



**3<sup>rd</sup> BIENNIAL  
SOUTH AFRICAN MONITORING AND  
EVALUATION ASSOCIATION CONFERENCE  
CO-HOSTED  
BY THE SOUTH AFRICAN MONITORING AND  
EVALUATION ASSOCIATION AND THE PUBLIC SERVICE  
COMMISSION  
5-9 SEPTEMBER 2011  
EMPERORS PALACE CONFERENCE CENTRE  
JOHANNESBURG, SOUTH AFRICA**

**M&E 4 OUTCOMES:  
ANSWERING THE "SO WHAT"? Question**



# *SPONSORS*

*Public Service Commission (PSC), as co-host*

*German Technical Agency, as conference support*

*Zenex Foundation*

## *The co-hosts*

### ***SOUTH AFRICAN MONITORING AND EVALUATION (SAMEA)***

*SAMEA strives to cultivate a vibrant community that will support, guide and strengthen the development of monitoring and evaluation (M&E) as an important discipline, profession and instrument for empowerment and accountability in South Africa. Through this it intends to promote the recognition of M&E as a profession and discipline essentially to development, and practiced and used in a manner that adds significant value to effective, sustainable development in South Africa.*

#### *Objectives*

- Provide a platform for interaction and information sharing among all those interested in M&E.*
- Promote high quality intellectual, ethical and professional standardising M&E.*
- Increase the use of M&E theory and practice.*
- Promote the development and adoption of M&E approaches and methods suitable to a South African and development context.*
- Promote post-graduate education and continuing professional Development in the field of M&E.*
- Increase the profile of South African M&E at national and international level.*
- Help build understanding of international developments and trends in M&E.*
- Be a resource on M&E in South Africa.*

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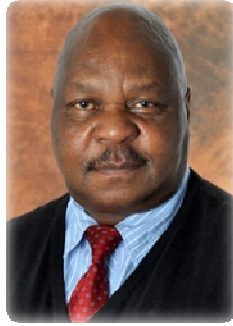
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*The Public Service Commission is an independent and impartial body created by the Constitution, 1996, to enhance excellence in governance within the public service by promoting a professional and ethical environment and adding value to a public administration that is accountable, equitable, efficient, effective, corruption-free and responsive to the needs of the people of South Africa.*

## ***Mission***

*The Public Service Commission aims to promote the constitutionally enshrined democratic principles and values in the public service by investigating, monitoring, evaluating, communicating and reporting on public administration. Through research processes, it will ensure the promotion of excellence in governance and the delivery of affordable and sustainable quality services.*

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## **9. THE ROLE OF THE PSC IN ADVANCING M&E IN SOUTH AFRICA AND ABROAD35**

## 1. INTRODUCTION

Now that the value that monitoring and evaluation brings to any development intervention has been acknowledged by donor agencies and governments around the world, attention has begun to vie towards utilisation of information and knowledge gained out of evaluation of development interventions, the “so what?” question. That is, if an intervention has achieved its objectives and realised its outcomes, “so what?”

Monitoring and evaluation associations as thought leaders on the subject of monitoring and evaluation have realised the need to take leadership and set through direction in answering the question. As an organization that has been established to promote and give direction on monitoring and evaluation matters in South Africa, the South African Monitoring and Evaluation Association (SAMEA) has adopted the “so what?” question as a theme for its upcoming biennial conference due to take place in September 2011.

Given the manner in which the biennial conference is structured, which involves presentation of papers, conducting of workshops and exhibitions by monitoring and evaluation stakeholders of various persuasions from South African and around the world, it is always important to make sure that the conference is diversely well represented as possible. Not only that, but that it is well-funded given the funding demand that bringing a diverse pool of monitoring and evaluation stakeholders from nationally and internationally brings with it. To that end, this document seeks to solicit your support and participation in the Third Biennial South African Monitoring and Evaluation Association Conference (SAMEA/PSC 2011).

## 2. CONFERENCE OVERVIEW AND CONTACT PERSONS

The South African Monitoring and Evaluation Biennial Conference is a premier M&E event in the country and since the inaugural conference in 2007, the number and diversity of participants has increased, together with the quality of key note speakers. The 5 day event comprises 2 and ½ days of pre-conference professional development workshops, and includes international experts who share their time with participants on a range of practical, learning workshops. In the past many of these have been oversubscribed, and we expect to offer between 15-20 workshops again this year. The actual conference comprises 2 and ½ days, and includes key note speakers who inform the discipline, some 50 paper sessions, roundtables, debates, planning sessions, panels and a host of exhibits, networking and social opportunities. Within the event, the Annual General Meeting of the SAMEA is also held. It offers an excellent opportunity for profiling supporting organisations and bodies, and has always received the highest level of media (TV, print and radio), given the prominence of M&E in the country and social relevance of the subject of evaluation.



Through the theme of the conference, answering the “so what” or “outcomes question”, there would be an exploration of use/influence, which relates to the issues of empowerment, sustainability, knowledge management and accountability, all of which are pertinent to the development question.

The SAMEA Conference seeks to engage the following constituencies in order to deepen M&E practice:

- The donor community
- All tiers of government departments
- The academic and research sector
- The Non-governmental sector
- Evaluation networks and associations
- M&E practitioners
- M&E consultancies
- The private and business sector

We value your input and this document seeks to:

- Strengthening this proposal in order to obtain funding and other support. In your opinion,
  - What speakers would you recommend?
  - What expert panels would you want to attend?
  - What training sessions would you consider useful?
  - What themes would hold your interest?
- Obtaining support
  - What organisations would be interested in funding this event?
  - What organisations would be interested in being a partner in other ways?
  - What organisations would provide free advertising of SAMEA's event through networks and other fora?

We would hope that the event helps to:

- Bring together practitioners and researchers as part of SAMEA's mandate to establish a community of SA evaluators
- Provide an opportunity for M&E specialists to take stock of what others are doing in the field and provide an opportunity for participants to understand the state of development of M&E in South Africa
- Stimulate debate and research around M&E practice and its role in the society, given the specific development and service delivery challenges South Africa faces
- Promote the integration of theory and practice in M&E
- Publicise the existence of SAMEA and promote its national and international profile

The SAMEA board is responsible for the conference coordination.

All queries in relation to this proposal and its particular focal areas can be directed to the following responsible persons:

FOCAL AREA	PERSON	DETAILS
<b>CONFERENCE ORGANISING COMMITTEE (COC)</b>		
<b>Leadership and co-ordination</b>		
SAMEA Partner	Candice Morkel	<a href="mailto:candicemorkel@gmail.com">candicemorkel@gmail.com</a> (040) 609 3321/ 071 675 8916
PSC Partner	<u>SAMEA Chairperson</u> Indran Naidoo	<a href="mailto:IndranN@opsc.gov.za">IndranN@opsc.gov.za</a> (012) 352 1039
Funding	<u>SAMEA Treasurer</u> Ms Mairy Tsigoida	<a href="mailto:mtsigoida@khulisa.com">mtsigoida@khulisa.com</a> Tel: 082 372 1399
Key funder	Ruan Kitshoff	'Kitshoff, Ruan GIZ ZA' <a href="mailto:ruan.kitshoff@giz.de">ruan.kitshoff@giz.de</a>
Registrations	Appointed administrator	Conference call
Marketing and media	Christel Jacobs SAMEA Board	
	Humphrey Ramafoka PSC Communications Director	
<u>Advisory</u>		
Board members Board Alumni Other SAMEA Members		
<b>TRAINING CO-ORDINATOR</b>	<u>Board member</u> Babette Rabie	Stellenbosch University <a href="mailto:brabie@sun.ac.za">brabie@sun.ac.za</a> (021) 918 4186
	<u>Board Alumni</u> Jennifer Bisgard	Khulisa Management Services <a href="mailto:jbisgard@khulisa.com">jbisgard@khulisa.com</a> Tel: (011) 447 6464
<b>GUEST SPEAKERS AND KEY NOTE ADDRESS CO-ORDINATOR</b>	Candice Morkel SAMEA Chairperson	Eastern Cape Office of the Premier <a href="mailto:candicemorkel@gmail.com">candicemorkel@gmail.com</a>

FOCAL AREA	PERSON	DETAILS
		Tel: (040) 609 3321/ 071 675 8916
PANELS CO-ORDINATOR	<u>Board member</u> David Molapo	<a href="mailto:dmolapo@employees-errands.co.za">dmolapo@employees-errands.co.za</a> Tel: 082 550 4313
	<u>Board Alumni</u> Mark Abrahams	marka@iafrica.com
PAPERS CO-ORDINATOR	<u>Board member</u> Ray Basson	<a href="mailto:Raymond.B.Basson@gmail.com">Raymond.B.Basson@gmail.com</a> Tel: 082 568 4378
ROUND TABLES CO-ORDINATOR	<u>Board Alumni</u> Fanie Cloete	<a href="mailto:fcloete@uj.ac.za">fcloete@uj.ac.za</a>
CONFERENCE PUBLICATIONS CO-ORDINATOR	<u>Board member</u> Anzel Schonfeldt	<a href="mailto:secretariat@samea.org.za">secretariat@samea.org.za</a> Tel: 02 569 4243
	<u>SAMEA</u> Administrator Refilwe Masikane	076 096 1992
INTERNATIONAL LIAISON AND SPEAKERS	<u>Board Alumni</u> Dr Zenda Ofir Dr Donna Podems	<a href="mailto:zenda@evalnet.co.za">zenda@evalnet.co.za</a> <a href="mailto:donna@icfi.com">donna@icfi.com</a>
CONFERENCE EVALUATION AND CONFERENCE REPORT	<u>Board Members</u>  <u>Candice Morkel</u> <u>David Molapo</u> <u>Christel Jacob</u> <u>Anzel Schonfeldt</u> <u>Ray Basson</u>  <u>Board Alumni</u>	<u>Key contact:</u>  <a href="mailto:Raymond.B.Basson@gmail.com">Raymond.B.Basson@gmail.com</a> Tel: 082 568 4378

### 3. CONFERENCE BACKGROUND, VISION, PURPOSE AND OBJECTIVES AND FUTURE

#### 3.1 CONFERENCE BACKGROUND

The formation of SAMEA began in 2004 on the margins of the 3<sup>rd</sup> African Evaluation Association Conference which was co-hosted by the Public Service Commission (PSC). This event drew over 400 delegates from 61 countries, to produce a highly successful event that charted out the development of M&E on the continent. The PSC has supported the formation and growth of SAMEA, and its personnel have served on Board positions since its inception. The association was formally established in 2005.

SAMEA and the PSC are signatories to a Memorandum of Understanding, which details collaborative programmes between the institutions and which have led to several training and other events. The partnership is mutually beneficial and productive, and the last two conferences and the forthcoming one will be executed within this broad collaborative agreement.

In 2007, the first Board held the inaugural M&E Conference with the PSC. Its theme was

SAMEA III – PSC/SAMEA/GIZ CONFERENCE DESCRIPTOR  
As of 10 June 2011



*Evaluation in Action*. This was followed by an equally successful 2<sup>nd</sup> Biennial Conference in 2009, held under the theme: *Values in Evaluation*. A summary of the quality of the 2009 (SAMEA II) event is contained within the report, and as noted, it was rated very positively. Each of the events has been milestones to build evaluation networks, capacity and through this, deepen transparency and accountability, and thus support democracy. (See Annexures 1 and 3). As these demonstrate, the events received exceptionally high participant ratings.

All of these events have been made possible through the support of several funders (see conference proceeding). The ratings of the last co-hosted conference are as follows:

**CONFERENCE RATING (2009 event): (see report on [www.samea.org](http://www.samea.org))**

A full analysis is contained within the report. It shall suffice to state that in the areas most critical, delegate experience, either as a conference participant or recipient of training, the assessment was very good. A summary follows below:

**DELEGATE EVALUATIONS:**

Pre-conference Organisation	Good	70%
	Excellent	20%
Conference Presentations and Discussions	Good	62%
	Excellent	32% +
Overall Conference Experience	Excellent	65%
	Good	30%

### 3.2 CONFERENCE VISION

The Conference seeks to build on and harness the momentum around M&E in the country by providing a high-profile event, which offers M&E practitioners, academics, consultants and users the opportunity to participate in training workshops, panel discussions and paper sessions, and networking to advance M&E. . We anticipate and actively encourage the involvement of all sectors and all levels political, administrative, practitioners, policy-makers, civil society, the research and academic sector, consultancies, the private sector, and community representatives.

