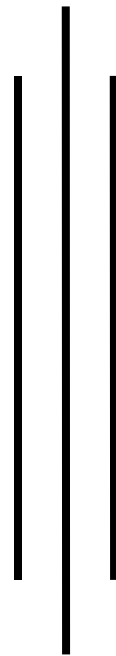


# Training workshop on Monitoring and Evaluation (M and E)



*Date: January 4-6 and 9, 2021*



Organized by :

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## **1. Background:**

Hospital and has a long-standing and wide experience in pediatric physical disability management covering both, medical treatment and rehabilitation. Services for physically disabled children commenced with the support of the nongovernmental organization Terre des Hommes (TdH) from Switzerland, in 1985. CBM entered into the partnership with FOD / HRDC, in 1997. HRDC services cover more than 1/3rd of the country's 77 districts. To date, HRDC had provided services to more than one lakh children in need of physical rehabilitation services. HRDC is engaged in different implementation programs to serve the children and disable the group. So far they have their system of conducting monitoring and evaluation and for projects, evaluations are carried out.

A community of Evaluators - Nepal (CoE-Nepal), is a non-profit, non-governmental, and non-partisan organization. The team comprises a pool of evaluators, development practitioners, and academicians with national and international work experience of over a decade. Its vision is to set an "Effective development policy, program, and partnership" and its mission is to "Establish a culture of evaluation at national and international level through development and dissemination of knowledge in evaluation, capacity building of evaluation stakeholders, and promotion of evaluation theory and practice." So far CoE Nepal has been providing technical support to the NPC by discussing context-specific roles they can play in the government to private sectors. Besides, CoE Nepal has been working on contemporary evaluation issues such as conducting an assessment and M and E training based on OECD/DAC and Result based framework evaluation criteria in the Nepali context, developing indicators for equity focus and gender-sensitive evaluation in the SDGs context.

The lack of data and information on disability and the situation of persons with disabilities at the national level contributes to the invisibility of persons with disabilities in official statistics, presenting an obstacle to achieving development planning and implementation that is inclusive of persons with disabilities. To bridge that gap, and to enhance the capacity of human resources on the monitoring and evaluation and to generate effective evidence-based data is crucial for that matter. HRDC has organized a four days training session on a workshop on Monitoring and Evaluation (M and E) for its staff and implementing partner. so that it will enhance the monitoring and evaluation of the HRDC and its programs to maximize the outputs and to deliver the service to the needy population of the country, as of now HRDC target population is a child below 18 years of age having the physical disabilities

## **2. Objectives**

- To upgrade the knowledge of the trainee on monitoring and evaluation
- To develop the skills of the trainee on cross-cutting issues on M n E

- To orient concerned stakeholders on disability and SDGs
- To build the coordination and communication skills of the participants through teamwork
- To learn the program and project aspects of the monitoring and evaluation.

### **3. Methodology:**

The following methodologies were used in the training conduction, the language of delivery was both in Nepali and English language.

- Presentations by CoE and HRDC team
- Lecture
- Group exercise and group discussion
- Experience sharing
- Tool and techniques practice

### **4. Procedure**

HRDC has managed and organized a four-day long training session on Monitoring and Evaluation (M and E), which is provided by the CoE. CoE-Nepal is a non-profit, non-governmental, and non-partisan organization. The team comprises a pool of evaluators, development practitioners, and academicians with national and international work experience of over a decade.

A training session was conducted through the online application named Zoom keeping in mind of COVID-19 pandemic situation, where we can share the knowledge and skills through the online platform in this modern-day technology era.

The training was of four days period, the procedure followed and content discussed is given below based on the day and topic of the session conduction:

#### **Day-1: 2021/01/04**

#### **Conceptual understanding of M and E**

On the first day program started with the introductory session hosted by Dr. Sushila C, Nepali, and key events are: The session was delivered from 9:40 AM to 12:45 PM on the first day in 2021/01/04 .session was mainly focused on PowerPoint presentation, formal discussion, and group work on the lesson learned during the session, Key session are :

#### **INTRODUCTION OF THE PARTICIPANTS**

The introduction session was centered around sharing the name. location and designation of the participants in the meetings.

