



WAD EL MAGBOUL INSTITUTE



IRC

IRC WATER AND SANITATION CENTRE

INTERNATIONAL REFERENCE CENTRE  
FOR COMMUNITY WATER SUPPLY AND  
SANITATION (IRC)

End of mission report for  
the WADS project, Nyala,  
Sudan

Volume I: Monitoring and  
evaluation course  
WADS project, Nyala

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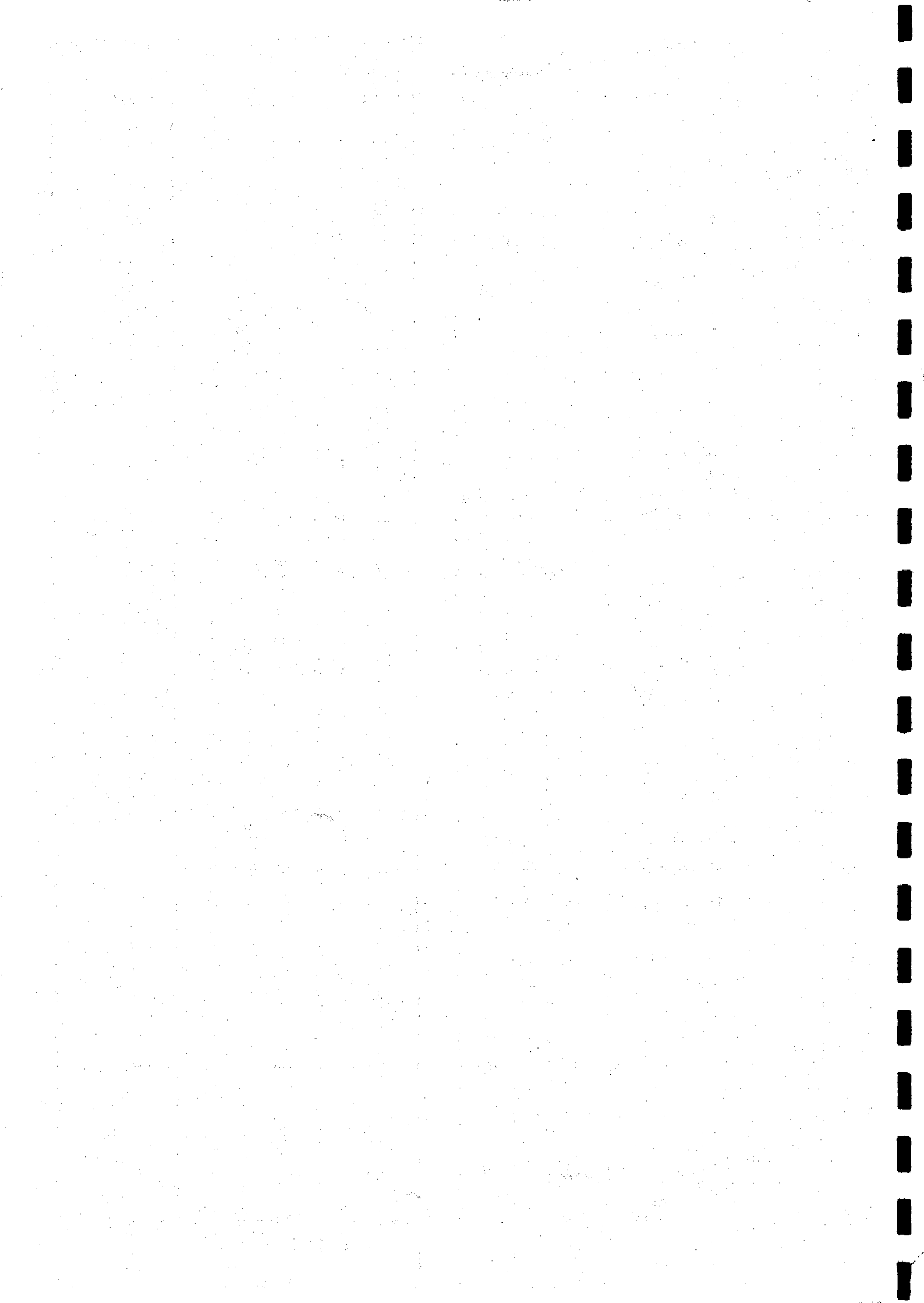


