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world education

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Subject: Grant No. AID/otr-G-1736
First Progress Report

Date: 12 November 1979

In compliance with agreed reporting obligations, the following report identifies sites, dates, and purposes of activities accomplished during the period April 14, 1979 to the present. Additionally included as appendices are samples of the assessment instruments designed as part of the implementation plan.

Regional Workshop on Income-Generating Activities

Prior to the Grant period, two important events occurred. The first was the Regional Workshop on Income-Generating Activities for Women in the Fields of Crafts and Agro-Industries, held in Barbados from 27 November to 1 December. The purpose of the workshop was to examine the role of women in the production of crafts and agro-industries and to identify problems encountered, skills, resources and supplementary programs needed to facilitate the development of projects. Marcia Pinkett-Heller of World Education served the seminar as chief trainer.

Sub-Regional Workshop: Windwards

Secondly, during the period of April 2 - 6, 1979, the first sub-regional workshop was held for the Windward islands in St. Vincent. The islands represented at that meeting were Grenada, St. Vincent, Dominica, and St. Lucia. The objectives of this meeting were to provide skills in needs assessment, program planning and evaluation for Income-Generating Activities. Participating in this work session was Catherine D. Crone, World Education staff member, who attended pre-planning meetings in Jamaica with representatives of the Jamaica Womens' Bureau. In addition, Ms. Crone designed the evaluation format for all sub-regional workshops, provided the training in needs assessment, evaluation techniques to participants at the workshop, assisted individual country teams in planning their individual programs, and observed a variety

of aspects of the seminar in order to provide feedback to WAND staff for the planning of future seminars.

Sub-Regional Workshop: Leewards

2 During the period May 14 - 18, the sub-regional workshop was held in Antigua, serving the islands of Tortola, Montserrat, Antigua, St. Kitts, and Nevis-Anguilla. The objectives were similar to the Windwards workshop and World Education assisted in the planning for this workshop with the WAND unit and its director. The same evaluation format was followed and the revised plans for this workshop were based on the experiences in the St. Vincent experience of April.

World Education's specific responsibility was to design the format for feedback of information, to analyze the data, and to provide a consolidated assessment report to the WAND staff on the two sub-regional workshops. Recommendations were also made on follow-up activities.

Sub-Regional Workshop: Belize

The country-specific workshop in Belize was held June 11-16, 1979. World Education's participation in this session included a substantial discussion regarding the planning of the workshop with consultants who had primary responsibility for implementation of the sessions. In addition, Catherine Crone discussed with the Director of WAND the general format, feedback systems, and a redefinition of the objectives of the work sessions.

Management - Planning Meetings

While on another assignment in the Caribbean, on May 19 and 20, Jill Sheffield of World Education met with the Director of WAND, Ms. Peggy Antrobus and Dr. Harold Freeman, USAID/Barbados, to discuss revision of schedules, program issues, forthcoming Advisory Committee meeting, and work plans.

Advisory Committee Meeting

4 In Barbados on September 20 and 21, the first official meeting of the Advisory Committee to the WAND Project took place. The 24 participants included the staff of WAND unit, appointed members of the Advisory Committee, representatives of regional agencies, observers from international agencies.

World Education participated in the meeting and assisted the WAND staff in preparation for the sessions by designing the

evaluation questionnaire (see Appendix E). World Education also analyzed the data from the Advisory Committee responses and discussed them with WAND Director.

Management Meeting

On October 2, an inter-agency meeting took place in New York offices of World Education for representatives from WAND, Carnegie Corporation, and the International Women's Tribune Center. The purpose of this meeting was to re-schedule activities for the coming year, review the meeting and outcomes of the Advisory Committee, and to plan basic technical assistance workplans for the next 14 months. The actual analysis and cross tabulations of the results of the Advisory Committee questionnaire were discussed at length and their implications considered in regard to the identification of needs for resources and activities in the project.

