



## Online Capacity Building Workshops

SAMEA is pleased to present the 2023 Capacity Building Workshops that will once again be presented virtually. We will deliver two workshop series in the months of August and October.

**All workshop registrations open 26 June 2023.**



### OBJECTIVES OF THE CAPACITY BUILDING WORKSHOPS

Our workshops seek to support the following objectives:

- To offer annual online capacity building workshops to SAMEA members on SAMEA strategic plan's thematic topics/portfolios. For example, to offer training workshops on Introduction to research for evaluation, Virtual Evaluation, Rapid Evaluation, and Just Transition.
- To enhance the knowledge, skills and capabilities of emerging evaluators, SAMEA members and the broader M&E profession.
- 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.
- To promote and embed the use of technology in line with M&E in a changing world.



### WORKSHOP THEME AND TOPICS

The workshop series will be informed by the themes featured in the SAMEA Strategic Plan 2023-2025. The themes are as follows:

1. **M&E to support a Just Transition** to climate and ecosystems health.
2. **M&E for continuous adaptive management**, reflection and learning
3. **Made in Africa Evaluation**
4. **MERLTech** - data and technology

## 5. Investing in impact

## 6. M&E Capacity Building and Emerging Evaluators (EEs) including competencies and professionalisation

The **first workshop series** will take place from **07-23 August** with three workshops. These workshops will cover the following topics:

- o Rapid Evaluation (RE)
- o Just Transition (JT)
- o Introduction to research for evaluation methodologies

The **second workshop series** will take place in the period **23-31 October** and will be presented as one-day clinic style workshops for each of these topics:

- o Just Transition (JT)
- o Rapid Evaluation (RE)
- o MERL Tech
- o Investing in impact
- o Virtual Evaluation (VE) guidelines

The second workshop series will focus on the application of what was learnt in workshop series 1, sharing these lessons and recommendations.



### WORKSHOP OVERVIEW

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



### WORKSHOP LOGISTICS

ONLINE  
TRAINING

- Online registrations, on Bookwhen, will open on **Monday, 26 June 2023 at 12h00 (SAST)**.
- All workshops will be hosted on the Zoom platform. Once registered, you will receive an email confirmation of your registration (i.e a 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 may 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 may take place over multiple days. Please take note of the time slots when choosing your workshops.
- All workshops will be recorded and published on SAMEA's Learning Management System (LMS) once the workshops have concluded. Only paid participants will have access to their respective workshops on the LMS for asynchronous/self-paced learning. Details on how you may access this content will be shared with you in due course.
- A Certificate of Attendance will be emailed to all paid participants.



### WORKSHOP FEES

- Details can be found in the following pages.
- **Emerging Evaluators** can apply for a special rate of **R300** for a full workshop package. EE application details can be found using this link - <https://forms.gle/QM9hmidS7eNJEQzF7>
- All payments must be made through Electronic Funds Transfer (EFT). If you require further assistance, please contact the SAMEA offices at [info@samea.org.za](mailto:info@samea.org.za)