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MINISTRY OF DEFENCE  
GENERAL STAFF  
ADVISORY BOARD  
ISN 5763  
RNF  
NO: 824 50.5088

List of Abbreviations

GES Groundwater Exploration Section, WADS, Nyala  
NCDRWR National Corporation for the Development of Rural Water  
Resources  
RC Rural Council  
SDP Southern Darfur Province  
VPS Village Project Section, WADS, Nyala  
VHC Village Health Committee  
VWC Village Water Committee  
WADS Water Resource Assessment and Development Programme,  
Sudan  
WCD Well Construction Section, WADS, Nyala

## 1. INTRODUCTION

The Water Resources Assessment and Development Project in the Sudan (WADS) started in January 1986. The project aims to contribute to the development of a national water policy, water resources management, rural water supply and training. This report concerns the rural water supply component including training.

The objectives of the rural water supply component are:

- to develop practical guidelines for the planning, preparation and implementation of village water supply programmes and projects in Southern Darfur Province (SDP);
- to implement a phased village water supply programme in SDP;
- to contribute to the development of a sustainable maintenance system for village water supply facilities;
- to study the feasibility of utilizing village water supply systems for irrigated gardening.

The project is divided into two phases. The pilot phase aims to develop and test a participatory approach to village water supply, to gain practical experience in carrying out village water supply improvements and to train project staff. The extension phase aims to standardize procedures and technology options and to implement an increased number of new and improved village water supply systems (Plan of Operations, 1987/1988).

In view of these project characteristics, monitoring and evaluation are important tools to learn from ongoing experience in project planning and implementation. This mission was carried out to provide support to (a) increasing monitoring and evaluation skills of project staff and (b) developing a monitoring system (See appendix 1 for Terms of Reference).

The mission was jointly undertaken by three staff members of the Wad El Magboul Institute in Khartoum, Sudan and a representative of the International Reference Centre for Community Water Supply and Sanitation (IRC) based in The Hague, The Netherlands. The first two weeks of the mission were spent on the preparation, organization and implementation of a monitoring and evaluation course of water supply and sanitation projects. A third week was spent on the development of a monitoring system for the WADS project. An overview of the mission's activities is presented in appendix 2.

The end of mission report has been split up in two volumes:

- I Report on the WADS monitoring and evaluation course of water supply and sanitation projects.
- II Report on the development of a monitoring system for the WADS project.

This volume deals with the monitoring and evaluation course.

## 2. TRAINING COURSE ON EVALUATION AND MONITORING

### 2.1 Introduction

The training course on evaluation and monitoring was based on material prepared by IRC in cooperation with UNICEF<sup>1)</sup>. This course aims at improving the knowledge and skills of the participants in organizing and conducting monitoring and evaluation activities in water supply and sanitation projects. In the course, monitoring and evaluation are not dealt with as academic topics but as management tools to improve the performance of ongoing and new water supply and sanitation projects. Therefore, the course consists mainly of working sessions to allow participants to develop their own monitoring and evaluation skills through practical experience. The course is run by at least two moderators who are responsible for the preparation, implementation, and if necessary, the adaptation of the course programme.

The WADS project invited the IRC to run this course in close cooperation with the Wad El Magboul Institute and it was decided to take the opportunity to train three staff members of the Wad El Magboul Institute as course moderator with the aim that they may repeat this course independently whenever required. Thus the course would be guided by a total of four course moderators who would call themselves co-moderator.

### 2.2. Preparation and organization

For the course preparation, one day was spent on a general introduction to evaluation and monitoring and to the course set up. During this day the slide-sound module on evaluation prepared by ILO Turin/Instraw was reviewed for inclusion in the course. It was however decided not to use this module because the spoken text proved to be rather difficult for people unfamiliar with evaluation with too many subjects discussed in too short a time. Three subsequent days were spent to familiarize the co-moderators with the course content and approach and with the WADS project. A detailed course time schedule was made, with a daily division of tasks (see appendix 5) and activity sheets were prepared (see appendix 6). The day before the start of the course the organization of the course programme was discussed in detail with the acting WADS Project Manager and final arrangements were made.