Technical and Evaluation Assistance

During the period of October 21-November 1, World Education staff member Catherine D. Crone was in Barbados, Antigua, and St. Kitts. The purpose of her visit was to review the feedback forms, data collection systems (via logs, tapes, etc.), plan specific program activities such as refinement of objectives for the next year, based on the assessment of the past year's activities, the data generated during the various sub-regional workshops, Advisory Committee meetings, and general requests for assistance. Additionally, Ms. Crone provided technical assistance to WAND staff and individual country project staff in group work, particularly related to organizational communication procedures and interpretation of data generated by various assessment systems. Case study sites were selected by the WAND staff and Ms. Crone visited St. Kitts for the express purpose of becoming acquainted with two project activities underway. One of the projects is related to food preservation in a Family Life Education program. The other relates to craft production. The trip to Antigua was to work with staff at the university Extra-Mural department program for Women and Income-Generating Activities and family life education.

Evaluation Methodology

Appendix A contains the basic Evaluation Outline which describes what the evaluation system hopes to provide and attempts to measure.

The Evaluation Questionnaire utilized at the Sub-regional Workshop in St. Vincent and ensuing workshops is Appendix B.

Highlights of those findings is Appendix C.

Appendix D is direct quotation from the WAND Report for the period August 1, 1978 - August 31, 1979 which describes the style of the evaluation used at workshops and a summary of the opinions as expressed by participants.

Appendix E is a sample of the evaluation questionnaire developed for use with the WAND Advisory Committee.



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Appendix A

3/20/79

EVALUATION OUTLINE

THE CARIBBEAN WOMEN AND DEVELOPMENT PROJECT

I. The evaluation scheme described herein is designed to measure the following:

- A. The consequence or outcomes of the training activities
- B. The degree to which goals have been achieved.

II. The functions that such an evaluation may perform are:

- A. To assure that a minimal level of "self-assessment" will take place.
- B. To have a sound base for making programmatic decisions.
- C. To establish specific objectives for subsequent portions of the project.
- D. To serve as one instrument by which the community may be appraised of the projects' activities and advances.
- E. To assist in identifying technical assistance needs.
- F. To provide relevant information about the program to funding agencies.

III. Elements to be considered:

- A. Administrative
 - 1. staff (include consultants) inter-relationship and roles
 - 2. staff performance of specific tasks.

- B. Programmatic
 - 1. Workshops
 - a. size of enrollment; geographic distribution
 - b. objectives
 - c. participation
 - d. highlights of activities
 - e. participants response and evaluation
 - f. tasks and follow-up activities.
 - 2. Coordination Activities
 - a. meetings with various agencies and groups
 - b. highlights of meetings; contacts made
 - c. coordination of various activities (meetings, seminars)
 - d. tasks and follow-up activities
 - e. establishment of machinery for women's programs
 - 3. Income-Generating Activities
 - a. number of participants; geographic distribution
 - b. activities generated; life span of income projects
 - c. spin-offs
 - d. change in status of women?
 - 4. Outreach
 - a. general impact of program
 - b. participation of secondary and tertiary groups
 - c. leadership from new sources
 - d. degree of community involvement
 - e. financial support from new sources.

IV. Evaluation Design:

World Education's role in working with WAND is:

- A. To teach evaluation skills to participants in the "training the trainers" workshops - using the methodology developed by World Education, field tested in Africa and described in the handbook "Demystifying Evaluation."
- B. To evaluate the interaction and participation of WAND with other organizations and agencies. Using the Life History sheet developed by World Education, WAND Project Director, Peggy Antrobus will record activities and contacts. This log will be compiled and analyzed by World Education. At various intervals (described later), Peggy Antrobus will be given evaluative feedback on the frequency of contacts and achievements resulting from those contacts.

WOMEN AND DEVELOPMENT UNIT (WAND)
EXTRA-MURAL DEPARTMENT
U.W.I., BARBADOS

SUB-REGIONAL WORKSHOP, ST. VINCENT

EVALUATION QUESTIONNAIRE

In order to help WAND know to what extent we have met your needs in this workshop, we would like you to fill out this questionnaire. We will appreciate your honesty in giving both positive and negative comments; this also will help us to improve planning for future workshops and follow-up activities.

