

Confirmed invitation for EPDET 2011 - Development Evaluation Training

European offering of International Programme for Development Evaluation Training

EPDET 2011
19th - 25th September 2011

Mlynhotel, Vílanec
Czech Republic

(<http://www.mlynhotel.cz/en/>)

Development Worldwide (DWW) and the Slovak Evaluation Society have the pleasure to confirm your registration in the European Program for Development Evaluation Training - EPDET 2011. The tradition of this European summer school – mini IPDET – started already in 2007 (see section Czech DET at www.dww.cz).

The core curriculum of the training follows a successful scheme of the Summer school IPDET (www.ipdet.org), organized annually by Carleton University, Ottawa, Canada.

EPDET 2011 will be provided in English by top lecturers Ms. Linda G. Morra Imas and Mr. Ray C. Rist. The training is recommended for evaluators and managers of development interventions.

The training graduates will obtain Certificate of the IDEAS - International Development Evaluation Association (www.ideas-int.org).

European offering of the International Programme for Development Evaluation Training (IPDET) is organized by Development Worldwide (DWW) and Slovak Evaluation Society.



KNOWLEDGE. CAPACITY BUILDING. NETWORKING



Thanks to the grant from the U.S. Embassy's Cultural and NGO Small Grants Program and to the discount in the hotel premises, the participant fee is 880 EUR only. The fee includes tuition, accommodation and board as well as joint transportation from Prague and back. Participants will receive both printed and electronic versions of the training manual and other training material.

Joint departure to Vilanec will be organized from Prague on Monday 19 September in the morning and the return to Prague on Sunday 25 September. Accommodation will be in fully equipped single or twin rooms. Full board will be arranged beginning with lunch on Monday and finishing with breakfast on Sunday.

Capacity of the training was enlarged to maximum number of 56 participants; the other applicants are on the waiting list. Therefore we kindly ask all registered participants to pay the participant fee as soon as possible, until 10 August 2011 at the latest, and to confirm travel details until end of August to EPDET coordinator: Mr. Daniel Svoboda (svoboda@dww.cz).

Final logistic information will be distributed to the participants at the end of August 2011.

EPDET Lecturers

Ray C. Rist, consultant to the World Bank

is creator and co-director of IPDET and current President of IDEAS. Retired from the Independent Evaluation Group of the World Bank, Dr. Rist continues advising organizations and national governments throughout the world on how to design and build results-based M&E systems. His career includes 15 years in the United States Government with senior appointments in both the executive and legislative branches, and he has held professorships at Johns Hopkins, Cornell, and George Washington Universities and been a Fulbright fellow at the Max Planck Institute. He has authored or edited 26 books, written more than 140 articles, and lectured in more than 75 countries. Dr. Rist serves on the editorial boards of nine professional journals and chairs an international working group that collaborates on research related to evaluation and governance.

Linda G. Morra Imas, consultant to the World Bank

is creator and co-director of IPDET and has more than 30 years of experience with private and public sector evaluation and training in monitoring and evaluation throughout the world. She currently holds the position of the Secretary of IDEAS and leads its Initiative on Competencies for International Development Evaluators. Linda is co-author of the new comprehensive text, *The Road to Results: Designing and Conducting Effective Development Evaluations*. Recently retired as chief evaluation officer and advisor, evaluation capacity development, from the Independent Evaluation Group, World Bank Group, Dr. Morra Imas consults on monitoring and evaluation for the World Bank and other organizations and national governments. She is former director of education and employment program evaluation for the U.S. Government Accountability Office and has taught program evaluation at George Washington University as an adjunct professor.

Updated Program of EPDET 2011

Day One Monday 19.09.2011

9:30 Departure from Prague

12:00 - 14:00 Accommodation and Lunch

14:00 - 15:00 **Welcome & Introductions, Challenges in Evaluation in the Region**

Information on training partners and lecturers. Participants are invited to provide a brief 1 minute presentation on their background, the organization(s) they represent, and to highlight key evaluation issues being faced in their countries.

15:00 - 15:30 **Program Overview and Course Objectives**

Provide an overview of the program, highlighting the key topics to be covered and outlining the learning objectives for the six-day course.

