



# **THIRD CONFERENCE OF THE AFRICAN EVALUATION ASSOCIATION**

**1 - 4 DECEMBER 2004  
CAPE TOWN • SOUTH AFRICA**

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## **AN APPLICATION FOR FUNDING**

Prepared by the Conference Co-Chairs

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## 1. THE IMPORTANCE OF EVALUATION IN AFRICA

Monitoring and evaluation (referred to in this proposal as “M&E” or “evaluation”) is a rapidly growing field of specialisation among professionals in Africa. Several factors have contributed to this trend. Many African nations now have democratically elected governments and pursue new ideals. In countries across the continent there is thus a greater awareness of the need for accountable governance and the wise use of resources to achieve the levels of development demanded by increasingly more informed and vocal societies. Failures in development on the continent during past decades as well as dwindling resources for development have resulted in the urgent pursuit of new methods and approaches as well as calls for greater relevance, effectiveness and efficiency in the use of available resources for governance and development.

Furthermore, a greater awareness of the need to understand and accommodate local contexts, values and perceptions has accelerated the shift of evaluation from being almost exclusively in the domain of international evaluators used by donor agencies to scrutinise policies, organisations, programmes and projects on the continent to satisfy their own (donors’) requirements. More than ever before African evaluators are called upon to assist in setting up M&E systems and evaluating interventions at regional, national or local level.

Yet old perceptions and obstacles remain. In spite of the fact that Africa is one of the primary targets for evaluation activities, African expertise in evaluation is often not available to, or recognised by, international contracting agencies or by African governments and organisations. Outdated evaluation approaches and methodologies are rife among evaluators and commissioning agencies, and even these methods are often applied in a less than adequate way to produce incorrect conclusions and recommendations.

This situation brings a host of new challenges to the evaluation profession in Africa as well as to those commissioning evaluations. Evaluators in conjunction with their clients have significant power to bring about change. Their methods and recommendations can bring organisations, programmes and projects to their knee. On the other hand, if evaluators and commissioning agencies focus on the *use* of monitoring and evaluation systems, their insights and methods can contribute greatly to better governance, management and development at community, national or regional level.

Evaluators thus carry an awe-inspiring responsibility to do justice to the challenges of their work. This means that good evaluators working in Africa have to have many essential qualities, among others high quality, relevant and often innovative evaluation approaches and methods, sound and incisive reasoning, strategic insights, acute sensitivity to context, and ethical conduct under all circumstances.

Furthermore, evaluators are working in rapidly-changing contexts at global, regional and national level. Development has been re-conceptualised to focus not only on economic progress, but to include dimensions of human rights, individual freedoms, increasing choices and capacities to choose, and sustainability after donor funding is withdrawn. Past evaluations tended to focus almost exclusively on donor-funded projects and programmes, rather than on policies and institutional and other frameworks within which development was taking place. Some of the new challenges are highlighted in a recent concept paper by the *International Development Evaluation Association*<sup>1</sup>. It states among others:

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<sup>1</sup> From: *Rethinking Development Evaluation*, a concept paper prepared for an IDEAS Symposium, March 2004

*“Little attention was paid to how single projects and programs helped attain the larger goals of development, not to mention to the multidimensionality of development involving various actors (public, private, third sector) from developed and developing countries working in partnership to achieve common ends. All this poses new issues of relevance, sustainability and contribution to goal achievement.”*

It is now the right time to concentrate efforts and resources on renewal in evaluation in Africa, and on building the capacities of evaluators *as well as* evaluation clients to meet the challenges posed by changing contexts and new requirements. IF evaluation is to contribute effectively (as it can) to the development of the continent towards prosperity and the enhanced well-being of its citizens, all governments, agencies and organisations interested in good governance and management, and in effective and efficient development on the continent, should become partners in a major effort towards the promotion of, and renewal in, evaluation in Africa.

## **2. THE EMERGENCE OF THE AFRICAN EVALUATION ASSOCIATION (AfrEA)**

Until 1999 there were few opportunities to network and share development evaluation experiences in Africa. Evaluators worked in isolation. They were seldom trained in evaluation approaches, methodology and standards, and tended to be technical specialists or management consultants who were also occasionally called upon to develop monitoring systems or to do evaluations. Although some national evaluation networks existed, they were isolated and often unable to generate the required capacities and resources to facilitate effective networking and sharing of experiences and lessons within and between African countries. Evaluation capacity building efforts were sporadic and driven by individual interests or the interests of international development aid organisations. Few attempts were made to nurture advanced level evaluation expertise, to promote training aimed at African contexts and evaluation approaches or to highlight African evaluation expertise on international platforms.

The *African Evaluation Association (AfrEA)* was founded in 1999 to address some of these concerns. It was established as an umbrella association for national evaluation associations and focused on enhancing evaluation capacity and promoting evaluation standards on the continent. It was established at an opportune time. Its focus on sound monitoring and evaluation theory and practice supports NEPAD and other initiatives on the continent that aim to promote transparency, accountability and efficiency around government performance. It thus supports the promotion and advancement of democracy in Africa. It also enhances efforts to improve governance and management systems in a variety of sectors and to increase the accountability of public and development institutions to civil society

During the past five years AfrEA has been active in a number of areas. Some of the highlights include:

- i) Since the establishment of AfrEA in 1999, the number of formal and informal national evaluation networks and associations in Africa has increased, often with AfrEA help, from six to 17, of which at least 13 remain active. Several more are in the process of establishment.