The course was organized at the premises of the WADS project in Nyala. Although it was feared that this would create gaps in course attendance, this problem did not arise. The available training facilities (airconditioned training room; separate

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1) Boot, M (1987) Training course: Evaluating water supply and sanitation projects; Course modules and Guide for course modertors. Training Series no.2. UNICEF/IRC. IRC, The Hague.

working group room; flipchart and two blackboards; photocopying machine) greatly facilitated the smooth running of the course. The decision of the acting project manager to arrange for breakfast between 9.30 and 10.00 and to have tea and cold water permanent available also contributed to this result.

### 2.3 Participants

Course participants included the Head of Sections and several staff members of the WADS project, a Health Educator of the Ministry of Health, three staff members of the NCDRWE, Nyala, and a short term consultant from the Netherlands (see appendix 3). In total eleven persons participated in the course; two could not stay for the last two days due to their scheduled travel to Khartoum. Although all water projects in the Southern Darfur Province had been invited to participate in the course, non of them has made use of the opportunity. It could be that the course would have benefitted from a larger number of participants as the course is very much based on active group work.

### 2.4 Implementation

The training course itself took one full week from October 10 to October 17, 1988 (see appendix 4). Each day was divided into three sessions with short presentations, group work and plenary discussions (see appendix 5 and 6). At the end of the first day each participant selected an evaluation subject he/she would like to cover during the course. This resulted in the formation of two evaluation groups: one group was formed to study the WADS well design and one group decided to evaluate the tasks of the Village Project Section and the coordination of tasks between the sections. An interesting discussion developed on who should participate in which evaluation group and it was decided that the Head of the Well Construction Section would join the tasks evaluation group the Head of the Village Project Section would join the well design evaluation group. Their motivation was that this would increase their learning experience and create an opportunity to improve future cooperation between the sections.

Half way the course the evaluation group on well design made a field trip to the Kas area to practice the various data collection methods. The other group did "field work" at the WADS office by collecting information on the cooperation between the sections from the various staff members. As one of their data collection methods they also used a written questionnaire, and they had to experience that it is difficult to get them all back, as is usually the case.

During the training the participants experienced how important it is to limit oneself in setting evaluation objectives and in data collection. This became particularly clear during data analysis and formulation of conclusions and recommendations.

The last full day of the course was spent on monitoring. Ongoing monitoring activities in the various WADS sections were reviewed and a first investigation in future monitoring issues was made. Also a further link was made between monitoring and evaluation and between the training activities during the course and the development of a monitoring system in the forthcoming week.

The course was ended with a short formal ceremony in which Mr. Hassan Bushara, Manager NCDRWE Nyala and Mr. Yassin Abbas, Deputy Manager NWC and various staff members of the WADS project participated. Certificates were handed over to the participants by Mr. Hassan Bushara (see appendix 7).

#### 2.5 Evaluation by participants

The evaluation of the course included a short written questionnaire (see appendix 6) and a verbal part in which each participant shortly stated what he/she gained from the course. A few participants indicated that before the course they did not know anything about monitoring and evaluation except for the words. These were also the persons who expressed that the first course day was rather tough, but that it became much easier over the days. It was generally felt that at the end of the course a clear idea was gained on evaluation and monitoring objectives and on the process how to carry it out. Various participants expressed their hope and some felt confident that they would be able to apply what they had learned. The active participation approach of the course was very much appreciated and thought to be fruitful. One of the participants stated that experience with this approach was also useful for the development of the participation and health education approach in the villages. A few participants indicated that some work group sessions and some plenaries were a bit short. One mentioned that it had been beneficial to have national and expatriate co-moderators, thus facilitating the process of communication. All participants were satisfied with the food supply and the transport facilities.