The conference will consist of several elements. The capacity building includes pre conference training, expert panels and presentations. The training programme shall be informed by need, be of high calibre and attempt to accredit it, thus offering participants applicable skills. Training opportunities shall be decentralised to maximise participation. A series of panel discussions shall deliberate on topical issues and encourage new thinking and heartfelt discussions. Presentations and papers shall reflect the country's diversity, engage audience participation and provide a platform to encourage new and emerging practitioners to reflect on their experiences. The emphasis shall be on embracing diverse perspectives and methodologies, and seeking to drive an action-oriented and socially relevant M&E agenda.

Specifically, the conference will focus on:

- The role played by M&E in advancing good governance and democracy, especially in relation to the values of transparency and accountability
- The use and impact of M&E on the country



- A critical appraisal of the performance of the M&E institutions in the country to advance the above
- Reflect on methodologies used for M&E, with regards to the extent to which it supports context-specific solutions

### 3.3 PURPOSE

The Conference will seek to, inter alia, and achieve the following:

- **Thematic exploration:**
  - The evaluation of development issues driving change in the country (e.g. rural development, education and building a developmental state and its role in shaping our democracy)
  - The nature of social change and theory based evaluation
  - Evidence, and its use and policy influence
  - Governance and the role of M&E
  - Indigenous M&E
  - Organisational/institutional assessment
  - Network/coalition/partnership/CoP evaluation
  - The nexus between knowledge management and evaluation
  - Results based management, organisational learning and M&E
- **Provide delegates with high-quality insights into development and key M&E initiatives in the country and abroad. This shall include the following paper sessions:**
  - The *Outcomes approach of Government*, including presentations on the approach and systems, reporting and action. It shall look at how we measure and reflect on outcomes to help government achieve their service delivery outcomes
  - Managing for Results and Impact
  - Meta-evaluation, theory and practice
  - Development evaluation
  - Evaluating educational outcomes
  - Evaluating rural development
  - Evaluating democracy
  - Participatory M&E, focusing on citizens scorecards, constituency voice etc.
  - Better evaluation, sharing knowledge and capacity building (focus on knowledge management and evaluation nexus, use/influence issues)
  - Accountability evaluation systems
  - Better evaluation, sharing knowledge and capacity building
  - Non-government sector evaluation, successes and challenges
  - The African Peer Review Mechanism
  - The Millennium Development Goals
- **Panel sessions and debates**
  - Empowerment, surprise and sustainability
  - Impact evaluation, approaches and challenges
  - Development evaluation
  - Accreditation in evaluation, a follow-up to the SAMEA/PSC seminar
  - How to measure empowerment
- **Offer delegates an opportunity to reflect on evaluation theories, systems**

and tools, with a view to sharpen insights and build expertise. The conference shall draw together key theorists, academics and practitioners in the field, offering delegates an opportunity to engage with leaders in the field. A list of previous speakers may be noted in the annexed reports.

- Offer delegates training opportunities, through at least 20 accredited and other workshops, held pre and post-conference in venues across the country. The production of the training programme shall be consulted with the national body responsible for coordinating training in, amongst others, M&E in the country's public service, Public Administration Learning and Management Academy (PALAMA).
- Provide a networking opportunity, for users and providers of evaluations to engage.
- Present a forum for international evaluation bodies to engage with the SA M&E community. This shall include participation from the African Evaluation Association, the International Development Evaluation Association (IDEAS), the Centre for Learning and Research (CLEAR), the American Evaluation Association (AEA) and others, the African Development Bank (ADB), the Development Bank of Southern Africa (DBSA).

### 3.4 OBJECTIVES

The following are the objectives for the conference:

- Produce a premier M&E event that galvanises M&E expertise, in order to deepen transparency and accountability in the country and region
- Build capacity for M&E at all levels and across sectors, by improving the understanding and use of M&E theories and tools, by providing M&E experts to address and engaged with delegates
- Create a platform for synergies around M&E

### 3.5 CONFERENCE OUTCOMES

These are summarised below.

Immediate outcomes	Indicators	Longer term outcomes	Indicators
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Immediate outcomes	Indicators	Longer term outcomes	Indicators
Community of South African evaluators increased and capacitated	Increase in representation of South African evaluators on SAMEA M&E database  Increase in membership of SAMEA	Integration of theory and practice in M&E in SA improved	Increase in theory driven evaluations in SA  Increase in M&E case-study presentations and publications
Practitioners and researchers participate in conference	Attendance of conference by evaluators  Presentations by evaluators  Workshop attendance by evaluators  Satisfaction with conference	Debate and research around M&E practice and its role in society stimulated	Increase in academic M&E publications in SA  Increase in M&E research in SA
Knowledge among M&E specialists of what others are doing and understanding of state of development of M&E in South Africa increased	Increase in knowledge of M&E practice in South Africa among evaluators	More people conduct and publish high quality evaluations in South Africa  Increase in use of evaluation findings and recommendations	Increase in quality and quantity of published evaluations
National and international profile of SAMEA and the PSC promoted among M&E practitioners and users	Emails sent to SAMEA and feedback to the PSC on its products and impact  Attendance of SAMEA and PSC events  Evaluators exposed to publications of SAMEA and PSC	M&E serve as nodal points for sharing M&E expertise in SA and abroad	Publications

### 3.6 FUTURE

The M&E community in South Africa has been built over the past 10 years, in a large part due to the work of SAMEA, AfrEA and the PSC. Many of the systems in place have evolved through critical interaction in forums such as these. SAMEA shall launch a series of Topical Interest Groups (TiGs) to advance and support M&E at all levels, thus ensuring sustainability.

The previous events have built on the networks established in earlier events, and this conference shall continue with this, with a view to drawing in a greater range of role-player and actors, noting that M&E is most effective, when done in partnership and collaboration with each other.

#### 4. COLLABORATIVE NATURE OF THE CONFERENCE

The historic nature of South Africa's transition to democracy and the continuing process of consolidating our democracy require that processes are highly participatory and transparent. It is for this reason that emphasis in the planning and execution of this conference shall emphasise engagement and collaboration. The key partners will develop Memoranda of Understanding to govern the relationship, and in there shall be a sharing of resources and expertise in terms of chairing sessions and panels, making key note addresses etc.

#### 5. FORMAT FOR THE SAMEA/PSC/GIZ III (2011) CONFERENCE

Title:	3 <sup>rd</sup> Biennial South African Monitoring and Evaluation Association (SAMEA) Conference, co-hosted by the Public Service Commission (PSC) in collaboration with the GIZ
Theme:	M&E 4 Outcomes: Answering the "So What"?question
Nature:	Biennial, national and international professional evaluation event
Venue (s)	Main event, Johannesburg,  Related events and activities: Meetings on the margins, panel sessions, training, roundtables.
Estimated Numbers:	400 (main event) in total, participation of 600 persons
Levels	High ranking political, administrative, professionals, civil society, academic and research practitioners
International	Donors and funders M&E thought leaders M&E Evaluation bodies leaders
Conference Activities	

#### TRAINING SESSIONS

(2½ days pre-conference workshops to be held in Johannesburg and other venues) – see programme attached

#### CONFERENCE (2 ½ days)

- Key note addresses
- Expert lectures
- 50 paper sessions
- 8 panel sessions

- Roundtables
- Poster sessions
- Exhibitions
- On the margins: SAMEA AGM and election
- Social activities and networking

Institutional Invitees:	The Presidency Premier`s Offices (all provinces) The National Treasury The Auditor-General Statistics South Africa Portfolio Committee on Public Service and Administration Department of Cooperative Governance The Public Administration Leadership and Management Academy (PALAMA) The Department of Public Service and Administration (DPSA) The Centre for Public Service and Innovation (CPSI) Human Sciences Research Council (HRSC) Centre for Scientific and Industrial Research
Multilateral institutions	United Nations Development Programme Regional Office UK Department for International Development (DFID) The African Development Bank The World Bank: Independent Evaluation Group The Development Bank of Southern Africa Bill and Melissa Gates Foundation Danish Institute for International Studies United States Aid International Development Research Council (IDRC) Atlantic Philanthropies UNICEF UNFPA Canadian SEDA
Evaluation Associations	The African Evaluation Association (AfrEA) The UK/European Evaluation Association (UK/EEA) The American Evaluation Association (AEA) International Development Evaluation Association (IDEAS) International Initiative for Impact Evaluation (3IE) Network of Network on Impact Evaluation (NONIE) International Organisation for Cooperation in Evaluation (IOCE)
Academic Institutions	University of the Free State University of Stellenbosch University of Witwatersrand University of Pretoria Johannesburg University University of Cape Town University of KwaZulu Natal (These institutions may provide volunteers).
Consultancies	Khulisa Management Service Deloitte Consulting

	Feedback Research Analytics SAS Price Waterhouse and Coopers KPMG Ernst and Young
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## 6. CALL FOR PRE-CONFERENCE WORKSHOPS, PAPER, ROUND TABLE PAPER AND POSTER PROPOSALS

### Conference theme – M&E Outcomes: Answering the “So What?” Question

The organisers of the 3<sup>rd</sup> Biennial South African conference on monitoring and evaluation take pleasure in inviting you to present a pre-conference workshop, and/or a paper, round table or poster. Pre-conference workshops are designed to train in evaluation skills. Papers, roundtable and posters are intended to relate to the conference theme, M&E 4 Outcomes: Answering the “So What?” Question, to debate the purpose and power of evaluation for attaining outcomes: showcase exemplary evaluations making a difference to programmes and policy: exchange expertise in attaining outcomes through evaluation: debate experience in evaluation in Africa particularly so we can learn from each other to avoid re-inventing the wheel: localise evaluation approaches: grow evaluation expertise and the field.

#### 6.1 PRE-CONFERENCE ½ –DAY TO 2 DAY WORKSHOP PROPOSALS: 5 TO 7 SEPTEMBER

The organisers invite local and international M&E experts, individual consultants, universities, South African government organisations, private sector training providers, and NGOs to submit proposals to facilitate a professional development workshop prior to their conference in September 2011. It is envisioned that approximately 20 workshops, ranging from ½ –day to 2 days, will be offered in parallel sessions at competitive rates to encourage maximum participation from both existing SAMEA members as well as the wider conference target audience.

Proposals for training workshops should not exceed 3 pages and must clearly articulate:

1. Workshop title
2. Facilitator/s name, background, affiliation and qualifications
3. Description of experience in training in the field and history of course
4. Contact details of the entity or facilitator
5. Course length (either ½ day, 1-day or 2-days)
6. Target participants (indicate the course as either beginner, intermediate or advanced and note clearly any special expertise required by participants in order to benefit from the course: e.g. stats background, experience in M&E)
7. Course description (including learning outcomes, key themes, training methodology)
8. Programme of activities. Workshops must please adhere to the following daily schedule:

Full day workshop	Half-day workshop
09h00 - workshop begins	09h00 - workshop begins
11h00 - 15 minute break with beverages in hall	11h00 - 15 minute break with beverages in hall
11h15 - workshop resumes	

13h00 - 45 minute lunch break 13h45 - workshop resumes 15h30 - 15 minute break (tea/coffee) 15h45 - workshop resumes 16h30 - workshop content complete - administer SAMEA evaluation forms 16h45 - workshop ends	11h15 - workshop resumes 12h50 - workshop content complete - administer SAMEA evaluation forms 13h00 - workshop ends
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9. Accreditation (accrediting body, level of accreditation, number of credits, description of assessment requirements that need to be met, certification options and certifying body) Preference will be given during the selection of workshops to accredited courses and to non-accredited skills development courses that focus on scarce skills
10. Ideal and maximum number of participants. Preference will be given to workshops that can accommodate at least 30 participants in the session
11. Special requirements (e.g. training venue set-up, data projector and other training equipment required, equipment or software required by participants)
12. Description of the course materials to be used and distributed. SAMEA will print up to 100 pages per participant per workshop for materials for your workshop. However, material must be provided to the conference training coordinator by July 15 2011 as a single file (PDF format preferred, or a word file if there are no formatting concerns). Multiple attachments will not be accepted. SAMEA can only do standard copying and collating in black and white on white paper.

Workshop and training proposals must be forwarded to the training coordinators by Friday **31<sup>st</sup> May 2011** (email to both: [Barbie@sun.ac.za](mailto:Barbie@sun.ac.za) and [info@samea.org.za](mailto:info@samea.org.za)). All proposals will be considered and during the selection of workshops, *preference will be given to accredited courses, to (non-accredited) scarce-skills development courses and workshops offered by presenters with exceptional international experience in M&E training*. Feedback on the acceptance of each proposal received will be given by Friday **24<sup>th</sup> June 2011**. The deadline for the submission of full workshop material is **15 July 2011**.

