WORKSHOPS DESCRIPTIONS

1	Workshop Title:	An Orientation to And Practice in Outcome Harvesting				
	Presenter:	Barbara Klugman				
	Level:	Beginner to Intermediate	**Duration**	2 Days	**Date**	21 & 22 Oct

"Outcome Harvesting is an approach in which harvesters identify, formulate, verify, analyse and interpret 'outcomes' of interventions in contexts where relations of cause and effect were not fully understood when planning or implementing. Faced with this uncertainty, and unlike other monitoring and evaluation approaches, Outcome Harvesting does not necessarily measure progress towards predetermined objectives or outcomes, but rather, collects evidence of what has changed and, then, working backwards, determines whether and how an intervention contributed to these changes" (Wilson-Grau 2019)

This workshop will build participants' understanding of how to implement the 6 steps and 9 principles of outcome harvesting. It will explore the rationale behind the method; and what kinds of evaluation questions it can and cannot answer. It will be run in a participatory manner so that participants try out some of the steps and analysis in order to get a feel for what it involves.

Attendees will learn:

1. why the method is gaining currency
2. the steps and principles of outcomes harvesting
3. how to apply these in different circumstances for different types of evaluation

2	Workshop Title:	Evaluative Thinking: Principles and Practices to Enhance Evaluation Capacity and Quality				
	Presenter:	Thomas Archibald				
	Level:	Beginner to Advanced	**Duration:**	1 day	**Date:**	21 Oct

How does one "think like an evaluator"? How can program implementers and administrators learn to think like evaluators? Recent years have witnessed an increased use of the term "evaluative thinking," yet this particular way of thinking, reflecting, and reasoning is not always well understood. Patton warns that as attention evaluative thinking has increased, we face the danger that the term "will become vacuous through sheer repetition and lip service" (2010, p. 162). This workshop can help avoid that pitfall. Drawing from our research and practice in evaluation capacity building, in this workshop we use mini-lectures, group dialogue, and hands-on practical activities to help attendees learn:

1. What evaluative thinking (ET) is and how it pertains to their context;
2. How to promote and strengthen ET among individuals and organizations with whom they work;
3. How to use ET specifically to rethink problem representation in evaluation; and
4. How to use ET to identify assumptions, articulate program theory, and conduct evaluation with an emphasis on learning and adaptive management.

3	Workshop Title:	**Realizing the Promise of M&E: Practical Steps to Fuse Evidence with Action**				
	Presenter:	Ignacio del Bust				
	Level:	Beginner to Advanced	**Duration:**	1 Day	**Date:**	21 Oct

The proposed workshop introduces "decision-focused" principles to guide all measurement activities, then provides practical sessions to apply those principles to 1) define appropriate monitoring metrics and 2) identify appropriate areas for deeper evaluation. It will also incorporate theory of change principles and guidance to select the "right M&E tool at the right time."

The workshop will include a combination of presentation, individual exercises, and interactive group exercises. Course materials will include slides to be presented to participants, as well as printouts and paper cards to be distributed to participants to facilitate group work and discussion.

By the end of this workshop, participants will:

1. understand the principles to guide all M&E activities,
2. have outputs that they can take back to their everyday work settings, and 3) obtain resources to guide their M&E actions going forward

4	Workshop Title:	**Introducing Systems Thinking into Evaluation Practice**				
	Presenter:	Dr Kevin Kelly, Dr Myles Oelofse				
	Level:	Intermediate to Advance	**Duration:**	2 Days	**Date:**	21 & 22 Oct

The course is aimed at 'intermediate' evaluators with at least two years of experience in the field of evaluation, 'advanced' evaluators and evaluation commissioners. We will assume good background knowledge of evaluation processes, typologies and methods; and require participants to have evaluation examples to reflect on in discussions and exercises.

The training will involve presentations, interspersed with plenary and small-group discussions and exercises.

Key themes:

1. Identifying and analysing the characteristics of systems.
2. The need for systems thinking in the context of evaluation practice.
3. Understanding complexity and complex adaptive systems.
4. The Panarchy cycle and its value in systems analysis.
5. Indicators in developmental and systems evaluation.
6. Nested sub-systems and outsiders, and their influences on programmes.
7. Introduction of a basic tool for analysing complexity of programmes.
8. How to introduce systems thinking into your evaluation practice.

