

## **PRE-CONFERENCE WORKSHOPS (26.09.2012)**

ATTENTION! Workshops 1 and 2 will be one day long; workshops 3 and 4 will be half day long.  
Thus one person may register ONLY for one or two workshops.

**Registration for pre-conference workshops will be open at 09.00 on September 26, 2012**

### **Workshops schedule:**

<b>Session 1:</b>	<b>09.30 - 11.00</b>
<b>Coffee-break:</b>	<b>11.00 - 11.30</b>
<b>Session 2:</b>	<b>11.30 - 13.00</b>
<b>Lunch:</b>	<b>13.00 - 14.30</b>
<b>Session 3:</b>	<b>14.30 - 16.00</b>
<b>Coffee-break:</b>	<b>16.00 - 16.30</b>
<b>Session 4:</b>	<b>16.30 - 17.30</b>

## **Seminar 1. "Introduction to program evaluation"**

*Alexey Kuzmin* is an international evaluation consultant. He is the CEO of the Process Consulting Company - organization development and program evaluation group based in Moscow, Russia. Alexey has been working as a management and organization development consultant since 1987. Since mid-90s he has specialized in program and project evaluation. Alexey conducted dozens of evaluations of various projects and programs in Russia, CIS, CEE and beyond. He has a PhD in the area of program evaluation.

Program evaluation is an analytical procedure that could take place at any stage of the program life cycle and could be aimed at making judgments regarding potential or actual effectiveness, efficiency, relevance, sustainability or impact of the program.

Participants will learn about

- the role evaluation can play at different stages of the program life cycle,
- various types of evaluation and their strengths and limitations,
- how an evaluation of a program or project is conducted.

Numerous examples from evaluation practice in Russia and CIS will be used in the course of this seminar.

There are no any requirements to participants' preparedness in the area of program evaluation. The seminar will help participants get acquainted with this rather new for our region area.

## Seminar 2. "Evaluative Interpretation Guides"

*The seminar is based on ideas and materials developed by E. Jane Davidson, Sue C. Funnell and Patricia J. Rogers.*

**Natalia Kosheleva**, a partner in Process Consulting Company, Russia. Natalia has been working in the field of evaluation since 1996. She is a graduate of Moscow State University, Russia, and School of Public and Environmental Affairs of Indiana University, USA. She has worked on several dozens of evaluation projects in Russia, the CIS and Eastern Europe. Natalia has a number of publications on evaluation, she was a co-editor of the book "Program Evaluation: Methodology and Practice" published by IPEN. Natalia has a blog on methodology of program evaluation (<http://evalmethod.blogspot.com/>).

There are two major schools of thought in evaluation. One says that evaluation should produce information necessary to make certain decisions about a program or a project. (The implicit assumption here is that decision-makers will themselves make the judgment about the program worth/merit/value based on this information.) The other believes that evaluation should result in an explicit judgment about the worth/merit/value of the program or its components/aspects.

Evaluation specialist from New Zealand E. Jane Davidson, who belongs to the second school of evaluation thought, has developed an evaluation methodology based on the use of evaluative interpretation guides (also often called evaluative rubrics). An evaluative interpretation guide is developed for every aspect of the program to be evaluated and outlines the conditions under which this aspect will be considered as having a certain value/merit, e.g. will be judged as excellent, good or bad.

Evaluation methodology developed by Davidson includes the following steps:

1. Develop explicitly evaluative evaluation questions.
2. Develop an evaluative interpretation guide for every evaluation question.
3. Use evaluative interpretation guides to determine what data should be collected in the process of evaluation.
4. Collect data.
5. Interpret the data to arrive at answers to evaluative questions.
6. Write evaluation report.

Seminar will cover the following topics:

- Introduction.
- How to make evaluation questions explicitly evaluative.
- Purposeful program theory as the basis for making evaluation questions. Theory of change as a crucial part of a program theory. Generic theories of change for some program archetypes.
- How to develop an evaluative interpretation guide.
- Using an evaluative interpretation guide to determine what data to collect.
- Approaches to report writing.

### Seminar 3. How to evaluate a project proposal

**Jamila Asanova** is evaluation consultant. She is a director of nationwide NGO “Civil Society Development Association (ARGO)” based in Almaty. Jamila has PhD in biology. As for relevant experience Jamila has an outstanding knowledge of community development approaches started in mid of 90s’ as freelance consultant and evaluator. She has extensive experience in Program Management (both large and medium size projects), grant administration, monitoring and evaluation of programs in Kazakhstan and CIS (including UN agencies, European Commission and other international agencies), training and organizational consultancy.

One of the most important criteria for success of the project is qualitatively prepared proposal. The project proposal is evaluated by the organization itself, as well as by future donors, investors or clients. The workshop will cover a variety of quality assessment schemes for proposals. Participants will receive information on the following:

- What are the main components of the project proposal?
- How to evaluate project proposal?
- Why is the project proposal supported or rejected?
- How to prepare a proposal that make donors / investors / clients interested?

### Seminar 4. “INTRAC’s analytical skills training programme”

**Charles Buxton.** Born in UK. Education: BA Modern Languages (Russian), Oxford University, MA Sociology of Literature, Essex University, Professional Diploma in Management, Open University. Work experience: Voluntary sector activism in London from 1970s, teaching and translation from Russian 1970s/80s. NGO management in community and vocational education in London – 1981-95. Regional Programme Manager VSO (East Europe and FSU region, 1996-2001), Central Asia Programme Manager for INTRAC (International NGO Training & Research Centre) based in Bishkek (2001-to date). Current work includes training, consultancy and research projects in the following themes: civil society and community development, strategic planning, partnership building, programme and organization evaluation. Author of *The Struggle for Civil Society in Central Asia: Crisis and Transformation*, Kumarian Press, 2011.

#### *Goal of the session*

Using research studies to build NGOs and influence government”

#### *Objectives of the session:*

- Discuss the roles and experience of NGOs in the region in conducting research studies
- Consider how the conduct of research-type activities can help build NGO capacity

- Discuss examples of successful advocacy and lobbying from ASTP
- Identify some best practice points on dissemination from NGO research studies

*How the session will run*

1. Short presentation of the ASTP in the countries of Central Asia
2. Consideration of different examples of research studies by participants in the workshop. Joint analysis of 1) who initiated the research, defined its focus, 2) who carried it out, what stages were done by NGOs, 3) who wrote / consulted on the final report, 4) who did the dissemination / discussion / action on results. Presentation of examples and discussion.
3. Research studies, organizational learning and development. Presentation and examples from INTRAC. Establishment of best practice.
4. Research studies and lobbying of government decisions. How can we ensure that research studies have some impact on govt or other stakeholders? Small group work and presentation of results. Discussion
5. Summary by INTRAC. 1) Dissemination approaches. 2) the difference between NGO research, academic research, and evaluation studies.