SAMEA will pay an honorarium per accepted workshop (not per facilitator) as follows: R2000 for a ½ –day workshop, R3000 for a 1-day workshop and R6000 for a 2-day workshop. This fee is intended to defray some of the costs incurred by the facilitators. Payments will be made via direct deposit to your account 30 days after the presentation of the workshop. Please note that SAMEA will only sponsor a workshop if at least 10 people register and pay for the workshop. SAMEA will confirm the expected number of attendees for each workshop to the respective presenters by **15 August 2011**.

Queries on workshop proposals may be forwarded electronically to the training workshop coordinators Babette Rabie or Jennifer Bisgard at the details below.

Contact details for questions related to the training workshop proposals:

Dr Babette Rabie  
Training Coordinator

Ms Jennifer Bisgard  
Training Coordinator

Stellenbosch University  
+27 21 918 4186  
[brabie@sun.ac.za](mailto:brabie@sun.ac.za)

Khulisa Management Services  
+27 11 447 6464  
[jbisgrad@khulisa.com](mailto:jbisgrad@khulisa.com)

6.2 PAPER, ROUNDTABLE PAPERS AND POSTERS – 7 TO 9 SEPTEMBER 2011

### 6.2.1 Paper – Oral Presentations

Written papers usually engage a debate in evaluation, report critically a completed evaluation, aim to clarify issues in evaluation theory, and the like.

Papers entail submitting a written paper in final form by **25 August 2011** (to e-mail addresses for Abstracts below), and an oral presentation during the Conference where time is equally divided between the presentation and questions from the floor for response by the presenter.

Abstracts for Papers should not be longer than 300 words, submitted as a Microsoft Word document. Papers must be submitted by **31 May 2011**, and emailed to:

[Ramond.B.Basson@gmail.com](mailto:Ramond.B.Basson@gmail.com) and [info@samea.org.za](mailto:info@samea.org.za). All abstracts will be referred, and authors informed by **15 July 2011**.

Paper presentation Abstracts should include the following:

- Title of the paper, Clearly indicating its Paper presentation
- Name, title/s and institutional affiliation of author/s
- Name and title/s of presenting author
- Email and telephone contact details of presenting author
- Abstracts may not be longer than 300 words. Abstracts should include information on the *context*, an overview of the *content* of the presentation and summary of the *results/conclusions* of the work presented.
- Abstracts must be submitted by e-mail in Microsoft Word. Note: abstracts that are accepted will be included in the conference programme as they stand, and authors are required to ensure that they are adequately proof-read before submission.

Please note that,

- (i) authors need to submit with the abstract, a statement stating whether s/he would be interested in presenting a Poster if the Paper is not accepted for the limited number of oral presentation places in the programme.
- (ii) authors need to submit, in addition, a statement stating that the paper has not been presented before (e.g. at another conference).
- (iii) hardcopy of papers should be made available to attendees in sufficient numbers at the paper presentation.

### 6.2.2 Round Table Sessions

Round Table usually entails work-in-progress on an evaluation. In these, authors make available a manuscript for debate to clarify, strengthen argumentation, consider next steps, and the like, and aim to assist the author complete the manuscript with the view to publication. A written manuscript of the paper in progress with issues for discussion in the Round Table is required in final form by **25 August 2011** (to e-mail addresses for Abstracts below).

Abstracts for a Round Table should be no longer than 300 words, and submitted as a Microsoft Word document. The date of submission is **31 May 2011**, and should be e-mailed to: [fcloete@uj.ac.za](mailto:fcloete@uj.ac.za) and [info@samea.org.za](mailto:info@samea.org.za). All abstracts will be referred, and authors informed by **15 July 2011**.

Round Table presentation abstracts should include the following:

- Indication that the abstract is for Round Table paper presentation
- Title of the paper
- Name, title/s of author presenting at the Round Table
- Email and telephone contact details of presenting author
- Abstract may not be longer than 300 words. Abstracts should include information on the *context*, an overview of the evaluation and intention of the manuscript as work-in-progress, and specific issues for debate in the Round Table.

Please note that,

- (i) hardcopy of the written manuscript in progress with issues for discussion should be made available in sufficient numbers to attendees at the presentation.

### 6.2.3 Posters

Poster presentations entail a poster size presentation with images as well as text. Posters usually depict an evaluation study including: questions asked in the study through methodology, data, findings and conclusion. Posters will be displayed, and presenters need to be available to respond to questions asked of the poster when on display.

Abstract for Poster display should be no longer than 300 words, and submitted as a Microsoft Word document. The date of submission is **31 May 2011**, and should be e-mailed to: [fcloete@uj.ac.za](mailto:fcloete@uj.ac.za) and [info@samea.org](mailto:info@samea.org). All abstracts will be referred, and authors informed by **15 July 2011**.

Abstractor poster presentations should include the following:

- Indication that the abstract is for a Poster presentation
- Title of the Poster
- Name and affiliation of author/s
- Name and title of presenting author to be in attendance at poster exhibition
- Email and telephone contact details of presenting author
- Abstract: This may not be longer than 300 words. It should include information on the *context*, an overview of the *context*, an overview of the *content* of the Poster and summary of the *results/conclusions*.

Please note that,

- (i) authors need to submit, in addition, a statement stating that the Poster has not been presented before (e.g. at another conference).
- (ii) in order to present a Poster, the author will be required to attend the conference.

- (iii) details relating to Poster size will be communicated on notification of acceptance of a Poster presentation.

#### Contact details

Ray Basson,

Board Member

[Raymond.B.Basson@gmail.com](mailto:Raymond.B.Basson@gmail.com)

+27 11 646-8699

Fanie Cloete

University of Johannesburg

[fcloete@uj.ac.za](mailto:fcloete@uj.ac.za)

+27 11 559-4720

The previous two SAMEA conferences saw large-scale attendance of the pre-conference workshops. Participants reflected that the workshops were of high quality and relevant. A few examples of the workshops previously offered include:

<b>2007 WORKSHOPS</b>	
<b>PRESENTER(S)</b>	<b>TOPIC</b>
Mary Pat Selvaggio & Win Brown	Data quality- What is it? How to enhance it?
Mark Keen & Tracey Konstant	Learning to Optimise Practice: principles, skills and practice of action learning
Andy Beke	A Guide to Monitoring & Evaluation of Voluntary Counseling & Testing Services
Jan A Beeton	Exploring practice, learning and challenges arising from two youth enterprise development evaluation studies
Lola Visser-Mabogunje & Johnson Bade Falade	How to use Monitoring and Evaluation for Improving Development Initiatives
Florence Etta & Adeine Sibanda	Gender and Human Rights Based Participatory Monitoring and Evaluation
Freddie Crous & Anita Venter	Evaluation through Appreciative Inquiry
Mariaan Roos & Marlene Roefs	How to integrate auditing in a comprehensive evaluation- a practical approach
Shirley Magazi & Perry Mwangala	Ensuring data quality for effective M&E information utilization
Patricia Rogers	Using programme theory for complex and complicated interventions
Nana Davies	The Process of Developing a Monitoring and Evaluation System
Natasha Nel & Kerstin Waddell	SAMDI Sponsored Practical Session on Developing Useful Indicators
Jennifer Bisgard	How to write an effective Terms of Reference for Monitoring and Evaluation Services
Shirley Magazi & Perry Mwangala	Strengthening M&E systems to enhance knowledge management within organisations and programmes
Donna Podems	Evaluation Frameworks
<b>2009 WORKSHOPS</b>	
<b>PRESENTER(S)</b>	<b>TOPIC</b>

Anzel Schonfeldt	Relatively critical and critically relevant: Improving data quality through routine data assessments
Nana Davies	The process of developing an M&E system
Mary-Pat Selvaggio & Peter Njaramba	Data management systems and data quality
Oliver Searle & Botshabelo Maja	M&E in relation to performance management in the public service
Errol Goetsch	Designing for success – 4 steps to rightsizing work plans and budgets so projects deliver what they can and cost what they should
Peter Coetzer & Vernon Openshaw	Lessons learned from using modern technology with non-profit organizations to improve adherence rates and communicate relevant information
Jennifer Greene	Mixed methods approaches to evaluation
Jennifer Greene	Reporting and representation in qualitative evaluation
Zodwa Ngobese	Translating the KZN Provincial HIV/AIDS strategic plan 2007-2011 into action: lessons learnt
Jim Rugh	Real World Evaluation: Practical tips for doing project impact evaluation as well as possible in spite of budget, time, data and political constraints
Sandiran Premakanthan	Planning for gathering performance results evidence for improved measurement, monitoring evaluation and reporting for development achievements
Howard White	Introduction to theory-based impact evaluation

## 7. CONFERENCE SPONSORSHIP OPPORTUNITIES

Two types of sponsorship opportunities are available. The first is an opportunity to get involved with the sponsorship of sessions which will provide valuable branding opportunities for your organisation. The second is to get involved with the sponsorship of delegates to allow individuals from international evaluation associations, other developing countries and less advantaged organisations to attend the conference.

Session Sponsorships	<p>At this stage, we have the following session sponsorship opportunities available.</p> <ul style="list-style-type: none"> <li>• 1 Premium Sponsorship @ R600 000</li> <li>• 4 Select Sponsorships @ R100 000 each</li> <li>• 4 Classic Sponsorships @ R50 000 each</li> </ul> <p>These session sponsorships will go towards defraying the costs related with hosting the conference (e.g. venue hire, equipment and set-up costs).</p>
Premium Sponsorship	The Premium Sponsorship will be profiled during our opening function. At this Gala event a prominent South African dignitary <sup>1</sup> will open the conference with a key-note address that puts the importance of monitoring and evaluation on the agenda. Prominent profiling of the sponsor's logo and other branding material will be included at this Gala event and in the rest of the conference material. Included in the Premium Sponsorship are registration fees for three delegates <sup>2</sup> from your organisation to attend the conference (excluding accommodation costs).
Select	The four Select Sponsorships will be individually and exclusively branded at the

<sup>1</sup> It shall include the Chairperson of the Public Service Commission as well as a Minister – responsible for Planning or Performance Monitoring and Evaluation.

<sup>2</sup> In lieu of participant registration fees the sponsor could also receive a discount on a profile exhibition stand at the conference. For more information about this option, please speak with your SAMEA contact person.

Sponsorships	<p>following events:</p> <p><b>Select Sponsorship 1: First Key-note address (Afternoon Day 1)</b></p> <p>This key-note address will be the first opening address and will be related to the issue of M&amp;E in South Africa with the context of international M&amp;E developments. Prominent profiling of the sponsor's logo and other branding material will be included at this event and in the rest of the conference material. Included in this sponsorship option are registration fees for two delegates<sup>3</sup> from your organisation to attend the conference (excluding accommodation costs).</p> <p><b>Select Sponsorship 2: Second Key-note address (Morning Day 2)</b></p> <p>This key-note address will be the first address for the second day of the conference. Prominent profiling of the sponsor's logo and other branding material will be included at this event and in the rest of the conference material. Included in this sponsorship option are registration fees for two delegates<sup>4</sup> from your organisation to attend the conference (excluding accommodation costs).</p> <p><b>Select Sponsorship 3: SAMEA Annual General Meeting</b></p> <p>This is a meeting of all SAMEA members, and will include the AGM and announcement of election results. Prominent profiling of the sponsor's logo and other branding material will be included at this event and in the rest of the conference material. Included in this sponsorship option are registration fees for two delegates<sup>5</sup> from your organisation to attend the conference (excluding accommodation costs).</p> <p><b>Select Sponsorship 4: Third Key-note address (Morning last day)</b></p> <p>This key-note address will be the last key-note address and will be on a topic relevant to the overall conference theme. Prominent profiling of the sponsor's logo and other branding material will be included at this event and in the rest of the conference material. Included in this sponsorship option are registration fees for two delegates<sup>6</sup> from your organisation to attend the conference (excluding accommodation costs).</p>
Classic Sponsorships	<p>Three Classic Sponsorships will be co-branded during the pre-conference workshops which will be held. The branding will be in all the workshop sessions (approximately 20). Benefits from the classic sponsorships will include prominent placement of the sponsor's logo and branding material in the workshop rooms, and profiling in workshop materials. Funds from these sponsorships will be specifically used for funding the workshop-related costs such as venue hire, material costs, facilitator honorariums etc. We expect that approximately 150 delegates will attend these workshops that will cover a range of topics. Full information about the selection process for facilitators and workshop- topics can be made available on request. Included in the Classic Sponsorship are registration fees for one delegate<sup>7</sup> from your organisation to attend the</p>

<sup>3</sup>In lieu of participant registration fees the sponsor could also receive a discount on a profile exhibition stand at the conference. For more information about this option, please speak with your SAMEA contact person.