#### 2.6 Evaluation by co-moderators

The course was also evaluated amongst the co-moderators themselves. Before the start of the course it was decided that each co-moderator would act as course observer for a whole day on a rotating basis. This worked out very well. The observer's tasks were to help the others to stick to the time schedule and to pick up questions and issues that otherwise might be neglected or forgotten. The observer was also responsible for the evaluation of the day: what went all right, what went wrong, what could be done in a different way. All co-moderators benefitted from this approach and much was learned about how to run the course, how to present a new subject and how to guide a plenary. It was experienced that a presentation was more effective when the content was practical and short, only highlighting the vital points. It proved to be better for the co-moderators not to join the working groups as resource persons as not to disturb the



group process and learning opportunities of the participants. Therefore only short rounds were made every now and then to check whether the groups did not face any major problems in carrying out their activities. The plenary sessions and group work periods may need to be given a bit more time when a new course is organized.

For the co-moderators of the Wad El Magboul Institute both the content of the course and the course approach were new. The experience gained with the course approach was much appreciated. It was felt that this approach is very useful for participants to get a real crasp of evaluation and monitoring as it involves learning by doing. They feel confident that they can organize their own evaluation and monitoring courses in the future.

- Appendix 1: Terms of Reference
- Appendix 2: Itinerary
- Appendix 3: List of course participants
- Appendix 4: Course timetable
- Appendix 5: Extended course time table for co-moderators
- Appendix 6: Course activity sheets
- Appendix 7: Course certificate

APPENDIX 1: TERMS OF REFERENCE

The terms of reference for the mission were as follows:

- (1) To conduct a one week training course in monitoring and evaluation of village water supply projects, in accordance with the IRC/UNICEF training modules. The specific conditions in the WADS project should be integrated in the didactical lay-out of the course. Relevant background information for this purpose has been handed over to IRC.
- (2) To prepare, together with the pertinent staff of WADS, in the week following the course, an operational monitoring system of the WADS Village Water Supply Programme, based on a set of appropriate indicators.
- (3) To train - during the preparation and execution of the course - teachers (presumably 2 to 3) of the Wad El Magboul Institute (WEMI) as future moderators of similar courses.

APPENDIX 2: ITINERARY

- Mon. 3 - 10: Travel from The Hague to Khartoum.
- Tue. 4 - 10: - Visit to WADS office at Kilo Ten and discussion with Mr. Ton Negerman (project manager) and Mr. Bob Blankwaardt (chief technical adviser)  
- Visit to Wad El Magboul Institute and discussion with Mr. Mohammed Kheir (dean)  
- Visit to Royal Netherlands Embassy and discussion with Mrs. Riet Turksma (first secretary women and development) and Mr. Pim Plantenga (first secretary rural development)  
- Report reading  
- Brainstorming session with Mr. Bob Blankwaardt.
- Wed. 5 - 10: - Preparation and organization training programme and training of co-moderators  
- Brainstorming session with Mr. Bob Blankwaardt.
- Thu. 6 - 10: - Preparation detailed course outline and division of tasks  
- Visit to Unicef and discussions with Mr. Thomas Ekvall (chief WES), Mr. Ismail AlAlhari Ibrahim (hydrologist), Mr. Mustafa Babo (social mobilizer) and Mr. Humoon Chol Deng (social mobilizer)  
- Brainstorming session with Mrs. Inez Fernig (extension adviser WADS).
- Fri. 7 - 10 - Course preparation  
- Free
- Sat. 8 - 10 - Travel from Khartoum to Nyala  
- Meeting with Mr. El Tom El Sheikh (acting project manager WADS) and project staff.
- Sun. 9 - 10 - Final preparation and organization training course. Training of co-moderators.  
- Meeting with Mr. El Tom El Sheikh.
- Mon. 10 - 10 - Training course; evaluation and preparation
- Tue. 11 - 11 - Training course; evaluation and preparation