- ii) It facilitated the development of the *African Evaluation Guidelines* (AEG), adapted from the *International Programme Evaluation Standards* to suit African contexts. The *African Evaluation Guidelines* were developed by seven national African evaluation associations as a guide to enhancing the quality of evaluation on the continent. The Guidelines provide a checklist of 30 items essential for quality assurance in evaluation. They have already been used by several institutions, including governments, in major programme evaluations.
- iii) An AfrEA website has been developed and updated. Among others it contains a database with detailed skills profiles of evaluators in Africa, evaluation training materials and other evaluation resources, information about associations and networks, news and opportunities.
- iv) In order to stimulate networking and the sharing of experiences and information, AfrEA organised two conferences for African evaluators and others with an interest in evaluation. The first Inaugural Conference was held in Nairobi, Kenya in September 1999. It was attended by more than 350 evaluators and development practitioners from 35 countries; 88 papers on evaluation in Africa were presented. Michael Quinn Patton, world renowned expert in evaluation, trained the conference participants for four hours each day. His sessions were extremely well received and his training text *Utilization-Focused Evaluation in Africa* is regarded as one of the most useful training documents freely available on the continent.
- v) The Second AfrEA Conference was also held in Nairobi on 10-14 June 2002. It brought together evaluators, researchers, policy makers, evaluation users and donors from Africa, Europe, Asia, New Zealand, Colombia and the USA. Discussions and presentations on major development issues in Africa were held in 12 topical strands. Evaluation training was done by three eminent evaluators from New Zealand, the USA and Peru. During the final plenary and the subsequent meeting between the national leaders and donors, several decisions were taken about the future of AfrEA. Recommendations aimed at taking the Association into a next phase of development were accepted. An Executive Committee was constituted and key priorities identified. Among others it was decided that the Third AfrEA Conference would be held in South Africa.
- vi) AfrEA facilitated funding to bring evaluation leaders from the national associations to the launch of the *International Organisation for Cooperation in Evaluation* (IOCE) in Africa to the Inaugural meeting in Lima, Peru. This enabled Africa to have two representatives on the IOCE Board. The AfrEA Chairperson was elected as one of the two Vice-Presidents. The meeting also provided the national

**AfrEA Goal**

To promote and strengthen evaluation in Africa

**AfrEA Objectives**

- i. To promote *useful* evaluations that *support development* in Africa
- ii. To encourage the development and publication of high quality evaluation practice, research and theory development based on African experiences and expertise
- iii. To advance the building of evaluation capacity on the continent
- iv. To help establish, develop and support national African evaluation associations and regional evaluation interest groups.
- v. To facilitate networking and information sharing on evaluation in Africa
- vi. To be a reference point for evaluation information relevant to Africa.
- vii. To promote and share African evaluation expertise at relevant regional and international forums and events.

leaders with the opportunity to meet and discuss matters of mutual interest, as well as strategies for work and communication in AfrEA.

- vii) AfrEA initiated or supported several evaluation capacity building courses held in various countries, and AfrEA representatives attended and contributed to a number of international events and planning meetings.
- viii) AfrEA formed a partnership with UNIFEM to develop a network of gender and development evaluation specialists from across Africa who can advise organisations and develop best practice in gender and development evaluation in Africa. Twenty-five highly qualified evaluators are currently members of this network, which is linked to a broader network of more than 150 organisations and individuals interested in gender evaluation. In November 2003 a joint UNIFEM/AfrEA workshop was held in South Africa to build Africa-wide capacity in gender and rights-based evaluation.

### **3. AfrEA SPONSORS**

To date AfrEA has enjoyed the sponsorship of a number of influential organisations, to which it is greatly indebted for their assistance during the crucial first phase of the organisation's existence. In particular, UNICEF ESARO in Nairobi has played a leading role in providing resources and facilitating the creation of AfrEA, and in accommodating and supporting the AfrEA Secretariat between 1999 and 2002.

Sponsors of AfrEA activities since 1999 include:

- African Development Bank
- Agence Intergouvernementale de la Francophonie
- Catholic Relief Services
- Canadian Institutes for Health
- Canadian International Development Agency (CIDA)
- CARE International
- Danish Agency for Development Assistance (DANIDA)
- Family Health International (FHI)
- International Development Research Centre (IDRC)
- World Conservation Union (IUCN)
- Norwegian Ministry of Foreign Affairs
- UNAIDS
- UNCHS
- UNDP
- UNICEF
- UNIFEM
- World Bank

#### 4. THE NEED FOR FURTHER SUPPORT OF EVALUATION IN AFRICA

Initiatives such as NEPAD, as well as increased democracy and the subscription of governments to good governance via structures such as the *Commonwealth Association of Public Service Management* (CAPAM), means that there is much demand for evaluation. The capacity in the different parts of the continent varies, but it is still far from optimal, and most evaluations remain externally funded and driven. This situation has not assisted in building the capacity or confidence of evaluators from Africa to genuinely engage with important and controversial evaluation issues.

It has been widely documented that evaluation assists in the promotion of good governance, and it is important that the momentum that has been built-up to date is not lost. During the past three years AfrEA has started to build a sense of evaluation community in Africa, yet there is a great need to intensify efforts to develop evaluation and to promote it more effectively across the continent.

African evaluation experts are very often absent from international evaluation platforms, conferences and evaluation planning meetings. A recent list of those who had contributed to evaluation in the world during past decades contained only one person from Africa among more than 100 evaluators. The lack of published evaluation research from Africa contributes to this situation. Where expertise exists, experiences are not formally shared through publication in peer reviewed literature or through conference presentations. Systematic research and comparative studies integrating development practice and theory, and evaluation practice and theory are not adequately done, in spite of the rich experiences of evaluators who have worked in Africa.