- 1) What are the most important things that you learned in this workshop?
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- 2) What topics or activities did you find will be most useful to you in your work back home?
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- 3) What topics or activities did you find will be least useful to you in your work back home?
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4) In each of the following sentences, please circle either more or less, depending on which word best describes your opinion about the participatory method.

a) The participatory method of working is ^{less} difficult than the _{more} traditional lecture method.

b) The participatory method of working is ^{less} enjoyable than the _{more} traditional lecture method.

c) The participatory method of working results in ^{less} learning _{more} than the traditional lecture method.

5) What topics or areas do you feel you would like to have more emphasis on in follow-up activities?

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6) What kinds of follow-up from WAND would be most helpful to you in your work back home?

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7) If you were planning a workshop similar to this one, what things would you change in relation to subject matter, workshop methods and living, working and travelling arrangements?

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8) Other observations or comments you would like to make.

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Thank you

April 6, 1979

REPORT ON SUB REGIONAL WORKSHOPS IN ST. VINCENT AND ANTIGUA
UNDER THE AUSPICES OF WAND: SUMMARY OF PARTICIPANTS' EVALUATION
QUESTIONNAIRES.

The overall objectives of the workshop were:

- a) To provide skills in participatory techniques in needs assessment, program planning and evaluation;
- b) To provide opportunities for participants to experience these techniques;
- c) To share information from a Product/Market Survey of products which could be profitably produced by low-income women;
- d) To develop a systematic reporting mechanism for activities generated from this workshop.

Participants clearly felt that the first two objectives (a) and (b) were successfully accomplished by the workshop. Significant numbers of them mentioned needs assessment, program planning, and evaluation as the most important thing learned from the seminar or the most useful thing learned for their work back home.

...In St. Vincent:

Question 5: What topics or areas do you feel you would like to have more emphasis on in follow-up activities? Generally the responses indicate that people want more indepth training dealing with the same topics covered by the seminar. Planning, processing of data, training, program design, managerial skills and evaluation were mentioned by between 15 and 30 per cent of the participants. A couple of people expressed a desire for national workshops. A problem area for the organization of such national seminars is financing which also came up in question #6.

Question 6: What kinds of follow-up from WAND would be most helpful to you in work back home? A full 45 per cent said they needed technical assistance and funding. Apparently, what is really needed is on-site help, i.e. someone to observe, evaluate and support the individual projects. 75% of the participants said that they wanted more workshops to refresh them and to help develop needed skills. Two people wanted reports from other regional workshops. In general, it would seem that this seminar was very successful in motivating the participants and in introducing them to a new methodology which they would like to implement in their countries, however, they, the participants, realize that their skills and their ability to secure funding for establishing agro-craft industries in their countries are at this stage limited. They feel insecure in implementing the work plans which they developed in the seminar and they want and need more help and reassurance.

...In Antigua:

Question 5 regards topics or areas the participants feel they would like more emphasis on in follow-up activities. Forty-five per cent of the respondents said they would like more emphasis on program planning. The implication here could be that more training is

necessary to develop the skills involved in program planning. This would seem to be corroborated by the responses to question 6 where 77 per cent said they wanted more technical assistance and 36 per cent requested more workshops. Other areas of significant follow-up would be data collection (31%) and evaluation (27%).

Question 6 regards the kinds of follow-up from WAND that would be most helpful to participants in their work. The overwhelming majority, 77 per cent, replied that they needed technical assistance. What they seemed to be looking for are people to help them design and evaluate their projects by on site consultation. This seminar was supposed to lay the foundation for them in skills of planning projects and evaluating it: participants now feel that they need additional outside assistance to help them. In addition, they may need a bit more practice in participatory processes to give them the needed confidence to try these new ideas on their own. This would seem to be the idea of the 36 per cent of the participants who asked for more workshops.

EVALUATION

Evaluation of these workshops has been both formal and informal. Some of the formal mechanisms have been:

1. evaluation sheets filled out by participants at the end of the workshops and again 3-4 months later.
2. in-depth interviews with participants, taped by Programme Officers in their field tours.