- Wed. 12 - 11 - Training course; evaluation and preparation
- Thu. 13 - 11 - Training course; field visit
- Fri. 14 - 11 - Evaluation and preparation
- Sat. 15 - 11 - Training course; evaluation and preparation
- Sun. 16 - 11 - Training course; evaluation and preparation
- Mon. 17 - 11 - Training course; evaluation and reporting
  - Discussion with Mr. Hassan Bushara (manager NCDRWR Nyala) and Mr. Yassin Abbas (deputy manager)
- Tue. 18 - 11 - Brainstorming sessions with all WADS sections
  - Brainstorming session with Mr. Bob Blankwaardt
  - Brainstorming session with Mrs. Inez Fernig
  - Team discussions
- Wed. 19 - 11 - Detailed discussions with all WADS sections
  - Team discussions
- Thu. 20 - 11 - Detailed discussions with all WADS sections
  - Discussion with Mr. Wilfried Herrich (VPS consultant)
  - Team discussions
- Fri. 21 - 11 - Report writing
  - Team discussion
- Sat. 22 - 11 - Final discussions with all WADS sections
  - Discussion with Mr. A/alla Mohamed Kheir (project manager) and Mr. Bob Blankwaardt
  - Team discussions
- Sun. 23 - 11 - Report writing
  - Team discussion
- Mon. 24 - 11 - Duplication of draft report
  - Meeting with management and staff on draft report
  - Discussion with Mr. Bob Blankwaardt on draft report

- Tue. 25 - 11 - Final discussions with Head of Sections and management on draft report  
- Travel from Nyala to Khartoum
- Wed. 26 -11 -- Debriefing at Kilo Ten with Mr. Ton Negenman and Mr. Mohammed Kheir  
- Short introduction on participatory training methods for training of trainers at the NCDRWR office  
- Duplication draft report  
- Debriefing at the Royal Netherlands Embassay, Mrs. Riet Turksma and Mr. Pim Plantinga  
- Departure for the Netherlands
- Thu. 27 - 11 - Arrival in the Netherlands

APPENDIX 3: LIST OF COURSE PARTICIPANTS

1. Adam Ab/Dlla Ahmed, head of well construction section (NCDRWR)
2. Mohamed Omer Abd El Rhman, surveyor (NCDRWR)
3. El Douma Adam Mohamed, installation engineer (NCDRWR)
4. A/Alla Faiyb Gohrashi, drilling engineer (WADS)
5. Abdelrahim Mohamed Abdalla, head of VPS (WADS)
6. Salah Eldin Ahmed Abdelmagid, former head WCD (WADS)
7. Farouk Hashim, staff member VPS (WADS) seconded by Ministry of Health
8. Mahmoud Abdalla Bashir, head GES (WADS)
9. El Siddig Omer, head WCS (WADS)
10. Abdelrahim Mirghani A/Rahim, staff member GES (WADS)
11. Inez Fernig, advisor VPS (WADS)

APPENDIX 4: COURSE TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
7.30 - 9.30 AM	Introduction and reasons for evaluation and monitoring (module 1)	First set up of the evaluation (module 8)	Questionnaires (Module 11)	Field trip	-	Analysis of collected data (module 13)	Report writing (module 14) and use of evaluation results	Presentation of course results and evaluation of the course
10.00 - 11.30 AM	The evaluation and monitoring process (module 2); Setting objectives (module 4)	Observation (module 9)	Comparison of methods; sampling (module 12)	Field trip	-	Analysis of collected data (module 13)	Introduction to set up monitoring system	
12.00 - 02.00 PM	Selection of criteria (module 5); Introduction to evaluation exercise (module 7)	Interviews (module 10)	Final preparation field trip	Field trip	-	Formulation of conclusions and points for action (module 13)	Selection of monitoring issues	



APPENDIX 5: EXTENDED COURSE TIMETABLE FOR CO-MODERATORS

Time	Subject	Mod.*	Remarks/Contributions	Obs.*
<b>Monday 10 October 1988</b>				
7.15	Checking training room	All	= Check facilities/material	AEM
7.30	Welcome to participants	AEM		
7.35	Introduction	AEM	= First part session one (p.39) = Introduction modules & participants = Distribution list of participants	
8.15	Introduction to course	MTB	= Distribution modules and course outline = Second part of session one; and p. 35-38; and Intro. module	
8.30	Why evaluation and monitoring: Group work	MTB	= Groups of two	
8.45	Plenary/discussion	MTB	= Session two; Module 1 = use of large flipchart	
9.30	Break			
10.00	Main evaluation steps	MAY	= Bob B.: presentation WADS evaluation = Session 3: module 2	
10.20	Summary & Discussion of steps evaluation	MAY		
10.35	Summary & Discussion of steps monitoring	MAY		
10.50	Presentation evaluation objectives	MAY	= Session 5: module 4	
11.00	Groupwork evaluation objectives	MAY		
11.30	Break			
12.00	Plenary/discussion evaluation objectives	MAY		
12.20	Presentation selection of criteria	MNM	= Session 6; module 5	
12.35	Plenary/discussion	MNM		
12.50	Introduction to evaluation exercise/preliminary investigation		= Turning point to practical evaluation exercise = Two resource persons = Session 8 (up to page 59); module 7	
13.00	Groupwork: preparation interview	MNM	= Investigation of evaluation issues	
13.10	Groupwork: interview	MNM	= Interview with resource person	
13.40	Summary selected evaluation issues	MNM	= Summary of evaluation issues on flipchart	
13.50	Summary of the day	AEM	= Round off of the day to keep general overview	
14.00	End of the day			

