

**Report of the Network Managers Training on Cap-Net Monitoring and Evaluation and Learning Plan (MELP),**

**VAK Cultural Centre, 23-25 April, Delft, the Netherlands**

**Note:** All the supporting documents are named in **Red and updated in the website.**



**Day 1:**

**Introduction – Kees (presentation 1\_bingo)**

The training was a three day event with working on sharing the theories experiences and successful implementation of Cap-Net’s “Monitoring, Evaluation and Learning Plan”. The training was started by Kees welcoming the participants and inviting all to take part in the BINGO game that every one express about their objectives of the training without mentioning some keywords. It was a good opportunity to share the expectations from the training and get to know each other.

**Monitoring and evaluation environment – Damian (presentation 2\_monitoring environemnet)**

Damian facilitated the session on monitoring environment with the discussion on connecting capacity development and change. During the session, participants were brought into a common understanding about the Cap-Net MELP. It was highlighted that the implementing MELP is a matter of accountability. Damian talked about four key words in MELP; those are IMPACT ASSESSMENT, REPORT, KISS, FOCUS on Cap-Net. Monitoring Frameworks is based on the following principles of Cap-Net; Networks → Knowledge → Delivery

Outcome mapping principles: We should not report the attribution, but the contribution made. We have to understand the Non-linear causality of the capacity development to make a change. Someone commented that including “how to bring the change” in the program will help to make a change. Capacity development as a process, it should be contributed to a change, but we need to focus to preach people how to utilize the knowledge gained. This should be a part of the program.

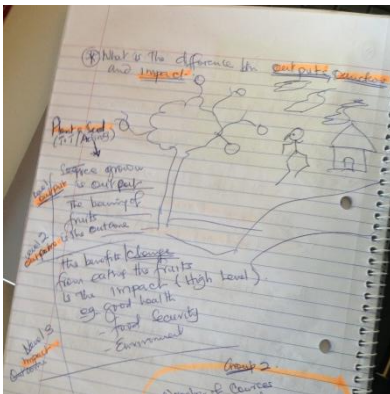
**How to plan for monitoring and evaluation – Interactive Session - Kees**

The group work questions are given in below box.

Make a plan on monitoring and evaluation for your network. Some of the questions you may want to answer are:

- What are the key principles of M&E?
- How do you measure those principles? What are the key questions to ask?
- What is the difference between outputs, outcomes and impacts? How do you measure these?
- Consider the three activity areas of Cap-Net (CD delivery, network strengthening, and knowledge management): what are the main (and measurable) outputs and outcomes?
- What is the right timing for measurement of these elements?

Key points during the discussion: Several examples were brought to the discussion by different networks some of them are summarised here. Example from AGW Net: how the bore holes has been drilled and reduce the pollution of the process was captured as stories that can be highlighted as outcomes. Capacity development has it different dimensions, so our programs will be different and the outcomes should also be different depend on the target group and type of program. So tools should be designed to capture outcome and impact of different types of programs we do. It was again highlighted the need of monitoring the contribution for change but not the attribution in all our monitoring efforts, because there are so many actors that have been contributing to the same change. When we measure the outcome and use of training materials, we have to demarcate the target group. If we are considering the same target group for all training materials, it will be difficult to measure the impact then. If we have defined the target group, we can easily define our objectives and measure the achievements.



The picture shows the interpretation of our activities, outputs, outcomes and impacts in a tree diagram by one of the group. We plant a seed and it grows as a tree which gives fruits similar to network strengthening and activities are the planting seeds, tree as the visible output, and fruits are the outcomes. When people eat fruits it contribute to an impact. Monitoring is measuring all elements in these different stages.