Donors often seek a coordinated entry point for the initiation of capacity building and information sharing initiatives. Several national evaluation networks are still pursuing the capacity to drive national initiatives effectively; in other instances networks still need to be established. The new spirit of accountability and self-help on the continent requires a firm focus on accountability and performance, and hence will need strong national evaluation networks to support such initiatives with indigenous evaluation expertise. This will furthermore require the strengthening of evaluation *quality and standards* on the continent.

It is critically important that Africa becomes one of the leading voices and implementers in the field of development evaluation. Evaluation needs to be an empowering activity that is well understood and implemented in the relevant African contexts by practitioners, implementers, managers, donors and governments. A pool of knowledge in this regard needs to be built up around policies, institutions, programmes and projects in Africa and shared effectively to enhance evaluation practice on the continent. Only then will evaluation in Africa contribute to development that is sustainable after external funders have withdrawn.

AfrEA remains well positioned as an important instrument in helping to address all of the above in conjunction with the national leaders of evaluation associations and networks on the continent. The *Third Conference of the African Evaluation Association* comes at an opportune time and has been conceptualised to make a major contribution in this regard.

## 5. THE IMPORTANCE OF THE THIRD AFREA CONFERENCE

The Cape Town Conference will assist evaluation on the continent in a number of ways:

- There is an urgent need for renewal in evaluation rationale, approaches and methods in Africa. The Conference will provide a forum at which governments, donors, NGOs, civil society representatives, evaluators and other influential stakeholders can raise issues, listen to one another and work towards ways in which evaluation can be made more meaningful and useful for development on the continent.
- Since the uptake of evaluation has not been the same in all African countries, there is an urgent need for the sharing of lessons between evaluation associations, and between individual evaluators, in order to sustain the momentum that has been developed since 1999.
- It is now five years since the inception of AfrEA and there is need for serious reflection in order to strengthen and refine the strategy of the organisation.
- The timing of this conference is ideal in that it links with regional initiatives such as NEPAD and CAPAM. It is foreseen that representatives from these organisations would be involved with the Conference. It is important that the appropriate synergies be harnessed and further developed.

### Conference Objectives

- i. To stimulate and plan for renewal in evaluation in Africa
- ii. To debate, develop and demonstrate the role that evaluation should play in promoting democracy, good governance and effective development in Africa
- iii. To showcase African evaluation expertise and achievements
- iv. To create a forum for the interaction of representatives from various sectors
- v. To provide opportunities for sharing technical expertise and insights between African and international specialists
- vi. To build capacity on the continent among evaluators and their clients
- vii. To encourage a better understanding of the articulation in Africa between evaluation theory and practice, and development theory and practice.

- Academic institutions across the continent have begun to offer courses in evaluation. It would be extremely useful if practitioners and academics are able to network in order to share curricula and methodologies, and to form partnerships to further strengthen their capacity and extend their reach.
- It would be possible to move beyond traditional participants by drawing in representatives from civil society and Members of Parliament. This will also ensure political buy-in and help to demystify evaluation. One of the problems encountered within the evaluation community is the fact that findings tend not to be used. Given that there is a *commitment to utilisation-focused evaluation*, this will be an opportunity for exciting, interactive exchanges.

## 6. CONFERENCE DETAILS

### Conference Theme

***Africa Matters, Evaluation Matters: Joining Forces for Democracy, Governance and Development***

### Venue

Holiday Inn Conference Centre, Cape Town, South Africa

### Date

1-4 December 2004

Pre-conference professional development workshops and meetings will be held on 29-30 November.

### Primary Target Groups

Approximately 500 participants are expected from all over Africa and from other parts of the world. Primary target groups are

- Evaluators
- African Government officials and politicians
- Representatives of non-government and civil society organisations engaged in M&E
- Representatives of national, regional and international development and donor institutions
- Civil society representatives
- Academic staff and students

### Approach

The Conference will be designed to stimulate renewal in evaluation in Africa and bring evaluators, evaluation clients, governments and development practitioners up to date with the latest developments in evaluation in the areas covered by the training activities, the special sessions and the technical strands.

Participants will be encouraged to challenge conventional evaluation wisdom and to highlight lessons and innovations in evaluation approaches and methodology.

All Conference contributions will be expected to contain some analysis to reflect at least one of the dimensions of the Conference theme.

One of the key Conference outputs has to be a new vision and strategies that can launch - through effective partnerships - a new phase in African evaluation which will strengthen evaluation on the continent for democracy, good governance and management, and effective development.

The Conference will be structured to provide many opportunities for interaction among specific interest groups, and between evaluators and those sectors with whom they normally would not share and debate ideas and experiences.

The Conference theme has synergies with that of the *European Evaluation Society (EES) Conference* ([www.europeanevaluation.org](http://www.europeanevaluation.org)) to be held in September, and with that of the *Latin America and the Caribbean Network of Monitoring, Evaluation and Systematization (ReLAC) Conference* to be held in October 2004 ([www.preval.org](http://www.preval.org)), which will focus on the theme "Evaluation, democracy and governance: Challenges for Latin America". AfrEA and ReLAC, and possibly EES (still to be approached) aim to compare the issues and solutions offered by the experiences on the two continents and to use this knowledge to develop a better understanding of the factors influencing evaluation across cultures and geographic borders in developing contexts

This comparative approach will support the objectives of the *International Organisation for Cooperation in Evaluation (IOCE)* which is an umbrella organisation for evaluation associations across the world which furthers the international understanding of and collaboration in evaluation (Read more about the IOCE in [www.ioce.net](http://www.ioce.net)).

### **Structure**

The Conference will be based on a series of plenary and special sessions as well as technical strands, several of which will run in parallel at any given time. (Note that Monitoring is usually included in the concept of Evaluation).