### REGISTER ONLINE

<https://bookwhen.com/samea>

**This online registration link will be live from Monday, 26 June 2023 at 12h00 (noon-SAST)**

## Workshop overview

### Workshop series 1 & 2

NO	WORKSHOP TITLE	DATE OF WORKSHOP	LEVEL	DURATION OF WORKSHOP	WORKSHOP COSTS
1.	Just Transition (Facilitator: J. Norins)	7-8 August plus 25 October	Intermediate to Advanced	3-full day workshops	SAMEA member: R1800 SAMEA student member/EE: R300 Non-member: R3000
2.	Introduction to research for evaluation (Facilitator: Dr. C. Phiri)	14-16 August	Beginner to Intermediate	3-full day workshops	SAMEA member: R1800 SAMEA student member/EE: R300 Non-member: R3000
3.	Rapid Evaluation (Facilitator: S. Muhomba; Co-Facilitator: M. Mashingaidze)	21-23 August plus 26 October	Intermediate to Advanced	4-full-day workshops	SAMEA member: R2400 SAMEA student member/EE: R300 Non-member: R4000
4.	Investing in impact (Facilitator: A. Bhikoo)	23 October		1-full day workshop	SAMEA member: R600 SAMEA student member/EE: R300 Non-member: R1000
5.	MERLTech (Facilitator: R. Mbaya Co-Facilitator: A. Bhikoo)	24 October	Intermediate to Advanced	1-full day workshop	SAMEA member: R600 SAMEA student member/EE: R300 Non-member: R1000
6.	Virtual Evaluation (Facilitator: L. Matlala; Co-Facilitator: E. Hazell)	30-31 October	Intermediate to Advanced	2-half day workshops	SAMEA member: R600 SAMEA student member/EE: R300 Non-member: R1000

*SAMEA members are classified as those members who have an Individual Membership or covered by an Institutional Membership*

*All session times are in South African Standard Time zone (SAST)*

## Workshop descriptions

NO	WORKSHOP TITLE	BRIEF WORKSHOP DESCRIPTION
1.	<b>Just Transition clinic</b>	<p>“M&amp;E for addressing systemic crises” is a thematic area that emerged from the January 2021 SAMEA strategic planning, in recognition of the rapid and extreme changes and challenges facing society in recent years, and that M&amp;E needed to contribute. The COVID-19 pandemic exposed high levels of vulnerability and inequity in our systems. The climate and ecological crises have also gained greater recognition across many segments of society as challenges that need to be addressed with urgency, and one in which every sector has a role to play. The idea that M&amp;E can and should contribute to a more equitable and sustainable South Africa is prominent in the SAMEA Vision and Mission statements. It is for this reason that two evaluation criteria and supplementary guidelines criteria and supplementary guidelines were developed on climate and ecosystems health (CEH) and equity/inequities. The workshops will focus on application of what was learnt in workshop 1 and sharing lessons learnt and recommendations. For example, the M&amp;E practitioners and commissioners who attended the Just Transition workshop would share how they have changed their terms of reference to integrate Just Transition guidelines.</p>
2.	<b>Introduction to research for evaluation</b>	<p>This workshop is aimed at emerging evaluators with limited or no prior evaluation research experience. The aim of the workshop is to provide a general introduction to evaluation research and to upskill participants in selected data gathering tools and basic data analysis and report writing skills to enable them to partake in evaluations as part of a team after the workshop. Participants will be equipped to support basic evaluation research, including basic design of the evaluation, gathering and analysing data and communicating findings. The course will also raise awareness of relevant networks, reference material or websites dedicated to strengthening evaluation practice.</p>
3.	<b>Rapid Evaluation clinic</b>	<p>Quick evaluations are conducted during emergencies or as part of preliminary analysis to help determine priorities, identify emerging problems and trends, and enable decision-making to either support full-scale evaluation or project adjustments to meet the needs or project objectives. The implementation of this type of evaluation is usually faster, more dynamic, and complex. The workshops will focus on application of what was learnt in workshop 1 and sharing lessons learnt and recommendations.</p>
4.	<b>Investing in impact</b>	<p>This workshop is aimed at providing an overview of the spectrum of Impact Investing, the use of Impact Measurement and Management (IMM) in reporting on Impact and the Frameworks that are commonly used in the industry.</p>
5.	<b>MERLTech</b>	<p>This workshop helps to develop the data collection and technical skills of Evaluators looking to digitise their data collection process. It looks at emerging technologies and data analysis techniques; and how this in turn supports the internal M&amp;E processes and Evaluation process for M&amp;E practitioners. The workshop is targeted at MERL practitioners who have some familiarity with MERL methods and an understanding of the potential of technology for MERL.</p>

6.	<b>Virtual Evaluation</b>	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. It is against this background that SAMEA developed virtual evaluation guidelines. 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.
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