



## CONCEPT NOTE

# REGIONAL TRAINING WEBINAR ON MONITORING AND EVALUATION FOR AFRICAN FOREST FORUM MEMBERS

NOVEMBER 2021

## **1. INTRODUCTION**

The African Forest Forum (AFF) is a Pan-African non-governmental organization with its headquarters in Nairobi, Kenya. It is an association of individuals who share the quest for and commitment to the sustainable management, use and conservation of the forest and tree resources of Africa for the socio-economic wellbeing of its people and for the stability and improvement of its environment. The purpose of AFF is to provide a platform and create an enabling environment for independent and objective analysis, advocacy and advice on relevant policy and technical issues pertaining to achieving sustainable management, use and conservation of Africa's forest and tree resources, as part of efforts to reduce poverty, promote gender equality, economic and social development and stability of the environment.

The African Forest Forum, with funding from the Swedish International Development Cooperation Agency (Sida) and Swiss Agency for Development and Cooperation (SDC) is implementing two projects namely "Strengthening management and use of forest ecosystems for sustainable development in Africa" and "African Forests, People and Climate Change" respectively. Both projects seek to generate and share knowledge and information on forestry and related issues through partnerships in ways that will provide inputs into policy options and capacity building efforts in order to improve forest management in a manner that better addresses poverty eradication and environmental protection in Africa.

To be able to deliver on its mandate, AFF undertakes activities related to research with the aim to deepen understanding on several prioritised policy and technical issues on forestry in Africa and to contribute to evidence-based decision making, and capacity building.

## **2. BACKGROUND**

Monitoring and evaluation (M&E) are recognized as useful instruments for effective and efficient project implementation and management. Monitoring and evaluation are used by organizations to ensure effective and regular data collection and analysis, information management and reporting in order to inform the status of projects and guide in strategic decision making on the same.

Over the last decade, AFF has been building an M&E system capable of assessing impacts of its activities among forestry stakeholders at all levels. AFF has undertaken a training needs assessment to further identify skills and capacity gaps on monitoring and evaluation, and more specifically among its members. The assessment has identified areas of capacity gaps mainly on accuracy of field data, timing for routine monitoring of projects, documentation of case studies and tracking of indicators. As part of improving the M&E system.

In this regard, AFF is therefore planning to train its members and the secretariat staff on aspects of monitoring and evaluation in order for them to effectively implement projects' activities.

### 3. OBJECTIVES

To strengthen capacity of AFF members and staff through a virtual training on key aspects of M&E in project implementation. The specific objectives of the training are as follows:

1. Introduce AFF members to Monitoring and evaluation systems and processes
2. Improve understanding on M&E frameworks (Logical framework, theory of Change)
3. Analyse the importance of M&E for accountability and reporting

### 4. TRAINING APPROACH AND SESSIONS/CONTENT

This will be a one-day virtual training workshop to be held on **15<sup>th</sup> December 2021** via zoom platform as per the programme attached and covering the content summarized below. The training will be delivered through PowerPoint presentations, case studies group work and plenary discussions.

Session	Session overview
Introduction to monitoring and evaluation	<ul style="list-style-type: none"><li>• Definition of terms and concepts in Monitoring and Evaluation</li><li>• Overview of Monitoring and Evaluation Process</li></ul>
Monitoring and evaluation system(s)	<ul style="list-style-type: none"><li>• Overview of M&amp;E systems</li><li>• Steps in developing M&amp;E system</li></ul>
Monitoring and evaluation frameworks	<ul style="list-style-type: none"><li>• Logical Framework Approach and Matrix</li><li>• Theory of Change (TOC)</li></ul>
Putting it all together	<ul style="list-style-type: none"><li>• M&amp;E for Accountability</li><li>• Reporting</li><li>• Learning from Monitoring and Evaluation</li></ul>

### 5. PARTICIPANTS

The virtual workshop will target African forestry stakeholders drawn from the AFF Secretariat staff, Governing Council members and partners from Anglophone Africa. This will facilitate deeper and wider discussions on key challenges and identify common monitoring and evaluation approaches, principles and best practices that could be applied for AFF projects' activities.

### 6. FACILITATOR

The one-day virtual workshop will be facilitated by an experienced Design, Monitoring, Evaluation and Learning Expert recently contracted to provide training on online data collection and analysis.

### 7. OUTPUTS AND EXPECTED OUTCOMES

The expected outcomes of the training are as follows:

- Improved understanding on the concepts, processes, tools and techniques for M&E and its role in project implementation;

- Enhanced knowledge and skills for developing M&E systems and frameworks as well as individual roles in performing M&E functions;
- Improved capacity on the need for institutionalizing Planning, Monitoring, Evaluation, Learning and Reporting processes.

The recordings will serve as a basis for the production of additional resources for interested participants. More technical follow-up sessions will be considered according to the needs expressed by AFF and participants.

## 8. TRAINING PROGRAM

Time	Task/session	Person Responsible
11:00 – 11:15 am	Introduction (Optional) Opening Remarks Training Objectives	Prof. Kowero Dickson
11:15 – 11:50 am	Introduction to Monitoring and Evaluation	Stephen
11:50 am – 12:00 pm	Health Break	All
12:00 – 1:20 pm	Monitoring and Evaluation System Knowledge Check/Recap Plenary Discussion	
1:20 – 2:20 pm	Lunch Break	All
2:20 – 3:40 pm	M&E Frameworks: <ul style="list-style-type: none"> <li>• Logical Framework Approach and Matrix (and Group Work)</li> <li>• Theory of Change (ToC)</li> </ul>	Stephen
3:40 – 3:50 pm	Lunch Break	All
3:50 – 4:50 pm	Putting it all together: <ul style="list-style-type: none"> <li>• M&amp;E for Accountability</li> <li>• Reporting</li> <li>• Learning from M&amp;E</li> <li>• Q&amp;A sessions</li> </ul>	Stephen
4:50 – 5:00 pm	Next steps Closing remarks	Dickson Prof. Kowero

### Deadlines

Interested African forestry stakeholders drawn from AFF members and partners in Anglophone Africa must confirm their participation via the following address: [d.kobong@cgiar.org](mailto:d.kobong@cgiar.org) by **12 December 2021**.