



Monitoring and Evaluation Workshop Report: M&E for Disability-Inclusive Policy, Programs and Practice June 22-26 2015



Napakuang Resort Thalot

Keoudom District, Vientiane Province

Dr Sue Gillieatt, Dr Liem Nguyen, Dr Stian Thoresen, Dr Barbara Blundell, Associate Professor Angela Fielding – November 2015

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Report Summary

A team of researchers from Curtin University (Perth, Western Australia), in partnership with the Lao Government Ministry of Labour and Social Welfare (MLSW) and the Lao Disabled People's Association (LDPA), is conducting a project exploring barriers and facilitators to social and economic development for people with disability in Laos. The Project: *Improving Access to Economic and Social Services through Disability-Inclusive Development in Lao PDR* is funded by the Australian Agency for International Development (Australian Aid).

In the process of negotiating the Memorandum of Understanding (MOU) with the MLSW and the Partnership Agreement with the LDPA, it became evident that the Project could play a role in contributing to building the Monitoring and Evaluation (M&E) capacity for disability-inclusive policy, programs and practice in Lao PDR. A request was made to the Project team by Mr Bounpone Sayasenh, the Director General of the Department of Pension, Invalid and Disability, to offer an M&E Workshop to augment existing M&E capacity-building efforts and in recognition of the importance of Lao PDR monitoring implementation of the UN Convention on the Rights of People with Disability.

In April 2015, a Curtin team visited Vientiane to undertake a brief M&E needs analysis and to identify potential participants, M&E curricula and relevant approaches to delivery of the Workshop. A 5-day Workshop was developed and a team from LDPA managed the Workshop logistics including preparation of the in-country budget, liaising with participants for registration, and organisation of the venue, accommodation, transport and interpreters. In June 2015, 32 people working in disability-inclusive policy, programs and practice in local, national and international NGOs and Government organisations attended the Workshop at Napakuang Resort in Thalat, Keoudom District, Vientiane Province.

About two-thirds of participants rated their M&E knowledge and skills to be poor or very poor at the outset. Prior to the Workshop, participants articulated their desired areas of learning as relating to the necessary tools for undertaking M&E and a desire to learn how to construct M&E plans. They indicated that their motivation for attending related specifically to being able to apply M&E in their own organisations and to be able to benefit people living with disability in Lao PDR. Ninety per cent of participants rated all aspects of the Workshop as satisfactory or better. Ninety seven per cent of respondents indicated that the likelihood of either starting or continuing with M&E plans and their implementation after the Workshop was definitely or mostly yes. By far the most cited area for improvement related to the need for translation of all Workshop documents into Lao language.

Data from both the pre- and post-evaluation forms have demonstrated the M&E Workshop was successful in the short-term. There is a continuing need to build M&E capacity in Laos since this Workshop merely supplemented the ongoing M&E capacity-building and training being facilitated and provided by Handicap International and World Education. As the Lao PDR National Disability Strategy and Action Plan both come closer to fruition, a coordinated approach to building M&E capacity will be important. Further, the six-month survey will provide an opportunity to see if the short term success of the Workshop has translated into any longer terms gain.

Introduction

The *Improving Access to Economic and Social Services through Disability-Inclusive Development in Lao PDR* project commenced in 2014 and involves both research work and capacity-building. An important focus of the project is ensuring that people with disability are engaged meaningfully in aspects of the Project, including managing the project work in-country, conducting research activities in the field and engaging with any other capacity-building opportunities afforded by the Project.

The need to measure progress towards disability-inclusive policy, programs and practices is clearly stated in Articles 31 and 33 of the UN Convention on the Rights of People with Disability (CRPD). Further, the Incheon Strategy for Asia and the Pacific and the Economic and Social Commission for Asia and the Pacific's (ESCAP) Guide on Disability Indicators provide direction and information about the central role of measuring progress towards the Incheon Strategy goals. Sixty two indicators have been developed to measure implementation of the goals (United Nations ESCAP, 2012, 2014; United Nations General Assembly, 2006) and, around the world, national disability strategies are also seeking to ensure that in-country policy, programs and practices are monitored and evaluated to measure their efficacy and effectiveness.

In Lao PDR, the Government's Decree on Persons with Disabilities (promulgated in 2014) requires the monitoring and evaluation of all activities in Lao PDR which aim to protect the rights and benefits of people with disability (Articles 35 & 36) (Lao People's Democratic Republic, 2014). Further, Lao disability programs and projects funded by international donors require data about progress and achievements in order to measure effectiveness, to build evidence to support further funding and to facilitate the scale-up of successful programs and projects.

Historically, there has been difficulty achieving reliable data and robust statistics about disability, particularly in developing countries such as Lao PDR. Given the complexity and multifaceted nature of disability, there are many challenges relating to cultural conceptualisations of disability, the quality and standardisation of disability data, the notion of self-reporting disability, and different levels and types of disability (United Nations Secretariat Convention on the Rights of Persons with Disabilities, June 2015). In order to measure progress and provide the evidence to formulate sound policy, not only do the necessary structures need to be in place, but so does the capacity to measure disability and disability practice: monitoring and evaluation (M&E) capability is an essential feature of this capacity (Madans, Loeb, & Altman, 2011; United Nations Secretariat Convention on the Rights of Persons with Disabilities, June 2015; Wissenbach, 2014).

