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##### **Ние изграждаме професионалeн капацитет в областта на М&Е чрез свързване в мрежа, създаване на стандарти и предоставяне на обучения**

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**BEN Training Programme**

**Module 1: Introduction**

**Description**

**1 Background and Introduction**

*Date, Time, and Venue*

Date and time**: 9 June 2018**, **09:00-16:15**. Venue: **Kiril I Metodi 120**, 6th floor (top floor), Sofia. NB! Note: arrive by **08:30**, as the entrance door to the building is closed, and will be opened specifically for us.

*Bulgarian Monitoring and Evaluation Network (BEN)*

Bulgarian Monitoring and Evaluation Network (BEN) is a non-profit association for performing public benefit activities. It is registered with Sofia City Court, decision file № 626/2016. The Association aims to mobilize the potential of civil society for monitoring and evaluation of the economic, fiscal, and social policy in the Republic of Bulgaria. Its members consist of economists, legal professionals, social scientists, and psychologists, as well as professional organizations that work in the area of monitoring and evaluation. BEN provides services for the evaluation of the efforts of institutions and organizations in order to achieve faster national growth, a competitive economy, and adequate social support. Activities include: data analysis, organizing and conducting research, completing scientifically grounded forecasts, publishing, consulting services, design and distribution of scientific works and training materials.

Details on BEN is available in a brochure (in Bulgarian and English, to be distributed at the training), also available on BEN’s website at: [evaluation.bg](http://www.evaluation.bg). BEN’s Facebook page at [facebook.com/evaluationBG](http://www.facebook.com/evaluationBG) also contains relevant information.

*What Is the Purpose of Evaluation and Why is It Important?*

Evaluation examines programs, projects, and policies critically. The purpose is to make judgments that will help improve effectiveness, and/or to inform programming decisions. It is important to periodically assess and adapt activities in order to ensure that they are optimally effective. Evaluation can help identify areas of improvement and thus help realize goals more efficiently.

In Bulgaria, as in neighboring countries, knowledge about evaluation is to a large extent lacking, and what practice exist is not uniform. This is the case in civil society and in the private sector, and most importantly in the public sector.

BEN is the first national association in Bulgaria which upholds professional standards and procedures for monitoring and evaluation of policies, programmes, and projects.

*Overview*

Evaluation is a very large topic. Beyond the basics there are a large number of specific foci, adaptations, methods, and ways of using it. These depend to a large extent on the specific areas to be studied, as available in public sector, in civil society, and in private sector. They depend also on idiosyncrasies of the researcher or expert, including background, training, and experience.

This 1/2-day training course is based on several years of experience working with traditional development projects, dealing with public sector agencies and NGOs, with a focus on social development, participation, inclusion, etc. Furthermore, although the course is inspired by work on the whole project cycle, the focus is nonetheless on the implementation and evaluation of such investment operations, policies, programmes, and projects.

The training course aims to give a brief introduction to some of the basics of evaluation, in terms of ideas, rationale, terminology, and approaches. Furthermore, there will be a focus on the practice, that is, how to do evaluation. This will be done partly by presenting general approaches, in terms of steps of how to do an evaluation, and partly through case studies. More specialized and advanced courses to be given later will build upon this course.

Participants will receive a certificate or diploma. Each diploma contains a unique ID number that will be listed on BEN’s website as proof that a participant followed the training course.

*Objectives*

The objectives are to give participants a first introduction to evaluation, to establish a foundation for future learning and training activities, and to assist them in their own exploration of this fascinating and important topic.

*Who Should Attend*

This introductory course will be suitable for practitioners and managers in NGOs and in civil society more generally, for managers in private sector, and for managers in the public sector.

The course will be especially useful for those that:

* Are setting up systems for data collection during the planning phases of a project or organization.
* Want to analyze data collected through a monitoring process.
* Are concerned about how efficiently and how effectively they work.
* Have reached a stage in a project, or in the life of an organization, where it has become clear that it would be useful to evaluate what impact the work is having.
* Represent donors that ask for an external evaluation of your organization and/or work.

**2 Methodology**

The training course will proceed through a combination of methods: lectures/presentations, case studies, and question-and-answer sessions.

Due to the brief nature of this training course it was deemed not possible to include individual/group activities, for example, on planning an evaluation. This will be included in future courses.

