

Agenda EPDET 2017

Bratislava
17 – 22 September

SUNDAY 17.09.2017

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DAY

from 14:00	Check-in, Registration in the hotel for the accommodated participants Handover of training materials
18:30 – 19:30	Dinner
19:30 – 20:00	Welcome & Introductions Training partners, lecturers, and accommodated participants
20:00 – 20:15	Program Overview and Course Objectives Providing an overview of the program, highlighting the key topics to be covered and outlining the learning objectives for the five-day course

MONDAY 18.09.2017

**1
DAY**

08:30 – 09:10 **Training introduction** – *Dagmar Gombitova*

Overview of the program, highlighting the key topics to be covered and outlining the learning objectives for the five-day course, brief survey on participants' background and interests.

09:10 – 10:10 **Introducing Development Evaluation: Terms, Concepts, Approaches (Chapters 1 – 5 of the book *The Road to Results*)** – *Linda G. Morra Imas*

First session introduces the definition, general concepts and approaches behind evaluation of projects programs and policies. It then turns to evaluation of development interventions.

- Evaluation, What Is It?
- Kinds of Evaluation
- Principles and Standards for Development Evaluation
- General Approaches to Development Evaluations
- Challenges Going Forward

10:10 – 10:30 **Tea/Coffee Break**

10:30 – 12:00 **Understanding the Evaluation Context and the Program Theory of Change (Chapter 4)** – *Ray C. Rist*

This module examines evaluation planning. This module is about the front end of an evaluation – how to start. An evaluation that begins with a well-planned design is more likely to be completed on time and on budget and to meet the needs of the client and other stakeholders. A front-end analysis investigates and identifies lessons from the past, confirms or casts doubt on theory behind the program, and sets the context influencing the program.

- Front-end Analysis
- Identifying the Main Client and Key Stakeholders
- Understanding the Context
- Constructing, Using, and Assessing a Theory of Change

12:00 – 13:30 **Lunch**

13:30 – 15:00 **Understanding the Evaluation Context and the Program Theory of Change (Chapter 4) – Comparison with Logical Framework** – *Ray C. Rist & Daniel Svoboda*

This follow-up module will focus on:

- Origins of Logical Framework Approach
- Logical Framework Matrix in Real Life Projects and Programs
- Possible Use and Limitations of Logical Framework in Evaluations
- Comparison with a Theory of Change

15:00 – 15:30 **Tea/Coffee Break**

15:30 – 16:00 **Wrap of the Modules (incl. quizzes), Instructions for the Group Work**

16:00 – 18:00 **Small Group Work – Analyzing the Case Studies, Reconstructing their Logical Model**

19:00 **Dinner**

TUESDAY 19.09.2017

**2
DAY**

08:30 – 10:10 Developing Evaluation Questions and Starting the Design Matrix (Chapter 6) – Ray C. Rist

This module addresses specific steps in designing an evaluation. The module discusses the types of evaluation questions and explains when to use each type. The module also covers how to write and structure good questions.

- Sources and Types of Questions
- Identifying and Selecting Questions
- Developing Good Questions
- Designing the Evaluation

10:10 – 10:30 Tea/Coffee Break

10:30 – 11:00 Wrap of the Module (incl. a quiz), Instructions for the Group Work

11:00 – 12:00 Small Group Work – Designing the Evaluation Questions

12:00 – 13:30 Lunch

13:30 – 15:00 Selecting Designs for Cause-and-Effect, Descriptive, and Normative Evaluation Questions (Chapter 7) – Linda G. Morra Imas

After determining the evaluation questions, the next step will be to select an evaluation design approach that is most appropriate given each question. This module presents some guidelines, along with the strengths and weaknesses of various design options, but it is important to keep in mind that every situation is unique. There is no “one and only” way to address an evaluation question.

- Connecting Questions to Design
- Designs for Cause and Effect Questions
- Designs for Descriptive Questions
- Designs for Normative Questions
- The Need for More Rigorous Designs

15:00 – 15:30 Tea/Coffee Break

15:30 – 16:00 Wrap of the Module (incl. a quiz), Instructions for the Group Work

16:00 – 18:00 Small Group Work – Selecting Evaluation Design

19:00 Dinner

WEDNESDAY 20.09.2017

**3
DAY**

8:30 – 10:10 **Selecting and Constructing Data Collection Instruments (Chapter 8) –**
Linda G. Morra Imas

Previous modules discussed evaluation questions and evaluation designs to match these questions. This module looks at how to collect the data to answer the questions.