The Workshop Program

The Workshop sought to equip participants with the concepts and skills necessary to begin or continue with the implementation of disability-inclusive M&E systems and practices at local project, provincial and national levels. The Workshop materials were developed by the Curtin team and contributions were sought from local leaders including:

- Madame Yangxai Lee, Deputy Director-General Inclusive Education Centre, Ministry of Education and Sports
- Miss Seevue Xaykia from Handicap International
- Mr Bounpheng Phetsouvanh, Deputy for Community-Based Rehabilitation, Centre for Medical Rehabilitation (CMR).

The delivery of the Workshop included PowerPoint presentations in an interactive lecture format, and the use of case studies and an emphasis on practical workplace-related group work. By the end of the Workshop, it was expected that participants would be able to:

- Identify key trends in disability globally, in regions and in Lao PDR
- Define epidemiological concepts and conceptual frameworks underpinning M&E
- Outline key steps in developing an M&E plan
- Define inputs, outputs, outcomes and impacts in M&E plans
- Outline the obstacles to functioning M&E systems
- Describe ways to overcome obstacles
- Describe the effective use of M&E data
- Develop a logical framework for a province, program or project
- Develop an operational M&E Plan

The content focussed equally on three areas: disability, M&E and practical group work. A compendium of course materials was provided to each participant which included the Workshop Program, detailed PowerPoint notes, a library (thumb drive) of reference materials and supporting M&E documents, tools and templates, mostly in English.

Evaluation Methodology

The Workshop was evaluated using a mixed methods approach including: observation of participant attendance, levels of enthusiasm and comprehension, interaction between the participants during the sessions and group work, and analysis of workshop pre, post and six-month evaluation forms (see Appendices). This Report presents the results of the observation and pre- and post-evaluation data. Some results have been presented in tabular and graphical form. Comments from participants have been added to highlight the key themes which emerged. Participants will be invited to complete a six-month survey form in December/January 2016 which will provide an opportunity to describe and show how M & E learning from the Workshop has been applied in the longer term. Quantitative data were analysed using descriptive statistics and a t-test, while qualitative data were analysed using content analysis.

Findings

Of the 32 workshop participants, 30 completed the pre-evaluation and 31 completed the post-evaluation. This meant there were excellent response rates of 94% and 97% respectively. Three people who left early completed their post-evaluation forms prior to their departures on Day 3 and 4. Answers to a small number of questions were omitted by some participants.

Profile of Participants and Observations

Participants included 23 men and 9 women with responsibilities for M&E planning and implementation, disability project and program management, research work, and information management. This group had a diverse range of experience in the disability sector in Laos or related fields, and included local staff from LDPA, government ministries (GoL), international non-government organisations (INGOs), disabled person's organisations (DPOs) and also staff from the Lao Women's Union (mass organisation). As the research project's implementing partner and local organiser, LDPA was strongly represented with 11 staff attending. Twenty-eight per cent of participants were women who were represented in all of the five different organisational types (see Figure 1). Table 1 shows the number of participants attending by organisational type.

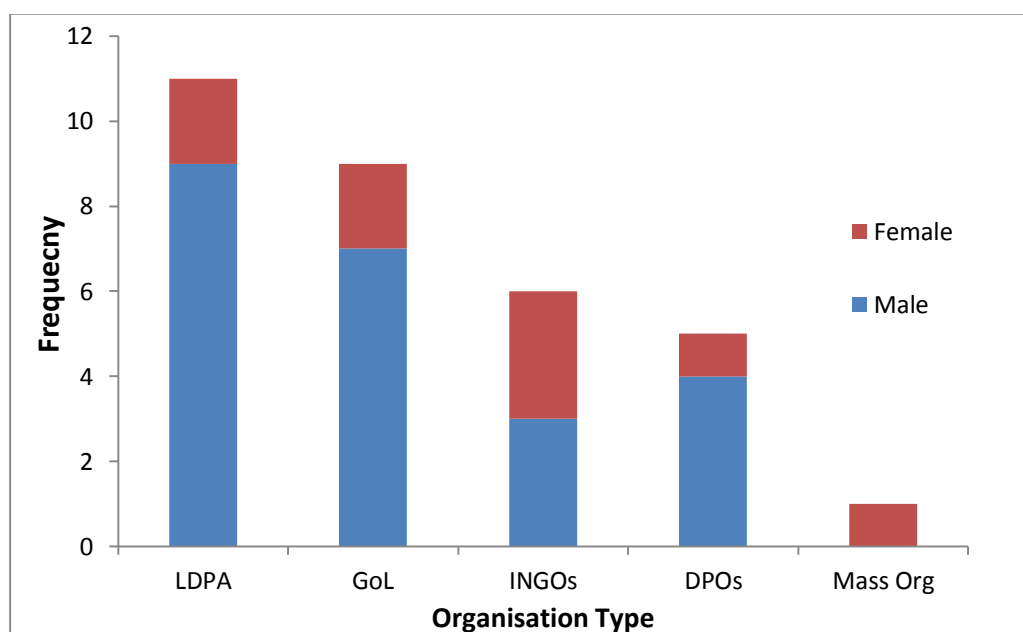


Figure 1: Participant Gender by Organisation Type

Table 1: Number of Workshop Participants by Organisation

Name of Organisation & Type	Frequency
Lao Disabled People’s Organisation (LDPA)	11
Ministry of Labour and Social Welfare (GoL)	3
Lao-Australia Institute (INGO)	2
World Education (INGO)	2
National Committee for Disabled and Elderly (GoL)	1
Ministry of Health (Department of Health Care) (GoL)	1
Ministry of Sport, Education and Inclusive Education Centre (GoL)	1
National Regulatory Authority (GoL)	1
Centre for Medical Rehabilitation (GoL)	1
Sikued Vocational School for the Disabled (GoL)	1
Lao Disabled Women’s Development Centre (DPO)	1
Lao Autism Association (DPO)	1
Sayasetha District Association (DPO)	1
Aid for Children with Disability Association (DPO)	1
Intellectual Disability Unit (DPO)	1
Handicap International (INGO)	1
Care International (INGO)	1
Lao Women’s Union (Mass)	1
Total	32

