



INFORMATION NOTE

SWIM-SM TRAINING OF THE USERS INVOLVED IN THE PILOT IMPLEMENTATION OF THE REGIONAL M&E SYSTEM FOR THE MONITORING AND EVALUATION OF THE PIM/IMT PROCESS

AGENDA

2-4 August 2015

AMMAN - JORDAN

1. Context

Within the scope of Work Package 1 (WP1), the EU-funded “Sustainable Water Integrated Management – Support Mechanism” (SWIM-SM) Project is conducting **a three days training in Jordan** for the partners who have been engaged in the pilot testing of a regional system that was developed in 2013 to monitor and evaluate the Participatory Irrigation Management (PIM) and the Irrigation Management Transfer (IMT) process. The system which was converted during 2014 to a computer application (MONEVA) was tested in two pilot areas in Jordan at three levels: national, regional (North Directorate and Karameh Directorate) and local (WUAs).

During 2015, SWIM-SM hired CIHEAM/IAMB (**International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM) / Mediterranean Agronomic Institute of Bari (IAMB)**); in order to refine the MONEVA system and enhance its user-friendliness based on the results of the evaluation workshop, which was conducted last year in September 2014. In addition, SWIM-SM has developed procedures for data collection / entry in addition to processing forms in order to enable the institutionalization of the system in the two pilot countries of Tunisia and Jordan. In this respect, it was decided that those procedures will be tested at the regional level in Karameh Directorate including all the WUAs within this directorate. Since MONEVA is applicable only to medium and large sizes WUAs, only those serving more than 100 hectares are considered.

2. Introduction

This training is within the framework of the SWIM-SM by LDK; the leading company in the SWIM-SM consortium. The language of the training course will be in English and Arabic. The training is divided into two parts.

1) **Part I:** for one day (2 August 2015) targeting the partners at the national and regional levels who participated in the pilot implementation of the M&E system during 2014.

Part II: two days (3 and 4 August 2015) targeting; the selected WUAs in Karameh directorate **in addition** to national and regional staff listed in part I above.

Due to the interest that was expressed by Egypt and Palestine to attend this training, and in order to benefit from the Jordanian experience, promote exchange of know-how with the other SWIM partner countries (PCs), and enrich the training with the experiences from the other PCs within the Mashreq region, technical representatives involved in PIM/IMT Process in Egypt and Palestine will be invited (**up to three representatives from each country**).

A total of 16 government officials will be invited to part I of the workshop (including IT specialists and the six guests from Egypt and Palestine).



On the other hand, a total of up to 22 participants will be invited to attend the second part. These include in addition to those listed in the preceding paragraph, five technical officers representing the five WUAs in Karameh directorate, in addition to the technical officer from WUA 41.

Since a lot of the data related to The MONEVA system originates from the WMIS, IT specialists involved in the WMIS are requested to attend. Their presence is essential to ensure that data is provided in the requested format. They can also be responsible for installing the system and providing support to the users during the pilot implementation and later when the application of the system is adopted in the Jordan Valley.

3. Objective

The general objectives of the training are to introduce the refined version of the MONEVA system (which was developed to monitor and evaluate the process PIM/IMT), to the national, regional and local partners involved in the pilot implementation of the M & E system, and train the various types of users on the various procedures that have been developed to anchor the use of the system in the pilot countries (Jordan and Tunisia).

4. Specific learning objectives

1. Provide a presentation of the following elements:
 - 1.1. Reminder of the M&E system and the computer application structure: features and minimum requisites at different levels- National, Regional and Local
 - 1.2. The enhanced features and functions of the Beta version of the system
 - 1.3. Exploring MONEVA customization potential
2. Jointly test the Beta version of the system developed in 3 languages: French, English and Arabic.
3. Introduce all the users to:
 - 3.1. The cascading structure of the system (linkages and relationships between the different levels of the system).
 - 3.2. Access rights of the system (by partner and level)
 - 3.3. Performing Monitoring and Evaluation per time scale and per level
 - 3.4. Reporting and communicating results: forms, roles and responsibilities per level
4. Exploring MONEVA potential as a DSS : Elaborating on data series and historical results
5. Train the partners at the regional and local levels (the WUAs) on the business procedures (collection and data entry and data exchange) needed to apply the MONEVA, each at his/her respective level.
6. Train the relevant users on the data processing forms that have been developed in order to standardize the calculation of the variables before they get entered into the MONEVA System.
7. Describe the relationship between the different levels (national, regional, and WUAs in addition to the WMIS and their respective responsibilities for data collection/entry/processing.
8. Inform the partners about the upcoming SWIM activities (during the rest of the year), and provide a road map for the application of the system in the pilot area using the standard procedures that were developed in this regard.

5. Target Groups

6. JVA staff dealing with the PIM/IMT at the national level (example the head of PIM department and staff from the WUA support unit) (Days 1- 3).
7. The relevant staff from the North and Karameh Directorates who were involved last year in the pilot implementation of the M&E system (Days 1-3)
8. The leaders and water officials of the WUAs that were selected to participate in the pilot implementation of the M&E system during 2015, and 2014 (Days 2-3)



9. The Information and Technology (IT) specialists who will provide support to the users involved in the pilot implementation of the M&E system (Day 1-3).

In order to ensure sustainability beyond the life of SWIM-SM, representatives from the donors who are active in the field of PIM/IMT are also encouraged to participate. The course is equally addressed to females and males participants

9. Methodology and structure

The training is intended to be participatory and interactive; making use of professional learning tools such as:

- Presentations
- Discussions on emerging topics;
- Hands on training
- Interactive workgroups
- Structured case study analysis and solutions (workgroups involving trainees)
- Personal and/or National perspectives

The training will take into account the different levels of the users and will be flexible to accommodate pressing interests that are identified during the sessions. .