## COLLECTION OF EXPECTATIONS AND SHARING THE OBJECTIVES

The expectation of the participants was collected after sharing the contents of the workshop. Training facilitator Dr. Sushila C, Nepali shared the contents and the schedule of the training program. Participants shared the expectations from the training session. The facilitator has addressed the issues and topics raised/selected by the participants during the session delivery.

Main issues discussed in the day one session are tabulated below:

S.N.	Name of the trainer	Topic of discussion	Content discussed	Remarks
1.	Dr. Sushila C, Nepali	<ul style="list-style-type: none"> <li>✓ Introduction and Objectives of M and E to the national context</li> <li>✓ Participant's expectation from the training and</li> <li>✓ Pre-test online</li> </ul>	<ul style="list-style-type: none"> <li>• Organization introduction</li> <li>• Expectations from the participations</li> <li>• Session delivery</li> </ul>	
2.	Dr. Jagadish Chandra Pokharel	<ul style="list-style-type: none"> <li>✓ Understanding evaluation; the relationship between monitoring and evaluation—why evaluate? why evidence matters, Purpose, and Use</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding evaluation; the relationship between monitoring and evaluation</li> <li>• Objectives ,purpose uses,context national scenario</li> <li>• Evidence-based M n E system</li> <li>• Measuring change, Value, and utility</li> <li>• Experience while working at a national planning commission</li> <li>• Historial background of intervention- political, economical, social, key actors</li> <li>• Evolution of the evaluation <i>(accountability, international aid, and</i></li> </ul>	

			<i>development, need to demonstrate that money is spent effectively and efficiently)</i> <ul style="list-style-type: none"> <li>• Big trend and effects on the role of actors in evaluation</li> </ul>	
3.	Dr. Gana Pati Ojha	<ul style="list-style-type: none"> <li>✓ Key evaluation concepts: Norms and standards, SDGs specific to people with disability, OECD DAC criteria, evaluation questions, evaluation matrix</li> <li>✓ Group work in framing evaluation questions based on HRDC project document</li> </ul>	<ul style="list-style-type: none"> <li>• Key evaluations concepts</li> <li>• evaluation norms,ethical consideration</li> <li>• SDG indicator related to disability(7 goals,17 indicators)</li> <li>• Characteristics of the evaluation system</li> <li>• Evaluation matrix</li> </ul>	

**GROUP WORK:**

After the session group work was done to develop the key evaluation questions based on the six key characteristics :

- Group 1: Relevance
- Group 2: coherence
- Group 3: efficiency
- Group 4:effectiveness
- Group 5: impact
- Group 6:sustainability

## DAY-2:2021/01/05

### THEORIES AND APPROACHES TO M AND E

Training session day-2 was hosted by Dr. Sushila C, Nepali, and the session was delivered by Thakur P Bhatta, Ph.D. The session was centered around the theories and approaches to M n E. Trainer delivered the key practices on the Effective M And E System and its aspects related to key Wh-questions, such as what, why, and how?. In the end, group work was done by the participants to test the knowledge and skills developed throughout the session.

#### Key Points Discussed Were:

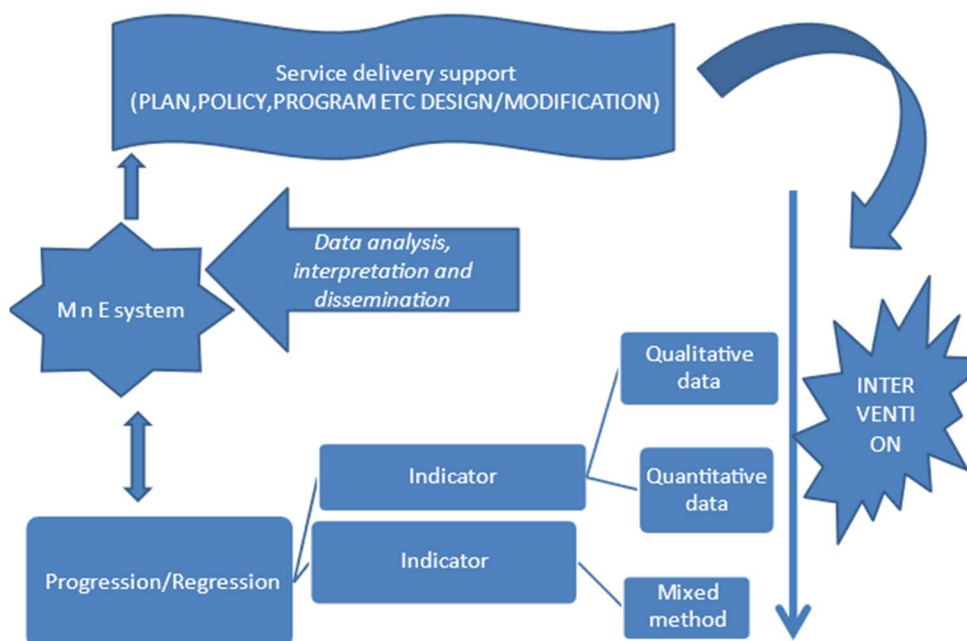
- M n E introduction
- Approaches of M n E
- Tools of M n E (log framework and change theory)
- Components of M n E (12 components discussed)
- Steps of the effective M n E system (6 steps )
- M n E system design and its principles
- Project cycle management

