcome harvesting, contribution analysis;
Quantitative evaluation methods – Quasi experimental designs
Step 4: Sampling
Step 5: Data analysis tools and framework

Module 4

Designing an evaluation – process perspective

Guidelines for implementing a utilization focused, participatory, capacity building evaluation process

Module 5

The evaluation journey from a management perspective

Developing a terms of reference and proposal for an evaluation
Choosing the right evaluator: Key evaluator competencies
Key quality management considerations for the evaluation process: Inception, data collection, data analysis, report writing and learning.

COST R 8,434.78 + 15% VAT = R9,700 (incl. comprehensive course materials, refreshments & lunch, certificate). **Special discounts apply for groups of 3 people or more, of 10%, early bird registration applies**

IN HOUSE COURSES

Available Upon Request; Minimum 5 Persons

Visit the website to complete a registration request or contact us for more information:

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