<sup>4</sup>In lieu of participant registration fees the sponsor could also receive a discount on a profile exhibition stand at the conference. For more information about this option, please speak with your SAMEA contact person.

<sup>5</sup>In lieu of participant registration fees the sponsor could also receive a discount on a profile exhibition stand at the conference. For more information about this option, please speak with your SAMEA contact person.

<sup>6</sup>In lieu of participant registration fees the sponsor could also receive a discount on a profile exhibition stand at the conference. For more information about this option, please speak with your SAMEA contact person.

<sup>7</sup>In lieu of participant registration fees the sponsor could also receive a discount on a profile exhibition stand at the conference. For more information about this option, please speak with your SAMEA contact person.

	<p>conference (excluding accommodation costs).</p> <p>The fourth Classic Sponsorship will be branded at the poster-presentation exhibition. Conference Participants will be given the opportunity to present their ideas in the form of a poster presentation which will be exhibited at a central venue. It is expected that between 20 and 40 posters will be submitted for presentation and that these will be viewed by the 300 – 400 conference delegates between and after sessions. Included in the Classic Sponsorship are registration fees for one delegate<sup>8</sup> from your organisation to attend the conference (excluding accommodation costs).</p>										
Delegate Sponsorships	<p>Two categories of sponsorships are included under delegate sponsorships. These are Travel Awards and Evaluation Development Bursaries.</p> <p><b>Travel Awards</b></p> <p>Travel awards will be provided to subsidise the costs of invited international delegates' airfare and provide travel support to deserving delegates from other developing countries, preferably ones that present a paper at one of the SAMEA sessions. Approximately R10 000 will be refunded to the delegate after the conference to defray some of the travel costs, and the rest of the fees will be used to cover the delegate's Conference Registration, Workshop attendance and accommodation. SAMEA would like to make at least 10 travel bursaries available to the value of R15, 000 each. Sponsors of travel bursaries will be acknowledged in the conference programme and will have the option to participate in the adjudication of awards.</p> <p><b>Evaluation Development Bursaries</b></p> <p>Evaluation development bursaries will be provided to give students, previously disadvantaged individuals and other deserving individuals without the financial means an opportunity to attend the conference and pre-conference workshops. SAMEA seeks sponsorships for at least 30 individuals – The costs for sponsoring one individual to attend the conference and the pre-conference workshop comes to R7, 500. (See the break-down below)</p> <table border="1"> <tr> <td>Conference Registration Fees</td><td>R2,300.00 (non-SAMEA members)</td></tr> <tr> <td>Accommodation (two Nights)</td><td>R 800.00 × 2= R1,600.00 (sharing)</td></tr> <tr> <td>Workshop Registration Fees</td><td>R 2,000.00 (non-SAMEA members)</td></tr> <tr> <td>Accommodation (two Nights)</td><td>R 800.00 × 2= R1,600.00 (sharing)</td></tr> <tr> <td>Total</td><td>R7, 500.00</td></tr> </table> <p>Sponsors of evaluation development bursaries will be acknowledged in the conference programme and will have the option to participate in the adjudication of bursary applications.</p>	Conference Registration Fees	R2,300.00 (non-SAMEA members)	Accommodation (two Nights)	R 800.00 × 2= R1,600.00 (sharing)	Workshop Registration Fees	R 2,000.00 (non-SAMEA members)	Accommodation (two Nights)	R 800.00 × 2= R1,600.00 (sharing)	Total	R7, 500.00
Conference Registration Fees	R2,300.00 (non-SAMEA members)										
Accommodation (two Nights)	R 800.00 × 2= R1,600.00 (sharing)										
Workshop Registration Fees	R 2,000.00 (non-SAMEA members)										
Accommodation (two Nights)	R 800.00 × 2= R1,600.00 (sharing)										
Total	R7, 500.00										

<sup>8</sup> In lieu of participant registration fees the sponsor could also receive a discount on a profile exhibition stand at the conference. For more information about this option, please speak with your SAMEA contact person.

## 8. PREVIOUS EVENTS: FUNDERS, PARTICIPATING BODIES AND KEY NOTE SPEAKERS

### **ANNEXURE 1: 3RD AFRICAN EVALUATION ASSOCIATION CONFERENCE, CAPE TOWN, SOUTH AFRICA**

#### **3<sup>RD</sup> AFREA/PSC CONFERENCE**

##### *The Third African Evaluation Association Conference, Cape Town, South Africa*

This event is still spoken about as a watershed event on the continent, and brought together high level government officials from 61 countries, with over 500 participants and 20 workshops, under the theme: “*Evaluation matters, development matters, joining forces in supporting democracy and development*”

##### *Keynote speakers*

- Chairperson of the Public Service Commission of South Africa  
Professor Stan Sangweni
- President of the African Evaluation Association  
Dr Zenda Ofir
- President of the International Organisation on Cooperation in Evaluation (IOCE)  
Dr Elliot Stern
- Chairperson of the International Development Evaluation Association (IDEAS)  
Dr Sulley Gariba

# M&E *news*



Monitoring and Evaluation News *Special Edition*

October 2005



## A Successful African Evaluation Conference Held in Cape Town, South Africa



Prof Stan Sangweni (middle) flanked by co-chairs of the AfrEA Conference, Mr Indran Naidoo (second from left) and Dr Zenda Ofir, (AfrEA Chair 2003 to 2004 - second from right) as well as Prof Richard Levin (DG - DPSSA - extreme left) and Mr John Ernstzen (Deputy Chair - PSC - extreme right)

Monitoring and Evaluation is a powerful public management tool that can be utilised to improve the way organisations achieve their results. People are beginning to appreciate the fact that an effective monitoring and evaluation system is pivotal towards effective service delivery.

The PSC co-hosted the Third African Evaluation Conference with the African Evaluation Association (AfrEA) in Cape Town late last year. The theme for the conference was **Africa Matters, Evaluation Matters – joining forces for Democracy, Governance and Development**.

More than 500 delegates, from over 60

countries, attended the conference. This highlights the interest and depth of evaluation in Africa, and helped moving the content further. The delegates represented governments, donors, multinational development agencies, NGOs, academic and research institutions and other influential stakeholders.

The conference was designed to share experiences, to stimulate debate and to bring African and other stakeholders up to date with Africa's latest developments in the field of monitoring and evaluation. As the uptake of monitoring and evaluation as instruments for development has not been the same in all African countries, the conference provided a platform for the sharing of lessons between

organisations, between evaluation associations and networks, and between individuals from countries in Africa who are interested in monitoring and evaluation.

The timing of the conference coincided with a growing demand for accountability, reflection and review throughout the continent, including within national governments and regional initiatives such as the New Partnership for Africa's Development (NEPAD) and the Commonwealth Association for Public Administration and Management.

In view of the fact that there is a movement worldwide focusing on rethinking, reforming and reshaping development evaluation rationales, approaches and methods, the conference was designed to offer a platform through which African thinking and experiences could feed into this movement. It was also to present an opportunity for reflection by AfrEA to determine the best role it could play in future and to strengthen and refine its strategies to support the next phase of the development of monitoring and evaluation in Africa.

One of the highlights of the conference was the opening address by the Chairperson of the South African PSC, Professor Stan Sangweni, who conceded that monitoring and evaluation is a "missing link in Africa's development".

The Chairperson of the International Development Evaluation Association, Dr Sulley Gariba of Ghana spoke on the relationship between knowledge-based systems and evaluation which helped to contextualise the practice of Monitoring and Evaluation. Dr Elliot Stern, the Chairperson of the International Organisation on Co-operation Evaluation (IOCE), the over-arching

[www.psc.gov.za](http://www.psc.gov.za) | [www.afrea.org](http://www.afrea.org) | [www.eval.org](http://www.eval.org)

### A Successful African Evaluation Conference Held in Cape Town, South Africa (continued)

body for evaluation associations globally, and Editor of the Journal *Evaluation*, recognised the growth of the discipline in Africa and invited delegates to make submissions for publication of African evaluation experiences. This, according to Dr Stern, could help change negative perceptions about Africa and its commitment to evaluation.

The conference was based on a series of plenary, special and panel sessions, technical strands consisting of individual presentations, as well as panel, plenary and group discussions. At any given time, several sessions or strands were being conducted in parallel.

In total there were:

- Six plenary addresses by African and international experts;
- Three special sessions to stimulate debate and highlight cross-cutting areas of critical importance in the development of monitoring and evaluation in Africa;
- Three panel sessions aimed at dissecting vital aspects which are currently of great interest to monitoring and evaluation in Africa, in particular national ownership, partnerships in the evaluation of aid and development, and the meaning and promotion of evaluations of quality on the continent;
- Nine technical strands aimed at drawing together those with an interest in monitoring and evaluation in specific fields such as HIV/AIDS, education, poverty reduction, NEPAD, innovative methods and community-based Monitoring and Evaluation; and
- Two special technical sessions on the evaluation of humanitarian relief, and the practice of self-reflection.

A full report and papers delivered at the conference can be accessed on the Public Service Commission Website [www.psc.gov.za](http://www.psc.gov.za), and the African Evaluation Association Website [www.afrea.org](http://www.afrea.org).



A conference participant with Dr Ray Rist (right), from the World Bank



From left: Dr Johann Weusmann (GTZ) chats with Prof Richard Leyin (Director-General, Department of Public Service and Administration)

## AfrEA From the Past to the Present



The African Evaluation Association (AfrEA) was founded in 1999 in response to a growing demand for information sharing, advocacy and advanced capacity building in evaluation in Africa. AfrEA has helped to promote training aimed at African context and evaluation approached and to highlight African evaluation expertise at international forums. There are 16 evaluation associations and networks in Africa.

AfrEA works with the national associations and committed donors to develop a strong African evaluation community. It has held three African evaluation conferences, with a fourth to take place in Niger in 2006. It has facilitated the development of African Evaluation Guidelines to enhance the quality and utility of evaluation on the continent.

A database of evaluators on the AfrEA Website ([www.afrea.org](http://www.afrea.org)) highlights African evaluation expertise. In collaboration with UNIFEM an initiative is under way to enhance African capacity in gender and rights-based evaluation.

AfrEA continues to work with national associations, interested organisations, donors and other to build capacity across the continent, establish networks that develop evaluation methods and share expertise, do research to improve evaluation practice and theory and advocate the role African evaluation should play on the continent.



Mr Mohammed Manai (African Development Bank, Tunis)



Back: Dr Uri Ofir (Evalnet), Prof Stan Sangweni (Chairperson, Public Service Commission). Front, left: Dr Zenda Ofir (AfrEA Chair), Ms Geraldine Fraser-Molokati (Minister of Public Service and Administration)



From left: Mr Indran Naidoo (Conference Co-Chair), Dr Mahesh Patel (former AfrEA Chair), Dr Zenda Ofir (AfrEA Chair), Mr Ebrahim Rasool (Premier, Western Cape)



Dr Solley Gariba (Chairperson of the International Development Evaluation Association (IDEAS), Ghana) and Prof. Stan Sangweni (Chairperson, PSC) sharing information



Dr Elliot Stern (Chairperson of the International Organisation on Co-operation Evaluation (IOCE), United Kingdom) and Commissioner Ntzipho Mankato-Diseko (PSC) in discussion



## PSC Expands its Monitoring and Evaluation Experience in Africa

Following the successful co-hosting of the Third African Evaluation Conference in Cape Town, the PSC participated in yet another success story when it co-hosted a five day seminar on "Introduction to Development Evaluation", which was held in Tunis, Tunisia early this year. The PSC saw this as another initiative to support the development of monitoring and evaluation on the continent.

The Seminar was aimed at building competence among senior government executives in evaluation related activities on the continent.

Twenty two countries from Africa attended the seminar. Institutions such as the World Bank, Joint Africa Institute, Mauritania and France Development Institutes, Development Bank of Southern Africa, Islamic Development Bank (Saudi Arabia) and the Economic Community of West African States also attended the seminar.

Apart from the PSC's presentation which covered experiences of best practice, representatives from the Department of Public Service and Administration and Provincial and Local Government also delivered papers at the Seminar.