15:30 - 15:50 Coffee/Tea Break

15:50 - 17:20 **Introducing Development Evaluation (Chapter 1)**

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

- *Evaluation, What Is It?*
- *The Origins and History of the Evaluation Discipline*
- *Principles and Standards for Development Evaluation*
- *Examples of Development Evaluations*

17:20 - 18:00 **Small Group Work – Discussing the Case Studies**

18:00 Dinner

Day Two Tuesday 20.09.2011

8:30 - 10:10 **Building a Result-Based Monitoring and Evaluation System (Chapter 3)**

Results-based monitoring and evaluation (M&E) is a management tool to help track progress and demonstrate the impact of development projects, programs and policies. This module is the one place which is focused on the function of monitoring.

- *Importance of Results-based M&E*
- *What Is Results-based M&E?*
- *Traditional vs. Results-based M&E*
- *The Ten Steps to Building a Results-based M&E System.*

10:10 - 10:30 Coffee/Tea Break

10:30 - 12:00 **Module continued**

12:00 - 14:00 Lunch

14:00 - 15:30 **Understanding the Evaluation Context and Program Theory of Change (Chapter 4)**

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*
- *Tapping Existing Knowledge*
- *Constructing, Using, and Assessing a Theory of Change*

15:30 - 15:50 Coffee/Tea break

15:50 - 17:00 **Module continued**

17:00 - 18:00 **Small Group Work – Developing the Program Theory of Change**

18:00 Dinner

Day Three Wednesday 21.09.2011

8:40 - 10:10 **Developing Evaluation Questions and Starting the Design Matrix (Chapter 6)**

This is the first of five modules that discuss specific steps in designing an evaluation. This 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 of Questions*
- *Types of Questions*
- *Identifying and Selecting Questions*
- *Developing Good Questions*
- *Designing the Evaluation*

10:10 - 10:30 Coffee/Tea Break

10:30 - 12:00 **Module continued**

12:00 - 14:00 Lunch

14:00 - 15:30 **Selecting Designs for Cause-and-Effect, Descriptive and Normative Questions (Chapter 7)**

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*

15:30 - 15:50 Coffee/Tea Break

15:50 - 17:00 **Module continued**

17:00 - 18:00 **Small Group Work – Evaluation Questions**

18:00 Dinner

Day Four Thursday 22.09.2011

8:40 - 10:10 **Selecting and Constructing Data Collection Instruments (Chapter 8)**

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

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

10:10 - 10:30 Coffee/Tea Break

10:30 - 12:00 **Module continued**

12:00 - 14:00 Lunch

14:00 - 15:30 **Choosing the Sampling Strategy (Chapter 9) and Planning for and Conducting Data Analysis (Chapter 10)**

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*

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*

15:30 - 15:50 Coffee/Tea Break

15:50 - 17:00 **Module continued**
17:00 - 18:00 **Small Group Work – Evaluation Design**
18:00 Dinner

Day Five Friday 23.09.2011

8:40 - 10:10 **Managing an Evaluation (Chapter 12)**
10:10 - 10:30 Coffee/Tea Break
10:30 - 12:00 **Module continued**
12:00 - 14:00 Lunch
14:00 - 15:30 **Presenting Results (Chapter 13)**
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 or orally.

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

15:30 - 15:50 Coffee/Tea Break
15:50 - 16:30 **Questions and Answers Session**
16:30 - 18:00 **Small Group Work: Completing the Design Matrix**
18:00 Dinner

Day Six Saturday 24.09.2011

8:10 - 9:40 **Group Work Presentations: Project Logic Model & Evaluation Design Matrix (Groups 1 – 4)**
9:40 - 10:00 Coffee/Tea Break
10:00 - 11:30 **Group Work Presentations: Project Logic Model & Evaluation Design Matrix (Groups 5 – 8)**
11:30 - 12:00 **Questions and Answers Round Table, Evaluation of the Training**
12:30 Departure to the field trip – Telc city (<http://www.telc-etc.cz/telc/?lang=EN>)
13:00 - 14:30 Lunch
14:30 - 17:30 **Sightseeing, visit to the gothic Castle in Telc**
18:30 **Graduation Dinner**

Day Seven Sunday 25.09.2011

9:00 Departure to Prague

The numbers of chapters refer to the World Bank publication “The Road to Results: Designing and Conducting Effective Development Evaluations” (Linda G. Morra Imas and Ray C. Rist, 2009)

