**Training on Communications and advocacy, reporting and M&E training**

**Gaza**

**Date 13-15 June 2022**

1. **Background**

SAWASYA I: Strengthening the Rule of Law in the oPt: Justice and Security for the Palestinian people (2014-2018) and more recently the SAWASYA II Joint UNDP/UN women/UNICEF Programme: Promoting the Rule of Law (2018-2023) have sought to elevate the state building enterprise for a progressively functioning and increasingly inclusive rule of law system that respects, protects and fulfils human rights and gender equality, and promotes development, peace and security.

The progressive realization of the rule of law in the State of Palestine is particularly contingent upon the strengthening of institutions through legal, regulatory and policy frameworks that align more closely with international standards (Outcome 1), ensuring effective, accountable and inclusive service provision (Outcome 2) and that all Palestinians, including the most vulnerable, have equal means to seek and access justice (Outcome 3), in a manner that is human-rights based and gender responsive (Outcome 4). And in this regard, Palestine has long enjoyed a vibrant and dynamic civil society, which has been able to not only address gaps in service delivery but also call for accountability of duty bearers for the application of human-rights based legislation and frameworks.

With these specific objectives underpinning the Programme’s action, SAWASYA II has partnered with a number of organizations in the Gaza Strip. Partners’ interventions have focused on legal aid, community-based awareness, the strengthening of the legal profession and formal legal avenues, advocacy for more responsive laws and policies, with a specific focus put on most vulnerable Palestinians, particularly women and children. These organizations include Aisha, Al-Mizan, Aman, CFTA, CMC, CWLRC, IUG, NSDL, PBA, PCHR, PSHLA, and WAC. Given the centrality of civil society’s role in promoting a rule of law culture in the State of Palestine, it is essential that the main organizations engaged on this front keep abreast of best practices and programmatic requirements under SAWASYA II.

1. **About the course**

This training aims at achieving two goals: first, to enhance the capacity of the partners of SAWASYA in the field of Communication, Reporting, and Monitoring & Evaluation. Second, to assure harmony between all partners and SAWASYA’s requirements for Communications & Reporting. In this training course, the SAWASYA II team will focus on data management as a key source for Monitoring and Evaluation and for Reporting. Participants will make use of Statistical Package for Social Sciences (SPSS) as a tool for data analysis and visualization.

1. **Target group**

The training is designed for participants who work as focal points of the SAWASYA Programme and are in charge of data collection, communication and reporting.

Expecting between 15 to 20 participants.

1. **Course duration/location**

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| --- | --- |
|  |  |
| **Classroom-based** | 3 Days || Gaza, **Venue to be determined**. |

1. **What you will learn (objectives)**

* **Monitoring and Evaluation:**
* Understand and appropriately use statistical terms and concepts
* Perform data analysis tasks with SPSS
* Perform simple to complex data management tasks using SPSS
* Statistical tests using SPSS
* **Communications:**
* To build a broader understanding of the concept of the joint Programme advocacy and the contribution it can make to the Programme and organizations
* Recognize the elements and importance of planning for advocacy and consistent communication work
* To enhance the participants’ capacity to effectively identify advocacy issues, document them and engage the suitable audience in their work
* Explore the diversity of participatory activities, methodologies and approaches that combine in effective advocacy and communications efforts
* **Reporting:**
* Understand the principles that guide engagement under SAWAYSA II and civil society’s contribution against its theory of change
* Understand the programme’s reporting modalities, including how to use templates and produce high-quality content

1. **Course Outline**

**Sawasya Monitoring and Evaluation**

Introduction to SPSS statistical software

* SPSS interface and features
* Key terminologies used in SPSS
* Views: Variable, Data views
* Data file preparation
* Data entry into SPSS
* Data manipulation: merge files, spit files, sorting files, missing values

Basic Statistics using SPSS

* Descriptive statistics for numeric variables
* Frequency tables
* Distribution and relationship of variables
* Cross tabulations of categorical variables
* Stub and Banner Tables

Graphics using SPSS

* Introduction to graphs in SPSS
* Graph commands in SPSS
* Different types of Graphs in SPSS

Statistical Tests using SPSS

* One Sample T Test
* Independent Samples T Test
* Paired Samples T Test
* One-Way ANOVA

