

**APPENDIX G:
PARTICIPANT INFORMATION & FINAL REPORTING**

G.1 FINAL REPORT TEMPLATE

G.2 COURSE SCORES TRANSMISSION FORM & PARTICIPANT INFO FORM

APPENDIX G.1: TEMPLATE FOR FINAL REPORT

FINAL REPORT: USAID/[XXXX] PRESENTATION OF THE AFRICA REGIONAL COURSE IN ENVIRONMENTAL ASSESSMENT AND ENVIRONMENTALLY SOUND DESIGN & MANAGEMENT

HELD [INSERT DATES] AT [INSERT VENUE]

To: [USAID/XXX lead]

Cc: [All interested parties]

From: [Principal trainer]
[contact information for principal trainer]

Date: [date]

Attachments:

Key contacts
Final agenda
Participant List
Final Case Site Descriptions
Copies of participant evaluations (hardcopy distribution only)

1. SUMMARY.

In [month year], following an ENCAP-sponsored preplanning exercise¹, USAID/[XXX] contracted with [ORGANIZATION] to organize and conduct a presentation of the *Africa Regional Course in Environmental Assessment and Environmentally Sound Design for Small-Scale Activities*.

The course was held at [LOCATION] from [DATES]. Course participants were [summarize the nature of course participants].

The principal trainer for the course was [NAME, ORGANIZATION]. [also provide name, organization of any co-trainer]

¹ [provide name of preplanning lead and dates of preplanning visit]. The results of the preplanning exercise are summarized in the *Preplanning Report*, previously distributed to all parties receiving this final report.

[summarize how logistics were contracted; name and organization of the logistics coordinator. Summarize how host country/regional specialists were contracted and their role. Note any additional trainers, facilitators, e.g. from USAID/EA.]

[summarize any particularly notable difficulties or outcomes of the course]

Participant evaluations gave the course [high, fair] substantive marks—~~X.XX~~ out of 5 for quality of content; and ~~X.XX~~ out of 5 for the degree to which the course improved participant understanding of environmental assessment.

This memorandum serves as the final report of the principal trainer on the course and the delivery process. As such, it constitutes the final deliverable specified under the scope of work of [XXX organization]. It documents:

- The general nature of the basic course, and the substantive adaptations and additions made for this presentation.
- Key attributes of the course
- Consultant’s evaluation of the course

Attachments to this memorandum provide additional information and documentation, including the list of participants and participants’ evaluations.

2. **GENERAL COURSE DESCRIPTION & [HOST-COUNTRY] SPECIFIC ADAPTATIONS**

The course was a presentation of the “Africa Regional Course in Environmental Assessment and Environmentally Sound Design for Small-Scale Activities.” This basic course is described immediately below, with the adaptations made in [host country] described at the end of this section

The basic course is a 5-day (M-F) course for 25-40 participants. Typically targeted at USAID partner organizations engaged in small-scale activities, it provides an introduction to environmentally sound design with application to key sectors, and to compliance with USAID environmental review requirements (Reg 216 and associated directives). It is not intended as advanced technical training in impact assessment.

The course is centered around a set of case studies; day 3 is a one-day field trip in which participants conduct observation and assessment of actual or proposed project sites. Participants then write a draft IEE or environmental review based on their site visit experience. Typically more than one project site is identified for each of a few sectors (e.g., use of agrochemical inputs, small scale irrigation, agricultural micro and small enterprises, roads, etc.)

The course was originally developed by staff of USAID’s Africa Bureau and of The Cadmus Group’s Capacity for Impact Assessment and Management Program. It has been given more than 40 times across the continent since its creation in 1995. Course development, including two major updates, has been funded by ENCAP, an African environmental capacity-building initiative

funded by USAID/AFR and USAID/EA. The last presentation of the course in [insert host country] was in [insert date.]

A full description of the course, agenda and course materials, as well as a listing of past presentations, is available at <http://www.encapafrika.org>

Adaptations. [Describe key adaptations of course materials and agenda to meet country-specific and local needs. Note the role of the host country/regional experts in assuring the course is well-grounded in the local context.]

