

**Summary of Training Workshop on Monitoring and Evaluation for CCAA Funded Projects
Goree Institute, Senegal (December 07 - 11/ 2009)**

| Date | Topics | Description | Lessons Learnt | Applicability to URAdapt | Remark |
|------------|--|--|--|---|--------|
| 12/07/2009 | Participant Expectation from the workshop | <ul style="list-style-type: none"> • Introductory meeting where workshop organizers and participants mentioned their expectation • Most participants mentioned that they would like to be equipped with ME tools and learn from others experience who have already gone far in their project • Special request/emphasis was given on how to design/evaluate projects that include the participation/contribution/needs of various stakeholders • Most of the participants - from total of 23 projects - are just at kick off stage except few which has already reported once or twice thus the experience is mostly mainly form these few projects | The fact that design and ME of projects with a number of stakeholders participation requires special attention | As our project involves various stakeholders and creation of platforms... it indicates care and attention is necessary from the beginning | |
| | Expectation of Workshop Organizers / IDRC | <ul style="list-style-type: none"> • Objective is to help teams enrich their current M&E approach with tools that could help them better address specific challenges of participatory action research and climate change adaptation. • Project teams are required to submit interim technical reports to their program officer every six months. • These reports should describe the projects progress in terms of activities, outputs, outcomes, lessons learned and research findings for the reporting period. • It encourages teams to use tools from different approaches as they see fit, taking advantage of their comfort with certain tools that they have used in the past. • Since they can adapt better if they monitor and evaluate their own adaptation - formally or informally. | IDRC expects participants make sure suggested ME tools are applied to design/implement/ monitor and evaluate the projects financed by them in a flexible manner but with some mandatory requirements (interim/final technical reports) | Expectation of IDRC should be met even with some retroactive actions | |

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| | Results of questionnaires | <ul style="list-style-type: none"> • Among the 25 participants only 11 submitted filled questionnaire • Most have no assigned ME officer • Outcome mapping is the one tool where most do not have skill | <ul style="list-style-type: none"> • Roles of different team members of the project should be clear • ME should be mainstreamed in the project • Though all team members should be in one way another should be involved in ME, there should be an ME Officer • Team leaders support is critical for project's success | <ul style="list-style-type: none"> • The need for an ME Officer as focal person | <ul style="list-style-type: none"> • Proposal design actually considers mainstreaming of ME with full commitment of Team Leader |
| | Problems encountered until now and useful practices found by the team (Exercise 1) | <ul style="list-style-type: none"> • This exercise was meant for those who have already gone far in their implementation to share their experience for new projects • Getting active involvement of stakeholders at various levels from politicians to the grassroots community • ME of their involvement and developing indicators and measuring them • Ensuring involvement of key stakeholders in developing project objectives and setting what is expected from each was mentioned as solution during panel discussion | <ul style="list-style-type: none"> • Suggestions of involving stakeholders at the beginning (from planning stage) | <ul style="list-style-type: none"> • Involvement of stakeholders during the creation of platforms for projects and while developing ME system I | |

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| | Basic Concepts of M&E/ Result Chain - Lecture | <ul style="list-style-type: none"> • Definition of Monitoring and Evaluation/ Monitoring Continous and Evaluation Periodic/Milestone •Result-Based Management / Input, Activities, Output, Immediate/Intermediate/Final | <ul style="list-style-type: none"> • Stratifying results at three stages | Directly applicable | It is necessary to stratify expected results into immediate, intermediate and final |
| | Participatory Action Research | <ul style="list-style-type: none"> • PAR all about bringing knowledge simple • Actors are various stakeholders that include grassroots communities and researchers • Research not limited to for sake of research but use local resource/knowledge of community • ME is participatory at all stages and indicators are spelled out by everybody • Key stages of PAR Cycle: Situation Analysis; Conceptualization of Change; Planning; and Management of Change • Throughout the stages facilitation and process documentation is required | PAR acknowledging the role of sceince/scientists emphasized that there is local knowledge that can contribute to sceintific research that targets to benefit society | Is already designed considering PAR | |
| 12/08/2009 | Overview of tools to be used in the week (transferred from the first day) | <p>Tools to be covered during the workshop introduced:</p> <ul style="list-style-type: none"> • Result Based Management •Outcome Mapping •Vision-Action-Partnership approach •Participatory Analysis of Components of Risk | Just Introduction that makes us aware the presence of various tools | | |

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| | <p>Constructing a result chain from the elements of respective project proposal; activities, output, specific objectives/outcomes, general objective (Exercise 2)</p> | <ul style="list-style-type: none"> • The exercise is to show application of RBM in our project (UR) • This is basically an individual exercise carried out in taking only one specific objective of the project • I have carried out the exercise for one specific objective of creating viable policy platform which can also be found in the CD | <p>In Exercising RBM, the difficulty to have quantified values specially for various stages of results for objectives such as creating platform and the need to give emphasis and use also other tools</p> | <p>Applicable as shown in our proposal</p> | |

