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PROCESS EVALUATION REPORT ON THE 1ST GROUP OF JICA FUNDED ToT PROGRAMME, PRETORIA, SOUTH AFRICA, 12 – 23 MARCH 2007

1. INTRODUCTION

The first group of trainers from Anglophone MDI successfully completed the JICA funded Training of Trainers (ToT) programme on the 23 March 2007. The programme took place at the Hotel 224, Pretoria, South Africa.

This report contains an evaluation by the AMDIN Secretariat that will be used for referencing purposes during the M&E meeting scheduled with JICA and SAMDI to improve on the content and quality of this 5-year programme.

2. PROGRAMME PREPARATION

The AMDIN Secretariat became involved in the JICA ToT programme in January 2007 and provided the database from which participants would be drawn from the African continent to participate in the programme. It had been previously agreed that Anglophone MDIs would be given the initial opportunity to participate in the programme for the material and resources for the programme were available. Preparations hence for the francophone, Portuguese and Arabic MDIs would be invited to participate as the relevant content was developed in due and as the long term programme unfolded.

16 invitations were sent to Anglophone MDIs in Eastern, Western, and Southern Africa on the 22 January 2007. Unfortunately, due to communication problems and a dated database, only 11 MDI responded to the invitations by the 10 February 2007 and the nominated 20 participants in total were selected for the programme: They represented the following MDIs:

- The Ethiopian Civil Service College
- The Tanzania Public Service College
- The Uganda Management Development Institute (UMI)
- The Malawi Institute of Management (MIM)
- The Zimbabwe Institute of Public Administration & Management (ZIPAM)
- The Swaziland Institute of Public Management & Administration (SIMPA)
- The South African Management Development Institute (SAMDI)
- The Administrative Staff College of Nigeria (ASCON)
- The Liberia Institute of Public Administration (LIPA)
- The Ghana Institute of Management & Public Administration (GIMPA)

“Networking African Management Development Institutes”

*Suid-Afrikaanse Bestuursontwikkelingsinstituut (SAMDI) *Iziko loPhuhliso lobuManejala laseMzantsi Afrika
*Tshumelo ya Mveledzisophanda ya Vhulanguli ya Afrika Tshipembe * Isikhungo seNingizimu Afrika seNtuthuko yezokuPhatha
*Institjhute ya Ntshetsopele ya Botsamaisi ya Afrika Borwa *Institute ya Afrika Borwa ya Tswetsopele Bolaoding
*I-Institjuti yezokuThuthukiswa kwezokuPhatha eSewula Afrika *Sikhungo seNtufutuko yeTekuphatsa saseNingizimu Afrika
*Instituti ya Afrika Dzonga ya Nhluvuko wa Vufambisi *Setheo sa Aforika Borwa sa Tlhabololo ya Botsamaisi
*South African Management Development Institute

In addition JICA-Ghana sponsored 3 senior officials from the Ghana Ministry of Public Service Reform making an overall of 23 participants on the programme.

JICA handled all the travel and accommodation logistics for the participants. JICA also organized for the following activities: the participants were taken on a field trip on 17th March 2007 to SOWETO; there was a certificate ceremony on the 22nd March to acknowledge the participants which was attended by the AMDIN Chairperson, the AMDIN Treasurer and the JICA Deputy Resident Representative (Mr E. Yoshimura)

SAMDI at the training institute for this 1st group of participants and had to ensure that their ToT material was custom made to ensure its continental adaptability during the programme.

Preparation stage	Challenges	Solutions
Invitations	<ul style="list-style-type: none"> The MDI database was outdated and hence 40% of MDI did not actually receive the invitations for the ToT programme. This mean time was lost in follow-up for confirmation of invite 	<ul style="list-style-type: none"> The database has since been updated and the next set of invitations can be sent
Selection process	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Travel and visa logistics	<ul style="list-style-type: none"> The invites were not proof read as a result a typo almost cost one of the participants from ASCON to be denied a visa 	<ul style="list-style-type: none"> The logistics need to be proof read by the Secretariat before JICA sends them out in future.
Training material	<ul style="list-style-type: none"> The Secretariat was not able to examine the training material in its entirety before the programme commenced. 	<ul style="list-style-type: none"> The facilitators, SAMDI, JICA, the Secretariat examine the material before preparations for the 2nd group begin.

3. PROGRAMME CONTENT AND VENUE

At the time of preparing this report, the evaluation forms from the participants had not been availed to the Secretariat. However, their experience of the programme noted below is drawn from the ADMIN Secretariat's programme officer's interactions with these participants on the 20th March 2007¹.

Overall Participants' experience on Venue	<ul style="list-style-type: none">• The participants unanimously agreed that the choice of venue was not conducive because of issues of safety no business centre to work from. Besides since several floors were used student hostels the noise levels were also unbearable.• More facilities could be availed for preparing for presentations during the programme.• AMDIN could do more to brand itself through additional packages e.g. bags / satchels.• The notice for presentation could take be longer for adequate preparation.
Programme Content	To be determined from evaluation forms although the participants did point out that they appreciated the content of the course and were particularly stimulated by the regional representation and interaction amongst this group.
Training material	To be determined from evaluation forms
Other activities (SOWETO Trip & Certificate ceremony) and other	To be determined from evaluation forms. It was noted at the certificate ceremony that the facilitator also considered the programme a learning process because of the diversity of the group that enriched the programme

4. WAY FORWARD

In retrospect, the AMDIN Secretariat acknowledges that the JICA ToT programme has successfully commenced and that 20 out of an anticipated 200 senior trainers have undergone the programme. However, the Secretariat notes that there have been logistical and time constraint challenges that were experienced in the process. Several suggestions are tentatively made below:

Negotiate with JICA on a different choice of venue for the next group of participants.

Interrogate the training material timely, taking into account invaluable participants' comments.

Determine new time frames to send out invitations to 2nd group and to do so.

ADMIN acknowledges the contribution that JICA has made in funding the long term programme and in organizing the travel and accommodation for participants and that of SAMDI in facilitating and providing the technical expertise for the programme

¹ The Programme Officer spoke to participants from GIMPA, SIMPA, MIM, Ghana Ministry, LIPA, TPSC, ECSC and SAMDI for the views reflected above.