### **MELP and Cap-Net’s strategic plan and key results areas – Wangai (Presentation 3\_MELP and Cap-Net strategy)**

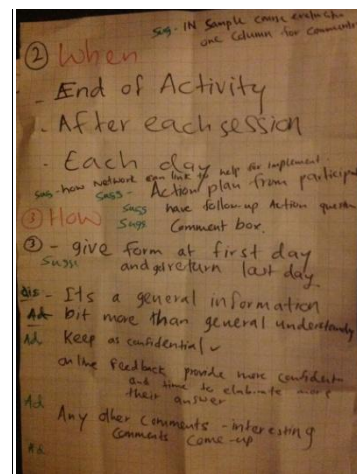
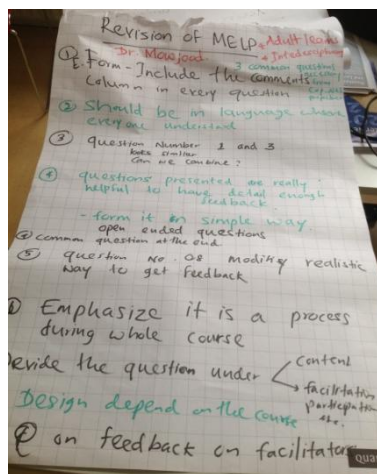
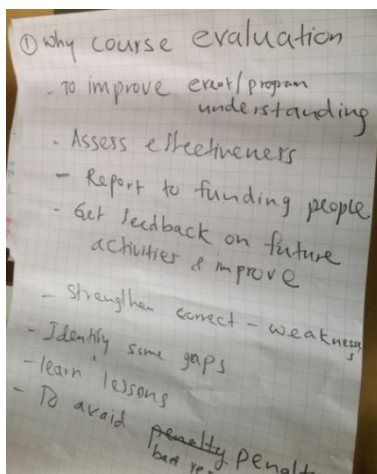
Wangai introduced the strategic plan and how monitoring and learning fits in the strategic plan. Discussions continued about how the strategic plan link with network management and MELP. This gave an overall understanding about how the monitoring and learning important in achieving strategic goals. Differentiation on monitoring and evaluation, step by step approach for capacity development as mentioned in the strategic plan was elaborated. It convinces the need of overall monitoring approach, not only the course evaluation and the impact is going to be a long term one.

### **Use of tools: Network progress and activities reporting – participants use tool followed by discussion - Damian (Presentation 4\_use of MELP tools)**

Discussion on how to capture the outcomes is important and it is a process from where the course is started. Some of the discussion points during the session were; do we need an online tracking tool with a database for each courses? What is outcome and how we can measure, guidelines for outcome monitoring... has to be prepared and shared to networks, what is the minimum expectation of the report quality from the secretariat, general outline etc., It was understood that the difficulty of having a common method and tools because the outcome measurement can be vary on the activity types that network delivered.

## Course evaluation tool; how can it be improved? – Indika (Presentation 5\_course evaluation)

During this session, we discussed about why we need course evaluation and what methods can be used. Tool 2 of the MELP guidelines, need of appropriate course evaluation methods, what is the correct timing, and required modifications to the tool 2 were discussed. The conclusion is there are some revisions needs to be done, and Tool 2 can be improved with some more guidelines on the different methods that can be used in a training program assessment, and some instructions to the organizer for creation of innovative approaches to do a good follow up. The revised course evaluation form (as a one tool but not the only tool that can be use to evaluate the course) is given in the website (Revised course evaluation form). Pictures show the results of some brainstorming sessions. Indika will work on addition of some guidelines on different methods to the existing tool 2.



### Day2:

Recap of the day 1 was done by Laura from REDICA network.

### Use of tools: Monitoring network outputs - Damian (Presentation 6\_monitroing network outputs)

This was a very informative session on how to practically use the outcome monitoring tools for different activities monitoring. LA WET Net experiences on last year outcome monitoring were shared and Damian explained some pro-active measures that should be taken during and after training programs as well as during the outcome monitoring in order to have more responses. Since maximum response rate achieved was 40% it is debatable the exact % that a network can achieve in an outcome monitoring survey. Following questions were discussed and a working group was assign (Neena, Amel, Golam) to do a literature survey on maximum possible response rate in a post-course survey. The network support group will work on the suggested indicators to incorporate in the MELP. Web based systems will be useful but the network has to develop it as they are the closer institution to the participants.

