



21-25 OCTOBER 2019, EMPEROR'S PALACE, GAUTENG, SOUTH AFRICA

CALL FOR WORKSHOP PROPOSALS

The South African Monitoring and Evaluation Association (SAMEA) conference brings together evaluators, government officials, development practitioners, and donor organisations from all over the world. At each conference, SAMEA holds one- and two-day workshops on theories, methodologies, tools and new developments in the field of Monitoring and Evaluation (M&E).

These pre-conference workshops offer our delegates an opportunity to build their skills in M&E and deepen their practice. This year, the pre-conference workshops will be held from the 21st to 22nd October 2019. The topics for the workshops will focus on and align to this year's conference theme:

Shaping M&E for a Sustainable Future

We have chosen six strands to guide our discussions at the conference.

1. Better Evidence for Public Policy and Implementation focuses on how public sector institutions use evidence in policy and decision-making to deliver better outcomes for society.

2. MERL Tech provides a platform for delegates to discuss the influence of technology on how practitioners design M&E studies, collect data, analyse information, report on and visualise data.

3. Investing for Impact explores the role of M&E in impact investing and corporate social investment programmes.

4. Climate Change and Building Resilience provides an opportunity to discuss how M&E helps us to assess implications of climate change on individuals, communities and organisations and through strong evidence contributes to building resilience.

5. M&E and Non-Profits draws lessons from how M&E is carried out in the non-profit sector and how it enables learning, how it shapes current practice and how it is adapting to changes brought about by technology, donor demands and communities' needs.

6. M&E Skills in a Changing World examines the changing skills requirements for the M&E profession in the 21st century and discusses the evolving roles of practitioners.

PROPOSAL REQUEST

SAMEA invites all stakeholders - M&E practitioners from the public, private and development spheres to submit a proposal for the pre-conference workshops. Your proposal must demonstrate your approach to imparting knowledge and skills on M&E theories, methods and tools.

Submissions need to focus on any one of the conference strands and need to be contextually located within one of the categories described below.

Category	Examples of topics
M&E methodologies	M&E theories (e.g. Utilization-Focused Evaluation, Realist Evaluation, Theory-Based Evaluation, Feminist Evaluation)
M&E tools and techniques	Data collection and innovation Data visualisation Learning processes Quantitative techniques in evaluation Qualitative techniques in evaluation
Sectoral M&E	M&E in education, health, social protection, environment, agriculture, trade, industrial policy, economic development
Rights-based M&E	Transformation Gender Equity
Cross-cutting themes	M&E and sustainability

PROPOSAL SUBMISSION

Proposals for training workshops should not exceed 3 pages and must clearly specify:

1. Workshop title
2. Facilitator/s name, background, affiliation, qualifications and prior experience
3. Description of experience in training in the field and history of the workshop
4. Contact details of the presenting entity or facilitator
5. Workshop length (1-day or 2-days)

6. Target group (identify the appropriate target group/s e.g. M&E practitioners, M&E managers, programme managers, decision-makers (e.g. executive management, legislature), evaluators, commissioners of evaluations)
7. Complexity level (indicate the course as either beginner, intermediate or advanced and note clearly any special expertise required by participants in order to benefit from the course: e.g. stats background, experience in M&E)*
8. Workshop description (including learning outcomes, key themes, training methodology). Training should be interactive, use hands-on case examples.
9. Programme of activities
10. Accreditation if applicable (accrediting body, level of accreditation, number of credits, description of assessment requirements that need to be met, certification options and certifying body).
11. Ideal and maximum number of participants. Preference will be given to workshops that can accommodate at least 20 participants in the session.
12. Special requirements (e.g. training venue set-up, data projector and other training equipment required, equipment or software required by participants)
13. Description of the course materials to be used and distributed. SAMEA will print up to 40 pages per participant per workshop for materials for your workshop. However, material must be provided to the workshop coordinators by xx October 2019 as a single file (pdf format preferred, or a word file if there are no formatting concerns). Multiple attachments will not be accepted. SAMEA can only do standard copying and collating in black and white on white paper.

Use the following descriptors to identify the level of complexity.

Beginner:

The beginner course is intended for individuals who are new in the field of M&E, who have limited or no prior knowledge or experience of M&E, the course will help individuals to understand and learn about M&E concepts

Intermediate:

The intermediate course is intended for individuals who have limited experience and some knowledge of M&E. For individuals who are currently working as a programme manager using monitoring and reporting tools for management practice. For individuals who intend to commission and manage or conduct an evaluation study. For individuals seeking to build on, apply or enhance knowledge in evaluations.

Advanced:

The advanced course is intended for individuals with experience and knowledge in the M&E. For individuals with greatly developed knowledge and seeking to heighten and advance their knowledge in M&E. For individuals seeking the most up-to-date knowledge in M&E. For individuals who could be deemed an expert in the field.

* See the descriptors on the next page

Workshops must adhere to the following daily schedule:

Time	1- or 2-Day Workshop
09:00-10:00	Opening Session
10:00-10:30	Tea Break
10:30-13:00	Second Session
13:00-14:00	LUNCH
14:00-15:30	Third Session
15:30-16:00	Tea Break
16:00-17:00	Closing Session

Workshop proposals must be sent to the workshop coordinators by **17 April 2019**. Click [here](#) to upload your proposal. A copy of your proposal must also be emailed to info@samea.org.za.

All proposals will be considered and during the selection of workshops, *preference will be given to accredited courses, to (non-accredited) scarce-skills development courses and workshops offered by presenters with exceptional international experience in M&E training.*

Feedback on the acceptance of each proposal received will be given by **10 May 2019**. The deadline for the submission of full workshop material is **4 October 2019**.

SAMEA will pay an honorarium per accepted workshop (not per facilitator) as follows: R8000 for a 1-day workshop and R16 000 for a 2-day workshop. This fee is intended to defray some of the costs incurred by the facilitators. Payments will be made via direct deposit to the workshop facilitator's account 30 days after the presentation of the workshop.

Please note that SAMEA will only continue with a workshop if at least **10 people** register and pay for the workshop by **11 October 2019**. SAMEA will confirm the expected number of attendees for each workshop to the respective presenters one week prior to commencement of the workshop series.

Queries on workshop proposals may be forwarded electronically to the training workshop conference chair Ms Jitsing using the details below:

Ms Amanda Jitsing
SAMEA Conference Chair
+27 82 4623372
Amanda.jitsing@dnaeconomics.com

Ms. Kate Mwaura
SAMEA Coordinator
+27 81 354 9777
info@samea.org.za

Contact:
Conference Secretariat
Email: info@sameaconference.co.za
Tel.: +27 21 836 8315