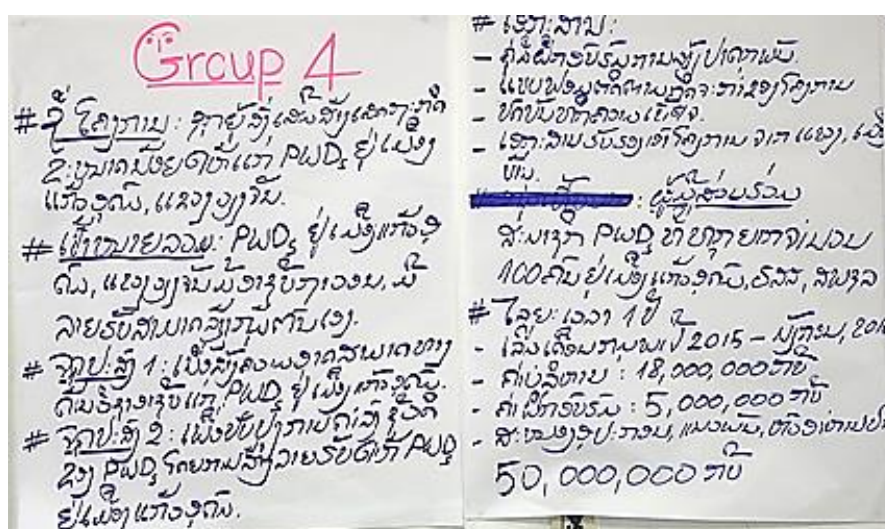
Attendance throughout the five days was excellent. Only four people left early; one on Day 2 for family reasons, and three others who had indicated prior to the Workshop that they would leave in the latter part of the week for work reasons. Mr Bounpone Sayasenh, the Director General of the Department of Pension, Invalid and Disability gave the welcome address and set the tone for the Workshop along with Mr Nouaneta Latsavongxay, President of LDPA, and Miss Bounmy Souvannalath, Senior Policy Officer, representing the Vientiane Office of Australian Aid, Department of Foreign Affairs and Trade. Together, the Welcome session emphasised the importance of the Workshop for the future for Lao people with disability and for the future of disability programs and services in Laos.

Participation levels in the PowerPoint sessions were high with a range of questions and participants and facilitators sharing relevant information together during most sessions. One or two ice-breaker, or social and relaxation exercises were enjoyed each day. An unexpected gain was the coming together of people who are central to progressing disability-inclusive development in Laos to share information about their work and learn from each other. Some participants reported not having previously known of the work of some organisations represented prior to the Workshop.

Three group work sessions which built on one another enabled the same groups of 5-6 people to work on the M&E tasks for a chosen disability program for the five days. The first group session was to map the M&E task in relation to the project, then develop a Logframe with indicators and finally to develop an implementation plan (outlining how the indicator data would be collected, who would be responsible for collecting and how often it would be collected, as well as the budget required for the M&E plan.) Participants were allocated to one of six groups according to the relevance of their work to one of these sectors – Health and Community Based Rehabilitation (1 group), Employment for All (2 groups) and Education and Vocational Education for all (3 groups). Projects included:

- Improving the delivery of Caesarean-section services in community hospitals
- Promoting access to income generation through the raising of traditional chickens
- Developing labour skills for people with disability in 6 - south part provinces
- Promoting inclusive education to primary school children in the Keoudom District
- Supporting access to permanent income generation from catfish farming for people with disability in Keoudom District

Media promotion of the importance of education for children with disability in Attapue province. Groups recorded the development of their plans on paper (see example below) and these were posted around the room. Time was allocated for each of the six groups to present key aspects of their plans to the entire group to maximise the learning.



A Section of Group 4's Presentation



Spokesperson Mr Khamhuk Luenglong from Vientiane Province presenting for Group 4

Language

The Curtin presenters did not speak Lao and two interpreters worked in tandem throughout the week providing real-time translation to assist the presenters and attendees. Several key documents had been translated into Lao language prior the Workshop and were provided to the participants as part of the course materials, including a glossary of M&E and disability terminology and the pre and post evaluation forms, information sheets and consent forms. Headsets were available and the two interpreters provided simultaneous translation of the oral presentations and all activities. During the Workshop, other material such as M&E Steps and the Logframe were translated into Lao language. Unfortunately, the cost and time associated with translating all materials was seen as prohibitive but, in hindsight, allocating a line item in the budget for translation of all materials, no matter the cost, was essential.

Pre-evaluation Analysis

In terms of their employment backgrounds, participants are engaged in a range of government and non-government programs and projects in education, vocational education, employment, health, social inclusion and community-based rehabilitation. Some of these programs and projects are focussed on policy, others on people with disability, some specifically on women and others on families and parents of children with disability.

