

SESSION	17. EAFM STEP 5 MONITOR, EVALUATE, ADAPT										15.05-17.00 (120 minutes)				
Date:	Day 4 session 17														
Objectives	<ul style="list-style-type: none">• Monitor how well management actions are meeting goals and objectives• Understand what has to be monitored, why, when, how and by whom• Evaluate monitoring information and report on performance• Review and adapt the plan														
Description of Contents	Time		Expected Participation					Resources used							
			1	2	3	4	5								
Warm up	10	Bus stop activity. Have three flip charts up for when participants come back from break. 1. Why do we monitor? 2. Why do we evaluate? 3. Why and how do we adapt? Make three random groups, each to one flipchart, they each spend three minutes discussing the question and writing down ideas. Blow a whistle/ ring a bell and groups move onto next flipchart. Repeat for last flipchart. Do not review outputs (you will do this with slides later). Thank participants and ask them to sit down.						X	Three pre-prepared flipcharts with questions, pens						
Introduction step 5	5	This is last step of five steps, and also last session of today. Slides 1-3, then use Slide 4 to show Step 5 links to EAFM cycles. Focus on steps 5.1 and 5.2 as part of EAFM Plan and process. Refer back to EAFM plan template, and link to communication (covered under 4.1 Implementation). Monitoring done <i>as part of</i> implementation (even if explained as separate step here).	X						Slides 1- 4 EAFM cycle on visuals gallery Module 17						
Why M and E?	5	Slide 5: why do we need M and E? Critical step in management cycle. Ensure all participants understand definition and purpose of monitoring (as opposed to MCS.) Slide 6: steps 5.1 and 5.2 outlined	X						Slides 5-6 Bus stop activity outputs Module 17, section 5.1						

5.1 Monitor performance	5	Slide 7: define monitoring (elicit participant views, ensure we differentiate M from E). Purpose of M to assess if you are on track (refer to flipchart outputs) Slide 8: Remind participants of WHO is involved in monitoring, assessment team? Ensure we get participatory element; other stakeholders must be involved in monitoring, not just technical experts which are key to adaptive management.	X					Slide 7 - 8 Bus stop activity outputs Module 17, section 5.1
5.1 Evaluate Performance	5	Slide 9-10: purpose of E is to evaluate after/ periodically (refer to flip chart outputs). How do we evaluate performance: compare agreed indicators to benchmarks Refer to performance review template in Workbooks	X					Slides 9-10 Bus stop activity outputs Module 17, section 5.1 People Toolkit (some tools can be used for monitoring) Workbook
Communicating + Reporting	10	Slide 11: link back to implementation work plan, Step 4.1, as it outlined these responsibilities (refer participants back to their worked examples in their Workbooks.) Also link to communication strategy, Step 4.1, as it needs to be aligned. Explain information needs for different stakeholders. Reporting/ communicating on M (and E) needs to be related to audience needs. Slide 12: example of visual ways you can portray data (traffic light example). Elicit participants' experience of this Slide 13: example of visual ways you can portray data (instrument panel). Elicit participants' experience of this Optional: discuss in pairs about their experience in reporting on performance: what are challenges? some examples from groups	X			X		Slide 11-13 Module 17, section 5.1
5.2 Review and adapt	10	Slide 14: why do we need to review and adapt? (refer to flipchart outputs) Slide 15: short term Slide 16: long term Short term/ long term reviews: discuss differences and purpose. Reiterate that as EAFM iterative process, needs constant reviewing and possible changes/ updating. Discuss examples of what might be adapted: objectives/ indicators/ priority issues? Elicit experiences of needing to adapt.	X					Slides 14-16 Module 17, section 5.2 Bus stop activity outputs
Summary	5	Slide 17: visual summarising the process Slide 18: key elements of this session Brief summary of the day: Steps 3-5, and Reality Check II. All five EAFM steps have now been covered. Now need to focus on consolidating and presenting EAFM Plans.	X					Slides 17-18 Module 17

Set homework	10	Ensure participants understand how Day 5 is planned. Participants need to do evening work, will also get preparation time on Day 5 morning first thing. Ensure all participants have a copy of EAFM Plan template. See Slide 18 for instructions. No slide presentations; only flipcharts and cards.	X					Slide 18 instructions Ensure participants have all their FMU EAFM related info
EAFM Quiz	25	Explain that will now have a short quiz. This is to assess where participants are and to see if the training course has managed to convey all the key EAFM elements in an accessible way. Distribute quiz, participants complete individually and in silence Collect quiz, and say that will review answers first thing on Day 5. Trainers to check after session finishes					X	Slide 19 EAFM quiz copies to distribute (easier if printed all one colour: e.g. green) Trainer needs Excel scoring document
Action planning	15	Action planning booklets – individual work					X	
Daily monitoring and review of day (16.40-17.00)	20 total	Daily monitoring: do group feedback as per Day 1 (mood meter optional). Remind groups that one group of volunteers is presenting the review of this day tomorrow morning as agreed on Day 1 (refer to list on wall).						Daily monitoring sheets (+ fish cards) Mood meter + dots
<u>Notes for trainers</u> Home work: participants must be very clear about their homework task. Start EAFM Plan development by “cutting & pasting” results from Steps 1 – 3, using all their FMU group outputs. Ensure training room is available for any groups that want to stay on after daily monitoring. Make available all stationery (pens, paper, card, etc.).								
<u>Trainer Feedback</u>								