MONITORING AND EVALUATION METHODOLOGY

Training Agenda

Delivering Good Governance

METHODOLOGY FOR MONITORING AND EVALUATION OF TRAINING PROGRAMMES FOR PROFESSIONAL DEVELOPMENT FOR LOCAL GOVERNMENT

Training Agenda

The Toolkit contributes to the enhancement of Human Resources Management by providing concrete tools and procedures to be implemented within the Monitoring and Evaluation of the training programmes delivered to public employees.

CENTRE OF EXPERTISE FOR LOCAL GOVERNMENT REFORM

in cooperation with

I S I G
Institute of International Sociology of Gorizia

April 2018

Day 1		
Time		
09:00	**Registration of participants**	
09:30-10:00	**Opening & welcome** **Participant introductions**	**Ice-breaking exercise**
10:00-10:30	**SESSION 1** **The Monitoring and Evaluation Methodology Toolkit**	**General introduction to the methodology for monitoring and evaluation of training programmes for professional development in local government;** • **Content: rationale of the methodology – quality assurance processes, definition and goals of monitoring and evaluation, relevance for the application of the methodology in local government** • **Activities: presentation; brainstorming; facilitated debates**
10:30 - 11:15	**SESSION 2** **Monitoring and evaluation methodology of training programmes in local context**	**The session aims to give an overview on the monitoring and evaluation of training programmes in the local context.** • **Content: presentations of the delegations on the county-specificities of professional training programmes for local government and the monitoring and evaluation (existing frameworks or potentialities)** • **Activities: presentations of delegations; facilitated debates**
11:15-11:40	**Coffee break**	
11:40-13:00	**SESSION 3** **Understanding the Monitoring and Evaluation Methodology**	**The session is aimed at strengthening the understanding of the proposed model of monitoring and evaluation.** • **Content: phases and flowchart of the methodology for monitoring and evaluation; proposed theoretical model for monitoring and evaluation** • **Activities: presentation and group exercise**
13:00-14:15	**Lunch**	
14:15-16:00	**SESSION 4 (part 1)** **Setting up the monitoring and evaluation strategy**	**The session is aimed at strengthening the understanding of the preliminary processes that are indispensable for the implementation of a (successful) monitoring and evaluation strategy, regardless of the context/arena of implementation.** • **Content: describing the context for the evaluation; criteria for the evaluation; selection of relevant criteria; setting the benchmarks of the evaluation** • **Activities: presentation and group exercise**

16:00-16:20	Coffee break	
16:20-17:30	SESSION 4 (part 2) Setting up the monitoring and evaluation strategy	The session is aimed at strengthening the understanding of the preliminary processes that are indispensable for the implementation of a monitoring and evaluation strategy, regardless of the context/arena of implementation. • Content: indicators for the evaluation (for all selected criteria and for all phases of the process) ; identification of needed tools for data collection (in order to "build up" the identified indicators) • Activities: presentation and group exercise
17:30	*Close*	

DAY 1		
TIME		
09:30-10:00	**Recap from Day 1: Key learning**	*Interactive session*
10:00-11:00	SESSION 5 Implementation of Monitoring and Evaluation Strategy - The process of Data Collection	The session aims to introduce participants with the process of data gathering, as an indispensable step to both monitoring and evaluation processes. • Content: main tools and their relative procedures, responsibilities and competences for implementing data gathering processes (for each phase of the evaluation process) • Activities: presentation and group exercise
11:00-11:30	Coffee break	
11:30-13:00	SESSION 6 Implementation of Monitoring and Evaluation Strategy – Monitoring activities	The interactive session aims to sum-up the main concepts and tools brokered during the training, in a learning by doing approach. Moreover, the session aims to investigate upon the needs and operational context of participants, in order to build-up for the debates of the last session of the training. • Content: participants will be engaged in a hands-on exercise that will empower them to design and implement monitoring activities • Activities: group work/role-play
13:00-14:00	Lunch	
14:00-15:30	SESSION 7 Implementation of Monitoring and Evaluation Strategy	The interactive session aims to sum-up the main concepts and tools brokered during the training, in a learning by doing approach. Moreover, the session aims to investigate upon the needs and operational context of

	– Evaluation activities	participants, in order to building-up the debates of the last session of the training (*next steps eastern partnership countries*). • <u>Content</u>: participants will be engaged in a hands-on exercise that will empower them to design and implement evaluation activities (*ex-ante/in-itinere*) • <u>Activities</u>: group work/role-play
15:30-16:00	**Participants' satisfaction survey** **Closure**	

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The Council of Europe is an international political organisation promoting human rights, democracy, and the rule of law. Founded in 1949, it has 47 member states including approximately 820 million people. The aim of the Council of Europe is to achieve a greater unity between its members for the purpose of safeguarding and realising the ideals and principles which are their common heritage. Council of Europe member states commit themselves through legal instruments and co-operate on the basis of common values and common political decisions. The most influential instruments of the Council of Europe include the European Convention on Human Rights and, in the field of democracy, the European Charter of Local Self-Government, both ratified by all member states.

The Centre of Expertise for Local Government Reform was established by the Council of Europe in 2006. Its mission is to promote Good Governance through legislative assistance, policy advice, and capacity building to public authorities. The Centre currently has a repertoire of about 18 capacity-building tools which take inspiration from the relevant European standards and best practice. These tools enable the reinforcement and evaluation of the capacities of local authorities with respect to the 12 Principles of Good Democratic Governance. The Centre's connection to the Council of Europe's intergovernmental Committee on Democracy and Governance (CDDG) offers it ready access to high-level government officials from the 47 member states with a reservoir of knowledge and expertise in governance reforms.

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