Pre-Workshop levels of M&E knowledge and skills

The pre-Workshop ratings of M&E knowledge and skills are presented in Figure 2 below. Participants rated their knowledge and skills on a scale from 1 to 6, with 1 being 'none' and 6 as 'excellent'. Twenty-nine of the 30 respondents (97%) answered this question. The majority rated both their Pre-Workshop M&E knowledge and skills (69% and 62% respectively) as poor or worse. Breaking this

down further, 10% rated their knowledge as non-existent (n=3), 14% as 'very poor' (n=4), and 45% as 'poor,' (n=13) while the remaining 31% (n=9) rated theirs as 'good' (28%, n=8) or 'very good' (3%, n=1). Ratings of the Pre-workshop levels of skills were similar to the ratings for levels of knowledge with 62% viewing their skill level as non-existent (7%, n=2), 'very poor' (17%, n=5) or 'poor' (38%, n=11) and 38% rating theirs as 'good' (35%, n=10) or 'very good' (3%, n=1).

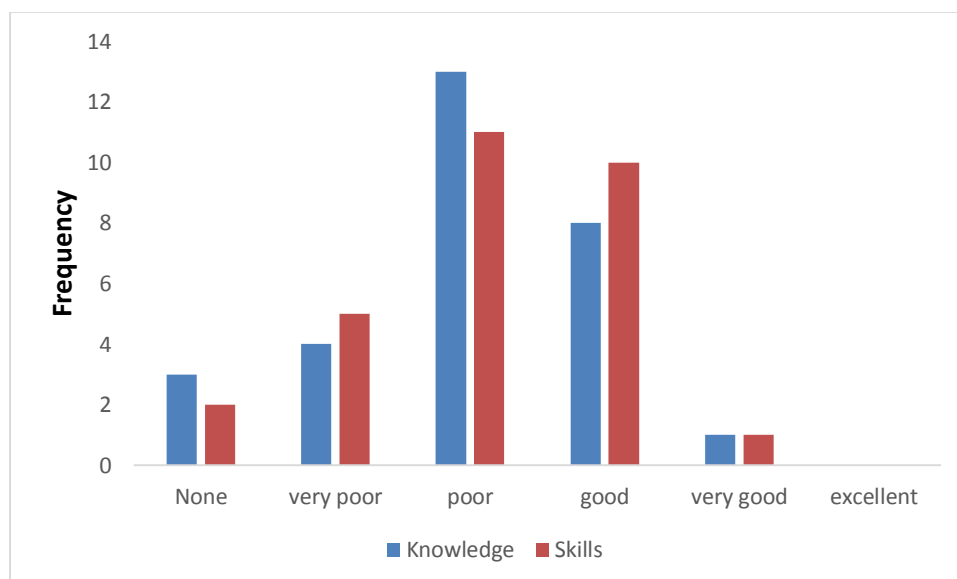


Figure 2: Pre-Workshop levels of M&E knowledge and skills

M&E learning aspirations

Participants were asked what they would like to learn about M&E. All participants named at least one M&E area they wanted to learn about and 27 named two or more areas. Learning areas fell into the following broad categories:

- M&E theory, tools, processes, data – that is, how to do M&E (n=25)
- Specifically planning M&E and M&E plans (n=14)
- Understanding the purpose/impact of M&E including its benefits for PWD (n=6)
- M&E reporting/presenting data (n=6)
- Specifically M&E indicators (n=3)
- Relevant policy and legislation (n=2)
- Challenges and weaknesses (n=2)
- Specifically budgets for M&E (n=1)

Motivation for attending

Participants were also asked what had motivated them to attend the Workshop. All but one participant answered this question with some naming more than one motivating factor. Motivating factors fell into the following broad categories:

- Apply M&E in my organisation (n=11)
- Benefit PWD (n=7)
- Develop my organisation/project (n=7)
- Acquire M&E knowledge (n=6)
- Connect with and learn from others (n=5)
- “It’s part of my job” (n=4)
- Learn about policy (n=1)
- M&E reporting (n=1)

Four participants described their motivation for attending as:

I want to take the knowledge from this Workshop to use in real situation [sic]

I am working in a project . . . so M&E is needed to ensure our project is going as planned and effective at the end and what need to improve it further . . .

To study about how to improve the work and lives of PWD

. . . [M&E] very important to add in the project report

Post-Evaluation

The response rate for the post-evaluation survey was high (97%). Participants were also invited to remain anonymous and 13 (42%) of respondents took this course of action.

Rating different aspects of the Workshop

Participants were asked to rate six different aspects of the Workshop on a Likert scale of 1 to 5 with 1 being ‘excellent,’ 3 being ‘satisfactory’ and 5 ‘poor’. The six aspects were relevance, content, quality, M&E knowledge of the facilitators, overall rating of the Workshop as well as a rating of its utility in assisting participants with future M&E work. These ratings were averaged across respondents for each of these aspects and percentages of good/excellent ratings were calculated (see Table 2). A bar graph to display rating percentages was then developed (see Figure 3).