<b>GROUP</b>	<b>GROUP-A</b>	<b>GROUP-B</b>
TITLE	✓ purpose & Scope of M n E ✓ Information gathering and organizing	✓ planning for quality communication and reporting ✓ planning for necessary, conditions and capacities

**DAY-3:2021/01/06**

**M and E plan with ethics in evaluation**

Training session day-3 was hosted by Dr. Sushila C, Nepali, and the session was delivered by Prabin Chitrakar. The session was centered around the M n E plan introduction, its approaches, and current practices and techniques to develop the M n E plan along with the indicator finalization and its criteria for the evidence-based data collection and further planning.



**Key Glimpses Of The Training Session Are:**

- M n E Introduction
- M n E plan and why it matters?
- Source of M n E plan
- Theory of change
  - ✓Result chain
  - ✓Log framework
- Importance of M n E plan

**GROUP WORK:**

GROUP	GROUP-A	GROUP-B
TITLE	Output 1 (Result 1) Project staff are trained in disability identification, prevention, and management	Output 2 (Result 2) Persons with physical disabilities receive quality screening, medical, consultation at outreach health and rehabilitation camps, and follow-up services

## DAY-4:2021/01/09

### Data collection and analysis approaches

4<sup>th</sup>-day training was conducted in 2021/01/09 and the session was hosted by Dr. Sushila C, Nepali, and the session was delivered by Basan Shrestha. The session was focused on the data collection tool and techniques in the M n E and various approaches for the data analysis. And the session was ended by the Project coordinator with a wrap up key glimpses of former training sessions.

#### **Key glimpses of the session are :**

- Data collection tool and techniques
- Data Collection quantitative vs qualitative approaches
- Analysis and reporting of evaluation with management responses
- Group work using HRDC data and analysis

## **5. Participation**

A total of 18 peoples (Female:4, Male:14) participated in the program from the FOD/HRDC and its partner organizations, and five trainers conducted the sessions according to the session delivery plan. The participants' details are attached in the annex-2 below.

## **6. Voice of the participants**

Participants expressed their opinions and recommendation on the program.

*"Traning session provided an opportunity to update on the new things related to the M n E and emerging approaches "*

**Krishna Prasad Bhattarai**  
**(Vice-Chairperson FOD/HRDC)**

*"It was a great time, having we experienced trainers and hope this training will be a cornerstone to strengthen the M n E system of the HRDC"*

**Nitra Deuja**  
**(CBR Coordinator ,FOD/HRDC)**

*"It provided an opportunity to discuss and learn about the broad areas of the M n E and its cross-cutting issues, hoping for similar kind of support from the CoE in near future too."*

**Iroj Shrestha**  
**(Project Coordinator, FOD/HRDC)**

## **7. Key achievements.**

Key achievements of the training session are:

- Trained HRDC staffs on M n E
- Improved Knowledge of trainee on the M n E approaches in the project and program settings
- Improved skills of the trainee on the M n E tools development
- Improved knowledge and skills of the trainee on the modality and functionality of the M n E system design.

