

## Questionnaire M&E Workshop

The French Agency for Development (AFD, Agence Française de Développement) and the World Bank organise a workshop to be held in Rabat, Morocco, on the 25-27 January 2016, on Monitoring and Evaluation (M&E) of vocational education and training (VET) and employment programmes in the Middle East and North Africa (MENA) Region. This questionnaire aims at helping us in organising this workshop. To this end, we would like to collect data about your practices and needs regarding M&E of VET and/or employment programmes, as well as your expectations regarding this Workshop. To this extent, your contribution to this questionnaire is very important. It will only take some minutes of your time.

\*Obligatoire

1. **Last Name \***

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2. **First Name \***

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3. **Institution \***

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4. **Position in your institution**

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5. **Country**

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**The workshop aims at improving the knowledge of practices in M&E of technical vocational education/training and employment programmes. We will begin this questionnaire by a general question regarding your own experience in terms of M&E tools. This will help us to better organise the Workshop.**

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**6. What is your experience of M&E? \***

You may provide several answers

*Plusieurs réponses possibles.*

- Logical framework
- Development of performance indicators
- Focus group
- Satisfaction survey
- Statistical surveys
- Management and information system
- Follow-up survey
- Mid-term evaluation
- Final evaluation
- Randomised method
- Quasi-experimental method
- Technical audit
- Other (Please provide details in plain text in the box below, next to "Autre :")
- Autre : .....

**The Workshop will build on the contribution and experience of the participants. This is why we are about to ask you questions regarding the TVET and employment programmes in your countries, and regarding their M&E.**

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**Please provide data about one or two TVET or employment programmes that you would like to report about during the Workshop in Rabat.**

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**First programme****7. Name of the first programme you would like to report about, during the Workshop**

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**8. Objective of this first Programme**

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**9. Population targeted by this first Programme (including geographical area: e.g. unemployed people for more than a year in such or such country)**

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**10. Quantitative objective of this first Programme (e.g. train 500 unemployed people)**

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**11. Time period covered by this first Programme**

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**12. Total budget for this first Programme (please provide the currency unit)**

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**13. What has been your role in this first Programme (e.g. project manager/leader, statistician, donor, in charge of M&E, independent consultant)?**

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## **Second programme**

**14. Name of this second Programme you would like to report about, during the Workshop**

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**15. Objective of this second Programme**

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**16. Population targeted by this second Programme (including geographical area: e.g. unemployed people for more than a year in such or such country)**

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**17. Quantitative objective of this second Programme (e.g. train 500 unemployed people)**

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18. **Time period covered by this second Programme**

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19. **Total budget for this second Programme (Please provide the currency unit)**

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20. **What has been your role in this second Programme (e.g. project manager/leader, statistician, donor, in charge of M&E, independent consultant)?**

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## The following questions now address your experience and practice of M&E

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### M&E of the first programme mentioned above

21. **Has the first programme you mentioned above ever been monitored and/or evaluated? \***

*Une seule réponse possible.*

Yes      *Passez à la question 22.*

No      *Passez à la question 27.*

22. **In practice, what has this M&E consisted of, for the first Programme?**

You may refer to the list provided on Page 1 of this questionnaire

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23. **What has been the total budget devoted to M&E?**

Please provide the currency unit

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**24. Which method has been used for the M&E?**

Please indicate whether it was monitoring and/or evaluation, and provide details regarding for example the nature of the action, its scope...

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**25. What has been the time period covered by this M&E?**

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**26. What have been the two main issues you have been confronted with?**

You may provide up to 2 answers

*Plusieurs réponses possibles.*

- Cost
- Lack of technical competences for carrying out M&E
- Lack of available experts knowledgeable in the field of M&E
- Lack of technical competences by the partners in charge data collection
- Insufficient quality external evaluators
- Issues to convince stockholders about the relevance of M&E
- Issues to convince your managers about the relevance of this action
- You did not see the interest of M&E
- You found it difficult to reach end users
- Lack of time
- You found it difficult to communicate about the results
- You could not find the proper manuals for programme implementation
- Other (Please provide details in plain text in the box below, next to "Autre :")
- Autre : .....

**M&E of the second programme****27. Has the second programme you mentioned above ever been monitored and/or evaluated? \***

*Une seule réponse possible.*

- Yes
- No     *Après avoir répondu à la dernière question de cette section, passez à la question 35.*

**28. What has been the total budget devoted to M&E?**

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**29. Which method has been used for the M&E?**

Please indicate whether it was monitoring and/or evaluation, and provide details regarding for example the nature of the action, its scope...

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**30. What has been the time period covered by this M&E?**

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**31. What have been the two main issues you have been confronted with?**

You may provide up to 2 answers  
*Plusieurs réponses possibles.*

- Cost
- Lack of technical competences for carrying out M&E
- Lack of available experts knowledgeable in the field of M&E
- Lack of technical competences by the partners in charge data collection
- Insufficient quality external evaluators
- Issues to convince stockholders about the relevance of M&E
- Issues to convince your managers about the relevance of this action
- You did not see the interest of M&E
- You found it difficult to reach end users
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- You found it difficult to communicate about the results
- You could not find the proper manuals for programme implementation
- Other (Please provide details in plain text in the box below, next to "Autre :")
- Autre : .....

**Reports on M&E**

**32. Did these M&E lead to report(s) ? \***

*Plusieurs réponses possibles.*

- Yes  
 No  
 Do not know

**33. Were this/these report(s) made public?**

*Plusieurs réponses possibles.*

- Yes  
 No  
 No matter

**34. Could you please send us any document you may have regarding the M&E of the first and/or second Programme you mentioned above (Power Point presentation, books, reports...) to:**

[conference.evaluation2016@gmail.com](mailto:conference.evaluation2016@gmail.com)

*Plusieurs réponses possibles.*

- Yes  
 No  
 no matter

## Your expectations regarding the Rabat Workshop in terms of M&E

**35. What is your main expectation regarding the Rabat Workshop in terms of M&E of VET or employment programmes?**

Please provide only one answer

*Une seule réponse possible.*

- Creating a roster of experts  
 Improve your knowledge in terms of M&E  
 Knowing what is going on in terms of M&E of programmes in other countries  
 Exchanging regarding good practice in M&E  
 Developing a technical toolbox in order to successfully carry out M&E  
 Other



**36. What are the three main subjects you would like to be addressed during the Workshop?**

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(You may provide up to 3 responses)

*Plusieurs réponses possibles.*

- Elaboration of performance indicators / How employment may be measured
- Carrying out semi-structured interviews
- Elaborating interview grids
- Establishing a Management and Information System (MIS)
- Carrying out quantitative statistical surveys
- Cost/effectiveness Analysis
- Impact evaluation (implementation examples, good practice)
- Performance/process evaluation (implementation examples, good practice)
- Other (Please provide details in plain text in the box below, next to "Autre :")
- Autre : .....

**M&E actions in the months to come**

**37. Will you have to set in motion an M&E action in the months to come?**

*Une seule réponse possible.*

- Yes
- No *Après avoir répondu à la dernière question de cette section, cessez de remplir ce formulaire.*

**38. In this case, what is the TVET or employment programme that will be subject to M&E?**

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**39. Would you have question(s) regarding this future M&E action that you would like to be addressed during the Rabat Workshop?**

*Une seule réponse possible.*

- Yes
- No *Après avoir répondu à la dernière question de cette section, cessez de remplir ce formulaire.*

40. **Please provide up to three questions that you would like to ask to experts on this occasion**

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