Table 2: Average Scores and Percentage Rating

Different Aspects	Average ratings	% of excellent/ good ratings
Relevance	1.8	87%
Content	1.9	74%
Quality	1.9	77%
Facilitators' M&E knowledge	1.9	77%
Overall rating of Workshop	2.1	81%
Utility for future M&E work	1.7	87%

Note: Full scale is 1 to 5 with 1 as Excellent, 2 as Good

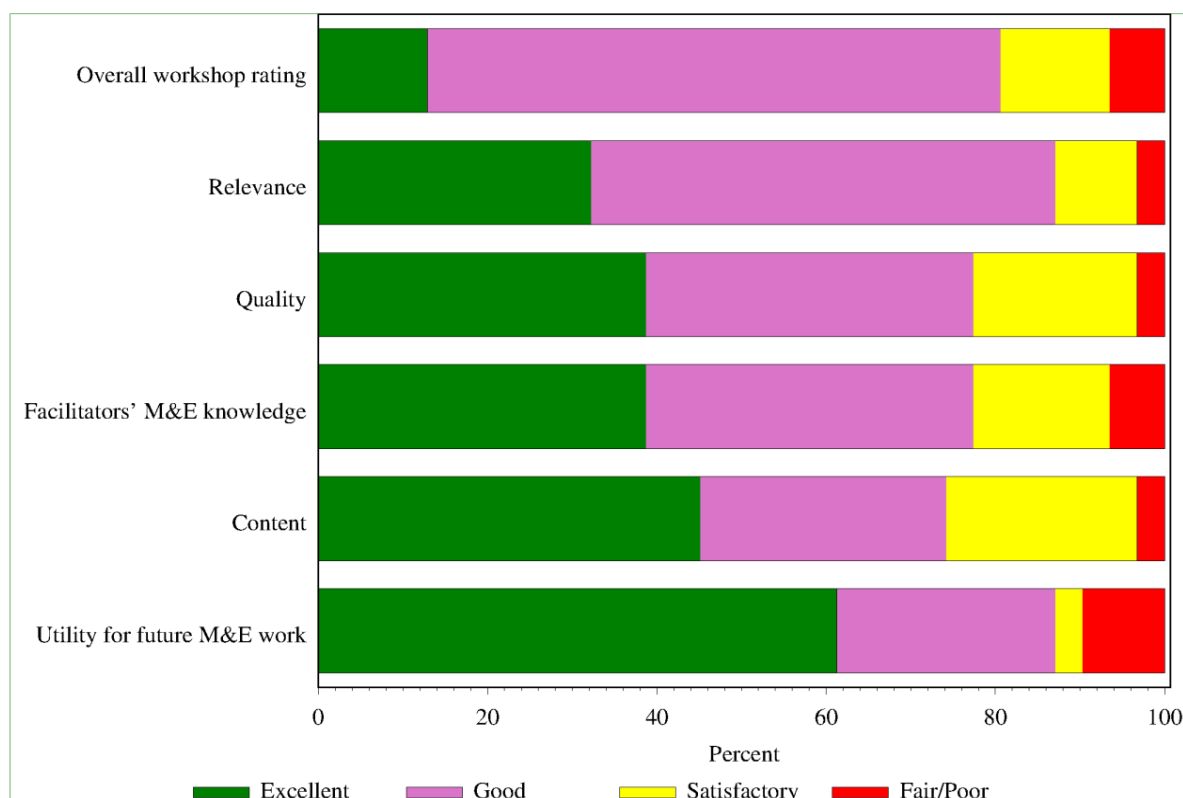


Figure 3: Bar Graph of Percentage Ratings of Aspects of the Workshop

Participants were also asked to rate the degree of usefulness of 13 content and practice areas of the Workshop using a Likert scale of 1 to 5, with 1 being 'not useful' and 5 as 'very useful'. These ratings were averaged for each of these aspects and percentages of very useful/mostly useful ratings were calculated (see Table 3). For Table 3, ratings were reversed to match the Likert scale used in Table 2.

A bar graph to display rating percentages of the degree of usefulness of 12 content and practice areas was then developed (see Figure 4).

Table 3: Average Scores and Percentage Ratings of Workshop Areas

Content and Practice Areas	Average Rating of Usefulness	% of very useful '1' and mostly useful '2' ratings
Reasons for M&E in disability in Laos	1.6	94%
What is M&E?	1.6	90%
Major M&E components	1.6	84%
M&E practical/group work sessions	1.7	83%
Reporting M&E	1.7	83%
M&E in employment/VET	1.8	81%
M&E in inclusive education	1.9	77%
Overcoming obstacles in M&E	1.9	77%
Measuring disability in Laos	1.9	77%
M&E for vulnerable populations	1.9	70%
M&E in health & disability	2.0	63%
Global and ASEAN trends	2.4	63%

