



# Monitoring and Evaluation

## Day 1

Session	Topic	Description	Method	Outcomes	Duration
0	Introduction of the participants and facilitators and topics covered by the training.	Introducing participants and facilitators to each other. Introduction of the training topics. Articulations of expectations.	Individual presentations	Participants are familiar with group structure and topics to be covered by the training. Expectations regarding to the training are articulated.	30'
1a	Key elements of the policy cycle	What is the Policy Cycle; Key stages of the policy cycle (decision-making and policy formulation stage, implementation stage, and a monitoring and evaluation stage). Importance the M&E in policy cycle.	Facilitators presentation	Participants understand the policy cycle and roll and importance of M&E in policy cycle.	30'
1b	Monitoring & Evaluation - the main dimensions	Definitions of M&E. Purpose and main phases in the M&E process. Types of M&E. The difference between monitoring and evaluation and their interconnection.	Facilitators presentation	Participants understand core meaning, purpose and stages in development of M&E system. Participants understand differences and interconnection between M&E .	30'
<b>coffee brake</b>					
1.1 b	Monitoring system	Setting up a monitoring system (choosing the team, identifying goals, choosing adequate methodology, defining the outcomes). Methodology development - defining the framework; selection of adequate tools Implementation Reporting	Facilitators presentation	Participants are familiar with phases in setting up monitoring systems and able to decide on and to develop adequate monitoring tools. Participants are equipped with knowledge and skills regarding to monitoring system implementation and reporting on monitoring findings.	60'
1.2b	Evaluation system	Evaluation principles and processes. Algorithm of evaluation. Methodologies, implementation and reporting.	Facilitators presentation	Participants are familiar with phases in evaluation system and able to decide on and to develop adequate evaluation strategies and methodologies. Participants are equipped with knowledge and skills regarding to evaluation system implementation and reporting on evaluation findings.	60'
<b>lunch brake</b>					
1c	M&E in the context of VET in SEE countries	Contextualisation of the M&E - mapping of main institutions and stakeholders groups in VET to be included in M&E. Decision on what is important to be monitored and evaluated in VET.	Brainstorming; Mind mapping - group work	Providing an analysis of particular VET systems and making a link with M&E principles demonstrated in the previous sessions.	60'
1.1c	Presentation of results of group work	Summary of the results provided by participants and plenary discussion.	Presentation of group findings and circle discussion	Participants are introduced in mapping results and have a clear picture about priority areas for monitoring and evaluation in VET in SEE countries.	45'
1e	Looking back at the first training day	Summarisation of the topics presented. Group discussion and reflections on first day of the training.	Overview of the activities and topics covered by facilitators and plenary discussion.	Main messages on M&E repeated. Possible learning situations for future work identified. The first day training programme evaluated through group discussion.	15'

Day 2					
Session	Topic	Description	Method	Outcomes	Duration
2a	Different methodologies in M&E	Description of quantitative and qualitative monitoring and evaluation methods - difference, types, development	Facilitators presentation	Participants can differentiate quantitative and qualitative methods in M&E, and understand context of their application.	30'
2b	Practical work on development of M&E tools	Group work on development of - 1. questionnaires 2. school visit protocol	Work in groups	Participants gained practical experience in M&E tools development.	60'
<b>coffee brake</b>					
2.1b	Presentation of results of group work	Each group presents its approach in M&E tools development and models created. Provision of feed backs by facilitators.	Plenary presentation and join discussion	Experiences on M&E tools development shared. Features of good M&E tools discussed.	30'
3b	Introduction in tracer studies methodology	Description of VET tracer studies as a tool of M&E: methodology, sampling, analysis, reporting	Facilitators presentation	Participants are familiar with the basic concept of tracer studies in VET.	60'
<b>lunch brake</b>					
4a	Presenting M&E results and advocacy	Description of - how to present and use data in advocacy process (data selection, data presentation, short/long term benefits, plans for further development)	Facilitators presentation	Examples of good data presentation methods presented. Participants introduced in advocacy roles and purposes	30'
4b	Practical work - Advocacy for modernisation of VET	Case study: presenting a M&E results to the different stakeholders (ministry, teachers, parents)	Work in groups	Participants gained practical experience in advocacy strategies by using data collected through M&E.	60'
4c	Presentation of results of group work	Each group presents its approach in addressing the problem.	Presentation of group findings and circle discussion	Participant understand importance of advocacy process and know how to use data collected during M&E in advocacy process.	30'
5a	Summary of the main topics covered during the training. Training evaluation.	Summarisation of the topics presented. Group discussion and reflections on training.	Overview of the activities and topics covered by facilitators and plenary discussion.	Main messages on M&E repeated. Possible learning situations for future work identified. The whole training programme evaluated through group discussion and written evaluation.	15'