Before 16.30 participants should indicate the evaluation issues of their preference

Time	Subject	Mod.*	Remarks/contributions	Obs.*
<b>Tuesday 11 October</b>				
7.30	Summary of previous day	MTB		MNM
7.40	Plenary discussion evaluation issues	MTB		
7.55	Division of groups	MTB	= To be decided by moderators	
8.00	Presentation: evaluation objectives and selection of points of attention	MTB	= Session 10; module 8 = Distribution of MEP/One step.	
8.15	Groupwork: objectives and points of attention	MTB		
9.10	Plenary: presentation of groupwork	MTB		
9.30	Break			
10.00	Presentation: observation method	AEM	= Session 11; module 9	
10.15	Role play: observation	AEM	= Volunteers for role play	
10.35	Groupwork: observation	AEM		
11.30	Break			
12.00	Presentation: interview method	MAY	= Session 12, module 10	
12.15	Groupwork: interview	MNM		
13.15	Role play: interview	MNM		
13.50	Summary of the day	MNM	= General wrap up to keep overview	
14.00	End of day			
<b>Wednesday 12 October</b>				
7.00	Summary previous day	MAY		MTB
7.10	Presentation questionnaire	MNM	= Session 13; module 11	
7.30	Groupwork: questionnaire	MNM		
8.30	Testing questionnaire	MNM	= two or three resource persons	
9.00	Break			
10.00	Presentation: comparison of methods	AEM	= Session 14; module 12	
10.20	General discussion	AEM		
10.40	Presentation: sampling	AEM	= Session 15; module 12	
11.00	General discussion	AEM		
11.15	Summary and information on field trip	AEM		
11.30	Break			
12.00	Groupwork: preparation of fieldtrip	All		

Time	Subject	Mod.*	Remarks/contributions	Obs.*
<b>Thursday 13 October</b>				
Field trip.				
<b>Friday 14 October</b>				
Holiday				
<b>Saturday 15 October</b>				
7.30	General discussion fieldtrip experience	MTB	= Experience with use of evaluation methods, session 17	MAY
8.00	Analysis quantitative data: Presentation	MNM	= Session 18; module 13	
8.15	Groupwork: analysis data	MNM		
9.15	Plenary/discussion	MNM		
9.30	Break			
10.00	Continuation plenary/ discussion	MNM		
10.20	Presentation: analysis qualitative data	MTB	= Session 19; module 13	
10.30	Groupwork: analysis data	MTB		
11.30	Break			
12.00	Plenary/discussion	AEM		
12.30	Presentation: formulation of conclusions and recommendations	AEM	= Session 20; module 13	
12.45	Groupwork: conclusions and recommendations	AEM		
13.30	Plenary/discussion	AEM		
13.50	Summary of the day	MAY	= Wrap up to keep general overview	
14.00	End of the day			
<b>Sunday 16 October</b>				
7.30	Summary of the previous day	MTB		MNM
7.40	Presentation: report writing	MAY	= Session 21, module 14	
8.00	Groupwork: report writing	MAY		
9.15	Introduction to set up monitoring system	MTB	= Session 23	
9.30	Break			
10.00	Groupwork: listing present monitoring activities	MAY		
11.00	Presentation and discussion	MNM	= Bob B. and El Tom discuss monitoring for coming period	
11.30	Break			

