Rationale

An impact evaluation is a systematic analysis of lasting or significant change—positive or negative, intended or not—in people’s lives brought about by an action or a series of actions from an intervention (Roche, 1999). This is a continuous process to help the policymakers fully think through and understand the consequences of possible and actual interventions. This kind of study can be a tool to enable the policymakers or funding donors to weigh the positive and negative effects of such interventions.

Impact evaluations provide information about the impacts produced by an intervention (Rogers, 2014). According to INTRAC (2010), an impact study or impact evaluation/assessment can be used to (1) demonstrate success to donors, ourselves and the public; (2) learn to understand how our efforts impact on the communities in order to improve the effectiveness of our interventions, (3) be accountable to the people (stakeholders) for whom we are working, and (4) advocate for changes in behaviour, attitudes, policy and legislation at all levels.

This course will prepare participants with knowledge and skills in conducting an impact assessment. This training is very useful for those assigned to determine whether an intervention or a project going to be implemented will have any expected impact or the project implemented has had any impact on the targeted recipients and meeting the expectation/objectives. In the end, this can also be used as feedback in the examination of various development processes. The course will address various topics including the justification for conducting an impact study, common processes, various techniques in conducting an impact study, and writing an impact study proposal and report.

Objectives

After completing this course, the participants will be able to:
1. Explain various definitions, including considerations of when to perform an impact assessment/evaluation.
2. Explain the process of conducting an impact study.
3. Elaborate key elements of evaluation design.
4. Apply selected techniques of ex ante and ex post evaluations using quantitative methods.
5. Apply selected techniques of ex post evaluations using qualitative and mixed methods.
6. Write an impact study plan and report.

Contents

1. Overview of Impact Study
   In this session, participants will be introduced with the definitions and examples of impact studies. The discussion will also cover the advantages and disadvantages of conducting impact study, including when to adopt the study.

2. Country Reports on the assessment of the effectiveness of projects/programmes
   The participants will present country reports focusing on the practices, major issues, challenges, and future directions on the assessment of the effectiveness of projects/programmes.

3. Processes of Conducting an Impact Study
   There are various ways of conducting an impact studies. One of the common processes will be elaborated which covers the following stages: Development, Options, Consultation, Final Proposal, Implementation, and Review.

4. Key Elements of Evaluation Design
   This session will cover an example of key elements of evaluation designs. These include: (1) Adopting relevant theory (if any), (2) Identifying key evaluation questions including the baseline survey, (3) selecting the evaluation design/approach both under ex ante and ex post evaluation, (4) triangulating the findings, and (5) contextualizing the evaluation.

5. Selecting techniques in conducting an impact study using quantitative methods
   This session will provide participants with knowledge and skills in selecting and using selected techniques under ex ante and ex post evaluations using quantitative methods.

6. Selected Techniques in using Qualitative and Mixed Methods in Impact Study
   Using selected techniques under ex post evaluations using qualitative and mixed methods, participants will be guided through theory and practices to master the techniques.

7. Output and Action Plan
   To provide a tangible output, this session will equip participants with knowledge and skills in writing an impact study plan and report based on selected case or project.

Duration

This course will run for Ten (10) days. It is schedule to be held from 06 to 17 April 2020
Delivery Method

The training will be delivered using mixed approaches or techniques, such as brainstorming participants’ experiences and ideas, followed by presentation/s of the resource persons and discussions. There will be hands-on exercises on how conduct an impact study and demonstration on how carry out each step.

Expected Output

At the end of the course, participants will have produced a group impact study brief report and an action plan that will be implemented after the completion of the training programme.

Target Participants

The participants of the training programme are teachers/instructors or administrators who have responsibilities for evaluating the implementation of projects or interventions. Preferably, they should have basic knowledge in research and computer skills: understanding basic quantitative research and having working computer knowledge and skills, e.g. computer applications on MSWord, Excel, and PowerPoint.

Course Requirements

The participants are required to:

1. submit a country paper. For more information, please refer to the Appendix 3: Guidelines for Preparing a Country Paper.
2. Participants are required to bring along samples of projects implementation and ways of evaluating the effectiveness of the projects.