From left: Ms. Tuli Radebe (Department of Public Service and Administration), Mr. Indran Naidoo (Office of the Public Service Commission), Ms. Lynette Sing (Office of the Public Service Commission), Commissioner Nozipho Mxakato-Diseko (Public Service Commission), Ms. Tumi Mketi (Department of Provincial and Local Government)



Far left: Commissioner Nozipho Mxakato-Diseko (PSC); Ms. Mary Nago (Minister of Public Service, Tanzania); Mr. B. Mtembu MP (South African Parliament)



From left: Leah Kekana (DPISA Communications), Commissioner Nozipho Mxakato-Diseko (PSC), Mr. Humphrey Ramafoko (OPSC Communications), Mr. Manase Makwela, Ms. Noleen De Free, Ms. Yvette du Plessis (Conference Support Team), Ms. Lynette Sing (OPSC M&E)

### Did you know?

First African Evaluation Conference took place in 1999, Nairobi, Kenya  
 Second African Evaluation Conference took place in 2000, Nairobi, Kenya  
 Third African Evaluation Conference took place in 2004, Cape Town, South Africa

### African Evaluation Association:

#### Upcoming Events

*Evaluation 2005: Crossing Borders, Crossing Boundaries*  
 24 to 30 October 2005 in Toronto, Ontario, Canada.

For more information, go to <http://www.eval.org/eval2005/>

### The Launch of the South African Monitoring and Evaluation Association (SAMEA)



**Date:** Thursday, 10 November, 2005  
**Keynote Address:** Prof. Richard Levin, Director-General, Department of Public Service and Administration  
**Time:** 17h00 Registration, proceedings start at 17h30 and end with a cocktail party  
**Venue:** Human Sciences Research Council (134 Pretorius Street, Pretoria)  
 Parking available  
 Teleconference: Cape Town: 14th Floor, Boardroom, Plein Park Building, (opposite Revenue Office), Plein Street  
 Durban: First Floor, Boardroom, 750 Francois Road, Ntithiko Junction, PODS 5 and 6, Cato Manor  
**RSVP:** Lise Kriel [lise@evalnet.co.za](mailto:lise@evalnet.co.za)

- SAMEA embodies the formalisation of SAENet, an informal South African evaluation network.

#### • SAMEA's Draft Vision:

SAMEA will cultivate a vibrant community that supports, guides and strengthens the development of monitoring and evaluation in South Africa as an important discipline, profession and instrument for empowerment and accountability.

Exhibition booths are available for R500.00 (Pretoria only).  
 Contact Benita van Wyk at **082-772-9709** or [benita@netactive.co.za](mailto:benita@netactive.co.za)

For further details contact Lise Kriel on **082-771-6037**  
[lise@evalnet.co.za](mailto:lise@evalnet.co.za) or visit [www.samea.org.za](http://www.samea.org.za)



Lise Kriel - AfREA and Conference Secretariat

### African Evaluation Association



New Chairperson  
 Afs Oumoul Ba Tall  
 (Mauritania)

#### Contact Details

Chairperson's e-mail: [oktconsulti@yahoo.fr](mailto:oktconsulti@yahoo.fr)  
 PO Box 41829  
 Craighall  
 2024  
 Johannesburg  
 South Africa

Tel: +27 12 807 7861  
 Fax: +27 088 12 807 7861  
 Email: [admin@afrea.org](mailto:admin@afrea.org)

### Public Service Commission Monitoring and Evaluation Division

#### Contact Details

Private Bag X121  
 Pretoria  
 0001

#### Physical Address

Commission House  
 Chr Hamilton and Ziervogel Streets  
 Arcadia  
 Pretoria

Tel: +27 12 352 1039/1040  
 Fax: +27 12 325 8335

#### Production and Distribution:

Directorate Communication and Information Services

#### Public Service Commission

Tel: +27 12 352 1196/7  
 Fax: +27 12 325 8344

## **ANNEXURE 2: INAUGURAL BIENNIAL 2007 SAMEA CONFERENCE**

### ***SAMEA/PSC 1 (2007)***

***Inaugural Biennial 2007 SAMEA Conference, 28-30 March 2007: Birchwood Hotel,  
Johannesburg, South Africa***

#### *Key note speakers*

Ms Jennifer Bisgard	(Chairperson: SAMEA)
Dr Sulley Gariba	(President: AFREA)
Dr Zenda Ofir	(Board member: American Evaluation Association)
Professor Patricia Rogers	(Director of the Institute for research, Consulting and learning in Evaluation)
Dr Mark Orkin	(Director-General: South African Management Development Institute)
Professor Stan Sangweni	(Chairperson: Public Service Commission)

Funders (see attached)

Other partners (see attached)

# M&E News



INNAUGURAL SAMEA CONFERENCE  
"EVALUATION IN ACTION"

28-30 MARCH 2007, BIRCHWOOD HOTEL, JOHANNESBURG, SOUTH AFRICA



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Department  
SA Management Development Institute  
REPUBLIC OF SOUTH AFRICA

SPECIAL EDITION PSC NEWSLETTER SAMEA INAUGURAL CONFERENCE



Keynote Speaker Prof. Gariba (left) with Prof. Sangweni, and Prof. Kahimbari

The South African Public Service Commission (PSC) has over the past few years played a key role in promoting monitoring and evaluation (M&E) at the international, regional and country level. As such the PSC has increasingly been called upon to make presentations on the progress of M&E in the South African Public Service. In 2004, the PSC co-hosted the 3<sup>rd</sup> African Evaluation Conference (AfEAC) which

drew together over 400 M&E practitioners from the continent, representing 61 countries. This event, apart from making M&E important at a continental level, also helped to create an African community of evaluators, largely from the government sector.

The purpose of the 2004 AfEAC Conference was to share experiences, stimulate debate and bring African

and other evaluators, evaluation clients, managers, governments and development practitioners up to date with the latest developments in evaluation in Africa.

The objectives of the Conference were:

- To showcase African evaluation expertise and achievements
- To highlight current issues that impact on M&E in Africa, drawing together international and African thinking on these issues.
- To share how innovative methods and approaches in M&E are applied to foster democracy, good governance and development.
- To encourage a better understanding of the articulation in Africa between evaluation theory and practice, and development theory and practice.
- To create a forum for the interaction between African and international specialists.
- To provide input into planning for the future development of evaluation in Africa.
- To build capacity on the continent.

The Conference was also important in that it brought together the South African M&E community, who hitherto had been working in an unorganized manner.

At this event the idea of creating a formal South African Monitoring and Evaluation Association (SAMEA) was mooted, and a group of volunteers gathered to formalise an association. In 2005, SAMEA was officially launched, and began working towards its inaugural Conference, that we are now reporting on.



SAMEA Chair Jennifer Ringard (left) with the DG of the OPSC Odhwa Ramasingh



[www.psc.gov.za](http://www.psc.gov.za) [www.samea.org.za](http://www.samea.org.za)

The theme for the Conference was:

### "EVALUATION IN ACTION".

Since the inception of our democracy in 1994, our democratically elected government has been firmly committed to the creation of a new society in which there is a better life for all. This commitment is enshrined in Chapter 2 of our Constitution (on the Bill of Rights) to redress the legacy of the past and is also an ideal that our President re-commits to year in and year out in his State of the Nation addresses. At the centre of this ideal lies the significance of monitoring and evaluation in action. M&E and more specifically evaluation should purposefully aim at the creation of a new society and a better life for all not forgetting its role in strengthening our Continent.

More than 350 delegates, (national and international), attended the conference that was held at Birchwood Conference Centre in Johannesburg. African countries that were represented were Egypt, Nigeria, Botswana and Ghana. There were also delegates from the United States of America, Australia, Germany, the United Kingdom and the Netherlands. This highlights the interest, depth of evaluation and the need for the development of monitoring and evaluation skills. The delegates represented governments, donors, local and international development agencies, NGOs, academic and research institutions, private business and other influential stakeholders.

The conference was designed to share experiences, to stimulate debate and to bring stakeholders up to date with the latest developments in the field of monitoring and evaluation. The conference provided a platform for the sharing of lessons between organisations, evaluation associations and networks, and between individuals from the different countries who have some interest in monitoring and evaluation.

The conference was designed to provide a forum through which experiences and thinking could feed into the worldwide move towards reforming and reformulating development evaluation theories, approaches and methods. It also provided SAMEA with the opportunity to establish what

its future role and strategy would be in taking the development of monitoring and evaluation in the country further.

The conference was divided into 4 parts.

The **first** was a pre-conference training programme, with 14 different workshops. The **second** was the panel and round-table discussions, which brought together specialists around specific themes. The **third** was the parallel paper sessions, where 58 oral presentations were made. The **fourth** stream related to association matters, which included the Annual General Meeting and the Board election.

The Conference achieved the following:

- Brought together monitoring and evaluation specialists and users as part of SAMEA's mandate to promote the development of M&E thinking and practice in South Africa.
- Provided an opportunity for M&E specialists to take stock of what others are doing in the field and to participants to understand the state of development of M&E in South Africa.
- Stimulated debate and research around M&E practice and its role in society, given the specific development and service delivery challenges in South Africa.
- Promoted the integration of theory and practice in M&E.
- Publicised the existence of SAMEA and promoted its national and international profile.

The opening addresses were delivered by Founding Chairperson of SAMEA, **Ms Jennifer Bigard**, who welcomed everybody at the Inaugural SAMEA Conference and the Chairperson of the PSC, **Professor Stan Sangweni**, who officially opened the Conference. Ms Bigard said in her welcoming address that she was proud to be part of this inaugural conference that focused on such a wide array of M&E themes - from the utilization of M&E practices and findings in programme development, management and implementation, to knowledge management within organizations and programmes, the challenges of building evaluation systems for tiered, multi-sectoral and multi-partnered programmes and building evaluation capacity.

She then went on to introduce the Keynote Speaker, Professor Stan Sangweni. In his opening address, Prof Sangweni focused on the importance of action-oriented evaluation, on ensuring that M&E is relevant to the challenges that the different sectors in our country are faced with and on the importance of training of evaluators.

Emphasizing the importance of action-oriented evaluation Prof Sangweni said "we have a responsibility to promote the kind of M&E that delivers results. I am talking here about M&E that is not merely done to advance one's publication track record or promote excellent conferencing. I am talking about the kind of M&E that has relevance to the challenges that our different sectors are faced with.

Unless such relevance is established, there is a risk that M&E may become a bandwagon which many embrace for the wrong reasons. Indeed, it can even become a cliché with no substance which some would flaunt only to signal that they are also moving with the times. In this regard, let us remember the immortal words of Shakespeare, who in Macbeth wrote that: "Life... is a tale told by



From left to right: SAMEA members: Zane Mamatsho (Former Board Member), Kevin Kelly (Board Member), Bongani Magaye (Former Board Member), Geoffrey Setsoe and Ntswane Mamatsho

an idiot, full of sound and fury, signifying nothing.' .... evaluation needs to be put in action to ensure that it does not degenerate into a tale full of sound and fury, which signifies nothing".

In his speech, *Prof Sangwen* also focused on the importance of appropriate training for evaluators. He said, "there is a fallacy that any research qualification makes one a 'natural' evaluator, and that this on its own, is adequate. Whilst sound research and writing skills are necessary, these are not enough.

SAMEA has a role to play in ensuring that there are better training and developmental opportunities for

its members to become competent practitioners." He further urged SAMEA to ensure that evaluators do publish their work. There are many evaluations that are conducted in South Africa, yet many of these seldom find their way into local and international journals.

He suggested that SAMEA finds a way of ensuring that such South African evaluation stories are recorded for ease of access and dissemination. For SAMEA to successfully play its role of promoting good evaluation practice in the country, it would be important to ensure that it functions as an accessible network.

There are many people in the country who share an interest in and a commitment to evaluation, and SAMEA should open its doors and facilitate access for such people. Access to information, advice and training opportunities should not be determined by who you know or how much money you have. Without such access, SAMEA would run the risk of becoming an exclusive club of well-connected individuals. He encouraged all the participants in the conference to ensure that this does not happen.