Time	Subject	Mod.*	Remarks/contributions	Obs.*
12.00	Groupwork: future monitoring subjects	MNM		
13.00	Plenary	MNM		
13.25	Preparation presentation for final day	MNM		
13.30	Evaluation of the course	AEM	= Evaluation form = Short discussion round: What did you gain from course	
14.00	End of the day			

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**Monday 17 October**

8.00	Welcome to forum	AEM	= Invitation Manager and Deputy Manager NCDRWR and project staff WADS to final session course	MTB
8.10	Short overview evaluation course	AEM		
8.20	Presentation on activities and results	AEM	= Session 24. Presentation by evaluation groups	
8.40	Short summary monitoring and follow up	MTB		
8.50	Certificates	AEM		
8.55	Final words	AEM		
9.00	End of the day			

\* Abbreviations:

Mod. = Moderator  
 Obs. = Observer of the day  
 AEM = Awad Elkarim Mansour  
 MAY = Mustafa Alkahim Yousif  
 MNM = Mohamed Nasir Medani  
 MTB = Marieke T. Boot

APPENDIX 6: COURSE ACTIVITY SHEETS

Activity Sheet: reason for evaluation (module 1)

Question: What do you feel is monitoring and evaluation about?  
What do you consider to be the main purpose of  
monitoring and evaluation?

Answers:

(1)

(2)

(3)

(.)

Activity Sheet: Selection and formulation of evaluation objectives (module 4)

Read the brief description below and develop your own evaluation objectives:

In the Darfur area the rural population consists of various groups of village people and nomads. Water demand is estimated to be 5 gallon per person per day and 7 gallon per head of cattle per day.

The NCDRWR is the responsible organization for rural water supply. According to 1985 figures about 50% of the Darfur rural population has access to improved water supply. Water supply technology includes hafirs, open dug wells and boreholes with handpumps. There seems to be some common problems with the water supply systems. Hafirs are said to have seepage and maintenance problems. A number of open wells seem to run dry in the dry season, and the siting of the wells might be improved. Handpumps are not always functioning because of lack of maintenance. Some of the water supply systems are used by too many people creating problems of access to water and water shortage. Other water supply systems seem hardly to be used. Therefore the need was felt to learn more about the functioning and use of the improved water supplies, and it was decided to carry out an evaluation.

The objectives of the evaluation are to:

- (1)
- (2)
- (3)
- (4)

Activity Sheet: Preliminary investigation (module 7)

Interview your resource person on the current situation of the WADS project. Based on this information, list a number of subjects which might be evaluated.

Subjects for evaluation:

(1)

(2)

(3)

(4)

(5)

(6)

Activity Sheet: Selection evaluation subject

Select two subjects in order of preference on the WADS project which you wish to evaluate.

Subject 1:

Subject 2:

My name is:



Activity Sheet: Development of evaluation objectives and selection o detailed questions/points of attention (module 8).

Based on the evaluation subjects of your working group, develop your own evaluation objectives and select a list of detailed questions or points of attention for each of these objectives.

Objective (1): .....

Questions/points of attention:

- (a)
- (b)
- (c)
- ...
- ...

Objective (2): .....

Questions/points of attention:

- (a)
- (b)
- (c)
- ...
- ...

Objective (3): .....

Questions/points of attention:

- (a)
- (b)
- (c)
- ...
- ...

Objective .....

Activity Sheet: Observation I (a)

Go to the tea and coffee place outside the compound. Make observations during 5 minutes. Write down your observations on this sheet and return within 10 minutes.

Activity Sheet: Observation I (b)

Go to the handpump site outside the compound. Make observations during 5 minutes. Write down your observations on this sheet and return within 10 minutes.

Activity Sheet: Observation I (c)

Walk around the compound. Observe what everybody is doing during 5 minutes. Write down your observations on this sheet and return within 10 minutes.

Activity Sheet: Observation II (module 9)

Which of your evaluation questions and points of attention do you want to be answered through observation? How and what do you intend to observe?

Observation checklist (for qualitative data):

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- 
- 
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- 

Observation sheet (for qualitative data):

- 
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Activity Sheet: Interviews (module 10)

Which of your evaluation questions and points of attention do you want to be answered through interviewing? Whom do you want to interview and what do you want to ask?