Questions or requests for additional information may be addressed directly to Ms. Dagmar Gombitová, EPDET program manager (gombitova@evaluation.sk) or Mr. Daniel Svoboda, EPDET coordinator (svoboda@dww.cz)

EPDET Logistic information

Departure from Prague

Joint departure will be on **Monday 19th September, 2011 at 9:30 from parking in the street Na Florenci by Masaryk railway station** in Prague (see the plan below, please). You can reach this railway station by metro (stop Namesti Republiky on yellow line, exit direction Masarykovo nadrazi) or by trams 3, 5, 14, 24 and 26. Transport of participants to Vilanec is provided by the bus company **INTERBUS PRAHA** and we kindly ask you to be at the meeting point 15 minutes in advance. In case of any delay, please call + 420 724 179 562 (Mr. Daniel Svoboda).

In case you will come directly to Vilanec or you would need some special travel arrangements, please, inform us in advance, until end of August at the latest, and specify time of your arrival. It is really important as we have to know who will go with us by the bus as well as for arranging accommodation check-in.

Boarding and lodging

Full board is provided all along the course with first dish being lunch on Monday 19th September and the last being breakfast on Sunday 25th September. One drink is included in the service at lunch and dinner time. There will be a choice from 2 menus plus one vegetarian. Some special arrangements are possible on request.

Training will take place in the Mlynhotel, Vilanec, Czech Republic (<http://www.mlynhotel.cz/en/>). Accommodation will be arranged in the same hotel and in the hotel dependence in the distance of 150 m. Each room is equipped with bathroom and TV. Wireless internet connection is available in all training premises and in most of the rooms.

Other arrangements

The updated program of the course includes 9 of total 15 modules of the Core Curriculum of the International Program for Development Evaluation Training (www.ipdet.org), plus practical group work. Participants will be provided with extensive study materials (for all 15 modules) both in printed and electronic versions at the beginning of the course. Other materials might be provided during the training. We recommend you to take your notebook with you.

All seminars will be held indoor in conference rooms adjusted to EPDET requirements. Indoor shoes are therefore recommended. However, depending on weather, some small group sessions can take place also outdoor. The weather in September is usually bland (15-25°C, Indian summer).

The lunch on Saturday 24 September will take place in the hotel U Hrabanky in a beautiful Telc city (<http://www.hotel-uhrabanky.cz/en/>), city sightseeing and visit to the gothic castle will follow in the afternoon. On Saturday evening, there will be a special dinner in Vilanec, with official EPDET graduation and music band Blue Ray (<http://bandzone.cz/Blueray>).

Hotel facilities and program

Complex Mlynhotel offers bowling with animation (2 tracks), billiards, table tennis (outdoors – indoors), electronic darts, free board football, tennis court with artificial lawn, outdoor swimming pool, outdoor terraces with service, bike-paths straight in the village.

On request the hotel provides outdoor grilling of smoked pig's leg or piglet, discoteque, music groups' performances, 4-wheeler rides, horse rides, mobile casino services, paintball and other activities upon clients' wishes.

Arrival back to Prague

Our bus is expected to reach Prague, Masarykovo nadrazi on Sunday 25th September approximately at 12:00.

Other information

For your information, 56 participants were confirmed for EPDET 2011. They came from 24 countries and they represent all key stakeholders (donor agencies, national and regional authorities, universities, private companies and NGOs). We believe that EPDET 2011 will well contribute not only to building evaluation skills and competencies but also to necessary multi-actors and multi-country networking.

If you have any other question, please, do not hesitate to contact us.

We are looking forward to meet you soon at EPDET 2011!

Mr. Daniel Svoboda
Chairman
Development Worldwide, civic association

DWW, Machova 23, 120 00 Prague 2, Czech Republic

Phone/Fax: +420 222 513 123, +420 222 515 016

Mobile phone: +420 724 179 562

E-mail: svoboda@dww.cz

<http://www.dww.cz>

Meeting point, Prague 1, Monday 19.9.2011, departure 9:30 (INTERBUS)

Street Na Florenci, close to metro Namesti Republiky - exit Masarykovo nadrazi

