

„Implement & Control“

Workshop on methods of Participatory Project Planning and Monitoring & Evaluation for small-scale developmental projects

1.- 5. of March

At: ESG, Frankfurt am Main



Weltweit –

Gesellschaft zur Förderung lokaler Initiativen e.V.

Whether or not a development project has a desirable impact and how big this impact is should always be measured in an unbiased and objective way. It improves the project, it can teach others a lesson and it facilitates the decision of donors whether they should invest in its continuation. But first of all you need to know how to plan your project applying tools and logic that convinces your first partners and donors. Over the course of 50 years of development aid the international community has come up with many different planning and M&E methods of which we will learn in this workshop the most relevant and most practical ones that we can use for our own projects.

Who we are

The workshop is hosted by WELTWEIT E.V. that supports overseas students to plan and conduct development projects in their home countries together with local initiatives.

Instructors

Dorothy Estrada

Weltweit e.V.,

The Bridging Principles™ Master facilitator

Kajo Stelter

Weltweit e.V.

Dr. Meik Nowak

Gustav Stresemann Institut, Bonn

Sabine Wege

Essen & Philipps-Universität Marburg

Both have many years of M&E experience working for international organizations and as independent consultants.

Aim of this workshop

- a) to prepare you to plan and initiate your own projects
- b) to make you understand the concept of M&E and how it is done effectively
- c) to provide you with the knowledge of practical M&E methods and make you feel ready to walk the first steps evaluating micro-projects yourself according to an international recognized standard

Location: Evangelische Studierendengemeinde
Susanna von Klettenberg-Haus
Siolistraße 7, 60323 Frankfurt am Main

Application: We can only grant a seat to a limited number of participants. Please apply via this link:
<https://www.surveymonkey.de/r/GM29XXB>

Fee: 85€ admin. fee (includes all lunch&dinner); **free** for students and alumni of DAAD EPOS study programs

Accommodation: travelcost up to 50 € and accommodation up to 140 € can be refunded (keep the receipts).

Gefördert vom DAAD aus Mitteln des
Bundesministeriums für wirtschaftliche
Zusammenarbeit und Entwicklung (BMZ)



Contact:

Weltweit e.V.

Gesellschaft zur Förderung lokaler Initiativen

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PROGRAMME:

„Implement and Control“ – Workshop on Participatory Project Planning in combination with Monitoring & Evaluation methods for small-scale developmental project

Day 1

until 14.00

Arrival of the participants and Welcome with coffee & tea

14.00 – 14.45

Introduction into the workshop

Explanation of the methodological approach, short tour of introductions and expectations by the participants

Kajo Stelter, Weltweit e.V.

15.00 – 16.30

External Lecturer: Introducing the Center for International Migration and Development (CIM) and the importance of M&E for international projects

Lea Calmano, CIM

16.45 – 18.15

What is the problem that my project wants to solve? Methods to define a relevant problem and its place in the problem hierarchy

Kajo Stelter / Dory Estrada

Input lecture by the facilitators followed by group work

18.15 – 19.45

What is the problem's solution my project provides? Methods to display a simple intervention logic.

Kajo Stelter / Dory Estrada

Input lecture by the facilitators followed by group work

20.00 Dinner

Day 2

9.00 – 10.30

Who is involved in my project? Methods to determine the stakeholders and their relative importance to the project.

Kajo Stelter / Dory Estrada

Input lecture by the facilitators followed by group work

10.30 – 12.00

Under which circumstances will my project be successful? Methods to capture a risk analysis

Kajo Stelter / Dory Estrada

Input lecture by the facilitators followed by group work

12.00 Lunch



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13.00 – 14.30

Putting everything together: the logical framework

Kajo Stelter / Dory Estrada

Input lecture by the facilitators followed by group work

14.30 – 16.00

What will it all cost? Methods of planning the project budget

Kajo Stelter / Dory Estrada

Input lecture by the facilitators followed by group work

16.00 Coffee Break

16.15 – 17.30

When shall I do what? The Gantt chart and other methods of time management

Kajo Stelter / Dory Estrada

Input lecture by the facilitators followed by group work

17.30 – 19.00

External lecturer: Learning effectiveness and efficiency from the for-profit world - a business man perspective on Business Planning and setting priorities in any project process.