## **8. Conclusion**

HRDC has organized a four days training session on Monitoring and Evaluation (M and E) for its staff and its implementing partners to enhance the overall monitoring and evaluation capacity of the HRDC and its programs to maximize the outputs and to deliver the service to the needy population of the country, as of now HRDC target population is children below 18 years of age having the physical disabilities

The training session was participatory and participants got the opportunity to learn about the monitoring and evaluation approaches and their usefulness in the projects and programs. During the session, there was discussion, learning, brainstorming, and group works to enhance the capacity of the trainee. The training lasted from 2021/01/04 to 2021/01/06 and on 2021/01/09 with the participation of 18 trainees from the FOD/HRDC and its partners.

## ANNEX:

### 1. Annex: Session plan:

#### Training workshop on Monitoring and Evaluation (M and E)

Dates: January 4-6 and 9, 2021

Date and Time	Sessions	Resource Person
<b>Conceptual understanding of M and E (DAY-1)</b>		
Jan 4, 2021 45 minutes 9:30 AM – 10:15 AM	<b>Session 1</b> 1.1. Introduction and Objectives of M and E to the national context 1.2. Participant’s expectation from the training and 1.3. Pre-test online	Dr. Sushila C, Nepali
1 hr 10:15 AM – 11: 15AM	1.4. Understanding evaluation; the relationship between monitoring and evaluation—why evaluate? why evidence matters, Purpose, and Use	Dr. Jagadish Chandra Pokharel
1 hr 11:15 AM – 12:15 PM	1.5. Key evaluation concepts: Norms and standards, SDGs specific to people with disability, OECD DAC criteria, evaluation questions, evaluation matrix	Dr. Gana Pati Ojha
30 mins 12:15 PM – 12:45 PM	1.6. Group work in framing evaluation questions based on HRDC project document	Dr. Gana Pati Ojha
<b>Theories and approaches to M and E (DAY-2)</b>		
Jan 5, 2021 9.30- 10.00	<b>Session 2</b> Review of previous day one	HRDC
10:00-12:00	2.1. Effective M and E system: What, Why and How 2.2. Group work in developing M&E System	Thakur P Bhatta
12.00-12.30	Question and answers	
<b>M and E plan with ethics in evaluation (DAY -3)</b>		

Jan 6, 2021 2 hrs 9:30 AM – 11:00 AM	<b>Session 3</b> 3.1. Developing M and E plan 3.2. Group work in preparing and understanding M and E plan based on HRDC strategic document	Prabin Chitrakar
45 mins 11:00 AM- 12:00 AM	3.3. Evaluation Ethics and Humanitarian Standards	Dr. Sushila Nepali
<b>Data collection and analysis approaches (DAY-4)</b>		
Jan 9, 2021 4 hrs 9:30 AM – 12:30 AM	<b>Session 4</b> 4.1 Data Collection quantitative vs qualitative approaches, analysis and reporting of evaluation with management responses 4.2 Group work using HRDC data and analysis	Basan Shrestha
12.00-12.30	Feedback, wrap and closing with post evaluation question test	Iroj Shrestha

### 3. Annex: Participants Attendance:

<b>Training workshop on Monitoring and Evaluation (M and E)</b>								
<b>Dates: January 4-9, 2021</b>								
<b>Organized by FOD/HRDC</b>				<b>Facilitated and Trained by CoE Nepal</b>				
<b>Attendance Sheet</b>								
SN	Name	Designation	Organization	Attendance				Remarks
				4-Jan	5-Jan	6-Jan	9-Jan	
1	Krishna Prasad Bhattarai	Vice-Chairperson	FOD/HRDC	Present	Present	Present	Present	
2	Prakash Yadav	Hospital Manager	FOD/HRDC	Present	Present	Present	Present	
3	Bal Bhadra Pun	Finance Coordinator	FOD/HRDC	Present	Absent	Present	Present	
4	Nitra Bahadur Deuja	CBR Coordinator	FOD/HRDC	Present	Present	Present	Present	
5	Sarita Khanal	Matron	FOD/HRDC	Present	Present	Present	Present	
6	Parbati Giri	Deputy Matron	FOD/HRDC	Present	Absent	Absent	Absent	