Other keynote addresses were delivered by:

- **Dr Sully Gariha:** President of the African Evaluation Association (AfrEA). *Towards a decade of African Evaluation.*
- **Dr Zenda Olin:** Board member of the American Evaluation Association. *Shaping M&E in the Developing World: Our response, Our Responsibility, Our Challenge.*
- **Dr Mark Orkin:** Director-General of SAMDI. *The SAMDI Capacity Building Strategy.*
- **Prof Patricia Rogers:** Director of the Institute for Research, Consulting and Learning in Evaluation, Melbourne, Australia. *Strategies for Improving the Quality of M&E.*

A highlight of the Conference was a special panel presentation on the Government-wide Monitoring and Evaluation System (GWM&ES) in South Africa. The session was organised by Ms. Ronette Engela from the Presidency. It was Chaired by Mr. Mashwale Diphofa of the OPSC. It included presentations by the National Treasury, Department of Provincial and Local Government, the South

African Management Development Institute, Statistica South Africa and the Department of Public Service and Administration.

### SAMDI TAKES THE LEAD IN BUILDING CAPACITY FOR EFFECTIVE MONITORING AND EVALUATION IN THE PUBLIC SERVICE

The South African Management Development Institute (SAMDI) is in the process of reconstitution to an Academy. The primary objective of this Academy will be to foster and co-ordinate the delivery of training in leadership and management on a meaningful scale, which advances the common ethos and values of professional public service in a developmental state.

Three principles will underpin the functions of the new Academy:

- i. It will act as a facilitator of training
- ii. It will collaborate and not compete with service providers
- iii. It will massify the delivery of training interventions

In keeping with the mission of the new Academy, SAMDI intends working collaboratively with organisations like SAMEA especially in areas that promote capacity building for the government wide monitoring and evaluation system (GWM&ES).

In his message of support read at the SAMEA conference, the Director General of SAMDI, Dr Mark Orkin stated that this event, 'comes at an exciting time in the history of post-apartheid public management and administration, when issues of good governance and accelerated service delivery, occupy centre stage.' There is no doubt that the promotion of good governance must be premised on appropriate knowledge, skills and responsibilities within the public sector. Given the relatively late entry of South Africa into the monitoring and evaluation (M&E) domain, it seems the requisite skills in this regard are not at an optimal level. Moreover, the demand for M&E in government systemically currently outstrips the supply of experienced individuals.



At the SAMEA Conference the Director-General of SAMDI provided an input on the capacity building programme which forms an integral part of the GWM&ES.

SAMDI is the lead agency for capacity building and as such it has an immense responsibility in ensuring the successful implementation of the GWM&ES. Dr Orkin is the overall project leader and champion of the M&E capacity building programme. SAMDI has established a project team for design and implementation led by Mr Oliver Seale, Chief Executive Manager in the Corporate Resource Management Training Unit. He is being supported by an external consultant Dr Ross Hirschowitz, who is a former Deputy Director General at SatsSA. SAMDI has determined that there are currently various service providers offering M&E training at different levels. It will investigate outsourcing key components e.g. curriculum development to appropriate experts and course delivery to selected providers, as required. To date SAMDI has offered training on M&E for programme and project management to 502 officials in the public service. This will continue until the rollout of the new targeted training programme in November 2007.

SAMDI also recognises that shared learning through networks, website links and informal gatherings will support the implementation of GWM&E and will enhance capacity building. These mechanisms will assist in the development of a common understanding of M&E principles and practices as well as the sharing of best practice. SAMDI participates and supports the work of the National M&E Learning Network managed by the Department of Provincial and Local Government. It will use these opportunities for ongoing engagement with stakeholders in the design and rollout of M&E training.

SAMDI looks upon institutions such as SAMEA to develop M&E professional and other networks. This partnership will harness the skills of the private sector, civil society and academia which in turn, will advance training, development and implementation of the GWM&ES. SAMDI is committed to the goals and objectives of the GWM&E and as such, will ensure that its mandate on capacity

building responds to the need for greater accountability in the Public Service and improved service delivery, for all citizens of South Africa.

#### ELECTION OF A NEW SAMEA BOARD

SAMEA is governed by a Board consisting of 11 board members. Five vacancies existed at the time of the SAMEA Inaugural Conference and were filled by democratically elected members.

Currently the following members serve on the Board:

Dr Mark Abrahams, University of Cape Town	Chairperson
Mr Indran Naidoo, OPSC	Deputy Chairperson
Ms Benita van Wyk, Feedback Performance Metrics	Treasurer
Ms Angela Bester, Deloitte & Touche	Member
Ms Donna Rae Podems, Otherwise	Member
Prof Fanie Cloete, University of Stellenbosch	Member
Dr Kevin Kelly, Rhodes University	Member
Dr Marlene Roefs, Social Dimensions	Member
Ms Octavia Khabeleni Mkhabela	Member
Prof Sarah Jane Howie	Member
Dr Sefiso Khumalo, OPSC	Member

In conclusion, SAMEA strives to cultivate a dynamic community of evaluators that will support, guide and strengthen the development of M&E as an important discipline, profession and instrument for empowerment and accountability in South Africa. The inaugural conference was a success and has contributed to achieving these aims of SAMEA.

A full report will soon be available from the SAMEA website:

[www.SAMEA.org.za](http://www.SAMEA.org.za). Papers delivered at the conference can also be accessed on the same website.



From left to right: Mohamed Manal, Indran Naidoo, Benita Van Wyk, Jennifer Bignard, Marlene Roefs, Mark Abrahams, and Athanasius Cokor.



Public Service Commission  
Monitoring and Evaluation  
Division  
Contact Details  
Private Bag #121  
Pretoria  
0001  
Physical Address  
Commission House,  
Cir Hamilton and Zierwogel Streets  
Arcadia  
Pretoria  
Tel: +27 12 352 1039  
Fax: +27 12 352 8335  
Production and Distribution:  
Directorate Communication and  
Information Services  
Public Service Commission  
Tel: +27 12 352 1196/7  
Fax: +27 12 325 8344

### **ANNEXURE 3: 2<sup>ND</sup> BIENNIAL SAMEA CONFERENCE 2009**

**SAMEA/PSC 11 (2009)**

**2<sup>nd</sup> Biennial SAMEA Conference, 19-21 August 2009: Emperors Palace, Johannesburg, South Africa**

#### Key note speakers

Dr Mark Abrahams	(Chairperson: SAMEA)
Dr. Ralph Mgijima	(Chairperson: Public Service Commission)
Professor Jennifer Greene	(President – American Evaluation Association)
Professor Johann Mouton	(Director: centre for research in Science and Technology, University of Stellenbosch)
Dr. Florence Etta	(President: African Evaluation Association)

#### Funders

*Khulisa Management Services*  
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*Wazima Development Solutions*  
*Southern Hemisphere*  
*World Bank*  
*PALAMA*  
*Zenex Foundation*



17 – 21 August 2009 at the Emperors Palace in Johannesburg

## SPECIAL EDITION NEWSLETTER ON THE 2ND BIENNIAL SAMEA CONFERENCE

### Introduction



- the utilisation of M&E practices and findings in programme development, management, and implementation;
- knowledge management and learning within organisations and programmes;
- the challenges of building evaluation systems for tiered, multi-sectoral and multi-partnered programmes;
- building evaluation capacity;
- information sharing among all those interested in M&E;
- increasing the use of M&E theory and practice;
- promoting the development and adoption of M&E approaches and methods suitable to a South African and development context;
- increasing the profile of South African M&E at national and international level; and
- building understanding of international developments and trends in M&E.

The South African Monitoring and Evaluation Association (SAMEA) is a national association formed in November 2005 to promote and develop the practice of Monitoring and Evaluation (M&E) in the public interest in South Africa. SAMEA in partnership with the Public Service Commission (PSC) and the German Agency for Technical Cooperation (GTZ) hosted the 2nd Biennial SAMEA Conference from 17 – 21 August 2009 at the Emperors Palace in Johannesburg. The co-hosting of the 2nd Biennial SAMEA Conference forms part of the enormous work done by the PSC to support the development of an M&E community.

The conference brought together over 250 delegates from across the globe and from diverse sectors to discuss common M&E issues. The delegates represented the public sector, research and development agencies, the academic sector, non-governmental organisations, private enterprises and M&E practitioners. Amongst others, there were delegates from Botswana, Uganda, Zimbabwe, Tanzania, Canada, Sweden and Philippines. The conference also succeeded in bringing together an impressive array of presenters who delivered high quality inputs into the discussions.

In terms of section 196(4)(a)-(f) of the Constitution, Act 108 of 1996, the PSC is responsible for the monitoring and evaluation of, amongst others, organisations and administration, and the personnel practices in the Public Service. The PSC has been actively supporting the development of M&E at a national, continental and international level by being involved in events such as the African Evaluation Association (AFrEA) Conferences and the Network of Networks on Impact Evaluation (NONIE). The PSC has also been supportive of the development of SAMEA as it successfully co-hosted the inaugural SAMEA Conference held in March 2007 in Johannesburg.

### Overview of the Conference

The conference was held under the theme "eVALUation 2009" and focused on the following issues:



The conference was divided into five parts. The first part was a pre-conference training programme that brought together local and international experts to offer training to delegates. The second part was the keynote addresses during Plenary Sessions where eminent and respected

academics delivered papers on critical M&E topics. The third part was the panel discussions which created lively debates and discussions amongst delegates. The fourth part was the parallel paper presentations, where 47 presentations were made. The last part was set aside for SAMEA matters, namely, the Annual General Meeting and the Board Elections.

### The Pre-Conference Developmental Workshop

On 17 - 18 August 2009, SAMEA hosted 13 M&E professional developmental workshops. The purpose of the workshops was to strengthen the capacity for systematic M&E practices of the participants. The workshops were highly interactive and provided delegates with an opportunity to acquire new skills and sharpen existing ones.

### Keynote Addresses

During the conference, there were three keynote addresses by:

- Dr R.R. Mgijima – Chairperson of the PSC
- Professor Jennifer Green from the University of Illinois who addressed delegates on the Values in Evaluation, and
- Professor Johann Mouton from the University of Stellenbosch whose topic focused on Impact Evaluations.

In addition to the keynote addresses, there were 47 oral paper presentations which covered a wide spectrum of M&E topics.

During his keynote address, the Chairperson of the PSC noted how both SAMEA and AFRICA had evolved in a relatively short period of time to produce a vibrant community of practice, at country and continental levels.



Dr Mgijima was proud that organisations have invested in building the M&E community not only at the country but also at continental level, and the fact that AFRICA had just hosted its fifth conference in Cairo this year, attested to the growth of M&E on our continent. He further mentioned that the success of the PSC and SAMEA collaboration is an example of how social compacts can be developed and synergies built that harness our collective networks and skills in order to build M&E.

The Chairperson of the PSC also said that "this event indicates the interest we have in M&E in our country to-

day, and could hardly come at a more appropriate time, given the recent announcement that M&E is a priority in the country, evident in the establishment of a Ministry for Performance Monitoring and Evaluation in the Presidency. This is a clear directive for the M&E community and we have our work charted in the years to come and must rise to the challenge of using M&E effectively to support the developmental State".

Dr Mgijima relayed that South Africa was fortunate to have the 9 values and principles for public administration enshrined in the Constitution and that the PSC has adapted these values and principles as its basic M&E framework. "Our use of the 9 constitutional values and principles, which we use as our evaluation lens, has been recognised as groundbreaking in the international evaluation community, and we have seen how through the implementation of a wide range of products and activities, the constitutional values and principles are becoming internalised within the psyche of officials and the public".

He encouraged delegates that "as the language of M&E spreads across our country, citizens will be able to engage more meaningfully with M&E reports and see them as key tools for accountability and learning. We need to demystify M&E, and popularise it to the point where it becomes a tool for deepening democracy and not just the preserve of a privileged few".

In his concluding remarks, Dr Mgijima emphasised that monitoring and evaluation is not only a technical discipline but also a philosophical enterprise of living according to and applying values in service of our fellow human beings.

### Panel Discussions

Apart from the paper presentations, there were five panel discussions on the following topics:

- M&E in the South African Government: Vision, Theory and Practice;
- DEVINFO and Local Government Effectiveness: A Tool to Monitor the Millennium Development Goals (MDGs) in the South African Health System;
- The Growth of M&E in South Africa: Considering the Good, the Bad and the Ugly;
- M&E of Government's Poverty Reduction Programmes; and
- The Value of M&E in Donor Practices.

The panel discussions provided an opportunity for robust engagement amongst the delegates on issues ranging from the value of M&E in performance improvement in government service delivery, to strengthening evaluations in Corporate Social Investment programmes.

