



SAMEA 2022 ONLINE CAPACITY BUILDING WORKSHOPS

SAMEA is pleased to present the 2022 Capacity Building Workshops which will be presented virtually.

A concise set of workshops will be presented in anticipation of the hybrid SAMEA conference in September 2022. We will deliver two workshops from 27-29 June 2022 and the third workshop from 20-21 July 2022. **Workshop registration opens 01 June 2022.**

OBJECTIVES OF THE CAPACITY BUILDING WORKSHOPS

Our workshops seek to support the following objectives:

- To enhance the knowledge, skills, and capabilities of emerging evaluators and M&E practitioners in identified areas;
- To provide a platform for networking between emerging evaluators and practitioners to share and learn from their professional experiences and best practices;
- To help participants to understand the implications of emerging local and international trends in the profession; and
- To promote and embed the use of technology in line with the M&E in a changing world

In addition, the 2022 workshops aim to equip M&E practitioners to conduct M&E in the context of global crises, as outlined below.

WORKSHOP THEME AND TOPICS

In 2021 SAMEA hosted an evaluation hackathon. As part of this hackathon, the following themes were focused on with team outputs and products developed from the hackathon engagements:

- *M&E in times of crisis* (with teams working on designs and plans to conduct rapid evaluations, and a guideline on virtual evaluation).
- *Made in Africa Evaluation* (with teams working on case studies of use of African indigenous knowledge, and conceptualising the topic).

- *Using M&E to Address Systemic Crises* (with teams focusing on a criteria and guideline on climate and ecosystems health, and one on equity, hopefully to be issued by DPME and applied in all evaluations.

The 2022 training will pilot the guidelines developed as part of the SAMEA hackathon event, which will be refined afterwards and available for future use as well as training in practical evaluation skills for EE.

The following two workshops aims to strengthen the capacity and ability to apply relevant guidelines:

1) Conducting evaluation virtually during times of crisis and beyond

2) Evaluation for Just Transition

A third workshop is aimed at strengthening the practical evaluation skills and capacity of new and emerging evaluators:

3) Introduction to research for evaluation

Two of these workshops will be offered from **27-29 June 2022** (open registration), while the Evaluation for Just Transition workshop will be presented on **20 -21 July 2022**.

Emerging Evaluators that enrol for the Introduction to Evaluation Research workshop become eligible to be selected to partake as part of an evaluation team in a rapid evaluation. If selected to be part of the small evaluation team, you will be required to attend further training on specific research methods as well as training in rapid evaluations. You will then work as part of the team under the guidance of an established evaluator to gather and analyse data and draft a first report on the evaluation over the course of two to three weeks, part time. This exciting opportunity allows emerging evaluators to apply newly gained knowledge, practice their evaluation skills and build practical evaluation experience.

WORKSHOP OVERVIEW

- Details of each workshop can be found in the following pages.

WORKSHOP LOGISTICS

Registrations open: Wednesday, 01 June at 12.00 (noon-SAST)

Follow this link to register online:

<https://bookwhen.com/samea>

- All workshops will be hosted on the Zoom platform. Once registered, you will receive an email confirmation of your registration (booking code) and workshop choice. At a later stage, you will

receive the Zoom login details to the workshops of your choice. Please use the booking code as your payment reference number.

- Each facilitator might utilise additional online facilitation tools which will be communicated at a later stage. This will be for participants to familiarise themselves before the workshops.
- Workshops vary in length and some take place over multiple days. Please take note of the time slots when choosing your workshops. Each workshop is priced as a package.
- All workshops will be recorded and uploaded on our website once the workshops have concluded. Registered participants only will have access to their respective workshops on the Learning Management System (LMS) for asynchronous/self-paced learning. Details on how you may access these materials after the workshop will be shared with you. You will also receive a Certificate of Attendance.

WORKSHOP FEES

- SAMEA members who have an **Individual Membership or staff covered by an Institutional Membership** may book a full workshop package at a cost of only **R600**.
- SAMEA members who have a **Student Membership** may book for a full workshop package at a cost of only **R300**.
- **Non-SAMEA members** pay **R1200** for a full workshop package.
- Eligible **Emerging Evaluators** can also apply for a special rate of **R300** for a full workshop package. EE application details attached.