Plenary Sessions include presentations by the Presidents of the International Organisation for Cooperation in Evaluation (IOCE), and of the International Development Evaluation Association (IDEAS) respectively:

- i. Internationalising Evaluation – implications for Africa
- ii. Africa in the Evaluation Renaissance

The Special Sessions are:

- i. Evaluation in a Culturally Diverse World
- ii. Re-thinking Development Evaluation in the African Context
- iii. Developing Evaluation Capacity in Africa

The Technical Strands are:

- i. Innovation in M&E Methods and Approaches in Africa
- ii. Community-based M&E
- iii. M&E for Good Governance
- iv. M&E, NEPAD and other Regional Initiatives
- v. M&E and Poverty Reduction
- vi. M&E for Conservation and Sustainable Development
- vii. M&E in Education
- viii. Gender and Rights-based M&E
- ix. M&E and HIV/AIDS
- x. M&E and Health
- xi. M&E, Agricultural Research and Rural Development

A provisional Conference programme is given in Annex 1.

## **Partners**

Funding partnerships (see below) are currently being negotiated and established, while a number of Conference endorsements are being sought, among others from relevant South African Government Departments such as Public Service and Administration, National Treasury, Environmental Affairs and Tourism, and The Presidency.

International and South African organisations as well as government departments (such as Public Service and Administration, Provincial and Local Government, Office of the Public Service Commission, National Treasury) will be invited to host specific sessions.

Major players in the international evaluation arena, such as the *International Organisation for Cooperation in Evaluation* (IOCE), the *International Development Evaluation Association* (IDEAS), and the *OECD/DAC Network on Development Evaluation* have also agreed to host Special Sessions, while others are still being approached in this regard. Please inform us if your organisation is interested in hosting a session.

## **Exhibition**

In order to maximise exposure at the Conference, opportunities will be given to interested organisations across the continent and elsewhere to display evaluation resource exhibits at the Conference venue.

## **Translation**

AfrEA regards the participation of French speaking African countries in the Conference as essential to its success, and English/French and French/English translation services will be provided wherever possible as far as resources allow, taking cognisance of the fact that these services are exceedingly expensive. Materials will as far as possible be provided in English and in French.

## **Special Meeting of the South African Evaluation Network (SAENet)**

For the past two years the South African Evaluation Network has been operating in an informal manner using a listserv and seminars to facilitate information sharing and promote interaction within the local evaluation community. The Conference provides an excellent opportunity to move the Network to a next phase of development. A special meeting will be held to plan the way forward for the next two years, either as Network or as a formal evaluation Association.

## **7. CONFERENCE ORGANISATION**

The Conference will be organised by the AfrEA Secretariat in conjunction with representatives from the South African Evaluation Network, the South African Government and the AfrEA Executive Committee.

The AfrEA Secretariat has significant experience in organising events of a similar nature and scope. Expertise will be contracted in as required.

## **8. PRE-CONFERENCE PROFESSIONAL DEVELOPMENT WORKSHOPS**

Several half to two day workshops will be held by just before, during and/or after the Conference by highly experienced African and international evaluators, in order to build capacity in specific areas of evaluation. All workshops will be structured to draw from international as well as African perspectives and experiences.

Workshops that international and African evaluation experts have agreed to host are

- i. Introduction to Assessing Organisational Performance (2 days)
- ii. The Evaluation of Health Programmes in Complex Emergencies (2 days)
- iii. Designing and Building Performance-based Monitoring and Evaluation Systems: A tool for Managing Programmes and Policies (2 days)
- iv. Participatory M&E Tools for Building Capacity of Parliaments in Poverty Monitoring (1 day)
- v. RealWorld Evaluation: Conducting Evaluations under Constraints of Time, Budget and Data (1 day)
- vi. Managing for Results Using the ProLL Integrated Performance Management Framework (1 day)
- vii. Designing and Implementing a Results-Based Monitoring & Evaluation System in the Public Sector (1 day)
- viii. Building National Capacity through effective Evaluation Associations and Networks (1 day)
- ix. Contracting for Evaluation (1 day)
- x. An Introduction to Programme Theory and Logic Models (Half day)
- xi. Using and Teaching Logic Models (Half day)

## **9. MARKETING THE CONFERENCE**

Information on the Conference will be widely disseminated through

- the national evaluation associations and networks in Africa
- specialised African and international evaluation related listservs such as EvalTalk, EvalPres, XCeval, UN-EVAL, Eval-Net, IPDET and IDEAS
- evaluation websites, which will be provided with information about the Conference for inclusion on their events and news pages
- a list of more than 2 000 African and international contacts (individuals and organisations) with a specific interest in evaluation, compiled by the AfrEA Secretariat
- the media
- the strand and sub-theme coordinating organisations
- the South African Government Communication Information Services (GCIS)
- where possible, the communication systems of other governments in Africa.

## **10. FINANCIAL MANAGEMENT**

Two institutions will be used to manage the funding, and funding partners will be in a position to choose if they have a specific preference. The AfrEA Chairperson will be responsible for ensuring appropriate management systems for the Conference funding, which will include auditing of the Conference accounts.

The two institutions that will be authorised to manage the funds on behalf of AfrEA both have a proven, highly credible reputation for the management of grant funding from local and international sources. They are:

- The Financial Administration of the University of the Free State, South Africa. The University charges 7% of the total income for the management of the Conference account. More information about the University of the Free State can be found at [www.uovs.ac.za](http://www.uovs.ac.za).
- Evalnet, an evaluation consultancy located in Johannesburg, South Africa, currently provides the facilities for the AfrEA Secretariat and has handled the financial management of several audited grants at no or minimal cost on behalf of AfrEA. In this case the charges for the management of the total Conference account will be US\$3 500 in total, including the auditing costs. More information about Evalnet can be found at [www.evalnet.co.za](http://www.evalnet.co.za).

