

Trainer guidance: Monitor and evaluate

Learning materials provided by the Guide on Open Government Data (OGD) Action Planning for Sustainable Development can be used for sensitization and training of government officials and other OGD actors. This document aims to provide guidance to trainers who will use the learning materials on *Monitor and evaluate* as a training module on this topic.

Module Overview		Notes
Type	Group work with short introductory lecture/presentation	Followed by Q&A moderated by facilitator
Time	120 minutes	<ul style="list-style-type: none"> ○ 20 min introductory lecture/presentation followed by group work. ○ 10 min Q&A ○ 10 min briefing on group work methodology ○ 60 min group work. Each group has one facilitator and one rapporteur ○ 20 min reporting back to plenary
Target Participants	Groups B to F (see below)	Max 30 participants, in groups of 5 to 6 per table
Prerequisites	None	
Materials	<ul style="list-style-type: none"> ○ Monitoring and evaluation template 	<ul style="list-style-type: none"> ○ One laptop per group ○ One flipchart per group ○ Stickers and pens
Presentation	Slides English	Monitor and Evaluate
Further reading	OGDCE Guidelines	OGDCE Guidelines

Learning objective

By completing this training module participants will learn about:

- Why monitor and evaluate OGD projects?
- How to define a set of monitoring and evaluation indicators?
- What are the basis for conducting an OGD impact evaluation?

Group work setup

20 min Lecture presentation on the topic - by an expert on evaluating OGD for sustainable development

10 min Q&A

10 min Group work introduction

60 min Group work - facilitated by Facilitators (please see “methodology” below)

20 min Presentation and discussion of result - by Rapporteurs (please see “methodology” below)

Group work flow

Exercise 1. Define a set of indicators to monitor and evaluate an OGD project (60 min)

- Define stakeholder roles among group members
- Review your selected project (based on your [pilot project planning template](#))
- Collaboratively define a set of indicators using the [monitoring and evaluation template](#).

Guiding Questions

By completing this module participants will be able to answer the following guiding questions:

- Why is it important to monitor and evaluate OGD projects?
- What type of indicators can be used to monitor and evaluate?
- How to define a set of indicators for an OGD project and an OGD Action Plan?

Expected outputs

Through this module participants will be able to:

- Explain best practice approach for monitoring and evaluating OGD initiatives
- Identify a real set of indicators to monitor and evaluate an OGD project
- Understand the basis for conducting an OGD impact evaluation
- Understand the importance of a collaborative definition of monitoring and evaluation indicators

Methodology

This module will be conducted by an expert on evaluation of OGD for sustainable development and a group of facilitators at a ratio of one facilitator per ten participants. The expert will introduce the module and provide an overview on the methodology, learning objectives, materials to be used, expected outcomes, and required documentation and reporting. The expert will then deliver a 20-minute presentation on the subject.

After the presentation, participants will split in small groups of 5 to 6 people for hands-on group work for 60 minutes. Each group will have one facilitator who will facilitate the discussion, help the group meet the learning objectives, use the materials and produce the expected outputs. Each group will have one laptop with Internet access and standard office software. Each group will nominate one group member as rapporteur. The rapporteur will take notes and capture the main discussions and outputs of group work. After the group work, the rapporteurs will summarize the discussions and present the outputs to the plenary (5 minutes for each group). The presentations from the rapporteurs will be followed by extra Q&A session moderated by a dedicated facilitator.

Target Participants

- A. Government leaders (top-level, policy/decision makers)
- B. Government specialists and technicians (mid-level, FOI officers, ICT department, statistical officers)
- C. Civil Society Organizations (CSO) representatives

- D. Independent journalists and representatives from media organizations
- E. Academia (public administration, informatics, statistics)
- F. Private Sector (ICT companies and start-ups)