



Follow up Seminar
Brussels, 25-26 November 2014
Participant Workbook

Your Name:

DAY 1

Introduction
Worksheet #1

Notes on the Introduction of projects - Who is at your table?

What has changed since the inception seminar?

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Module 2: “Contractual Obligations”

Worksheet #2

PART 1: Notes on presentation

PART 2: Take notes on the round table discussion - your finance questions and others' questions

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PART 3: Notes on plenary discussion

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Module 3-“Assessing performance and monitoring impact”
Worksheet #3

Part 1: QUESTION 1: "How does your project measure results?"

Reminder of definitions:

Impact:	Effect of the project on its wider environment ("Official definition" in PCM guidelines: The effect of the project on its wider environment, and its contribution to the wider sector objectives summarised in the project's Overall Objective, and on the achievement of the overarching policy objectives of the EC).
Outcome	Sustainable flow of benefits to the project's target group(s) The likely or achieved short-term and medium-term effects of an intervention's outputs.
Output	Tangible goods and services delivered by the projects

For the related indicators:

Impact indicators	measure the long-term consequences of the outcomes. They measure the general objectives in terms of national development and poverty reduction. E.g.: Literacy rates.
Outcome indicators	measure the results in terms of target group benefits. E.g.: school enrollment, percentage of girls among the children entering in first year of primary school
Output indicators	measure the immediate and concrete consequences of the measures taken and resources used: E.g.: Number of schools built, number of teachers trained. In the EC's Logframe structure these 'outputs' are referred to as 'results'. The OECD terminology specifies that apart from the products, capital goods and services which result from a development intervention; outputs indicators may also refer to changes resulting from the intervention which are relevant to the achievement of outcomes (e.g. increased knowledge of teachers of the new curricula)
Input indicators	measure the financial, administrative and regulatory resources provided by the government and donors. It is necessary to establish a link between the resources used and the results achieved in order to assess the efficiency of the actions carried out. E.g.: Share of the budget devoted to education expenditure, abolition of compulsory school uniforms.

Thinking about your own project, list indicators in each of the following areas:
Also note any challenges you encounter for a specific indicator.

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Result Level	What are your project's indicators?	Challenges?
Outputs		
Outcome		
Impact		

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Part 2: After going around the table, note what indicators you have in common with your colleagues

Part 3: Notes on plenary presentations

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Module 3- "Assessing performance and monitoring impact"
(continued)
Worksheet #4

"What could be measured in terms of behavioural change? How?"

Part 4: Talk in groups of 2 to 3 persons about your projects and what could be measured.

How do you measure changes in behaviour of partners?

How do you measure: changes in behaviour of your audience?

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Notes from Plenary feedback:

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Day 1 debrief: notes

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DAY 2-

Notes and questions on feedback from day 1

Module 4: "Reporting Requirements"
Worksheet #5

Part 1: Notes and questions on presentations

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Module 4 (continued)

Part 2: Table discussions

Questions:

What are your reporting practices?

What areas of reporting are still unclear?

Where will you need to focus your efforts as far as report preparation?

Notes on plenary feedback

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Module 5- “Managing Reality”
Worksheet #6

Questions to discuss per table:

What is sustainability for a DEAR project?
What stays behind?
How do you prepare close out to ensure sustainability?
Who do you work with to ensure sustainability?

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Notes on presentation

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Module 5, part 2
Worksheet #7

Notes on "sustainability tree"

Notes on planning exercise

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A Gantt chart for changing your flat tire...

Activities ↓	Time →

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Notes on stock taking and lograme

Focus questions:

Have you met some of your results yet?

Are your activity & resource planning likely to bring the expected results?

Is your risk analysis accurate enough for securing implementation?

What is priority in phasing out your project?

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Notes on plenary feedback: What might need to change to ensure the successful closure of your project and its sustainability?

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**Module 6: Visibility and the European Year of Development
Worksheet #8**

Notes and questions on panel discussion

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Concluding session
Worksheet #9

Reflections on the seminar

After having discussed risks, logframe, planning etc., what would you change in your way of assessing and measuring outcomes?

How are you going to measure impact?

What will you change when you go back to work on your project?

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Notes on closing session