## **11. BUDGET**

The Conference will be organised to the highest professional standards, should resources allow.

The total budget for the Conference amounts to ZAR 2,021,000 (USD 321,000).

The budget components are given in the table in Annex 2. Budgeting has been done accurately and detailed breakdowns of each of these components can be provided upon request.

## **12. FUNDING PARTNERSHIPS**

The Conference will be funded mainly through grants from organisations that share AfrEA's vision and efforts to contribute to development on the continent. In order to encourage attendance by all interested individuals and organisations, registration fees were not charged for the first two conferences in order to encourage attendance among all sectors from as many countries in Africa as possible. A final decision will soon be taken with respect to charging registration fees for the Third Conference, as the costs to hold the event in Cape Town are significantly higher than in Nairobi.

Even if registration fees are charged, these will be kept as low as possible in order not to discourage anyone from attending the event during this important stage of AfrEA's development. A significant amount of sponsorship will still be needed to ensure that the conference costs are covered.

AfrEA therefore wishes to partner with organisations and businesses who want to reach, support and strengthen the evaluation community in Africa. Sponsorship opportunities are focused on

- i. bringing notable presenters to the Conference (not included in the budget);

- ii. funding plenary and special sessions on issues of conceptual importance to the future of evaluation in Africa;
- iii. funding technical strands on specialised evaluation arenas;
- iv. partial funding of capacity building/training opportunities;
- v. funding of networking functions;
- vi. providing promotional conference materials;
- vii. compiling conference proceedings; and
- viii. funding translation services.

Sponsorship offers partners and sponsors a unique way to network with attendees from governments and other organisations in a large number of African and other countries, to support the objectives of the *African Evaluation Association*, and to increase the name recognition of their business or organisation among national and international evaluators, governments, donors and other evaluation clients in Africa and elsewhere.

We offer sponsorships benefits at two levels – partners and sponsors:

*Partner benefits (sponsorship of US\$50 000 and more)*

If necessary, an options package will be put together to meet a partner's needs.

- Participation in the conceptualisation and planning of the conference, if desired
- Joint press releases to the electronic and print media
- Joint event website branding
- Joint venue branding
- Free exhibit opportunity
- Prominent profile in the take-home conference material
- Corporate logos displayed in all recruitment and advertising activities. Promotional space on conference materials, including on information packets, bags, pens and bags.
- Special opportunities for personal interaction with keynote speakers and guests of honour
- Free participation for up to five representatives in pre-conference courses

*Sponsor benefits (sponsorship of up to US\$50 000)*

- Corporate logos displayed on conference materials
- Mention in press releases
- Profile in event documentation and on website
- Opportunities for personal interaction with keynote speakers and guests of honour
- Free participation for up to two participants in pre-conference courses

**ANNEX 1: PROVISIONAL PROGRAMME**

<b>PRE- MEETING AND CONFERENCE PROGRAMME</b>		
<b>Time</b>	<b>Session type</b>	<b>Sessions</b>
<b>SUNDAY 28 NOVEMBER</b>		
09:00-18:00	Meeting	IOCE Board Meeting
<b>MONDAY 29 NOVEMBER</b>		
09:00-18:00	Meeting	IOCE Board Meeting (cont.)
09:00-18:00	Concurrent Professional Development Workshops	Introduction to Assessing Organisational Performance
		The Evaluation of Health Programmes In Complex Emergencies
		Managing for Results Using the ProLL Integrated Performance Management Framework
18:15-19:00	Meeting	Information meeting for workshop presenters
<b>TUESDAY 30 NOVEMBER</b>		
09:00-17:00	Concurrent Professional Development Workshops	Introduction to Assessing Organisational Performance (cont.)
		The Evaluation of Health Programmes in Complex Emergencies (cont.)
		Participatory M&E Tools for Building Capacity of Parliaments in Poverty Monitoring
		RealWorld Evaluation: Conducting Evaluations under Constraints of Time, Budget and Data
		Designing and Implementing a Results-Based Monitoring & Evaluation System in the Public Sector
		Building National Capacity through effective Evaluation Associations and Networks
		An Introduction to Programme Theory and Logic Models
		Using and Teaching Logic Models
17:15-18:30	Meeting	Information and planning meeting for strand and special session coordinators
18:30-20:00	Welcoming Function	Function for guests of honour, keynote speakers, workshop presenters, strand and special session coordinators, partners and sponsors
<b>WEDNESDAY 1 DECEMBER</b>		
09:00-10:30	Plenary: Welcome, Introduction and Keynote Presentation	Conference Co-Chairs and AfrEA Chairperson
		Minister of Department of Public Service and Administration, South African Government
11:00-12:30	Setting the Scene – Plenary Session	Internationalising Evaluation – Implications for Africa
		Africa in the Evaluation Renaissance