Andreas Ehrler, M&A Consultant and CEO of MULTIFILM

Input lecture by facilitator with practical exercise

19.00 Dinner

20.00 – 20.30

Introduction to WELTWEIT E.V. and its programme: Empower the Locals

Kajo Stelter

Day 3

9.00 – 10.30

How do I know my project runs in the right direction? Deciding on indicators and their means of verification for the project monitoring

Kajo Stelter / Dory Estrada

Input lecture by the facilitators followed by group work

10.30 – 12.00

External lecturer: A designer perspective on project planning - introduction to design thinking and the Collective Action Toolkit of frogdesign.

Julia Diehl, ux designer and concept developer

Input lecture by facilitator with practical exercise

12.00 Lunch



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13.00 – 15.30

How can I ensure my project is participatory? Utilizing the universal communication and inclusion tools of The Bridging Principles™

Dory Estrada

Input lecture by the facilitators followed by group work

15.30 Coffee Break

15.45 – 17.30

This is my project! Putting the pieces together

Group work with reflections and considerations of the input lecturers

17:30 – 19:00

Dissemination round and presenting the preliminary results for the respective evaluation designs

19.00 Dinner

20.00 – 21.00

Introduction into the second part of the workshop: Monitoring & Evaluation

Explanation of the methodological approach, short tour of introductions and expectations by the participants

Dr. Meik Nowak / Sabine Wege

Day 4

9.00 – 10.30

Workshop Session “Reflection I: What is my understanding of evaluation?”

Dr. Meik Nowak / Sabine Wege

Input lecture with Q&A, flashlight rounds and energizers; open space to share first experiences of participants

10.30 – 11.30

Programming I: Digital processing of your project data with Excell and WebMo

Robert Heine, CEO of Energypedia Consult

Input lecture with Q&A, flashlight rounds and energizers; open space to share first experiences of participants

11.30 Lunch

11.30 – 13.00

Special I: Opening a new WebMo file with your project

Guided tour through WebMo with Robert Heine / Hector Alfaro for each working group over lunch break



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13.00 – 14.30

Programming II: Introduction into Theories of Change and Indicator Sets

Dr. Meik Nowak / Sabine Wege

Input Lecture with Q&A, flashlight rounds and energizers

14.30 – 16.00

Workshop session “Reflection II: Which evaluation design fits my project the best?”

Dr. Meik Nowak / Sabine Wege

Reflections and considerations of the input lectures in the open space-format by using storyboarding, energizer and other activation techniques

16.00 Coffee Break

16.15 – 17.45

Design I: “From story to structure – deepening your understanding of the logframe as the main instrument for project design (LFA)”

Dr. Meik Nowak / Sabine Wege

Input Lecture with Q&A, flashlight rounds and energizers

17.45 – 19.00

Design II: “Indicators and their means of verification”

Dr. Meik Nowak / Sabine Wege

Input lecture with Q&A, flashlight rounds and energizers

19.00 Dinner

Day 5

Optional:

9.00 – 12.00

Special II: Using Excel as the basic M&E tool

Hands on tips how to use Microsoft Excel, guided by Robert Heine / Hector Alfaro

Or

9.00 – 10.30

Design III: “Qualitative and quantitative methods”

Dr. Meik Nowak / Sabine Wege

Input lecture with Q&A, flashlight round and energizers

10.30 – 12.00

From project to practice I: “Contribution and attribution”

Dr. Meik Nowak / Sabine Wege

Inputs by the facilitators with the following in-depth work in interested-related breakthrough groups, formation of those groups based on the content of the first day

12.00 Lunch



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13.00 – 14.30

From project to practice II: “The implementation of a M&E design into micro-projects and the pitfalls of implementation”

Dr. Meik Nowak / Sabine Wege

Inputs by facilitators with following in-depth work in interest-related breakthrough groups

14.30 – 16.00

From project to practice III: “Time, what is time? ToR, preparation phase and kick-off phase of evaluations”

Dr. Meik Nowak / Sabine Wege

Inputs by the facilitators with following in-depth work in the respective “Breakthrough Format”

16.00 Coffee Break

16.15 – 17.30

Dissemination round and presenting the preliminary results for the respective evaluation designs

17.30

End of the workshop