**3 Training Schedule**

| **Time** | **Topic** | **Trainer** |
| --- | --- | --- |
| 09:00 - 09:30 | **(1) Background and Introduction**Welcome. Presentation of participants and trainers. Participants’ expectations. The training course: structure, goals, content, work methods. Languages to be used. | Lars Soeftestad |
| 09:30 - 10:30 | **(2) On Evaluation**What is evaluation? One word – several meanings. Focus in this course. Definition. Evaluation versus monitoring. Why do evaluation? Why is evaluation important? Concepts and terms. Impact evaluation. Results-based management. Logical framework (logframe).  | Lars Soeftestad |
| 10:30 - 11:00 | **Coffee Break** |
| 11:00 - 12:00 | **(3) Practical Work**Methods. Quantitative vs qualitative. On Participation. On stakeholders. Practical work. Review of some general approaches to preparing, planning and implementing evaluation. Get a feel for the logical progress in doing an evaluation. The project cycle.  | Lars Soeftestad |
| 12:00 - 13:00 | **Lunch** (catered) |
| 13:00 - 13:45 | **(4) Case 1 – Някои основни аспекти на оценяването на проекти кандидатстващи за финансиране от Европейските програми**Основни аспекти / елементи на процеса на оценка на проекти по програмата Еразмус+ – Оценка на един проект от Региона на Западните Балкани. Презентацията включва: Елементите на оценителната форма, Оценката в точки, Процесът на избор на проекти за финансиране след оценката, Специфика на текста на оценката, Изводи. | Magdalena Ivanova |
| 13:45 - 14:30 | **(5) Case 2 – Oниторинг и междинна оценка на проект „Букварче, бъди ми другарче“**Проект BG05M2OP001-3.001-0085-C02 е финансиран от Оперативна програма „Наука и образование за интелигентен растеж“, съфинансирана от Европейския съюз чрез Европейските структурни и инвестиционни фондове. Казусът се фокусира върху междинната оценка на проекта, извършена от УО. | Anna Portarska |
| 14:30 - 15:00 | **Coffee Break** |
| 15:00 - 15:45 | **(6) Case 3 – Основни резултати от оценката на нетния ефект от посредническите услуги по заетостта**Представени са основните резултати от оценката на нетния ефект от предоставяните услуги за намиране на работа от Агенцията по заетостта, проведена през 2010 година. Тази оценка е първата по рода си оценка на нетния ефект от трудовото посредничество в България. | Alexander Tzvetkov |
| 15:45 - 16:15 | **(7) Conclusions**Questions and answers. BEN. International and regional activities on evaluation. Evaluation form. Training course diploma. Membership in BEN. Next steps. | Lars Soeftestad |

**4 The Trainers**

*Magdalena Ivanova*

Професор доктор Магдалена Иванова. Основен работодател: Варненски Свободен Университет „Черноризец Храбър“. Експерт на Европейската Комисия – Генерална Дирекция“ Образование и Култура“ от 2002 г. до сега.

Основател, Българска мрежа за мониторинг и оценка.

*Anna Portarska*

Анна Портарска e автор, мениджър и к онсултант по европейски проекти с над 20 години практика по различни донорски програми. Пълноправен член на БАКЕП – Българска Асоциация на Консултантите по Европейски Програми.

Член, Българска мрежа за мониторинг и оценка.

*Lars Soeftestad*

CEO, Supras Ltd (Bulgaria and Norway) & Coordinator, CBNRM Networking (Norway). Social anthropologist. Norwegian citizen. Worked in international development cooperation since more than 30 years, for civil society, public sector and private sector, in more than 60 countries. Past and present employers include: Council of Europe, DFID, Dutch Aid, EEA and Norway Grants, GEF, GIZ, Govt. of Norway, Govt. of Sweden, IFAD, IFC, ILO, UNDP, UNOPS, USAID, and World Bank. Works on social development in Bulgaria. Prepared the present training course, responsible for implementing it.

Initiator and Founder, Bulgarian Monitoring and Evaluation Network, working as Chair, Governing Board and National Coordinator.

*Alexander Tzvetkov*

Доц. д-р Александър Цветков е с 22 години професионален опит в областта на статистическите изследвания, оценките на въздействие, регионалната и урбанистична статистика.

Работил е в Националния статистически институт на България и Българска академия на науките. В момента преподава в Университета по архитектура, строителство и геодезия и работи като независим консултант. Основател е на Региостат – компания за статистически анализи и консултации.

Ръководил е и е участвал като експерт в стотици статистически изследвания в България и чужбина.

Основател, Българска мрежа за мониторинг и оценка.

**5 Other**

*Description of the Training Course*

Description of the training course, including the program (this document) is available here: <https://evaluation.bg/en/content/training>.

*Literature*

Supporting literature on evaluation is available on BEN’s website: <https://www.evaluation.bg/en/documents/library-0>.

*Taking Notes*

Participants are encouraged to bring along their preferred means of taking notes.

**6 Costs and Registration**

The costs are:

* Training course fee – 50 lv (for BEN members), 100 lv (for others).
* Lunch – 20 lv (per person). The lunch is optional.

Use the separate Registration form to register. This document is available here: <https://evaluation.bg/en/content/training>.

There is a limited number of places available, so please hurry and register.