14:00-18:00	Concurrent Special Sessions – presentations, panel sessions; discussions, roundtables	Re-thinking Development Evaluation in the African Context
		Evaluation in a Culturally Diverse World
		Developing Evaluation Capacity in Africa
18:30-20:30	Welcoming Function	Cocktail Function for Conference participants
<b>THURSDAY 2 DECEMBER</b>		
09:00-12:00	Concurrent Special Sessions (cont.) – Think-tanks	Re-thinking Development Evaluation in the African Context (cont.)
		Evaluation in a Culturally Diverse World (cont.)
		Developing Evaluation Capacity in Africa (cont.)
13:00-15:00	Concurrent Special Sessions and Technical Strands - presentations; roundtables; “two minute presentations”; panel sessions; think-tanks	Innovation in M&E Methods and Approaches in Africa
		Community-based M&E
		M&E for Good Governance
		M&E and Poverty Reduction
		M&E, NEPAD and other Regional Initiatives
		M&E in Education
		Gender and Rights-based M&E
		M&E for Conservation and Sustainable Development
		M&E and HIV/Aids
		M&E and Health
		M&E, Agriculture and Rural Development
15:00-18:00	Meetings of special interest groups	Planning Meeting of the South African Evaluation Network (SAENet)
		Other interest group meetings to be arranged as required
18:30-20:00	Function	Cocktail Function hosted by the South African Evaluation Network / Association

<b>FRIDAY 3 DECEMBER</b>		
09:00-18:00	Concurrent Special Sessions and Technical Strands - presentations; roundtables; "two minute presentations"; panel sessions; think-tanks	Innovation in M&E Methods and Approaches (cont.)
		M&E for Good Governance (cont.)
		M&E and Poverty Reduction (cont.)
		M&E, NEPAD and other Regional Initiatives (cont.)
		M&E in Education (cont.)
		Gender and Rights-based M&E (cont.)
		M&E for Conservation and Sustainable Development (cont.)
		M&E and HIV/Aids (cont.)
		M&E and Health (cont.)
		M&E, Agriculture and Rural Development (cont.)
14:00-17:00	Meeting	Meeting of AfrEA and national evaluation association/network leaders
<b>SATURDAY 4 DECEMBER</b>		
09:00-12:30	Interactive Plenary Session	Assessing the Status Quo and Mapping the Future of m&e in Africa: Report-back from the Special Sessions and Technical Strands
		Mapping the Future Work of the African Evaluation Association
		Closure
14:00-15:30	Meeting	AfrEA / Partners / Sponsors Meeting

**ANNEX 2: BUDGET**

**A. BUDGET FOR PLENARIES AND SPECIAL SESSIONS**

<b>Ident. Code</b>	<b>Special Session</b>	<b>Purpose</b>	<b>Description</b>	<b>Funded items</b>	<b>Budget (ZAR)</b>	<b>Budget (USD)</b>
<b>SS1</b>	<b>Re-thinking Development Evaluation in the African Context</b>	Stimulate debate to challenge the current theory and practice of development evaluation in Africa, and elucidate its role as well as issues, challenges and solutions. Aimed at bringing together all sectors involved in development and evaluation in order to share experiences and perceptions, and find solutions to current dilemmas in development evaluation in Africa. Map path for further innovation in this field in Africa.	Plenary as well as series of intensive interactive sessions interspersed with expert presentations; panels; think-tanks – formats still to be finalised. Will include reports by various organisations on their deliberations around development evaluation, as well as a special session on donor and partner perceptions of joint evaluations.	Venue hire, equipment (conference discussion system, INFRACOM-guard system, interpretation and managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	140,650	22,350
<b>SS2</b>	<b>Evaluation in a Culturally Diverse World</b>	Globalisation as well as other dynamics in Africa have led to the dispersion of diverse peoples between countries and regions, and thus to a greater need for cultural tolerance and understanding between cultures, countries and continents. Sessions will explore consequences for evaluation in Africa, and map a way forward to ensure that evaluators in Africa can operate more effectively in diverse cultural contexts and contribute to international movements in evaluation.	Plenary as well as series of intensive interactive sessions interspersed with expert presentations; panels; think-tanks – formats still to be finalised.	Venue hire, equipment (conference discussion system, managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	99,950	15,900
<b>SS3</b>	<b>Developing Evaluation Capacity in Africa</b>	Evaluation capacity development underpins all efforts to make progress in developing evaluation theory and practice in Africa. In spite of many efforts at building evaluation capacity, serious capacity problems persist across the continent. More concerted and effective methods have to be found to address this situation. Sessions will explore and analyse the current situation and seek consensus on future solutions	Series of intensive interactive sessions interspersed with expert presentations; panels; think-tanks – formats still to be finalised.	Equipment (conference discussion system, INFRACOM-guard system, interpretation and managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	140,650	22,350

<b>B. TECHNICAL STRANDS</b>								
<b>Ident. Code</b>	<b>Technical Strand</b>	<b>Purpose</b>	<b>Description</b>	<b>Items</b>	<b>Budget (ZAR)</b>	<b>Budget (USD)</b>		
TS2	M&E in Education	Update participants on newest developments in a critical field with significant evaluation activity in many countries in Africa, focusing on different levels of education; determine ways to stimulate evaluation innovation for future development. Building community of practice in Africa in this field of evaluation.	Composed of expert and other presentations, panels, think-tanks, "two-minute presentations" – formats still to be finalised.	Venue hire, equipment (conference discussion system, managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	53,750	8,550		
TS3	Gender and Rights-based M&E	Update participants on newest developments in critical development field; bring together AfrEA / UNIFEM gender evaluation resource network to determine how to develop field in future and integrate gender and rights-based aspects in evaluation initiatives. Building community of practice in Africa in this field of evaluation.	Composed of expert and other presentations, panels, think-tanks, "two-minute presentations" – formats still to be finalised.	Venue hire, equipment (managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	48,400	7,700		
TS4	M&E for Conservation and Sustainable Development	Identify and bring together evaluators to build capacity in scarce field of evaluation in Africa; expose to innovative evaluation approaches; highlight (potential) contribution of this field of evaluation to development; update on newest evaluation developments; determine best way to develop field in future. Building community of practice in Africa in this field of evaluation.	Composed of expert and other presentations, panels, think-tanks, "two-minute presentations" – formats still to be finalised.	Venue hire, equipment (managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	48,400	7,700		
TS5	M&E and HIV/Aids	Highlight methods and approaches to enhance the effectiveness of this important and prominent field of evaluation; share experiences and methods; update on newest evaluation developments; help create synergies between organisations' approaches. Building community of practice in Africa in this field of evaluation.	Composed of expert and other presentations, panels, think-tanks, "two-minute presentations" – formats still to be finalised.	Venue hire, equipment (managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	53,750	8,550		

