SESSION 21

Monitoring and evaluation

Aim
To consider ways of monitoring and evaluating the use and impact of the Guides and to evaluate the training.

Objectives
I To establish the importance of monitoring and evaluating the use and impact of the Guides.
I To look at a process for conducting a baseline survey.
I To identify ways of measuring the impact against this original data.
I To establish the different types of impact that may result from using the Guides.
I To give the participants the opportunity to evaluate the workshop, with reference to their original hopes and concerns.

Materials
Pre-prepared flipchart:
46 Assessing the impact of the Guides on community groups (page 54)
Handout 11 (see Appendix C, page 72)
Assessing the impact of the Guides on community groups
Training Evaluation Form (page 55)

PROGRAMME

Activity  15 minutes
THE CHANGE GAME

■ Participants stand in two rows, A and B, each facing a partner.
■ Row A turn their backs to Row B.
■ People in Row B change something about their appearance.
■ Row A turn round again and have to say what has changed.

Ask participants what this game teaches them about the nature of change and about how change is perceived. Point out that change often occurs only at surface level, and may be short-term and temporary. PILLARS is seeking to stimulate deep and lasting change. In order to know if the use of the Guides is contributing to any change in the group, in terms of their knowledge, skills base or confidence, we need to know something about all of these things before we start using the Guides with them. It is useful to have what is called a baseline. This is information which we can measure against at a later date.

Baseline survey  10 minutes

Explain that Tearfund has developed a methodology and format for a PILLARS baseline survey. This can be carried out by those wishing to use the PILLARS Guides to help them understand the information needs and priorities of the users. It includes questions about the nature and purpose of the user group, the group’s access to information about community development issues, the group’s levels of literacy, and ways in which the group might use printed information to achieve its aims. This survey can be conducted with a number of different community groups. The data will help the participants and community groups plan how they will use the PILLARS Guides, with whom and for what purpose. A follow-up survey can be conducted after using the Guides for a certain period of time, to try to understand the impact that they may have had.

The baseline survey is available from Tearfund – see Appendix F for the address.

Assessing the impact of the Guides on community groups  40 minutes

Facilitators are good people to assess the impact that the Guides are having on the groups using them, in terms of increasing awareness, increasing confidence, changing attitudes or changing behaviour. It may be helpful for them to keep a record of who attends each group meeting, and of their gender and educational background. After several months of using PILLARS Guides with
community groups, facilitators can assess the progress of the group, and their own progress as facilitators.

The questions in Chart 46 will provide facilitators with a helpful way of assessing impact, and of considering future possibilities. Present this Chart, and refer participants to Handout 11 (page 72).

Explain how this data could be collected and analysed in order for it to help facilitators increase the impact of the Guides. For example, a reporting mechanism could be established by a co-ordinating organisation. Answers to the questions in Chart 46 could be sent by facilitators on a regular basis and analysed. It is hoped that the answers will also help facilitators reflect on their own personal progress and plan how they can make improvements to the way they work with their groups.

**Evaluation** 30 minutes

Since this is the final teaching session of the training, review the objectives, hopes and concerns that were discussed in Session 1. Then ask each participant to fill out a copy of the Training Evaluation Form (opposite page). This helps those facilitating the training to understand what the participants have enjoyed, and how it could be improved. It also helps participants to reflect on how they can apply what they have learnt, and on what further support they might need in order to do this.
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Did the training meet your expectations?</td>
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<tr>
<td>2</td>
<td>Which session did you find the most useful?</td>
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<tr>
<td>3</td>
<td>Which session did you find the least useful?</td>
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<tr>
<td>4</td>
<td>The sessions were relevant and useful</td>
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<td></td>
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<tr>
<td>5</td>
<td>The training was well structured</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>The sessions were well presented</td>
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<tr>
<td>7</td>
<td>The participatory teaching methods used during the training were useful</td>
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<tr>
<td>8</td>
<td>What was the most important thing that you have learnt during the training?</td>
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<tr>
<td>9</td>
<td>What skills have you learnt or developed during the training?</td>
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<tr>
<td>10</td>
<td>How do you hope to use what you have learnt during the training?</td>
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<tr>
<td>11</td>
<td>What further training or support do you need in order to use PILLARS Guides in your work and in your communities?</td>
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</tbody>
</table>
SESSION 22

Closing Ceremony

Aim
To bring the training to a formal close, and to promote PILLARS.

Objectives
- To celebrate the progress the participants have made during the training.
- To encourage participants as they look to the future.
- To promote PILLARS to other organisations.

Materials
Copies of PILLARS Guides and certificates to give to participants.

THE CEREMONY

The closing ceremony is an opportunity to celebrate what the participants have learnt. It is also an opportunity to inform others about PILLARS and to encourage them to support the participants as they apply the learning to their individual situations.

It is recommended that community leaders, church leaders, senior members of staff from the organisations represented, and key local figures in education or government are invited to attend. Invite several participants to share what they have learnt during the training, and how they hope to use the PILLARS Guides and share the learning with others. If there are a number of outside people present, it may be helpful to share some of this learning by showing posters, or by using role-play or participatory tools that have formed an important part of the training. One member of the facilitation team should also share what they have learnt and enjoyed about the training.

Give each participant a training certificate and a copy of each PILLARS Guide available in their language. If mentoring or follow-up training have been planned, provide participants with details about this (see next section for details). Congratulate them on the progress they have made, and encourage them in their future role as facilitators.