Note: Full scale is 1 to 5 with 1 as Very Useful, 2 as Most Useful

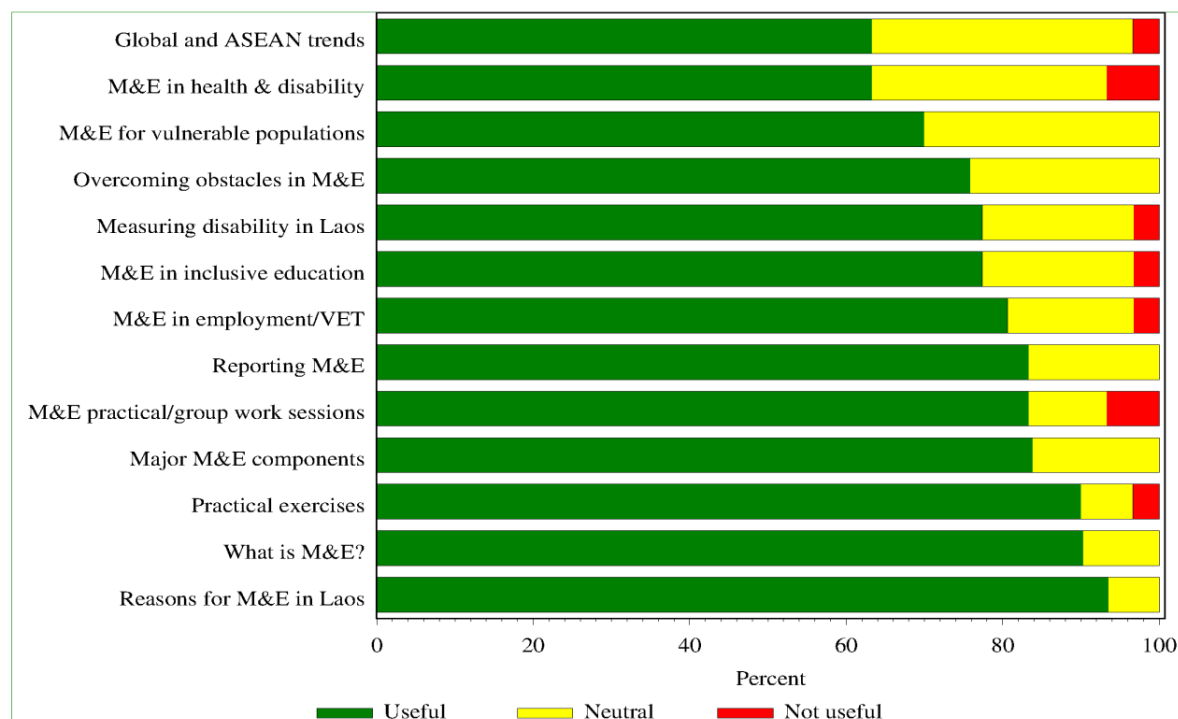


Figure 6: Bar Graph of Percentage Ratings of Usefulness of Content and Practice Areas

Ratings of M&E Knowledge and Skills as a Result of the Workshop

Participants were asked to rate their knowledge and skills acquired through the Workshop on a Likert scale starting with 1 as 'a lot better' through to 5 as 'a lot worse'. Twelve (40%) said 'a lot better,' 18 (60%) said 'somewhat better' and one did not respond. In terms of skills, the same one participant did not respond to this question. However, 18 (60%) described their skills as a lot better and 12 (40%) said 'somewhat better'.

Likelihood of continuing with M&E plans and their implementation

Participants were asked to say whether the training had increased their likelihood of either starting or continuing to work on their M& E plans and implementation. Participants were asked to rate the training as having increased this likelihood on a Likert scale of 1 to 5, with 1 being 'definitely yes,' 3 being 'unsure' and 5 'definitely no'. Only 1 participant indicated 'only a little' with 22 (71%) agreeing that the training had 'mostly' increased their likelihood of starting or continuing with their plans and a further 8 participants (26%) saying 'definitely yes'. When asked how the training would help for future M&E work, 28 people responded to this question with a range of qualitative responses. Some included:

The model from this workshop can be applied in the current projects run by our organisation.

In the future, our organisation will have to implement M&E

I liked working on setting indicators which has allowed me to think about . . . project success

Apply the lessons and theory of M&E of this Workshop to train my staff

Improvements to the Workshop

Participants were asked to list what improvements they would like to see in the Workshop. Most participants (77%) listed 2 or 3 areas for improvement and four said no improvements needed. By far the most commonly recorded area for improvement related to the need for all documentation including PowerPoints to be translated into Lao language. Improvement fell into six main categories:

- Workshop and all documents including PPTs in Lao language (n=13)
- Provide more M&E examples (n=5)
- Make material easier to understand (n=4)
- Keep to schedule better (n=3)
- Group work needs to be better organised (n=2)
- Be more punctual (n=2)

Singular mentions for improvement were made of each of the following: the need for a Lao trainer, a shorter course, more M&E workshops, more time in group work, slower delivery, more relaxation, more PowerPoints, faster translation, more respect for knowledge/abilities of participants, to start group work sooner, more feedback for groups, more M&E theory, translation not always correct and a more relaxed meeting.

Four participants described the areas for improvement as:

Should provide [all] documents in both Lao and English.

*In general, the workshop is excellent; otherwise just a little point need
improving is to control the group activity*

*I think it would be better to start the group work earlier to get people really
involved. I know it's hard with translation but more one-on-one specific
feedback for each group, really targeted feedback.*

*Provide one [M&E] example from the beginning to the end in order to be
easier for participants to understand*

Discussion

The diverse range of 32 participants who attended the Workshop included 23 male and 9 female participants from the Lao Disabled People's Association, the Government of Laos, International Non-Government Organisations, Disabled People's Organisations and a Mass Organisation; roughly two-thirds of who rated their M&E knowledge and skills to be poor or worse at the outset. Prior to the Workshop, they were able to clearly articulate their desired areas of learning which mostly related to the necessary tools and theory for undertaking M&E and a desire to learn how to construct M&E plans. Their motivation for attending related specifically to being able to apply M&E in their own organisations and for many this was to do so as to benefit people living with disability in Laos.

Ninety per cent of participants rated all aspects of the Workshop as satisfactory or better though ratings of usefulness for 12 of the Workshop's Content and Practice areas varied from 63% to 94% with the 'Reasons for M&E in Laos,' 'What is M&E?' and the 'Practical Exercises' rated as the most useful. Sessions about 'Global and ASEAN Trends' and 'M&E in Health and Disability' were rated the least useful. One hundred per cent of respondents indicated that their M&E knowledge and skills were a lot better or somewhat better as a result of the Workshop. Ninety seven per cent of respondents indicated that the likelihood of either starting or continuing with M&E plans and their implementation after the Workshop was definitely yes or mostly yes. Data from both the pre- and post-evaluation forms have demonstrated the M&E Workshop was successful.