The evaluation of these workshops related to income generation indicate that participants have begun to practice new skills and methodology, and have experienced a strong commitment to their work with women which was evidenced in new activities they have undertaken

The following summarises the responses of 35 of the participants of all workshops.

SKILLS AND METHODOLOGY

Participants said they had learnt:

- that planning is important for a viable project,
- how to involve people in planning their own projects-
- how to involve people in assessing needs,
- how to evaluate projects,
- that follow-up is important
- how to get funding
- the importance of keeping records
- the importance of management skills, design training, market assessment, quality control for a viable project.

Participants ...

Participants said they were using participatory techniques in their group work especially:

"Fish Bowl" exercise
 Get acquainted exercise
 Interview technique

ACTIVITIES

Participants said they had initiated the following activities:

- further development of small weaving group with community involvement, improved planning and linkage,
- beginning of a small group learning to do tatting,
- beginning of a group of 20 women making mats,
- attempted beginning of a peanut growing group - failed because of inadequate planning,
- beginning of a vegetable project,
- trying to help social club become involved in income generation,
- trying to set up Women's Desk,
- training seminar leaders in new methodology,
- using improved record keeping
- beginning of needlecraft class
- beginning of Pilot Project in Crafts for rural women,
- beginning of wine making project,
- food preservation,
- crafts training
- set up workshops for field workers on project writing,
- wrote proposal for funding,
- did a market study for a project
- designed a job creation project.

However, most

However, most participants felt that their exposure to new skills and methodology needs to be reinforced in order to be useful. Networks and linkages created by the Workshop are still tenuous and also need to be reinforced.

The follow-up steps indicated by the evaluation of these workshops include:

- training for organisers workshops at sub-regional level,
- assistance in technical skills
- assistance in formulating needs and how to fill them by Programme Officers on tours,
- encouraging use of networks by Programme Officers :
development of island files of participants to encourage inter-action and as base for national machinery.

OTHER WORKSHOPS

In addition to its own workshops, WAND was invited to contribute to several workshops organised by other agencies:

DATE OF CONFERENCE	THEME OF WORKSHOP/MEETING	PAPER PRESENTED	SPONSOR/COUNTRY
Oct. 14-17, 1978	"Toward Responsible Nation Building"	Feature Address on The Role of Women in the Caribbean.	Social : League Rally Dominica
Nov. 16-17, 1978	Vocational Training Needs, Programmes	Technical & Vocational Training for Women in the Caribbean	ILO/DANIDA, Trinidad

Feb. 12-16, 1979

THE UNIVERSITY OF THE WEST INDIES
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Peggy Antrobus
Tutor Co/ordinator

OUR REFERENCE _____

- S - Staff
- M - Member of Committee
- R - Regional Agency
- I - International Agency

In order to assist in the analysis of the questionnaire kindly circle one of the following.

Advisory Committee Evaluation Questionnaire

1. What do you think the major role/objective of the WAND Advisory Committee should be?

2. Given the role you defined above, to what extent do you think this meeting succeeded in accomplishing that objective?

- 1-Not at all
 - 2-To a small extent
 - 3-To a large degree
 - 4-Totally
- (please circle the one that applies)

Why?

3. What issues, recommendations discussed during the meeting do you feel are most useful to helping WAND staff carry out future activities?

6

4. What issues, recommendations discussed during the meeting do you think are least useful in helping WAND staff in carrying out future activities?

5. Were there important issues that you felt were either not resolved satisfactorily or not addressed at all?
Yes _____ No _____
If yes, please list:

6. What changes if any would you make in the Advisory Committee itself and the structure of future meetings in order to improve the Committee's effectiveness (include nature of participants--kinds, numbers, institutions-- agenda--items, issues, etc.) Please be specific.

7. What do you feel are the most important accomplishments of the WAND program in the Caribbean in terms of reaching its original objectives in the past year?

8. What do you feel are the areas where the WAND program was not as successful in reaching the objectives set out for the past year?

9. What do you think should be the primary focus of WAND program activities during the next year?

SEPTEMBER 1979

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