Statistical Associations in SPSS

* Chi-Square test
* Pearson's Correlation
* Spearman's Rank-Order Correlation
* Bivariate Plots and Correlations for Scale Variables

**Sawasya reporting**

* + - * Programmatic engagement with CSOs
      * Reporting modalities

**Sawasya Communications and visibility guidelines**

* Joint programme Publications/visibility items Guidelines and Standards
* Joint Programme Logo Guidelines and Standards
* Joint Programme Image and Graphics Use
* Communicating the joint Programme through the different channels
* Use of statistics – number and figures
* Templates and forms
* Review and clearance process

1. **Training Approach**

This course is delivered by staff members of SAWASYA who have experience in the field of Communication, Reporting, and Monitoring and Evaluation. This course will be taught through a mix of theory, practical activities, group works and case studies.

Upon completion of this course, participants will be issued a certificate.

1. **Agenda**

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| 13 June | Monitoring and Evaluation | |
| 08:00 -09:00 | Installing the SPSS software |
| 09:00 – 09:10 | Welcoming |
| 09:10 – 09:20 | Expectations of Participants |
| 09:20 – 09:40 | Introduction to Statistical Analysis & Introduction to IBM SPSS Statistics. |
| 09:40 – 10:00 | Defining Survey Questionnaire |
| 10:00 – 10:20 | Entering and Editing Data |
| 10:20 – 10:30 | Break |
| 10:30 – 11:00 | Summarizing Individual Variables |
| 11:00 – 11:30 | Descriptive Analysis: Frequency Tables |
| 11:30 – 12:30 | Descriptive Analysis: Cross Tabs |
| 12:30 12:40 | Coffee break |
| 12:40 – 13:00 | Graphic representation of nominal, ordinal, and quantitative variables |
| 13:00 – 14:00 | Recoding variables and calculating new variables |
| 14:00 -14:30 | Wrap up of the first day’s activities |
| 14:30 – 15:30 | Lunch break |
| 14 June | 09:00 – 10:00 | Analysis of Multiple Response Variables |
| 10:00 -11:00 | Statistical tests and analysis of variance |
| 11:00 -11:10 | Coffee break |
| 11:10 – 12:00 | Statistical tests and analysis of variance continued (ANOVA) |
| 12:00 – 13:00 | Correlation |
| 13:00 – 14:15 | General applications to justice sector data |
| 14:15 – 14:30 | Evaluation |
| 14:30 – 15:30 | Lunch break |
| Communications and Reporting sessions | | |
| 15 June | 9:00- 9:20 | * Joint programme Publications/visibility items Guidelines and Standards   + - Sawasya and communications     - brand visual identity     - categories of informational comms material     - acknowledgment and disclaimers |
| 09:20- 9:40 | * Joint Programme Logo Guidelines and Standards   + - logo overview     - Logo with and without taglines     - Logo with UN agencies, partners, and donor     - Positioning of Sawasya Logo     - Approvals/clearance |
| 9:40- 10:00 | * - Joint Programme Image and Graphics Use   + - Image and graphic specifications     - photograph and image permission     - Captions and credits |
| 10:00- 10:15 | * Gender-inclusive language |
| 10:15- 10:30 | **Questions** |
| 10:30 – 10:45 | * Communicating the Joint Programme (ways to Engage)   + - through News channels     - through social media     - through use of hashtags |
| 10:45- 11:00 | * Use of statistics – number and figures |
| 11:00- 11:15 | * Review and clearance process   + - JP Review and clearance requirements     - Donor Review process |
| 11:15- 11:30 | * Templates and forms |
| 11:30-12:00 | **Questions** |
| 12:00-12:20 | * Presentation of our programmatic engagement   + - what past engagement taught us?     - how civil society contributes to SAWASYA’s theory of change?     - what principles guide our engagement? |
| 12:20-12:45 | **Questions** |
| 12:45-13:05 | * SAWASYA’s reporting modalities   + - why is reporting critical?     - how to efficiently use the template? |
| 13:05-14:30 | **Let’s exercise!** |
| 14:30 | Lunch break |

1. **Budget**

USD 2,000