3. KEY ATTRIBUTES OF THE USAID/XXXX COURSE

PLACE, TIME AND PARTICIPANTS

Dates	[dates]
Venue	[Details of venue selected to host the coursee]
Participants	[Identify total number of participants and types of organizations represented.] [List complement of facilitators/trainers.] [provide gender distribution of participants]
Working language	[working language]

CONTRACTS, FUNDING AND COST-SHARES

Participant support	[Identify participant support provided by the USAID mission/prime contractor (for example, lodging, meals, transport, and/or per-diem , ect.)]
Cost shares & Sources of funding	<p>Preplanning support.</p> <ul style="list-style-type: none"> ▪ [describe funding support for preplanning lead] ▪ [describe USAID Mission, partner contributions to the preplanning exercise] <p>Course delivery support.</p> <ul style="list-style-type: none"> ▪ [Describe USAID Mission, USAID Regional office, Partner, ENCAP contributions]
Contract mechanisms	[Explain contracting mechanism used (See section 1.8 in the <i>Preparation and Delivery Guide</i> .)]

STAFFING

Logistics Coordinator	[state how logistics were provided. (by USAID mission, by contracted logistics coordinator? By local partner?) If a contracted coordinator, state name and how contracted. If USAID or a partner, state name of the logistics lead]
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[Host country]/ Regional expertise	Names and affiliations of eco-environmental and socio-cultural specialist. Describe how they were contracted. Note their role in the course.
Principal trainer	[Name and affiliation] served as principal trainer, and had responsibility for coordinating the course agenda, assigning presenters, and personally presenting about half of the course sessions.

CONTENT

Case study sites & site visits	Describe organization of the case study groups and provide the itinerary of each. Note whether site visits were completed successfully and any difficulties encountered. Acknowledge partner/host contributions to the site visits Final case site briefings are attached.
Course materials	[describe who compiled course materials, who managed reproduction, where this was done.]
Agenda	The course was based on the general ENCAP course agenda, adapted for the specific needs of the course. See final agenda, attached.

CONSULTANTS' COMMENTS AND COURSE EVALUATIONS

The substantive evaluations the course received [were/were not] consistent with those obtained by past courses in the series—X.XX out of 5 for quality of content; and X.XX out of 5 for the degree to which the course improved participant understanding of environmental assessment. (Average evaluation scores for courses in this series are 4.3 and 4.2, respectively.)

[provide consultants' qualitative evaluation of participant interest and learning. Summarize key written comments from course evaluations. Note any barriers/difficulties and how they were overcome, and if they had any bearing on success of the training. Summarize key outcomes and participant and consultant recommendations for follow-up.]

ATTACHMENTS

ENCAP COURSE DETAILS and SIGN-IN SHEETS

Dear Course Administrator,

The team that manages the Africa Bureau's Environmental Assessment Capacity Building Program (ENCAP) looks forward to your help in documenting information on the environmental assessment capacity building courses conducted in connection with this program. We will make your information on the course and trainees available on the web for future referral of trainees for environmental assessment activities and to facilitate followup with trainees and to assist future training.

The course administrator is asked to complete the course details section, while each trainee are asked fill in the sign-in sheets. Please check the completeness and accuracy of each entry.

The completed course details forms and the sign-in forms should be emailed to:

Brian Hirsch
Bureau Environmental Officer
Office of Sustainable Development, Africa Bureau, USAID
1325 G Street, NW, Suite 400; Washington DC, 20005
Tel. 202-219-0438, Fax. 202-219-0518
E-mail: bhirsch@usaid.gov

Thank you very much for your help with capturing the results of your environmental assessment course. For your information, the results will be available on the ENCAP web site, at www.encapafrika.org.

COURSE DETAILS

1. Course Title:
2. Dates (mm/dd/yy):
3. Venue:
4. Country:
5. Number of Organizations Represented:
6. Number of Trainees:
7. Course Quality (Scale:1-5):
8. Improved EA Understanding Rating (Scale:1-5):
9. Course Description and Unique Attributes: *(Briefly describe course foci, themes and audiences. Alternatively, please attach any course descriptions that you may have distributed).*

ENCAP PARTICIPANTS SIGN-IN SHEET

Information provided by participants will be used for training follow-up, referrals, etc.

Environmental Assessment and Environmentally-sound Design for Small-scale Activities for Who, at Venue, City, Country on Date

** Please note if participant is a facilitator, presenter or administrative support (F, P, A, or leave blank if none of these.)*

	ROLE*	NAME (LAST, FIRST)	JOB TITLE	ORGANIZATION	ADDRESS	TEL. #	FAX #	EMAIL ADDRESS
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Abbreviations/Acronyms