### SAMEA Board Election

The term of office of the five founding board members of SAMEA came to an end, namely:

- Dr Mark Abrahams - Former Chairperson
- Mr. Indran Naidoo - Former Deputy Chairperson
- Ms Benita van Wyk Williams - Former Treasurer
- Dr. Kevin Kelly
- Ms Marlene Roeff



The elections of new board members that replaced the above outgoing members were held during the SAMEA Annual General Meeting and Business Meeting on 20 August 2009. The new SAMEA board members are as follows:

- Anzél Schönfeldt - Secretariat/ Information Management-website
- Candice Morkel - Public Sector Management
- Mr Kola Joaolu - Treasurer
- David Molapo - General Business and Policy Development
- Donna Podems - International Liaison/Broad-based M&E Skills Development
- Dr Zodwa Ngobese - Private Sector and CSI Liaison
- Fanie Cloete - Education and Training/ Professional Standards
- Prof Ray Basson - Academic Publications/ knowledge content and research
- Christel Jacob - NGO's and Strategic Partners
- Dr Sefiso Khumalo - Special Interest Groups/Regional Chapters

### Conclusion

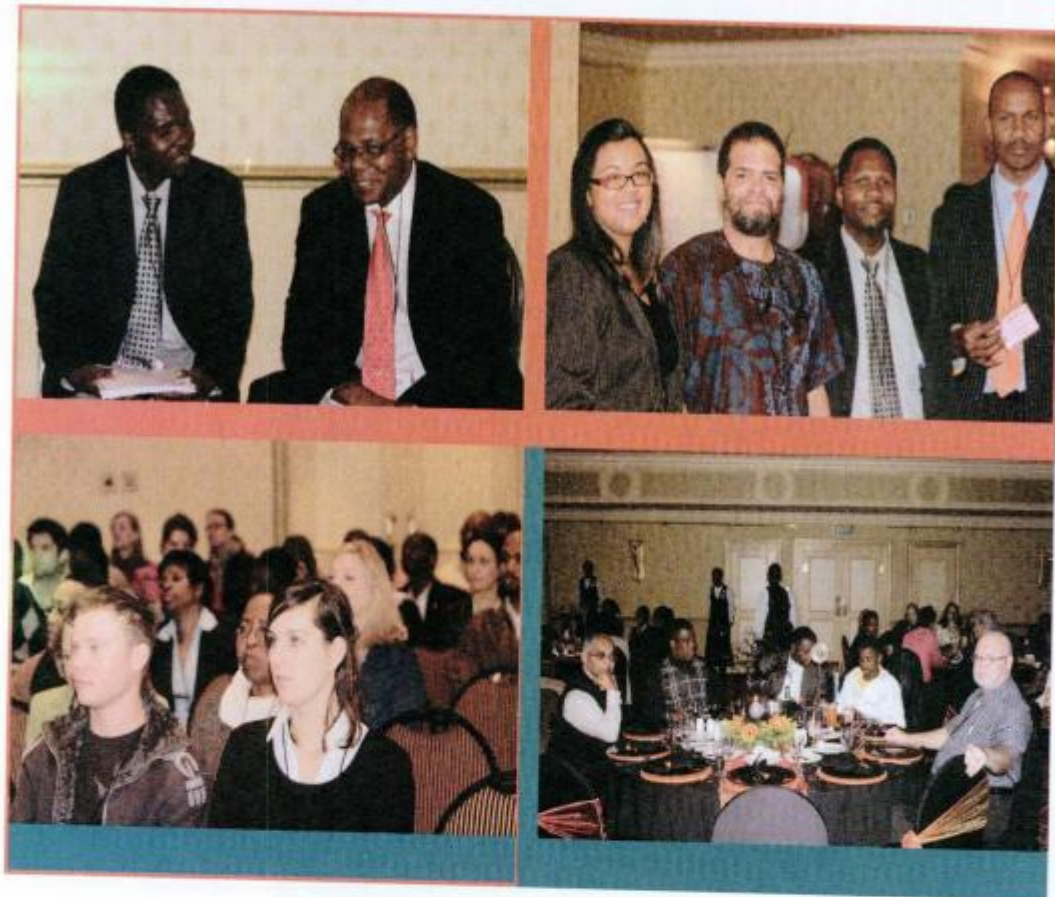
The conference was a huge success and much of the evaluation work presented during conference will serve as a benchmark for other organisations. The success of the conference was also attested to by the following observations made by Mr Jim Rugh, an American Evaluation Association (AEA) Representative to the International Organisation for Cooperation Evaluation in the latest AEA newsletter:

- "There is an amazing growth of the evaluation profession in South Africa. The workshops, plenary keynotes and panel presentations, multiple conference sessions and active discussions in the hallways and during meals among the over 300 participants provided ample evidence of a highly professional organisation.

- There is a remarkable relationship between the Government of South Africa and the evaluation profession. The government is taking transparency seriously, and recognises the vital role that evaluation should play. The Public Service Commission, an independent watchdog agency, has been a strong supporter of and collaborator with SAMEA.
- Among the 73 national evaluation networks/associations/societies around the world identified by the IOCE, SAMEA is surely one of the strongest. It serves as a good model to others.
- SAMEA is sharing its energy and resources with other groups throughout Africa through AfrEA, the regional African Evaluation Association. A specific example: SAMEA is launching a professional evaluation journal which will include writers from all of Africa and will be shared with an all-African audience (and beyond)".

Over and above the remarks by Mr Rugh, delegates commended the organisers on the high quality of keynote speakers, the large number and diversity of the participants, and the high quality of the oral presentations and panel discussions.

For more information on the conference proceedings, please visit the SAMEA website on [www.samea.org.za](http://www.samea.org.za)



**Public Service Commission**

Monitoring and Evaluation Division

Contact Details

Private Bag x 121

Pretoria

0001

**Physical Address**

Commission House

Cnr Hamilton and Zivovogel Streets

Arcadia

Pretoria

Tel: [012] 352 1000

Fax: [012] 325 8382

**Production and Distribution**

Directorate: Communication and Information Services

#### **ANNEXURE 4:**

### **2<sup>nd</sup> CALL FOR [i] PRE-CONFERENCE WORKSHOP, [ii] PAPER, ROUND TABLE PAPER, & POSTER PROPOSALS**

#### **3rd Biennial South African Conference on Monitoring and Evaluation**

**hosted by SAMEA and the PSC**



#### **3rd Biennial South African Conference on Monitoring and Evaluation**

**hosted by SAMEA and the PSC**

5th - 9th September 2011, Johannesburg, South Africa

### **2<sup>nd</sup> CALL FOR [i] PRE-CONFERENCE WORKSHOP, [ii] PAPER, ROUND TABLE PAPER, & POSTER PROPOSALS**

#### **Conference Theme - M&E 4 Outcomes: Answering the 'So What?' Question**

The organizers of the 3<sup>rd</sup> Biennial South African conference on monitoring and evaluation take pleasure in inviting you to present a pre-conference workshop, and/or a paper, round table or poster, to be held in Johannesburg from the 5-9 September 2011. **Professor David Fetterman of Stanford University**, has long been a leading evaluation author, theorist and practitioner through his groundbreaking work in empowerment evaluation, and will present

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SAMEA III – SAMEA/PSC CONFERENCE DESCRIPTION AND FUNDING PROPOSAL

As of 10 June 2011

the main key note address and offer a workshop in evaluation. Pre-conference workshops are designed to train in evaluation skills. Papers, roundtables and posters are intended to relate to the conference theme, M&E 4 Outcomes: Answering the 'So What?' Question, to: debate the purpose and power of evaluation for attaining outcomes; showcase exemplary evaluations making a difference to programmes and policy; exchange expertise in attaining outcomes through evaluation; debate experience in evaluation in Africa particularly so we can learn from each other to avoid re-inventing the wheel; localise evaluation approaches; grow evaluation expertise and the field.

**[i] Pre-Conference ½-day to 2-day Workshop Proposals: 5 to 7 September 2011**

The organisers invite local and international M&E experts, individual consultants, universities, South African government organisations, private sector training providers, and NGOs, to submit proposals to facilitate a professional development workshop prior to their conference September 2011. It is envisioned that approximately 20 workshops, ranging in length from ½-day to 2-days, will be offered in parallel sessions at competitive rates to encourage maximum participation from both existing SAMEA members as well as the wider conference target audience.

Proposals for training workshops should not exceed 3 pages and must clearly articulate:

1. Workshop title
2. Facilitator/s name, background, affiliation, qualifications and prior experience
3. Description of experience in training in the field and history of the course
4. Contact details of the presenting entity or facilitator
5. Course length (½-day, 1-day or 2-days)
6. Target participants (indicate the course as either beginner, intermediate or advanced and note clearly any special expertise required by participants in order to benefit from the course: e.g. stats background, experience in M&E)
7. Course description (including learning outcomes, key themes, training methodology)
8. Programme of activities. Workshops should adhere to the following daily schedule:

Full day workshop	Half-day workshop
9h00 - workshop begins	9h00 - workshop begins
11h00 - 15 minute break with beverages in hall	11h00 - 15 minute break with beverages in hall
11h15 - workshop resumes	11h15 - workshop resumes
13h00 - 45 minute lunch break	12h50 - workshop content complete - administer SAMEA evaluation forms
13h45 - workshop resumes	13h00 - workshop ends
15h30 - 15 minute break (tea/coffee)	
15h45 – workshop resumes	
16h30 - workshop content complete - administer SAMEA evaluation forms	
16h45 - workshop ends	

9. Accreditation (accrediting body, level of accreditation, number of credits, description of assessment requirements that need to be met, certification options and certifying body).
10. Ideal and maximum number of participants. Preference will be given to workshops that can accommodate at least 30 participants in the session.
11. Special requirements (e.g. training venue set-up, data projector and other training equipment required, equipment or software required by participants)
12. Description of the course materials to be used and distributed. SAMEA will print up to 100 pages per participant per workshop for materials for your workshop. However, material must be provided to the conference training coordinator by **Friday 12 August 2011** as a single file (pdf format preferred, or a word file if there are no formatting concerns).

Multiple attachments will not be accepted. SAMEA can only do standard copying and

collating in black and white on white paper.

Workshop and training proposals must be forwarded to the training coordinators by **Friday 24<sup>th</sup> June 2011** [email to both: [brabie@sun.ac.za](mailto:brabie@sun.ac.za) and [info@samea.org.za](mailto:info@samea.org.za)]. All proposals will be considered and during the selection of workshops, preference will be given to accredited courses, to (non-accredited) scarce-skills development courses and workshops offered by presenters with exceptional international experience in M&E training. Feedback on the acceptance of each proposal received will be given by **Friday 22nd July 2011**. The deadline for the submission of full workshop material is **Friday 12th August 2011**.

SAMEA will pay an honorarium per accepted workshop (not per facilitator) as follows: R2000 for a ½-day workshop, R3000 for a 1-day workshop and R6000 for a 2-day workshop. This fee is intended to defray some of the costs incurred by the facilitators. Payments will be made via direct deposit to your account 30 days after the presentation of the workshop. Please note that SAMEA will only sponsor a workshop if at least 10 people register and pay for the workshop. SAMEA will confirm the expected number of attendees for each workshop to the respective presenters by **19<sup>th</sup> August 2011**.

Queries on workshop proposals may be forwarded electronically to the training workshop coordinators Babette Rabie or Jennifer Bisgard at the details below.

Contact details for questions related to the training workshop proposals:

Dr Babette Rabie  
***Training Coordinator***

Stellenbosch University  
+27 21 918 4186  
[brabie@sun.ac.za](mailto:brabie@sun.ac.za)

Ms Jennifer Bisgard  
***Training Coordinator***

Khulisa Management Services  
+27 11 447 6464  
[jbisgard@khulisa.com](mailto:jbisgard@khulisa.com)

**[ii] Papers, Round Table Papers and Posters – 7 to 9 September 2011**

**1. Paper – Oral Presentations**

Written papers usually engage a debate in evaluation, report critically a completed evaluation, aim to clarify issues in evaluation theory, and the like.

Papers entail submitting a written paper in final form by 25 August 2011 [to e-mail addresses for Abstracts below], and an oral presentation during the Conference where time is equally divided between the presentation and questions from the floor for response by the presenter.

Abstracts for Papers should be no longer than 300 words, submitted as a Microsoft Word document. Abstracts must be submitted by Friday 24<sup>th</sup> June 2011, and e-mailed to: [Raymond.B.Basson@gmail.com](mailto:Raymond.B.Basson@gmail.com) and [info@samea.org.za](mailto:info@samea.org.za). All abstracts will be refereed, and authors informed by Friday 22<sup>nd</sup> July 2011.