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Ident. Code	Technical Strand	Purpose	Description	Items	Budget (ZAR)	Budget (USD)
TS6	M&E and Health	Highlight methods and approaches to enhance the effectiveness of this important area; share experiences and methods; update on newest evaluation developments; help create synergies between organisations' approaches. Building community of practice in Africa in this field of evaluation.	Composed of expert and other presentations, panels, think-tanks, "two-minute presentations" – formats still to be finalised.	Venue hire, equipment (managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	48,400	7,700
TS7	M&E, Agriculture and Rural Development	Update participants on newest developments in critical development field; stimulate innovative evaluation approaches; highlight (potential) contribution of this field of evaluation to development; determine possibilities for future development of this field of evaluation. Building community of practice in Africa in this field of evaluation.	Composed of expert and other presentations, panels, think-tanks, "two-minute presentations" – formats still to be finalised.	Venue hire, equipment (managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics	48,400	7,700
TS8	M&E for Good Governance	Highlight the contributions evaluation can make to good governance and management in public institutions; stimulate debate on most appropriate and innovative approaches and systems; highlight (potential) contribution of this evaluation field to development on the continent; determine most effective way to develop and promote it in future. Building community of practice in Africa in this field	Composed of expert and other presentations, panels, think-tanks, "two-minute presentations" – formats still to be finalised.	Venue hire, equipment (conference discussion system, INFRACOM-guard system, interpretation and managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	94,450	15,000
TS9	M&E and Poverty Reduction	Highlight evaluation as it supports PRSPs, and other poverty reduction programmes, MDGs; stimulate debate on most effective evaluation approaches and methods; update on newest developments in this regard; demonstrate how evaluation can contribute to development; promote synergy and determine future strategies for developing evaluation in this field. Building community of practice in Africa in this field.	Composed of expert and other presentations, panels, think-tanks, "two-minute presentations" – formats still to be finalised.	Venue hire, equipment (conference discussion system, INFRACOM-guard microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	94,450	15,000

Ident. Code	Technical Strand	Purpose	Description	Items	Budget (ZAR)	Budget (USD)
TS11	M&E, NEPAD and other Regional Initiatives	Highlight evaluation as it supports, and should support, NEPAD and related regional initiatives; stimulate debate on most effective evaluation approaches and methods towards NEPAD and other related regional initiatives' goals; update on newest developments in this regard; promote synergy and determine future strategies for effectively involving evaluators. Building community of practice in Africa in this field.	Composed of expert and other presentations, panels, think-tanks, "two-minute presentations" – formats still to be finalised.	Venue hire, equipment (managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	53,750	8,550
TS12	Innovation in M&E Methods and Approaches	Platform for dissemination of innovative evaluation methods and approaches in diverse fields; highlighting new approaches and methodologies; promoting collaborative evaluation research as well as publication of experiences and innovations; determining ways to promote and stimulate African evaluation expertise. Building community of practice in Africa in this field of evaluation. Will include a focus on community-based evaluation.	Composed of expert and other presentations, panels, round-tables; think-tanks, "two-minute presentations" – formats still to be finalised.	Venue hire, equipment (conference discussion system, INFRACOM-guard system, interpretation and managed microphone PA system, visual presentation, technical support), conference package including lunch and refreshments, materials and logistics.	53,750	8,550

**C. PROFESSIONAL DEVELOPMENT WORKSHOPS**

Ident. Code	Workshop	Purpose	Description	Funded items	Budget (ZAR)	Budget (USD)
CB1	Participatory Evaluation Tools for Building the Capacity of Parliaments	Aimed at building capacity among representatives from African Parliaments in using evaluation to fulfil demands for accountability.	One day interactive pre-conference workshop; designed from African perspective and experiences	Venue hire, equipment (visual presentation), conference package including lunch and refreshments, materials, part of airfare, accommodation for presenters, and logistics, travel costs for 12 Members of Parliament.	107,850	17,100
CB2 & 3	Programme Theory and Logic Models	Aimed at improving understanding and use of programme theory and logic models in the design of projects and programmes and their evaluation.	Two half days interactive pre-conference workshops; based on international experience, adapted for African contexts	Venue hire, equipment (visual presentation), conference package including lunch and refreshments, materials, part of airfare, accommodation for presenters, and logistics.	27,850	4,400

