

Training for Transition (TFT)

Capacity Development for Organisations Working with Vulnerable Groups



Love is a pre-condition for Learning and Development



BELHAR MONITORING AND EVALUATION TRAINING

1ST & 2ND November 2016

Venue: Chestnut Clinic, Belhar

Facilitator: Anita Marshall

Co Facilitator - Belhar CSS Project Coordinator: Athol de Reuck

Report: **Anita Marshall**

Date: **3rd November 2016**

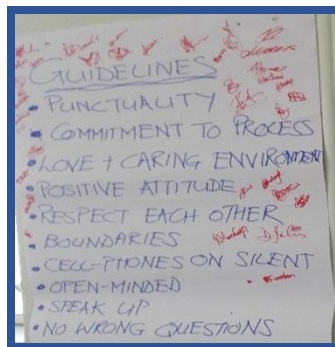
The facilitator requested permission to take photographs for use in the reports on the training. Permission was granted by participants.

Day 1 Agenda:

1. Understanding Community Entry
2. Understanding M&E
3. Baseline Assessment
4. Developing the Vision

Guidelines:

The following guidelines were established by the group and participants signed off on the 'contract'.



Attitudes and Values of health activists were generated

- Empathy and compassion
 - Attentiveness
 - Patience
- Importance of advocacy issues
 - Listening and hearing
- Be more people-oriented and less goal-oriented
 - Practice tolerance
- Integrity (Doing the right thing even when no one is watching)
 - Passion

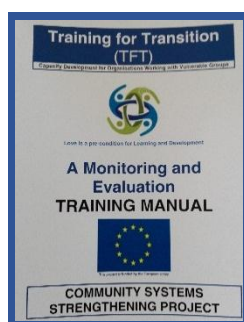
1. Community Entry

Using the manual, we covered the purpose of consulting the community members on entry to;

- Gather factual information
- Ensure a participatory process
- Get community buy-in.
- Agree on need for intervention and practical aspects e.g. dates and venue.

2. Understanding M&E.

Participants, in groups were given different M&E phrases and had to present their definition and understanding of the terminology.



Using the manual, all the terms were reviewed to ensure a common understanding of technical requirements in applications for donations, funding or additional resources.

The facilitator provided feedback, that in resource-poor environments, the tendency seems to be to fight each other for access to the few opportunities that are available and that the community systems strengthening intention, is to rather focus on collaboration, considering the level of need in resource poor communities.

It was emphasised that it refers to collaboration between individuals, existing community based organisations and collaboration with other stakeholders who may have access to resources.

3. Baseline Assessment

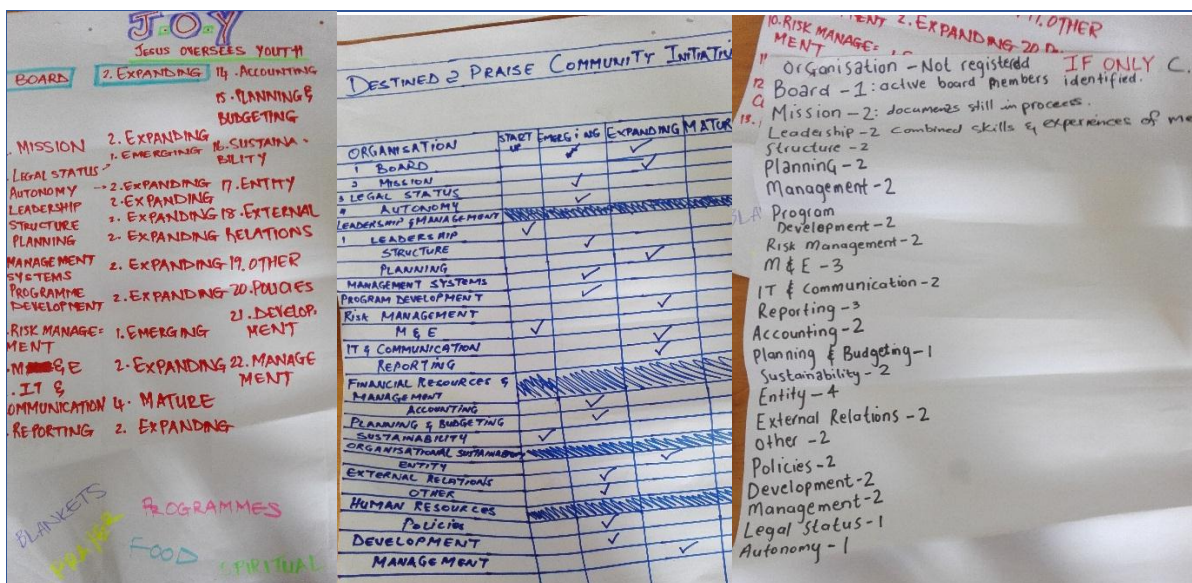
Using the Organisational Development Assessment tool in the M&E Manual, participants were grouped according to the organisations that they represented and were asked to assess their own organisation. Participants who did not represent any organisation, were asked to join in with any group, in order to understand the assessment process.



Figure 1: Participants reflect on Organisational Status

Feedback

Most of the organisations assessed themselves at the emerging level, but expressed that it was a useful tool to take back to their organisations, to assess what their needs were, in relation to formalising the CBO status.