Electronic copies of lecture material and a full set of documents will be prepared by LDK and provided to all participants.

A certificate of attendance will be awarded to all participants at the end of the course

10. Resources for participants

Resources that are intended to be provided to participants are:

- PowerPoint presentations
- demonstrations
- the M&E system application installed on several computers (two computers per trainee)
- fictitious data for hands-on utilization of the system

10. Instructors of the course

Days 1-2 : Roula Khadra (M&E specialist CIHEAM) and Marco Dauru (IT development specialist) during the first two days

Day 3: Suzan Taha (Key water expert - SWIM-SM), Juan Antonio Sagardoy (Senior Water Management Consultant, SWIM-SM non-key expert) and Haidar Malhas, irrigation engineer and SWIM-SM non-key expert

11. Learning outcomes of the training course

- Participants will be able to install the MONEVA.
- National, regional and local partners (participating in the pilot implementation of the system during 2015) will use the system and enter the data needed to conduct the evaluation of the PIM/IMT process.
- Participants will be familiar with the business procedures (data collection, entry and processing) necessary to apply the MONEVA in the regional offices and the WUAs.
- Participants will be introduced to the next steps for the application of the refined version of MONEVA and the corresponding procedures in the designated WUAs in Karameh directorate



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PROVISIONAL AGENDA

2-4 AUGUST 2015, AMMAN - JORDAN

Day 1 (2 August 2015): National and Regional Officers

Time	Description	Speaker
8:30 – 9.00	Registration	
9:00 - 9:15	Welcome remarks Presentation of agenda	JVA Secretary General, and EU delegation Suzan Taha: SWIM-SM Key water expert
9:15 - 10:30	Installation of the new system on the trainees computers	Roula Khadra (M&E specialist – CIHEAM/Bari) & Marco Dauru (IT specialist)
10:30-10:45		Coffee Break
10:45 – 11:15	Reminder of the M&E system and computer application structure	Roula Khadra
11:15 – 13:15	Navigation among the system functions and features (1.5 hours) Questions and Answers (30 minutes)	Roula Khadra
13:15–14:15		Lunch Break
14:15-16:45	Practical exercise: use of all system functions and features; Data exchange/sharing between the two levels; DATA store and archiving of files	Participants to be divided into two workgroups Facilitators: Suzan Taha and Haidar Malhas, with the assistance of R. Khadra, M. Dauru and Juan Antonio Sagardoy.
15:30		Coffee Break will be served during the practical exercise

Day 2 (3 August 2015): WUAs and National and Regional Officers

Time	Description	Speaker
9:00 - 10:30	Global presentation of the system: Objectives; National, Regional and Local levels, their peculiarities and inter-connections (1 hour) Questions and Answers (30 minutes)	Roula Khadrai
10:30-10:45		Coffee Break
10:45 – 12:15	WUAs Monitoring and Evaluation - the PDF modules: types and use, modalities of data share with the Regional level, evaluation procedures and archiving (1 hour) Questions and Answers (30 minutes)	Roula Khadra
12:15–13:15		Lunch Break
13:15-16:15	Working with PDF modules: Practical exercise	Participants to be divided into two to three workgroups Facilitators: Suzan Taha, Juan Antonio Sagardoy and Haidar Malhas, with the assistance of R. Khadra, and M. Dauru.
14:45		Coffee Break will be served during the practical exercise

20:00: Dinner at a restaurant in Amman. Restaurant to be announced during the workshop

**Day 3 (4 August 2015): WUAs and National and Regional Officers**

Time	Description	Speaker
9:00 - 9:20	The need for Procedures in M&E systems (15 minutes) Questions and Answers (5 minutes)	Juan Antonio Sagardoy: Senior Water Management Consultant, SWIM-SM non-key expert
9:20 – 10:30	Recommended Business Procedures for the MONEVA at the local level <ul style="list-style-type: none"> - Developing the Business Procedures for the MONEVA - The types of variables that will be entered at the local level - Overview of the Fixed data - Overview of the Variable data (Simple variables & Complex variables that require Processing) - The role of the regional and national offices Questions and Answers (15 minutes)	Suzan Taha and Haidar Malhas (SWIM-SM non-key expert)
10:30-10:45	Coffee Break	
10:45 – 12:00	Recommended Business Procedures for the MONEVA at the local level <ul style="list-style-type: none"> - Data collection, entry and processing (1 hour) Questions and Answers (15 minutes)	Juan Antonio Sagardoy
12:00 – 13:00	Practical Exercise – Local level	Participants to be divided into two to three workgroups Facilitators: Anwar adwan, Suzan Taha, and Haidar Malhas with the assistance of Juan Antonio Sagardoy
13:00–14:00	Lunch Break	
14:00 – 14:30	Recommended Business Procedures for the MONEVA at the regional level <ul style="list-style-type: none"> - Developing the Business Procedures for the MONEVA - The types of variables that will be entered at the regional level - Overview of the Fixed data - Overview of the Variable data (Cumulative & annual variables) <ul style="list-style-type: none"> ✓ The role of the regional and national offices Questions and Answers (15 minutes)	Suzan Taha
14:30 – 15:30	Recommended Business Procedures for the MONEVA at the regional level (Continued) <ul style="list-style-type: none"> - Data collection, entry and processing (45 minutes) - Questions and Answers (15 minutes) 	Juan Antonio Sagardoy
15:30-15:45	Coffee Break	
15:45 – 16:45	Practical exercises – Regional level	Participants to be divided into two to three workgroups Facilitators: Anwar adwan, Suzan Taha, and Haidar Malhas with the assistance of Juan Antonio Sagardoy
16:45 – 17:00	The way forward	Suzan Taha