


Channel Research is pleased to announce the details of our annual **training course on 'EVALUATION OF HUMANITARIAN ACTION' (EHA)**, facilitated by **Margie Buchanan-Smith** and **John Cosgrave**. This is the 8th year that we are offering this training course, but it is the first international training that will be based on the new  **ALNAP** Guide on 'Evaluating Humanitarian Action', that has just been released for piloting.

The training will take place near Brussels from **Monday 27 May, to Wednesday 29 May 2012** inclusive. Participants are expected to arrive on Sunday evening at the welcome dinner and depart on Wednesday early evening.

The full price for the session is **€1,680** (not including 21% VAT), including transport from Brussels airport or the station 'Brussels Midi' to the course venue, the training itself and materials, seminar facilities, refreshments and accommodation and meals, from Sunday evening until Wednesday early evening. An **early booking reduction of 100 €** will be provided for those participants who pay before 15 April. There are 2 places available for independent consultants not sponsored by an organisation at a reduced training fee of € 1450 (not including 21% VAT). The maximum number of participants is 20.

The training will be at introductory-to-intermediate level, with the following aims:

1. To make evaluations of humanitarian assistance **more effective** in contributing to improved performance.
2. To improve the **quality of evaluation processes**.

"I will recommend this training wherever I go, it would be most useful for any programme staff, for example."

Tania Breams, Desk, Federal Public Service,
Foreign Affairs, Foreign Trade and Dev. Belgium

The **learning objectives** of the course are to achieve:

- (i) Greater clarity of the purpose and objectives of EHA, and of the principal challenges of doing EHA.
- (ii) Better understanding of evaluation criteria and of the most relevant frameworks against which humanitarian assistance should be evaluated.
- (iii) A practical approach to planning, designing, implementing and following through on evaluations of humanitarian assistance.

This course is **open to evaluators, managers and users of evaluations**. Previous evaluation experience is not necessary, but some knowledge and experience of humanitarian action is required. Participants will benefit from the extensive evaluation experience of the training facilitators (who are also co-authors of the ALNAP EHA guide). There will be many opportunities for learning and exchange between participants who are invited to bring examples of evaluations that they may be designing, carrying out and/ or managing in the future, to work through as case studies.

This 3-day training course will draw extensively on the most up-to-date materials on EHA from the new ALNAP guide.

[NB a second, advanced module on evaluating humanitarian action will be held 30-31 May 2013 for experienced evaluators, evaluation consultants and evaluation managers. Participants from the basic/intermediate training are expected to gain evaluation experience before they attend the advanced module, unless they already have considerable evaluation experience].

Course outline

Time	Day 1	Day 2	Day 3
09.00	Introductions – to the workshop, participants/trainers, administration, etc. The purpose of EHA What is the reason for evaluating humanitarian action? What can evaluation achieve?	Frameworks for evaluation. What frameworks can you use to assess performance against broader policies and standards?	(START 08.30) Management How can you manage the evaluation process to produce a robust evaluation? What challenges are you likely to encounter? From Data to Reports How do you turn the findings from your fieldwork into a useful evaluation report?
10.40	Break	Break	Break
11.00	Purpose (continued) Initiating and planning EHA What steps should you take to commission and plan an evaluation?	Evaluation methods What are the typical evaluation methods in EHA and how do you choose between them?	Use and dissemination of EHA How can you promote real change based on your evaluation?
12.40	Break	Break	Break
14.00	Group work, based on the above sessions	Group work, on criteria, frameworks, and methods.	Group work on utilisation. Ethics What ethical dilemmas are you likely to face and how can you deal with them?
15.40	Break	Break	Break
16.00	Evaluation Criteria and frameworks What are the standard evaluation criteria? What do they mean?	Feedback and clarification on material covered so far.	Wrap-up, closure and drink Pick-up at 16.00
17.40	Wrap-up and closure	Wrap-up and closure	

We are starting early and closing early on Wednesday as many participants have evening flights from Brussels.

If you are interested in joining this course, **please fill in the application form** and send it back with your **CV** or a **short biographical notice**, preferably **before 15 May 2013** to:

Ms. Farzana Islam

E-mail: islam@channelresearch.com

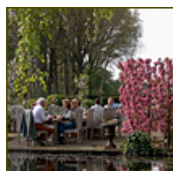
Tel: +32 2 634 02 18.

We will be happy to answer your questions and to receive your comments.

The training venue 'Orshof' is ideal for learning and reflection located in the Flanders a little north of Brussels. Orshof is surrounded by beautiful nature, ideal for a walk or a run and has bicycle rent and a swimming pond. Their staff does their utmost to service us during the training and their French inspired kitchen makes the experience an additional pleasure.

Orshof

Heymansweg 2
 3670 Neerglabbeek
 Belgium
www.orshof.be



„I think it is a very good training, very practical and gives you the tools to face the challenges of evaluation“ Maria Palacios, Evaluation Manager, DG ECH

Previous participants have come from:



USAID
FROM THE AMERICAN PEOPLE



ICRC

DFID Department for International Development



Australian Government
AusAID



International Alert.

Understanding conflict. Building peace.



KINGDOM OF BELGIUM
Foreign Affairs,
Foreign Trade and
Development Cooperation

Feedback from previous participants:

„Thank you! Very good course which well deserves its excellent reputation.“ Kashka Huyton, Consultant

„I would highly recommend this course. It looks at evaluations holistically – with a strong emphasis on practical guidance“ Hannah Reinhardt, Emergencies, Monitoring, Evaluation & Accountability Advisor, Save the Children UK

„I would note it as very useful and enjoyable to participate and recommend it amongst my peers.“ Yusuf Luiz Caires, Senior manager - Country Programs, Dubai Care

„Thorough, participatory to the right level, flexible and really useful to programme staff, not just M&E people“ Claire Sayce, Emergency Programme Officer, CARE International UK