



Online Capacity Building Workshop Series

September 2025

Call For Workshop Proposals

Introduction

The South African Monitoring and Evaluation Association (SAMEA) strives to cultivate a vibrant community that will support, guide and strengthen the development of monitoring and evaluation (M&E) and promote quality M&E practice in South Africa. SAMEA aspires for monitoring and evaluation to be widely recognised in South Africa as a profession and discipline essential to development, practised, and used in a manner that adds significant value to effective, sustainable development in South Africa. As part of its mandate, SAMEA has institutionalised capacity building workshops as a core service to develop the M&E skills and thinking of both established and emerging evaluators so that they remain relevant in a fast and changing world.

SAMEA plans to deliver a series of Online Capacity-Building Workshops this year during September 2025. The workshops will allow both emerging and established M&E practitioners to improve their knowledge and skills and better appreciate how M&E practice can be undertaken.

SAMEA seeks proposals for online workshops to be considered for our capacity-building month. If you are interested in facilitating a half-day, one-day, two-day or three-day workshop, please read the details below.

Workshops Theme and Strands

The theme of this year's workshops is:

***“Strengthening the South African M&E Community:
Celebrating a Legacy of 20 Years”***

This theme reflects two decades of progress in building a robust monitoring and evaluation (M&E) system supporting South Africa's development goals and democratic governance. It acknowledges key milestones, such as establishing M&E frameworks, institutional capacity building, and the growing professionalisation of the M&E field since the early 2000s. This legacy also highlights collaborative approaches and knowledge sharing that have been crucial in overcoming challenges and fostering innovation within the sector.

Incorporating this theme into online capacity-building workshops can be done by:

- Highlighting lessons learned and successes
- Embedding local relevance and equity principles to promote inclusive, context-sensitive M&E approaches that resonate with South African values and development priorities.
- Fostering interactive peer learning and knowledge exchange by drawing on the legacy of collaborative models, emphasising shared learning and collective capacity building across diverse stakeholders.
- Addressing contemporary challenges and innovations in Monitoring and Evaluation (M&E), including integrating resilience, equity, and systemic learning, will equip participants with the tools to advance the sector's future.

This approach ensures workshops build technical skills and deepen understanding of the South African M&E community's rich heritage and ongoing commitment to strengthening evaluation for sustainable development impact.

SAMEA successfully launched the Competency Framework and assessment tool during the 2024 SAMEA Biennial Conference, marking a significant milestone in the organisation's efforts to enhance monitoring and evaluation practices. Since the launch, numerous community members and M&E practitioners have completed the assessment, providing SAMEA with valuable insights into training and development opportunities for its members. By leveraging this information, SAMEA is well-positioned to tailor its capacity-building initiatives to meet the evolving needs of the M&E community.

We hereby invite proposals for workshops that respond to the identified training needs and interests, and are aligned to the workshop theme of “Strengthening the South African M&E Community: Celebrating a Legacy of 20 Years”. Workshops will integrate this theme into their offerings, which will be organised according to the following broad strands:

Strand 1: M&E for Equity and Just Transition

Explores the transformative role of monitoring and evaluation products and practitioners in promoting just transition, economic and social inclusion and responding to ecosystem breakdown, climate change and biodiversity loss. Workshops under this theme can cover relevant tools and indices that can be used to bring in issues of climate change, ecosystems health, equity and justice into evaluations, or can focus on more co-creative sessions focusing on this area.

Strand 2: Made in Africa Evaluation

Opens the discussion to explore different examples of using indigenous knowledge systems in evaluation, what "Made in Africa" looks like in practice, and what frameworks or tools can be developed to promote a more African approach to evaluation. Workshops under this theme can include participatory sessions on theories and practice on Made in Africa Evaluation approaches or other indigenous evaluation approaches.

Strand 3: M&E Evidence for Continuous Adaptive Management, Reflection and Learning

Addresses the need for evaluators and evaluation to respond rapidly to emerging problems in an increasingly complex and unstable environment and promote the systemic use of evidence for adaptive management. Workshops under this theme can focus on adaptive M&E approaches, how monitoring and evaluation evidence can be used for intervention management, learning and improvement, among other issues.

Strand 4: Tech-Enabled MERL

Aims to explore and enhance data management and the use of this secondary data in our African context, and sharing challenges and good practice related to the responsible integration of digital tools and approaches into M&E. Including Technology and the use of AI in Evaluation.

Strand 5: Evaluation Design, Methodologies and Theories

This can include any training courses on quantitative and qualitative methods and theories, as well as any new methods.

Strand 6: Cross-Cutting Competencies for Evaluations

The analysis of initial Competency Framework assessment results has informed a set of essential cross-cutting skills and areas of focus, including:

- Quantitative Methods and Theories
- Evaluation Design and Methodology

This can include softer skills that evaluators might need when conducting evaluations, such as;

- Communication and Stakeholder Management
- Cultural Responsiveness

The topics above are envisioned to enable workshop presenters to offer workshops that strengthen fundamentals and provide valuable, practical skills that have been in high demand in past years.



Workshop Structure

Session length:

There are four options for the length of a Capacity Building Workshop:

- Half-day
- 1-day
- 2-day
- 3-day

Each full day should be 6–7 hours of session time.

Session Format:

It is expected that each workshop will be attended by approximately 20 to 30 delegates, with a minimum of 10 participants in order to run.

We invite prospective workshop presenters to consider different types of delivery modalities and select an approach that will deliver the most value to participants. Throughout the workshops, we want to promote the following principles:

Co-Creation and Inclusivity:

We prioritise co-creation, ensuring that participants become active contributors to the experience.

Inclusivity is embedded in the fabric of our concept, with deliberate efforts to create spaces where diverse voices are not only heard but also respected.