LA WET Net course outcome report was shared as a good example (LA WET Net MELP 2013)

### Use of Tools: Measuring LFA outcomes – Kees (presentation 7\_LFA)

This session gave a basic understanding about the logical framework approach (LFA) and how to the goals, outputs and indicators are linked and importance of monitoring the outcomes to report the achievements.

**Use of tools: Network management assessment – Damian (Presentation 8\_network assessment)**

It was revealed that networks have rarely used this tool; therefore this presentation was an eye opening one for networks to start doing this. Many participants agreed to do this during their annual meetings. Involvement of board members for the network assessments was recognized as important step for this.

**Usefulness of tools and tools to be developed – Indika (Presentation 9\_usefulness of tools)**

This session was interactive discussing the required revisions of each MELP tools. Since some of the tools were discussed by Kees and Damian and the course follow up in the day 1, remaining tools were discussed. Those were; case studies and training materials follow up, network meetings and workshops follow up, and finally a plan for revising the tools. Everyone agreed that we need these forms to keep track on all information but networks have rarely used them. The table below is the plan agreed to revise the MELP tools. Tool 2 was already revised ([revised course evaluation form](#))

Action	Responsibility	Leader	Deadline to revise and submit all revised forms and guidelines
Tool 1	Indika	Indika	20/06/2014
Tool 2	Mowjood, Laura	Mowjood	Received, Indika to add guidelines on other methods
Tool 3	Jean Marie, Carlos, Rosmerita	Jean Marie	
Tool 4	Indika	Indika	
Tool 5	Neena, Golam, Amel	Neena	
Overall Document	Network support group	NSG	

### **Day 3:**

#### **Cost sharing and co-funding with exercise –Damian (Presentation 10\_cost sharing and co-funding)**

This was a group work with discussion, and it was very useful to identify some errors of the proposed budgets. The budget presented by Laura and team was recognized as a good example to follow since it has follow the same format as per the Cap-Net standard financial report (Excel File: [Budget example\\_Cap-Net](#)). Requirement of breaking down the budget, not to exceed the market rates though the Cap-Net maximum rate is higher, matching the partner contribution, minimize the unnecessarily high expenses were taken into discussion.

#### **Planning Short Courses\_ Kees (Presentation 11\_panning short courses)**

This session emphasized some important steps in course planning and best practices.

#### **Skype Conversation with Kris Borring Prasada Rao, External Evaluator for Cap-Net.**

Discussed on his plan for the review, and answered to the questions. How the networks going to plan their meetings to meet the review requirements, Addressing different autonomous network and understand how they work will be important for the evaluation (Cap-Net Lanka mentioned..) and answered all arrangements related questions.

#### **Introduction from Lenneke Knoop, META META**

Lenneke explained plan for strengthening networks, and individual discussions conducted with SCAN, Nile IWRM Net, and Redica.

#### **Presentation from Rainwater Harvesting Forum**

#### **An Example of outcome evaluation- Jean Marrie**

Jean Marie, presented the results of outcome evaluation as an example from last year evaluation on water integrity. Again it showed the way of interpretation the results, and the problem of low responses rate.

#### **Measuring impacts – concepts and examples; sharing of experiences- Damian (Impact monitoring\_case studies)**

Damian explained a practical example of measuring impact using LA WET Net case study approach. Participants debated on how to measure the impact and reliability of measurement, non linear effect, how to prove our contribution etc. However participants got convinced that documenting these case studies is important in long term as a project.

#### **How to implement the MELP – conditions and incentives, followed by discussion – Indika (Presentation 12\_ MELP implementation)**

This last session emphasized the key points to remember in order to succeed the MELP implementation, and made a plan -Refer the presentation. It was decided to have MELP report as mandatory for core support. This will include all the monitoring, not only the course monitoring.

It was suggested Exemption of MELP for the networks that has no activities funded by Cap-Net, or monitoring network and related courses done, but they need to monitor other things like network progress etc, and submit with their annual reports. Also it was suggested to have a online forum to discuss for any issues on MELP, (this need to be ask from Hong to start)

**Happy Closure of the Event with group photo...**



## List of Participants

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