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SANA

Souhait pour la Nutrition Ajoutée en Afrique

Trip Report

**Facilitating the Development
of a Training Manual on
Monitoring and Evaluation
of Nutrition Programmes**

*Jadim Beach Hotel, Mombasa, Kenya
August 6-19, 1998*

Debbie Gachuhi
SANA Regional Advisor

Sustainable Approaches
to Nutrition in Africa

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Soutien pour la Nutrition
Appliquee en Afrique

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Introduction

There is a high demand for short courses on nutrition programme monitoring and evaluation in all countries in Sub-Sahara Africa. Recommendations from numerous regional meetings on nutrition training, programme and research needs all include the need for equipping nutrition programme managers and those working in nutrition related activities with additional knowledge and skills on monitoring and evaluation.

To meet this demand, Tufts University and the University of Nairobi, Applied Nutrition Programme (ANP) have proposed to work together in partnership with the Sustainable Approaches to Nutrition in Africa (SANA) Project of the Academy for Educational Development, to develop a short course and trainer's manual for nutrition programme monitoring and evaluation.

As a result, two persons from Tufts University and the ANP were identified as course organizers and were asked to develop a working draft of the manual. The SANA Regional Advisor worked on the draft and provided technical support. The draft, along with background information on the short course, was then presented at a one week writers' workshop which was organized for a team of facilitators who would later be involved in the training (Appendix 1). This report is about that one week writers' workshop which was held from August 9-13, 1998.

WORKSHOP OBJECTIVES

Workshop Objectives

The writers' workshop had the following objectives

- ◆ to select and develop course examples,
- ◆ to integrate the course examples in each topic throughout the manual,
- ◆ to develop exercises for each topic based on the course examples and other relevant materials,
- ◆ to make a checklist for determining a "complete" topic,
- ◆ to develop a complete trainer's manual on monitoring and evaluation of nutrition projects,
- ◆ to develop future plans and strategies for implementing the monitoring and evaluation course

By the end of the workshop, although the manual was still incomplete, participants felt a sense of ownership in the process of manual development (Appendix 2). They also made a commitment to be available to facilitate the short course which will be held in March 1999.

Pre-workshop And Workshop Activities

Prior to the one week writers' workshop, the course organizers and the SANA Regional Advisor held two series of meetings. During the first meeting in July, they continued writing the draft manual. The second meeting was three days prior to the arrival of the participants, at which time they planned for the one week writers' workshop. During the July meeting, a format for the manual was developed and agreed upon. At the writers' workshop, this format was presented to participants and accepted.

Workshop Methods And Procedures

During the workshop, participants were involved in deciding which units of the manual they wanted to review and further develop, based on their interests and expertise. They then worked in teams of three and drafted materials for their units. A complete unit was seen to include the content for the sessions, the additional information for facilitators, handouts and transparencies. Participants also agreed to build in a case study (on growth promotion) as well as exercises and activities.

Once there was sufficient material to share, each team presented their units to the larger group for feedback and improvements. After reaching agreement, each team presented their work to the course organizers for them to further edit. The introduction to the manual, the course orientation (Unit 1) and the workshop evaluation were presented to the larger group and accepted as were, with minor editorial changes.

The Way Forward

At the end of the week, after assessing progress, it was agreed that course organizers should complete the manual. Participants would be asked to give additional feedback on the manual. It was further agreed that the course organizers should develop a brochure for marketing the course. This should be sent to participants for their input and then finalized. Participants would be responsible for marketing the course in their respective organizations, and within their country.

APPENDIX 1

APPENDIX 1 OUTLINE OF MONITORING AND EVALUATION MANUAL

UNIT 1 COURSE ORIENTATION

- Session 1 Word of Welcome (30 minutes)
- Session 2 Introductions (90 minutes)
- Session 3 Workshop Expectations and Concerns (60 minutes)
- Session 4 Workshop Objectives (30 minutes)
- Session 5 Workshop Methodology (45 minutes)
- Session 6 Administrative and Housekeeping Matters (30 minutes)

UNIT 2 OVERVIEW OF MONITORING AND EVALUATION

- Session 1 Overview of Programme Management Cycle (30 minutes)
- Session 2 Description of Monitoring and Evaluation (30 minutes)
- Session 3 Importance of Monitoring and Evaluation (30 minutes)
- Session 4 Programme Goals and Objectives vis a viz Monitoring and Evaluation Objectives (60 minutes)
- Session 5 Developing a Conceptual Framework for a Nutrition Programme (60 minutes)
- Session 6 Steps in Conducting Monitoring and Evaluation Activities (60 minutes)

UNIT 3 CONCEPTUALIZING A MONITORING SYSTEM AND AN EVALUATION PLAN

Session 1 Components of a Monitoring System
(60 minutes)

Session 2 Monitoring Programme Elements
(30 minutes)

Session 3 Components of Evaluation Plan (60 minutes)

UNIT 4 EVALUATION DESIGNS

Session 1 Evaluation Designs

Session 2 Stakeholders and Sampling

UNIT 5 MONITORING AND EVALUATION INDICATORS

Session 1 Characteristics of Indicators

Session 2 Selecting Indicators

UNIT 6 DEVELOPING A MONITORING SYSTEM AND AN EVALUATION PLAN

Session 1 Developing a Monitoring System

Session 2 Developing an Evaluation Plan

UNIT 7 DATA COLLECTION TECHNIQUES

Session 1 Quantitative and Qualitative Methods of Data
Collection

Session 2 Characteristics of Various Data Collection
Techniques

Session 3 Designing Data Collection Instruments

Session 4 Administration of Data Collection

APPENDIX 1

UNIT 8 DATA ANALYSIS AND INTERPRETATION

- Session 1 Preparing the Data for Analysis (90 minutes)
- Session 2 Analyzing Qualitative and Quantitative Data (90 minutes)
- Session 3 Cost Effectiveness and Cost Delivery Calculations (45 minutes)
- Session 4 Data Presentation (90 minutes)
- Session 5 Interpretation of Findings and Setting Clear and Specific Recommendations (90 minutes)

UNIT 9 DISSEMINATION AND USE OF MONITORING AND EVALUATION RESULTS

- Session 1 Development of a Dissemination Plan (45 minutes)
- Session 2 Presentation of Monitoring and Evaluation Results (90 minutes)
- Session 3 Use of the Monitoring and Evaluation Results (60 minutes)

UNIT 10 PREPARING FOR MONITORING AND EVALUATION ACTIVITIES

- Session 1 Internal and External Monitoring and Evaluation (30 minutes)
- Session 2 Criteria for Selecting the Core and Field Monitoring and Evaluation Team (1 hour 30 minutes)
- Session 3 The Logistics of Monitoring and Evaluation (4 hours)

WORKSHOP EVALUATION

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