7	Pralhad Prasad Parajuli	HOD POD	FOD/HR DC	Present	Present	Present	Present	
8	Krishna Khatri	HOD T&M	FOD/HR DC	Present	Present	Present	Absent	
9	Shyam Bahadur Maharjan	HOD Physiotherapy	FOD/HR DC	Present	Present	Absent	Absent	
10	Ram Lal Chaudhary	Project Manager	DEC Nepal	Present	Present	Present	Absent	
11	Rajan Gautam	Project Manager	REMREC	Present	Present	Present	Absent	
12	Hira KC	Project Coordinator	FOD/HR DC	Present	Present	Present	Present	
13	Bashu Dev Joshi	PRC In-charge	FOD/HR DC	Present	Present	Present	Absent	
14	Iroj Shrestha	Project Coordinator	FOD/HR DC	Present	Present	Present	Present	
15	Bhogendra Mahato	Lahan Clinic In-charge	FOD/HR DC	Present	Present	Present	Absent	
16	Binita Khadka	Information Officer	FOD/HR DC	Absent	Absent	Present	Present	
17	Rajan Bhusal	M&E Officer	FOD/HR DC	Present	Present	Present	Present	
18	Prabina Baniya	HR Associate	FOD/HR DC	Present	Present	Present	Present	

#### 4. Annex: Some snapshots:

Recording

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### WHAT I THINK OF AN EVALUATOR

- An Evaluator is:
  - A "Reflective Practitioner"
  - An Innovate while doing evaluation
  - Can think and work in iteration
  - Can move higher and higher level of knowledge building
  - is savvy on new tools and practices
  - Eager for continued learning

Participant thumbnails: Iroj Shrestha, Jagadish Pokharel, RAJAN BHUSAL..., Krishna Bhattarai, Nitra Bahadur..., Parlhad, Shyam B Maharj..., Bhogendra, Basu, Ram Lal Chaudh..., Prakash HRDC, Prabina, Sushila Chatterj..., Krishna Khatri, Bal Bhadra Pun, Rajan Gautam, Gana Pati Ojha, Sarita Khanal.

Zoom Meeting controls: Mute, Stop Video, Participants (19), Chat, Share Screen, Record, Reactions, Leave.

Recording

Participant thumbnails: Krishna Khatri, Shyam B Maharjan, Sushila Chatterje..., Prakash HRDC, Prabina, Ramlal Chaudha..., Thakur Prasad Shrestha, Rajan Gautam, Gana Pati Ojha, Pralhad.

Zoom Meeting controls: Mute, Stop Video, Participants (15), Chat, Share Screen, Record, Reactions, Leave.

Zoom Meeting | You are viewing Prabin Chitrakar's screen | View Options

Recording

Speaker View

Participants (15)

Find a participant

- KB Krishna Bhattarai
- BB Bal Bhadra Pun
- BJ Bashude Joshi HRDC
- B Bhogendra
- Binita Khadka
- N Nitra Bahadur Deuja
- P Parihad
- P Prabina
- PH Prakash HRDC
- RB RAJAN BHUSAL, M n E officer USIP HRDC
- RG Rajan Gautam
- हिरा के.सी., परियोजना संयोजक

Unmute | Start Video | Participants (15) | Chat | Share Screen | Record | Reactions | Leave

Raise Hand | yes | no | go slower | go faster | more | Invite | Unmute Me

**Monitoring & Evaluation (M&E) Plan**

► When M&E Plan should be developed?

An M&E plan should be developed at the beginning of the program when the program/project are being designed.

Prabin Chitrakar

Iroj Shrestha

Parihad

Nitra Bahadur Deuja

Bashude Joshi H...

Recording

3

**INTRODUCTION**

M&E SYSTEM

Different terms:

**M&E system/  
M&E framework/  
M&E Approach/  
M&E Plan**

\* My comment- M&E plan comes under the system!

Community of Evaluators - Nepal

Thakur Prasad Bhatta

Krishna Bhattarai

Iroj Shrestha

Nitra Bahadur Deuja

Pralhad

Krishna Khatri

implementation in order to track and measure progress (and success) in achieving the goal.”

(Ann Murray Brown;  
[www.annmurraybrown.com](http://www.annmurraybrown.com))

THANK YOU