The following tables provide a more detailed picture of individual organisation's self-assessments.

Belhar Ladies Fitness Club

Board Stable functioning	2
Mission Clearly understood	4
Legal status	4

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Board	2
Mission	2
Legal status	1

NGO –non profit			
Autonomy Rely on donations CCT	1		Autonomy 1
Leadership Decision-making	4		Leadership 0
Structure No policies	1		Structure 1
Planning	4		Planning 1
Management Systems Updated annually	4		Management Systems 1
Programme Development	4		Programme Development 1
Risk Management	3		Risk Management 2
M&E	4		M&E 0
IT & Communication Data capturing	4		IT & Communication 3
Reporting	3		Reporting 3
Accounting	3		Accounting 1
Planning & Budgeting	2		Planning & Budgeting 2
Sustainability	3		Sustainability 1
Entity Clear vision	3		Entity 3
External Relations Understand government policies	2		External Relations 1
Other Work effectively with local and international NGOs	3		Other Work effectively with local and international NGOs 1
Policies	N/A		Policies 1
Development Training plans	2		Development Training plans 1
Management Basic admin skills, and admin systems	2		Management Basic admin skills, and admin systems 2
Financial Resources and Management	0		Financial Resources and Management 0
Organisational Sustainability	0		Organisational Sustainability 0
Human Resources	0		0

Joy		If Only	
Board	2	Board Active board members identified	1
Mission	2	Mission Documents in process	2
Legal status	1	Legal status	1
Autonomy	2	Autonomy	1
Leadership	2	Leadership	2
Structure	2	Structure	2
Planning	2	Planning	2
Management Systems	2	Management Systems	2
Programme Development	2	Programme Development	2
Risk Management	1	Risk Management	2
M&E	2	M&E	3
IT & Co	4	IT & Communication	2
Reporting	2	Reporting	3
Accounting	0	Accounting	2
Planning & Budgeting	0	Planning & Budgeting	2
Sustainability	3	Sustainability	1
Entity	3	Entity	4
External Relations	2	External Relations	2
Other	3	Other	2
Policies	0	Policies	2
Development	0	Development	2
Management	0	Management Basic admin skills, and admin systems	2
Financial Resources and Management	0	Financial Resources and Management	2
Organisational Sustainability	0	Organisational Sustainability	0
Human Resources	0	Human Resources	0

The organisational assessment activity took longer than planned and it was agreed that the visioning exercise would be conducted on day 2 of M&E training.

EVALUATION

Participants were asked to provide feedback on what new information they had learned in the M&E training with the following results;

“Now I can see what is required in a proposal, such as baseline information and I can even assist and support our coordinator.”

“I learned a lot of new jargon and terminology.”

“I see now that we all have goals and vision and that we just have to learn to work together.”

“It was an eye opener in group work to see that all the other organisations struggle with conflicts.”

"I learned how to use M&E language."

"I learned a lot of new words."

"I learned that I must be pro-active."

The facilitator asked what could have been done better.

"More ice-breakers."

The facilitator asked what was appreciated.

"The presenter was well-prepared and knowledgeable."

"I can now see a direction for our organisation"

Participants were asked to read through the manual as homework and to reflect on the indicators the the CSS project would be tracking.

Day 2 Agenda:

- Re-cap
- Programmatic Baseline Assessment
- Developing a Common Vision
- Confirmation of training dates

Re-cap covered community entry and participants were asked to provide feedback on the importance of a proper community entry process:

“Engaging all stakeholders”

“Information gathering”

“Community Mapping”

The facilitator added; “Participatory approach”

The facilitator then demonstrated how the information gathered is used in an M& E process, with the use of a table, Logframe being a common method.

Goal	Specific Objectives	Inputs	Outputs	Outcomes
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The re-cap of Community entry and M&E process was followed by an ice-breaker called “person-to-person.”

The Child Protection and Access to Food and Nutrition manuals were handed out to participants who had signed up for the different training areas.

Participants were again asked to work in their groups and conduct a self-assessment:





All participants provided feedback, based on their own assessment of their organisations service delivery in relation to **child protection** and **access to food and nutrition**.

VISION

Working in groups, organisations were asked to reflect on their vision, given the new information, of the range of services that they could be engaged in.

After about an hour, the facilitator asked participants to take the activity back to their organisations. It was emphasised that it took more than an hour and that such an event should be planned for. Some participants indicated that it had been a useful exercise

EVALUATION

Participants were asked to reflect on what new information they had learned;

“As an organisation – there is a lot more that we can do.”

“There is such a lot that we still need to do to reach the ‘mature’ stage.”

“I have learned the importance of record-keeping and to create more visibility of our work.”

“I see now that we have been struggling without sufficient information and resources.”

“I learned that it is important to work as a team. We can do more.”

“It has been an eye-opener to see how much work is happening in our community.” Athol de Reuck. Belhar CSS Coordinator.

The following training dates were agreed on by all present:

Access to Food and Nutrition	Child Protection
Tuesday 8 th Nov.	Tuesday 15 th & Wednesday 16 th Nov.
Tuesday 22 nd & Wednesday 23 rd Nov.	Tuesday 29 th & Wednesday 30 th Nov.