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Ident. Code	Workshop	Purpose	Description	Funded Items	Budget (ZAR)	Budget (USD)
CB4	Introduction to Assessing Organisational Performance	Aimed at encouraging organisational assessment as very important form of evaluation for improved performance of organisations in Africa; providing a framework as well as methodology applicable to government, non-government and private institutions.	Two day interactive pre-conference workshop; based on international experience, adapted for African contexts	Venue hire, equipment (visual presentation), conference package including lunch and refreshments, materials, part of airfare, accommodation for presenters, and logistics.	53,750	8,550
CB5	Building National Capacity through effective Evaluation Associations and Networks	Aimed at enhancing current and future African national evaluation association/network leaders' skills and capacities to create and manage these organisations	One day intensive, interactive pre-conference workshop; based on sharing of experiences of current evaluation leaders from Africa and all over the world, and on text developed by IOCE based on case studies and analyses by current evaluation organisation leaders from Africa and elsewhere. Coupled to follow-up meeting of current leaders of AfrEA and national associations/networks to map out concerted path for the future using the sustainability in evaluation capacity building that such organisations can bring.	Venue hire, equipment (visual presentation), conference package including lunch and refreshments, materials, part of airfare, accommodation for presenters, and logistics. Airfares and accommodation for 11 African national evaluation association/network leaders.	151,650	24,050
CB6	RealWorld Evaluation : Conducting Evaluations under Constraints of Time, Budget and Data	Aimed at helping evaluators, M&E managers and commissioning agencies to respond to the demand for ways to work within budget, time and data constraints while at the same time ensuring maximum possible methodological rigour within the given evaluation context.	One day interactive pre-conference workshop; based on international experience, adapted for African contexts	Venue hire, equipment (visual presentation), conference package including lunch and refreshments, materials, part of airfare, accommodation for presenters, and logistics.	53,750	8,550

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Ident. Code	Workshop	Purpose	Description	Funded items	Budget (ZAR)	Budget (USD)
CB7	<p><b>Designing and Implementing a Results-based Monitoring and Evaluation System in the Public Sector</b></p>	<p>Aimed at helping evaluators, M&amp;E managers and others to apply the basic principles of the Results-Based Management system in the design and formulation of an M&amp;E system, including identifying pitfalls in M&amp;E design, performance monitoring, data collection and analysis, and capacity building that provides relevant M&amp;E skills.</p>	<p>One day interactive pre-conference workshop; based on international experience, adapted for African contexts</p>	<p>Venue hire, equipment (visual presentation), conference package including lunch and refreshments, materials, part of airfare, accommodation for presenters, and logistics.</p>	53,750	8,550
CB8	<p><b>Managing for Results using the ProLL Integrated Performance Management Framework</b></p>	<p>Aimed at introducing a model that serves as a useful programme planning tool for public sector policy planners and programme managers, as a useful programme evaluation planning tool used during the programme planning stages and as a detailed and useful programme performance management tool.</p>	<p>One day interactive pre-conference workshop; based on international experience, adapted for African contexts</p>	<p>Venue hire, equipment (visual presentation), conference package including lunch and refreshments, materials, part of airfare, accommodation for presenters, and logistics.</p>	53,750	8,550
CB9	<p><b>Evaluation of Health Programmes in Complex Emergencies</b></p>	<p>Aimed at gaining an understanding of the differences between evaluation in stable and unstable situations, exploring the criteria that are commonly used for evaluations in complex emergencies and insights in standards and indicators that may be used, and highlighting some of the difficulties that are frequently encountered in the evaluation of health activities.</p>	<p>Two day interactive pre-conference workshop; based on international experience, adapted for African contexts</p>	<p>Venue hire, equipment (visual presentation), conference package including lunch and refreshments, materials, part of airfare, accommodation for presenters, and logistics.</p>	53,750	8,550

**D. SPECIALIST MEETING AND CONFERENCE CONTRIBUTIONS**

Ident. Code	Specialist Meeting	Purpose	Description	Funded items	Budget (ZAR)	Budget (USD)
SM 1	IOCE Board Meeting	Aimed at planning of programmes and events to strengthen links between evaluation associations / networks across the world, develop culture of respect for evaluation expertise from all parts of the world, share evaluation lessons and experiences between evaluation organisations, build capacity in understanding of evaluation under diverse contexts, and contribute at high level to the Conference	Two day planning meeting. Presence will enable participation of at least 11 eminent national and regional evaluation association leaders from all over the world in the Conference, as workshop and session presenters. Will have major impact on profile of Conference if Board members are able to attend.	Venue hire, equipment (visual presentation), lunch and refreshments, materials, accommodation for two nights, logistics, airfares for four Board members from developing countries and accommodation.	94,900	15,060

**E. SPECIAL ITEMS AND EVENTS**

Ident. Code	Special Item	Purpose	Description	Funded items	Budget (ZAR)	Budget (USD)
SI 1	Conference Proceedings	Publication of proceedings to ensure transfer of Conference information and deliberations within Africa and to other countries. Paper and CD format required.	Edited analysis and summary of each special session and technical strand; selection of best presentations; outcomes of planning deliberations for future of evaluation in Africa	Translation costs; design and printing/pressing; editing	106,950	17,000
SI 2	Welcoming function for guests of honour, presenters, coordinators, sponsors and partners	Official welcoming function for key Conference participants; Networking meeting	Cocktail event; short welcoming speeches	Cocktail snacks; soft drinks; limited wine and beer; background music	10,050	1,600
SI 3	Welcoming function for Conference participants	Official welcoming function for all Conference participants; Networking meeting	Cocktail event; short welcoming speeches	Cocktail snacks; soft drinks, limited wine and beer; background music	75,200	11,900
SI 4	Function hosted by	Celebration with Conference participants of next phase in the development of the South African	Cocktail event	Cocktail snacks; soft drinks, limited wine and beer; background music	48,000	7,600

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	SAENet	evaluation community			
SI 5	Simultaneous translation for Technical Strands	French/English simultaneous translation	Simultaneous translation – costs per technical strand	Translators' booth; equipment; translators' fee over two days	35,300
SI 6	Simultaneous translation for Special Sessions	French/English simultaneous translation	Simultaneous translation – costs per special session	Translators' booth; equipment; translators' fee over two days	41,500
					5,600
					6,600

**TOTAL CONFERENCE BUDGET (excluding costs for technical strand and special session simultaneous translation):**

**ZAR 2,021,000**  
**USD 321,000**