Expected outcomes:

1. Participants have a clear understanding of the scope of systems thinking and the use of systems concepts in the evaluation space.
2. Participants are able to understand when a systems approach to evaluation is appropriate and valuable.
3. Participants are able to identify levels of 'complexity' in a system and know how complexity affects programmes and their outcomes, as part of preparation for an evaluation.
4. Participants understand how to develop an evaluation design in keeping with a systems and complexity approach.
5. Participants are informed about the systems issues that need to be addressed in developing a TOR, coming to evaluation findings and writing an evaluation report.

5	Workshop Title:	**An Introduction to Public sector Evaluation in South Africa**				
	Presenter:	Mike Leslie				
	Level:	Beginner to Intermediate	**Duration:**	2 Days	**Date:**	21 & 22 Oct

This course will deliver a foundational understanding of the policies, good practices and role-player relationships necessary to deliver a successful public sector evaluation. Through a series of interactive presentations, practical exercises and group work, participants will learn how policies, concepts, methods and processes common to public sector evaluation in South Africa are applied in practice. Drawing on examples of successful public sector evaluations, the course will prepare participants to proactively address the challenges and embrace the opportunities of undertaking public sector evaluations of developmental interventions.

6	Workshop Title:	**Use of Qualitative Analysis Software for Evaluations (Qualitative Data Management, Analysis & Visualization Using NVIVO)**				
	Presenter:	Victor Kiwujja, Ronald Waiswa				
	Level:	Intermediate	**Duration:**	1 Day	**Date:**	21 Oct

Qualitative evaluation data has been under-utilized in decision making as many M&E professionals perceive analysing it as a very complex process. NVIVO is the leading tool for Computer Assisted Qualitative Data Analysis (CAQDAS). It helps to organize and analyse such data more effectively. It allows one to classify, sort and arrange many types of non-numerical data, helps you to examine relationships, visualize projects draw models and provides an organized storage file where one can quickly search and locate materials.

This concept is aimed at strengthening capacity of the workshop participants in regard to the use of Evaluation qualitative data. Specifically, we aim to:

1. Improve participants knowledge & understanding of Qualitative M&E data
2. Improve practical skills for qualitative data management and analysis NVIVO
3. Share knowledge and experiences in qualitative M&E data analysis using NVIVO

This training will provide participants with a thorough understanding of qualitative evaluation data and a pragmatic step-by-step process for conducting qualitative data analysis and visualization. This is strictly hands on and very interactive training.

The training will cover three main qualitative data management and analysis strategies described below:

Session 1: Introduction to NVIVO& Managing projects
Session 2: Importing and Coding Documents and Categorizing Data
Session 3: Visualizing NVIVO project

7	Workshop Title:	**Conducting Monitoring and Evaluation in the Basic Education sector**				
	Presenter:	Dr S Taylor,Ms N Mohohlwane, Dr J Kotze, Ms J Kika, Ms T Thulare, Ms R Mogomotsi				
	Level:	Intermediate	**Duration:**	1 Day	**Date:**	21 Oct

The Department of Basic Education's Research, Monitoring and Evaluation section, led by Dr Stephen Taylor, will present a 1-day workshop linking to the conference strand on "Better Evidence for Public Policy and Implementation". Those who attend this session will be better equipped to design, implement and interpret education sector evaluations, and will be able to contribute to an informed discourse about education sector and programme performance.

This workshop is targeted to education researchers, service providers doing evaluation or data collection in the education sector, as well as those who commission evaluations. Some familiarity with the education sector, statistics and with M&E methodologies will be advantageous but the workshop will not require existing technical skills.

The programme will be divided into four sessions. The first session will discuss monitoring of outcomes in the education sector on a nationally representative level. This area of monitoring aims to measure access to education, quality of education, efficiency of education provision, and equity in outcomes.

The second session provides an overview of different types of evaluations, their different purposes and designs, but has a special focus on measuring causal impact. The session discusses when each method is appropriate, and how best to design evaluations to mitigate the risks associated with each method and maximize the usefulness of an evaluation.

The third session will draw on recent experiences of programme evaluations commissioned by the DBE. This session discusses the enabling conditions for doing evaluation such as funding, issues of capacity in government and amongst service providers, as well as the use of evaluation results.

The fourth session focuses on the practicalities of conducting a large-scale data collection in schools. It discusses sampling, survey instrument development, communication with schools, fieldworker training, testing learners, paper-based and tablet-based approaches to capturing data.