- Data Collection Strategy
- Characteristics of Good Measures
- Quantitative and Qualitative Data
- Tools for Collecting Data

10:10 – 10:30 **Tea/Coffee Break**

10:30 – 11:00 **Wrap of the Module (incl. a quiz), Instructions for the Group Work**

11:00 – 12:00 **Small group Work – Selecting Data Collection Instruments**

12:00 – 13:30 **Lunch**

13:30 – 15:00 **Choosing the Sampling Strategy (Chapter 9) – Ray C. Rist**

This module discusses how to determine how much data to collect. It also addresses how to select the sources of data so that they closely reflect the population and help answer the evaluation questions.

- Introduction to Sampling
- Types of Samples: Random and Non-Random
- Determining the Sample Size

from 15:30 **Free afternoon – Sightseeing Devin Castle, wine tasting**

19.00 **Dinner**

THURSDAY 21.09.2017

**4
DAY**

08:30 – 10:10 Planning for and Conducting Data Analysis (Chapter 10) – Ray C. Rist

Once the data are collected, evaluators need to go through it and find meaning in the words and numbers. Techniques are available to help with this task. Analysis begins with a data analysis strategy. Qualitative and quantitative data will demand different strategies and techniques.

- *Data Analysis Strategy*
- *Analyzing Qualitative Data*
- *Analyzing Quantitative Data*
- *Linking Quantitative Data and Qualitative Data*

10:10 – 10:30 Tea/Coffee Break

10:30 – 11:00 Wrap of the Module (incl. a quiz), Instructions for the Group Work

11:00 – 12:00 Small group Work – Completing the Design Matrix

12:00 – 13:30 Lunch

13:30 – 15:00 Presenting Results (Chapter 13) – Linda G. Morra Imas & Daniel Svoboda

Once data collection and analysis are largely completed, it is time to share preliminary results and to make plans to communicate the final results. Sharing what has been learned is one of the most important parts of an evaluation. It is a critical precondition to effecting change.

Presenting results can be done in writing (through memos and reports) or orally (through briefings and presentations). The module will focus on:

- *Crafting a Communication Strategy*
- *Writing an Evaluation Report*
- *Displaying Information Visually*
- *Making an Oral Presentation*

15:00 – 15:30 Tea/Coffee Break

15:30 – 16:30 Evaluation Ethics and Culture (Chapter 14) – Linda G. Morra Imas & all

Evaluators have many tasks, including planning, organizing, and designing evaluations and collecting, analyzing, and presenting data. They also have to deal with internal and external pressures. They may be asked to make changes to the plan, organization, or reporting of the evaluation to meet the needs of others. Sometimes proposed modifications are welcome; at other times, they may raise ethical or political considerations. Ethics and politics are issues for all evaluators, especially for those working in countries with poor governance and a history of corruption. Cultural context and internal pressures within a development organization can also create ethical issues. This module will discuss these issues in specific phases of the evaluation process:

- *Ethical Behavior*
- *Politics and Evaluation*
- *Cultural context*

16:30 – 17:00 Wrap of the Training (incl. pending Q/A), Instructions for the Group Work

17:00 – 18:30 Small Group Work – Finalizing the Group Work Presentation

19:00 – Special Graduation Dinner

FRIDAY 22.09.2017

**5
DAY**

8:30 – 10:10 **Group Work Presentations: Project Logic Model & Evaluation Design Matrix**

10:10 – 10:30 **Tea/Coffee Break**

10:30 – 12:00 **Group Work Presentations continue**

12:00 – 12:30 **Evaluation of the Training**

from 12:30 **Check-out from the rooms**

12:30 – 14:00 **Lunch**

14:00 – 15:30 **Bonus: Workshop on European Commission experience in Terms of Reference drafting and implementation – practical recommendations** (*Mr. Martin Pav, DG DEVCO / European Commission*)

- Terms of Reference drafting, logistics, administrative issues, practical aspects

15:30 – 15:50 **Tea/Coffee Break**

15:50 – 17:00 **Workshop continues**

- Implementation, assessment and closure, errors to avoid
- Questions and answers

End of EPDET 2017