Whom to interview: .....

Interview checklist:

- 
- 
- 
- 
- 
- 

Name of the group member who will act as interviewer during the role play: .....

Name of the group member who will act as interviewee during the role play: .....

Activity Sheet: Questionnaire survey (module 11)

Which of your questions and points of attention do you want to be answered through a questionnaire survey? Who will be surveyed? Design a questionnaire.

Survey population: .....

Questionnaire:

(not more than 10 questions)

Activity Sheet: Data analysis and quantitative data  
(module 13)

What are the main quantitative findings of your evaluation? How would you interpret these findings?

Findings:

- 
- 
- 
- 
- 
- 
- 

Interpretation:

- 
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Activity Sheet: Data analysis and qualitative data  
(module 13)

What are the main qualitative findings of your evaluation? How would you interpret these findings?

Findings:

- 
- 
- 
- 
- 
- 
- 

Interpretation:

- 
- 
- 
- 
- 
- 
- 
-

Activity Sheet: Conclusions and recommendations (module 13)

Based on the analysis of your evaluation findings, what conclusions may be drawn? What would be your recommendations? Who should take action to carry out the recommendations?

Conclusions:

(1)

(2)

(3)

(.)

Recommendations:  
action:

Person(s) to take

(1)

(2)

(3)

(.)

Activity Sheet: Report writing (module 14)

Prepare a one page summary of your evaluation by putting together:

- the reason for the evaluation (Why was the evaluation carried out);
- the names and functions of the evaluators;
- the evaluation objectives;
- the methods of data collection used;
- the main findings, conclusions and recommendations;
- the names of the persons to whom the recommendations are directed;
- the dates of the evaluation.

Attach your checklists and questionnaire as annexes.

Activity Sheet: Listing of monitoring activities.

List the present monitoring activities of your ..... section.  
How and how often is monitoring done? By whom?

Monitoring activity whom	Method	Frequency	By
-			
-			
-			
-			
-			
-			
-			

Remarks:

-  
-  
-

Activity Sheet: Monitoring subjects for the coming period

On the basis of the information received from Mr. El Tom El Sheikh and Mr. Bob Blankwaardt, what are important monitoring subjects for your ..... section for the coming period? Compare these subjects with your ongoing monitoring activities and comment on it.

Monitoring subjects

Comments

-  
-  
-  
-  
-  
-  
-  
-  
-  
-

Activity Sheet: Evaluation of the course on evaluating and monitoring water supply and sanitation projects.

Please complete this questionnaire. Feel free to make any comments you think necessary.

1. Do you think that this evaluation and monitoring course was useful? How?
  
2. Please comment on the form of this course which included presentations, group work and field work. Compare this course to other courses you attended.
  
3. What do you think of the guidance and support given by the four moderators? Was it:  too much  
 enough  
 too little
  
4. Were the various sessions linked sufficiently:  yes  
 no
  
5. Do you find the course in general:  too easy  
 just right  
 difficult

6. Please comment the organization of the source with respect to:

a. course duration

b. times of the sessions

c. food and drinks

d. transportation

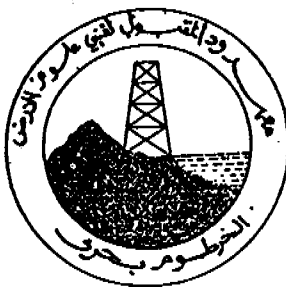
7. Comments/Suggestions.....

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المهنة القومية للمياه - الخرطوم  
ابحاث المياه الجوفية - هولندا

**WADS**

NATIONAL WATER CORPORATION SUDAN  
TNO, Delft, NETHERLANDS



**IRC**

# CERTIFICATE

This is to certify that

.....  
has completed a special course on

**EVALUATING WATER SUPPLY AND SANITATION PROJECTS**

held in NYALA  
from October 10 to October 17, 1988

This course has been organized by the Water Resources Assessment and Development Project in Sudan (WADS), the Wad El Magboul Institute and the International Reference Centre for Community Water Supply and Sanitation.

Signed and delivered October 17, 1988 at Nyala

Representative  
WADS Project

Representative  
Wad El Magboul  
Institute

Representative  
IRC