

Assignment Results. Phase 2

Implementation of the workshops in Tanzania and Nigeria: major workshop results

1. Daily process and final evaluation + the Participant Action Plan Approach (PAPA)

TANZANIA. Highlights from participants' process and final evaluation

Process Evaluation Results. The event was attended by 14 participants. They responded to a daily process evaluation which results were presented and discussed with them in the following morning. This has provided the facilitators with the opportunity to improve the workshop every day by incorporating changes proposed by the participants when appropriate. *Samples of this evaluation are presented below.*

Final Evaluation Results. Fourteen participants responded to the final event evaluation form. Out of 14 participants who completed the questionnaire *12 participants* responded, “*excellent*” to the statement “*in general, I would rate the workshop*”.

The second statement “*on balance, would you say that the workshop objectives were achieved?*” The total of *14 participants* said “*yes*”.

Overall, the content, process, performance of the facilitators, facilities and the general organization of the event met the expectations and needs of the participants. Written feedback (*sample below*) showed the level of satisfaction of participants.

TANZANIA. Participant Action Plan Approach (PAPA)

Through PAPA approach, participants commit themselves to implement actions after returning to their respective organization. The workshop participants undertook the PAPA exercises individually or in team (if they belonged to the same organization), and after they shared their “promises” in plenary. There were important action items to be implemented in their work environment as a result of this hands-on event. The lists of the PAPA items are presented in Annex M – Part III of the workshop report.

To illustrate actions to be carried out after the event, the following activities were listed by *the few participants from the same association represented in the workshop to be implemented within 2 months and when the need arises.*

Samples of PAPA:

1. Develop a concept note (within 2 months)
2. Write a full proposal (when the concept note was approved by prospective donors)
3. Develop the monitoring tool for the project that am implementing (after the proposal was approved by donors)

NIGERIA. Highlights from participants' process and final evaluation

Process Evaluation Results The event was attended by 27 participants. They responded to a daily process evaluation which results were presented and discussed with them in the following morning. This has provided the facilitators with the opportunity to improve the workshop every day by incorporating changes proposed by the participants when appropriate. *Samples of this evaluation are presented below.*

Final Evaluation Results. Twenty-seven participants responded to the event evaluation form. Out of 27 participants who completed the questionnaire 20 participants responded, “*excellent*” to the statement “*in general, I would rate the workshop*”, three participants responded “*good*” and 4 participants did not answer this statement.

The second statement was: “*on balance, would you say that the workshop objectives were achieved?*” A total of 25 participants said “*yes*” and two participants did not respond to this statement.

Overall, the content, process, performance of the facilitators, facilities and the general organization of the event met the expectations and needs of the participants. Written feedback (*sample below*) showed the level of satisfaction of participants.

NIGERIA. Participant Action Plan Approach (PAPA)

In Nigeria, the workshop participants undertook the PAPA exercises individually or in team (if they belonged to the same organization), and after they shared their “promises” in plenary. There were important action items to be implemented in their work environment as a result of this hands-on event. The lists of the PAPA items are presented in Annex M – Part III of the workshop report.

To illustrate actions to be carried out after the event, the following activities were listed by *participants to be implemented within 2 months and when the need arises.*

Samples of PAPA

1. Stage a capacity building workshop on project proposal in my organization (within two months)
2. Capacity building on monitoring and evaluation of established project (to follow up the first event)
3. We shall jointly develop a topic/identify a problem to develop a Concept Note for a project. (based on an agreement with the department leadership just after our return from this event)

Participants had emphasized the need for follow-up activities to implement the Participant Action Plan Approach (PAPA) exercise. This follow-up might be done during the next phase of the RAC project which is in progress to be delivered to BG&M Foundation.

Feedback from the participants.

Participants from Tanzania and Nigeria mentioned that they viewed the approach used, which promoted an opportunity for the professionals to work together as interdisciplinary teams, as a very important lesson learned during this event. They got to know each other better as they worked together on the selected priority projects. They gained knowledge, developed interpersonal skills, and worked on real problems and project ideas they had brought from their organizations. *Samples of FEEDBACK from participants from both countries are presented below.*

Special Remarks:

Gallery of photos. During these events, photos were taken by participants and facilitators. A sample of these photos are displayed in this website as good memories of our time together.

Videos. In addition, in Mozambique and Nigeria, RAC coordinator, Frank Ojwang with few participants were very kind to create special videos. They are also posted in this website.

Both initiatives aimed to offer the participants a gesture of gratitude for their active participation and for them to keep memories of our time of joy while learning together.]

Tanzania. Sample from a Daily Process Evaluation.