8	Workshop Title:	Institutionalising the use of Evaluation evidence to support development objectives: Case for building and sustaining evaluation systems				
	Presenter:	Matodzi Amisi, Takunda Chirau, Megan Cooke				
	Level:	Intermediate	Duration:	1 Day	Date:	21 Oct

There is a growing interest to develop country evaluation systems at national and sub-national levels. Canada, Colombia, Mexico, South Africa, Uganda, Benin etc. have established systems that have been functional for a number of years. Countries like Ghana, Niger, Kenya and Botswana are working on national systems of different forms.

The course explores both the technical and cultural/political elements of developing evaluation systems. It also examines how the establishment of evaluation systems has to be informed by contextual realities of a sector or a country, and why they are an important part of evidence informed policy and programme implementation.

9	Workshop Title:	Systematic Use of Evidence: A Practical Introduction to Evidence Maps and Rapid Response Services.				
	Presenter:	H Dayal, L Langer, C Van Rooyen, P Nduku, M Magwaza, C van Zyl				
	Level:	Beginner	Duration:	1 Day	Date:	21 Oct

This workshop will introduce the approaches of evidence maps (EM) and rapid response services (RRS) as mechanisms to enable government decision-makers to easily access and integrate the best available evidence for policy impact. Applying an interactive class format, we will support participants to explore these two important linked mechanisms for enabling the systematic use of evidence in policymaking. The facilitators are drawn from within government and academia in South Africa. Their collaborative work to find ways to provide evidence for decision-making means the solutions that they are proposing (EM, RRS) are both relevant and effective, and have been implemented within different policy-making contexts.

Participants will develop hands-on experience exploring EMs to understand their potential to inform decision-making as a source for RRS.

The facilitators will provide a practical introduction of the approaches of evidence mapping and rapid response services as mechanisms to enable government decision-makers to easily access and integrate the best available evidence in a timely manner. Evaluation evidence play a critical role in this space, to understand what works (or not), why, for whom and under what conditions.

10	Workshop Title:	Assessment as Intervention: Demystifying M&E for Outcome Evaluation				
	Presenter:	Aveleigh Gateman, Kerry Petrie				
	Level:	Beginner to Intermediate	Duration:	1 Day	Date:	21 Oct

Join us as we demystify M&E; demonstrating the value of assessment as an intervention in itself and making M&E more accessible to program leaders and non-specialists. Participants will leave the workshop with skills and tools to deal with M&E challenges in the non-profit sector, as well as the capacity and confidence to draft an M&E framework for their specific project or program.

This 1-day workshop will use an interactive experiential process that allows participants to:

1. identify the challenges they face in evaluating development programs,
2. share potential solutions to these challenges,
3. prioritize development outcomes, and
4. learn how to create an accessible Outcome/Indicator/Rating M&E framework to track progress and inform decision making.

This workshop is for beginner or intermediate level participants. No special expertise is required by participants, but they will preferably have some experience in running intervention programs. Ideal participants work in non-profit or development sectors as M&E practitioners, M&E managers, or programme managers. Participants will be given a supporting material packet that will include the methodology and process used, as well as models that can be adapted for use outside of the workshop.

11	Workshop Title:	Conducting Highly Effective Activity-based Focus Groups Discussions with Children and Other Vulnerable Groups				
	Presenter:	Dr. Rita Sonko				
	Level:	Intermediate	Duration:	1 Day	Date:	21 Oct

Grounded in Ethnographic research theory, activity-based focus groups provide evaluators with an interactive mechanism through which participants engage in activities that elicit conversation about potentially sensitive or difficult issues that would otherwise be difficult to discuss. The activities are designed in a way that help participants to disconnect from the situation through use of hypothetical figures and or drawings used to describe the lived experience of individuals that might be faced with a situation not too different from their own. Discussing hypothetical scenarios help children and other vulnerable groups to participate in what would otherwise be considered a difficult discussion, thereby enabling evaluators to gather valuable information about the matter on hand.

This technique has been employed by the facilitators in numerous evaluations with children and other groups such as marginalized or vulnerable populations including GBV victims, commercial sex workers, men who have sex with men, transgender people, illegal immigrants etc.

The proposed workshop will be run over 1 day and aims to provide participants with practical skills and techniques on how to plan for and conduct highly effective activity-based focus groups. The workshop is practical and includes interactive sessions through which participants learn how to execute key tasks including preparing materials and running sessions with their target audience.