Funding Sources and Fee

1. Scholarship Participant: The Government of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam grants full scholarship participants which is nominated by the Southeast Asian Ministers of Education Organisation (SEAMEO) member country and approved by the Centre to participate in regional training programmes. The SEAMEO member countries are entitled to send ONE scholarship participants.

2. Subsidised-Scholarship Participant: A subsidised scholarship participant is nominated by the SEAMEO-member country in the Centre’s regional training programmes. This subsidy is given to Timor Leste and CLMV countries only. One participant can be nominated under this category.
3. **Fee-Paying Participant**: A fee-paying participant shoulders all the training and other related expenses. He/she can be nominated by the SEAMEO-member country or can be an individual who wants to attend the training programme.

For more explanation on the classification package, please see Table 1.

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**NOTE:**  
SV - SEAMEO VOCTECH  
RM/I - Respective Ministry/Institution  
NA - Not Applicable

**SEAMEO VOCTECH Procedures**

1. **Participants are required:**
   a. Maximum age of 55  
   b. Healthy and fit to travel and attend training overseas.  
   c. Pregnant woman is not advisable to attend training overseas.  
   d. A cover letter signed by your nominating organisation  
   e. Please take note that Full Scholarship alumni who has attended our Regional Training Programmes before at SEAMEO VOCTECH, can only apply again for another course after **THREE YEARS** from the date of their last attended course.
2. **TRAVEL DOCUMENTS:** All participants are required to submit a copy of passport details. The validity of the travel document has to be one year before the conducts of the training programme.

3. **ENGLISH LANGUAGE SKILLS:** It is essential that your English language skills are good enough for you to participate in the course.

4. **COMPUTER SKILLS:** Participants should have a basic competence in using Microsoft Office applications eg. Word, Excel and PowerPoint.

5. **LAPTOP/NOTEBOOK:** Participants are required to bring their own wifi-enabled laptop/notebook computer.

6. **FEE-PAYING PARTICIPANTS:** Acceptance to the training programme is on a first-come, first-served basis and return airline ticket / airfare shall be shouldered by the participant. Method of payment: Cash, Electronic Transfer or Bank Draft. Duration of the cancellation fee after payment has been processed:
   a. 30 days before the training period: 70% refundable
   b. 15 days before the training period: 50 % refundable

   **Account Details:**
   - **Account Name:** SEAMEO VOCTECH Regional Centre
   - **Account No.:** 01-001-001569-00
   - **Bank:** Standard Chartered Bank (Main Branch)
   - **Bank Address:** 51-55 Jalan Sultan, Bandar Seri Begawan BS8811, Brunei Darussalam
   - **Swift/BIC Code:** SCBLBNBB

   **Please take note:**
   - All payment should be made **ONE week** before the commencement of the training programme.
   - For Electronic Transfer an additional bank charges are to be borne by the participants.
   - Please email the transaction slip to training@voctech.edu.bn for our reference.

7. **DRESS CODE:** All participants are encouraged to wear modest outfit that is suitable for the activities as mentioned below:
   a. **Training (In Class) and Educational Visits**
      Participants are required to wear smart attire during the duration of the training. Men should wear business suits/blazers/sports coats, dress shirts and ties. Women should wear business suits/blazers, either skirted (long/below knee) or pants; or dresses/baju kurung.
b. Social Visits/Activities
Participants are also requested to bring one (1) pair of sportswear in case of outdoor
activity and one (1) pair of national dress of their own country to be used during the
fellowship dinner and cultural night

8. **CERTIFICATE:** Compliance with the requirements of attendance, participation, and
submission of course requirements must be observed to be awarded with the Certificate of
Completion.

9. All participants of Scholarship/Fee-Paying/Subsidised recipients are provided with the same
level of facilities and share similar responsibilities.

10. For inquiries and registration, please contact: Training and Professional Development Division
at email address: training@voctech.edu.bn or fax to: +(673) 244-7955.

**Course Coordinator**

For further inquiries, please contact the Course Coordinator:

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Fax No.          :  +(673) 244 7955
Email Add.       :  paryono@voctech.edu.bn

**REFERENCES**

INTRAC. (2010). *Impact Assessment: Understanding and assessing our contributions to change*

Methods and Practices*. Washington DC: The International Bank for Reconstruction and
Development, The World Bank


UNICEF.