Acknowledging Different Learning Styles:

We are tailoring our format to accommodate for participants' varied learning styles and information processing methods.

Whether through visual presentations, interactive workshops, or storytelling sessions, we ensure that all participants can engage in ways that resonate with them.

Encouraging Interaction and Networking:

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We place a strong emphasis on fostering interaction and networking opportunities throughout the experience.

Modalities that can be considered include:

- Theory with examples/case studies/exercises;
- Hands-on practical training on software;

- Advisory or peer-to-peer learning discussions;
- Co-creation approaches.

Participant Levels:

We suggest that proposed workshops are pitched at one of three levels: beginner/emerging evaluator, intermediate, or advanced and the level should be indicated in the proposal. Emphasis should be on the level of prior knowledge or experience participants need in M&E generally, and for the specific topic. Use the following descriptors to identify the level of complexity:

Beginner/Emerging Evaluator

The beginner course is intended for individuals who are new to the field of M&E and who have limited or no prior knowledge or experience of M&E. The course will help individuals understand and learn about M&E concepts.

Intermediate

The intermediate course is intended for individuals who have some experience in and some knowledge of M&E (e.g., more than 5 years), for individuals who are currently working as programme managers using monitoring and reporting tools for management practice, for individuals who intend to commission and manage or conduct an evaluation study, and for individuals seeking to build on, apply, or enhance knowledge in evaluations.

Advanced

The advanced course is intended for individuals with deeper knowledge of and experience in M&E, for individuals with greatly developed knowledge seeking to heighten and advance their knowledge in M&E, for individuals seeking the most up-to-date knowledge in M&E, and for individuals who could be deemed experts in the field.

Proposal Submission

How to submit your proposal:

Workshop proposals should be submitted using this link:

[**SUBMIT PROPOSAL HERE**](#)

No submissions will be accepted via email. All proposals should be submitted in English.

 Workshop submissions will open on 7 May 2025 and must be submitted by 23 May 2025. All proposals will be reviewed, and facilitators will be informed of the outcome by 13 June 2025.

Workshop proposals are expected to cover:

Basic Information:

- Workshop title
- Relevant sub-theme(s)
- Proposed length: Half day, One day, Two days, Three days
- Level: Basic/Emerging Evaluator, Intermediate or Advanced.
- Prerequisites for participants: All proposals for intermediate and advanced courses must list necessary prerequisites. If not, say so.
- Target Number: The minimum and maximum number of participants is required. Large groups are welcome, but the proposal should indicate how you will facilitate sufficient discussion and interaction in such a case.
- Technical Support: Special requirements (e.g., special software). SAMEA will run all workshops on the Zoom platform. If facilitators require a different platform, they would have to provide it.
- Competency areas: Kindly indicate the top three competency domains the workshop will address. (indicated in the submission form)

Workshop Description:

- Purpose, content and anticipated learning outcomes of the workshop. Include an explanation of why this course will be successful. (500 words max)
- Target group: Identify the appropriate target group/s, e.g. M&E practitioners, M&E managers, programme managers, decision-makers (e.g. executive management, legislature), evaluators, commissioners of evaluations
- Delivery methods and activities: Training should be interactive, and use hands-on case examples. Include an outline of interactive delivery methods and activities.
- Handout Materials: Where relevant, describe the materials participants will receive before or during the course; explain when they will be disseminated.
- History of versions of the proposed workshop: title(s), number of times, where and to whom it has previously been delivered, number of attendees, evidence of its success. Please indicate if the course is accredited.
- Note the backup strategy in the event the proposer would have to withdraw unexpectedly.

Facilitator's Short Biography:

- Name, title, organisation/company and contact details, including country, cellphone, and email address.
- Summary statements of the trainer's curriculum vitae (maximum 250 words).

- An abridged curriculum vitae (maximum 1 page) that explicitly identifies both technical and training expertise and experience.



Review Process and Selection Criteria

To create a high-quality programme that includes basic as well as the newest ideas and results in the field, the workshop proposals will be assessed by a review panel according to the criteria listed below.

- **Clarity:** Clarity of concept and learning objectives, and how the proposed workshop facilitates the meeting of course objectives.
- **Relevance:** Relevance of topic to current debates and issues in the evaluation field as well as relevant competencies.
- **Target Level:** The Extent to which the proposed workshop is relevant to target participants and matches the specified level.
- **Participation:** Level of participatory engagement as demonstrated through various effective, active learning strategies.
- **Workshop Facilitator experience:** Demonstrated experience in training/workshop delivery.

All proposals will be considered, and during the selection of workshops, preference will be given to courses aligned to the strands, accredited courses, to (non-accredited) scarce-skills development courses and workshops offered by presenters with exceptional international experience in M&E training.

Please note that SAMEA will only continue with 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 one week before the commencement of the workshop series.

In the interest of our members' lifelong learning, we might want to use a recording of your workshop on our website and make it available to them at a minimal fee. This will be subject to your approval.

Honorarium

In recognition of the effort that goes into hosting these workshops and the expertise applied, facilitators will be provided an honorarium. This will align with the workshop's length as set out below.

Length*	Honorarium
Half a day (4 to 5 hours)	R4 000.00
One day (6.5 to 8 hours)	R8 000.00
Two days (12 to 15 hours)	R16 000.00
Three days (20 to 24 hours)	R24 000.00

* Total length. Workshop sessions can be spread over more than one day.

All session times are in South African Standard Time (SAST)

Important Dates

Workshop proposals submission open	7 May 2025
Workshop proposals close	23 May 2025
Notification sent to facilitators	13 June 2025
Confirmation received from facilitators	27 June 2025
Workshop bookings open	1 July 2025

Queries on workshop proposals may be forwarded to the Workshop Committee:

Contact Information

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