Sample –Day 1.Strengths

1. Workshop Content#times - 14
 - The project cycle & its goal4
 - Difference between writing to inform and to persuade.....3
 - How to develop objectives; define outputs; involving partners.....3
 - Managing for project results.....1
 - Project Planning, Implementation, M&E.....1
 - All topics were good.....1
 - The effect of Vitamina A.....1

Sample – Day 2 Strengths (cont'd)

2. Workshop Process & Organization
Total # times..... 14
 - The practical and learning by doing; practice on real things like development of CN that can be implemented.....3
 - Practical practice in formulating problem tree, objectives and outputs of the project; analysis of cause-effect worked very well in group4

Sample- Day 3- Strengths (cont'd)

2. Workshop Process & Organization
Total # times.....8
 - Role playing ; group composition and arrangement for review the CN was an excellent piece of work; helpful CN discussion; the process of approving a CN; I like the panelist and the way it was operated; the presentors were very interactive; appreciate the internal review meeting7
 - Still I congratulate the participation.....1

Sample-Day 3 Strengths (cont'd)

3. Facilitators' performance & Lessons Learnt.
 - Constructive criticism; positive criticism was perfect eye opener.....2
 - Facilitation approach is very good; team participation is good.....2
 - Entertaining learning events.....1
 - Encouraging and stimulations lessons....1

Sample-Day 2.Suggestions to improve the workshop

- More exercise to participants.....1
- I wish there was more time to do the learning by doing – so that we do it well.....1
- More time to think through; more time needed during brainstorming session while working in groups on concept write up.....2
- Time management should improved; time keeping.....2

Sample. Day 4 -Special remarks

- I loved today's session, it was superb!
- The sessions were good. I loved all of them!
- (Re suggestions) Seriously Nothing! This event was planned by professionals!

Nigeria . Sample from a Daily Process Evaluation.

Sample-Day 1. Strengths	
1. <u>Workshop Content</u># times: 23	
– Description of a leader and manager and the importance of mixing the two for good project management	4
– Project design (6 steps), writing to inform use of emotive words to attract attention of donors, to be persuasive ; catching & motivating	10
– Contents useful, adequate and concise.....	1

Sample-Day 1- Strengths (cont'd)	
2. <u>Workshop Process & Organization</u>	
Total # times:.....	22
– Conducive learning environment, atmosphere; friendly enough to encourage participants' contributions.....	4
– Facilitation process and methods; participatory approach, interaction and motivating session	6
– Organization of activities; amount of information was huge but visual aids made it easier.....	2

Sample - Day 2. Strengths	
1. <u>Workshop Contents</u> (cont'd)	
– Define objectives; should be carefully developed by knowing the main causes of the problem you want to solve; I have realized that a good objective determines whether a proposal will be sponsored or not	9
– Project strategy analysis was very educative.....	1
– Making the tittle very catchy.....	1

Sample – Day 2. Strengths (cont'd)	
2. <u>Workshop Process & Organization</u>	
Total # times.....	34
– The role play in the Concept review was wonderful! presentation to mock Internal Program Review was very highly educative..	7
– Multidisciplinary approach in developing the concept note will definitely improve my capacity; multifaceted Concept Note is offer better, therefore collaborative effort should be put together in writing a Concept Note.....	3

Sample – Day 3. Strengths (cont'd)	
3. <u>Facilitators' performance & Learning materials</u> . Total # times.....	14
• Facilitator's excellent skills in carrying participants along and encouraging us to be our best; good facilitation and participation during all the sessions.....	3
• Delegation of duties and active participation by both facilitators and participants.....	1

Suggestions to improve the workshop	
• Punctuality.....	3
• Time management, conscious.....	
• Space out the time in between tea breaks and lunch to avoid drowsiness	
• More time for discussion and questions	
• Interruption (mobile phones) should not happened again.....	5
• The bus should pick up on time/transportation; need 2 buses.....	3
• Second part of tea break not available	

FEEDBACK on Engendered OFSP Project Planning, Implementation, M&E Workshop

In TANZANIA. The participants' own words...

"Very comprehensive learning on project development"

"Complete learning from writing concept note paper to project implementation, M&E"

"The workshop became excellent learning because of the good and hardworking facilitators"

"Learning facilitators were very competent in their fields!"

"Methods employed were very

"Practice each session of the workshop helped me to have more understanding"

"Appreciated the session on human talents as the most important asset in relation to the success of a project"

"The materials were very well designed. The contents were well presented and the provision of complete binders made the strength of this workshop"

"Review process for the Concept Note in the role playing method. I learned how to take on the commitment/ critics from open reviewers to write a better concept note. These were very important for me during this event"



FEEDBACK on Engendered OFSP Project Planning, Implementation, M&E Workshop

In NIGERIA. The participants' own words...

"Workshop strength was the facilitation. Facilitators had in mind the need for the participants to fully understand the subject of learning".

"The facilitators' great skills and knowledge (mastery) on the subject matter". " They were coherent in their presentation, taught with passion and compassion. very friendly. I love you

"The learning by doing exercises were very useful and helped to internalize the topics. The group work was wonderful! "I loved organization/implementation of workshop. Gender was considered. This was a plus to you! "

"Capacity building for learning was achieved through learning-by-doing and facilitation process"

The learning module for the workshop is considered golden material!"

"The workshop generated self-empowerment, reliant of human talent. Thank you!"

"The workshop created room for recognition of participants' areas of deficiencies in project proposal writing in addition to discovering competencies of participants. It was great!"

"I have never had a beautiful and educating workshop before, so what do I say nothing but more grease to your elbow"

"The workshop opened new avenues of friendship and institutional collaboration"

"Work in teams brought a lot of knowledge and skills to the group exercises that facilitated learning"