12	Workshop Title:	Networking and the use of ICT and Social Media for Effective Monitoring and Evaluation				
	Presenter:	Susan D. Tamondong, Hur Hassnain				
	Level:	Beginner	Duration:	1 Day	Date:	22 Oct

The Workshop will teach the participants the techniques and use of Networking, Information and Communications Technology (ICT) and Social Media for effective monitoring and evaluation.
The Session will have two parts- beginning with Networking methodologies and then ICTs and social media tools both to achieve better and effective evaluation.

Learning Outcomes:

1. To understand the importance of networking, and use of information communications technology and social media in monitoring and evaluation practice
2. To gain knowledge and awareness of effective networking and appropriate use of ICT
3. To develop skills in choosing appropriate social media tools for particular situations
4. To understand when to use ICT and social media in effective evaluation
5. **To learn how to effectively use networking as a means to further one's career**

13	Workshop Title:	Evaluation in a Time of Climate Change				
	Presenter:	Jamie Robertsen, Caitlin Blaser Mapitsa, and Sibusiso Nkosi				
	Level:	Intermediate	Duration:	1 Day	Date:	22 Oct

This workshop will cover a contextual analysis of climate change and its implications for evaluation and will then have a series of case study activities that will problematise this context for evaluation practitioners. Learning objectives will include:

1. A shared analysis of how climate change is shifting the evaluation landscape
2. Problematise transdisciplinarity, temporality, decision making, values, and ethics at the nexus of climate and evaluation
3. A survey of tools, methods and approaches that are particularly well adapted for evaluation in this context

The workshop will deliver the curriculum through four participant led case studies drawn from real evaluation experiences that will allow practitioners to better understand the context of climate change from the viewpoint of a wide range of evaluation stakeholders, and better navigate this complex landscape as an evaluation practitioner.

14	Workshop Title:	A New Gender Lens: Monitoring and Evaluation of the Gender Mainstreaming Component in Policies, Programmes and Projects.				
	Presenter:	Dr Hrachia Kazhoyan				
	Level:	Beginer	Duration:	1 Day	Date:	22 Oct

This one-day workshop will focus on the Monitoring (Implementation) and Evaluation (Outcomes) phases of the policy-making cycle. The Diagnosis and Planning phases will be also discussed to complete the introduction to the entire cycle. The main takeaways will include a better understanding of evidence-based policy-making cycle, gender mainstreaming, principles and indicators for implementation monitoring and outcome evaluation.

The workshop will be organised through presentations and a series of individual activities, group exercises and discussions to initiate thought and dialogue on M&E practices in gender mainstreaming.

15	Workshop Title:	From Inputs to Insights: Using Technology to Monitor Outcomes and Amplify Impact				
	Presenter:	Izelle Du Pisanie, Andi Norton				
	Level:	Beginner	Duration:	1 Day	Date:	22 Oct

In the private sector, successful companies use real-time data on revenues, costs, and profit to drive efficiencies and continually improve their products. In the social sector, meanwhile, organisations struggle to get a mere glimpse of their bottom line, to showcase their 'impact'.

In this workshop, Vera Solutions and the Cape Wine Auction Trust will address the challenges facing nonprofits, foundations, and impact investors when it comes to monitoring impact and showcase how technology can effectively feed into the management, evaluation, and improvement of social sector programmes.

Vera Solutions will lead an interactive discussion around the four pillars of strong monitoring and evaluation. The session will include steps for developing a logical framework, process for implementing a MERL tech solution, and lessons for training staff with the right skills to collect, capture, manage, analyse, and utilise data effectively. Participants will break into small groups to apply their learnings through the lens of relevant case studies. They will share important factors to consider when choosing the right tools and platforms for impact measurement and demonstrate how Amp Impact provides an out-of-the-box solution to help organisations manage a global portfolio of grants, programmes, and investments.

The Cape Wine Auction Trust (CWA), an organisation that has raised over R86 million to support education in the Cape Winelands, will share how they worked with Vera Solutions to establish a framework, build on their technical capacity, and deepen their M&E practice. Through a live demo of their Amp Impact system, participants will see first hand how technology enabled them to trade in complex spreadsheets and disparate report documents for real-time, actionable insights.

