**Southern Africa IGS MEAL Training 2018 – 15-17 May 2018**

**Objectives: at the end of this workshop participants will**

* Understand our regional impact data, and agreed plans to fill gaps and address issues of double-counting
* Have completed PIIRS FY18 impact forms for their CO
* Know about the VSLA MIS and its connection to PIIRS
* Have helped develop a data visualization, and understood how these can be used to identify priorities for future actions
* Have reviewed draft tools to support our management/oversight of evaluations
* Have a plan to start addressing the main MEAL capacity gaps in their CO

**Participants would come to the workshop having:**

1. Filled in draft PIIRS FY18 Impact Forms (can use [the FY17 version](http://careglobalmel.care2share.wikispaces.net/The%20FY17%20Impact/Outcomes%20Form)) for projects with evaluations/final reports since June 2017
2. Had a discussion in their country about learning from failure, and how to make this happen in their context
3. Reviewed the [guidelines for managing evaluations](http://careglobalmel.care2share.wikispaces.net/file/view/HiringAnEvaluator_Guidelines_Final.docx/628153491/HiringAnEvaluator_Guidelines_Final.docx), [ToR templates for evaluations](http://careglobalmel.care2share.wikispaces.net/file/view/TOR%20Template%20Final.docx/628153519/TOR%20Template%20Final.docx), and Standard Evaluation Report Template (here below)



| **Time** | **Topic & objective** | **Dynamic / activity** | **Facilitator** |
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| 9am | **Participant introductions**  Objective: get to know each other and also what people are hoping to get out of the workshop | Pair with someone you don’t know for 8 minutes, then join another pair for another 8 minutes. Discuss: name, CO, your role and how it relates to M&E, your aspirations for this workshop (what do you hope to get out of this workshop)  Present back in plenary one or two aspirations | Gideon |
| 9:45 | **Workshop objective and agenda** |  | Gideon |
| 10:00 | Review **Regional Impact measurement results** to date  Objective: ensure everyone can see where we are overall, and where their projects fit in | PPT presentation | Jay |
| 10:30 | **Gaps & double-counting**  Objective: identify gaps to be filled, and double-counting to be addressed | Short intro: tools from [India](http://careglobalmel.care2share.wikispaces.net/file/view/CARE%20India%20overlapping-Reach-Matrix-PIIRS-FY17.xlsx/628153613/CARE%20India%20overlapping-Reach-Matrix-PIIRS-FY17.xlsx) & [Yemen](http://careglobalmel.care2share.wikispaces.net/file/view/Yemen%20-%20double-counting%20table%20PIIRS%20FY17.xlsx/628153603/Yemen%20-%20double-counting%20table%20PIIRS%20FY17.xlsx) to identify double-counting  Country groups: which projects are missing, what evidence do we have from FY18 to add in, and where might there be double-counting that needs addressing | Korinne |
| 11:30 | Tea break |  |  |
| 11:45 | Plenary: sharing main gaps, and double-counting issues  Objective: agreement on how to fill gaps, and address double-counting | Country groups share main results  Plenary discussion and agreements | Jay |
| 1:00 pm | Lunch |  |  |
| 2:00 | Reviewing **pre-filled initial PIIRS FY18 impact forms**, by country  Objective: improved and more complete PIIRS impact forms from FY18 evaluations/endline reports | Intro: how are we using the impact data, at global and CO level – for improving programming, and for advocacy, communications, & resource mobilization  Group work, by country: take one or two PIIRS impact forms and review data – with facilitator support  Output of the group work: updated PIIRS impact forms, by country | Emily |
| 4:45 | Review of the day |  |  |
| 5:00 | Facilitator debrief |  |  |
| **Day 2** | | | |
| 9am | Recap Day 1 |  | Gideon |
| 09:30 | **VSLA MIS system**  Objective: everyone understands the CARE VSLA MIS & annual survey, and their connection to PIIRS/the regional impact measurement system | PPT presentation  Plenary discussion | Christian & Karen |
| 10:45 | **Data visualization**  Objective: understand options for visualizing data, at regional, country or project levels | PPT from Korinne on good practices for visualizing and analyzing data, at different levels | Korinne |
| 11:30 | Tea break |  |  |
| 11:45 | Data visualization: trying it out – using Canva or Power Bi or other tool to start producing a visualization  Objective: practice producing a data visualization | Groups by level: project impact visualization, country-level visualization, regional level (with sample datasets)  Outputs: initial visualization efforts – printed for gallery walk, after lunch | Korinne |
| 1:00 pm | Lunch |  |  |
| 2:00 | **Using data visualization for analysis and decisions**  Objective: understand how to use visualizations of data to analyze and make recommendations | Group work, by country: take the [PIIRS FY17 reach summary](http://careglobalmel.care2share.wikispaces.net/file/view/PIIRS%20FY17%20CO%20regional%20%26%20project%20summaries%20180109.xlsb.xlsx/624719797/PIIRS%20FY17%20CO%20regional%20%26%20project%20summaries%20180109.xlsb.xlsx) and [Impact summary](http://careglobalmel.care2share.wikispaces.net/file/view/FY16%20%26%20FY17%20Country%20%26%20Global%20Impact%20summaries%20-%20for%20circulation%20180309.xlsm/627853053/FY16%20%26%20FY17%20Country%20%26%20Global%20Impact%20summaries%20-%20for%20circulation%20180309.xlsm) for your country/project, and review strengths, areas for improvement, and concrete actions specific projects could take  Output of the group work: flipcharts | Korinne |
| 3:45 | Tea break |  |  |
| 4:00 | Sharing results of group work | Gallery walk, & plenary discussion | Korinne |
| 4:45 | Review of the day |  |  |
| 5:00 | Facilitator debrief |  |  |
| **Day 3** | | | |
| 9am | Recap Day 2 |  | Gideon |
| 9:30 | **Tools for supporting evaluations**  Objective: review standard TORs, checklists, evaluation report formats, etc. | PPT presentation on guidelines and tools. Identifying other tools used in the region  Review in table groups, with suggested amendments and additions | Matt & Korinne |
| 11:15 | Tea break |  |  |
| 11:30 | **Learning from failure**  Objective: identifying opportunities for honest conversations about what doesn’t work and how to learn from this | PPT presentation  Plenary discussion | Emily |
| 12:00 | Group work – identifying practical ways to learn from what doesn’t work | Mixed groups (5-6 people): what practical approaches can help us honestly review and learn from failure  Report back and discussion in plenary | Emily |
| 1:00 pm | Lunch |  |  |
| 2:00 | **MEL Capacity Gaps**  Objective: identify main MEL capacity gaps in each country, with plan to start addressing | Intro: review of MEL capacity mapping, from region  Group work, by country: identify main gaps, causes of those gaps, and actions to start addressing  Output of the group work: flipcharts | Clement & regional MEAL group, with support of Korinne |
| 3:30 | Tea break |  |  |
| 3:45 | Sharing results of group work | Plenary discussion | Clement |
| 4:30 | Review of the meeting |  | Gideon |
| 5:00 | Facilitator debrief |  |  |