By far the most cited area for improvement related to the need for the translation of all Workshop documents into Lao language. Only a small number of key documents were translated and the failure to translate all detracted from the Workshop experience for participants. In part, the decision not to translate all materials was related to cost and it is recommended that any future workshop should ensure that these significant costs are factored into the budget. Ideally, engaging in capacity-building with Lao trainers to undertake M&E training will also be very beneficial.

Conclusion

There is a continuing need to build M&E capacity in Laos. In many ways, this one-off Workshop sought to merely supplement the ongoing M&E capacity-building and training provided by Handicap International and World Education. As the National Disability Strategy and Action Plan both come closer to fruition, a coordinated approach to building M&E capacity will be important. Further, the six-month survey will provide an opportunity to see if the short term success of the Workshop has translated into any longer terms gains. Finally, engaging in capacity-building with Lao trainers to undertake M&E training will also be very beneficial.

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Improving access to social and economic services for people with disability in Lao PDR

PHASE 3

Capacity-building: Monitoring and Evaluation Workshop June 2015

This research project is funded by the Commonwealth of Australia through the Australian Agency for International Development (Australian AID) as part of the Australian Development Research Awards Scheme (ADRAS) 2012 funding round: Agreement 66447 'Improving access to social and economic services for people with disability in Laos'

INFORMATION FORM FOR WORKSHOP EVALUATION

Dear Sir/Madam

I am leading a team of researchers from Curtin University (in Perth, Western Australia) working together with the Lao Disabled People's Association (LDPA) and the Ministry of Labour and Social Welfare to explore barriers and facilitators for disability-inclusive development in Lao PDR. The project is funded by the Australian Agency for International Development (Australian Aid).

This capacity-building phase of the project involves the delivery of our 5-day Monitoring and Evaluation (M & E) Workshop. It is important that we evaluate this Workshop both before and after. To begin with, we would like to understand what you know about M & E before you attend. At the end of the five days, we would then like to know what you have learned from the Workshop and if the Workshop has changed your skills and knowledge about M & E. We would also like to know if you are satisfied with the Workshop. In six months' time, we would like to invite you to participate in a short interview which will give you an opportunity to describe and show how you have applied your M & E learning from the Workshop.

The information you provide will be treated in the strictest confidence and combined with information from other people and presented in reports and other research publications or presentations. We will not use your name in any of these publications or presentations without first gaining your consent. If you would like more information about the project, you may contact myself or our local contact person, Lapkeo Somchanmavong, by calling 020 55751829. This research project has been approved by the Curtin University Human Research Ethics Committee's (Ethics Review Board).

Kind regards

Associate Professor Angela Fielding PhD, Chief Investigator
Director Research Training | School of Occupational Therapy and Social Work | Curtin University |
Australia | +61 8 9266 7637 | A.Fielding@curtin.edu.au or ADRAS@curtin.edu.au

Dr Sue Gillieatt	Dr Stian Thoresen	Dr Liem Nguyen	Dr Barbara Blundell
Senior Lecturer	Senior Research Fellow	Adjunct Researcher	Lecturer
Curtin University	Curtin University	Curtin University	Curtin University
S.Gillieatt@curtin.edu.au	S.Thoresen@curtin.edu.au	Liem.nguyen@curtin.edu.au	Barbara.Blundell@curtin.edu.au

This study has been approved by the Curtin University Human Research Ethics Committee (Approval Number 217/2014). The Committee is comprised of members of the public, academics, lawyers, doctors and pastoral carers. If needed, verification of approval can be obtained either by writing to the Curtin University Human Research Ethics Committee, c/- Office of Research and Development, Curtin University of Technology, GPO Box U1987, Perth 6845; or by telephoning +61 8 9266 2787 or by emailing hrec@curtin.edu.au

PARTICIPATION IN THE EVALUATION OF THE M&E WORKSHOP: CONSENT FORM

The purpose of this research phase is to evaluate the 5-day M & E Workshop. You will be invited to complete a pre-evaluation form, post-evaluation form and a short interview six months after the Workshop

Please note:

- Your participation is voluntary
- There are no consequences if you do not participate
- You may withdraw your participation at any stage and the researchers will stop using all information you have provided
- If you agree, we may contact you again to participate in other Research Phases of the project
- Your personal details and all research material will be kept safe in accordance with the ethical guidelines of Curtin University and eventually destroyed
- We will protect your identity, but your answers, together with the answers of other participants, may be used in different forms of research publications, presentations, and reports

By signing this consent form you agree to participate in the 3 parts of the Workshop evaluation.

Participant:

Name (print): Signature: Date...../...../.....

Witness:

Name (print): Signature: Date...../...../.....