Paper presentation Abstracts should include the following:

1. Title of the paper, clearly indicating it is a Paper presentation
2. Name, title/s and institutional affiliation of author/s
3. Name and title/s of presenting author
4. E-mail and telephone contact details of presenting author
5. Abstracts may not be longer than 300 words. Abstracts should include information on the *context*, an overview of the *content* of the presentation and summary of the *results/conclusions* of the work presented.
6. Abstracts must be submitted by email in Microsoft Word. Note: abstracts that are accepted will be included in the conference programme as they stand, and authors are required to ensure that they are adequately proof-read before submission.

Please note that,

- [i] authors need to submit with the abstract, a statement stating whether s/he would be interested in presenting a Poster if the Paper is not accepted for the limited number of oral presentation places in the programme.
- [ii] authors need to submit, in addition, a statement stating that the paper has not been presented before [e.g. at another conference].
- [iii] hardcopy of papers should be made available to attendees in sufficient numbers at the paper presentation.

## **2. Round Table Sessions**

Round Tables usually entail work-in-progress on an evaluation. In these, authors make available a manuscript for debate to clarify, strengthen argumentation, consider next steps, and the like, and aim to assist the author complete the manuscript with the view to publication. A written manuscript of the paper in progress with issues for discussion in the Round Table is required in final form by **25 August 2011** [to e-mail addresses for Abstracts below].

Abstracts for a Round Table should be no longer than 300 words, and submitted as a Microsoft Word document. The date of submission is **Friday 24<sup>th</sup> June 2011**, and should be

e-mailed to: [Raymond.B.Basson@gmail.com](mailto:Raymond.B.Basson@gmail.com) and [info@samea.org.za](mailto:info@samea.org.za). All abstracts will be refereed, and authors informed by **Friday 22<sup>nd</sup> July 2011.**

Round Table presentation abstracts should include the following:

1. Indicate the abstract is for a Round Table paper presentation
2. Title of the paper
3. Name, title/s and institutional affiliation of author/s
4. Name and title/s of author presenting at the Round Table
5. E-mail and telephone contact details of presenting author
6. Abstracts may not be longer than 300 words. Abstracts should include information on the context, an overview of the evaluation and intention of the manuscript as work-in-progress, and specific issues for debate in the Round Table.

Please note,

[i] hardcopy of the written manuscript in progress with issues for discussion should be made available in sufficient numbers to attendees at the presentation.

### **3. Posters**

Poster presentations entail a poster size presentation with images as well as text. Posters usually depict an evaluation study including: questions asked in the study through methodology, data, findings and conclusion. Posters will be displayed, and presenters need to be available to respond to questions asked of the poster when on display.

Abstracts for Poster display should be no longer than 300 words, and submitted as a Microsoft Word document. The date of submission is **Friday 24<sup>th</sup> June 2011**, and should be e-mailed to: [Raymond.B.Basson@gmail.com](mailto:Raymond.B.Basson@gmail.com) and [info@samea.org.za](mailto:info@samea.org.za). All abstracts will be refereed, and authors informed by **Friday 22<sup>nd</sup> July 2011.**

Abstracts for poster presentations should include the following:

1. Indication that the abstract is for a Poster presentation

2. Title of the Poster
3. Name and affiliation of author/s
4. Name and title of author/s who will be in attendance at the poster display
5. E-mail and telephone contact details of author/s who will be at the poster display
6. An abstract may not be longer than 300 words. It should include information on the *context*, an overview of the *content* of the Poster and a summary of *results/conclusions*.

Please note that,

- [i] Authors need to submit, in addition, a statement stating that the Poster has not been presented before [e.g. at another conference].
- [ii] In order to present a Poster, the author will be required to attend the conference.
- [iii] Details relating to Poster size will be communicated on notification of acceptance of a Poster presentation.

Contact details:

Ray Basson,  
Board Member

[Raymond.B.Basson@gmail.com](mailto:Raymond.B.Basson@gmail.com)

+27 11 646-8699

**Conference Registration**  
**Registration**

Registration entails a 1 pager, stating clearly,

1. your particulars: -title/s, first name, surname/s
  - institutional affiliation
  - postal address and area/zip code
  - e-mail, cell, telephone and fax numbers
  - name of Workshop [if attending one]

- type of presentation [Paper, Round Table, Poster]
- title of presentation
- cost and method of payment [see below]

2. email to: [info@samea.org.za](mailto:info@samea.org.za)

### **Student Bursaries to Participate in the Conference:**

Students registered for a degree at a South African University or a university in Africa, and who have a demonstrable interest in monitoring and evaluation in a sector of the economy, such as education, policy studies, management, may apply for financial support to participate in the Conference. Preference will be given to student need, particularly for those from previously disadvantaged background in South Africa.

Successful applicants will need to make their own arrangements to attend the Conference.

The bursary will pay the Registration Fee, 6 nights' board and lodging at the Conference [4-9/9/2011] and assist with travel costs to and from the conference venue.

Successful applicants will be expected to contribute to Conference organization and administration for half a day before and during the Conference.

The application for a Student Bursary entails a 1 pager and supporting documents stating clearly.

1. your particulars:

- mark the application clearly: Student Application for Bursary to Participate in SAMEA Conference 2011
- title/s, first name, surname
- institutional where registered as student [including copy of student card and number, proof of current registration]
- degree for which registered, and course of study [documents linking student to course of study]

- demonstrable interest in monitoring and evaluation [as a course of study, specialization, occasional course, internship in evaluation, assist in conducting evaluation].
  - demonstrated need for financial support [background, family history]
  - postal address and area code.
  - e-mail, cell, telephone and fax numbers.
  - if intending a presentation [Paper, Round Table, Poster], state its title and submit an Abstract of no more than 300 words.
  - if intending to attend a Workshop, name the Workshop you would like to attend.
2. E-mail application with documentation to: [info@samea.org.za](mailto:info@samea.org.za). Mark it clearly as Student Bursary Application.
  3. A maximum of R25,000-00 will be allocated to any one applicant. The decision of the SAMEA Student Bursary Committee is final and no discussion will be entered into with respect to bursary allocation.

### **Registration Fee and Method of Payment**

#### ***Registration Fee:***

Registration fee for the Conference [to attend a Workshop; present a Paper/Round Table/Poster]:

-Early Bird Registration [by 30 June 2011]:

Member:	R2,300-00
Non-Member:	R2,700-00 [includes SAMEA membership fee for 1 year]
Student:	R1,500-00

-Later Registration: [by 31 July 2011]:

Member:	R3,000-00
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Non-Member: R3,400-00 [includes SAMEA membership fee for 1 year]

Student: R1,600-00

-Name of Workshop applied to attend

Daily registration R1,500-00, Cash only (no frills).

Group discount 5 or more percent. Registration from average (10%)

Workshop fee:	Half-Day Workshop:	R765-00
	One Day Workshop:	R1,350-00
	Two Day Workshop:	R2,700-00

Cost of Workshop: R.....

-Exhibition table fee R5,000-00 per table (Max 10 tables).

-Total Payment: R.....

**Method of Payment [Choose one]:**

By card	
By order number	
Cash	

\*Card name: -Mastercard/VISA/other:.....;

-Name of card holder:.....;

-Expiry Date:.....;

-Card number:.....;

-Last 3 digits [on back of card]:.....; for R.....

\*Cheque: cheques should be crossed, and made in favour of, South African Monitoring and Evaluation Association, for: R.....

\*Cash [only exceptionally, and by prior arrangement with the Secretary at, [info@samea.org.za](mailto:info@samea.org.za), and paid to the SAMEA Treasurer before the Conference], for:  
R.....

## 9. THE ROLE OF THE PSC IN ADVANCING M&E IN SOUTH AFRICA AND ABROAD

Since its inception in 2000, the PSC has advanced M&E both in South Africa and abroad. The PSC's mandate as per the Constitution of the Republic of South Africa, is to "investigate, monitor and evaluate" public administration, along a set of 9 values and principles, all of which direct practice towards the attainment of good governance. The PSC seeks to promote transparency and accountability within government departments by stimulating dialogue on what these values mean in public administration practice. As an independent and impartial body, reporting to and protected by parliament, it also has a related function of creating dialogue on performance at various levels. The PSC's work is regularly presented within state and public media and serves as a basis for healthy and democratic debate.

In giving effect to its mandate, the PSC has initiated and/or directly participated in; (1) building local capacity to develop evaluation frameworks; (2) developing and presenting evaluation findings; (3) testing innovative approaches to evaluation research. These results have been shared with many. The PSC has made presentations to evaluation associations on 5 continents, facilitated evaluation training courses (International programme for development Evaluation: IPDET, 2007-date), and published its work extensively. Its overall strategy has been to constructively engage civil society, academia and the legislature on its methodologies and results. The PSC has established a firm institutional reputation for evaluation excellence, and continues to be a node for evaluation events in the country and region.

The PSC, as part of executing its mandate in monitoring and evaluation, has taken a lead role in co-hosting international events, presenting papers in M&E, as well as teaching and publishing. These events have generally been designed to provide hands-on practitioner training, exposure to key developments in the discipline, and generally serving as a node for excellence.

It has recognised the importance of partnerships with civil society and other formations, and formally partnered with the African Evaluation Association (AFREA) to co-host the highly successful 3<sup>rd</sup> African Evaluation Association Conference. In addition, it has recognised the importance of establishing a South African Monitoring and Evaluation Association, which it supported since inception in 2004, and co-hosted to date two biennial conferences. These events complement the work of the PSC, which it undertakes within departments across the country, and which takes the form of inspections, audits, reviews and evaluations.

A few of the conferences where the PSC has presented papers, chaired panels or participated are listed below. Collectively, this has resulted in the PSC becoming known for its expertise at the country, continental and international level.

YEAR	EVENT	FOCUS	ROLE OF THE PSC
2001	Monitoring and Evaluation Capacity Development in Africa Organised by the Development Bank of Southern Africa, World Bank and African Development Bank, Johannesburg, South	Examined the role of M&E to address the development challenge in Africa, building demand and infrastructure for M&E,	Programme design and conference support with the DBSA Key note address prepared by the Chairperson

YEAR	EVENT	FOCUS	ROLE OF THE PSC
	Africa	addressing capacity challenges and examining African sector experiences	See publication
2004	3 <sup>rd</sup> African Evaluation Association Conference, Cape Town, South Africa	International Evaluation event  Theme: Joining forces for evaluation, democracy and development  500 person, 61 country participant event, comprising 20 training session, 40 parallel sessions, panels and events	<b>Co-hosting of the event:</b>  Programme planning and execution, fundraising, facilitating government participation across the continent via the Minister for Public Service and Administration
2005	Development Evaluation Seminar, Tunisia	Training in Development evaluation event for 21 African countries	Co-hosted with the African Development and World bank
2006	Joint Canadian Evaluation Society and American Evaluation Association Conference, Toronto, Canada	International evaluation event	Papers presented by the PSC
2006	Joint International Conference (United Kingdom Evaluation Society and the European Evaluation Society), London, UK	International evaluation event	Presented papers and facilitated session
2006	Workshop for Policy makers and Evaluators, University of Sussex, UK	UK and European evaluation event	Presented papers at event
2004	Participation in the Malaysian Evaluation Conference, Kuala Lumpur,	Asian evaluation event	Presented papers
2007 and 2009	Inaugural and 2 <sup>nd</sup> Biennial SAMEA Conference, Johannesburg, South Africa	South African M&E Association event	Co-host
2008	<ul style="list-style-type: none"> <li>Inaugural meeting: Network of Networks on Impact Evaluation (NONIE)</li> <li>European Evaluation Society Conference: Lisbon, Portugal &amp;</li> </ul>	Internal meeting of NONIE	<p>Represented the PSC at the event in Washington, USA. Chaired session</p> <p>AFREA rep for NONIE and participated in panel session Chaired session</p>
2009	Global Assembly of the IDEAS, Johannesburg, South Africa	International evaluation event	Presentation: paper on the work of the PSC in promoting good governance
2007 & 2009	4 <sup>th</sup> and 5 <sup>th</sup> AFREA Conference held in partnership with the NONIE and 3ie, Cairo, Egypt	African evaluation event	Supported conference programme, chaired session and presented key note address

<b>YEAR</b>	<b>EVENT</b>	<b>FOCUS</b>	<b>ROLE OF THE PSC</b>
2008,2009 and 2010	Visiting faculty for the International Programme for Development Evaluation Training (IPDET)	International training event	Course presenter and guest lecturer