All payments will be made through Electronic Funds Transfer (EFT). If you require further assistance, please contact the SAMEA offices at info@samea.org.za

Summary of workshop fees

Membership status	Workshop fees
<i>SAMEA member (Individual Membership/part of an Institutional Membership)</i>	R600 per workshop
<i>SAMEA member (Student Membership)</i>	R300 per workshop
<i>Non-SAMEA member</i>	R1200 per workshop
<i>Emerging Evaluator</i>	R300, based on whether your application is successful

Workshop Overview

NO	WORKSHOP TITLE	DATE OF WORKSHOP	LEVEL	DURATION OF WORKSHOP	WORKSHOP COSTS
1.	Introduction to research for evaluation (Presenter: Dr C. Phiri)	27, 28, 29 June 2022	Basic to intermediate	3-full day workshops	SAMEA member: R600 SAMEA student member/EE: R300 Non-member: R1200
2.	Conducting evaluation virtually during times of crisis and beyond (Presenter: T Gupta)	28, 29 June 2022	Intermediate to advanced	2-half-day workshops	SAMEA member: R600 SAMEA student member/EE: R300 Non-member: R1200
3.	Evaluation for Just Transition (Presenters: S. Soal, M. Pabari, K. Kelly, Z. Brey)	20, 21 July 2022	Intermediate to advanced	2- full-day workshops	FREE (based on the letter of motivation)

Workshop Descriptions

NO	WORKSHOP TITLE	BRIEF WORKSHOP DESCRIPTION
1.	Introduction to research for evaluation	The purpose of this workshop is to capacitate Emerging Evaluators in the field of M&E with adequate skills on conducting research and evaluations. This workshop will help you with (1) Acquiring and enhancing research and evaluations skills on research/evaluation methodologies and methods, data collection, analysis and report writing (2) Practical involvement in designing Evaluation concept notes and TORs, evaluation proposal, evaluation designs, conduct surveys, data analysis and reporting and (3) Understanding the technical skills needed to participate in planning evaluations, including timelines, scope, evaluation type and management arrangements.
2.	Conducting evaluation virtually during times of crisis and beyond	Evaluation is constantly evolving, as the world evolves and is faced with different crises. There has been a drive to move towards conducting evaluations remotely which has presented its own set of challenges. Many commissioners have seen this as a good opportunity to save funds and reallocate limited resources. SAMEA spearheaded the development of a guideline on virtual evaluation and training is being developed on this. This virtual evaluation training will share methodologies for collecting and presenting evaluation data and highlight the strengths and limitations of each. At the end of the training session, participants should have a good understanding of the different methods and tools that are available for conducting evaluation remotely and be equipped to undertake one. We welcome applications from individuals and organisations who are planning to undertake a virtual evaluation and would be willing to field test the guideline.
3.	Evaluation for Just Transition	<p>SAMEA and its partners have developed climate/ecosystems health (CEH) and equity guidelines from the evaluation hackathon in July/August 2022. The Just transition workshop will be supporting teams of evaluation commissioners and programme stakeholders who wish to pilot these guidelines in developing TORs for their evaluations. Stakeholders will already have draft terms of reference for the evaluation which will be reviewed to see how CEH and equity considerations should be included in the TORs. This ground-breaking initiative strives to put ecosystem health and equity considerations at the heart of evaluations and we welcome teams of evaluation commissioners (programme and M&E staff) and stakeholders for evaluations with draft TORs to help move this forward.</p> <p>This workshop targets evaluation commissioners (programme and M&E staff) and stakeholders for evaluations which have draft TORs. Participation in this workshop is free of charge, but prospective teams of evaluation commissioners should provide a motivation indicating their interest and potential use of the guidelines in a TOR or specific envisioned evaluation. If you are interested to partake in this important initiative, please contact Jennifer Norins (jennorins@gmail.com) for more information</p>