16	Workshop Title:	Fundamentals of data collection - What I wish I had known at the start!				
	Presenter:	Margaret Roper				
	Level:	Intermediate to Advanced	Duration:	1 Day	Date:	22 Oct

This workshop will expose participants to basic data management approaches, concepts and systems. There are a number of insights and tips we will share, all based on "What I wish I had known at the start!" of collecting data – be it as an evaluator or a programme manager responsible for designing, managing, monitoring and being accountable for an intervention. The workshop will focus on the following themes to support participants design and management of an effective and relevant data management system:

1. Setting up data collection systems, processes and tools for use
2. Thinking about data quality criteria and practices in my data collection
3. Overcoming potholes and road blocks in data management

By the end of the workshop participants should come away with a deeper understanding of:

1. How to determine what data they need to collect
2. How to set up a data management system
3. Ideas for processes and tools they can use in collecting data
4. Insights into how they can strengthen the quality of their data

The training methodology will include short presentations, facilitated discussions and reflections of current practices, and small group work to develop skills for more efficient ways of collecting data

17	Workshop Title:	Statistics for Evaluation				
	Presenter:	Sarah Chapman				
	Level:	Beginner to Intermediate	Duration:	2 Days	Date:	21-22 Oct

This workshop will go through the most commonly used inferential statistical tests used by evaluators to answer both simple, and progressively more complex impact evaluation questions. The emphasis is thus on inferential statistics, and impact evaluation.

This will be a hands-on workshop that will combine short lectures with real data analysis exercises using SPSS. After completion of this 2-day workshops, participants will be able to:

1. Identify which statistical techniques are most appropriate in various evaluation circumstances
2. Compute and interpret statistical tests commonly used in evaluation using the Statistical Package for the Social Sciences (SPSS) software
3. Answer evaluation question by means of quantitative data analysis, and interpret statistical output using SPSS software
4. Define and describe statistical concepts used in evaluation, using both technical terminology and everyday language
5. Construct and interpret visual representations of data using SPSS software

18	Workshop Title:	Building quick and easy live dashboards in Google sheets				
	Presenter:	Ashleigh Fynn, Tawney Lott				
	Level:	Beginner to Intermediate	Duration:	1 Day	Date:	22 Oct

Technological advancement has brought with it the ability to capture and display data in real time. Data is crucial to making evidence-based decisions; however, capturing data tends to be a tedious task, has a high probability of human error and requires time to clean, analyse and interpret to transform it into
an easily digestible format.

This workshop, which aligns with M&E tools and techniques – Data visualisation, aims to equip participants with the technical skills necessary to use platforms within the Google Suite to create dashboards that automatically update and visually represent data in an easy and digestible format. The advantages of using the Google Suite is that it is open source software, which is easily accessible to all organisations, allowing the created dashboards to be used for internal purposes and for client facing work.

It also has the added benefit of integrating Google Forms with Google Sheets thereby allowing the data and the data visualization to be housed in one single repository. By using Google Forms, surveys can be accessed across devices such as laptops and cell phones and tablets, and the data is automatically captured and stored.

The workshop will draw on lessons learnt from the hands-on-experience gained from building these digital solutions for both clients and internal purposes. We have combined this experience with the data visualisation techniques learnt from Ann. K. Emery's static dashboard content to ensure that data visualisation adheres to core data visualisation principles.

19	Workshop Title:	**Creating a learning framework from a Theory of Change**				
	Presenter:	Dena Lomofsky				
	Level:	Beginner to Intermediate	**Duration:**	1 Day	**Date:**	22 Oct

Learning has come centre focus in the monitoring and evaluation world, particularly for those of us who believe in that evaluation findings should be used to improve our programmes. Monitoring and evaluation practitioners are being asked to help organisations learn from their data, not only to make judgements about their successes and failures. Questions such as what works, why, under what circumstances, for who, when, how much … are all critical design and effectiveness questions. What is the best way to identify a learning framework? Southern Hemisphere has been experimenting with this, and we would like to share our lessons with you and process with you. We will also share what a learning framework could look like, and some participatory methodologies for designing and reflecting on a learning framework.

The objective of this course is to familiarize people with the Theory of Change process and as a means to develop a learning framework increase the capacity of the development sector to utilise learnings for program improvement.

Having completed the course, the participant will have:

1. Theory of change as a product and a process
2. Why theory of change has become so prominent
3. The importance of being clear about why change happens – linking pathways of change to programme theories
4. How assumptions and pre-conditions build your pathways to change
5. Developing a learning framework from a ToC
6. See the benefit of participatory approaches to design