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| | <p>Outcome Mapping (Lecture/Exercise 3A/B)</p> | <p>approach</p> <ul style="list-style-type: none"> • OM conceptualize outcomes as changes in behaviours, relationships, practices of key partners that the project interacts • These are called Boundary Partners • These can be presented schematically by putting the project at the centre and representing boundary partners touching the project with a different size of circle as per their degree of importance • There are also strategic partners on which the project can not make any influence but they can have influence, these does not touch the project circle as they are not boundary partnters • Changes in behaviours of boundary partners is expressed in Progress Markers which are placed from simple to difficult; from expect to see, to like to see and finally love to see • Behavioural changes cited under progress markers should be elaborated by what happened?, when? what are the lessons learnt/corrective measures taken and evidence for that. • Excercise is doned individually first to identify partners, boundary and strategic, select one boundary partner and create progress markers, for our project I havedone the excercise which is attached | <ul style="list-style-type: none"> • Totally new concept for me but very useful for our project as we would be involved with various stakeholders in creating and maintaining platform to achieve project objective • Even if retroactive the lessons from this method should be utilized in the ME of UR | <p>Directly applicable</p> | <p>Exercise tries to show our boundary partners and project marker for one of the me there is a need to build on this</p> |

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| | Monitoring and Evaluation Tools (Lecture) | <ul style="list-style-type: none"> • Three monitoring tools are introduced and practiced by evaluating the day to day workshop activities • These are Process Documentation suitable for PAR and workshop evaluation (records before, after and by next time situation and recommendation in relation to a project); Outcome Journal in outcome mapping; and Situation Barometer/giving value for indicator of state from 1 to 5 and present the result in spider web | <ul style="list-style-type: none"> • These tools are useful tools for documentation of process, change in behaviour and compare various types of indicators developed in a project | <ul style="list-style-type: none"> • Process documentation and outcome journal can be used at different stage in stakeholders workshops and evaluate changes | |
| 12/09/2009 | Monitoring and Evaluation Tools (Workshop Evaluation Exercise) | <ul style="list-style-type: none"> • Workshop activities of previous two days are evaluated by different groups using specific tool and presented and discussion carried out. Our group did process documentation exercise and presented by myself • Similar exercises on other tools was also carried out in the coming days | The same as above | The same as above | There is a need to interview or make questionnaire survey specially in process documentation and situation barometer. |
| | Interim Technical Reports | <ul style="list-style-type: none"> • Interim Technical Reports are mandatory for projects funded by DFID and IDRC through CCAA programme • They are the main mechanisms through which the program can compile progress of research projects • Report should be a maximum of 20 pages • Details of what should be included in the report can be found in at http://www.idrc.ca/en/ev-57097-201-1-DO_TOPIC.html | <ul style="list-style-type: none"> • Basic reporting requirement of DFID and IDRC | Directly applicable and is mandatory | |

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| 12/10/2009 | Vision-Action-Partnership approach (Lecture) | <ul style="list-style-type: none"> • A participatory tool that can be used for conceptualizing and for participatory planning of ME within climate change adaptation initiatives • Vision : Description of desired conditions if the initiative was very successful • Actions : What we intend to do as a group to contribute to the vision and to influence the partners who can also contribute to it • Partnership : Partners with whom the group interacts and seeks to influence; expectations from them • Discussion on VAP is carried out with Boundary Partners who are influenced by the project | <ul style="list-style-type: none"> • It is an approach that is very much useful at the conception stage of research project as it gives vision on what do we want to see as a change and activities to achieve it and partnership required in the process | <ul style="list-style-type: none"> It can be exercised retroactively but not necessarily as this is already included in the project proposal in one way or another | |
| | Participatory Analysis of Component of Risk | <ul style="list-style-type: none"> • Projects on adaptation to climate change often intend to reduce risk related to those changes • Risk being the probability that a negative consequence will occur as a result is a function of hazard and itself take place and of vulnerability • Vulnerability is a function of exposure, sensitivity and adaptive capacity • Expected threat or hazard can be analyzed in a tabular form (can be found in the notes) • Indicators to measure risk, vulnerability, ... can be developed | <ul style="list-style-type: none"> • Systematic analysis of threat/risk associated with a project specially climate change related | <ul style="list-style-type: none"> • Can be used in the project specially on the effect and management of wastewater | |
| | Exercise 5 on VAP and PACR | <ul style="list-style-type: none"> • Group exercise selecting specific threat related objective/ our group considers fire hazard due to bush fire near a city | <ul style="list-style-type: none"> • Gives insight how to use VAP and PACR | | |
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| 12/11/2009 | How to acquire testimonial narratives to support the documentation of progress markers (Lecture) | <ul style="list-style-type: none"> • It is one way of collecting evidence of the outcome of a project or an activity • Such narratives are qualitative informations which help to understand the documented outcomes from the point of view of the interviewee • Willingness of the interviewee should be obtained to make identity of the interviewee public, otherwise it should be confidential | <ul style="list-style-type: none"> • How to collect information systematically to get a narrative information on the effect of intervention | <ul style="list-style-type: none"> • Likely to be used to record what stakeholder platform has changed and the impact of the overall project | |
| | Most Significant Change (MSC) approach (Lecture) | <ul style="list-style-type: none"> • MSC is methodology that aims at identifying the most significant changes which occurred in a community following interventions, and to document them in the form of narratives or stories told by beneficiaries • Steps of gathering MSCs are also included in the main document | All learnt anew | <ul style="list-style-type: none"> • Might be applicable after the end of the project to check what MSC happened in the various stakeholders as a result of the project | |
| | Exercise on MSC (Exc. 7) | <ul style="list-style-type: none"> • Individuals present their MSC as the result of the workshop in a group and the best one is selected and presented in a panel | | | |
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