It is OK to contact me again for other Research Phases of this project:

Yes – Please provide your contact details below

No – Thank you for participating in this Research Phase

Email: Phone Number:

Please hand this sheet back

This study has been approved by the Curtin University Human Research Ethics Committee (Approval Number 217/2014). The Committee is comprised of members of the public, academics, lawyers, doctors and pastoral carers. If needed, verification of approval can be obtained either by writing to the Curtin University Human Research Ethics Committee, c/- Office of Research and Development, Curtin University of Technology, GPO Box U1987, Perth 6845; or by telephoning +61 8 9266 2787 or by emailing hrec@curtin.edu.au

WORKSHOP PRE-EVALUATION FORM

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Dear Workshop Participant

We would be grateful if you would complete this Pre-Workshop Evaluation Form either in Lao or English before you come. Please email it to Lapkeo at LDPA or bring your completed form with you to the Workshop in Thalat. This Pre-Workshop Evaluation Form has 6 questions. It will take about 15 minutes to complete.

1. What is the name of your organization?

2. What is the title of your job?

3. Please name one or two disability programs or projects you work with and would like to focus on in the M & E Workshop. You will be asked to work in small groups and prepare an M & E Plan for such a program or project.

1
2

4. How would you rate your current skills and knowledge for doing M & E work? (please circle one number for each statement)

		None	Very Poor	Poor	Good	Very Good	Excellent
a	How would you describe your level of M & E knowledge?	1	2	3	4	5	6
b	How would you describe your level of M & E skills?	1	2	3	4	5	6

5. What things would you like to learn about M & E?

1
2
3
4

6. What has motivated you to attend this Workshop on M & E?

Thank you very much for the time you have taken in completing this Evaluation Form. Please place the form in the envelope marked Workshop Pre-Evaluation Forms. If you have any questions for the Research team, please contact Dr Sue Gillieatt, Curtin M & E Workshop Coordinator, on +61 8 9266 7864 or at s.gillieatt@curtin.edu.au

WORKSHOP POST-EVALUATION FORM

Dear Participant

Your assistance in completing this Post-Workshop Evaluation will allow us to understand your level of satisfaction with the Workshop and to see what changes to your M & E skills and knowledge you think have resulted from this Workshop. This Post-Training Evaluation Form has 13 questions. It will take about 20 minutes to complete. All the information you provide will be treated in the strictest confidence.

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1. Please rate each topic (please circle one number)

Please circle a number where 1 is not useful and 5 is very useful	
What is Monitoring and Evaluation (M & E)?	1 2 3 4 5
Reasons for needing disability-inclusive M&E in Lao PDR	1 2 3 4 5
Measuring disability in Lao PDR – foundations for M & E	1 2 3 4 5
Global and ASEAN regional trends and challenges in disability	1 2 3 4 5
Analysis of major M & E components - inputs, outputs, outcomes & impacts –national, provincial and program levels – building M & E plans	1 2 3 4 5
M & E in inclusive education	1 2 3 4 5
M & E in employment and vocational education	1 2 3 4 5
M & E in health and disability	1 2 3 4 5
M & E for vulnerable populations – women, people with multiple disabilities, psychosocial disability, people in remote communities, families of children with autism or intellectual disability etc.	1 2 3 4 5
Overcoming obstacles to undertaking M & E	1 2 3 4 5
Using and presenting M & E data for presentations and reports	1 2 3 4 5
Practical Exercises	1 2 3 4 5
Group Work Sessions	1 2 3 4 5

2. How would you rate the different aspects of the Workshop? (please circle one number)

		Excellent	Good	Satisfactory	Fair	Poor
a	How would you rate the relevance of the Workshop to your development of your M & E skills?	1	2	3	4	5
b	How would you rate the content of the M & E Workshop?	1	2	3	4	5
c	How would you rate the quality of the Workshop training?	1	2	3	4	5
d	How would you rate the knowledge about M & E demonstrated by the facilitators?	1	2	3	4	5
e	What is your overall rating of the Workshop?	1	2	3	4	5
f	Overall, how useful do you think the course will be in assisting you with future M & E work?	1	2	3	4	5

3. What improvements do you think can be made to the M & E Workshop?

- 4. Over the five days, has your M & E knowledge about trends and challenges in disability-inclusive development, measuring disability, major components of M & E plans, etc. developed? *Please circle below.***

a	Definitely Yes	1
b	A lot of development	2
c	Unsure	3
d	A little development only	4
e	Definitely No	5

- 5. During the Workshop, you have been working to develop your skills in the following areas of M&E:**

- Understanding what projects set out to do
- Developing M & E indicators for success
- Key steps in developing an M & E plan
- Key steps in implementing an M & E plan
- Ways to present M & E data and write M & E reports

- 6. In general, how would you rate your M & E skills as a result of this Workshop? (*Please circle one number*)**

a	A lot better	1
b	Somewhat better	2
c	The same	3
d	Somewhat worse	4
e	A lot worse	5

7. Can you please identify two M & E skills you liked working on the most? What are your reasons for saying this?

8. In general, how would you rate your M & E knowledge as a result of the Workshop? (Please circle one number)

a	A lot better	1
b	Somewhat better	2
c	The same	3
d	Somewhat worse	4
e	A lot worse	5

9. Can you describe what M & E knowledge is most important for you to take away from the Workshop?

10. Has this training increased the likelihood you will either start or continue to work on M & E plans and their implementation?

a	Definitely Yes	1
b	Mostly	2
c	Unsure	3
d	Only a little	4
e	Definitely No	5

11. Can you please say how this training has helped you with doing M & E in the future?

12. What is the name?

13. Your organization and contact details (email, mobile)?

E *M*

14. What is the title of your job?

Thank you very much for the time you have taken in completing this Evaluation Form. If you have any questions for the Research team, please contact Dr Sue Gillieatt, Curtin M & E Coordinator on +61 8 9266 7864 or at s.gillieatt@curtin.edu.au

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