

## PROPOSAL REQUIREMENTS

Your proposal must demonstrate:

1. Your approach to imparting knowledge and skills on M&E theories, methods and tools;
2. A focus on one of the conference strands; and
3. Must be located within one of the categories described below.

CATEGORY	EXAMPLES OF TOPICS
M&E methodologies	M&E theories (e.g. Utilization-Focused Evaluation, Realist Evaluation, Theory-Based Evaluation, Feminist Evaluation)
M&E tools and techniques	Data collection and innovation Data visualisation Learning processes Quantitative techniques in evaluation Qualitative techniques in evaluation
Sectoral M&E	M&E in education, health, social protection, environment, agriculture, trade, industrial policy, economic development
Rights-based M&E	Transformation Gender Equity
Cross-cutting themes	M&E and sustainability

## PROPOSAL SUBMISSION

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

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  
Identify the 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.

### **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

## 10. 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

## 11. Ideal and maximum number of participants.

Preference will be given to workshops that can accommodate at least 20 participants in the session

## 12. Special requirements

E.g. training venue set-up, data projector and other training equipment required, equipment or software required by participants

## 13. 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 4 October 2019 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.

Workshops must 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

Workshop proposals must be sent to the workshop coordinators by **17 April 2019**.

Click [here](#) to upload your proposal. A copy proposal must also be emailed to [info@samea.org.za](mailto: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 **10 May 2019**.

The deadline for the submission of full workshop material is **4 October 2019**.

SAMEA will pay an honorarium per accepted workshop (not per facilitator) as follows: R8000 for a 1-day workshop and R16 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 **11 October 2019**. 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 Ms Jitsing using the details below:

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SAMEA Conference Chair  
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